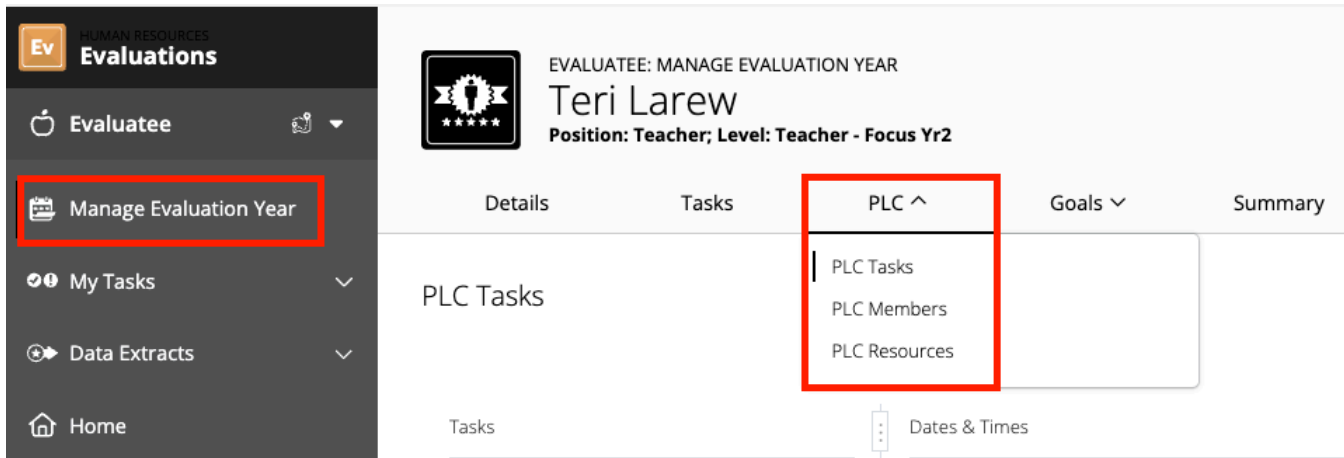


Evaluatee: Professional Learning Community (PLC) (Connect)

1. Start under **Manage Evaluation Year** in the left navigation menu.
2. You will see a list of subpages (tabs) across the top of the page.

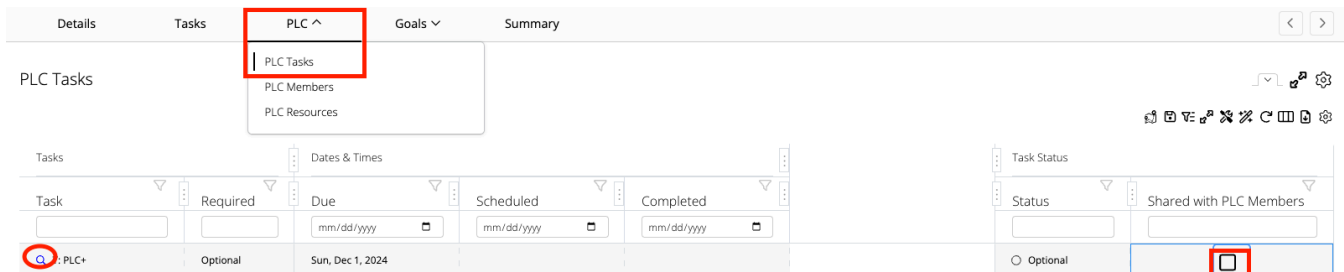


The screenshot shows the 'Evaluatee' interface. On the left is a dark navigation menu with 'Manage Evaluation Year' highlighted in a red box. The main content area shows 'EVALUATEE: MANAGE EVALUATION YEAR' for 'Teri Larew', a Teacher at Focus Yr2. At the top of the main area are tabs: 'Details', 'Tasks', 'PLC ^', 'Goals v', and 'Summary'. The 'PLC ^' tab is highlighted in a red box, and its dropdown menu is open, showing 'PLC Tasks', 'PLC Members', and 'PLC Resources', with 'PLC Tasks' selected.

PLC Tasks

Professional Learning Community tasks and tools in the other sub-pages allow the Evaluatee to share among those in their groups, like meeting notes and other resources.

1. Click the **PLC tab** and choose **PLC Tasks**.
2. Click the **magnifying glass** in the **Task column** to review the task assigned to your group.
3. Click the **Shared with PLC Members** column checkbox to share the task.



This screenshot shows the 'PLC Tasks' table. The 'PLC ^' tab is selected in the top navigation. The table has columns for 'Task', 'Required', 'Due', 'Scheduled', and 'Completed'. A magnifying glass icon is highlighted in a red circle in the 'Task' column. To the right, the 'Task Status' section shows a 'Shared with PLC Members' checkbox, which is also highlighted in a red box.

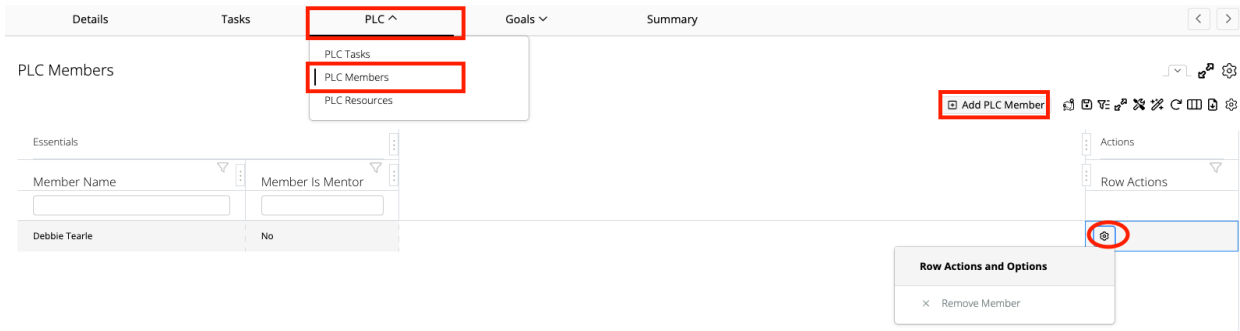
Task	Required	Due	Scheduled	Completed
PLC+	Optional	Sun, Dec 1, 2024		

PLC Members

Members who Evaluatee's add to their PLC list can access any shared tasks or resources.

1. Click the **PLC tab** and choose **PLC Members**.
2. Use the search fields at the top of each column to locate members of your PLC by their name or title.

3. Click the **Add PLC Member** button in the top right.
4. Click the **magnifying glass** in the **Employee(s)** field, click one or more checkboxes to the left, and click **Accept**.
5. Click **Save**.
6. Click the **Row Actions Gear** and choose **Remove Member** to delete.



PLC Resources

Evaluatee's can add resources about the Professional Learning Community, and any staff on their member list can access the added files.

1. Click the **PLC** tab and choose **PLC Resources**.
2. Click the **Add Resource** button in the top right.
3. Click the **+** icon in the **Upload File** field to add a file.
4. Click the **Choose Files** button.
5. Click **Accept**.
6. Click **Save**.
7. Click the **Row Actions Gear** and choose **Delete**. A popover window will appear: **"Are you sure you want to delete this file? This cannot be undone."** Click **Yes** or **No** to return to the data table.

