FocalPointK12's PLCs
Formerly 'Communities'

Teacher Guide, Fall 2018

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Welcome to FocalPointK12's Teacher Guide for PLCs

FocalPointK12's PLC platform is a powerful tool that supports professional learning communities and collaboration within schools and/or across school districts. PLC allows leaders and teachers the ability to allow and facilitate activities such as:

- Collaboration across multiple users, committees, departments, teams, and schools
- Sharing of resources and documents
- Posting of discussions and polls
- Professional development resources & workshops
- Leadership initiatives
- Co-Teaching

Using PLCs platform will make PLCs more efficient by sharing information and discussion items prior to face to face meetings. Then your PLC face to face meetings can be spent on efficiently doing what you are intended to do, make decisions and take actions to better the education process for your students, schools and districts. We want you to make the most out of your collaboration time!
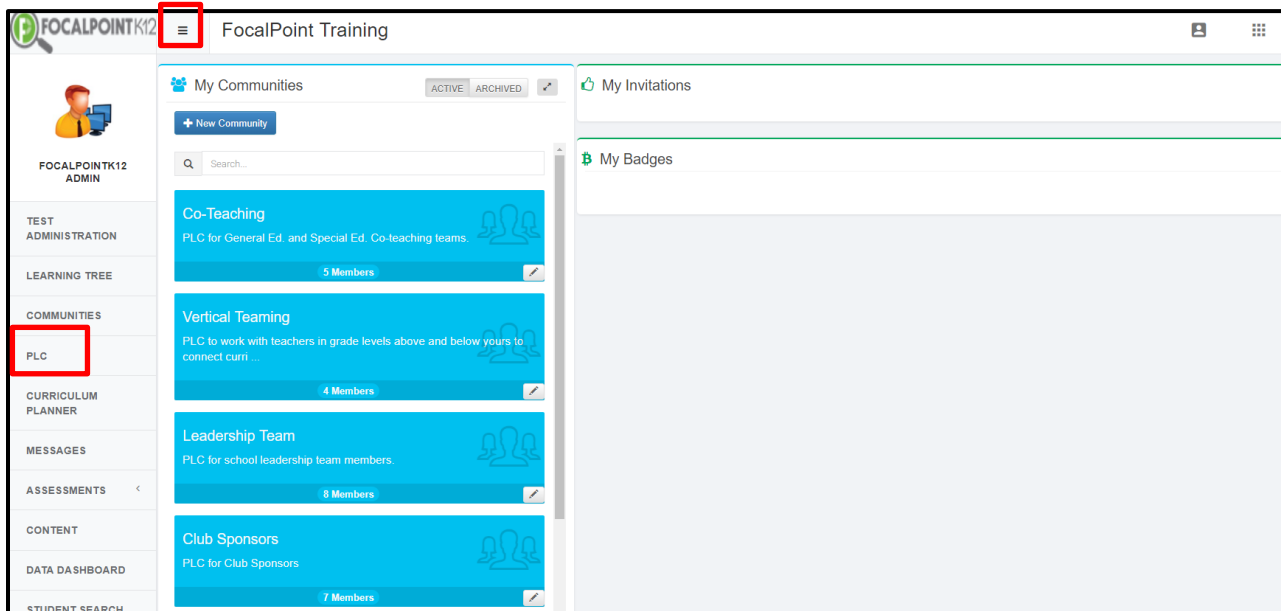
In short, the uses and power of PLCs is limitless!

Let's get started!

My Landing Page

How do I access the menu on the left side of the page?

☐ Select the 'Menu' icon to expand/collapse various tools/tabs. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.
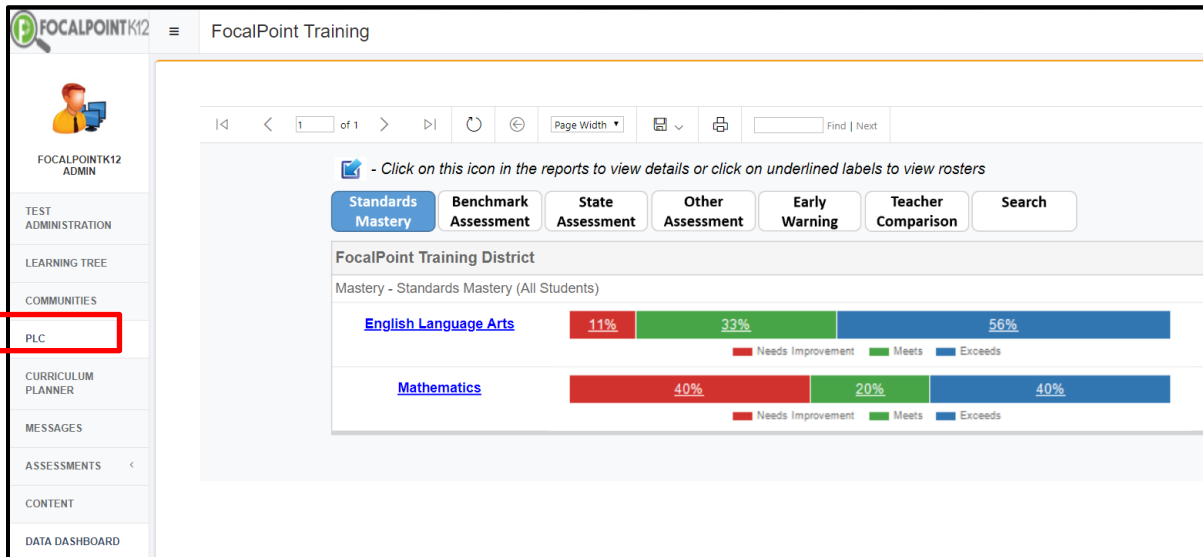

How do I get back to the 'homepage' when using FocalPointK12?

☐ Select the FocalPointK12 logo OR your district/school logo located above your profile picture on the top left side of the page.
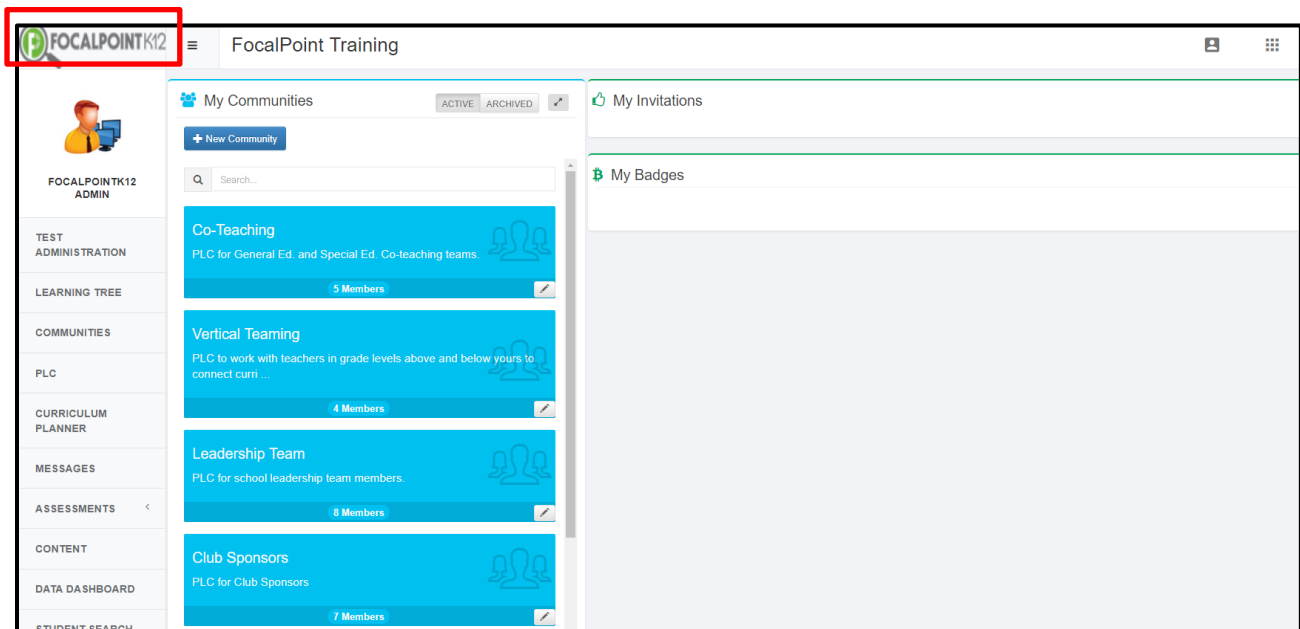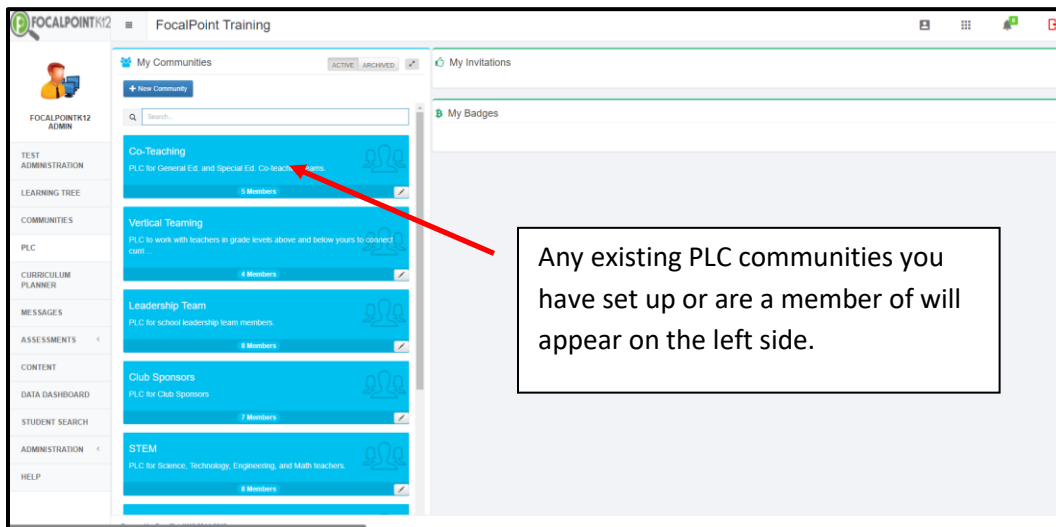
How Do I Access PLC?

☐ Navigate to the 'PLC' link found in the menu that appears on the left side of your screen.


☐ In PLCs, you will see three fields on your PLC landing page: 'My Communities', 'My Invitations', and 'My Badges'.

Any existing PLC communities you have set up or are a member of will appear on the left side.

☐ From 'My Communities' you can create new PLCs to link yourself to colleagues, see any invitations you have received from other users, and see the Badges you have received for activities you have completed.

How Do I Create A New PLC Community?

☐ Click the '+New Community' tab that appears in the upper left corner of your screen.
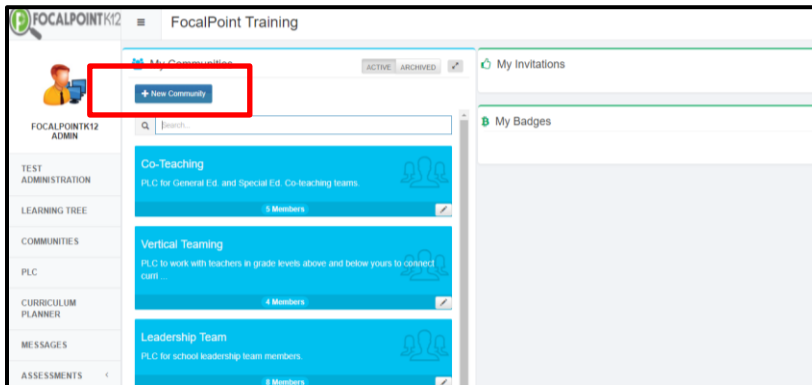
☐ Give your New PLC a Title, Description, and decide if this is a private community. If private, the 'Choose Community Members' field will appear to add community members. You can create the PLC as public and go back and change it to private later if needed.
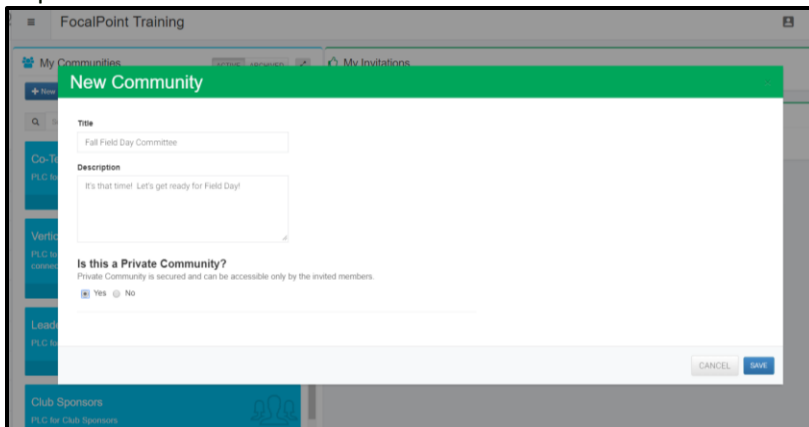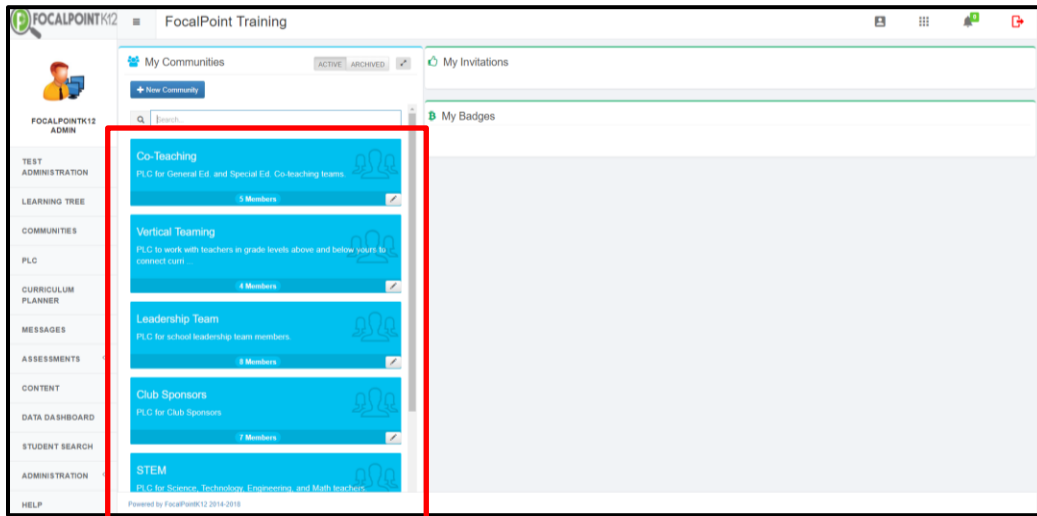

☐ Return to your main screen in PLC, and you will see your new PLC community listed on the left side of your screen.
- If you need to change the name, description, or privacy status of your PLC, click the <u>edit pencil</u>.
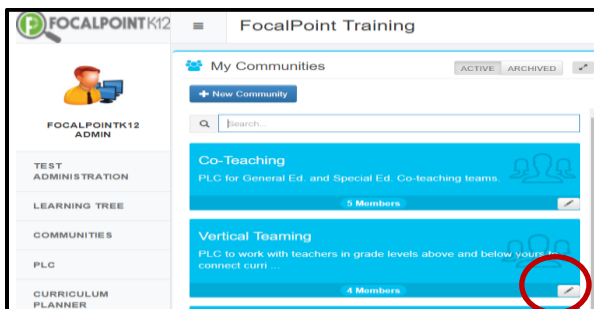
Where Do I Go to Manage My PLC?

☐ Find the PLC you wish to manage from the listing on the left side of your screen and click on it.

☐ This is the main page for your PLC community. You can manage members, announcements, calendar, discussions, documents, resources, events, and polls from this page.
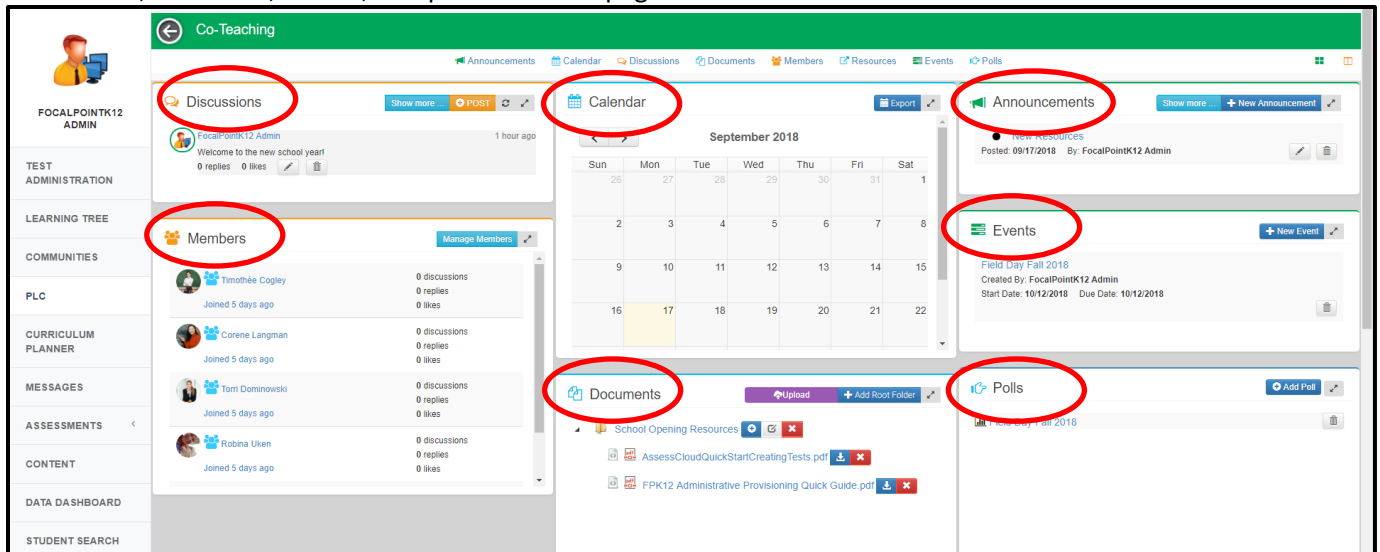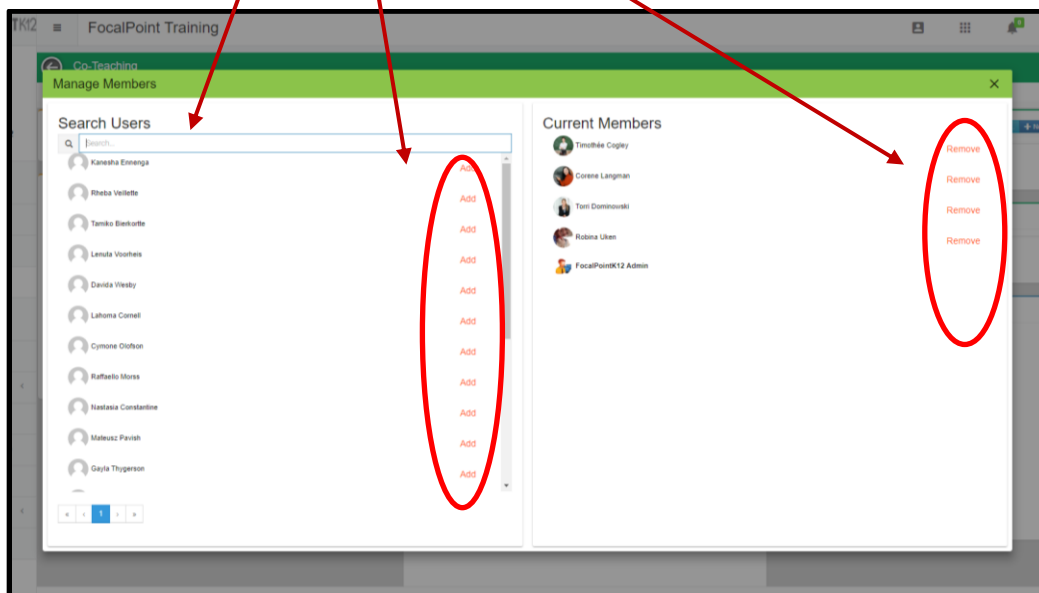
How Do I Manage the Members of My PLC Community?

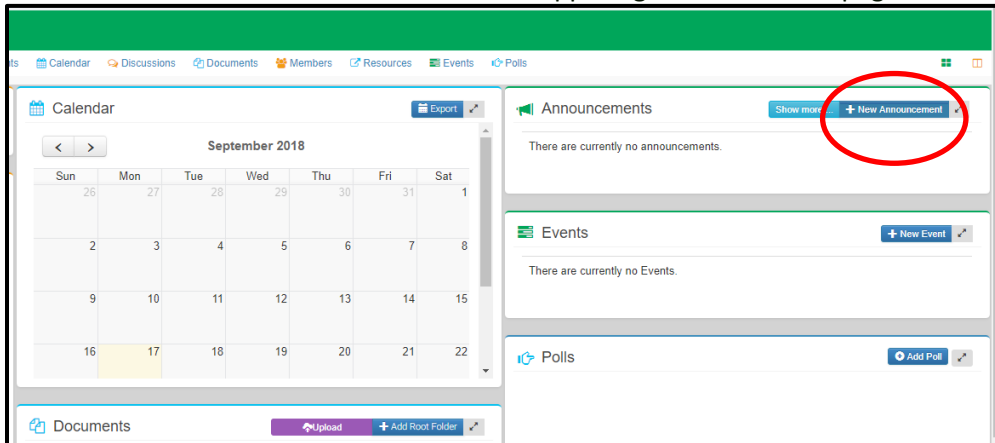☐ To manage members, click on the 'Manage Members' tab in the upper right corner of the members grid.
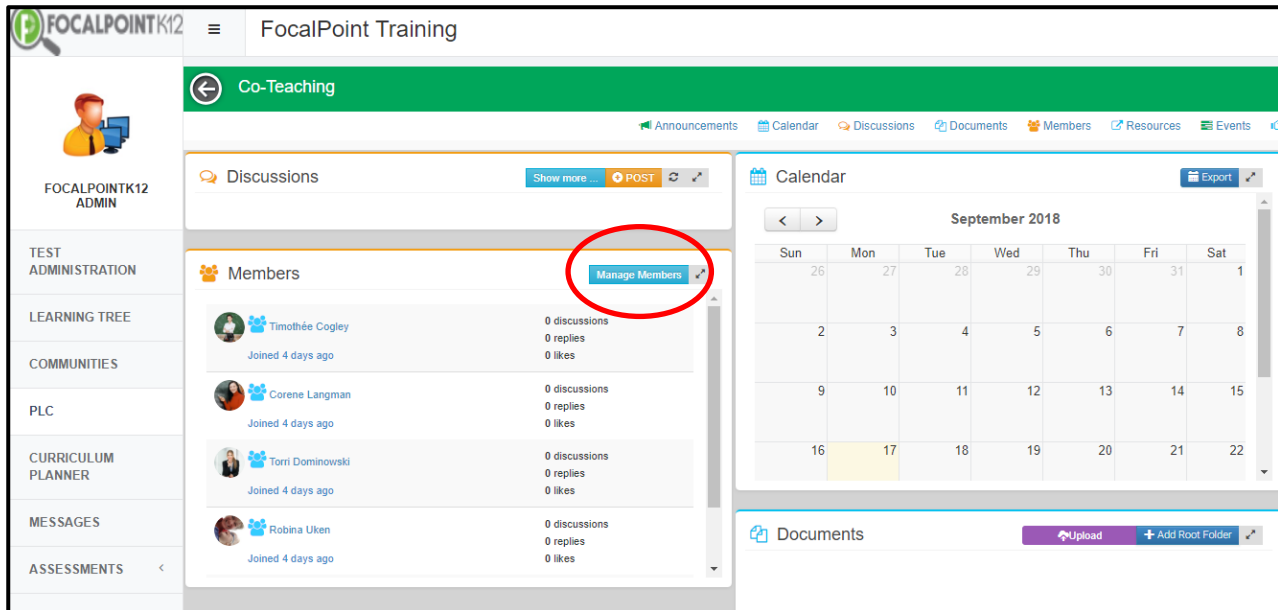
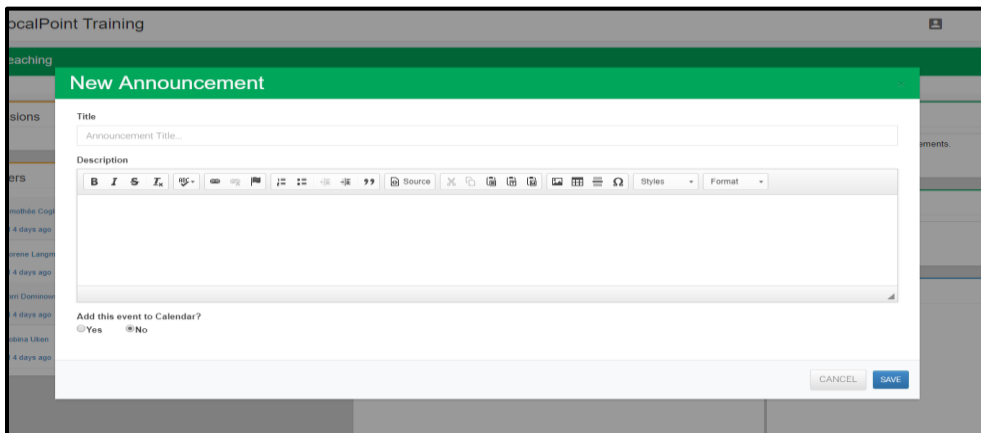☐ From here you can search, add or remove members. Just click 'Add' or 'Remove' from the lists that will appear.

How Do I Add New Announcements?

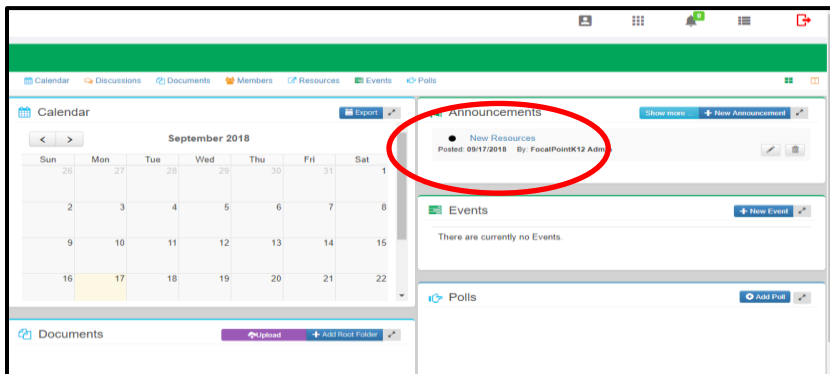☐ Click on the 'New Announcement' tab in the upper right corner of the page. See red circle below.

☐

☐ The screen below will appear. Here, you will enter the Title of your announcement, provide your PLC Community members a description, and add the announcement to the PLC Community's calendar if you wish to do so.
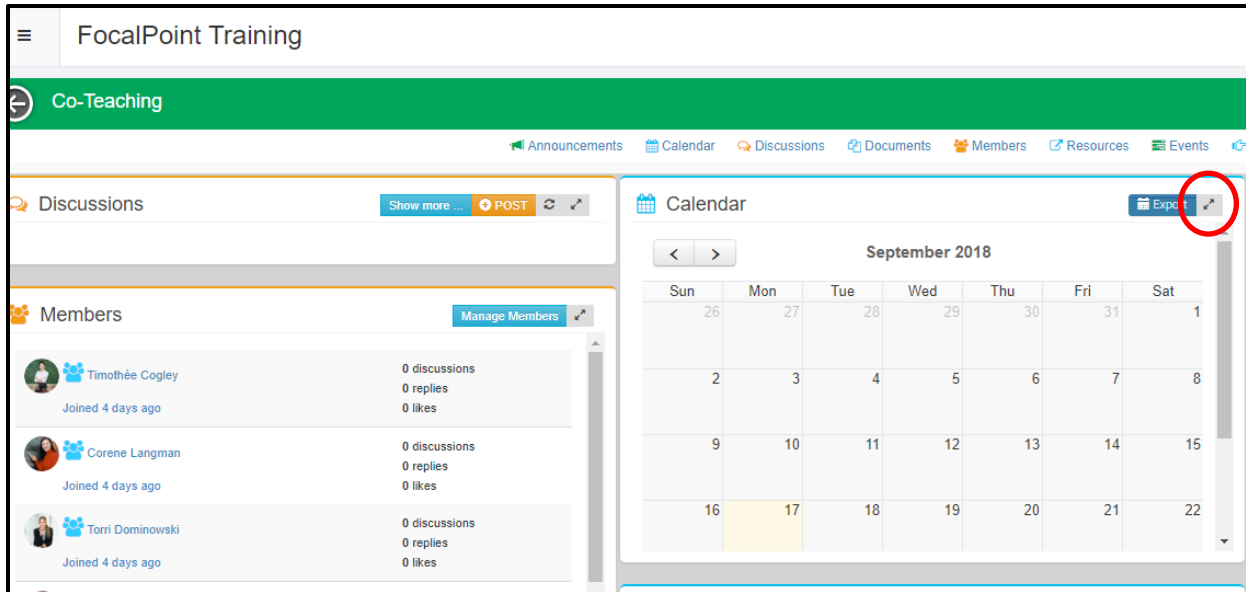

☐ Once you 'Save' your announcement, it will appear on your list of Announcements. See below.
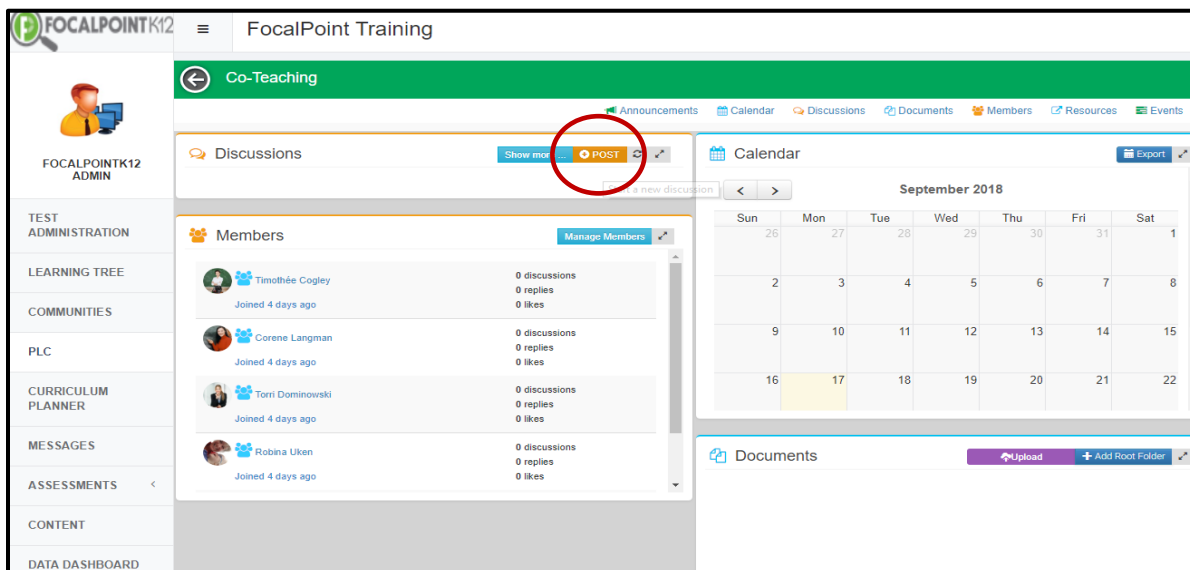
How is my calendar shared with my PLC?

☐ Anything you add to your calendar is seen by members of your PLC community. To expand the calendar to full screen, click the diagonal arrow in the calendar's top right corner.
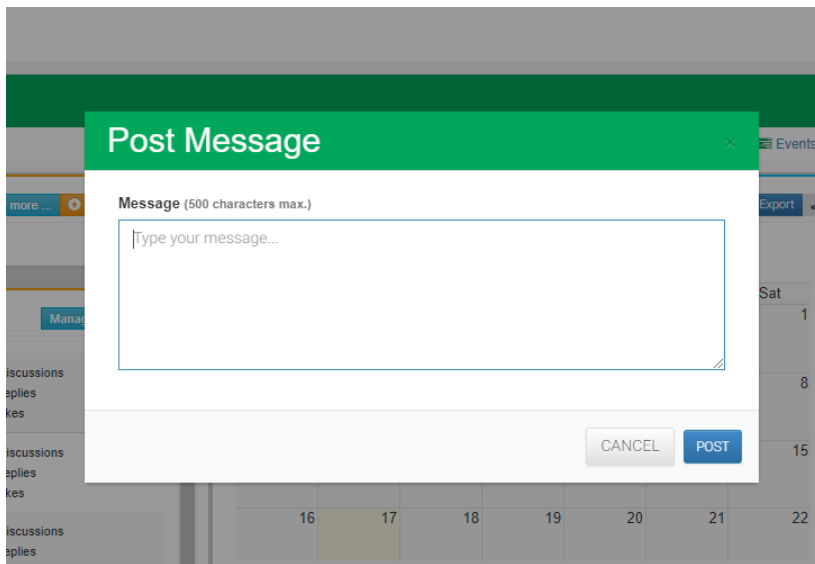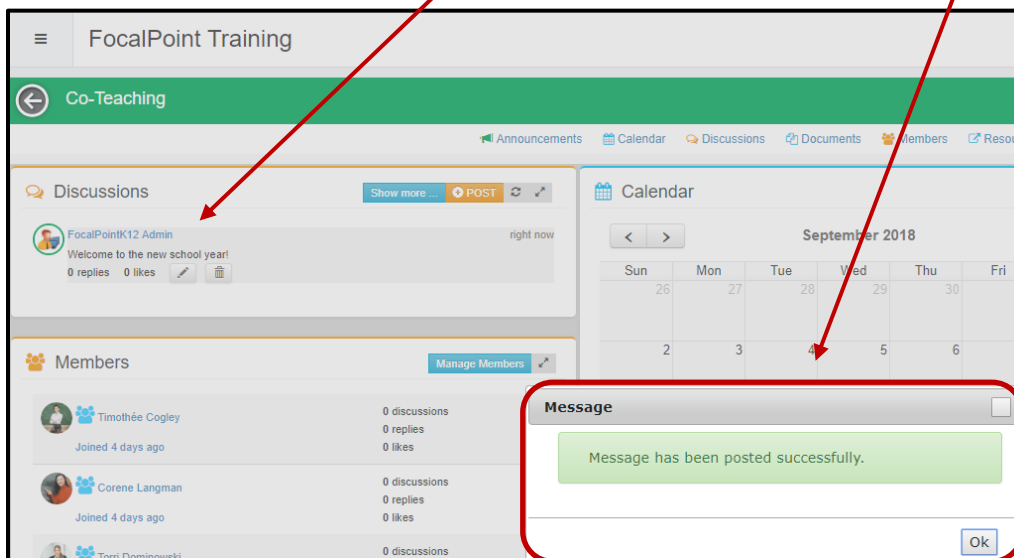

How Do I Post a New Discussion?

☐ Click on the '+Post' tab in the upper right corner of the page. See red circle below.

☐ The screen below will appear. Here, you will type your posting and click 'Post".

☐ Once you 'Post' your information a pop-up message appears to confirm <u>you posted successfully</u>.
☐ Members will be able to 'like' and 'reply' to your discussion item.
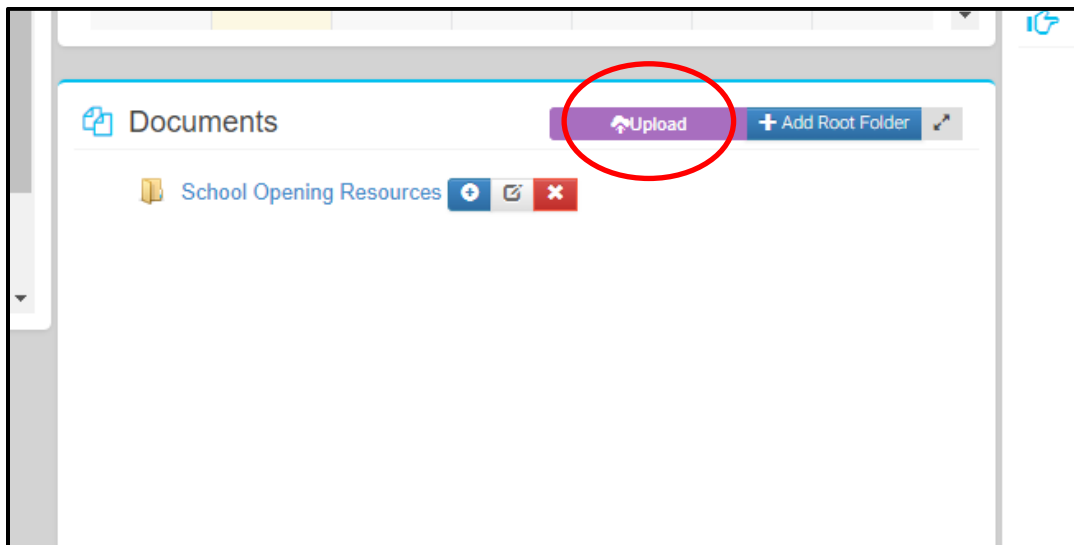☐ Your post will appear on your <u>list of Discussion items</u>.

How Do I Find & Upload New Documents?

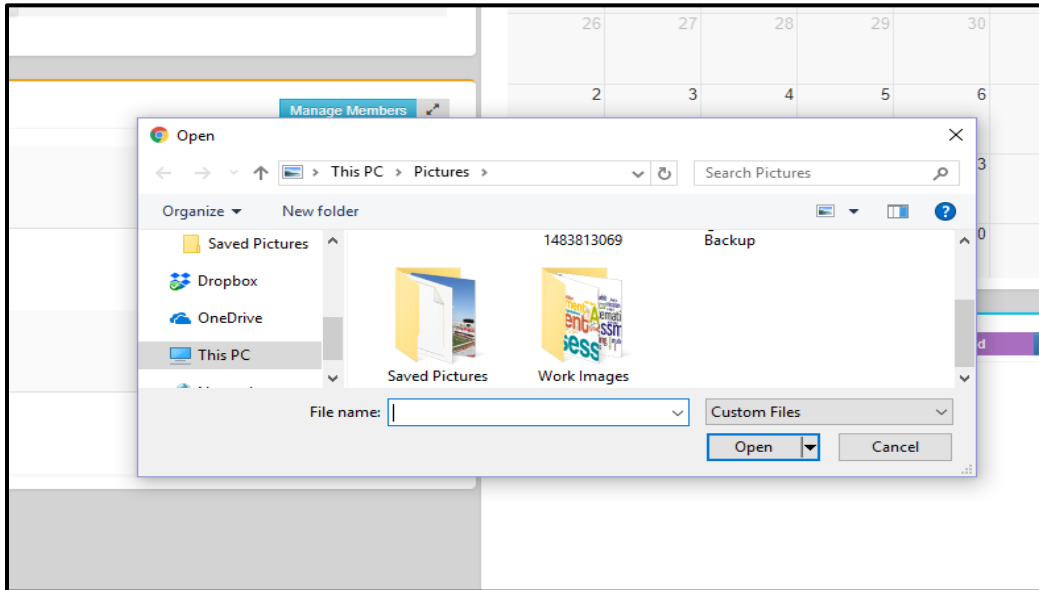*This process will allow users to add their own/locally-created documents and resources.*

☐ Click '+ Add Root Folder'. (you need a root folder before you upload documents)
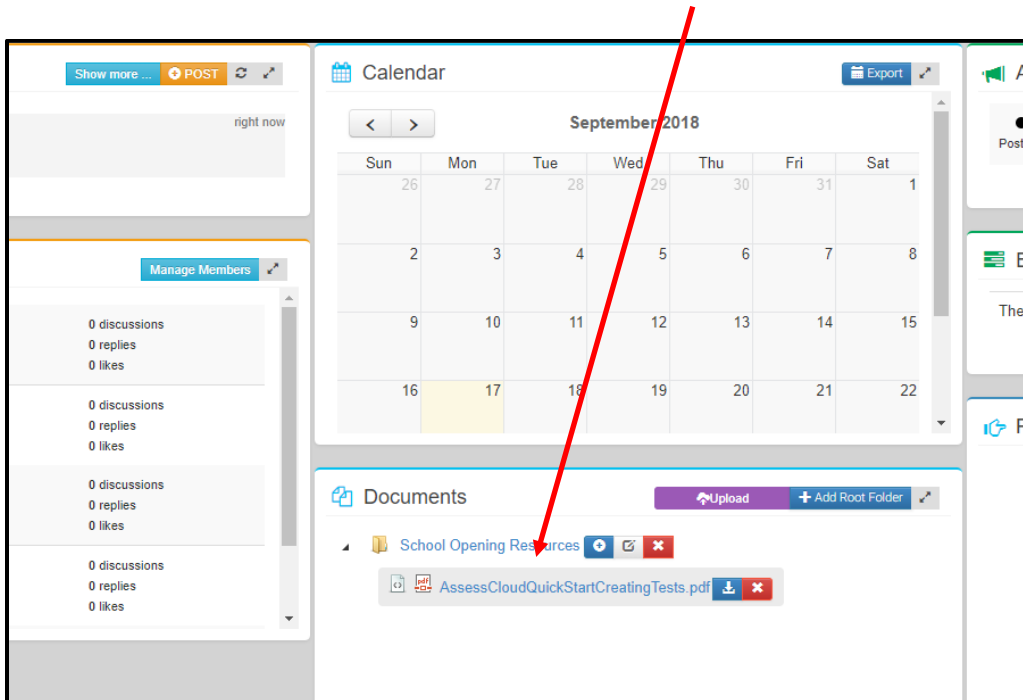☐ Complete the information in the 'Add/Edit Folder' box that appears…then click 'Save Changes'.
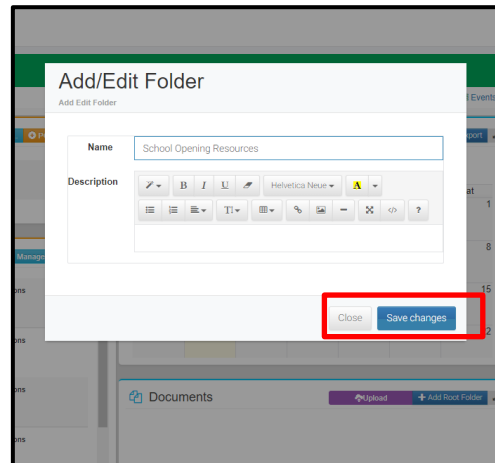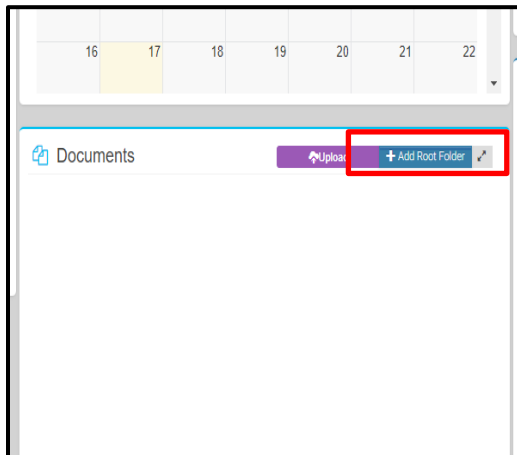
☐ Select the folder you want to upload to.
☐ Click on 'Upload'. See red circle below.

□ A box will appear to allow you to navigate to your computer's files and select your document to upload.

□ Once you select your file(s), it will appear on your list of documents.

How Do I Find/Post Digital Resources from the FPK12 resource library?

This process will allow users to search for, and add, digital resources from FPK12's online content library.

☐ The Resources Grid is at the bottom of your PLC page. Under Documents.
☐ Click on the 'Find Resources' tab. See red circle below.
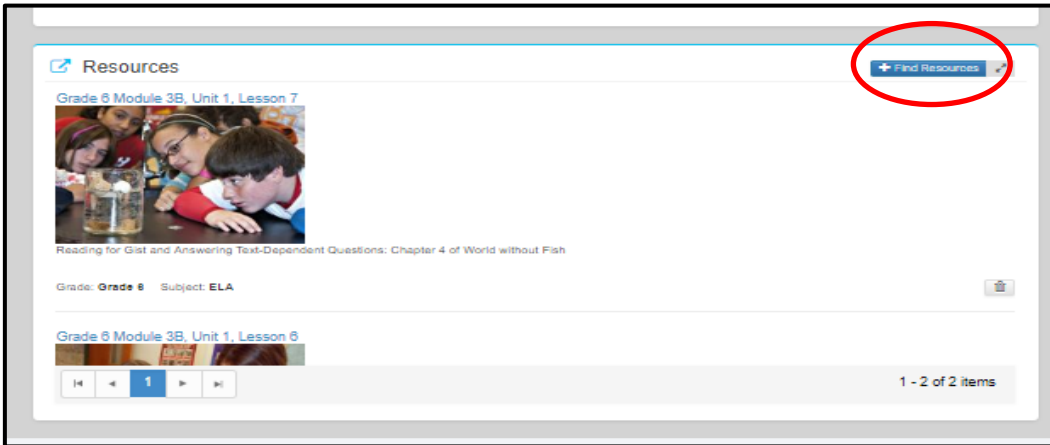
☐ You will be directed to the Resources Library in FocalPointK12.
☐ You can filter/search from our digital resources to add for your PLC Community's use.
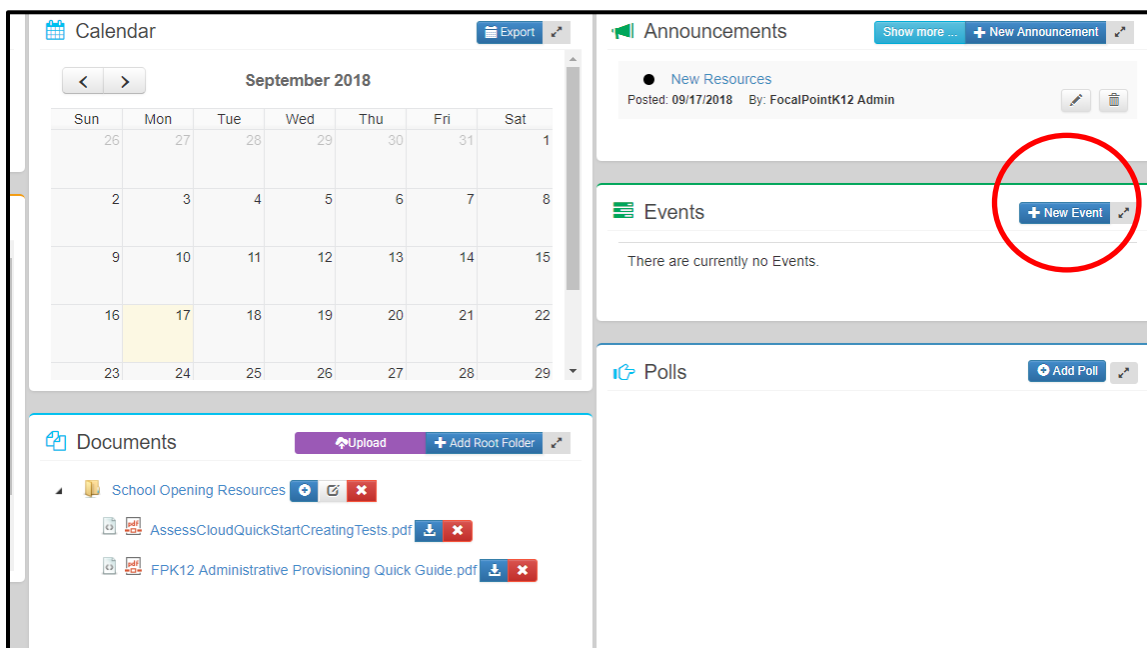☐ Click 'Add' to automatically send selected resources to your PLC community page.
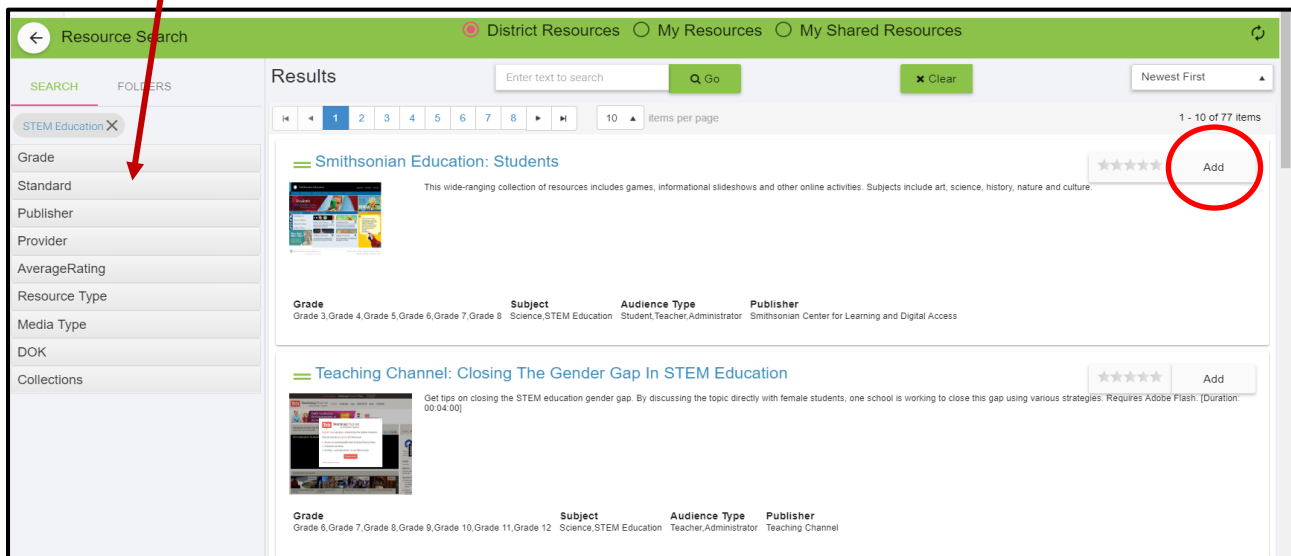
☐ The Resources you add from the FocalPointK12 library will then appear in your Resources grid and anyone in your PLC community can use, discuss, and share them!
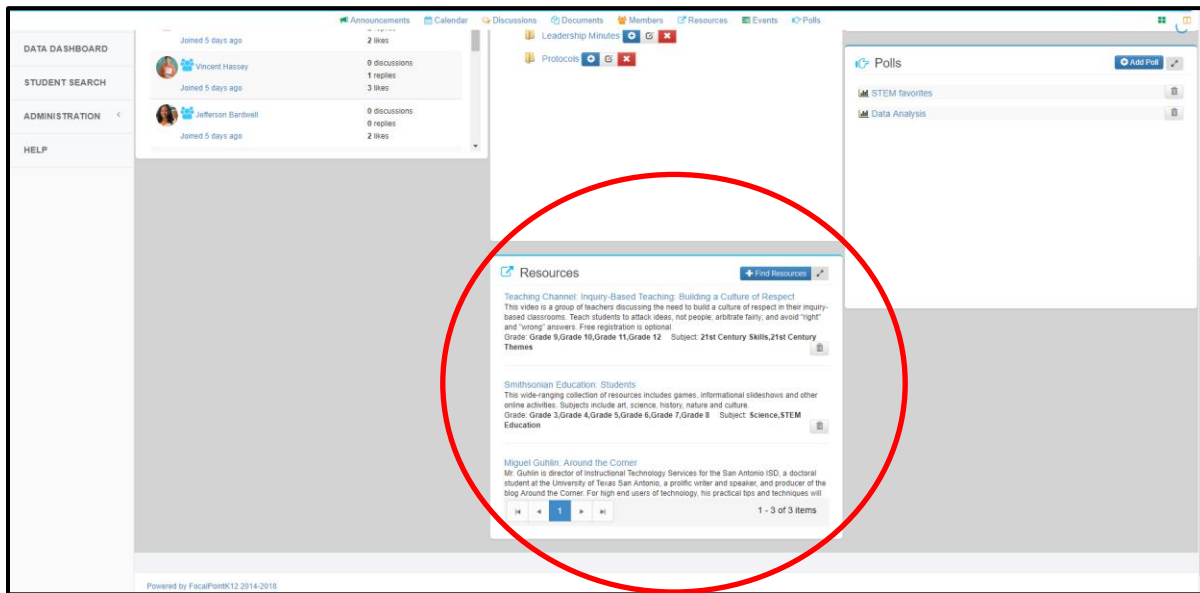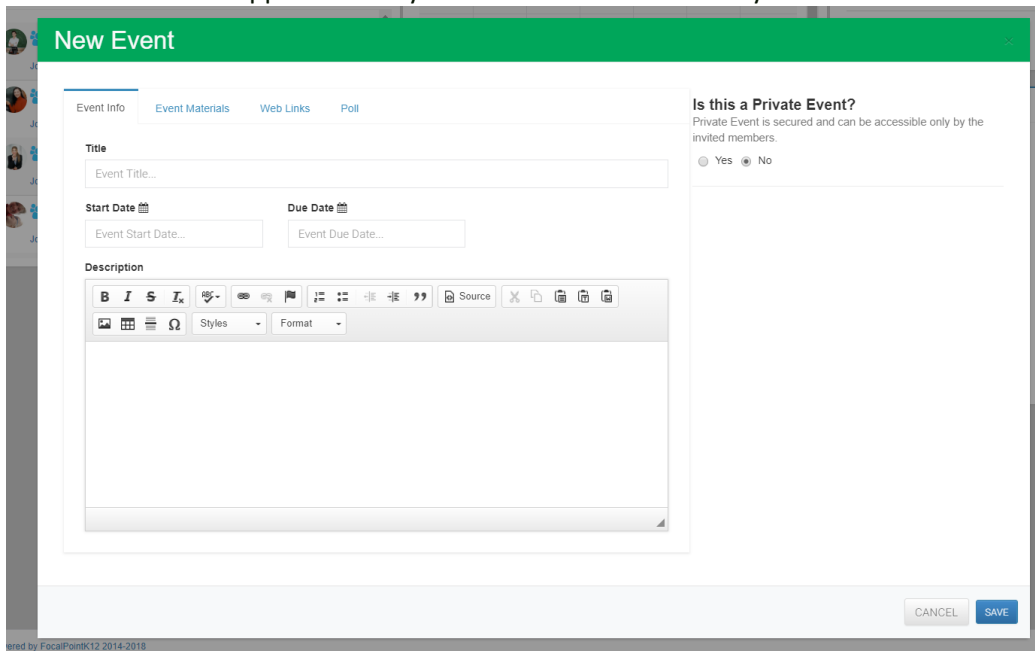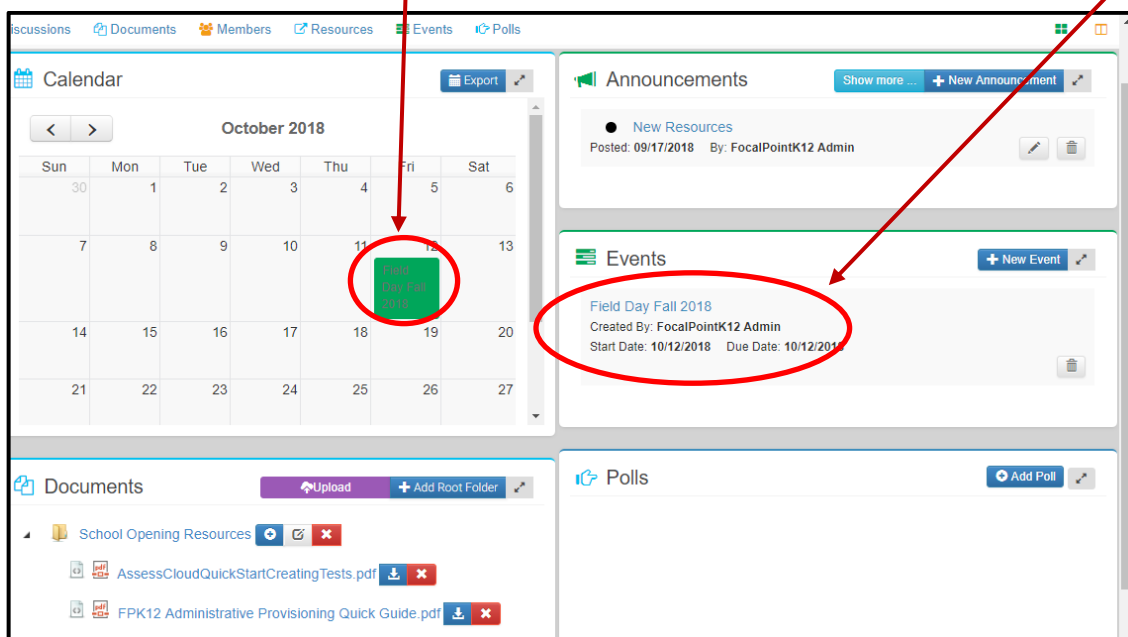

How Do I Add an Event?

☐ Click on the '+New Event' tab in the upper right corner of the page.

◻ The box below will appear where you can enter the details for your New Event.

◻ The event will appear in the <u>calendar</u> for your PLC community and will also appear in your <u>Events Grid.</u>
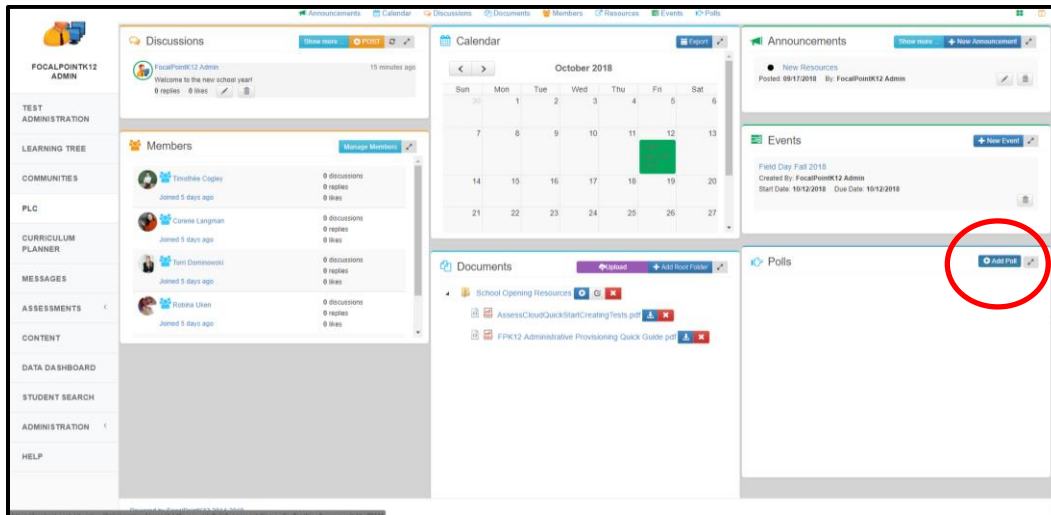
How Do I Create & Add A New Poll?

☐ Click on the '+Add Poll' tab in the upper right corner of the page. See red circle below.

☐ The box below will appear where you can enter the details for your Poll. Click 'Save' when complete.
☐ There are 2 types of polls. "Text Only" if for an open-ended response to a question, and "Multiple Choice" is used when there are certain choices.

☐ Once you 'Save' your poll, it will appear on your list of polls as shown below.
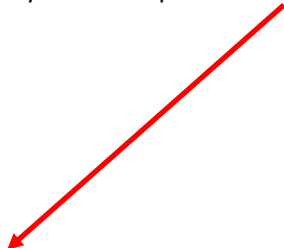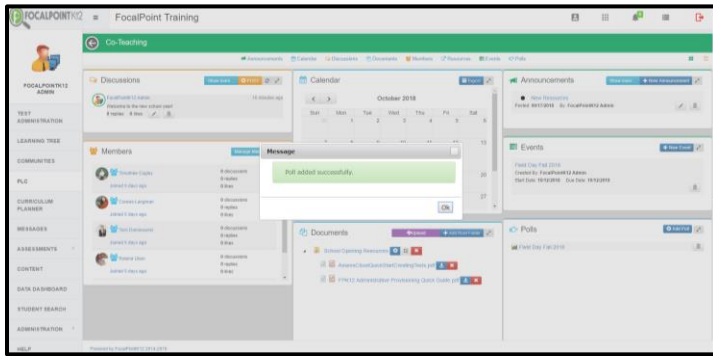
Managing your Account Settings & Profile

How do I view/edit my profile?
☐ To view/edit profile, select the 'My Profile' icon.

How do I post a picture/avatar to personalize my page?
☐ To post a picture/avatar to personalize your page, select the 'My Profile' icon, and the 'Upload Photo' icon which Is a black cloud with a green arrow.
☐ Attach picture, preview, and select the 'Save Profile' Icon which is a black disk.
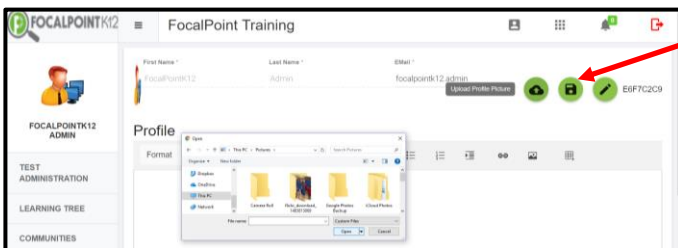
How do I edit/change my password?

☐ To edit/change your password, select the 'My Profile' icon and then the pencil icon.
☐ Enter your old password, then enter your new password. Confirm by re-entering your new password.
☐ Click the blue 'Change Password' tab to complete.
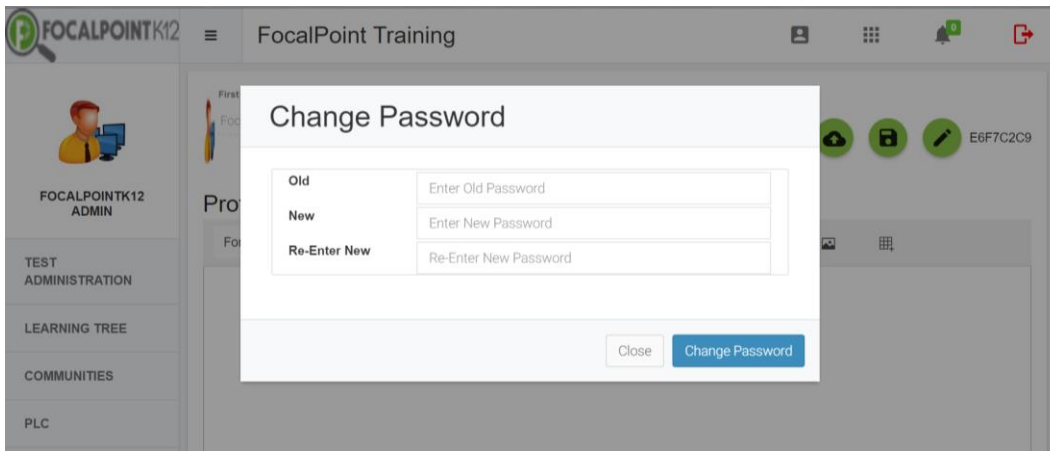
Customer Support & Help Desk Contact Information

- ☐ FocalPointK12 is committed to providing the best customer service, support and training for its customers. The key to successful implementation is targeted support and timely professional development.
- ☐ FocalPointK12 provides user support in multiple formats including: on-site, phone, email and online support; providing a flexible model to support district needs.
- ☐ **Live chat** with FocalPointK12 representatives during business hours. 24/7, access to **online support** modules to include all materials used in on- site training, best practices, train-the trainer models, and instructional videos.
- ☐ **Email & phone** support with 24-hour response time on all inquiries.

Video tutorials & technical support documents
- ☐ To access video tutorials, technical manuals, and other supporting documents, click on the 'Help' Tab located in the toolbar on the left side of the page.
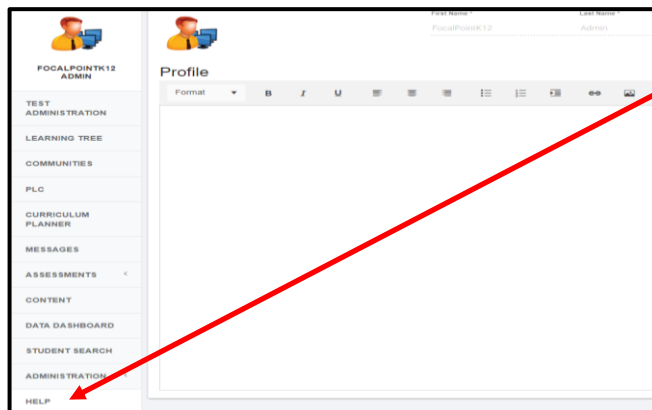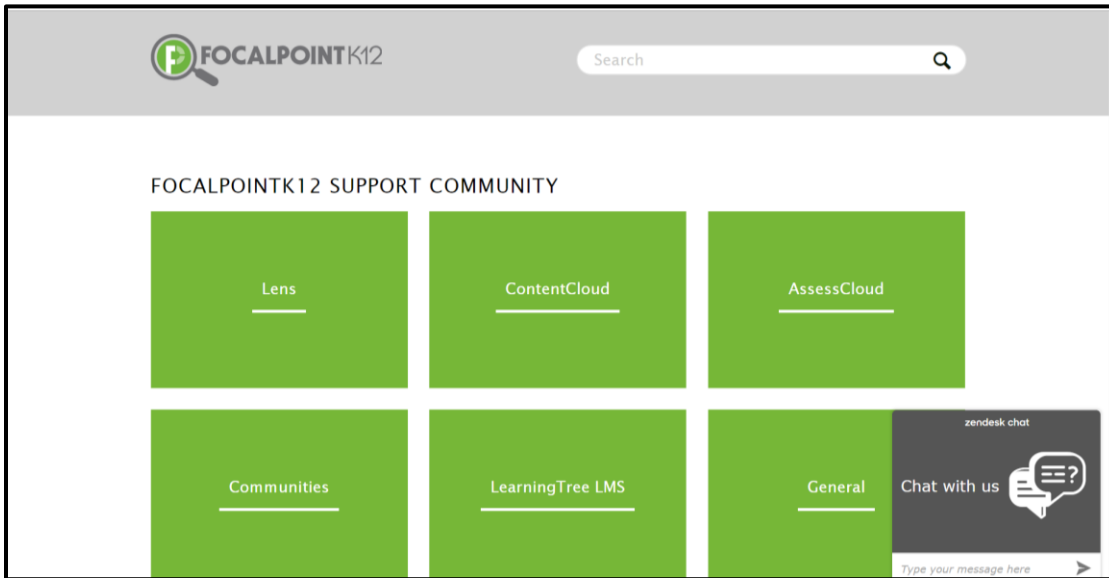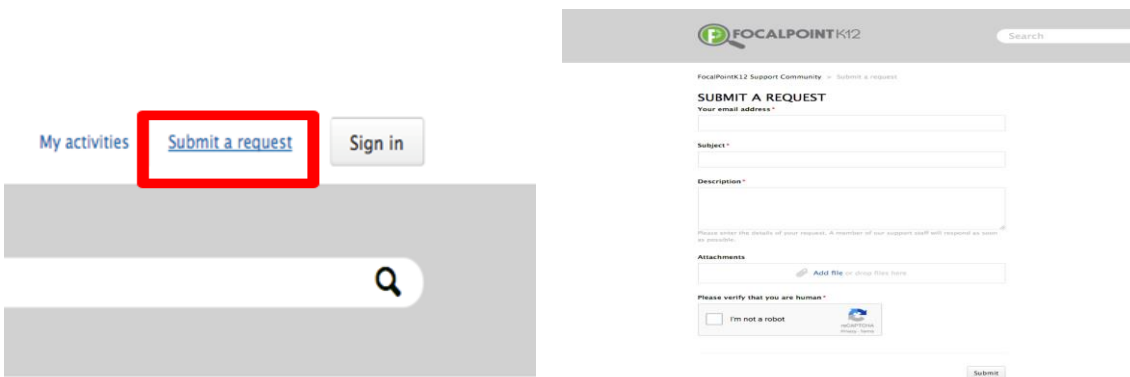
Live Chat & Help Desk Contact Information

☐ Live Chat is available for teachers needing support during standard the hours of 8AM-5PM Monday-Friday. Live Chat can be accessed by selecting the 'Help' Tab on the navigation toolbar. The Live Chat window is in the bottom right corner of the page.
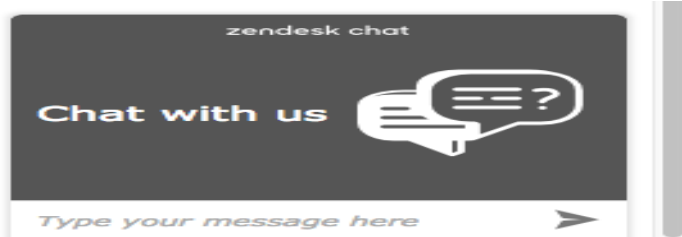
☐ Teachers & Staff can submit a request to FocalPointK12 at any time. To submit a request, click the 'Submit a Request' link in the Help section of the platform, complete the form, and FocalPointK12 will respond and address your inquiry.

- ➢ The **FocalPointK12 support site** can also be reached at:
  https://focalpointk12.zendesk.com

- ➢ To speak with a **Customer Support Representative**, please call:
  866.377.4265 ext. 1

- ➢ **Customer Support** can be reached via email at:
  support@focalpointk12.net