Creating PLC Groups to Share Resources

All staff have been enrolled in a campus group that you can share resources amongst your campus. The purpose of the group is to be able to share resources amongst your campus PLC's.

To create a PLC folder within your campus group:
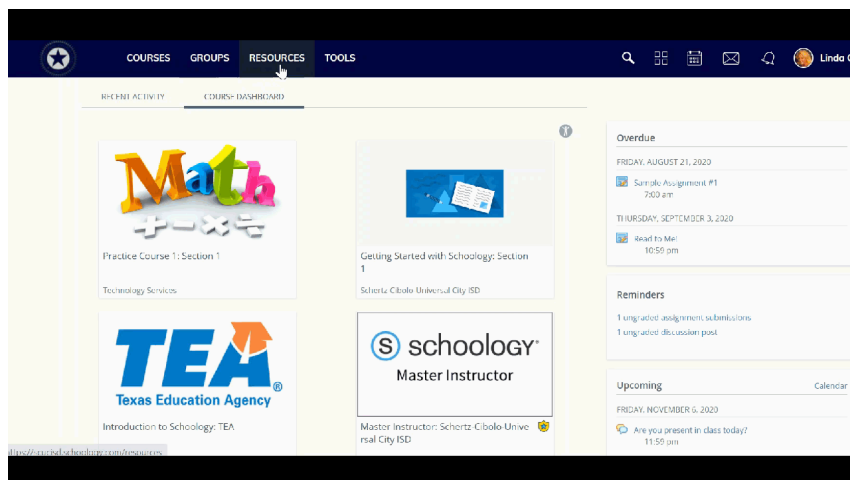
Click on the resource tab at top.
Click group to the left.
Click on your campus group name.
Click add materials then add folder to create your PLC.
Name the folder your PLC department/subject name and grade level (if applicable) Do not name with personal names so everyone knows which folder to access for their PLC resources.
Example: English I   Art Design II

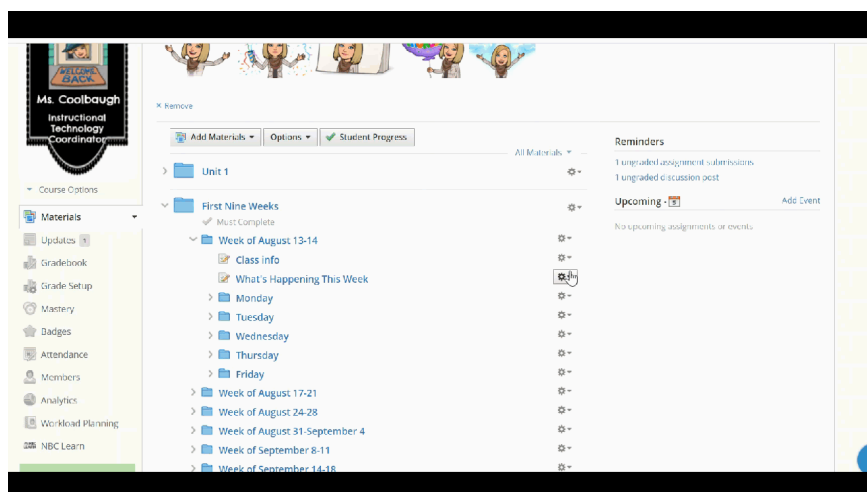When adding resources from your course to share with your PLC:

In your course, next to the material you want to save click the gear to the far right.
Click save to resources.
Under collection change to your campus name.
Under folder choose the folder it belongs in.
Click create a copy.

NOTE: Any resources shared that have attachments using the Google Drive Assignments App (where it makes a copy for every student) will not carry with your material to be shared.

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To Import a resource from the PLC Folder:

Go to your course.

Find the folder where you want to import it to.

Hover to see the green line to add materials.

Click the green line and choose import from resources.

Click group to the left side

Click campus name under school resources.

Drill down in your PLC folder to the resource needed.

Check the box next to the resource(s) you want to import.

Click import.