

## Newly Hired District and School Leaders Teams 101 and Teams 10 Information

Everyone is required to have Teams 101 and Teams 102 on their truenorthlogic transcripts. Participants who have already completed Teams 101 and 102 should not register for these sessions. Teams 101 is a pre-requisite for Teams 102.

The following steps must be followed for the training.

1. Join the District and School Leadership Training Team
  - Watch the video: [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#)
  - The join code is wgekw4c
2. Log into truenorthlogic and register for a session. The session dates, times, topics, and session numbers are listed in the chart below.
  - Contact the IT help desk if you cannot access your truenorthlogic account (803-231-7436) to have your password re-set.
3. Create yourself a calendar appointment reminding you of your training. Include the date, session, and time. You **will not** receive a calendar invitation for any session scheduled in the Team.
4. Become familiar with the Team and the channels several days before your first session.
5. Watch the [Teams 101 Video](#) prior to the Teams 101 session and the [Teams 102 Video](#) prior to the Teams 102 session.
  - The sessions will begin with a discussion of these videos.
6. Join the meeting/training for the session(s) you registered for in truenorthlogic 5-10 minutes prior to the session beginning,
  - Watch the video [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#) For how to join a meeting. **YOU WILL NOT GET A CALENDAR INVITATION FROM TEAMS FOR THE MEETINGS.**

---

**Newly Hired District and School Leader truenorthlogic Registration Information**

Course #22810

<b>Date</b>	<b>Topic</b>	<b>Time</b>	<b>Session #</b>
August 7, 2020	Teams 101- New leaders ONLY	9:00 am – 10:00 am	27012
August 7, 2020	Teams 102- New leaders ONLY	2:00 pm – 3:00 pm	27013