1. Click **Resources > Videos.**
2. Select the *video library* from the **Libraries** list.
3. From the **Sort By** list, click how you want videos in the library to display-whether by **Release Date or A-Z** (alphabetical by title).
4. Apply any of the following filters to narrow your results:
     In the **Grades** filter list, click the *grade levels* for which you want to view content.
     In the **Subjects** filter list, click the *subjects* for which you want to view content.
     In the **Topics** filter list, click the *program topics* for which you want to view content.
5. Browse the video library and do any of the following:
     Click the **preview image** to play a video you want to watch.
     Click the **segment description** icon to see a brief synopsis of a video.
     Click the **add to queue** icon to add the video to your queue.

Note: When you select multiple filters, the system applies all of the selected filters simultaneously. For example, if you click **12th** in the **Grades** filter list and **Math** in the **Subjects** filter list, only videos categorized for both 12th grade and math will display. Click **Clear** near the name of each list to remove the filters that have been applied from that list.

1. Type your *search terms* in the **Search** box and press **Enter** (Windows) or **Return** (Mac).
2. The Search Results page displays. Click **Groups** to narrow your search results to groups only.
3. Browse your search results. Click the **preview image** of the group you want to join.
4. The group's Wall page displays. Review the group's description and goals on the right side of the page to confirm you want to join the group.
5. Do one of the following:
     To join a public group, click **Join** on the right side of the page. The Groups page displays all of the groups to which you belong, including the group you just joined.
     To request membership in a private group, click **Request** on the right side of the page.
     To leave the group's Wall page without joining the group or requesting membership, click the **Back** button on your browser to return to your search results or click the **Home** icon.

1. Click **Resources > Communities.**
2. Click a *Category* to which you have access. (Most of the time, you will click **Public.)**
3. Click a *topic* that interests you.
4. Click a *thread* to which you want to reply.
5. At the top of the page, or on an individual comment, click **Reply.**
6. Enter *your comments* in the **Message** box.
7. Enter *keywords* for your post in the **Tags** box (optional).
8. Select the **Subscribe to this thread** check box to receive email messages when additional responses are posted to the thread.
9. Click **Post.**

Need Help?

Click Help in the Navigation bar to access user documentation, online training courses, and technical support.

Edivate

THE NEW PD 360

Welcome

Welcome to Edivate-the new PD 360-the latest in online professional learning from School Improvement Network.

Login

1. In your web browser, type **www.edivate.com** in the address (URL) box and press **Enter** (Windows) or **Return** (Mac).
2. Type your *username* and *password* in the corresponding boxes.
3. Click **Login**.

Explore the Home Page

The first time you log in to Edivate, a series of tool tips will help you quickly explore the home page. Click **Next** to advance to the next tip.

Update Your Profile

Edivate recommends content based on your user profile. Update your profile with your most current information.

1. On the Navigation bar, click the **settings** icon —> **User Settings**.
2. Type, or edit, *first name, last name, email* address, and *title/position* in the corresponding boxes.
3. Select your *career start* year, primary *role, grade* you teach, and *subject* from the corresponding lists.
4. Click **Save**.

Upload/Change Your Profile Picture

1. On the Navigation bar, click the **settings** icon —> **User Settings**.
2. Click **Edit** just below the default user picture.
3. On the dialog box, navigate to the picture you want to use, select it, and click **Open** (Windows) or **Choose** (Mac).

Create a Learning Plan

1. Click **Resources > Learning Targets > Portfolio**.
2. Click **View All**.
3. Click **Build a Plan**.
4. Type a *name* and a brief *description* in the corresponding boxes.
5. Click the **Start Date** and **End Date** boxes or the **calendar** icons and select the date range for your plan.
6. Click **Save**.

Add Professional Learning Goals to Your Plan

1. Click **Insert Goals**.
2. Verify that the new goal folder is selected on the left and then click **Edit** on the right.
3. Type a *name* and *description* for your goal in the corresponding boxes.
4. Click **Save**.

Add Proposed Activities to Your Plan

1. Click *one of your goal folders* on the left.
2. Click **Insert Proposed Activities**.
3. Verify that the new proposed activities folder is selected on the left and then click **Edit** on the right.
4. Type a *name* and *description* for your proposed activity in the corresponding boxes.
5. Click **Save**.