



GLOBAL PD

A POWERFUL **PLC** TOOL

User's Guide – PD Library

Version 2.5

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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 three sections address the individual components of Global PD: "Teamwork," "Learning," and "Mini-Courses."

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@SolutionTree.com.

Logging in to Global PD

Users can log in to Global PD via the main website (<https://www.globalpd.com/login>). 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@SolutionTree.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.

PD Library

The “PD Library” tab houses a library of hundreds of videos, book chapters 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 “PD Library” 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 “PD Library.” You will be taken to the “PD Library” tab with a series of videos and topics to choose from. This is the PD Library 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 PD Library 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.

Mini-Courses

Mini-courses are comprised of curated videos and quizzes designed for educators to learn a specific topic. They require approximately 2.5 to 4 hours to complete. Upon completing all videos and quizzes, and earning at least a 70% grade on all quizzes, educators receive a badge, which can be downloaded in PDF format.

Administrators have the ability to review educator progress on Mini-Courses in the Administration > View Reports > by Mini-Course section (see Administration section of this manual)

All Global PD Library users automatically have access to all available Mini-Courses and new Mini-Courses will be added to the library over time.

Participating in a Mini-Course

If you would like to participate in a Mini-Course, select the Mini-Course tab. The available Mini-Courses will be listed. For each course, you will see the following information in columns:

- **Elements Completed** – as you participate in the Mini-Course, this column will display the number of videos and quizzes you have completed out of the total elements in the Mini-Course.
- **Last Access** – the date of your last interaction in the Mini-Course
- **Score** – your current score in the Mini-Course out of the total points possible. This is measured by the points you earn on the quizzes within the Mini-Course.

To access a Mini-Course, click the Mini-Course name. All videos and quizzes for the Mini-Course will be presented. To the left of each video or quiz, a stop light will show indicating your progress on that element – Not Yet Viewed, In Progress or Completed. You may view the elements in any order you wish, *but you must complete all elements and earn at least 70% on every quiz to earn a certificate.*

To view a video, click the video title. The video will load and immediately start playing. Note that you must watch the video in its entirety to gain credit.

To the left of the video, you will see a menu that lists all of the elements of the Mini-Course in order. You can click on any one of these elements to navigate to them.

Taking Quizzes

All quizzes are multiple choice and are automatically graded upon submission. You must answer all questions on a quiz in order to submit. At the bottom of the quiz page, you will see two buttons: [Save Quiz] and [Submit].

The [Save Quiz] button allows you to save your work on a quiz without officially submitting. In this way, you can return to a quiz at a later time or review one or more videos again in order to answer a question.

The [Submit] button submits the quiz for grading. The quiz will be automatically graded and your score will be displayed, as well as an indication of whether you passed the quiz. Once you've submitted a quiz, you cannot retake the quiz unless it is reset by your school administrator or Global PD Support.

What if I Don't Pass the Quiz?

If you don't pass a quiz, your administrator, or the Global PD Support Team, can reset the quiz for you in the Administration area. Notify your administrator or send an email to globalpdsupport@solutiontree.com to request that your quiz be reset.