

How To Use PLC Data 2020

Individual SMART Goal

At the end of each week through June 2020, I will add data that applies to my duties and my students to the PLC Data 2020.

Instructions

- Using your school gmail, click on the waffle in the upper right.
- Open Google Sheets and click on the document PLC Data 2020.
- At the bottom of your screen, click on the appropriate county page.
- Determine if student is already on the page. If not, add to student's name to first column. Student names can be sorted in alphabetical order using menu commands Data → Sort column A to Z.
- Under Resources, Put on x next to the resources that the student has used/borrowed in 2020.
- Under Re-engage, place a P for phone, T for text, E for email each time a student disappears and you make an attempt to re-engage. This is in addition to, and DOES NOT replace, counseling notes.
- Under Student Management, Instructors choose 5-10 students that you will focus on for the remainder of the year to get to GED completion. Place your last name in that column. Data assessment/Intake Coordinator may also track GED Express students this way.
- Under staffing, place an x under each time the student attends your small group instructional sessions. Distance Learning Only students should all be referred to DL Coordinator Kelly Harl.
- Under Outreach, if someone mentions a flyer or a specific group where they were inspired to learn more about the GED, enter here. For example, Holly mentioned that 4 people came in one week specifically mentioning that they had heard that GED testing was now free for first time testers. Or maybe they come from a poster hung at a temporary staffing location. This category might be more for Career Navigator and Data Assessment/Intake Coordinator.
- Under Anecdotal Info, you can write any comments or success stories which a student relays.

Some students are entered under Hardin County as a starter example. Please send any comments about things you might want to add, delete, or clarify to

Laura.Lang@hardin.kyschools.us .

**Hopefully this will save in your Google Drive, if not see if you can save it to your drive for easy reference.

