Creating a separate MS Team for each candidate and uploading the PAD Folder Template to the Team

Creating a separate MS Team for each candidate

1. Open your Teams app.
   - If you do not know how to do this, see “How do I access Microsoft Teams?” on this FAQ.

2. On the left side of the screen, you will see an icon list. Select “Teams”:

3. On the right side of the screen, near the top, click on “Join or create team”:
4. Click on “Create a team”:

5. Select “Professional Learning Community” or “Staff” for team type:
6. Name the team according to this model: Firstname Lastname Tenure and Promotion Review (or Firstname Lastname Promotion Review for promotion only cases), and keep the Privacy setting on “Private – Only team owners can add members.” See the example below:

Once you are finished entering the name, click “Next.”

7. Click “Skip” when asked if you want to add members (you will want to wait until after you have the PAD Folder Template in place):

Repeat those steps for each candidate.
**Uploading the PAD Folder Template to the Team**

1. If you are not already in the candidate’s Team, click on the “Teams” icon in the side menu (see Step 2 above) and select the correct Team.

2. Near the top middle of the screen, click on “Files,” where files will be uploaded and stored for the team:

   ![Image of Teams interface with Files section highlighted](image)

3. To drag the folder template into the files section, make sure you have downloaded the appropriate folder template from your Division SharePoint site, and place it on your Desktop. From there, you simply click on the folder and drag it into the screen of the files area:

   ![Image of dragging folder into Files section](image)
The folder should then appear in the file list: