Erasmus+ Project LeaFaP

ACTIVITIES
to set up PLCs and facilitate inquiry & reflection

DIGITAL DIMENSION

Tidy up, tune in: Decluttering for a more focused virtual PLC

LeaFaP

Leading and Facilitating Professional Learning Communities
in Schools towards an Inquiry-based and Reflective Practice
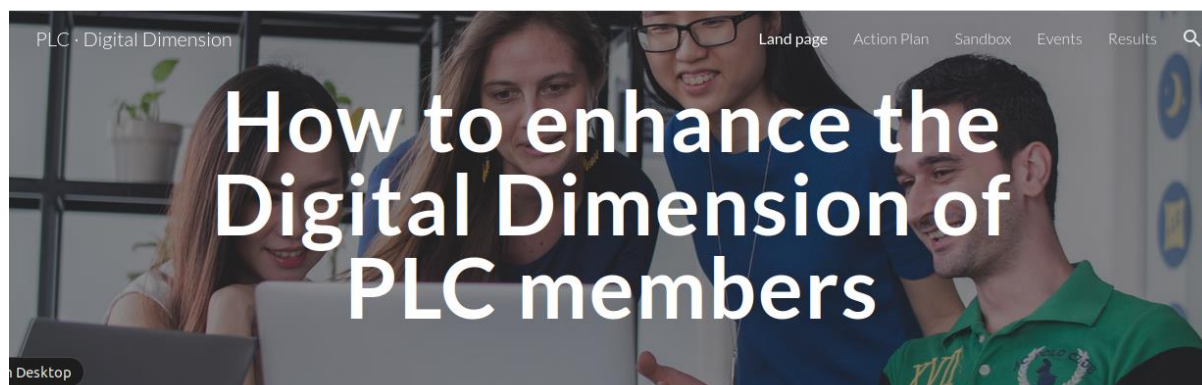KA220-SCH - Cooperation partnerships in school education

Digital Dimension

1.	Focus of the activity	Using a Virtual Environment for decluttering a PLC
2.	Duration of practice	Appr. 60-90 minutes
3.	Prior experience of the PLC	This activity can be developed by any PLC group, even in its initial stages when there is no previous experience.
4.	Goals of the activity	✓ Design a collaborative Google Site to facilitate communication and organization within the teaching workgroup. ✓ develop digital competencies related to the creation, editing, and management of online platforms. ✓ Optimize the management of shared resources, documents, and activities through a common digital tool. ✓ Foster collaboration and the exchange of best practices among workgroup members. ✓ Enhance the development of a PLC by leveraging digital tools. ✓ Facilitate access to updated and relevant information for continuous professional improvement. ✓ Promote autonomous and collaborative learning in the integration of digital technologies in the educational field.
5.	Description of the activity	The facilitator (F) welcomes the group and explains the importance of developing digital competence. A few years ago, all work interactions were carried out on paper, but today digital tools have transformed collaborative work. We are trying to move from piecemeal uploaded documents, which causes a sense of fragmentation and problems due to different versions, to an updated online environment which can be used whether synchronous or asynchronous. As an easy-implementing solution to these issues, we propose the use of different tools from a free GSuite. This is not a specific VLE, but the potential advantages and flexibility could have a high impact in the digital communication of PLC, providing a functional and aesthetic environment to share the common improvements. We propose the facilitator promote a virtual meeting with *Google Meet* to show and explain the shared environment, built with Google Sites and with edit permissions for every member. This is a responsible, inclusive and flexible platform to work and it is usually well-known by participants, but if it is not, the learning curve is so low. If the facilitator has no previous experience with Google Sites we propose this video to see before the meeting: How To Use Google Sites To Make a Website 2024 (Step By Step) We propose an initial structure for the Site (see examples in Appendix 1) to build during the meeting, but it could be adapted anytime for the particular needs of the group, even if they change along the development of the work. • Land page: where the group hosts their main aspects, frequent-use links, motivational stuff, reminders of meetings structure, etc. • Action plan: this section is useful for embedded diagrams, images, project managing tools, etc. as static content in the sense to be administered only by facilitators or selected members to show the challenges to achieve. • Sandbox: in digital environments, a sandbox is a safe space to carry out tests without the risk of damaging the final work. This section is perfect to embed editable formats like Google Docs (word processor), Google Slides (keynotes and slides) and Google Sheets (spreadsheets). • Events: a page with a shared calendar where the facilitator could give permissions to create and edit events or only to consult them. It is important to highlight that, in addition to the information inside the Site, the calendar events and detail could be embedded in personal devices through gadgets. • Results: final documents, images, materials,... obtained achieving every milestone of the common work. Facilitators explain the different kinds of information in the Site and the ways every member will interact with them. This meeting is a good moment to analyze the development of digital competence of every single person in order to ensure extra help for those who need it. Even the group can reach agreements about digital mentors among advanced and less-experienced members. If it is necessary, the Site could include a *Resources* section with tutorials and extra information. In future meetings could be arranged as a point in the agenda to review the contributions to the common site. It is possible to put in charge of different sections to specific people.
6.	PLC dimensions addressed	✓ Digital dimension ✓ Collaborative dimension ✓ Communicative dimension

		✓ Relational dimension
7.	Learning outcomes for the participants	Digital dimension Knowledge: • Digital platforms for online and hybrid meetings. • Best practices for engaging members in virtual environments. • Collaborative tools for real-time document creation and editing. • Digital tools and strategies for promoting reflection, interaction, and engagement. Skills • *Set up and manage online or hybrid sessions using digital platforms.* • *Collaborate with others in real-time to create and edit documents.* • *Facilitate reflective activities and discussions using digital tools.* • *Create and use platforms for sharing best practices and success stories* Attitudes • *Commitment to creating an inclusive and interactive virtual environment.* • *Valuing clarity and visual appeal in educational materials.* • *Openness to using various digital tools to enhance engagement*
8.	Activity format	Group activity
9.	Materials & tools	Material: Digital devices: PC, laptop, tablet, smartphones,... Tools: Gsuite (Gmail) free accounts
10.	Room & preparation	In a online session is useful take into account some aspects, mainly related to safety in the Digital Competence for Teachers framework: • A stable online connection • A comfortable and well-lit place
11.	Dimensions of inclusion	Diversity within a PLC: F has to make sure that diversity of beliefs and practices are accepted and held with respect by all participants. F at the same time assists participants to share their perspectives in dyads and the whole group and thus encourages spaces for dialogue. F assists in summing up the common ground achieved through reflection and discussions and issues for further exploration among the group. Especially for online activities: Accessibility and Inclusivity means ensuring that the online room is accessible to all participants, including those with disabilities, by providing features like closed captioning, screen reader compatibility, and easy navigation
12.	Promotion of democratic values and practices	We will not discuss whether we agree or disagree on the strengths or needs that each member expresses. We will maintain a respectful attitude in which we will not make value judgments. We will start from the coincidences to build the identity of the group.
13.	Appropriation for digital PLCs	In this case, the adaptation is absolute, as the proposed dynamics are intended for the management and development of the PLC in an online format. The goal is specifically to provide online strategies that complement those that can be carried out in presence.
14.	References & suggested sources	How to use Google Sites: https://support.google.com/sites/answer/6372878?hl=en Some examples of useful videos: 6 Steps to Building an Intranet Site in Google Workspace (Your Team Will Love This!) Google Sites Embed HACKS You Should Know
15.	Appendix following	Appendix 1 - Links and screenshots of an example Site

Appendix 1

Land page: *https://sites.google.com/g.educaand.es/plc-digital-dimension/*

Goal

Integrate digital tools to declutter and dinamize a PLC could offer new possibilities to reach the common objectives at the same time that the members improve their digital competences

Digital tools could enhance digital competencies and engagement among PLC members
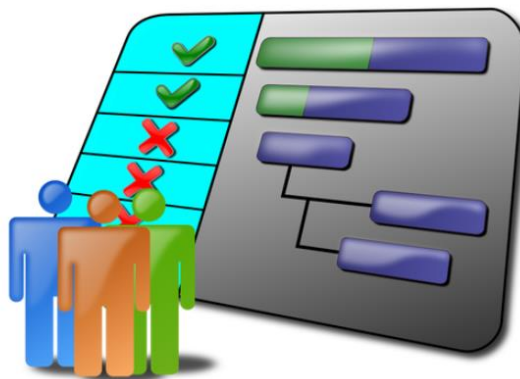
Links: Link1   Link2

Action Plan: https://sites.google.com/g.educaand.es/plc-digital-dimension/action-plan

PLC · Digital Dimension — Land page **Action Plan** Sandbox Events Results
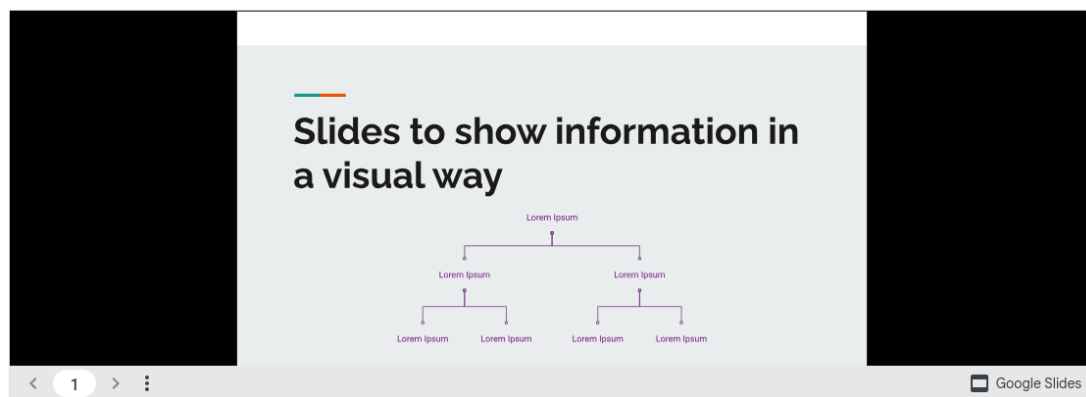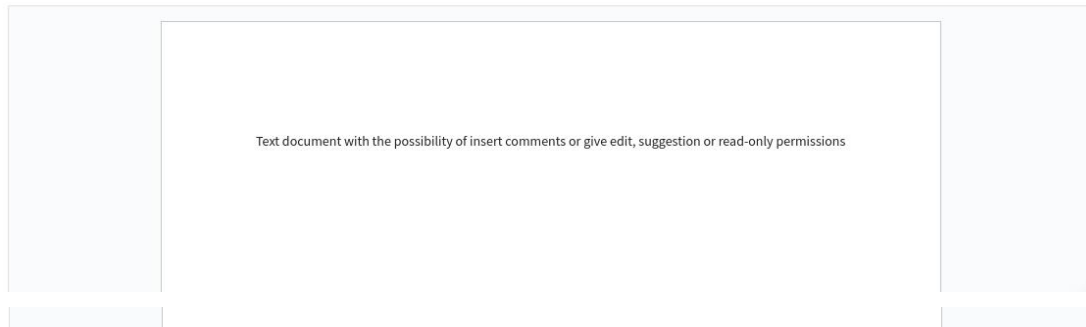
Action Plan

Embedding diagrams and images

This section could be an example of long-term planification and could contain images, diagrams, or media content to show the different moments along the school year in order to achieve the PLC objetives. Even project manager tools could be embedded and manager by facilitators.
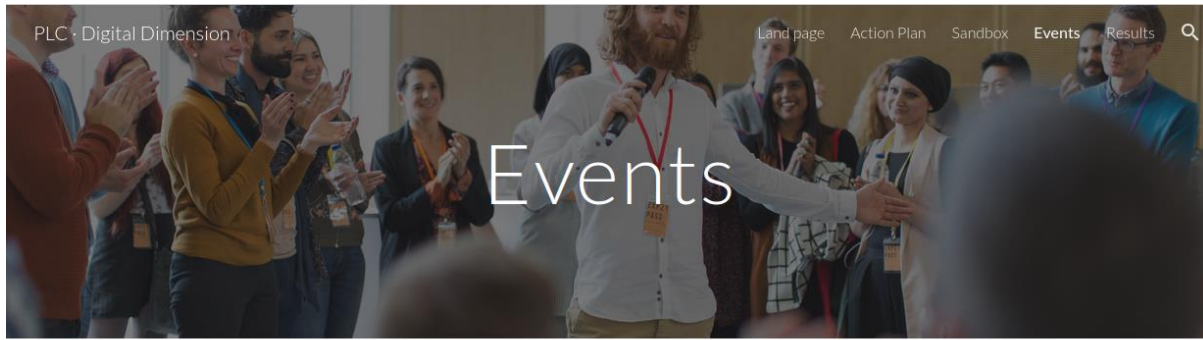
Sandbox: *https://sites.google.com/g.educaand.es/plc-digital-dimension/sandbox*

Text document with the possibility of insert comments or give edit, suggestion or read-only permissions

Slides to show information in a visual way

Lorem Ipsum

Lorem Ipsum   Lorem Ipsum

Lorem Ipsum   Lorem Ipsum   Lorem Ipsum   Lorem Ipsum

< 1 > ⋮   🖳 Google Slides

Spreadsheet : Hoja 1

Tr Goals	⊘ Priority	⚐ Leader	⊘ Progress	📅 Start date	📅 Deadline	📄 Related files	Tr Notes
Goals	P0	⚐ Nombre	Delayed	d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals	P1	⚐ Nombre	In progress	d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals	P2	⚐ Nombre	Done as planned	d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals	P3	⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*
Goals		⚐ Nombre		d/mm/yyyy	d/mm/yyyy	🗋 Archivo	*Notes*

Hoja 1

ⓘ   Links: Link1   Link2

Events: *https://sites.google.com/g.educaand.es/plc-digital-dimension/events*

Events

Calendar

PLC

	lun	mar	mié	jue	vie	sáb	dom
	28	29	30	31	1 de nov	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1 de dic

Hoy ◄ ► **noviembre de 2024** ▾ — Semana **Mes** Agenda ▾

Los eventos se muestran en la zona horaria: Hora de Europa central - Madrid

Google Calendario

Events Calendar

Future Public Events