



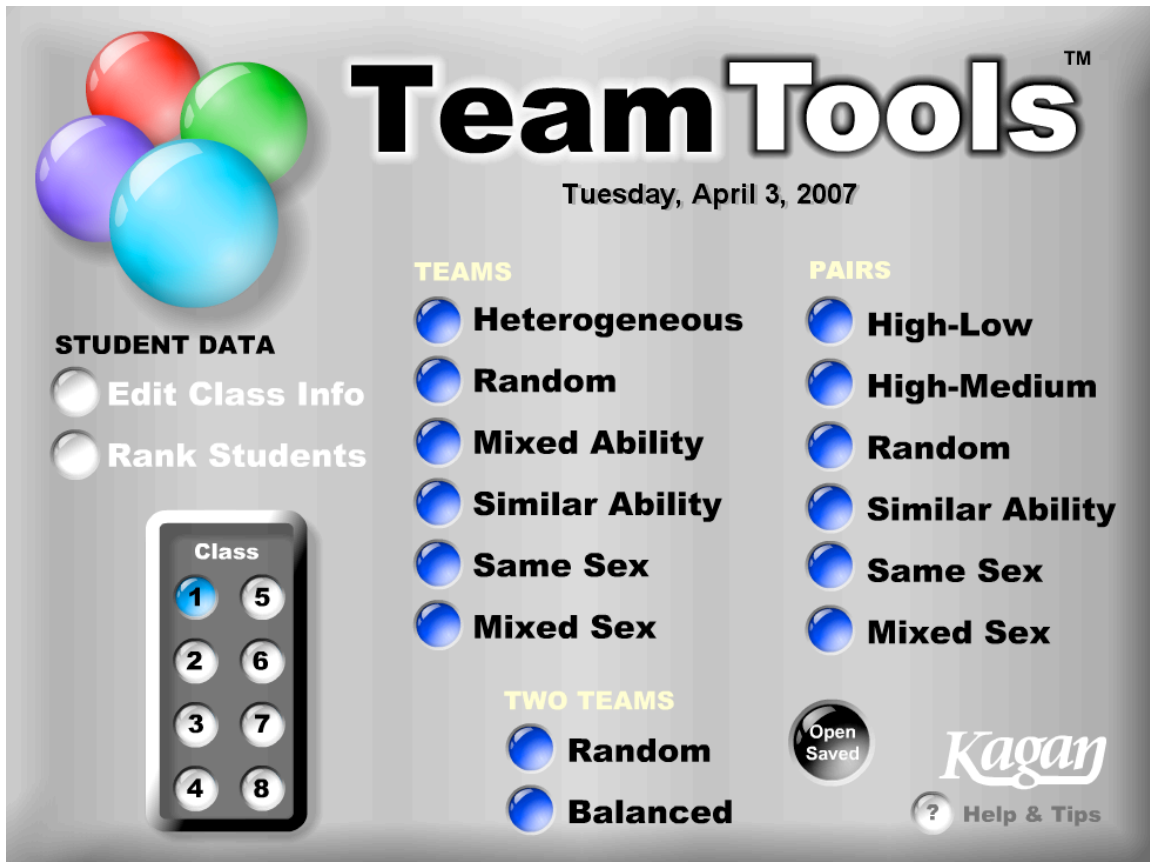
## TeamTools™ User's Manual, v3.0

**TeamTools™**  
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# TeamTools™ User's Manual

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## GENERAL NOTES

These instructions are also included in the Help section of TeamTools. This is your print-friendly version.

### Navigation

- **Main Menu Screen:** Access your class data, select which class to use, select which TeamTool to use, and open saved layouts from the Main Menu.
- **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any tool.

### Computer Dates & Sounds

- **Calendar:** The calendar on the Main Menu is based on your computer's calendar. To adjust the calendar, adjust the calendar on your computer.
- **Volume:** To disable or adjust volume, use your computer's sound settings.

**Scale TeamTools**

- **Scale:** To scale the TeamTools window, click and drag the bottom right scale handle.
- **Full Screen:** To view TeamTools as a full screen, select View > Full Screen  
(Shortcut keys for PC: Control + F; for Mac: Command + F)
- **Exit Full Screen:** To exit Full Screen, press the ESC key or repeat the Full Screen shortcut keys.

## QUICKSTART TUTORIAL

*Below is a quick TeamTools overview and tutorial using sample data provided in the program. You probably won't use TeamTools exactly this way, but it will give you a good feel for the functions of the program. All tools form different types of teams and pairs but basically work the same way. Refer to the Instructions section for complete details. Let's get started!*

### **Enter Student Data**

1. Click Edit Class Info button.
2. Type "My Class" in the first slot.
3. Click Edit button on the right of the first class.
4. Click Import button, then Click OK. (Brings in sample class data.)
5. Click OK. You're ready to go!

### **Create Teams**

6. Click Heterogeneous Teams. (Suggests teams for you.)
7. Click New Teams. (Suggests new teams for you.)
8. Click Adjust Teams. This will allow you to move students around.
9. Click on a student, then click where you want to put him/her by clicking on another student.
10. Click on the empty seat to place the student in memory in that seat.
11. Click Accept Teams button. (Optional: Print this layout.)

### **Save and Open a Layout**

12. Click Save button.
13. Type "My Saved Team," then click slot 1 to save your teams to slot 1.
14. Click Home button in the upper right corner.
15. Click Open Saved button. This is how you access your saved layouts.
16. Select "My Saved Team." (Opens up your saved team layout.)

### **Test "Full Control" Adjustments**

17. Click the Full Control button. This allows you to add, delete, and edit students.
18. Click on a student to move him/her. (Same as Adjust mode.)
19. Click on an empty seat to place the student in memory in that seat.
20. Click Modify Students button.
21. Highlight a student and delete the student.
22. Type in a new student name in a blank spot.
23. Change the name of a different student.
24. Click Accept Teams button.

**View and Modify a Printer-Friendly List**

25. Click List View button.
26. Highlight the title “Classroom Teams” and type in “Sample Class.”
27. Highlight “Team 1” and type in “The Wiz Kidz.”
28. Highlight a student name and delete or modify it. (Optional: Print this layout.)

*Congratulations. You know how to create teams, adjust them with and without full controls, save teams, and print a team list. Feel free to get started with your own student data now and refer to the Instructions section (page 7) for more details.*

## INSTRUCTIONS

### To Enter Class Data

You must first enter your class data to use TeamTools.

- **Edit Class Info:** From the Main Menu, click on the Edit Class Info button.
- **Enter Class Names:** Type in your class name(s). You may enter up to 8 different classes.

	Class Name	Edit
1	Period 1	<input type="radio"/>
2	Period 2	<input type="radio"/>
3	Period 3	<input type="radio"/>
4		<input type="radio"/>
5		<input type="radio"/>
6		<input type="radio"/>
7		<input type="radio"/>
8		<input type="radio"/>

- **Edit Class:** Click the Edit button to the right side of the class you wish to edit.
- **Enter Student Information:** You may type in your student information or you may copy and paste the data.

### **To Type In Data Manually**

For each student, enter: 1) Name, 2) Score, and 3) Sex.

For example:

	Name	Score	M/F
1	Alex	81	M
2	Angelina	91	F
3	Ashley	86	M
4	Becky	79	F

### **Notes About Entering Data**

- Press Tab to tab to the next field.
- Differentiate students with the same first name using a last name initial.
- To change the contents of any field, you may double-click on the field or click and drag to highlight the field's content. Then type in the new data.
- You may edit your class list as students or scores change.

### **To Import (Copy and Paste) Data**

If you use Excel or another student-tracking software to store your student information and grades, you may be able to speed up entering the data into TeamTools by using the import function.

To import data, TeamTools requires the data to be in CSV (Comma Separated Value) format as: Student1,Score1,Sex1,Student2,Score2,Sex2, etc. Each item is separated with a comma and there are no spaces.

If your student-tracking software allows you export data, export: 1) name, 2) score, and 3) sex. You may prepare the data in the required CSV format using a spreadsheet or word processing program

**Excel Helper File:** An Excel file ("import\_helper.xls") is provided to help you import class data into TeamTools. Prepare your class data into three columns in the spreadsheet as shown on page 9. Cell A46 of the spreadsheet is a calculated cell that converts the columns into the required CSV format. Click on cell A46 and copy the cell.



	A	B	C	D	E	F
1	<b>Student Name</b>	<b>Score</b>	<b>Sex</b>			
2	Alex	81	M			
3	Angelina	91	M			
4	Ashley	86	M			
5	Becky	79	F			
6	Brian	90	M			
7	Bridget	83	F			
8	Carol	92	F			
9	Christi	81	F			
10	Danielle	91	F			
11	Danny	94	M			
12	Dawn	80	F			
13	Jackie	86	F			
14	Jan	83	F			
15	Jeanne	87	F			
16	Jeff	78	M			
17	Jennifer	92	F			
18	Jeremie	85	M			
19	Jeri	93	F			
20	Julie	82	F			
21	Laurie	93	F			
22	Lisa	87	F			
23	Lori	94	F			
24	Madeleine	85	F			
25	Mary	78	F			
26	Melissa	90	F			
27	Michael	98	M			
28	Miguel	82	M			
29	Mike	97	M			
30	Miles	79	M			
31	Milla	97	F			
32	Nancy	88	F			
33	Nichole	96	F			
34	Rosanne	84	F			
35	Sandy	96	F			
36	Sherri	88	F			
37	Shella	95	F			
38	Spencer	84	M			
39	Stefani	89	F			
40	Steve	95	M			
41	Tom	89	M			
42	Toni	80	F			
43						
44						
45	<b>Copy and paste cell A46 below into TeamTools import field</b>					
46	Alex,81,M,Angelina,91,M,Ashley,86,M,Becky,79,F,Brian,90,M,Bridget,83,F,					
47						

In TeamTools, click the black Import button. Paste your copied class data over the sample data.

If you have fewer than 41 students, there will be a long series of commas at the end of your data. Delete all additional commas so the data ends with the last student's sex as pictured on page 10.

### Import My Class Data

Export your class data from Excel or other student tracking software. Copy the data and paste it over the sample data in the box below. Click OK.  
**Data must be in comma separated format (CSV) as Name.Score.Sex.**

Alex,81,M,Angelina,91,F,Ashley,86,M,Becky,79,F,Brian,90,M,Bridget,83,F,Carol,92,F,Christi,81,F,Danielle,91,F,Danny,94,M,Dawn,80,F,Jackie,86,F,Jan,83,F,Jeanne,87,F,Jeff,78,M,Jennifer,92,F,Jeremie,85,M,Jeri,93,F,Julie,82,F,Laurie,93,F,Lisa,87,F,Lori,94,F,Madeleine,85,F,Mary,78,F,Melissa,90,F,Michael,98,M,Miguel,82,M,Mike,97,M,Miles,79,M,Milla,97,F,Nancy,88,F,Nichole,96,F,Rosanne,84,F,Sandy,96,F,Sherri,88,F,Sheila,95,F,Spencer,84,M,Stefani,89,F,Steve,95,M,Tom,89,M,Toni,80,F

Click OK.

### Period 1

Name	Score	MF	Name	Score	MF	Name	Score	MF
1 Alex	81	M	11 Jeff	78	M	21 Miles	79	M
2 Angelina	91	F	12 Jennifer	92	F	22 Milla	97	F
3 Ashley	86	M	13 Jeremie	85	M	23 Nancy	88	F
4 Becky	79	F	14 Jeri	93	F	24 Nichole	96	F
5 Brian	90	M	15 Julie	82	F	25 Rosanne	84	F
6 Bridget	83	F	16 Laurie	93	F	26 Sandy	96	F
7 Carol	92	F	17 Lisa	87	F	27 Sherri	88	F
8 Christi	81	F	18 Lori	94	F	28 Sheila	95	F
9 Danielle	91	F	19 Madeleine	85	F	29 Spencer	84	M
10 Danny	94	M	20 Mary	78	F	30 Stefani	89	F
11 Dawn	80	F	21 Melissa	90	F	31 Steve	95	M
12 Jackie	86	F	22 Michael	98	M	32 Tom	89	M
13 Jan	83	F	23 Miguel	82	M	33 Joe	80	F
14 Jeanne	87	F	24 Mike	97	M			

Click OK to accept your class. ***You are now ready to use TeamTools!***



### Problems with Data

TeamTools checks your data. It will warn you if there are problems with your class data. If TeamTools detects a problem, ensure that you:

- 1) have no blank fields (for example, a student name with a blank score or blank sex).
- 2) enter sex as "M" or "F."
- 3) enter scores as numbers.

### Clearing Student Data

You may press the red Clear All button to clear all student data (for a new year, quarter, or semester).

### Notes About Student Scores and Ability Groups

• TeamTools uses your student score data to create ability groups that are used by many of the tools. Your class is divided equally into four ability groups:

- 1 = High
- 2 = High Medium
- 3 = Low Medium
- 4 = Low

Tools that use student ability randomly select a student from within his/her ability group. For example, if TeamTools is looking for a "high" student, it will randomly pull one student from the available "high" ability group.

• Student scores change over time. Therefore, students will likely change ability groups. It is recommended that scores be adjusted periodically to reflect current ability groups.

### Options for Using the Score Field

You may use the score field in a variety of ways, depending on preference or available data.

- 1) **Actual Scores:** The number you enter in the score field can be an actual score (e.g., student's test score, unit score, average score, class score).
- 2) **Class Ranking:** You may use the score field to enter each student's position in an achievement rank. Since TeamTools was designed primarily for use with test scores that have higher numbers for higher scores, you will have to give top-ranking students the highest numbers. For example, if you have 30 students, your rank may look like:
  - 30 = First Ranked Student
  - 29 = Second Ranked Student
  - 28 = Third Ranked Student
- 3) **Ability Group:** You may use the score field to enter ability group scores, or ability group numbers rather than actual scores. For example:
  - 95 = High Group Score
  - 85 = High-Medium Group Score
  - 75 = Low-Medium Group Score
  - 65 = Low Group Score
  - or
  - 4 = High Group
  - 3 = High-Medium Group
  - 2 = Low-Medium Group
  - 1 = Low Group
- 4) **Dummy Scores:** TeamTools requires score data to work optimally. To use TeamTools without scores, give everyone the same score (e.g., 100). If you use dummy scores, remember to disregard the ability group information shown as you form teams.

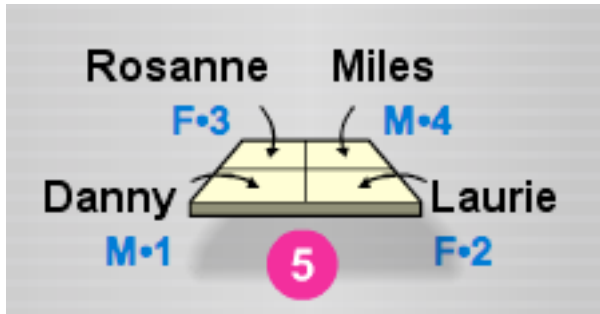
### **To Select a Class**

TeamTools allows you to store up to 8 classes. Select which class you would like to be active as you form teams and pairs. When you click the class number, the button will turn blue to show which class has been selected.



## To Create Teams or Pairs

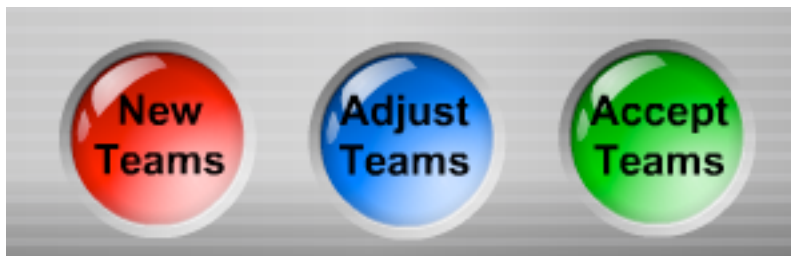
Create teams or pairs by clicking one of the many Team, Pair, or Two Teams tools. TeamTools will take your class data and suggest teams or pairs for you. In the Team and Pair tools, you will see a letter and number under each student's name (example, F•2).



The letter is the student's sex. The number is his/her ability group. So "F•2" is a High-Medium Female. These sex and ability codes will help you take sex and ability into consideration as you create and adjust your teams and pairs.

Once TeamTools recommends teams or pairs, you have three options:

1. **Accept:** If you are happy with TeamTools' recommendation, click the green Accept button.
2. **Adjust:** If you want to modify TeamTools' recommendation, click the blue Adjust button.
3. **Try Again:** If you are not happy with TeamTools' recommendation and want a new recommendation, click the red New button.



## To Accept a Recommendation

Click the green Accept button to accept TeamTools' recommendation. You will be taken to a layout that takes out the sex and ability codes. It does so because score data is intended for the teacher's eyes only, not for students. You can share this screen with your students. To do so, you may print it and post it in the classroom, or if you have a digital projector, project it for the class.

**Hint:** Even though you can save layouts, print and store a hard copy of your final teams, either in this seating arrangement view or list view, for future reference.

## To Save a Layout

After you accept a layout, click the green Save button to save it. A Save As window pops up.

1. Name your layout.
2. Select where you wish to save it. There are 8 available slots. You may select an empty slot or overwrite an old layout by selecting its slot.



Next, you will be taken to a screen with all your saved layouts. You may open a saved layout from this screen or press the Home button to exit to the Main Menu.

## To Make Adjustments

After TeamTools recommends a layout, click the blue Adjust button. In the Adjust mode, you may move any student to any seat by clicking on the student, then clicking on the location where you would like to place that student.

1. Click on the student's name. The student will be removed from the seat and put into memory.
2. Click on another student's name. The first student will now occupy that seat and the second student will be placed in memory.
3. Click where you would like to place the student in memory.
4. When you are happy with your layout, press the green Accept button.

**Warning Message:** All students must be placed in seats before proceeding. You will receive a warning message if you still have a student in memory.

**Adjust Teams**

**TeamTools™**

**Oops!**  
You still have one student in memory:  
**Laurie**

Click on the empty slot or on any student name to place this student. Verify that there are no empty slots before proceeding.

Close

Student To Place on a Team  
**Laurie** F-2

Cancel Accept Teams Full Control

Period 1

Rosanne F-3 Christi F-4  
Mike M-1 Tom M-2 10

Ashley M-3 Miguel M-4  
Jeri F-1 7

Bridget F-3 Joe F-4  
Sandy F-1 4

Melissa F-2  
Lisa F-3 Julie F-4  
Steve M-1 Na F-2 1

Spencer M-3 Miles M-4  
Lilla F-1 Sherri F-2 9

Jeremie M-3 Alex M-4  
Lori F-1 Angelina F-2 6

Deleine F-3 Dawn F-4  
ole F-1 Jennifer F-2 3

### To Make “Full Control” Adjustments

Full Control mode gives you more control than the basic Adjust mode, which only allows you to move students. In Full Control mode, you may add students, delete students, move students, and make edits. This mode is recommended for making changes to a long-term team arrangement. For example, if you have stable cooperative learning teams but a student moves or you get a new student, you may want to make and save the change in TeamTools.

To access Full Control mode, click the blue Adjust button, then click the white Full Control button. In Full Control mode, you may toggle between Move Students and Modify Students using the respective buttons.

- **Move Students:** You may move students to a new seat (works the same way as in the Adjust mode).



- **Modify Students:** With the text insertion tool (like a word processor), you may edit a student's name, delete a student (highlight the student's name, then press backspace or delete), or add a student to any available seat in the classroom.

### Full Control Caution and Notes

- **Caution:** Changes that you make to your class in Full Control mode do not affect your class list. To make changes to your class list, you must click Edit Class Info from the Main Menu.
- In Full Control mode, all student info (sex and ability group) is removed, making it quicker to modify the layout.
- In Full Control mode, all seats become available and remain available when opening a saved layout that has been modified with Full Control.
- As in the Adjust mode, you will receive a warning message if you try to accept a layout when there is a student in memory.

### To View and Print a Printer-Friendly List

After you accept an arrangement, click the black List View button for a black and white printer-friendly list. You may edit student names or class information by typing over existing data. When you are happy with your list, you may print it.

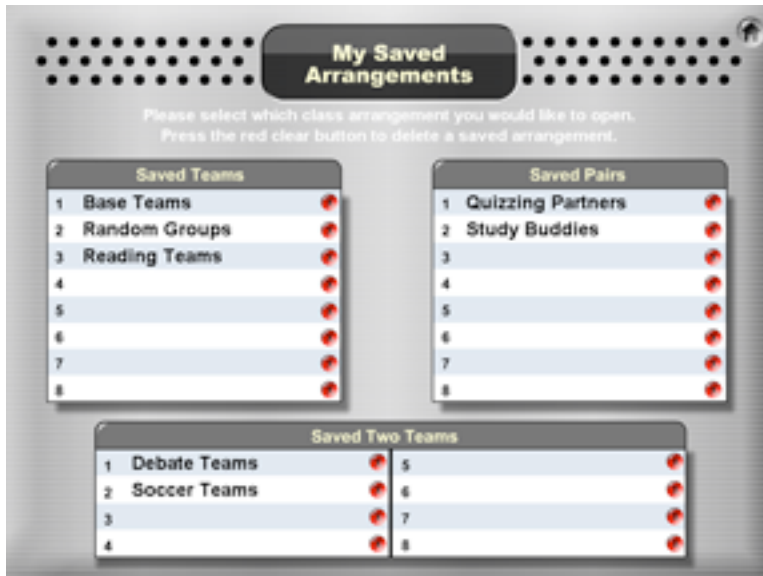
### Cautions

- To save a layout, do so before you enter Print View. Once you enter Print View, your only options are to modify or print the list.
- Changes that you make in Print View do not affect your class list. To make changes to your class list, you must click Edit Class Info from the Main Menu.

<b>Classroom Teams</b>				
<b>Period 1</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5
1) Melissa 2) Steve 3) Jackie 4) Mary 5) Nancy	1) Stefani 2) Sheila 3) Jan 4) Christi	1) Jennifer 2) Milla 3) Jeanne 4) Dawn	1) Laurie 2) Lori 3) Rosanne 4) Becky	1) Carol 2) Michael 3) Bridget 4) Miguel
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
TEAM 6	TEAM 7	TEAM 8	TEAM 9	TEAM 10
1) Sherri 2) Jeri 3) Spencer 4) Alex	1) Danielle 2) Nichole 3) Jeremie 4) Jeff	1) Brian 2) Danny 3) Madeleine 4) Julie	1) Angelina 2) Sandy 3) Ashley 4) Miles	1) Tom 2) Mike 3) Lisa 4) Joe
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## To Open a Saved Layout

From the Main Menu, click the black Open Saved button. Click on the desired saved layout. The layout will open in the Adjust mode and you may 1) make adjustments, 2) accept, or 3) make full control adjustments.



**Note:** In the My Saved Arrangements mode, you may click the red clear button to delete a saved layout.

## To View and Print a Student Ranking


TeamTools provides a rank-ordered list of your students that you may view and print. To enter the Student Ranking screen, from the Main Menu select the class you would like to rank. Then click the Rank Students button.

Rank	Name	Score	Rank	Name	Score	Rank	Name	Score
1	Michael	98	11	Danielle	91	21	Spencer	84
2	Mike	97	12	Melissa	90	22	Bridget	83
3	Milla	97	13	Brian	90	23	Jan	83
4	Nichole	96	14	Stefani	89	24	Julie	82
5	Sandy	96	15	Tom	89	25	Miguel	82
6	Sheila	95	16	Nancy	88	26	Alex	81
7	Steve	95	17	Sherri	88	27	Christi	81
8	Danry	94	18	Jeanne	87	28	Joe	80
9	Lori	94	19	Lisa	87	29	Dawn	80
10	Jeri	93	20	Ashley	86	30	Miles	79
11	Laurie	93	21	Jackie	86	31	Becky	79
12	Carol	92	22	Jeremie	85	32	Mary	78
13	Jennifer	92	23	Madeleine	85	33	Jeff	78
14	Angelina	91	24	Rosanne	84			

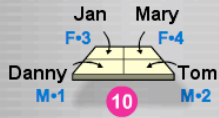
Class Size: 41    Females: 28  
Class Average: 88    Males: 13

## Heterogeneous Teams

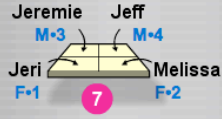
# TeamTools™




**Period 1**



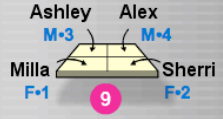
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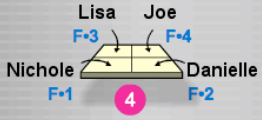
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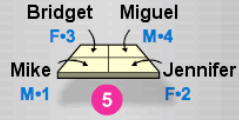
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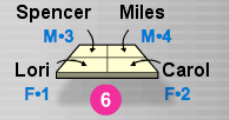
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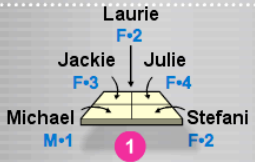
4




5



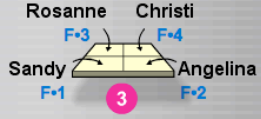
6



1



2



3

Info Box	Class Size: 41	Teams of 4: 9
	Females: 28	Teams of 3: 0
	Males: 13	Teams of 5: 1

New Teams

Adjust Teams

Accept Teams

## TEAMS

### Introduction

TeamTools provides a variety of ways to form classroom student teams. Student teams are ideal for cooperative learning, team projects, team presentations, and other team activities.

TeamTools maximizes the number of teams of 4. If teams don't break evenly into teams of 4, here's how TeamTools handles extra students:

- 1 extra = 1 team of 5 (Team 1 will have 5 students)
- 2 extra = 2 teams of 3 (Teams 2 and 3 will have 3 students each)
- 3 extra = 1 team of 3 (Team 1 will have 3 students)

## Heterogeneous Teams

*Creates mixed sex and mixed ability teams recommended for stable cooperative learning base teams.*

### Notes:

- Maximizes mixed achievement levels represented on each team: 1) High, 2) High Medium, 3) Low Medium, and 4) Low.
- Maximizes the number of teams with two males and two females. When this is no longer possible, same-sex teams are formed so the single male or female don't receive too much or too little attention.
- To the extent possible, students have a same-sex face partner (student sitting across from them) and an opposite-sex shoulder partner (student sitting next to them) to maximize interaction with both sexes.
- For management purposes, the highest achiever and the lowest achiever on each team sit kitty-corner to each other to avoid too large of an ability gap when working together.
- As you adjust your heterogeneous cooperative learning teams, other factors you may want to take into consideration include the following:
  - Student race/ethnicity
  - Student socioeconomic level
  - Special needs
  - Language needs

## Random Teams

*Creates random teams regardless of sex or ability.*

## Mixed Ability Teams

*Creates teams with an equal mix of ability levels regardless of sex.*

## Similar Ability Teams

*Creates teams with students at the same or similar ability level regardless of sex.*

## Same Sex Teams

*Maximizes the number of all-male and all-female teams regardless of ability.*

## Mixed Sex Teams

*Maximizes the number of two-male and two-female teams regardless of ability.*

## High-Low Pairs

# TeamTools™

### Period 1

Pair #	Student 1	Student 2	Gender/Level
1	Becky	Miles	F-4, M-4
2	Danny	M-1	M-1
3	Dawn	Alex	F-4, M-4
4	Lori	Jeri	F-1, F-1
5	Julie	Jeff	F-4, M-4
6	Sheila	Milla	F-1, F-1
7	Mary	Miguel	F-4, M-4
8	Steve	Sandy	M-1, F-1
9	Christi	Joe	F-4, F-4
10	Michael	Mike	M-1, M-1
11	Ashley	Rosanne	M-3, F-3
12	Nichole	Laurie	F-1, F-2
13	Bridget	Jan	F-3, F-3
14	Carol	Jan	F-2, F-3
15	Jackie	Lisa	F-3, F-3
16	Angelina	Lisa	F-2, F-3
17	Jeanne	Jeremie	F-3, M-3
18	Melissa	Jeremie	F-2, M-3
19	Spencer	Madeleine	M-3, F-3
20	Stefani	Madeleine	F-2, F-3
21	Sherry	Nancy	F-2, F-2

**Info Box**

Class Size:	41	Pairs:	20
Females:	28	Triad or Solo:	1
Males:	13	Total with Solo:	21

New Pairs

Adjust Pairs

Accept Pairs

## PAIRS

### Introduction

TeamTools provides a variety of ways to form classroom pairs. Pairs are ideal for cooperative learning, peer tutoring, pair projects, pair presentations, study buddies, quizzing partners, and other pair activities.

When there is an odd number of students in the class, the Info Box in the lower left corner displays “Triad or Solo: 1” indicating there is one extra student. That extra student is put on Pair 2 by himself/herself so the teacher can have that student: 1) work solo, 2) join Pair 1 as a triad, or 3) pair up with the teacher. The “Total with Solo” number indicates the total number of even pairs, plus the number of solo students.

**High-Low Pairs**

*Creates high-low pairs and high-medium—low-medium pairs regardless of sex.*

**High-Medium Pairs**

*Creates high—low-medium pairs and high-medium—low pairs regardless of sex.*

**Random Pairs**

*Creates random pairs regardless of sex or ability.*

**Similar Ability Pairs**

*Creates pairs with students at the same or similar ability level regardless of sex.*

**Same Sex Pairs**

*Maximizes the number of male-male pairs and female-female pairs regardless of ability.*

**Mixed Sex Pairs**

*Maximizes female-male pairs regardless of ability.*

**Two Teams Balanced**

**TeamTools™**

**Team 1** **Period 1**

Alex	Brian	Jan	Lisa	Michael
Angelina	Bridget	Jennifer	Lori	Miles
Ashley	Danny	Jeri	Madeleine	Milla
Becky	Dawn	Julie	Melissa	Sherri

**Team 2**

Carol	Jeanne	Laurie	Nancy	Sheila
Christi	Jeff	Mary	Nichole	Spencer
Danielle	Jeremie	Miguel	Rosanne	Stefani
Jackie	Joe	Mike	Sandy	Steve
				Tom

**Info Box**

Team 1: 20	Team 2: 21
Females: 14	Females: 14
Males: 6	Males: 7

New Teams
Adjust Teams
Accept Teams

## TWO TEAMS

TeamTools provides two ways to split the class in half. Splitting the class in half is ideal for debates, competitions, sports, and games.

If the class doesn't break evenly into two teams, the extra student is placed on Team 2.

### Random Teams

*Randomly assigns students to one of two teams regardless of sex or ability.*

### Balanced Teams

*Creates two teams that are balanced by sex and ability level.*