

Creating and Documenting Minutes



MyLearningPlan[®]

Broward County  Public Schools

Office of Talent Development

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.

Go to Broward's

MyLearningPlan Website

broward.mylearningplan.com

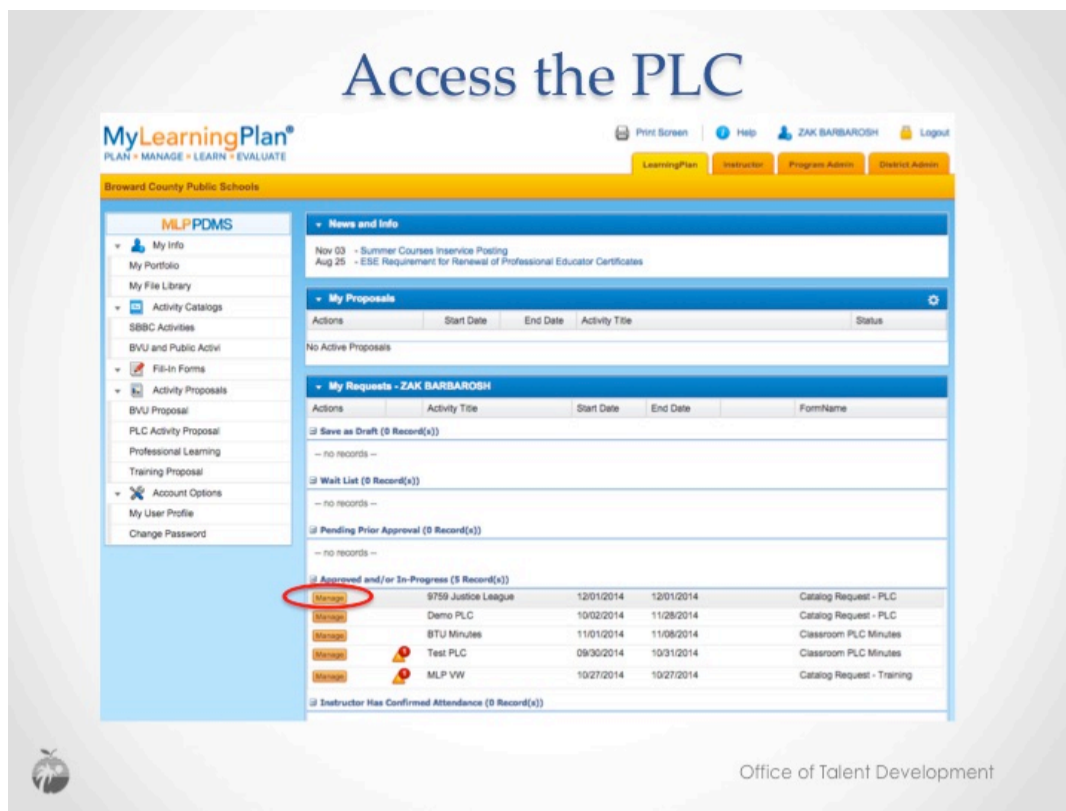
MyLearningPlan[®]
PLAN » MANAGE » LEARN » EVALUATE

Broward County Public Schools
Not your district?

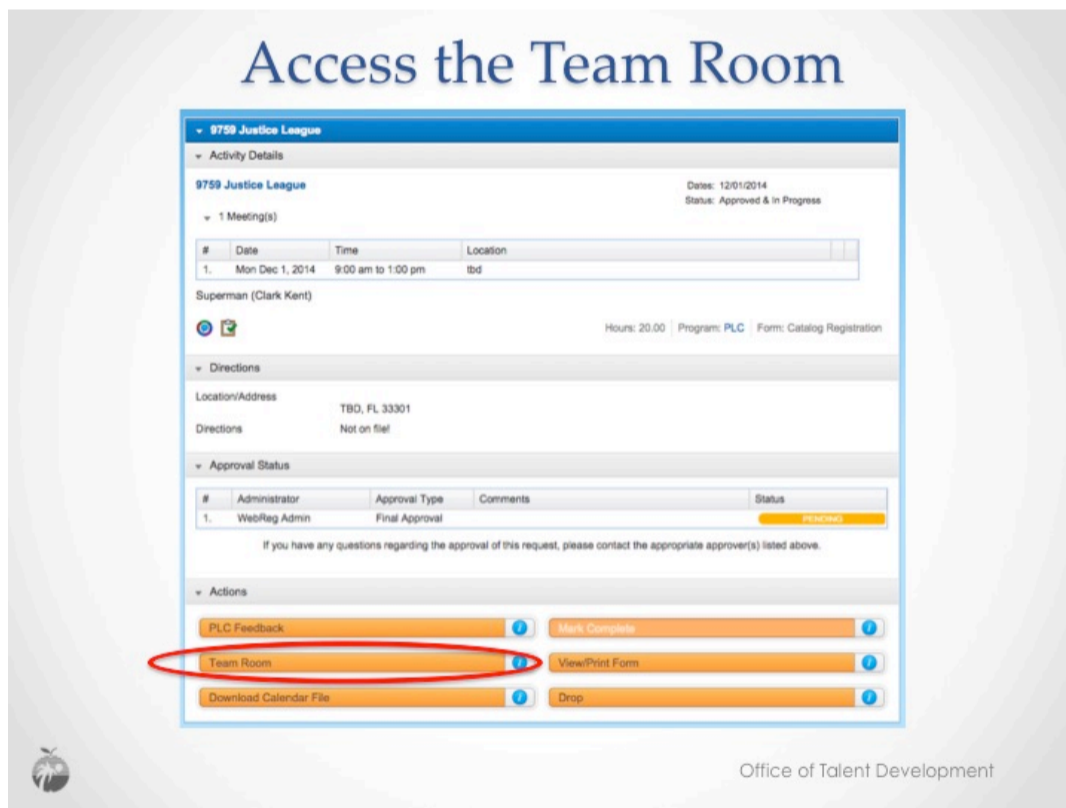
Login	
Username	<input type="text" value="p00086745"/>
Password	<input type="password" value="*****"/>
<small>Need Help?</small>	<input type="button" value="Login"/>

Office of Talent Development

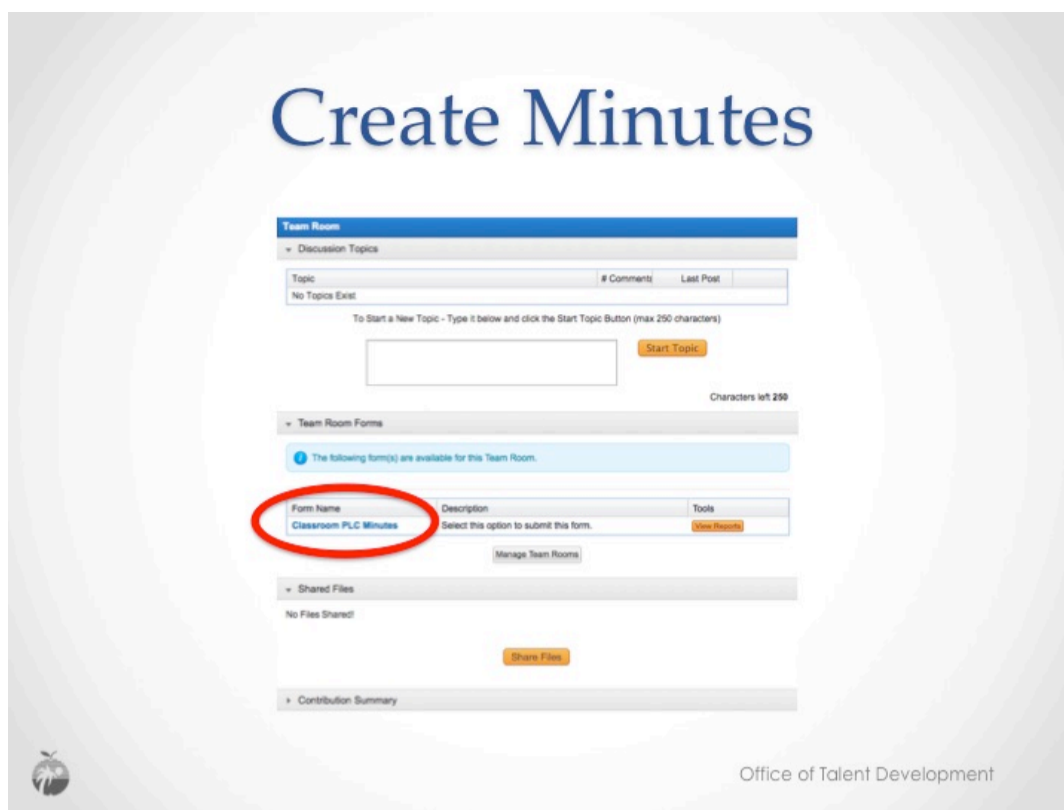
Go to Broward's MyLearningPlan website broward.mylearningplan.com and login to MyLearningPlan.



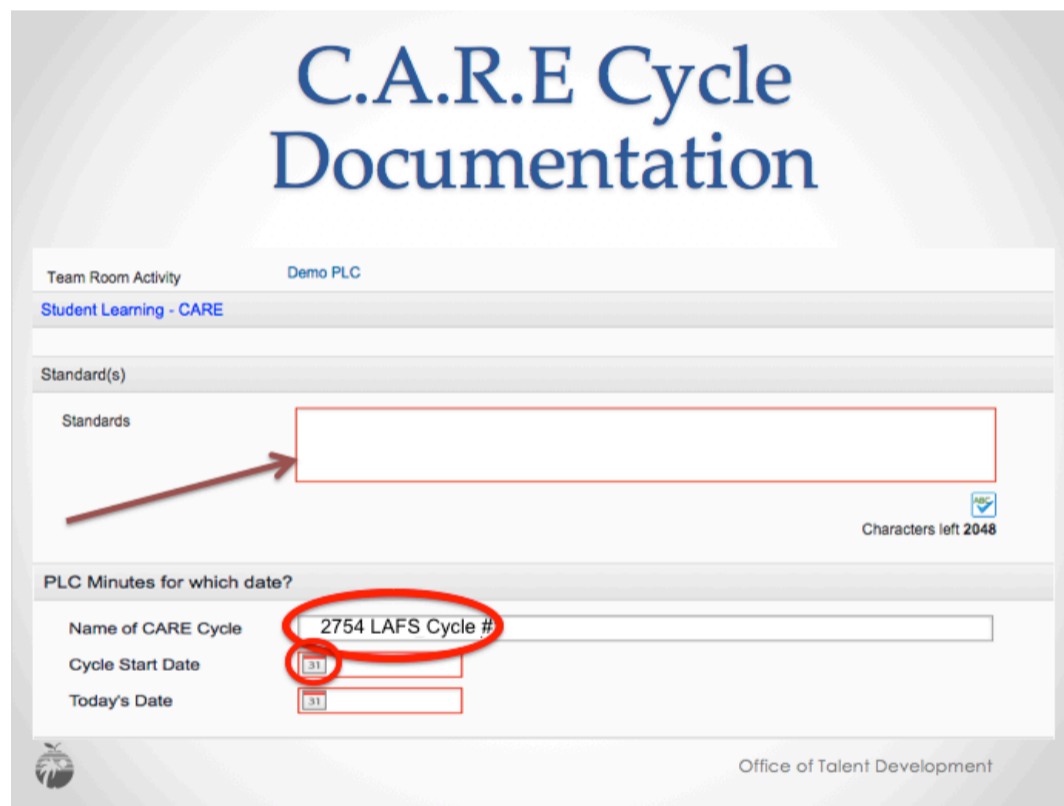
On the LearningPlan Tab, scroll to the Approved and/or In-Progress section to locate the activity you are enrolled in. Click the Manage button.



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



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



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.

NOTE: Do not Pre/Post Date

C.A.R.E. Cycle Documentation

Curriculum

What do we want all students to learn as a result of this unit of instruction?

Characters left 2048

Date

Time on Task

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.

Save or Submit Minutes

Enrichment

How will adults respond when they meet/exceed mastery? (Ex. - Targeted Investigations, Modeling for team)

Characters left 2048

Date

Time on task

Total Number of Hours for This Submission

Total Hours

Old Hours (admin use only)

Finish

Submit
Save as Draft

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.

Saved Minutes

Recently Completed (5 Record(s))

Manage	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

Approval Status

✘ This form is in a draft status and has not been submitted for approval. Please edit the form to finalize the details or use the Drop feature to remove it from your records.

Actions

[Edit/Submit Form](#) [Drop](#)

Office of Talent Development

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.

Submitting Minutes

Attention Required

Classroom PLC Minutes

⚠ This request has been returned to you for more information

[More Info](#)

Dates: 10/07/2014 to 10/10/2014

Status: Final Approval - More Info

Note: More Info Required

Office of Talent Development

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.

Submitting Minutes

3623 ELA 9

Activity Details

3623 ELA 9

Dates: 09/18/2014 to 10/24/2014
Status: Final Approval - More Info
Note: More Info Required

Hours: 3.00 | Form: Classroom PLC Minutes

Approval Status

#	Administrator	Approval Type	Comments	Status
1.			Read me for comments from PD Admin	Final Approval

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

More Information Required

An administrator has requested additional information please read the comments above, then enter your response below and click submit to re-send the request.

Submit

Characters left 2000

Actions

- Revise/Resubmit Form
- View/Print Form
- Download Calendar File
- Drop

Office of Talent Development

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

Submitting Minutes

Review/Resubmit

Confirmation

Using this feature will drop the current request and create a new request.
All prior approvals will be deleted.
This action cannot be undone.

Actions

Back Continue

Office of Talent Development

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