

Learning

The “Learning” menu houses a library of hundreds of videos and resources to help guide your team along in the PLC process.

Global PD contains a variety of videos, from presentations made by subject-matter experts at our conferences to behind-the-scene looks at actual teams and teachers within a professional learning community. These videos typically range from three to ten minutes in length, and we are adding more videos to our library each week.

To access the library of videos, review the following information.

Navigating the “Learning” Menu

The following steps offer a quick guide on how to access different resources from the “Learning” menu. You can access the “Learning” menu from any window on Global PD.

1. In the top left-hand corner of the screen, click on “Learning.” You will be taken to the “Learning” menu with a series of videos and topics to choose from. This is the Learning homepage.
2. Scroll down, and as you scroll, more videos will load until you reach the end of the library. We load more videos to Global PD regularly, so continue to check back for new resources.
3. On the left-hand banner, you will see a Topics header with a series of categories with checkboxes next to them. You can click on any of these boxes to filter the results. If you want to view only videos tagged under the Getting Buy-In category, click that box (a blue check will appear inside the box), and your video results will show only videos tagged under that category.

Note: Remember to uncheck a box to bring back the whole range of videos.

4. If you scroll down the screen, you will see additional filters for the author and type of media. Again, clicking any of these boxes will filter your results accordingly.

Note: You can filter across multiple categories and types. For instance, you could filter videos to only see Rebecca DuFour (the author) talk about System of Interventions and Enrichment and Common Formative Assessments (the topics).

5. At the top center of the screen, you will see a Search box. You can type in any term (or terms) into the box, press Enter, and the results will appear in the video library below.
6. By exploring this page, the filters, and the search box, you will be able to find whichever particular PLC resource you want to see.

Viewing, Sharing and Commenting on Content

The videos on Global PD are typically three to ten minutes in length and cover a variety of topics. All videos come with a comment feature that allows you to share thoughts or questions with other colleagues in your school or district that have access to Global PD.

There are also a large number of books chapters available in the library.

After viewing a piece of content, you can also view related content tagged under the same or similar categories with the following steps.

1. Click on the content you want to watch, and you will be taken to a new page containing the content, a Comments section, and lists of Similar Items and Related Items in the left-hand banner.
2. You can expand the content to full screen at any time by clicking on the full-screen icon in the bottom right-hand corner of the video screen (the icon looks like ).
3. You can comment on the content you are watching by clicking in the Comment text box beneath the video. Once you have finished your comment, click the green [Post] button, and your comment will appear below.
 1. **Note:** by default, all users in your account will be able to view any published comments. If you would like to limit the people who can see your comment:
 - i. Click the [Everyone] button. You should see two options: [With Groups] and [With Individuals].
 - ii. If you would like your comment to be viewed by a group of people, choose [With Groups] and check the groups with whom you want to share the comment. Every person associated with these groups will be able to see your comments.
 - iii. If you would like your comment to be viewed by specific people, choose [With Individuals] and type the name of the individuals with whom you want to share the comment. As you type, names will appear. Select the names and continue until all individuals are represented.
 - iv. Click [Save].
 - v. Click [Post]
4. You can find videos that share the same tags in the banner to the left of the video screen, under the heading Similar Items. Using this tool, educators can continue to view videos related to the one they just watched for more PD or reinforcement.
5. You can share individual content items with others within your school or district. To do so:
 - a. Click the Share button in the upper-right. A menu should appear with two options:

- i. **Share with Groups** – Clicking this will show a hierarchical list of the groups in your account. Check the Group(s) with whom you want to share your playlist and click Share. All users associated with those groups will receive an email notification. If they accept the notification, the playlist will then appear in their account. Optionally, you can include a personal message to those with whom your sharing the content.
- ii. **Share with Individuals** – Click this will show a box in which you can type that names of individuals with whom you want to share the playlist. Each user will receive an email notification. If they accept the notification, the playlist will then appear in their account.

Content Playlists

Global PD enables you to create custom lists of content and to share those lists with groups or individuals in your account.

To Add Content to a Playlist

Navigate to the content item you wish to read or view. You should see an Add to Playlist link below the item.

1. Click the Add to Playlist link. A window will appear for you to name your playlist or associate the playlist with Tags. This window will show a series of recommended tags for the content that you've chosen.
2. Type one or more names for your playlist or choose one or more tags from the Recommended Tags section. If a playlist already exists with that name/tag, the content item will be added to the end of that playlist. If a playlist does not exist with that name/tag, the playlist will be created in your account and the content item will be added to the playlist.

Adding Quizzes to a Playlist

Multiple choice quizzes can be added to playlists to ensure that educators understand the concepts covered within the playlist. To create a quiz:

1. Start a playlist by adding content to a playlist (Add Content to a Playlist above).
2. Click the Add Quiz button at the top of the page. You will be taken to a page where you can edit your quiz.
3. Give your quiz a title.
4. Under the Question Text field, enter the question or prompt.
5. Under each of the Answer Text fields, enter the possible answers. You may enter between 2 and 10 possible answers.
6. Check the correct box to the left of the answer that is correct.
7. Click Save Question.

8. If you would like to add additional questions, click Add Question.
9. Enter the percentage points necessary to pass the quiz.
10. Click Save.
11. When you are ready for others to take your quiz, click Publish. Any user with whom you've shared the playlist will be able to see and take the quiz.

Editing and Sharing Playlists

Playlists can be powerful ways to share a curated list of content with groups or individuals in your school or district. To edit or share a playlist, you first have to make sure that it is the only item selected in the Learning filters. To do so:

1. Click the Learning tab.
2. Under Playlists on the left, check the playlist that you want to edit.
3. Deselect all other filters (other Playlists, Topics, Authors, Media Types). Also make sure that the search field is clear.
4. If only your intended Playlist is selected as a filter, the media associated with that playlist should appear on the right with Remove and reorder buttons.

To Edit a Playlist

1. **To remove items to a playlist**, click the Remove button to the right. A message will appear confirming your action. Click Remove again. The item should disappear from your playlist.
2. **To reorder items in a playlist**, click the arrows to the right of the item to move the item up or down by one. Continue this process until the item is in the sequence you want.
3. **To rename a playlist**, click the name of the playlist under the Search Results title. The name should become editable. Change the name as desired and click Enter/Return.

To Share a Playlist

Click the Share button in the upper-right. A menu should appear with two options:

1. **Share with Groups** – Clicking this will show a hierarchical list of the groups in your account. Check the Group(s) with whom you want to share your playlist and click Share. All users associated with those groups will receive an email notification. If they accept the notification, the playlist will then appear in their account. Optionally, you can include a personal message to those with whom your sharing the content.
2. **Share with Individuals** – Click this will show a box in which you can type that names of individuals with whom you want to share the playlist. Each user will receive an email notification. If they accept the notification, the playlist will then appear in their account. Optionally, you can include a personal message to those with whom your sharing the content.