



GLOBAL **PD**

A POWERFUL **PLC** TOOL

User's Guide

Version 2.3

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Introduction

Global PD is online software developed by Solution Tree to assist schools and districts with implementing and sustaining the professional learning community (PLC) process. This manual introduces the platform's possibilities and is intended to assist you with its day-to-day operations.

We will use the following symbols to help clarify the instructions.

- Menu names are set in quotation marks: "Menu name"
- Buttons are set in brackets: [Button]

The manual's format is based on the structure of the platform. The first section addresses the "Administration" menu, which ensures the foundational structure of your school, district, and academic standards are in place. The next two sections address the individual components of Global PD: "Teamwork" and "Learning."

Visit the Global PD marketing page (<http://www.solution-tree.com/globalpd>) to download this manual. We will update it accordingly as more features are added to the Global PD platform.

Technical Support

Technical support for Global PD is available Monday through Friday from 8 a.m. to 5 p.m. EST. You can reach Global PD's support department at **800.733.6786** or via email at globalpdsupport@solution-tree.com.

Logging in to Global PD

Users can log in to Global PD via the main website (<http://globalpd.com/>). Once you reach the login screen, you will need to type in your email address and password. If you are not sure which email address has been used for you, contact Technical Support at **800.733.6786** or globalpdsupport@solution-tree.com. If you forget your password, click the Forgot Password link underneath the [Sign In] button.

Resetting Your Password

If you have forgotten or need to reset your password:

1. Visit the login page and click the Forgot Password link underneath the [Sign In] button. You will be taken to a page that requires you to enter your email address.
2. Enter your email address and click the [Submit] button. An email will be sent to you with a link and instructions for resetting your password.
3. Click the link within the email. You will be taken to a page to enter a new password and confirm it. Once this is done, you can log in using your email address and new password.

Upon logging in, you will be directed to one of two places:

1. An interactive dashboard for your particular team, which shows a quick snapshot of student-performance data.
2. The “Administration” menu, which allows you to add, edit, and delete users, roles, groups, and academic standards.

Most users will be directed to their team’s interactive dashboard. Access to the “Administration” menu is typically reserved for school and district-level administrators.

For the purposes of this guide, we will begin with the “Administration” menu.

Administration

The “Administration” menu allows you to add, edit, and delete users, roles, groups, and academic standards, which are defined as:

- **Users**—Anyone that uses Global PD or is tracked in Global PD, from superintendents and principals to teachers and students
- **Roles**—Groups of users with permissions to specific actions (For instance, all users may be able to view your schedule, but only specified users may have access to edit the schedule)
- **Groups**—The hierarchical structures that make up your school, region, or district
- **Academic standards**—Statements or illustrations of what all students are expected to know and be able to do, as adopted by your school, district, or state board of education

Additionally, this area allows you to run Usage Reports of the PD Library.

Users

The Users section contains all the basic information about Global PD users in your school or district. Administrators will access this section in order to:

- Add, edit, or delete users
- Add, edit, or delete roles that the user can access
- Create, edit, or delete groups that the user belongs to

When you first access the Users section, it will contain an alphabetized list (by first name) of all the Global PD users to which you have access, as well as their respective email addresses, roles, and groups to which they belong.

Adding a User

To add a new user to Global PD:

1. In the top right of the screen, you will see an [Add] button. Click this button to add a new user, and you will be taken to the Create User screen.
2. To create a new user, type in the user's name, email address, and password.
Note: Passwords must be at least six characters, contain both upper- and lowercase letters, and include at least one number.
3. Choose a role or roles for the user by clicking in any applicable box under the Roles heading.
 - Choosing a role for a new user allows that user to perform specific actions.
 - Roles determine what tabs and buttons a user can access.
4. Choose a group or groups that the user can access. The groups to which a user is associated determine the data that user can access.
 - a. **Note:** Groups are based on the hierarchy of your school or district, teams, and classes. For example, the top of the hierarchy may be the entire high school. Drilling down through this hierarchy, you will see the different disciplines (math, science, art, and so on), the different subjects within the discipline (algebra, geometry, precalculus, and so on), the different teachers within the subject, and the different classes that each teacher teaches.
5. Once you have typed all the information in and selected all roles and groups, click the [Save] button in the bottom right-hand corner of the screen. You will return to the Users page, and you will see your newly created user.

Editing a User

To change information about a user:

1. On the Users tab, click the name of the user you want to edit. You will see an [Edit] button in the top right-hand corner of the screen.
2. Click the [Edit] button. You will be taken to the Edit User screen, which will be populated with the selected user's information.
3. Make the necessary changes to the user's information.
4. Once you've made all changes, scroll to the bottom right-hand corner of the screen, and click the [Save] button.

Deleting a User

Users can be deleted as long as they are not associated with a published assessment. To delete users:

1. On the Users tab, click the name of the user you want to delete. You will see a [Delete] button in the top right-hand corner of the screen.
2. Click the [Delete] button; a window will appear asking, "Are you sure you wish to delete this User?"
3. Click [Delete] again to delete, otherwise select [Cancel].
4. After deleting the user, you will be taken back to the Users page. A notice will appear, confirming that the user was successfully deleted.

Roles

You can access the Roles tab via the “Administration” menu on the left side of the screen. To access roles, click the Roles tab in the “Administration” menu.

The Roles section refers to the different actions or permissions a specified user is authorized to access. While each school or district is able to customize its roles according to its needs, most roles fall under these basic actions:

- **View**—User can view information related to a specific area of Global PD.
- **Add** or **edit**—User can add or edit information related to a specific area of Global PD.
- **Delete**—User can delete information related to a specific area of Global PD.

Groups of users can be associated with specific roles, giving each user in that group the same abilities within Global PD. If a role is changed, the abilities of all users associated with that role will automatically reflect the changes.

Adding a Role

You can create a new role for a group of users according to the needs of your district or school. Roles can be created for every aspect of Global PD. As an example, let’s say you want to create a role just for your teachers. You might decide that teachers can only view users, roles, and groups, but that they can add, edit, and delete assessments. Ultimately, you have the availability to tailor any roles to any group of users.

To create a role:

1. On the Roles tab, click the [Add] button in the top right-hand corner. You will be taken to a new screen titled Create Role
2. Fill in the prompts and check the boxes according to the needs of your school.
 - a. **Note:** If the user is a student, be sure to check the first box that reads “Users in this role can be graded and scheduled for interventions.
3. Once you have typed in all information and selected all applicable boxes, click the [Save] button in the bottom right-hand corner of the screen. Click [Cancel] to cancel the entry.
4. After saving, you will return to the Roles page, and your newly created role will be listed.

Adding Users to a Role

Once a role has been created, you must choose which users can have access to that role. Follow the steps in [Editing a User](#) to add a user or users to a newly created role by simply editing the user information and checking off the box of the new role. If you need to create a new user in order to add him or her to the new role, follow the steps found in [Adding a User](#).

Viewing the Users for a Role

You can view which users have access to which roles by following these steps:

1. On the Roles tab, click on your selected role. You should see four green buttons in the top right-hand corner of the screen.
2. Click the [View Users] button. You will be taken to a User's screen that lists the users assigned to that particular role.
 - You have the option of adding, editing, or deleting a user from this screen by selecting a user and clicking the buttons in the top right-hand corner. See the [Adding a User](#), [Editing a User](#), and [Deleting a User](#) sections earlier in this guide for further steps on how to add, edit, and delete users.

Editing a Role

To change a role:

1. On the Roles page, click to select any role you wish to edit. Once a role is selected, you will see an [Edit] button appear in the top right-hand corner of the screen.
2. Click the [Edit] button. You will be taken to a screen labeled Edit Role, and now you have the option to change any information about the selected role.
3. Make the necessary changes.
4. Once you have made all changes, scroll to the bottom right-hand corner of the screen, and click the [Save] button. You will be taken back to the main Roles page.

Deleting a Role

In order to delete a role, you must first remove all users from that role; as long as the role has one or more users, you will not be able to delete the role. Use the following steps to remove all users and delete the role.

Removing Users From a Role

1. On the Roles page, click to select the role you wish to delete. Once a role is selected, look to the column on the far right of the page: Number of Users.
2. With your role selected, click the [View Users] button at the top right-hand corner of the screen. You will be taken to a User's page.
3. Select the users one at a time. Once a user is selected, click on the [Edit] button in the top right-hand corner. You will be taken to the Edit User screen.
4. Under the Roles section of the screen, deselect the role. Then, click the [Save] button.
 - a. You will need to return to the Roles page and repeat steps two to four until all users have been removed from your selected role.
 - b. When there are no more users assigned to your selected role, you will be able to delete it.

Deleting a Role

1. Click the role you've selected to delete. Only three buttons should appear in the top right-hand corner.
2. Click the [Delete] button, and a window will appear asking, "Are you sure you wish to delete this role?"
3. Click [Delete] again to delete, otherwise select [Cancel].
4. After deleting the role, you will be taken back to the Roles page. A separate text box will appear, confirming that the role was successfully deleted.

Groups

Think of groups as all the different hierarchical schools, academic teams, and classes that make up your district. Using a top-down approach, you could form the following hypothetical groups:

Spencer High School

Math Team

Algebra I

Mr. Stephens's Classes

Period 1

Period 4

Period 8

Mrs. Camp's Classes

...

Geometry

Algebra II

Trigonometry

Calculus

Science Team

English Team

The groups to which a user is associated determines the level of data that user can view. For instance, a school principal will need access to all groups within her school in order to view team products or student data throughout the school. On the other hand, a math teacher with only Algebra I and Algebra II classes may only need access to those particular disciplines and nothing else. You may want to provide teachers access to the teams in grades below and above them to enable access to that data.

Global PD will come preloaded with groups of your choice, but you can add to, edit, and delete them by taking the steps in the following sections.

You can access the Groups tab via the "Administration" menu on the left side of the screen. To access groups, click the Groups tab.

In the main Groups section, you will see the top hierarchy for every group in your school or district. If a group has subgroups within it, it will be denoted by an arrow symbol pointing to the right ►. When you click on this group, subgroups will descend from it. When a group has a checkbox next to it , this indicates that you have reached the lowest subgroup.

Creating a Group

You can create a new group for any user or set of users by taking the following steps:

1. From the Groups section, select the [Create] button in the top right-hand corner of the screen. You will see a window asking you to name the group.
2. Type in the group name and click the [Save] button. Your group will appear at the bottom of the list of groups.
3. To create a subgroup within the hierarchy, click on the group you just created (the parent group). You will now see three options in the top right-hand corner of your screen: [Delete], [Edit], and [Create]. Click the [Create] button again and follow step two. The new group you created will now fall under the top group within your hierarchy.
4. Continue to create subgroups by repeating step three.
 - You can create as many subgroups within your hierarchy as you'd like. Remember, to create a subgroup, its parent group must be highlighted.

Adding Users to and Removing Users From a Group

Users can be added to or removed from any group or subgroup by following the steps in the [Adding a User](#) and [Editing a User](#) sections earlier in this guide.

Editing a Group Name

You can edit a group name by taking the following steps:

1. Click on any group or subgroup. Again, three buttons should appear in the top right-hand corner of the screen.
2. Click the [Edit] button. A window will appear, giving you the option to change the name of the group.
3. Change the group name and click the [Save] button. The group name will be changed accordingly.

Deleting a Group

When you delete a group, you also delete every subgroup underneath it and all data associated with it. As such, please be sure that you are ready to delete a group before following these steps.

Note: You cannot delete a group if there are users associated with the group. You must first remove all users from the group before deleting it. To remove users from a group, follow the steps in the [Editing a User](#) section.

1. Click on any group or subgroup. Three buttons should appear in the top right-hand corner of the screen.
2. Click the [Delete] button.
 - a. If you are clicking on a parent group, a window will appear, warning you that the parent group has subgroups, or child groups, beneath it that will also be deleted.
 - b. If you are clicking a child group, a window will appear asking if you are sure you wish to delete the group.
3. Click the [Delete] button again.
 - a. If you receive a window stating that there are users associated with the group, the group will not be deleted. You must remove the user or users from the group first. To remove all users, follow the steps in the [Editing a User](#) section.
 - b. Once all users are removed, repeat steps one to three.
4. Once a group is deleted, you will see a window in green stating the group was deleted successfully. The group will no longer appear in the Groups section or hierarchy.

Academic Standards

Academic standards refer to the learning standards your school or district uses. Global PD will come preloaded with the specific standards to which your school or district adheres. In order to unwrap the most essential standards for each class, your teams must review all standards and choose which ones are essential for their students to learn.

If at any time you wish to create a new standard set, add standards, edit standards, or delete standards, you may do so with the following steps.

You can access the Academic Standards tab via the “Administration” menu on the left side of your screen. To access academic standards, click the Academic Standards tab in the “Administration” menu.

Creating a New Standard Set

A *standard set* refers to all the standards recognized and organized by an authoritative body. For instance, the Common Core is a set of standards. Your state- or district-provided standards represent another set.

Global PD will come preloaded with the set of standards that your school or district recognizes, but you can create a new set by following these steps:

1. From the Academic Standards section, click the [Create Standard Set] button found in the top right-hand corner of the screen. A window will appear asking you to name the standard set.
2. Type in the name of your standard set and click [Save].
3. Your new set will appear at the bottom of the Academic Standards list.

Adding Standards

Once a set has been created, you can add standards to it. There is no limit to the number of standards you can add to a set. You can add standards to any set on the list, including sets that have been preloaded or previously created.

Adding standards creates a hierarchy similar to the Groups hierarchy in the Groups section. You can drill down as deep as necessary to create specific standards. For instance:

Indiana State Standards
 Math Standards
 Kindergarten
 Number Sense and Computation
 Counting to 20 using objects, pictures, and numerals
 ...
 Geometry and Measurement
 ...
 Grade 1
 Grade 2
 ...
 English Standards
 Science Standards
 ...

To add standards to a set:

1. Click on the standard set to which you want to add substandards. Three buttons will appear in the top right-hand corner of the screen: [Delete], [Edit], and [Add Standard].
2. Click the [Add Standard] button. A window will appear.
3. Fill in and check all prompts according to the standard. Once you have completed all prompts, click the [Save] button. Your new standard will appear below the parent standard within the hierarchy.
4. Continue to create new standards and substandards by repeating step two.

You can create as many standards within your hierarchy as you'd like. Remember, to create a new standard, the parent standard must be highlighted.

Editing Standards

1. Click on the standard or set you wish to edit. Again, three buttons will appear in the top right-hand corner of the screen.
2. Click the [Edit] button. A window will appear with all the standard information in it.
3. Change any of the standard prompts as necessary, then click the [Save] button. The changes to the standard will be saved accordingly.

Deleting Standards

Any standard within the set (including the standard set) can be deleted. However, any time you delete a parent standard, all substandards will be deleted as well. As such, please be sure that you are ready to delete a standard before taking the following steps.

Note: You cannot delete a standard once it is associated with an assessment.

1. Click on any standard or standard set. Three buttons should appear in the top right-hand corner of the screen.
2. Click the [Delete] button.
 - a. If you are clicking on a parent standard, a window will appear, warning you that the parent standard has substandards, or child standards, beneath it that will also be deleted.
 - b. If you are clicking a substandard, a window will appear asking if you are sure you wish to delete the standard.
3. Click the [Delete] button again.
4. Once a standard is deleted, you will see a text box in green stating the standard was deleted successfully. The standard will no longer appear in the Standards section or hierarchy.

Usage Reports

Usage Reports allow those with Administration privileges to view reports on what educators have viewed or done within Global PD Library. These reports show the following information:

- The name of the educator
- The action taken by the educator, e.g. viewed, downloaded, submitted
- The content on which the action was taken
- The date at which the action was taken
- The length of the video (in time), book (in pages), downloadable (in pages) or the score of a quiz.

By default, the previous 3 months actions will display. You can filter the report in the following ways:

- By Team – allows you to view only actions taken by users in the teams that you select.

- By Action – allows you to view only actions of a certain type
- By Date Range – allows you to view only actions done within the date range
- By Key Word – searches for specific users or content on which actions have been taken

You can also export the actions to spreadsheet format by clicking the Export button.

Teamwork

When all users, roles, groups, and academic standards are up to date, you're ready to begin using the different components of Global PD. This section covers the "Teamwork" menu of Global PD. This component allows you to:

- View a snapshot of your team's latest assessment data and notifications
- Determine essential standards and create learning targets based on those standards
- Build common assessments based on essential standards and targets
- Schedule the assessments
- Grade the assessments and analyze the grade data
- Identify and schedule students for intervention or extension

Essentially, the "Teamwork" menu supports your team in answering the four critical questions of a PLC:

1. What do we expect all students to learn?
2. How will we know they are learning?
3. How will we respond when they don't learn?
4. How will we respond if they already know it?

To access the "Teamwork" menu, click the Teamwork tab in the top left-hand corner of the screen. You will automatically be taken to your Team Dashboard page.

Team Dashboard

The Team Dashboard serves as a quick snapshot of student performance on your team's assessments and learning targets. It lists the recent learning targets that students struggled to master, highlights any students that have been flagged for follow-up, and allows team members to post comments on a common newsfeed wall.

For most users, the Team Dashboard will be their Global PD homepage, and will be the first page they see once they log on to Global PD.

To navigate through the Team Dashboard, review the following information below.

Navigating the Team Dashboard

The following steps offer a quick guide on how to access different information from the Team Dashboard.

1. In the top left-hand corner of the screen, click on “Teamwork.” You will automatically be taken to the Team Dashboard for your default team.
2. At the top of the screen you will see three ways to filter all of the data that is shown on the dashboard:
 - a. Team – you may choose to view only data related to specific teams to which you have access.
 - b. Standards & Learning Targets – you may choose to view only data related to specific standards or learning targets.
 - c. Time Frame – you may choose to view only data for a specific time-range. This defaults to the current two-week period, but you can choose to view data from any time in the past.

Note: all filter options are checked by default. To uncheck all options, click the Reset button.

3. Based on the filters you select, the Dashboard will display the following information:
 - a. The “Distribution of Student Scores” pie chart shows the percentages of students that scored proficient, above proficient, and below proficient, across all assessments that meet your filter criteria.
 - b. In the upper right corner of the dashboard, you will see a red bar listing the number of students who have been flagged for follow-up, which typically means they’ve been flagged for some kind of intervention or extension. You can learn more about how to flag a student for follow-up in the [Flag for Follow-Up](#) section.
 - c. The “Learning Targets to Watch” table can be found in the upper-right of the Dashboard. This table lists the learning targets on which the greatest percentage of students have scored below proficient. The table is listed in descending order, so the first target listed represents the target on which the highest percentage of students struggled. Note that you can click on any one of these targets to navigate to their respective assessment data.
 - d. Your team’s news feed sits below the pie chart and Learning Targets to watch. The news feed is a space for you and members of your team to post comments and communicate with one another. You can post your own comment, or you can respond to a team member’s post.
 - i. Team Comments can be associated with a student and/or a learning target on which your team is focusing. You can also attach documents to comments. For instance, you may choose to upload an example of a student’s work.

Manage Student Learning

The Manage Student Learning tab enables educators to review an all-inclusive report for a specific student. The Manage Student Learning report includes:

- All assessments taken by a student
- All notes made by educators about a student
- The number of times that a student has been flagged for follow-up

Navigating the Manage Student Learning Page

1. In the top left-hand corner of the screen, click on “Teamwork.”
2. Click “Manage Student Learning.”
3. At the top of the screen you will see three ways to filter all of the data that is shown on the dashboard:
 - a. **Student** – Start typing the name of the student for whom you wish to see data. Global PD will automatically search for and present students that match the letters you type. Choose the correct student. The page will populate to show all of the relevant data for that student.
 - b. **Standards & Learning Targets** – you may choose to view only data related to specific standards or learning targets.
 - c. **Time Frame** – you may choose to view only data for a specific time-range. This defaults to one year, starting with the current month, but you can choose to view data from any time in the past.

Note: all filter options are checked by default. To uncheck all options, click the Reset button.

Once you have selected your filters, the Manage Student Learning view will display:

- **A line graph** showing the scores of all assessments completed by the student. The Y axis represents the proficiency scale – Below Proficient, Proficient and Above Proficient. The X axis represents the time frame selected in the Time Frame filter.
 - Click any of the dots on the line graph to view the detailed responses by the selected student for that assessment.
- **Total Comments** - The number of times that comments have been entered by educators about the selected student.
 - Click “View Comments” to view and respond to a chronological list of comments.
- **Total Flagged for Follow Up** - The number of times that the selected student has been flagged for follow-up.
 - Click “Flagged for follow” up to see a chronological list of comments related to flags.

- **Assessment Listing** – all assessments completed by the student will also be displayed in a table.
 - Click any row in the table to view the detailed responses by the selected student for that assessment.

Manage Standards and Learning Targets

Before you can build a common assessment, you first need to answer the question, “What do we expect all students to learn?” This is the first critical question of a PLC.

In order to answer this question, Global PD comes preloaded with the learning standards that you use at your school. The number of standards can be overwhelming, so it’s up to your team to determine which of these standards are most essential for students to know in order to master the discipline and be prepared for the next level.

This section covers how to choose essential standards and create learning targets for a team in your school or district.

Selecting and Unpacking an Essential Standard

To access the Essential Standards and Learning Targets page, click the “Teamwork” menu in the top left-hand corner of your screen. On the left side of the screen, you will see a banner – click the Manage Standards and Learning Targets tab within the banner. You will be taken to a new page titled Essential Standards and Learning Targets.

Essential standards need to be determined for each of the teams to which you are associated. If you need help creating a team, see the [Groups section](#) of this guide. To determine essential standards and write learning targets for your team, follow these steps:

1. In the upper-right corner of the page, click Add. You will be taken to a new page for selecting and “unpacking,” or deconstructing essential standards.
2. Select the teams who will work with this essential standard. You should see a hierarchical listing of all of the teams you work with. Choose the teams who will need to work with this standard.
3. Select the Essential Standard. The next area will show a hierarchical listing of all of the educational standards used at your school. Click the arrows to the left of each standard to navigate to the standard you want to work with. Select the check box to the left of the standard you want to unpack. Once selected, the full standard will appear beneath this field.
4. Many standards cover multiple learning targets – distinct skills or knowledge that a student must demonstrate to be proficient in that standard. The next step is for your team to interpret the standard together and identify each distinct learning target. To help you in this process, there are several Tools and Tips to the right of the screen. We recommend: *A Protocol for Unpacking Essential Standards* and *A Template for Unwrapping Standards – with Example*.
5. Write the first distinct learning target in the Learning Target field.

6. Rewrite the learning target in student friendly language in the Student-friendly version field.
7. As a team, consider if the learning target is:
 - a. A prerequisite skill or information for later unit
 - b. Likely to cause students difficulty
 - c. Absolutely necessary to now
 - i. The more of these that are selected for a learning target indicates the importance of the learning target. If two or more are selected, your team should consider building common formative assessments for that learning target.
8. Select a depth of knowledge for the learning target. This will determine how difficult it will be for students to demonstrate proficiency and the types and rigor of questions you will need to have on your common assessments for that learning target.
9. If you have more learning targets to add, click Add Learning Target at the bottom of the page and repeat the steps above.
10. Finally, click Save. You will be taken back to the Essential Standards and Learning Targets Page, where your new Essential Standard and Learning Targets will be listed as rows.

Navigating Essential Standards and Learning Targets

Once you have unpacked essential standards and created learning targets, they will appear on this page. Each learning target will appear as a row in a table, along with the corresponding Standard, Team(s), Depth of Knowledge and Score. To navigate this page:

1. In the upper-right of the page:
 - a. Select the topic(s) for the standards you wish to view.
 - b. Select the grade(s) for the standards you wish to view.
 - c. If common assessments have been administered for the Essential Standard, select the time frame in which the assessment was given.
2. The page will filter to show only the standards that meet your filter criteria.
3. Note that each of the columns in the table can be sorted by clicking the arrows to the right of the column title.
4. In the upper-right of the table is a search field, where you can enter key terms that match the standard, learning target or team. The table will automatically filter to match your entry as you type.
5. The score column will display a pie chart representing the proficiency of students who were assessed on the learning target. The red pie-slice indicates the percentage of students who struggled with that learning target. The green pie-slice represents the percentage of students who were proficient for that learning target. If you mouse-over the pie-slices, the actual percentage will appear.

6. To view or edit a learning target, click the row. You will be taken to the page that allows you to edit any part of the learning target.

Printing Essential Standards and Learning Targets

After you have unpacked a series of Essential Standards, you may want to print out your work. To do so:

1. Navigate to Essential Standards and Learning Targets.
2. Apply the appropriate filters (Topics, Grades, Date Range) to show only the standards you want to print.
3. Click the [Print] button in the upper right. A document will load that shows all of the essential standards and learning targets represented on the screen.

Deleting Learning Targets for Essential Standards

Note: If you have already built an assessment based on a learning target (see the [Manage Common Assessments](#) section in this guide), you will not be able to delete a target; instead, you will see a window message saying “There are assessments associated with this Essential Standard/Learning Target.”

To delete learning targets for essential standards:

1. On the Essential Standards and Learning Targets page, select the Essential Standard/Learning target that you want to delete.
2. When the learning target you want to delete is selected, click the green [Delete] button in the top right-hand corner of the screen.
3. A window will appear asking if you’re sure you want to delete. Click [Delete] again, and the target will be removed.

Manage Common Assessments

Once you have identified essential standards and created learning targets, your next step is to build common formative assessments based on those standards and targets. The common assessment builder in Global PD allows your team to:

- Write new assessments or load questions from previously written assessments
- Copy existing assessments
- Create questions with selected-response answers (true or false, multiple choice, or so on)
- Create questions with constructed-response answers (rubric-based questions)
- Create or adjust rubrics for constructed-response questions
- Designate taxonomy levels for each question, as well as cut scores for the entire assessment
- Print bubble sheets and automatically grade selected-response questions
- Print your assessment, or print instructions for users to take the assessment online

All of these elements will be covered in the following sections.

Accessing the Common Assessment Screen

In order to manage your common assessments, take the following steps:

1. From any page, click the “Teamwork” menu in the top left-hand corner of your screen. You will be taken to the Team Dashboard page automatically.
2. On the left side of your screen, click the Manage Common Assessments tab. You will be taken to a new page with the title Common Assessments.
3. This is the main page for all common assessments for your team, school, or district, depending on your level of access. Review the following sections for all assessment options.

Setting Up a New Assessment

After your team has reached consensus on the essential standards and learning targets for a unit, your next step is to write common assessments based on those standards and targets. By writing these assessments together, and by using the post assessment data in a formative manner to identify struggling students and exemplary teaching practices, you will be able to answer the second critical question of a PLC: “How will we know they are learning?”

1. From the main Common Assessments page, select your team, essential standards, and learning targets from the drop-down boxes just under the Common Assessments title. Be sure to click the green [Apply Filter] button for both options. If you are a team teacher and only have access to your team, this step may not be necessary.
2. Click the green [Add] button in the top right-hand corner of your screen. You will be taken to a new page with the title Build Assessment.
3. Type in the name of your assessment.
4. Select the essential standards and learning targets for your assessment by clicking on the checkboxes next to the learning targets.
5. Select whether the assessment will be summative or formative.
 - a. We recommend that you choose most of your assessments in Global PD to be formative, and to concentrate on one or two learning targets. This will better clarify which standards and targets your students are struggling with or mastering.
6. Choose to upload a document for your assessment or to enter the assessment questions and answers online. If you have a document or image that already contains all of the questions and possible answers and just need to use Global PD to record student answers, choose the [My assessment is in document form. I just need to enter possible answers] option and upload your document. Otherwise, choose [I need to create the entire assessment online - questions and answers].
7. Type in the number of questions that will be on this assessment and press Enter on your keyboard. You can always add or delete questions afterward, so this number does not have to be final.
8. Now that the foundation of the assessment is in place, it is time for your team to add questions or load them from previous assessments.

Creating Questions for an Assessment

Scroll down below the Number of Questions section, and you will see prompts for the questions on your assessment.

1. Select the drop-down box under the Question Type prompt. You have three options: (1) Selected Response—Multiple Choice, (2) Project or Performance—Rubric-Based, or Short Answer or Paragraph—Rubric-based. Select the type of question that you wish to create.
2. If you have chosen [I need to create the entire assessment online - questions and answers] during your assessment set up, you will see two green buttons appear: [Add Question Text] or [Upload Document for Question]. Otherwise, skip to step 5.
 - a. Choose [Upload Document for Question] if you have already created your questions in document form or if your question has special formatting, such as equations. Follow the prompts to upload a document from your computer.

NOTE: Each question you upload must be on its own separate document.
 - b. Choose [Add Question Text] if you wish to type in the question value.
3. If you have chosen [I need to create the entire assessment online - questions and answers] during your assessment set up, and then chose [Add Question Text], enter your text in the Question Text box provided.
4. If you have chosen [I need to create the entire assessment online - questions and answers] during your assessment set up, and if the question is multiple choice, you will need to fill in the answer options for the question. Type in the answer text for each option.
5. Click on the checkbox to the left of the correct answer option to mark it as correct.
 - a. You may select more than one option as correct. If using the automatic grader, the student must choose all correct options in order to receive any credit.
 - b. To add answer options, scroll beneath the last answer option, and click the blue Add Answer Option link on the bottom left-hand corner of the box.
 - c. To remove an answer option, click the blue Remove Answer Option link on the bottom right-hand corner of the box.
6. The next step is to associate this question with one or more of the learning targets to which the assessment is linked. Place your cursor in the Learning Target field and the available learning targets will display as options. Choose each of the learning targets that the question covers.
7. You can save and exit the assessment at any point, whether it's complete or not. To save the assessment, scroll to the bottom of the window, and click the [Save] button. The assessment will be saved under its given name, and you will return to the Common Assessments screen.

Selecting a Rubric for a Constructed-Response Question

Constructed-response questions must be graded by an agreed-on rubric. Global PD enables teacher teams to create or modify as many rubrics as necessary. Once a rubric has been created, it can be reused in subsequent questions and assessments.

To select a rubric, click in the appropriate circle to the left of the rubric name. A blue dot will appear inside the circle, indicating that the rubric has been selected.

Previewing an Existing Rubric

From the Build Assessment page, you can preview any rubric first by scrolling to the Rubrics section and clicking on the blue magnifying glass  to the right of the rubric title.

Creating a New Rubric

This section assumes you are familiar with the [Creating Questions for an Assessment section](#), which takes you through creating a constructed-response question. Once your constructed-response question has been written or uploaded, you can create a new rubric or edit a previously-established rubric. To edit a rubric, refer to the [Editing a Rubric](#) section.

1. To create a new rubric, click the green [Create New Rubric] button above the Rubrics section of the Build Assessment page. A window titled Create New Rubric will appear.
2. Type in the name of the rubric.
3. Choose the number of levels in the Levels in Rubric drop-down box. For an AP English class, you might choose five levels to reflect the scoring system on the AP exam.
4. Type in the Highest Score Title box. For instance, on a four-level rubric, the highest title might be *Excellent*, while the lowest title might read *Needs Improvement*.
 - a. For rubrics with only two levels, you will only see Highest Score Title and Lowest Score Title. For rubrics with more than two levels, every level between highest and lowest will just be labeled as Score Title.

5. Type in the Abbreviation or Number Score box. This will appear above each level of the rubric when using or previewing your rubric.
6. **Note:** In the highest level of a five-level rubric, you could type in the number 5 for the number score. Or, in the four-level rubric mentioned in step five, you might abbreviate the highest score with the letter *E* for *Excellent*.
7. In the Criteria box, type in the criteria necessary to achieve the rubric level. Specifically articulating your criteria is helpful for students, as they are better able to understand your expectations, and will make it easier for you to grade their responses.
8. Type in the number of points available for this particular level in the Points box. Points must fall between a range of 0–10.
9. Repeat steps four through seven for the remaining levels of your rubric, then click the green [Save] button. The window will go away, and you will return to the Build Assessment page.
10. Your newly created rubric will now be listed alphabetically by title within the Rubrics section. Click on the rubric to select it for your constructed-response question.

Editing a Rubric

You can edit your rubric at any time, as long as the rubric hasn't been selected for any assessment that has been published (see the [Publishing an Assessment](#) section). Once you have selected a rubric and published the assessment, you can no longer edit the rubric.

To edit your rubric:

1. Click on the rubric from the Rubrics section of the Build Assessment page and click the green [Edit Rubric] button.
2. Make changes as necessary and click the [Save] button.
 - a. **Note:** If you reduce the number of levels for the rubric, you will lose the data and inputs from the lowest levels. In other words, if you reduce a five-level rubric to only three levels, you will lose the information in the last two levels.
3. If the [Edit Rubric] button doesn't appear when you click the rubric, that indicates the rubric is in use in a published assessment, and you can no longer edit it. You can, however, copy the rubric and make changes to the copy (see the [Copying a Rubric](#) section).

Copying a Rubric

If you want to change a pre-existing rubric, but that pre-existing rubric has been used in a published assessment, then you won't be able to edit it. Instead, you will need to make a copy of the rubric, rename it, and then make the necessary changes.

To copy a rubric:

1. Click the [Copy Rubric] button. A window titled Copy Rubric will appear
2. The rubric name will automatically be *Copy 1 of...* with the original rubric title. Change the name of the rubric title to reflect the new rubric.

3. Change the other sections of the rubric as you see fit.
 - a. **Note:** If you reduce the number of levels for the rubric, you will lose the data and inputs from the lowest levels. In other words, if you reduce a five-level rubric to only three levels, you will lose the information in the last two levels.
4. Once you have made all changes, click the [Save] button at the bottom of the window. Your newly copied rubric will be available to select from the Rubrics section.

Deleting a Rubric

Similar to editing, a rubric cannot be deleted if it has been selected for an assessment that has been published.

To delete your rubric:

1. Simply click on the rubric from the Rubrics section of the Build Assessment page and click the green [Delete Rubric] button.
2. A window will appear asking if you're sure; if so, click the [Delete Rubric] button again.
3. If the [Delete Rubric] button doesn't appear when you click the rubric, that indicates the rubric is in use in a published assessment and cannot be deleted.

Selecting Depth of Knowledge for Questions

Each question in your assessment must be categorized by its depth of knowledge. This is necessary for teams to ensure that the types of questions are appropriate for the intended level of the assessment. In the Depth of Knowledge Required section of the Build Assessment page, you will find a drop-down box with selections matching your district or school taxonomy. Choose the option that best suits each question.

Determining a Point Value for Questions

Global PD will automatically determine if a student is proficient based on a *cut score*—a scoring range that you determine with your team based on all of the questions in your assessment. To enable this, your team will need to assign a point value to each question. This can be done in two ways:

1. For rubric-based assessments, you and your team will decide the point value associated with each level of the rubric. For instance, you might have a rubric with five levels with point values from 0 to 4. In this case, the total points possible would be 4.
2. For multiple-choice questions, you and your team will need to determine a point value. Consider the complexity of the question in relation to other questions in the assessment when you do this.

Determining Proficiency for an Assessment

When all questions and answers are built, you have the opportunity to review the various questions and points that make up the assessment. You will then be asked to determine a cut score for proficiency before you can publish the assessment.

1. Once you have completed all questions and answers for your assessment, scroll to the bottom of the page. You will see a section titled Determining Proficiency.
2. The Determining Proficiency section tallies the number of questions and points for each type of question according to its taxonomy. We encourage your team to review this section to ensure that you have consensus on the number, types, and point values of questions on your assessment. If you need to make any changes, see the [Editing an Assessment](#) section.
3. Once you are satisfied with the types of questions and point allocations, your next step is to determine a point range for proficiency.
4. Underneath the Determining Proficiency section, you will see the title Points Necessary for Proficiency. You will need to determine the score range you believe is necessary for proficiency. For example, if an assessment is worth a total of 10 points, then you might say that any score between a 7 and a 9 is proficient. This means that any score below 7 will be recorded as ***below proficient***, and any score above 9 will be recorded as ***above proficient***.
5. Type the low range of the proficiency score into the first box on the left and the high range score on the second box on the right.
6. Click the green [Save] button in the bottom right-hand corner of the screen. You should be taken back to the Common Assessments homepage.

Editing an Assessment

You can return to your assessment and make changes to it until the assessment is published. Once the assessment has been published, all questions, points, rubrics, and so on are finalized and cannot be changed.

To edit your assessment:

1. From the main Common Assessments page, find your assessment by filtering the Team, Standards & Learning Targets, and Date drop-down boxes.
 - a. You can also sort by Team, Standard, Learning Target, Assessment Name, Type, and Date Scheduled by clicking on the ▼ or ▲ symbols within those column titles in order to find the assessment.
 - b. You can also search for a key word in the assessment title. To do this, click on the small text box in the right-hand corner of the screen (just above the Dates Scheduled column). Type in a key word, and the list of assessments will filter down to only those that contain your key word.
2. Click on your assessment, and you will be taken back into the Assessment Editor for that Assessment. You will also see four green buttons at the top of the page: [Copy], [Delete], [Publish], and [Save].
 - a. Clicking [Copy] will create a copy of the assessment; but will change the name of the assessment to *Copy 1 of...* with the original assessment title.
 - For instance, if the name of your assessment was *Adding Fractions*, the name of the copied assessment would be *Copy 1 of Adding Fractions*.
 - Copying an assessment is a great option for subsequent years. If an assessment has already been published and graded, and you want to change a question or two the following year, clicking [Copy] allows you to make those changes on a new test.
 - Copying an assessment is also a good practice when planning interventions for a specific learning target. You can slightly modify the assessment to ensure that students in the intervention are assessed with similar criteria.
 - b. Clicking [Delete] allows you to delete the assessment.
3. To edit the assessment, simply make changes as necessary. Be sure to click [Save] before you exit to save your changes.

Publishing an Assessment

In order for an assessment to be scheduled and scored, it must first be published. Because you cannot make changes to an assessment once it has been published, we recommend that you wait to publish an assessment until a day or two before administering the exam. When you are absolutely sure that the assessment is complete, and that no new changes need to be made:

1. Click the [Publish] button at the bottom right-hand corner of the screen.

2. Once you click the [Publish] button, you can make no further changes to the assessment.
3. Once you click the [Publish] button, you will return to the Common Assessments homepage.

If you select the assessment again, you will notice that the green button options have changed. You can no longer edit the assessment, but you can schedule it, copy it, or delete it.

Note: While creating your assessments, you may notice a blue banner on the right side of your screen labeled Tools and Tips; these tools and tips provide various resources to reinforce the importance of common formative assessments and offer suggestions to guide your team through the process. Click on any of the links to view these resources.

Scheduling Your Assessment and Pacing

Once your assessment has been published, it's time to work with your team to determine when you will give the assessment.

To schedule your assessment, follow these steps:

1. Select your assessment from the Common Assessments homepage. You will be taken to the Assessment builder. In the top right-hand corner, click the [Schedule] button. You will be taken to the Manage Pacing page.
2. The Manage Pacing page shows all scheduled assessments for any team over the current month. Every assessment is listed in green on the date it has been scheduled to be administered.
 - a. You can filter the listed assessments by Team or Standards & Learning Targets by clicking on either drop-down box below the Manage Pacing title.
 - b. You can change the month you are viewing by clicking the left and right arrows below the Team drop-down box.
 - c. You can change the calendar view to monthly, weekly, or daily by selecting the different options just above and to the right of the calendar.
3. To schedule your assessment, click on the assessment name on the right-hand banner, and drag the assessment to your chosen date. The assessment name will show up in green on the calendar and will no longer be visible on the right-hand banner.
4. Once your assessment has been scheduled, you can click on the assessment within the calendar. The Change Pacing window will appear. By clicking on the name of the assessment, you will be taken directly to the Capture Grades page.

Note: Only published assessments will appear for scheduling in the right-hand side of the Manage Pacing page. If your assessment does not appear, you first need to publish it.

Rescheduling or Removing Your Assessment

Rescheduling or removing an assessment from your pacing calendar can be done in a few easy steps:

1. Click on the “Teamwork” menu, then click on the Manage Pacing tab in the left-hand banner. You will be taken to the Manage Pacing homepage.
2. Find your assessment on the calendar. You can filter the views as necessary.
3. To reschedule your assessment, click and hold on the assessment title (in green on the calendar), and drag it to a different date. You will see a dark-green window stating the assessment has been successfully rescheduled.
4. To remove the assessment, click on the assessment title (in green on the calendar). A box titled Change Pacing will appear.
5. At the bottom of the window, select the green [Remove From Calendar] button. The assessment will be removed from the calendar and will return to the right-hand banner next to the calendar.
6. If you click on the calendar icon instead of the [Remove From Calendar] button, you can change the date of the assessment.
7. At the top of the window, clicking on the name of the assessment will take you to the Capture Grades page for that assessment.

Administering Your Assessment

Once you have published and scheduled your assessment and test day has arrived, you must administer it to your students. Global PD offers two methods for administering your assessments:

- Print a physical copy of the assessment
- Administer an online, browser-based assessment

Review the instructions below for both methods.

Printing an Assessment for Handwritten Responses

Printed assessments are typically used any time you want to see your students' handwritten work – like showing their steps on a math problem or writing their outline of a written prompt. Follow the instructions below to print your assessment:

1. After clicking the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.
2. In the top right-hand corner, you will see three buttons to [Reschedule], [Copy], and [Delete]. You can reschedule or delete an assessment **before** grades are entered, but not after.
3. Near the top of your screen, you will see a green Print button. Click this button. A series of options will appear.
4. Click Assessment for Students. This will open a new window displaying your assessment, along with the date and a blank space for a student's name.
5. There will be a green [Print] button in the top left-hand corner of the window. Click this button to be taken to the printer menu.
6. Select the correct number of copies for your students from the Print menu and print.

If your assessment has multiple choice questions, it is possible to grade these responses using a camera to scan a bubble sheet (See the section titled [Using Your Camera to Grade Selected-Response Assessments](#)).

Printing a Bubble Sheet for Handwritten Responses

To print bubble sheets for your students, follow these steps:

1. Follow steps 1-3 in the section above. Click the green [Print] button near the top right-hand of the page. A series of print options will appear.
2. Select the option Answer Sheet for Camera.
3. A window will appear with bubble sheets for each student. To print, click the green [Print] button in the top left-hand corner of the window.
 - The bubble sheets have a unique and random ID for each student.
 - Students will need to darkly shade their answer choices on the bubble sheets.
4. Answer sheets will be printed according to the Team or Teams that are selected in the [Team] drop-down filter in the top left portion of the page. To print out answer sheets for one particular class or group, click the [Team] drop-down button and select or de-select your teams. When you print your answer sheets, only the teams that you have selected will be printed.

Browser-based Assessment

To administer a browser-based assessment follow these steps:

1. On the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.
2. Near the top of your screen, you will see a green [Print] button. Click this button. A series of options will appear.
3. Select the option Instructions for Browser Capture.
4. A new window will appear showing a short set of instruction for each student to access the assessment in their browser. Click the green [Print] button at the top of the page.
 - Each student will receive a personalized set of instructions with the Assessment ID and their random Student ID.

Email Assessment Instructions to Individual(s)

Note: this is for browser-based Assessments only

1. On the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.
2. Near the top of your screen, you will see a green [Email] button. Click this button. A series of options will appear.
 - a. Email to Group(s) – click the arrow to display the groups to which you’ve been assigned and click to check the box next to the group to whom you want to send online instructions.
 - b. Email to Individual(s) – begin typing the email address of the individual(s) to whom you want to send instructions for taking this assessment online. Press Enter or Return after each name.
3. The group(s) or individual(s) will receive an email with instructions to access and take the assessment in their browser.

Grading Your Assessment

After your assessment has been administered, it’s time to grade the responses and analyze the results. Global PD comes equipped with three different grading options:

1. For multiple-choice or rubric-based assessments, bubble sheets can be graded by using a free app to see results instantaneously.
2. For constructed-response questions, teachers can enter the number of points awarded for each response according to the rubric being used.
3. Tests can also be taken and graded via an online browser.

To use each grading option, review the following steps.

Grading Assessments via Bubble Sheets and App

One convenient way to administer assessments is to provide the assessment in print, along with bubble sheets that Global PD will automatically generate for you. If the questions are multiple choice, students can fill in the bubble sheets. If the questions are rubric-based, the teacher can fill out the bubble sheets. If the assessment contains a combination of multiple choice and rubric-based questions, students should be asked to complete the multiple-choice questions and then turn their answer sheets in for teachers to complete the rubric based questions.

Once bubble sheets have been completed, you can download and use the Global PD app on your mobile device to take pictures of and automatically grade the sheets.

To Generate Bubble Sheets

1. On the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.
2. To the right of the Grade Assessment title, you will a green [Print] button. Click the button and select the option that reads [Answer Sheets for Camera]. A new window will appear with bubble sheets generated for every student associated with that assessment.
3. Click the green [Print] button to print the bubble sheets for all of your students.
 - a. The bubble sheets have a unique and random ID for each student.
 - b. Students will need to darkly shade their answer choices on the bubble sheets. Once students have filled out the bubble sheets proceed to step five.

To Grade Bubble Sheets Using the Global PD App

1. To start, you will need to install the free Global PD app on your iPhone, iPad or Android Phone. You can access the app by searching for 'Global PD' in the Apple App Store or Google Play.
2. Once the app has been installed, launch the app. You will be prompted to enter your Global PD credentials. Enter the same email address and password you use to access your Global PD account.
3. Once logged in, you should see a camera icon. Click this to start capturing and grading your bubble sheets. The device will ask for access to your device's camera. Grant this access.
4. Position your device above each bubble sheet so that the camera view shows the entire bubble sheet – including the border – in the frame. Click the button to capture the image. If the image seems clear, click Use Image.
5. The Global PD will display a processing screen as it auto-grades the entry. Provided the image can be read by the app, you should be presented with the overall results for the student. Once the results are scored, they will be automatically sent to your Global PD account and reflected in your assessment reports.
 - a. You can click the View Report button to view the items that the student selected.

6. Continue to position and scan the bubble sheets for the rest of your students.

Importing Bubble Sheets in Bulk for Grading

1. You can also use a standard scanner or document camera to capture the images of completed answer sheets and then upload them to Global PD for grading. In this case, there is no need for the Paperscorer app. To do this:
2. Change the settings on your scanner to save the scanned images to file. Choose a location on your computer or network that you can easily access to save the file.
3. Change the settings on your scanner or document camera to save each page as a separate image (.jpg, .png or .tif file formats).
4. Place the completed answer sheets in your scanner and scan them.
5. Log into Global PD and navigate to the assessment for which you want to import grades.
6. Click the Import button.
7. Click the Add Files button and browse to the location on your computer or network where your scanner saved the images and choose to upload them.
8. Global PD will automatically upload all bubble sheet images and score them. If errors are found in the images, an error message will appear and you will be able to click a link to view the image.

Grading Assessments via Browser (Selected-Response Questions)

Selected Response questions can also be administered online via any browser. Student responses are automatically graded and uploaded. Follow these steps to administer an assessment by browser:

1. On the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.
2. In the top right section of the screen, you will a green [Print] button. Click the button and select the option that reads [Instructions for Browser Capture]. A new window will appear with a set of instructions for each student to take the assessment online.
 - a. To print the instructions, select either of the green [Print] buttons at the top of the screen.
3. The instructions will direct the students to the proper website to take the assessment. Each student will have to enter in the assessment ID as well as their own unique student ID. Once this information is entered, the assessment will appear on screen.
4. Students will choose their answers by selection the answer options. A blue check-mark will appear in the box of the answer(s) they select.
5. To submit answers for grading, click the green [Submit for Grading] button at the bottom of the page.
 - a. Once grades have been submitted, the assessment will refresh to show the students which questions they got correct or incorrect.
6. Back on the Capture Grades page, the assessment data will automatically update with each student's submission. If the data does not update, refresh your screen.

Grading Assessments With Constructed Responses (Rubric-Based Questions)

Constructed responses cannot be graded via browser. Educators must grade constructed responses according to the rubric they have previously chosen (see the [rubrics sections](#) for information regarding choosing and editing rubrics). There are two ways that rubrics scores can be entered into Global PD:

1. Teachers can use bubble sheets for rubric-based questions and the Global PD App to automatically capture and grade items (see the Grading Assessments via Bubble Sheets and App section).
2. Teachers can enter scores manually in Global PD.

To enter rubric-based scored directly into Global PD:

1. On the Manage Common Assessments tab, click the assessment you wish to administer and grade. You will be taken directly to the Capture Grades screen.

Note: In order to track students' grades and progress on constructed-response questions, you will first need to grade their answers according to the selected rubric.

2. Scroll down, and you will see the student roster for the assessment you are giving.
3. Click the row of the student whose scores you wish to edit. A window will appear showing the students name and, if applicable, their responses to each question.
4. Scroll down to the constructed-response questions. Each question will have a series of score lines that correspond to the rubric selected for that assessment. For instance, if your rubric has four levels of proficiency (1, 2, 3, and 4 or E, G, S, and NI), those proficiency levels will be listed next to the question.
5. Click on the score for the question according to the rubric. A blue dot will fill the blank circle next to the score.
6. Repeat steps six and seven for all constructed-response questions on the assessment.
7. When all constructed-response grades have been recorded, scroll to the bottom of the window and click the green [Save and Update Score] button.

8. You will be taken back to the top of the Grade Assessment page. A window will appear noting the grade was successfully recorded. The pie chart and figures next to the pie chart will change according to the student's score.
9. Scroll to the bottom of the page, and you will see that your student's grade and proficiency level are now recorded for the assessment.
10. Repeat steps three through eleven for all of your students until all constructed responses for all students have been recorded in Global PD.

Note: You can update or correct a student's score at any time by clicking on the student and then clicking the [Update Score] button.

Analyzing Team and Student Data

Once all grades have been recorded, the Grade Assessment page will give you a snapshot about how your students, your team, and the classes within the team performed on the assessment. By reviewing the data on this page as a team, you are able to answer the third and fourth critical questions of a PLC: “How will we respond when students don’t learn?” and “How will we respond if students already know it?”

1. Beginning on the Common Assessments homepage, click on the assessment you want to analyze. You will be taken to the Grade Assessment page.
2. The pie chart on the left-hand side of the page displays overall information about the assessment, including the total number of students that scored at different levels of proficiency.
3. The Detailed Analysis on the right-hand side of the page displays the same information for each class in the team. This is designed so that teachers can share and discuss instructional practices that are working based on data. There are three types of statistics covered in the Detailed Analysis portion:
 - a. **Proficiency Distribution** – these are represented as pie charts. Each slice in the pie represents the percentage of students who scored Above Proficient (green), Proficient (Yellow), or Below Proficient (Red) on the assessment.
 - b. **Item Analysis** – These are represented as stacked bar charts. There is one bar for every question in your assessment. Red in the bar indicates the percentage of students who answered that item incorrectly. Green indicates the percentage of students who scored correctly.
 - i. If you want to analyze any item further, click on the bar. A window will appear displaying the question, the answer options and the percentage of students who chose each answer option.
 1. If you want to view which students provided a specific answer, check the box next to the answer and click Filter Students. The student listing at the bottom of the page will be filtered to show only the students who chose the answer(s) you selected.
 - c. **Learning Target Analysis** – These are represented as stack bar charts. There is one bar for every learning target in the assessment. Red in the bar indicates the percentage of students who answered questions related to that learning target incorrectly. Green indicates the percentage of students who answered those same questions correctly.
 - i. If you want to analyze the data for a learning target further, click on the bar. A window will appear displaying the questions related to that learning target, the answer options and the percentage of students who chose each answer option.

1. If you want to view which students provided a specific answer, check the box next to the answer and click Filter Students. The student listing at the bottom of the page will be filtered to show only the students who chose the answer(s) you selected.
4. Scroll down, and you will see the roster of students that took this assessment.
5. Just above the roster, you will see a drop-down box labeled [Filters]. You will also see a cell to the far right of the [Filter] drop-down labeled [*Filter table results*]. You will also see arrows in the cells above the student roster table (*Student Name, Flagged for Follow-Up, Date of Submission, and Score*).
 - a. To filter score results, click on the [Filter] drop-down to explore your filter options. When you click on any box (such as *Below Proficient*), the student scores will be filtered to include only those scores that you have selected.
 - b. To search for an individual student, type that student's name into the [*Filter table results*] cell. The scores will be filtered to only show that student.
 - c. To sort scores by *Student Name* (or any of the other cells), click on the arrow within the cell to sort the students alphabetically by last name.
 - i. You can also use the filter option in conjunction with the Sorting option. For example, you can filter to see only the students that scored Below Proficient, then sort them alphabetically.
6. Click on the Below Proficient box. Your roster will filter to only those students scoring below proficient on the assessment. Repeat this step for students who are at proficient and above proficient levels.

Exporting Assessment Grades to Excel

Once an assessment has been graded, you can export the results from Global PD into an Excel CSV file by following the steps outlined below.

4. On the Grade Assessments page, select the green[Export] button in the top right section of the screen. A drop-down menu will appear.
 - a. You have the option to include or exclude certain headers in your excel document by clicking the header to select or de-select it.
5. Once you've selected your preferred options, click the green [Export] button. A CSV file will begin downloading.
 - a. If the file does not begin downloading, make sure you have changed the preferences on your browser to allow downloads from Global PD.
6. Select the downloaded file to open the CSV spreadsheet.

Flagging a Student for Follow-Up

You may want to highlight a particular student (or students) for intervention or extension or simply to share a comment about the student that would be helpful to other teachers. To do this, first complete steps one and two from [Analyzing Student Proficiency](#), then scroll down to the student roster.

1. At your student roster, select the row of the particular student for follow-up. A window will appear showing all of the responses from the student for the selected assessment.
2. This window will have basic information about the student and assessment, as well as a Notes box for you to make comments.
3. Click in the Notes section and begin typing your comments.

Example: “Maria looked very tired this morning and scored poorly on the assessment.”

4. Next, click the green [Flag for Follow-Up] button in the bottom right-hand corner of the window. You will be taken back to the main Grade Assessment homepage and will see a green Student Flagged Successfully window. You will also see a little red flag under the Flag for Follow-Up column in the student roster.
5. Continue these steps for all students you want to flag for follow-up. Any students who have been flagged for follow-up will increment the count available on the Dashboard and your comments will appear in the Team Comments section on the Dashboard (see the [Team Dashboard section](#) for more information).

Note: You can also filter by students who have been flagged by clicking on the checkbox Flagged for Follow-Up. The roster will be reduced to only those whom you have flagged.

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.