Edivation
THE NEW PD360

School Leadership M4 Framework

The M4 Framework

The M4 Leadership Framework is a simple, easy-to-remember construct that you can use to facilitate effective professional development in your school through Edivation.

MAP MODEL MOTIVATE MONITOR

MAP

Create Focus Objective Folders

1. Click **Resources** > **More Resources** > **Admin**.
2. From the **Choose a tool...** list, click **On-Demand**.
3. From the **Choose a page...** list, click **Add/Edit Focus Objectives**.
4. Select your district/school from the context lists.
5. Click **Insert Folder**. A new folder called "Focus Objective Folder" displays in the folder hierarchy.
6. Click the new folder to select it.
7. In the **Folder Title** box, replace "Focus Objective Folder" with the name of your ***focus area***, ***objective***, or ***program***.
8. Type, or copy and paste, a ***web address*** where users can find more information about the focus area, objective, or program (optional).
9. Type a ***description of the focus objective*** in the **Popup Description** box.
10. Edit the display order to specify the order in which the folder displays.
11. Click **Save Changes**.

Add Content to Your Focus Objective Folder

1. On the Add/Edit Focus Objectives page, click to select your ***focus objective folder***.
2. Click **Add New Content**.
3. In the section on the right, do one of the following:
    - Click the **PD Content** tab, navigate to the content you want to add, and drag it to your focus objective folder.
    - Click the **Common Core Content** tab, navigate to the content you want to add, and drag it to your focus objective folder.
    - Click the **Search for Content** tab, type your search terms in the box, and click **Search**. Use the Advanced Video Filters to narrow your search results by presenter or edition. Navigate to the content you want to add and drag it to your focus objective folder.
4. Repeat steps 1 - 3 to add more content to your folder.

MODEL

Share Content with Other Users

1. Access the video segment you want to share.
2. Click **Share**.
3. On the **Share this Video** dialog, type a message to accompany your recommendation in the **Message** box.
4. Type the ***name of a user*** or ***a group to which you belong*** in the **Recipients** box.
5. In the search results, click the ***name of the user*** or ***group*** with whom you want to share the video.
6. Repeat steps 4 and 5 to add more recipients.
7. Click **Share**.

Collaborative Viewing

Create/Edit a List of Meeting Attendees

1. Click **Resources** > **More Resources** > **Admin**.
2. From the **Choose a tool...** list, click **On-Demand**.
3. From the **Choose a page...** list, click **Viewing List Creation**.
4. Do one of the following:
   - To create a new list, type a ***name*** for the list in the box and click **Create New list**.
   - To edit a list, click the ***name*** of the list among the previously-created collaborate viewing groups.
5. To add attendees to the list, click **+ (plus sign)** for each attendee on the master list of educators.

Award Viewing "Credit"

1. Click **Resources** > **More Resources** > **Admin**.
2. From the **Choose a tool...** list, click **On-Demand**.
3. From the **Choose a page...** list, click **Collaborative Viewing**.
4. Click the **calendar** icon and click the ***date*** you showed the video.
5. To require those who watched the video to answer the reflection and follow-up questions associated with the video, select the **Require reflection questions** check box.
6. Click the ***group*** to whom you are awarding credit from the **Collaborative Viewing Group Lists**.
7. Do one of the following:
   - Click the **PD 360 Videos** tab, navigate to and select the video segment you watched with the group.
   - Click the **CC 360 Videos** tab, navigate to and select the video segment you watched with the group.
   - Click the **Search** tab, type your search terms in the box, and click **Search Content**. navigate to and select the video segment you watched with the group.
8. Click **Apply Viewing Credit**.
9. Click **Yes** on the **Attention!** dialog box.

Motivate

Create a Group

1. On the Navigation bar, click **Groups**.
2. On the Groups page, click **create your own**.
3. Type a ***name*** and a ***description*** for your group in the corresponding boxes.
4. To add a **Group Logo**, click **Choose a file** and then browse to the location of your image file, select the file, and click **Open** (Windows) or **Choose** (Mac).
5. To add a **Cover Photo** for your group, click **Choose a file**, and then browse to the location of your photo, select the file, and click **Open** (Windows) or **Choose** (Mac).
6. Specify your group's privacy setting. Do one of the following:
   - Click **Public** to allow anyone in the system to join your group.
   - Click **Private** to approve membership yourself. To prevent your group from displaying in search results, select the **Hidden** check box.
7. Click **Create**.

Monitor

Generate Reports

1. Click **Resources** > **More Resources** > **Admin**.
2. From the **Choose a tool...** list, click **On-Demand**.
3. From the **Choose a page...** list, click **Reports Dashboard**.
4. Click the ***name of the report*** you want to generate in the table.
5. Below the table, click the **date range boxes** or the **calendar** icons and select the **date range** you want to include in the report.
6. Select the **file format** in which you want the report.
7. Click **Generate Report**.