

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 **Log in**.

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

Update Your Profile

1. On the Navigation bar, click the *My Profile* tab.
2. Click the pencil icon to open up the *My Personal Information* section, enter *first name*, *last name*, *email address*, and *bio* in the corresponding boxes.
3. In the *My Personal Information* section, click the *camera* icon below the default user picture.
4. On the dialog box, navigate to the picture you want to use, select it and click **Open** (Windows) or **Choose** (Mac).
5. Click the pencil icon to open up the *My Background* section to update your *primary role*, *grades* you teach, and *subject* from the corresponding lists.
6. Click **Save**.

Upload/Change Your Profile Picture

Create a Learning Plan

1. Click **Resources** icon ≡ > **Learning Targets** > **Portfolio**.
2. Click **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.
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.
4. Type a *name* and *description* for your proposed activity in the corresponding boxes.
5. Click **Save**.

Access Library

1. Click **Resources** icon ≡ > **Library**.
2. Type in a topic and search or select the **Browse all Library Content** button.
3. 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.
 - In the **Types** filter list, click the *types of resource* for which you want to view content.
4. From the **Sort By** list, in the top right corner ↓ **Relevance** ▼, click how you want videos in the library to display—whether by **Release Date** or **A-Z** (alphabetical by title).
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5. Browse the video library and do any of the following:
 - Click the **preview image** to play a video you want to watch.
 - View the **segment description** below to see a brief synopsis of the video.
 - Click the **add to queue** icon to add the video to your queue. (Your queue is found on your home screen.)

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 **x** near the name of each list or the **Clear All** button to remove the filters that have been applied from that list.

Join a Group

1. Type your *search terms* in the **Search** box and press **Enter** (Windows) or **Return** (Mac).
2. The **Search Results** page displays. Click **Groups** under the **Types** filter 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 group's 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.

Participate in a Community Forum

1. Click **Resources** icon ≡ > **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. On the right side of the page, or on an individual comment, click **Reply**.
6. Enter *your comments* in the **Message** box, click **Reply**.
7. Select the **Subscribe** check box to receive email messages when additional responses are posted to the thread.

Need Help?

Click on your name then **Help** to access user documentation, online training courses, and technical support.