

## **Assigning Professional Learning**

SCLead.org has incorporated Professional Learning content from Edviate. Content is available for all educators and principals. The content is organized into three categories: general content, content aligned with the SCTS 4.0 rubric and content aligned to PADEPP Standards. The Professional Learning videos can be assigned by the evaluator or self-assigned by the educator or principal who seek their own professional growth. Professional Learning can be assigned in multiple ways: The Learning section of the educator’s profile, the student growth section of the evaluation or in the post conference section of an observation. The Professional Learning video can be previewed before it is assigned to the educator.

This guide will review the three ways to assign Professional Learning videos to educators (to include principals). The steps can also be used by a principal or educator to self-assign professional learning.

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## Assigning a Professional Learning Video from an Educator's Profile

The educator, the Superintendent, ADEPT administrator or Principal can assign professional learning in the educator's profile. For a principal, the Superintendent or PADEPP administrator can assign professional learning in the principal's profile.

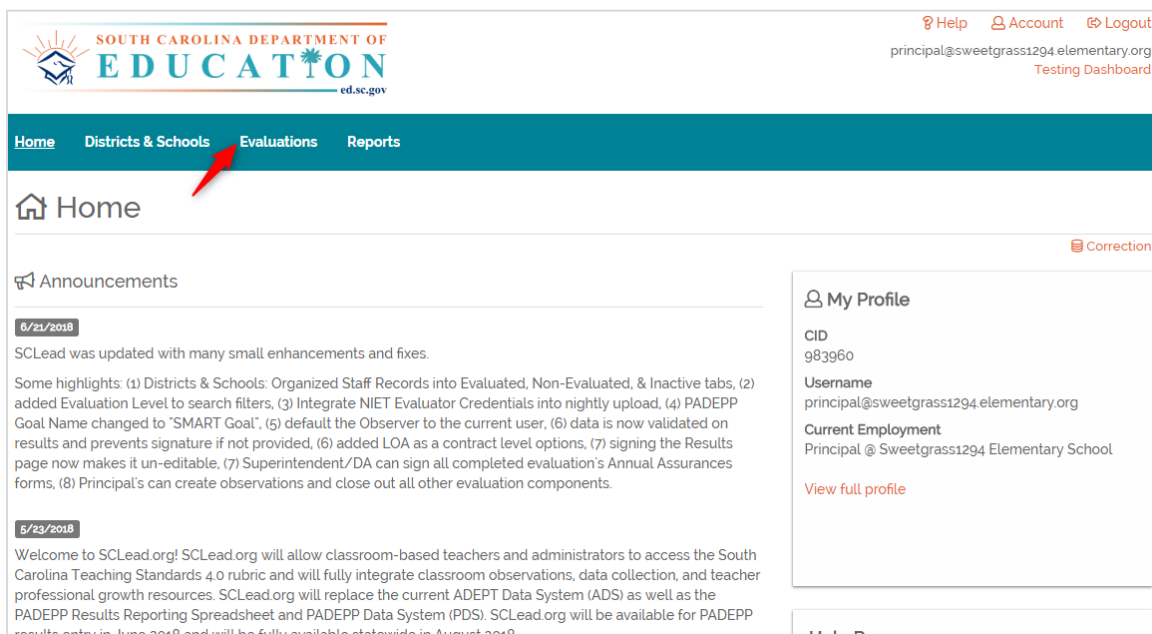
**Note:** Access to an educator's profile is limited to the educator, Superintendents, ADEPT administrators, and principals. Other roles serving as an evaluator would need to assign professional learning within the educator's evaluation. The educator's profile can be accessed in multiple ways: under staff list, the evaluation tab, or educator's own homepage.

*This guide shows steps to access Professional Learning under Evaluations Tab.*

*Professional learning can only be assigned to Principals by Superintendents or PADEPP administrators.*

*For educators undergoing ADEPT Evaluation, professional learning assigned from the educator's profile will also populate in the Student Growth & Professional Goals section of the evaluation for the current year.*

**Step 1:** Click **Evaluations** on the navigation menu bar.



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Help Account Logout  
principal@sweetgrass1294.elementary.org  
Testing Dashboard

Home Districts & Schools **Evaluations** Reports

Home

Correction

Announcements

6/21/2018  
SCLead was updated with many small enhancements and fixes.  
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

5/23/2018  
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**My Profile**  
CID  
983960  
Username  
principal@sweetgrass1294.elementary.org  
Current Employment  
Principal @ Sweetgrass1294 Elementary School  
[View full profile](#)

Help Resources

**Step 2:** Locate the educator and click his/her name to open the educator's profile.

Home
Districts & Schools
Evaluations
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Learning
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Corrections

Evaluation Search

CID
10 | 20 | 50 | 100
1-7 of 7
page 1

Name

Academic Year
[any]

District
Sweetgrass2404 County

School
[any]

Evaluation Model
[any]

You are currently using filters to limit the search results.

Educator	Evaluation	Status	
Sweetgrass2404, Counselor (Elementary) 933524 Sweetgrass2404 County School District	2018-2019 School Guidance Counselor Annual 1 - Formative 2006 ADEPT Model	OR SUM C	Details
Sweetgrass2404, Librarian (Elementary) 816990 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Library Media Specialist Continuing - GBE 2006 ADEPT Model	OR C	Details
Sweetgrass2404, Principal (Elementary) 856945 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Principal PADEPP Model	OR CF PDP AS C	Details
Sweetgrass2404, Speech-Therapist	2018-2019 Speech-Language Therapist	OR	Details

**Step 3:** Click **Learning**.

Home
Districts & Schools
Evaluations
Training
Learning
Reports
Corrections

Librarian (Elementary) Sweetgrass2404

Educator Profile

Profile
ADDITIONAL
Education
Training
Credentials
Learning
LICENSURE
Experience
Employment
Certification

Librarian (Elementary) Sweetgrass2404  
816990

Evaluations
Add Evaluation Restore Missing Evaluation

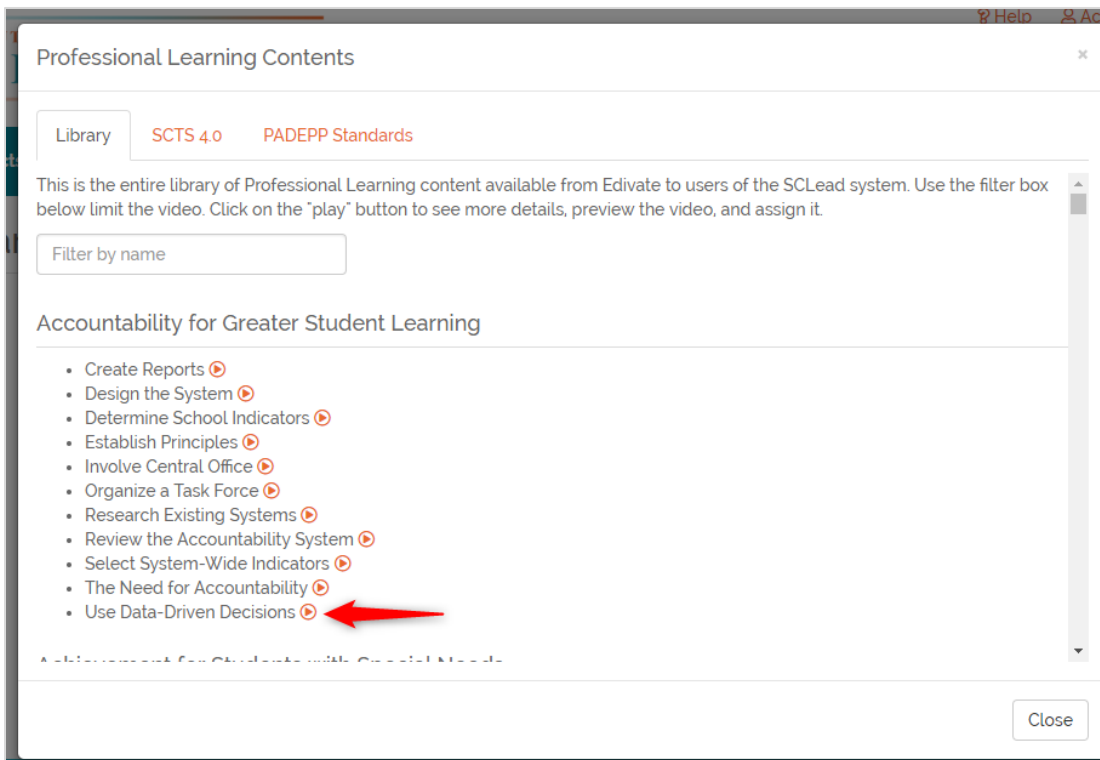
Year	District	Model	Type	Level	
2018-2019	Sweetgrass2404 County School District	2006 ADEPT	Library Media Specialist	GBE	Details

3

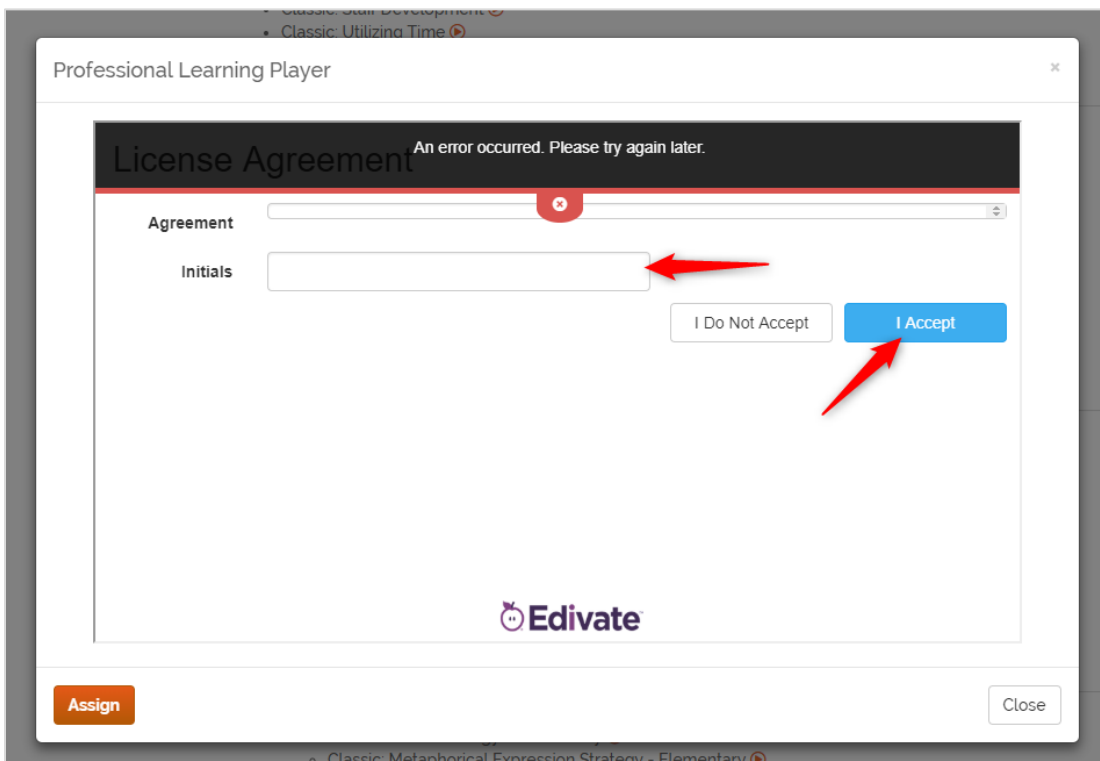
**Step 4: Click *Add Assignment*.**

**Step 5:** A window will open to display the available professional learning content. The content is organized into three tabs. Click on the tab with the content you would like to review and assign. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.

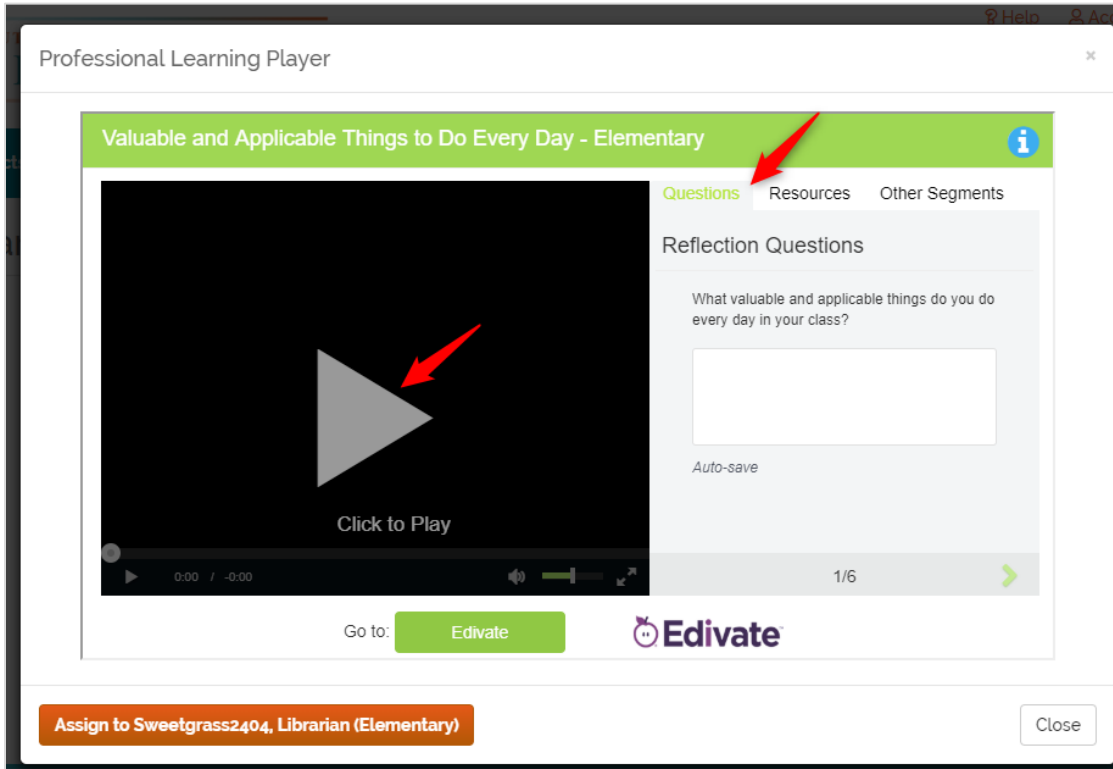
**Step 6:** Click the **Play** button to preview and assign the content.



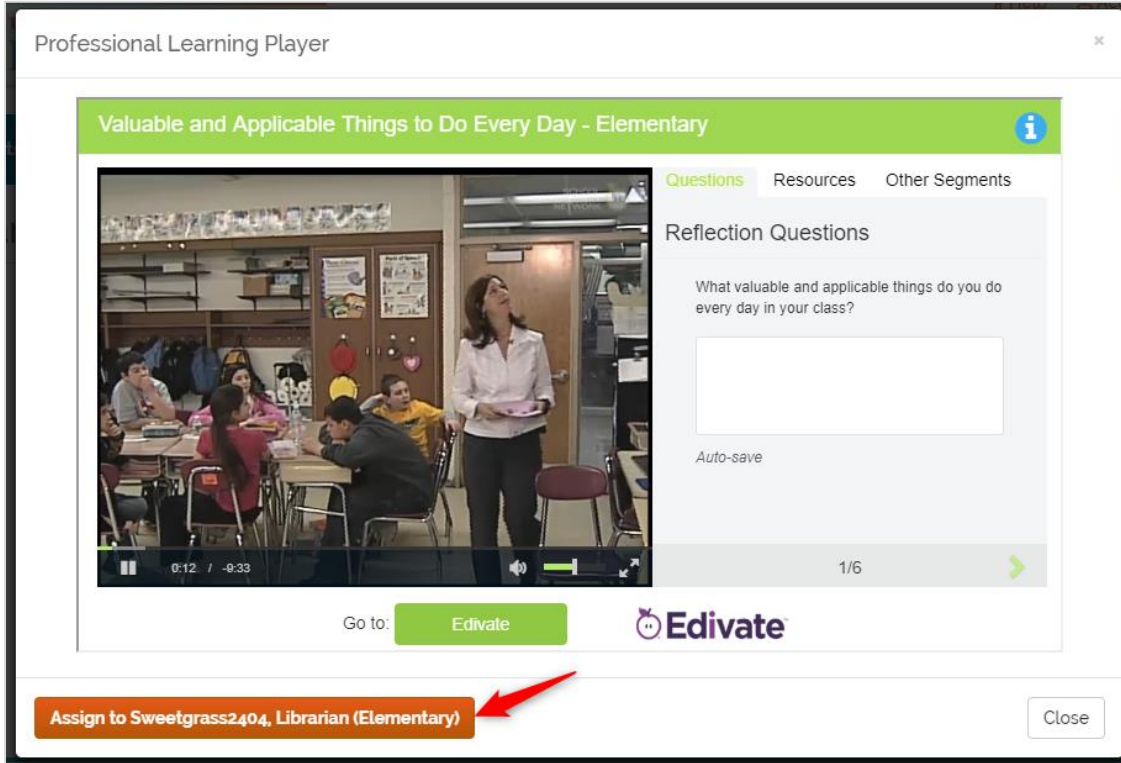
**Note:** The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click **I accept**.



**Step 7:** Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.



**Step 8:** Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.



**Step 9:** The video has now been assigned to the educator. The assignment can be edited to add a due date, add a category or delete the assignment. Click **Details** to review/edit the assignment.

Librarian (Elementary) Sweetgrass2404

Educator Profile

**Profile**

ADDITIONAL

Education

Training

Credentials

**Learning**

LICENSURE

Experience

Employment

Certification

### Professional Learning Assignments

This is a list of Professional Learning assignments assigned to this educator.

[+ Add Assignment](#)

Active (1) Completed (0) Removed (0)

[Sync](#)

Video	Due	Category	Viewing %	
Valuable and Applicable Things to Do Every Day - Elementary	[ blank ]	None	0	<a href="#">Details</a>

**Step 10:** Click **Edit** to add a due date and/or category.

Librarian (Elementary) Sweetgrass2404

Educator Profile

**Profile**

ADDITIONAL

Education

Training

Credentials

**Learning**

LICENSURE

Experience

Employment

Certification

### Assignment Details

[Back](#) [Edit](#) [Remove](#) [Delete](#)

**Content Name**  
The name of the video content. Valuable and Applicable Things to Do Every Day - Elementary

**Due Date**  
The due date of the assignment. [ blank ]

**Category**  
The category of the assigned video. None

**Viewing Percentage**  
The category of the assigned video. 0 %

Reflection Question Status

**Step 11:** Select the **Due Date**, **Category** and then click **Submit**.

Librarian (Elementary) Sweetgrass2404

Educator Profile

**Profile**

ADDITIONAL

Education

Training

Credentials

**Learning**

LICENSURE

Experience

Employment

Certification

### Edit Assignment

[Back](#)

**Content Name**  
The name of the video content. Valuable and Applicable Things to Do Every Day - Elementary

**Due Date**  
The due date of the assignment. 01/31/2019

**Category**  
The category of the assigned video. Ongoing Professional Development

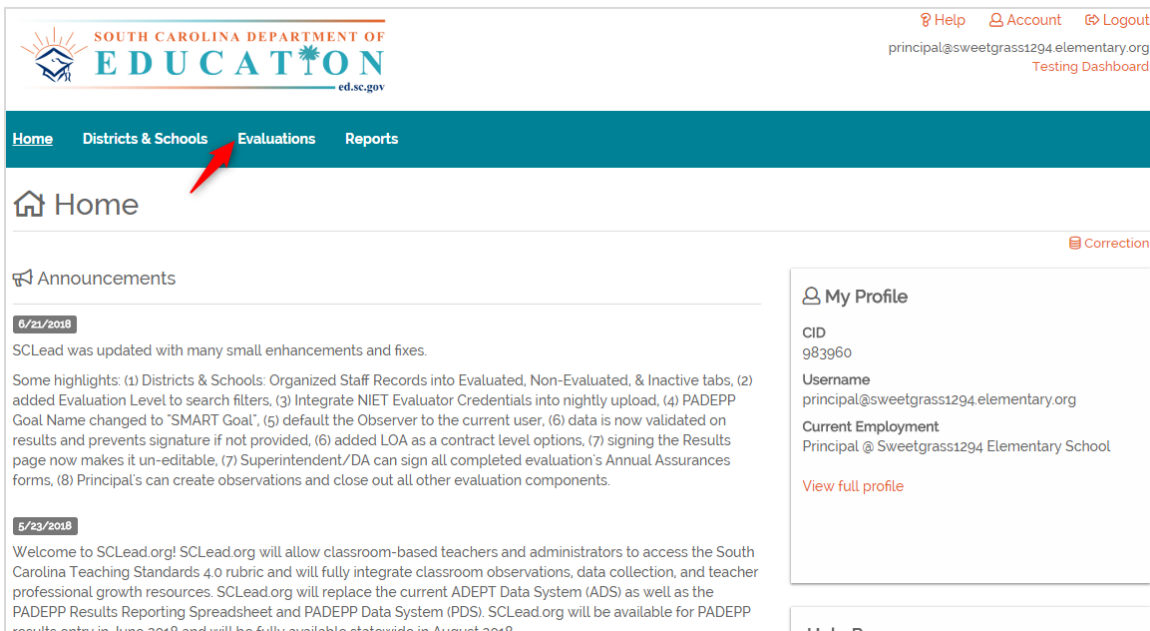
[Submit](#) [Cancel](#)

The professional learning video is available to the educator for completion.

## Assigning a Professional Learning Video Within an Observation

The principal or evaluator with permissions to view/complete observations can assign a professional learning video to an educator within the post-conference section of the observation. The professional learning options available within the observation will be filtered to those which apply to the selected reinforcement and refinement indicators.

**Step 1:** Click **Evaluations** on the navigation menu bar.



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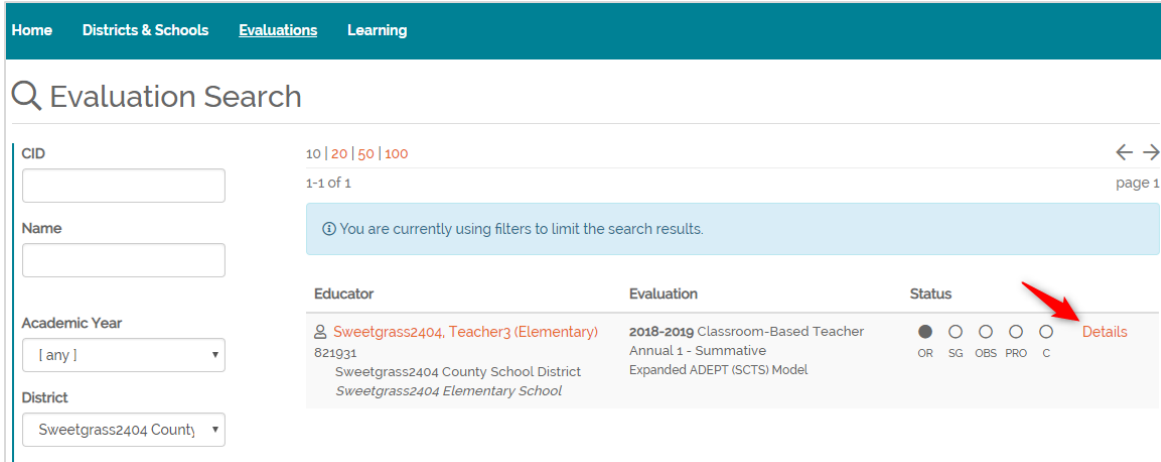
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View full profile

**Step 2:** Click **Details** to open the educator's evaluation record.



Home Districts & Schools **Evaluations** Learning

Evaluation Search

CID 10 | 20 | 50 | 100 1-1 of 1 page 1

Name

Academic Year [any]

District Sweetgrass2404 County

You are currently using filters to limit the search results.

Educator	Evaluation	Status	
Sweetgrass2404, Teacher3 (Elementary) 821931 Sweetgrass2404 County School District Sweetgrass2404 Elementary School	2018-2019 Classroom-Based Teacher Annual 1 - Summative Expanded ADEPT (SCTS) Model	OR SG OBS PRO C	Details



**Step 3: Click *Observations*.**

Home Districts & Schools Evaluations Learning

## Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

**Observations**

Attachments

Results

Educator Profile

### Overall Status

**Prerequisites**

Educator Orientation 100%

**Preliminary Cycle (Fall)**

Observation(s) 0%

Student Learning Objectives 0%

Professional Goals 0%

**Final Cycle (Spring)**

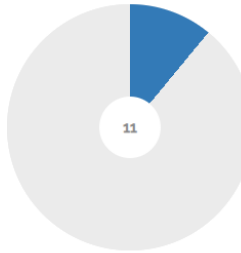
Observation(s) 0%

Student Learning Objectives 0%

Professional Goals 0%

Professionalism 0%

Final Results 0%



11

Overall Completion Progress

**Step 4: Click *Details* for the observation.**

Home Districts & Schools Evaluations Learning

## Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

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Educator Profile

### Observation Forms

Preliminary Observations (Fall Semester)

ⓘ The following requirements have not been met:

- The minimum number of 2 observation(s) for the Fall Semester semester have not completed.
- The minimum number of 2 observer(s) for the Fall Semester semester have not completed.

All fall semester integral classroom observations must be announced. Each observation must cover a complete lesson and must address all SCTS indicators identified in the Planning, Instruction, and Environment domains.

[Add Observation](#) [Add Walkthrough](#) [Restore](#)

Date	Observer	Type	Status	
11/6/2018 9:50:00 AM	Principal (Elementary) Sweetgrass2404	Observation	In Progress	<a href="#">Details</a>
1/25/2019 12:56:00 PM	Elementary (Staff) Sweetgrass2404	Observation	In Progress	<a href="#">Details</a>

**Step 5: Click *Post Conference*.**

Home Districts & Schools Evaluations Learning

## Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1 [Print to PDF](#)

**Observation**

Pre-Conference

Scripting & Scoring

**Post-Conference**

Attachments

[Back to evaluation](#)

### Observation Details

[Back](#) [Edit](#) [Remove](#) [Delete](#)

**Type**  
The type of observation

Observation

**Semester**  
The semester the observation took place in

Fall Semester

**Observation Date**  
The date the observation will take place

1/25/2019 12:56:00 PM

**Step 6:** Click **Professional Learning**.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Print to PDF

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

Attachments

← Back to evaluation

Post-Conference Forms

Observation Summary Planning Sheet Coaching Questions Professional Learning

Planning

Observer Score

Self Score

Instructional Plans

Student Work

**Step 7:** Click the **Play** button next to the video to preview and assign the content. The content listed has been filtered to the reinforcement and refinement selected in the post conference form.

Post-Conference Forms

The Professional Learning tab provides recommended content based on the selected Reinforcement and Refinement Indicators.

Observation Summary Planning Sheet Coaching Questions Professional Learning

These are the Professional Learning videos aligned to the South Carolina Teaching Standards 4.0 and relevant to the selected Reinforcement and Refinement Indicators. Use the filter box below limit the video. Click on the "play" button to see more details, preview the video, and assign it.

type to filter content...

PLANNING Instructional Plans

- Classic: A Teacher's Simple Five-Step Planning Process
- Classic: Framework for Planning
- Classic: Planning
- Classic: Planning Activities
- Differentiation: Elements for Planning-Elementary
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 1
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 2
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 3
- Heidi Hayes Jacobs Mapping to the Core: Planning for Curriculum Success - Part 4
- Planning Conversations Map
- Planning Phase: Assess Evaluability
- Planning Targets of Learning - Elementary
- Planning Targets of Learning - Secondary

INSTRUCTION Lesson Structure & Pacing

- "A Day of Project-Based Learning at White Oak Elementary, Part 2 of 3"
- "Building a Project-Based Learning Culture at White Oak Elementary, Part 3 of 3"
- "Implementing Project-Based Learning at White Oak Elementary, Part 1 of 3"
- 8th Grade STEM: Fun With Functions
- 9th Grade STEM: Systems of Equations and Phone Plans

**Note:** The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click **I accept**.

Professional Learning Player

License Agreement An error occurred. Please try again later.

Agreement

Initials

Edivate

**Step 8:** Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.

Professional Learning Player

Differentiation: Elements for Planning-Elementary

Questions Resources Other Segments

Reflection Questions

Describe your previous experiences with the Elements for Planning for differentiation.

Auto-save

Click to Play

0:00 / -0:00

1/6

Go to:  Edivate

**Step 9:** Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.

Professional Learning Player

Differentiation: Elements for Planning-Elementary

Questions Resources Other Segments

Reflection Questions

Describe your previous experiences with the Elements for Planning for differentiation.

Auto-save

1/6

Go to: Edivate

Assign to Sweetgrass2404, Teacher3 (Elementary)

Close

**Step 10:** The video has now been assigned to the educator. A confirmation message will be displayed.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Observation

Pre-Conference

Scripting & Scoring

Post-Conference

Attachments

Back to evaluation

Post-Conference Forms

The Professional Learning tab provides recommended content based on the selected Reinforcement and Refinement Indicators.

Observation Summary Planning Sheet Coaching Questions Professional Learning

✓ The Professional Learning Video was assigned.

These are the Professional Learning videos aligned to the South Carolina Teaching Standards 4.0 and relevant to the selected Reinforcement and Refinement Indicators. Use the filter box below limit the video. Click on the "play" button to see more details, preview the video, and assign it.

type to filter content...

**Step 11:** To view the assignment and/or make edits such as adding a due date or category, go to **Student Growth & Professional Goals**.

**Note:** An evaluator will only be able to complete these steps if he/she has evaluation team permissions to view/edit Student Growth & Professional Goals.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Status

Settings

EVALUATION

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Student Growth & Professional Goals

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Student Growth & Professional Goals

Student Growth

Add SLO Restore SLO

The SLO serves to measure the impact of teaching performance on student growth, determined by the teacher's ability to set appropriate goals for student learning and development, accurately measure and analyze student growth, and to plan, implement, and adjust instruction to ensure maximum student progress.

- The SLO will be required annually of all classroom based-teachers and used as an artifact to support the SCTS Indicators.
- For teachers undergoing summative evaluation, the evaluation team will review and score the SLO as supporting evidence for the teacher's overall evaluation rating (see Evaluation Rating).
- The SLO may serve as the teacher's Professional Growth and Development Plan (PGDP), if no SCTS Indicators are scored as Unsatisfactory during the summative or formative evaluation period.
- At the discretion of the employing district, a PGDP may be required of a teacher, even if no SCTS Indicators are identified as Unsatisfactory.

**Step 12:** The videos assigned will show in the **Professional Learning** section. Click **Details** to review/edit the assignment.

Professional Goals

Add Goal Restore Goal

If it is determined that the teacher requires a PGDP that focuses on additional areas of professional growth outside of the SLO, the following requirements must be met:

- On the basis of the results of the preliminary and final evaluations, the evaluation team and/or designated supervisor(s) must collaborate with the teacher to develop an appropriate PGDP.
- The plan must include any areas of refinement that were identified during the evaluation.
- If multiple areas of refinement were identified, the areas must be prioritized so that no more than three areas are to be addressed at any given time.
- If no areas of weakness were identified, the plan must support continued improvements in professional knowledge and skills.

Professional Learning

Add Assignment

These are your Professional Learning Assignments. There are separated in three statuses: Active, Completed, and Remove. After viewing video, click the "Sync" button to update the View Percentage. Once you view 100% of the video it will move to the Completed tab.

Active (2)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	[ blank ]	None	0	Details
Classic: A Teacher's Simple Five-Step Planning Process	[ blank ]	None	0	Details

**Step 13:** Click **Edit** to add a due date and/or category.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Status	Assignment Details	
Settings	<a href="#">Back</a> <a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Delete</a>	
EVALUATION		
Orientation		
Student Growth & Professional Goals		
Observations		
Professionalism		
Attachments		
Results		

Content Name	Differentiation: Elements for Planning-Elementary
The name of the video content.	
Due Date	[ blank ]
The due date of the assignment	
Category	None
The category of the assigned video.	
Viewing Percentage	0 %

**Step 14:** Select the **Due Date**, **Category** and then click **Submit**.

Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Status	Edit Assignment	
Settings	<a href="#">Back</a>	
EVALUATION		
Orientation		
Student Growth & Professional Goals		
Observations		
Professionalism		
Attachments		
Results		

Content Name	Differentiation: Elements for Planning-Elementary
The name of the video content.	
Due Date	01/31/2019
The due date of the assignment	
Category	Ongoing Professional Development
The category of the assigned video.	

[Educator Profile](#)

[Request Correction](#)

[Submit](#) [Cancel](#)

The professional learning video is available to the educator for completion.

## Assign Learning from Student Growth & Professional Goals

The principal or evaluator with permissions to the access Student Growth & Professional Goals can assign professional learning to an educator within the Student Growth & Professional Goals section of the evaluation.

**Step 1:** Click **Evaluations** on the navigation menu bar.

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Username  
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Current Employment  
Principal @ Sweetgrass1294 Elementary School

View full profile

**Step 2:** Click **Details** to open the educator's evaluation.

Home Districts & Schools **Evaluations** Learning

Evaluation Search

CID 10 | 20 | 50 | 100 1-1 of 1 page 1

Name


Academic Year [any]

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**Step 3: Click *Student Growth & Professional Goals*.**

 Teacher3 (Elementary) Sweetgrass2404 (821931)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 1

Status

Settings

EVALUATION

Orientation

**Student Growth & Professional Goals**

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Student Growth & Professional Goals

Student Growth

[Add SLO](#) [Restore SLO](#)

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**Step 4: Scroll to the Professional Learning section and click *Add Assignment*.**

Professional Goals

[Add Goal](#) [Restore Goal](#)

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Professional Learning

[Add Assignment](#)

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Active (2)

Completed (0)

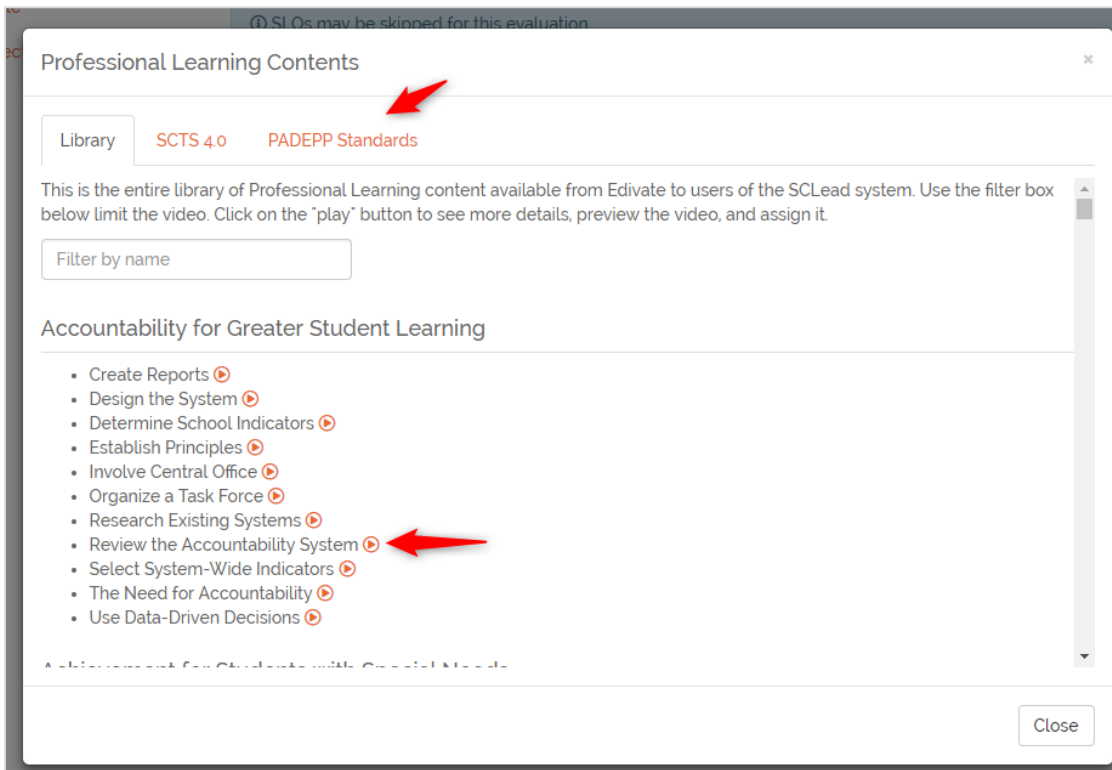
Removed (0)

[Sync](#)

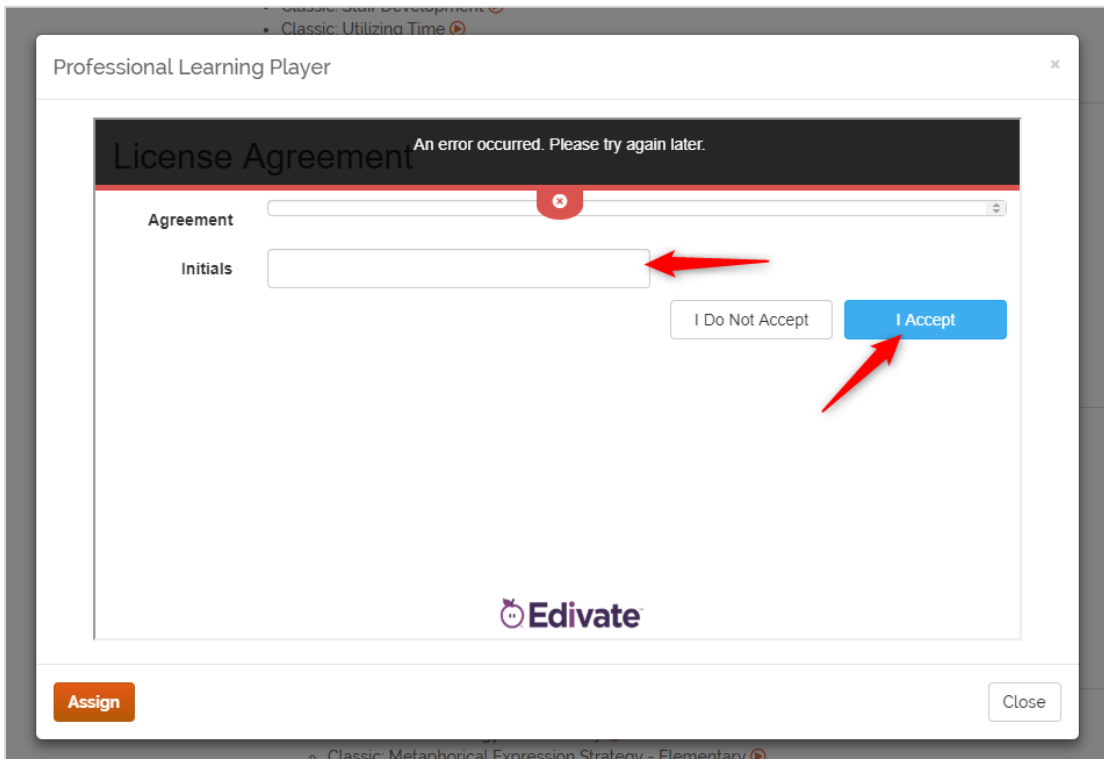
Video	Due	Category	Viewing %
-------	-----	----------	-----------



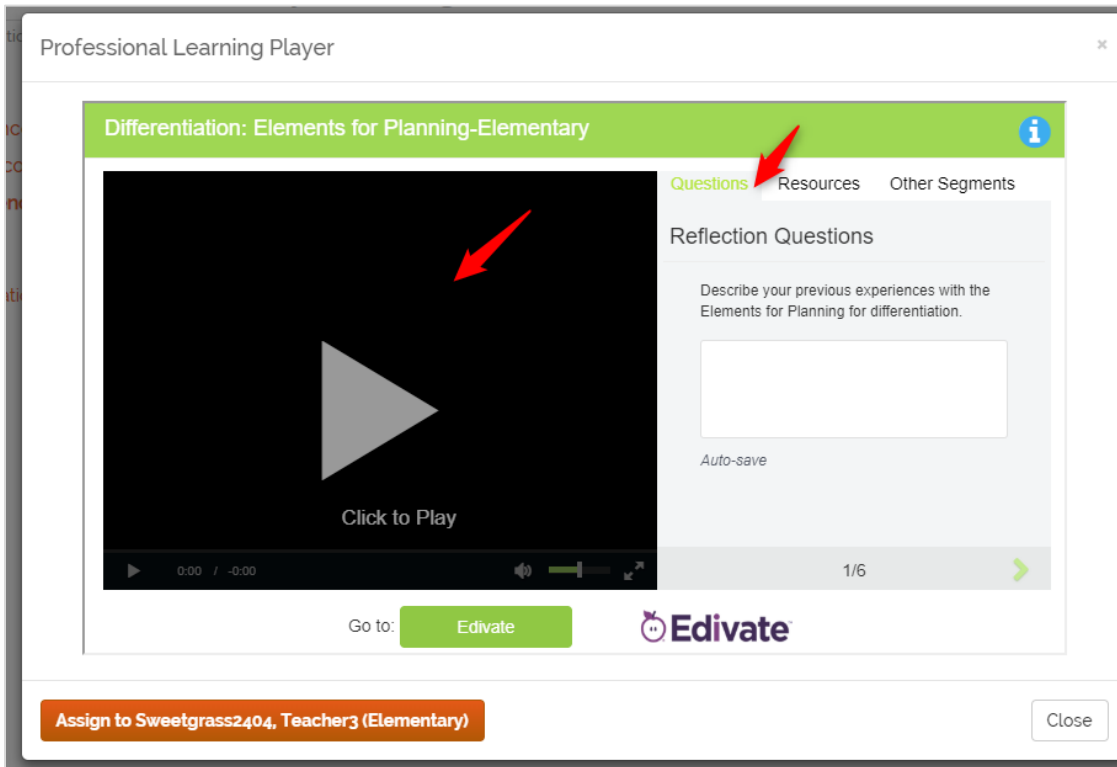
**Step 5:** Select the category (tab) for the content to be assigned. Click the **Play** button next to the video to preview and assign a video to an educator. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.



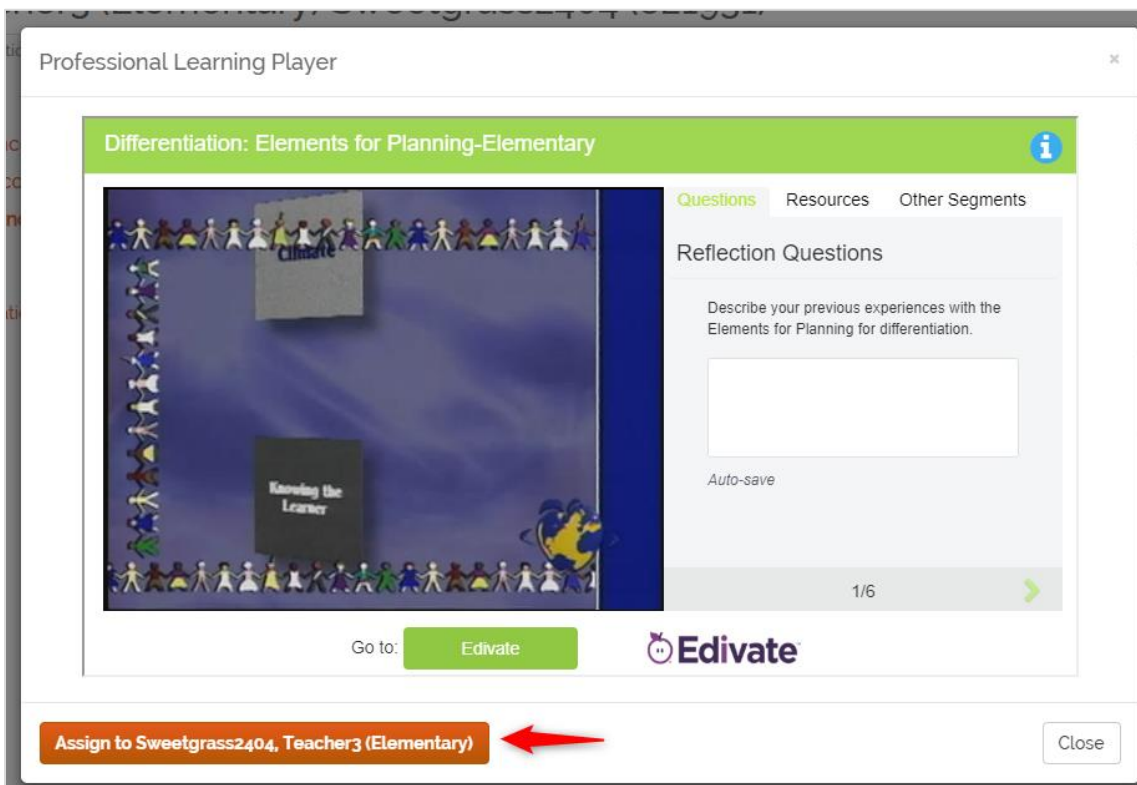
**Note:** The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click **I accept**.



**Step 6:** Click in the video player to preview the video. You can also fast-forward if needed. You can also review the reflection questions associated with the video.



**Step 7:** Click **Assign to** [Educator's Name] at the bottom left of window to assign to the educator.



**Step 8:** The video has now been assigned to the educator. A confirmation message will be displayed.

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Status

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Student Growth & Professional Goals

✓ The Professional Learning Video was assigned.

Student Growth

Add SLO

Restore SLO

The SLO serves to measure the impact of teaching performance on student growth, determined by the teacher's ability to set appropriate goals for student learning and development, accurately measure and analyze student growth, and to plan.

**Step 9:** The videos assigned will show in the **Professional Learning** section. Click **Details** to review/edit the assignment.

Professional Goals

Add Goal

Restore Goal

If it is determined that the teacher requires a PGDP that focuses on additional areas of professional growth outside of the SLO, the following requirements must be met:

- On the basis of the results of the preliminary and final evaluations, the evaluation team and/or designated supervisor(s) must collaborate with the teacher to develop an appropriate PGDP.
- The plan must include any areas of refinement that were identified during the evaluation.
- If multiple areas of refinement were identified, the areas must be prioritized so that no more than three areas are to be addressed at any given time.
- If no areas of weakness were identified, the plan must support continued improvements in professional knowledge and skills.

Professional Learning

Add Assignment

These are your Professional Learning Assignments. There are separated in three statuses: Active, Completed, and Remove. After viewing video, click the "Sync" button to update the View Percentage. Once you view 100% of the video it will move to the Completed tab.

Active (2)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	[ blank ]	None	0	Details
Classic: A Teacher's Simple Five-Step Planning Process	[ blank ]	None	0	Details

**Step 10:** Click **Edit** to add a due date and/or category.

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Assignment Details

Back

Edit

Remove

Delete

Content Name

The name of the video content.

Differentiation: Elements for Planning-Elementary

Due Date

The due date of the assignment

[ blank ]

Category

The category of the assigned video.

None

Viewing Percentage

0 %

19

**Step 11:** Select the **Due Date**, **Category** and then click **Submit**.

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Educator Profile

Request Correction

Edit Assignment

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Content Name

Differentiation: Elements for Planning-Elementary

Due Date

01/31/2019

Category

Ongoing Professional Development

Submit

Cancel

The professional learning video is available to the educator for completion.

**Note:** The viewing status of the professional learning task is updated as the educator completes the activity. Click **Sync** to refresh the status of the assignment.

Professional Learning

Add Assignment

These are your Professional Learning Assignments. There are separated in three statuses: Active, Completed, and Remove. After viewing video, click the "Sync" button to update the View Percentage. Once you view 100% of the video it will move to the Completed tab.

Active (3)

Completed (0)

Removed (0)

Sync

Video	Due	Category	Viewing %	
Differentiation: Elements for Planning-Elementary	1/31/2019	Ongoing Professional Development	11	Details
Classic: A Teacher's Simple Five-Step Planning Process	2/26/2019	Ongoing Professional Development	0	Details
A Teacher's Tool Box-Content Enhancement Routines - Elementary	[ blank ]	None	0	Details

Contact [SCLead.org](https://sclead.org) support if you have problems assigning professional learning.

1-877-314-1412 or <https://sclead.org/Help/Support>.