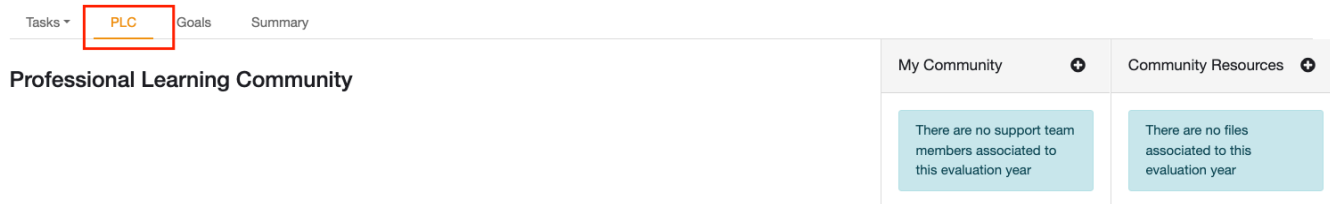


Professional Learning Community (PLC) V2

The Professional Learning Community (PLC) tab has three parts: Meetings, My Community (formerly PLC Members), and Community Resources.

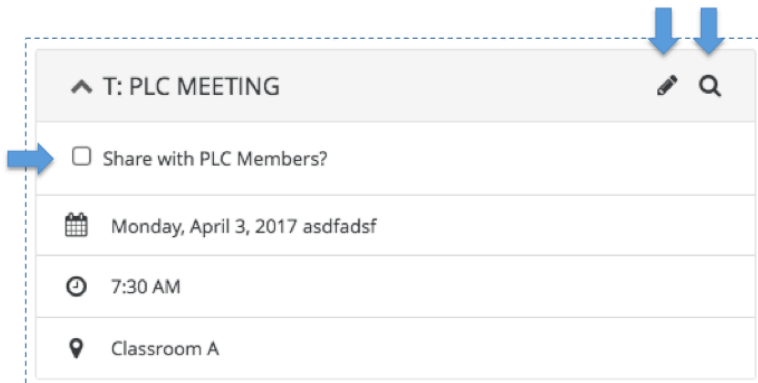


Team/PLC Meetings

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**.

Helpful Resources: <https://support.schooldata.net/hc/en-us/articles/115005415487>

1. Click the **Pencil** icon to enter meeting details for the task.
2. Click the **magnifying glass** button to view or edit the **PLC task**.
3. Click the **Share with PLC Members? Checkbox** to share the task with ALL members on the My Community list.

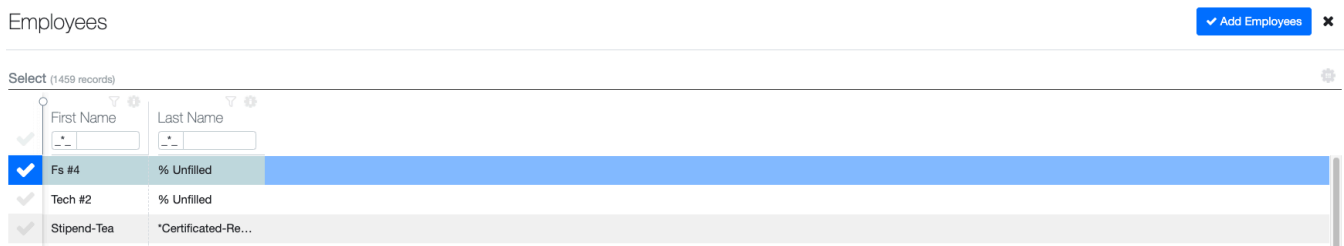
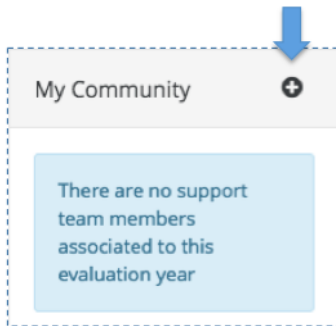


My Community

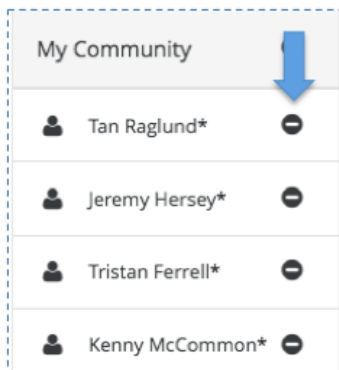
Only Evaluatees can add or remove members to the PLC team members from their **My Community** List. However, once someone is added, any resources the Evaluatee adds are viewable by that member.

1. Click the **+** icon to add or remove PLC members.
2. A pop-up window will appear, allowing you to search and select members.

3. Click the **checkmark** to the left to select a member.
4. Click **Add Employees**, and they will be added to the Evaluatee's My Community" List.



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



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

Tasks
PLC
Summary

Professional Learning Community

SUPPORT TEAM MEETING ✎ 🔍

Share with PLC Members?

📅 Friday, March 31, 2017 asdfdsf

🕒 6:30 AM

📍 Classroom A

Other Evaluatee's Task List

Support Team Meeting (Shared by Tish D'Amico)

Due: Mar 31

Other Evaluatee's Task View

Support Team Meeting (Shared by Tish D'Amico)

DUE MAR 31

⬆ MEETING DETAILS

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.

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

Community Resources +

PLC Meeting minutes from 12-1-16.docx
Mickey Mouse

PLC Meeting minutes from 12-8-16.docx
Mickey Mouse

2. On the pop-up, select '**Choose Files**' (single select).
3. 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 | <div style="width: 100%; height: 10px; background-color: #007bff; position: relative;"> ➔ </div> | Start Cancel |
| PLC Meeting minutes from 12-8-16.docx | 22660 B | <div style="width: 100%; height: 10px; background-color: #007bff; position: relative;"> ➔ </div> | Start Cancel |

4. To remove a resource, click the - button next to the resource.
5. A confirmation window will appear, asking if you are sure, as **there is no undo option**. Click **Yes, Delete**. This deletes it permanently from the owner's and the PLC member's resource lists.

