**What is a group?**

A group is composed of personnel assigned to complete a Professional Learning Module (PLM). The function of the group process is to allow districts to take credit for group trainings used to complete a PLM.

**Creating and Maintaining a Group**

In this example, a district decides the focus for the year is Common Formative Assessments and the training will be held in group settings throughout the first semester. A group is formed consisting of all the teachers and administrators of the district. When the training has been completed, the district administrator will mark the training as complete, which will, in turn, update the VLP record of all the participants as having completed the Common Formative Assessment module.

To create a group click the Maintain Groups link found under the Maintenance header in the District Menu page.

To create a group, click the Add Group link highlighted above. The Maintain Group window will be displayed.

Select the building – in this example District Wide -- and add the Group Name and then click the Save button.

The group will be displayed in the Group Maintenance page.
To add Group Members click the edit link highlighted above and the Member Maintenance page is displayed.

To add group members, click the Add Group Member link highlighted above and the Maintain Group Members is displayed.

Group Members can be added by selecting district wide, by building, or by searching for an individual. A member is selected by clicking the Select All checkbox or by clicking the checkbox on the person’s row. The selection process is dynamic, meaning if a building is selected and the person or persons are chosen and then a different building is chosen, those previously selected will be added to the group.

**PLM assignments**

To assign a PLM to a group, click the PLM Assignments link highlighted below
The PLM Assignments page will be displayed.

To assign a PLM click the Assign PLM link highlighted above.

The Assign PLM window will be displayed.

Use the search criteria to find the group. Then select the PLM and the Assigned Date. When this has been completed click the Assign button.
After the assignment is made, it will be displayed in the PLM Assignment page.

PLM Assignments

When the training sessions for the PLM have been completed, the PLM Assignment can completed.

To start, click the PLM Assignments link highlighted below

The PLM Assignments page will be displayed.

Click the edit link highlighted above that corresponds to the PLM assignment to be completed.

The Complete PLM Assignment page will be displayed.
In this window participants can be marked off individually, sorted by building and marked complete, or by checking the "Check All" checkbox. Once the selection is made enter a completion date and click the Complete button. A confirmation window, displayed below, will require that either the Confirm or Cancel button is pushed.

**CONFIRM COMPLETE**

By selecting confirm, you are assuring that the 57 persons listed have participated in and completed all the requirements in the designated Professional Learning Module (PLM).

Once the confirm button is pushed the records of everyone in the group will be marked complete for the PLM. Note: this action cannot be undone.

The individual check boxes for the group members will be checked after the update is completed.