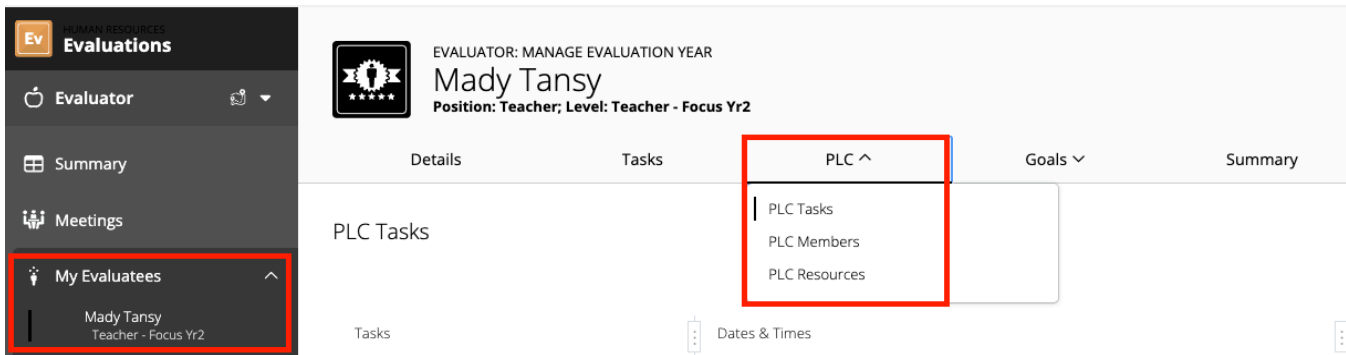


## EVALUATOR: Professional Learning Community (PLC) (Connect\_

Here you will learn how to manage a Professional Learning Community (PLC) tasks, members, and resources.

### Evaluator:

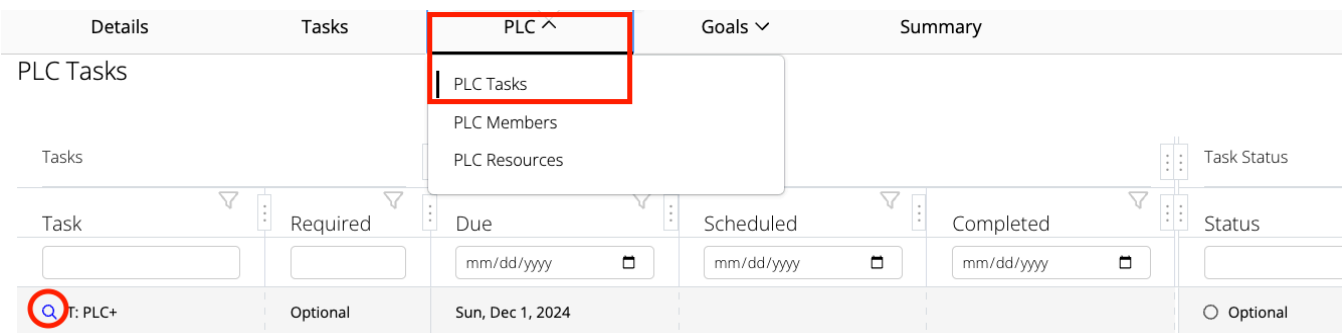
1. Start under **My Evaluatees** in the left navigation menu.
2. Click the **arrow** to reveal the list of evaluatees assigned to you for management.
  - The My Evaluatees list is also accessible under **Summary** on the left navigation menu.
3. Click the Evaluatee name you want to manage.
4. You will see the **Manage Evaluation Year page** with several subpages (tabs) across the top.



## PLC Tasks

Professional Learning Community tasks and tools enable the user to share resources with group members, such as meeting notes and other materials.

1. Click the **PLC tab** and choose **PLC Tasks** from the dropdown menu..
2. Click the **magnifying glass** in the **Task column** to review the task assigned to your group.

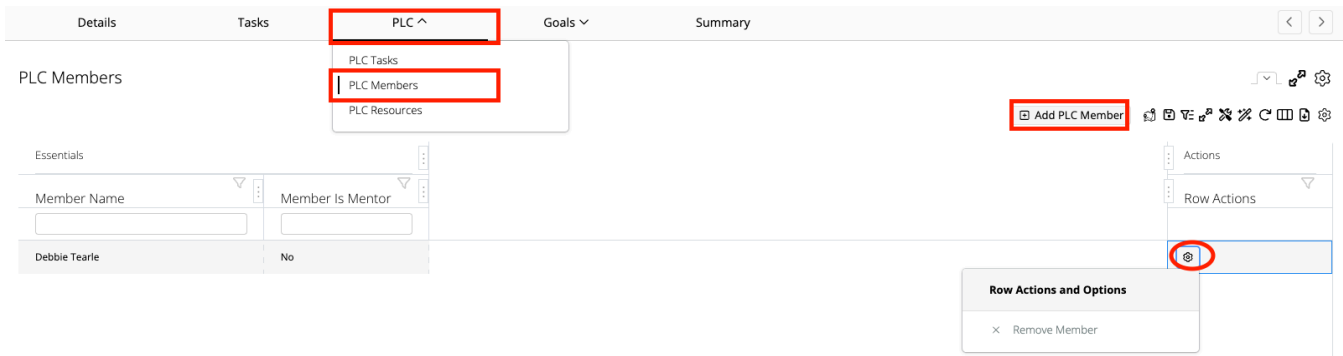


Task	Required	Due	Scheduled	Completed	Status
PLC+	Optional	Sun, Dec 1, 2024			Optional

## PLC Members

Members added to the Professional Learning Community list can access shared tasks or resources.

1. Click the **PLC tab** and choose **PLC Members** from the dropdown menu.
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.



The screenshot displays the 'PLC Members' interface. At the top, there are tabs for 'Details', 'Tasks', 'PLC ^', 'Goals v', and 'Summary'. The 'PLC ^' tab is active, and a dropdown menu is open showing 'PLC Tasks', 'PLC Members', and 'PLC Resources'. The 'PLC Members' option is highlighted. On the right side, there is a toolbar with an 'Add PLC Member' button highlighted. Below the toolbar is a table with columns for 'Member Name' and 'Member Is Mentor'. The first row shows 'Debbie Tearle' and 'No'. On the right side of the table, there is a 'Row Actions' gear icon circled in red. A popover menu is open for this row, showing 'Row Actions and Options' with a 'Remove Member' option.

## PLC Resources

By adding resources about the Professional Learning Community, Evaluatees make those files accessible to any staff on their member list.

1. Click the **PLC tab** and choose **PLC Resources** from the dropdown menu.
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.

Details Tasks **PLC ^** Goals Summary

PLC Resources

- PLC Tasks
- PLC Members
- PLC Resources**

Downl... Label

**Add Resource**

Row Actions

**Row Actions and Options**

- Delete

Screenshot 2025-05-15 at 2.51.177PM.png