

COMMUNITY OF TEACHERS START LIST



Actions	Details	Who
Activate your Educa site	Click on your email from Educa Support.	Manager
Invite teachers	Invite teachers, consider making teachers "admins" to enable Message Board access. Help inviting teachers	Manager
Create groups	Group your teachers by interest, seniority, discussion groups, inquiry project, etc. More here	Manager
Message Board	It's everyone's home page. You can give Message Board post rights in their teacher profile. More here	Manager
Teacher Messages	Share with peers, post videos, start discussion groups.	All
Teacher portfolio	Teachers invite mentors, peers, add documents. Mentors can use "Group Post" to post to multiple teacher portfolios once access granted.	All
Collaborate on inquiry/projects	Start a teacher story, connect peers or mentors to share ideas. Even create an Inquiry Group and use the Message Board to discuss.	All
Add Teacher Standards (optional)	To link teacher portfolio posts to professional standards, select from the Educa library or add your own. Learn more here.	Manager
Professional & career forms	Use Educa templates or create your own. Professional Plan, Evaluation / Appraisal, Class Observation templates available. Using forms	All
Create Resources library	Add videos and other PD to Resources (even Educa webinar replays!)	Manager
Add children, try a learning story	Use Educa website articles on learning stories , webinars to get started.	All