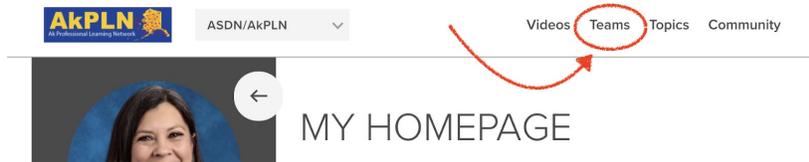
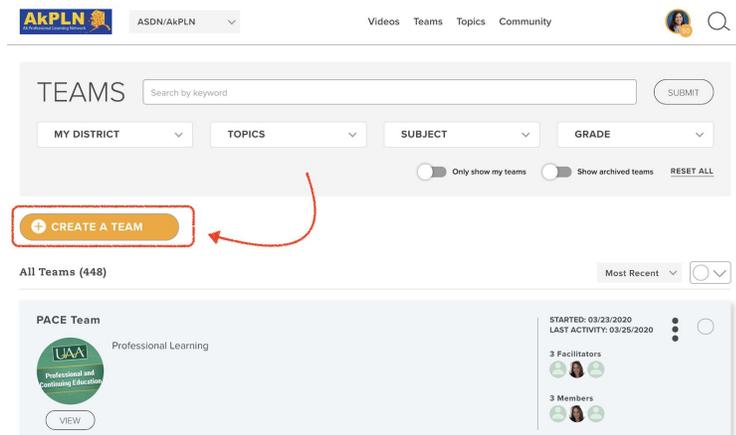


Create a Team

➤ Teams (across the top)



➤ Create a Team (orange button)



➤ Team Name

- Fairly short, but descriptive

➤ Team Purpose

- Why is this team being created? Who should join?

➤ Privacy

- Open: anyone can join by selecting the option to join the team
- Invite Only: An AkPLN member who asks to join the team will be notified that the owner of the team has been contacted and will need to approve membership
- No matter which option is selected, a facilitator can add specific members to the team

➤ Team Focus

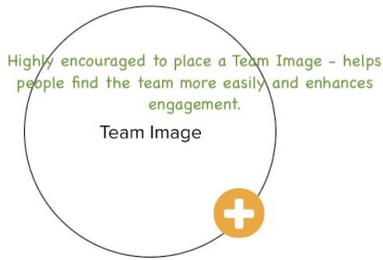
- Learning Plan
 - Allows organization by modules (and sections within modules)
- Discussion
 - Provides a newsfeed of discussion topics

➤ Choose Global Tags

- Choose from the popup menus for Topics, Subject, Grade and select the tags that aptly fit the team. You can scroll within the popup menus.

➤ Save

CREATE NEW TEAM



Team Name - fairly short, but descriptive

Team Purpose - this text appears on the tile that everyone sees. It can tell them whether this is a team for them or not.

Recommend image size is 300x300 pixels. If you upload anything smaller, the image will appear a bit blurry.

Anyone can join by selecting the option to join the team.



Open

No matter which option is selected, a facilitator can add specific members to the team.

An AkPLN member who asks to join the team will be notified that the owner of the team has been contacted and will need to approve membership.



Invite Only

Privacy *

Team Focus *

Allows organization by module



Learning Plan

Provides a newsfeed of discussion topics



Discussion

Choose Global Tags

Tag as desired

TOPICS



SUBJECT

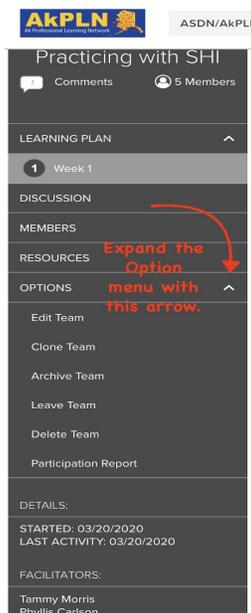


GRADE



Remember to select SAVE at the bottom of this window.

- To edit the team details later, use the gray, left navigation menu to select Options > Edit Team.



Learning Plan

➤ Add Module

- Modules are the highest level of the Learning Plan Structure

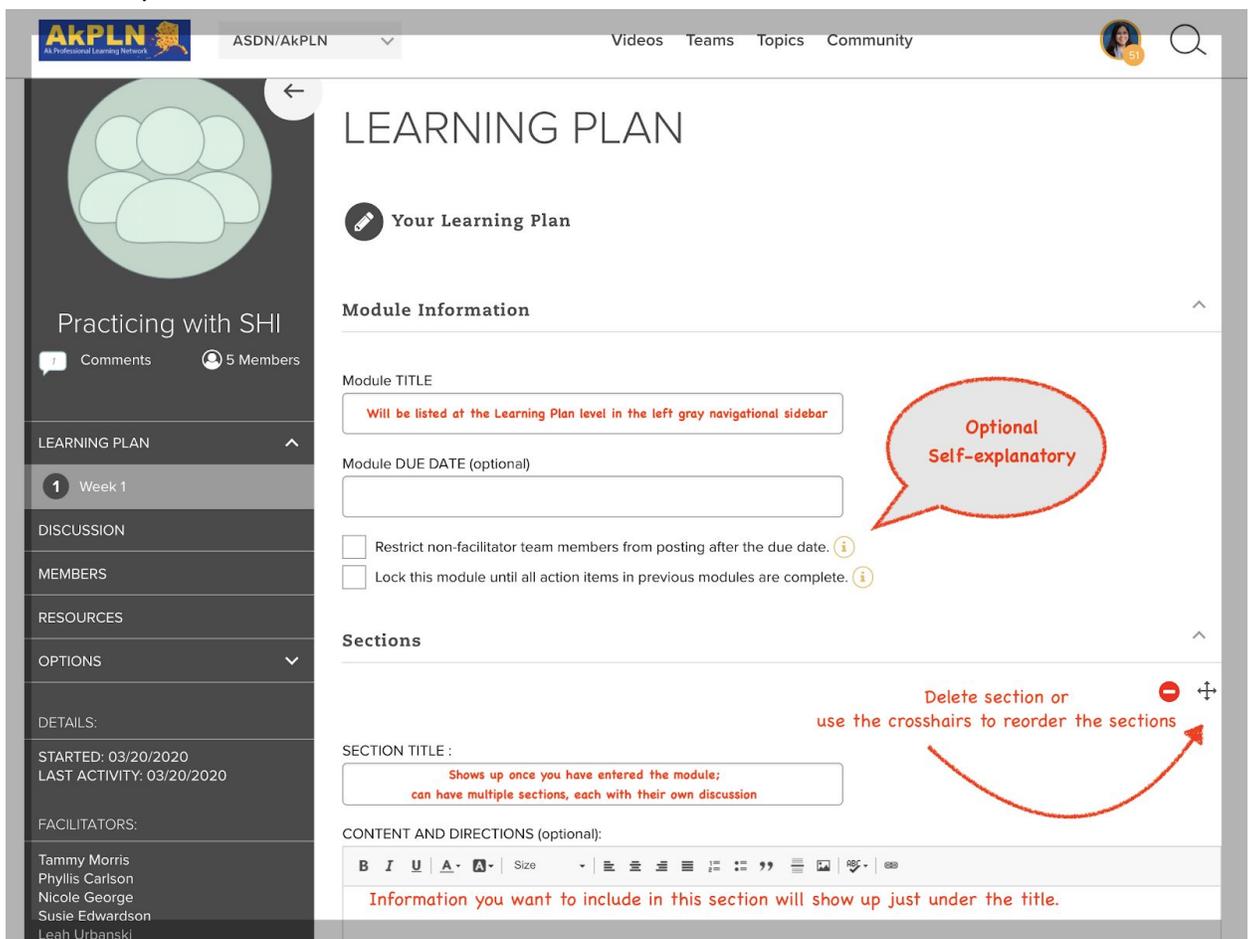


➤ Module Title

- Will be listed at the Learning Plan level in the left gray navigational sidebar

➤ Module Due Date (optional)

- The Team creator and members will receive email notifications (if this notification option is turned on in their individual member settings) before a step is due.

A screenshot of the AkPLN Learning Plan interface. The top navigation bar includes the AkPLN logo, 'ASDN/AKPLN', and links for 'Videos', 'Teams', 'Topics', and 'Community'. The main content area is titled 'LEARNING PLAN' and 'Your Learning Plan'. The 'Module Information' section contains fields for 'Module TITLE' (with a red annotation: 'Will be listed at the Learning Plan level in the left gray navigational sidebar'), 'Module DUE DATE (optional)', and checkboxes for 'Restrict non-facilitator team members from posting after the due date.' and 'Lock this module until all action items in previous modules are complete.' A red speech bubble annotation says 'Optional Self-explanatory'. The 'Sections' section has a 'SECTION TITLE' field (with a red annotation: 'Shows up once you have entered the module; can have multiple sections, each with their own discussion') and a 'CONTENT AND DIRECTIONS (optional)' field with a rich text editor. A red annotation says 'Delete section or use the crosshairs to reorder the sections' with an arrow pointing to the delete and reorder icons. The left sidebar shows the 'Practicing with SHI' module with 5 members and a list of sections: 'LEARNING PLAN', 'Week 1', 'DISCUSSION', 'MEMBERS', 'RESOURCES', 'OPTIONS', and 'DETAILS'.

➤ Section Title (required)

- This will show up nested under the Step.

- Content and Directions (optional)
 - This will show up just under the Section Title.
 - Attachments (optional)
 - Select the Add Resource button
 - Select the type of resource you are adding
 - File and Captivate
 - Allows you to browse your computer for the file you want to attach
 - Link and Google Doc
 - Allow you to paste in a URL
 - TCH Video
 - Allows you to scroll through TCH videos or type in the title of a video. You don't have to type in the exact title; type in key words and then choose Enter/Return or the magnifying glass icon and videos titles will pop up.
 - Select the video(s) desired
 - Select Attach (scroll to bottom)
 - Existing Resource
 - Allows you to choose from the resources you have already added to your AKPLN account.
 - Title field is required.
 - Description field is optional, but can help you remember what the file is :)
 - Add to ASDN/AKPLN Resources
 - Check this box to have this resource kept in your AkPLN resources section
 - Choose Global and District Tags
- Add Video Observation Calibration
 - When enabled, participants can create a Video Observation Calibration exercise where Team members can score a video against the selected rubric and compare their scores to the scores of the first facilitator who has completed the scoring process. The Calibration will show as a Resource attachment to the learning Plan Section. Drag and drop it amongst other Resources to change the display order.
- Actions
 - Select Add to add actions
 - These will show up with a checkbox so team members can indicate which Actions they have completed.
 - Useful for the member to keep track of work completed.
 - Useful for the Facilitator to see the number and percentage of Actions completed for each member and the team overall.
 - It's helpful to make sure members know they must check the Action box in order for the Facilitator to see Actions completed by the member.

- These boxes are directly connected to the Progress Bar at the top of the open Learning Plan. The percentage is the number of boxes checked for all the Action boxes in the Learning Plan.
- Posts
 - If you select Yes, members will have the option to post a comment or answer within this module.
 - Private Posts: only team facilitators and the poster can see the post
 - Public Posts: all members in the team (not outside the team) can see the post
 - If you select No, members will not have the option to make a post within this module.
 - Discussion for Steps
 - If you select Yes, members will have the option to post a comment or answer within this step.
 - If you select No, members will not have the option to make a post within this step.
- Individual Video Observations
 - When enabled, Team members can submit video attachments to this section of the Learning Plan as Video Observations allowing Facilitators and District Admins to view, mark and score the submitted video against the selected Rubric and Criteria selected. Video Observation submissions are always private amongst the original poster, Facilitators, and District Admins. If submitted on a Public Post, the Video Observation resource tile will be visible, but other Team members will not be able to access it. Changes made here to the Rubric, Criteria and Other Indicators will only apply to newly submitted Video Observations.
- Add additional sections as desired
 - Remember, sections can be reordered after created
- **SAVE CHANGES**

Questions:

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