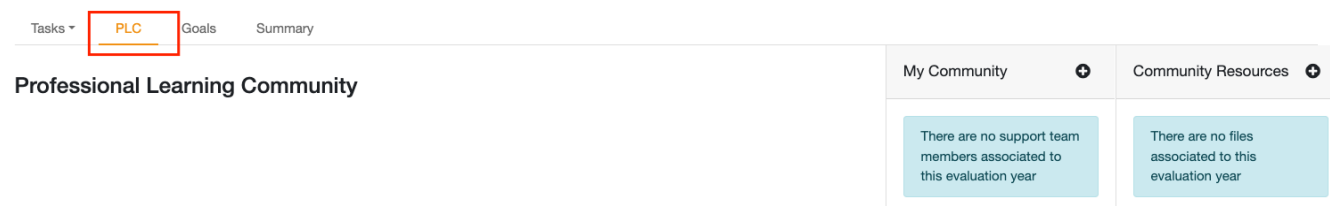


Professional Learning Community (PLC) V2

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

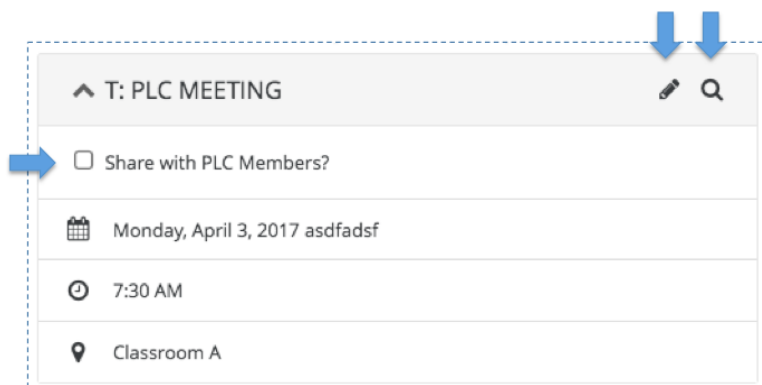


Team/PLC Meetings

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: [Task List Overview and Options V2](#)

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.

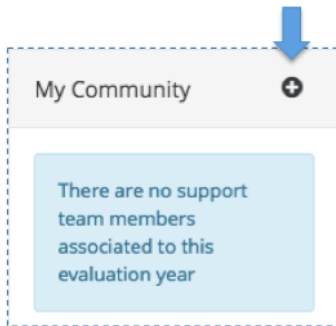


My Community

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.



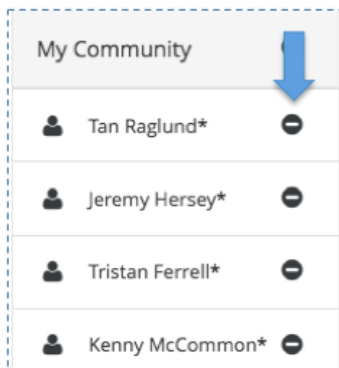
Employees

[Add Employees](#) ✕

Select (1459 records)

	First Name	Last Name
☒	Fs #4	% Unfilled
☒	Tech #2	% Unfilled
☒	Stipend-Tea	*Certificated-Re...

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 asdfasf

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.

- 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

- On the pop-up, select '**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

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 permanently deletes it from the owner's and the PLC member's resource lists.

