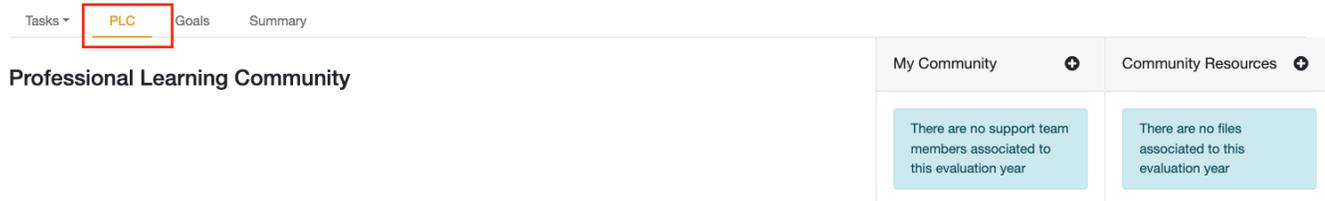


Professional Learning Community (PLC)

Meetings designated to display as Professional Learning Community (PLC) Meetings (or other teams). The PLC tab has three parts: Meetings, My Community(formerly PLC Members), and Community Resources.



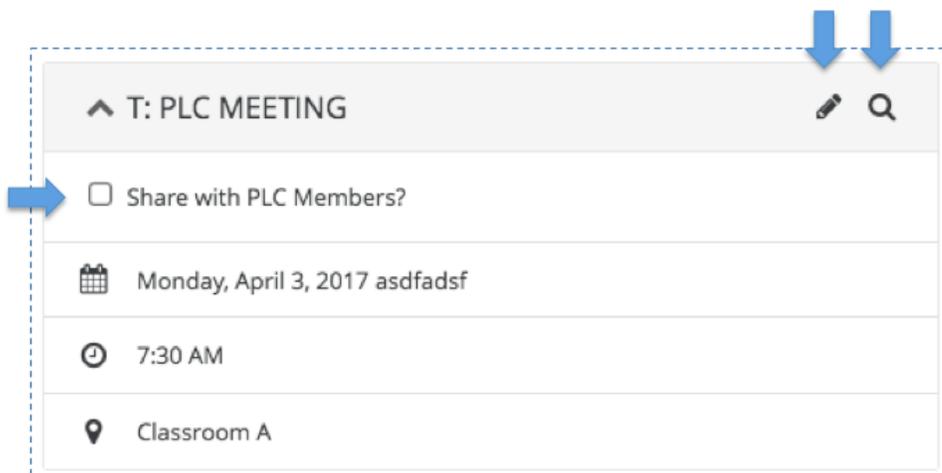
Team/PLC Meetings

Any tasks designated as PLC Meetings will be displayed in this section of the PLC area. If no PLC Meetings are listed, navigate to the **Task List** and add a **PLC task**. For more information [Task List Overview and Options](#).

The **Pencil** button allows the user to enter meeting detail on the task.

The **magnifying glass** button takes you to the PLC task on the task list for the user to view or edit.

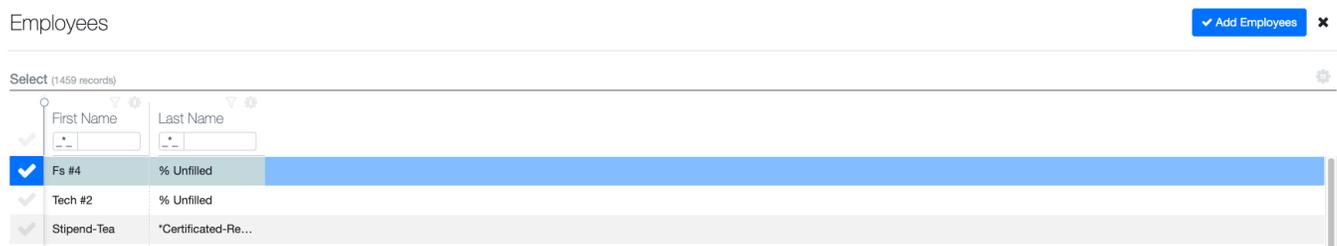
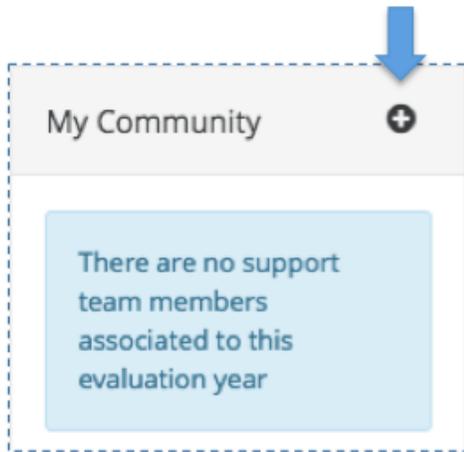
Click the **Share with PLC Members?** Box to share the task with ALL members on the My Community list.



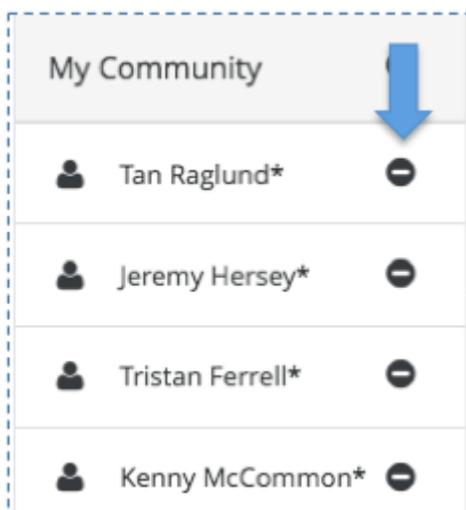
My Community

Only Evaluatees can add or remove members to the PLC team members from their **My Community** List. However, once someone is added, any resources the Evaluatee adds are viewable by that member.

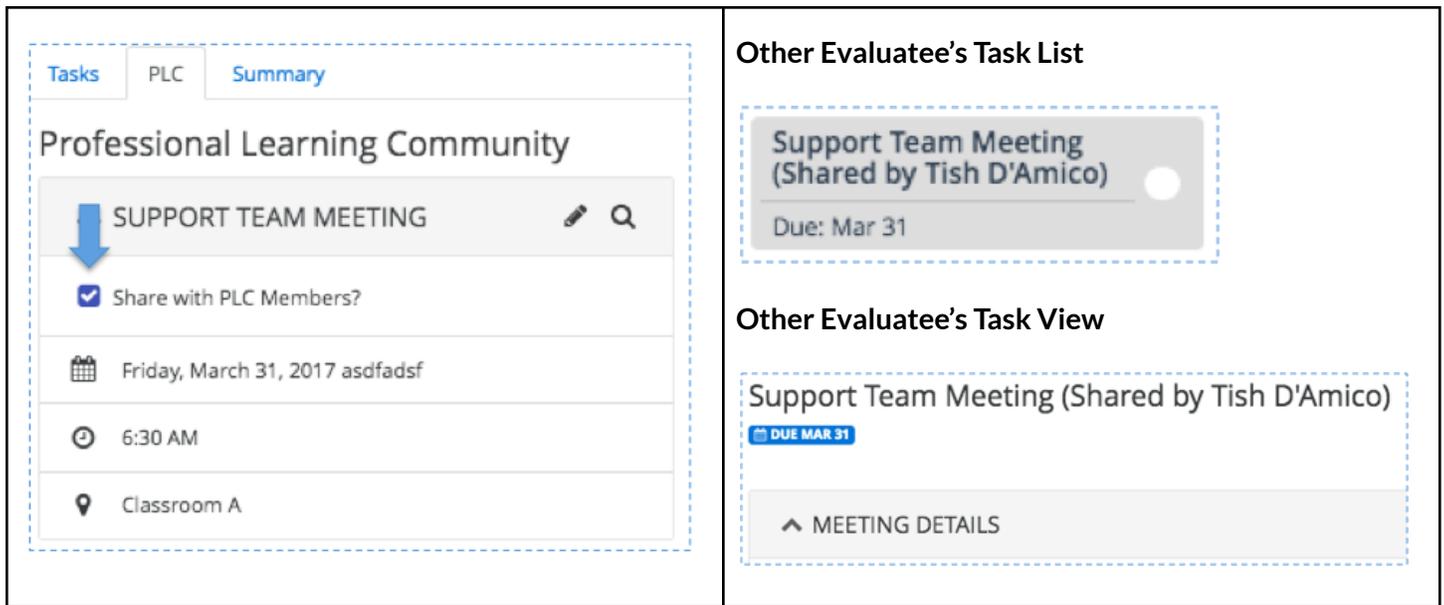
Click the **+** icon to add or remove PLC members. A pop window will appear to search and select members. Click the checkmark to the left to select a member.. Click **Add Employees**, and they will be added to the Evaluatee's My Community List.



If a member needs to be removed, click the **+** button to the right of their name and click Yes, Delete. Anything shared with them will be removed from their Task or Resources lists.



PLC/Team tasks can be shared with ALL members by clicking **Share With My PLC Members?** The task is then displayed on all PLC Member's task lists and flagged with **Shared by (member)**.

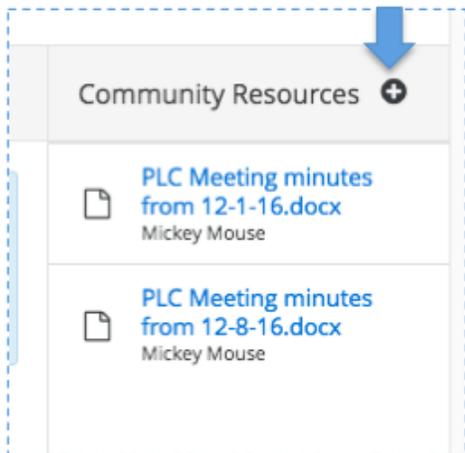


The screenshot is divided into two panels. The left panel, titled 'Professional Learning Community', shows a task card for 'SUPPORT TEAM MEETING'. A blue arrow points to the 'Share with PLC Members?' checkbox, which is checked. Below this, the task details are listed: 'Friday, March 31, 2017 asdfadsf', '6:30 AM', and 'Classroom A'. The right panel, titled 'Other Evaluatee's Task List', shows the same task card as it appears to other members, with the text '(Shared by Tish D'Amico)' and 'Due: Mar 31'. Below this, the 'Other Evaluatee's Task View' shows a detailed view of the task with a 'DUE MAR 31' badge and a 'MEETING DETAILS' section.

Community Resources

Files added to the Community Resources are available to those on the Evaluatee's My Community list and their Evaluator. In addition, the Evaluator can add Community Resources (files) for the Evaluatee and Community Members to access.

Next to Community Resources, click the **+** button.



The screenshot shows a 'Community Resources' section with a plus sign button. Below it, two files are listed: 'PLC Meeting minutes from 12-1-16.docx' and 'PLC Meeting minutes from 12-8-16.docx', both by Mickey Mouse. A blue arrow points to the plus sign button.

On the pop-up, use the **Choose Files** (single select). When files are added to the upload window, click **Start**. When all files are 100% uploaded, close the pop-up.

Upload ✕

Drag & Drop your file here

Or choose a single file Choose File Choose File No file chosen

Or multiple files Choose Files Choose Files 2 files

Name	Size	Progress	Actions
PLC Meeting minutes from 12-1-16.docx	22714 B		Start Cancel
PLC Meeting minutes from 12-8-16.docx	22660 B		Start Cancel

To remove a resource, click the - button next to the resource to remove. A pop-up will ask if you are sure, as **there is no undo**. Click Yes, Delete. This deletes it permanently from the owner's and the PLC member's resource lists.

Confirm Delete ✕

You are about to delete this File Association. This procedure is irreversible.

Do you want to proceed?

Yes, Delete