



PLC TEAM LEADER TRAINING

This class is **self-paced** and non-facilitator led consisting of **3** units. Each unit will consist of approximately **4-6** instructional hours.

Tutorial Description

Whether you choose to work across regions, within districts, schools, or individual departments ; Professional Learning Communities can be customized to match your members needs to create a shared vision, work and learn collaboratively, visit and review other classrooms, and participate in decision making. Blackboard is a Learning Management System that is Web-based and designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. This workshop will teach team leaders their role in the PLC and how to get it up and ready to go for collaboration.

Tutorial Materials

All material will be incorporated into the online tutorial. You will find content that must be completed in each unit. These reviews will help you better understand the content and better prepare you for the activities.

Goals

Students will learn the role of PLC team leader and Blackboard skills necessary to utilize and/or apply effective skills in PLC design, multimedia tools, asynchronous communication, synchronous communication, and PLC start up procedures.

Objectives

During this tutorial, participants will learn skills and strategies to:

Session 1

1. PLC's and your role as a team leader
2. Understanding the Instructor Role and edit mode
3. Introduction to the Course Menu
4. Understanding the Control Panel

Session 2

1. Creating and editing folders.
2. Blackboard Editing Tools
3. Creating and linking discussion boards
4. Creating and Linking Wikis, Blogs, and Journals
5. Creating a Wimba Classroom link and Podcasts
6. Creating and sending emails through Blackboard.

Session 3

1. Creating, Assignments, Tests, and Test Pools
2. Grade Center Setup
3. Grading and Providing Feedback
4. Understanding Due Dates
5. Final Exams

Alignment to Standards

This tutorial meets the standards for Content, Instructional Design, and Technology as defined in the National Standards of Quality for Online Courses, published by the North American Council for Online Learning (NACOL).

This tutorial provides teachers with an opportunity to meet **Idaho Online Teaching Endorsement** standards and competencies.

Final Product

Participants will have a Blackboard professional learning community set up to begin using.

Prerequisites

The prerequisites for this course are a basic understanding of computer use (i.e. word processing, internet searches, etc). In addition you will need to be familiar with your grade level or subject area standards.

Tutorial Length

This tutorial is divided into **3** content-based sessions. Each content session includes readings, activities, knowledge checker quizzes, and a Learning Log. The online instructional time for each content session is estimated to be between two and three hours, with additional course work required. Total time required for the entire tutorial is estimated to be **15** hours.

Unit	Name
Session One:	Being a PLC Team Leader and Getting to know Blackboard
Session One:	Using Communication Tools
Session Two:	Setting up your PLC

Assessment and Recommended Requirements

Specific questions about assessment, expectations, or requirements should be directed to the final product reviewer of this tutorial. IdahoPD recommends that the following criteria be used to determine successful completion of this tutorial:



Activities

Participants are expected to complete the required course readings and activities as posted in each of the session assignment pages. Participants are expected to post reflections about the assigned readings and the completed activities in their Learning Log. **Class artifacts added to your portfolio (optional).**



Final Product

Participants are expected to complete and submit the final product during the final tutorial session. Here are suggested criteria for evaluating final products:

http://www.edtechleaders.org/documents/finalproject_guidelines.htm



Learning Logs

These self-paced tutorials require a total of **either 10, 15 or 20 hours** including online work (self-directed) on the www.idahopd.org course site plus additional hours of reading, research, planning, implementation, and written course work verified with the final product reviewer. This log is to be completed to document the total number of hours required for Continuing Education Units related to this tutorial.



Final Survey

Participants are expected to complete the final tutorial survey within one week of the end of the last tutorial session.

Incomplete Policy

Upon completing the course, participants will receive a grade of **Pass** or **Fail**. In order to receive a Certificate of Completion, participants must complete all of the course requirements by the term's ending date. If participants do not complete the course's requirements in this period (or by special arrangement with IdahoPD as a result of extenuating circumstances), they will not pass the course. For those who are taking the course for CEUs, a passing grade is 80%.

Equipment

- Computer new within the past 5 years.
- Speaker and microphone
- Mozilla Firefox 3.5 or better (please use this in place of other browsers). See Resources link for the download.