

Inservice Facilitators FAQs

MyLearningPlan

Where do I go to create the PLC Activity Proposal?

In MLP, under the LearningPlan tab, on the left side you will find a navigation box where the PLC Activity Proposal is located. Click to complete the form, you may save as draft to return to it or submit once completed.

Where do teachers go to register for their PLC?

In MLP, under the LearningPlan tab, on the left side you will find a white box where it says SBBC Activities. Select and search for your school code or exact name of the PLC.

How do participants register for their PLC AFTER the registration date closes?

After the registration date has passed, only the IF can register participants.

How do I access the Team Room?

Under the Instructor Tab, find the PLC you want to enter and click the manage button. On the next screen, select the gold "team room" bar.

What can I do in the Team Room?

In the team room participants can participate in a discussion thread, create/view forms such as classroom minutes or Mid/End of the Year Verification forms. Participants can also upload and share files.

Who completes the Mid/End of the Year Verification Forms?

The PLC Facilitator or a designated team member creates the form. Only one form is submitted per PLC.

How can I further support my teachers?

Inservice Facilitators can further support their teams by providing training sessions on upcoming form submissions; provide support developing proposals and SMART Goals; guide teams in the collection of minutes; provide facilitator and team building support; and provide ample time for the completion of forms.

Who can I reach out to for support with PLC Facilitation or MLP?

Each school is assigned a Professional Development Support Specialist. You can reach your specialist by phone call at (754) 321-5055 or email. PDSS Specialists also make school site visits to conduct PLC Facilitation PD and/or for individual trainings/meetings upon request.

Where can I access PLC resources and support documents to help me on MLP?

Visit the Talent Development website and navigate to the My Learning Plan and/or Professional Learning Communities quick links. Here you will find a plethora of information on PLCs as well as quick links to MLP job aids and Brainsharks.
