Dear ACES PLC Participant,

Thank you for participating in our first ACES PLC meeting. I hope you found your time with colleagues to be as valuable an experience as I did.

Hybrid PLC Meeting TWO (webinar) will be *\_\_Date\_\_* from *Time\_* to *Time\_.*

This email contains information on:

* Outside Tasks
* Collaboration
* GoToTraining Preparation

The following documents are attached:

* Hybrid PLC Meeting TWO Agenda
* GoToTraining Attendee Quick Reference Guide
* Trouble Shooting Tips For Webinar Participants

***Outside Tasks:*** Before this meeting, be sure to complete the two outside tasks we discussed at our last meeting:

* **Outside Task #1:** [Recommended Due Date: \_\_\_\_\_\_\_]

Observe at least one of your students and note the TIF skills/sub skills from your category of focus that this student already demonstrates on the observation handout (p. 11) as well as those he/she needs to develop.

* **Outside Task #2:** [Recommended Due Date: \_\_\_\_\_\_\_]

TIF a lesson, learner plan, or classroom materials using the A-C-E-S process (Assess, Complement, Evaluate, Study & Reflect) and the ACES Process Grid (p. 18). Try out this lesson (or materials) with your students. After trying out the lesson, jot down notes on the grid evaluating how you felt the lesson went.

***Collaboration:*** Before this meeting, be sure to collaborate with your…

*Facilitator Note: Choose one of the following directions to include in this email.*

* **PLC Partner.** Share each Outside Task experience with your PLC Partner in the manner you choose (face-to-face, email, phone, discussion board, etc.)
* **PLC using Google Drive.** You will receive an invitation to the Google Doc “*Region* ACES Hybrid PLC: Outside Tasks”. Find the appropriate activity and enter your notes. Make sure to also read through the notes of others.

“Come” to the webinar prepared to share one of your outside tasks with the full group.

*Facilitator Note: If this information is has not been given during PLC Meeting ONE, include this GoTo information in this email .*

**GoToTraining Preparation:** Finally, it is up to you to ensure successful access and participation in the upcoming webinar. I am including two documents that may help you. Read the notes in red and the highlighted text on pages 1, 2, & 5 of the “GoToTraining Attendee Quick Reference Guide”. “Trouble Shooting Tips For Webinar Participants” may also help you prepare. Here are two issues that have come up that can be planned for:

1. GoToTraining needs to install either ahead of time or directly prior to the webinar. Ordinarily this is not an issue, however, if you have a district issued computer, you may need an “administrator” to install this.
2. Ensure that your speakers and microphone or headset with microphone work and the volume on your computer and/or headset is on.

Thank you ahead of time for your commitment to applying the strategies from our PLC. I look forward to sharing our experiences and learning together in Hybrid PLC Meeting TWO!

Thanks!

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