

Storyboard Overview

Module name	PLC Orientation Training	Module duration	5-8 minute modules
Storyboard version	Scripted, segmented into subtopics		
Project goal/success measurements	<ul style="list-style-type: none"> - Participants will understand how Professional Learning Community frameworks ensure high efficiency work teams. - Participants will understand how Professional Learning Community frameworks ensure success of learners. 		
Agreed topics to be covered	1	Introduction	6
	2	Efficiency	7
	3	High Quality Instruction	8
	4	Learner Achievement	9
	5	Important Conclusions	10
Development tool	Talent LMS Course Software		

Topic	Introduction
Screen objective	There are three important aspects of the PLC framework to consider...
Learning content	<p>There will be 5 modules which comprise this course. The introduction module demonstrates basic topics and terms that will be covered throughout the entire course.</p> <ul style="list-style-type: none"> - Efficiency of job tasks: Time Management & Shared responsibilities - High quality instructional methods: Group Feedback Protocol & Curricular Foundations - Ensuring learner achievement: Reflection Process & Differentiated Planning <p>These three aspects are the foundation of a functioning and successful Professional Learning Community of instructors.</p>
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown. 2. Participants will be provided with a summary of what they learned and what to expect in the next module. 3. Once participants have watched the video, they will complete the module
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva Pro - Video module with key words (bolded) - use Canva Pro to apply script and present content knowledge, narration and slides should not be too repetitive - Presentation Slides 3 - 8

Topic	Efficiency: Time Management
Screen objective	To create optimum efficiency within the PLC, it is imperative to understand how to create proper time management of the PLC's job tasks.
Learning content	<p>Aspects of time management include:</p> <ul style="list-style-type: none"> - Professional Learning Communities (PLCs) are expected to meet on a daily basis with meeting objectives that should be accomplished within the time allotted to meet. - This objective ensures that all subjects of conversation are discussed and all work necessary to be accomplished is completed in a timely manner and with future plans in mind. <p>Example: Participants are shown a task list and example of how those tasks are separated into categories as different team members accomplish their specific job tasks. The tasks are also equally divided based on equal timelines.</p>
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown. 2. Participants will be provided with an example of how to create better time management habits within a PLC 3. Participants will move on to the second part of this module
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva Pro - Video module with key words (bolded) - use Canva Pro to apply script and present content knowledge, narration and slides should not be too repetitive - Example of task chart with deadlines, animation will show how time is divided into member roles - Presentation Slides 9 - 14

Topic	Efficiency: Shared Responsibilities
Screen objective	To create optimum efficiency within the PLC, it is also important to have shared responsibilities between all members.
Learning content	<p>Aspects of shared responsibilities include:</p> <ul style="list-style-type: none"> - A PLC should have divided responsibilities so that each team member has a shared weight of job tasks. - A collaborative task list should be arranged to document which team members hold specific responsibilities. This list should include: <ul style="list-style-type: none"> - Deadlines - Tasks with linked documents if needed to complete the task assigned - A place holder to link complete work and share this with all PLC members (Ideally this placeholder should allow for comments or a version of dialogue between team members)
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown. 2. Participants will be provided with a summary of what they learned and what to expect in the next module. 3. Once participants have watched the video and completed the self-reflection, they can continue to Mod. 3
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva Pro - Video module with key words (bolded) - use Canva Pro to apply script and present content knowledge, narration and slides should not be too repetitive - Example of task list will be shown with color-coded deadlines to indicate how tasks are divided - Presentation Slides 15 -22

Topic	Instructional Design Process: Group Feedback Protocol
Screen objective	In order to also provide high-quality educational content and proper channels of communication between PLC members, the team must establish a group feedback protocol .
Learning content	<p>Aspects of this feedback protocol include:</p> <ul style="list-style-type: none"> - PLCs provide critical and constructive feedback for one another when completing tasks so that similar tasks can be improved upon for the future. - Daily meetings should provide time in order to instantaneously review any upcoming tasks and projects before any specific jobs are assigned to team members. - High priority improvements (major structural changes) should be made as a group - Lower priority improvements (conventional errors or formatting changes) can be made on an individual level - Types of feedback will use various learning principles to identify any needed changes
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown. 2. Participants will be provided with an example of how to create and use a group feedback protocol 3. Participants will move on to the second part of this module
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva Pro - Video module with key words (bolded) - use Canva Pro to apply script and present content knowledge, narration and slides should not be too repetitive - Example of critiques will be included with learning principles as applied to a course project - Presentation Slides 23-26

Topic	Instructional Design Process: Instructional Foundations
Screen objective	In order to provide instructional methods and content, the PLC relies on strong instructional foundations that are founded in sound pedagogical research.
Learning content	<ul style="list-style-type: none"> - The foundational elements of the PLC are grounded in curriculum and researched pedagogical frameworks that create engaging learning opportunities. - In order to instill consistency of instructional guidelines and lesson frameworks that are used in all classrooms, the PLC relies on a shared curriculum that can be created and used by all of the PLC members. - Frameworks mentioned: <ul style="list-style-type: none"> o Problem-Based Learning (PBL) o Universal Design for Learning (UDL) o Cognitive Load Theory o Merrill's Principles of Instruction
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown 2. Participants will be provided with a summary of what they learned and what to expect in the next module. 3. Participants are expected to complete a self-assessment and self-reflection to demonstrate application of content.
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva Pro - Video module with key words (bolded) - use Canva Pro to apply script and present content knowledge, narration and slides should not be too repetitive - Example of each principle will be included with a description of major keys and characteristics - Presentation Slides 27 - 42

Topic	Learner Achievement: Differentiated Planning
Screen objective	In order to ensure that all learners achieve yearly learning target goals , the PLC should rely on a reflective process that includes constant and meaningful communication.
Learning content	<p>Aspects of the reflection process include:</p> <ul style="list-style-type: none"> - Throughout the school year, the PLC reflects on major assignments, projects, and assessments. Comments about these tasks include improvements needed, successful aspects, and provisional changes needed for the future. - In order to make sure that future plans can be completely reliable, differentiated, and valid for targeting learning objectives, the PLC is expected to report any positive or negative outcomes to lessons when necessary for the team. - Example used: <ul style="list-style-type: none"> o Positive Psychology Seminar that uses Learning Targets, Curriculum and Content, Instructional Methods, and Forms of Assessment
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown. 2. Participants will be provided with an example of how to use the differentiated planning process 3. Participants will move on to the second part of this module
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva - Video module with key words - use Canva to apply script and present content knowledge - Scenario provided to give examples - demonstrate how differentiated planning can create opportunities for all types of learners - Presentation Slides 43 - 53

Topic	Learner Achievement: Reflection Process
Screen objective	In order to ensure that all learners achieve yearly learning target goals, the PLC needs to establish a differentiated planning process that includes constant and meaningful communication.
Learning content	<ul style="list-style-type: none"> - Differentiation is an instructional method that ensures all learning abilities represented within a classroom, from below grade-level to above grade-level, are met. - Individual members of the PLC are responsible for creating various levels of instructional materials so that no one individual teacher needs to create all materials. Like a jigsaw puzzle, if some of the pieces are not available, the structure does not function. - Differentiated planning also provides growth opportunities for all levels of students so that they can meet learning targets at the conclusion of the school year. - Reflection Example: Positive Psychology Seminar - Course Evaluation <ul style="list-style-type: none"> o Discussion Topics o Performance Data Analysis o Course Modifications
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown 2. Participants will be provided with a summary of what they learned and what to expect in the next module. 3. Participants will be asked to consider all aspects of differentiated learning as well as knowledge content from all other previous modules to complete this <u>graphic organizer</u>.
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva - Video module with key words - use Canva to apply script and present content knowledge - Scenario provided to give examples - demonstrate how the reflection process can improve future reiterations of a course - Presentation Slides 54 - 60

Topic	Important Conclusions
Screen objective	<p>In this video we have reviewed all aspects of a Professional Learning Community, or PLC including:</p> <ul style="list-style-type: none"> - Efficiency of job tasks - High quality instructional methods - Ensuring learner achievement
Learning content	<p>If the PLC maintains this structure for the duration of the school year or curricular calendar, they will be able to maintain successful framework that provides communication amongst members, engaging instructional content, and learning growth targets.</p> <ul style="list-style-type: none"> - Next Steps to use all aspects of the PLC Framework: <ul style="list-style-type: none"> - Module 2: Create PLC Norms that balance job tasks - Module 3: Delegate job responsibilities and create a group protocol - Module 4: Create a differentiated planning method using the completed graphic organizer
Instructions	<ol style="list-style-type: none"> 1. Participants will watch the module which contains learning content shown 2. Participants will be given a summary of what they learned and reminded that they have completed the course. 3. Participants will be provided with a survey to help instructors evaluate the course.
Media	<ul style="list-style-type: none"> - Collect images - office stock photos via Canva - Video module with key words - use Canva to apply script and present content knowledge - Scenario provided to give examples - demonstrate how the reflection process can improve future reiterations of a course - Presentation Slides 61 - 67