

These instructions will guide the PLC Facilitators and members through the process of creating and documenting their minutes for the C.A.R.E. Cycle in MyLearningPlan.

Droward.mylearningplan.com		com
MyLearningPlan® PLAN » MANAGE » LEARN » EVALUATE Broward County Public Schools Not your district? Username po00086745 Password:		
Need Help? Login	PLAN » MANAGE » LEARN » EVALUATE Broward County Public Schools Not your district?	
	Neod.Helu2 Login	

Go to Broward's MyLearningPlan website <u>broward.mylearningplan.com</u> and login to MyLearningPlan.

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MyLearningPla	an"		8	Print Screen	🕽 Help 🤱 ZAK BARBAROSH 🧯	Logout
	MTE			LearningPlan	Instructor Program Admin Distric	t Admin
Broward County Public Schools						
MLPPDMS	· News and Info					
👻 👗 My Info	Nov 03 - Summer C	ourses Inservice Posting				
My Portfolio	Aug 25 - ESE Requi	rement for Renewal of Profe	ssional Educator Certificate	6		
My File Library						-
* 🛄 Activity Catalogs	- My Proposals					•
SBBC Activities	Actions	Start Date	End Date Activity Title		Status	
BVU and Public Activi	No Active Proposals					
* 📝 Fill-In Forms						
+ 🖬 Activity Proposals	 My Requests - Z 	AK BARBAROSH				
BVU Proposal	Actions	Activity Title	Start Date	End Date	FormName	_
PLC Activity Proposal	3 Save as Draft (0 Re	((s))				
Professional Learning	- no records -					
Training Proposal	3 Wait List (0 Record	- 77				
+ 💥 Account Options		-11				_
My User Profile	- no records					
Change Password	Pending Prior Appro	val (0 Record(s))				_
	- no records -					
	Approved and/or In	-Progress (5 Record(s))				
	Manage	9759 Justice League	12/01/2014	12/01/2014	Catalog Request - PLC	
	Manage	Demo PLC	10/02/2014	11/28/2014	Catalog Request - PLC	
	Manage	BTU Minutes	11/01/2014	11/08/2014	Classroom PLC Minutes	
	Manage	Test PLC	09/30/2014	10/31/2014	Classroom PLC Minutes	
	Manage	MLP VW	10/27/2014	10/27/2014	Catalog Request - Trainin	10
		irmed Attendance (0 Recor	44.35			

On the LearningPlan Tab, scroll to the Approved and/or In-Progress section to locate the activity you are enrolled in. Click the Manage button.

- 9759 Justice League			
+ Activity Details			
9759 Justice League + 1 Meeting(s)			12/01/2014 Approved & in Progress
# Date Time	Location		
	n to 1:00 pm tbd		
Superman (Clark Kent)			
0		Hours: 20.00 Program	PLC Form: Catalog Registration
+ Directions			
Location/Address			
Directions Not on	FL 33301 file!		
 Approval Status 			
# Administrator	Approval Type Comments		Status
1. WebReg Admin	Final Approval		PENONG
If you have any question	ns regarding the approval of this re	equest, please contact the appropriate ap	prover(s) listed above.
* Actions			
PLC Feedback	0	Mark Complete	0
Team Room	0	View/Print Form	0
Download Calendar File	0	Drop	0

On the Activity Details page, click the Team Room button.

Create	Min	utes	
Team Room Decusion Topics		_	
Topic No Topics Exist	# Comments	Last Post	
Team Room Forms The following form(s) are available for this Team	n Room.	Characters left 259	
Form Name Description		Tools	
	on to submit this form.	Were Reports	
IM IN	lanage Team Rooms		
+ Shared Files			
No Files Shared	Share Files		
 Contribution Summary 			

Once you are in the Team room, scroll to the middle section, Team Room Forms and click Classroom PLC Minutes.

	C.A.R.E Cycle Documentation
Team Room Activity	Demo PLC
Student Learning - CARE	
Standard(s)	
Standards	Characters left 2048
PLC Minutes for which d	ate?
Name of CARE Cycle Cycle Start Date Today's Date	2754 LAFS Cycle #
ð	Office of Talent Development

As a PLC, decide which standard or standards you will address during the C.A.R.E. Cycle. You may cut and paste the standards information from the CPALMS website directly into the Standards box.

To support PD Administrators as they review and approve minutes, all PLC Teams should use the following naming convention for school-based PLC Minutes in MyLearningPlan: School Number, Content, Grade and Cycle #. This will allow team members to more easily locate and reference past PLC Minutes.

Next, Click on the calendar in the Cycle Start Date. Then be sure to enter the current date in the today's date field. You will need to update this field each time the form is used.

	C.A.R.E. Cycle Documentation
Curriculum What do we want all stud	Pents to learn as a result of this unit of instruction?
Date Time on Task	Characters left 2048
	Office of Talent Development

The Classroom PLC Minutes template follows the CARE (Curriculum, Assessment, Remediation and Enrichment) Cycle. The questions for each section will help PLC teams guide their discussions. The complete CARE Cycle will be documented based on the school's formative assessment schedule. For each student CARE Cycle at least one section of the Adult CARE Cycle, titled Prepare to CARE, should also be completed.

If at any point the form is exited before it is saved, all information entered on the form will be lost.

How will adults respond whe	In they meet/exceed mastery? (Ex Targeted Investigations, Modeling for team)
	Characters left 2048
Date	
Time on task	[]
Total Number of Hours for Th	is Submission
Total Hours	
Old Hours (admin use only)	
Finish	

For each student CARE Cycle at least one section of the Adult CARE Cycle, titled Prepare to CARE, should also be completed. Enter the date and duration of the meeting or meetings (in the same way as you do for the student Cycle).

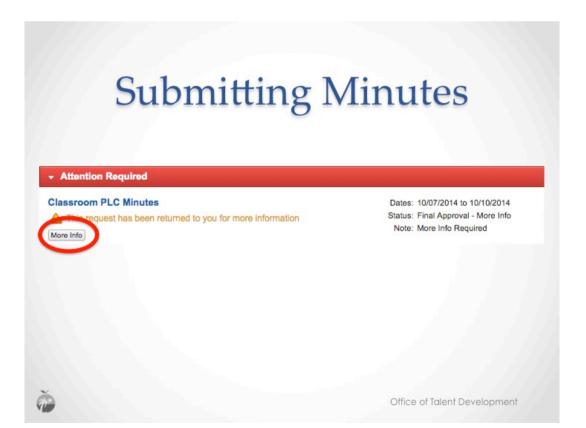
Once you complete the Entire CARE Cycle (including both Student and at least on section of the Adult Learning),

Click Submit for the PD Admin to approve them or click Save as Draft if the minutes will be completed at subsequent sessions. Incomplete minutes can be submitted to the PD Administrator for review at any time during the CARE cycle. The PD Admin will return the minutes form to allow the team to continue the cycle.

If at any point the form is exited before it is saved, all information entered on the form will be lost.

Recently Com	Demo PLC	08/04/2014	05/15/2015	Catalog Request - PLC
Manage	Classroom PLC Minutes	10/17/2014	10/17/2014	Classroom PLC Minutes
Manage	Classroom PLC Minutes	10/17/2014	10/17/2014	Classroom PLC Minutes
R Thi	val Status s form is in a draft status and has not bee use the Drop feature to remove it from you	n submitted for aj ir records.	oproval. Please edit the fo	rm to finalize the details

To continue working in previously saved minutes, the minutes must be accessed on the LearningPlan tab by the person that created them. Click Manage to view the Minutes. In the following window, click Edit/ Submit form to continue editing minutes.



If the minutes were submitted to the PD Admin for review and approval, and they have been returned for more information, the minutes will appear on the submitter's LearningPlan tab under Attention Required. Click More Info to open/view the comments.

 Activity Details 			
3623 ELA 9		Dates: 09/18/2014 to 10/24/2014 Statue: Final Approval - More Info Note: More Info Required	
 Approval Status 	Hours: 3	1.00 Form: Classroom PLC Minutes	
	aLType Comments	Status	
1.	1 Read me for comm from PD Admin	tents	
If you have any questions regarding	ng the approval of this request, please contact above.	the appropriate approver(s) listed	
* More Information Required			
An administrator has requested a response below and click submit	additional information please read the commen to re-send the request	ts above, then enter your	
	-	Characters left 2000	
	Submit		

Read the comments from the PD Admin. Click Revise/Resubmit Form to make necessary corrections.

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Click Continue to edit minutes. Using this feature will allow you to edit your ORIGINAL request and resubmit the Minutes.