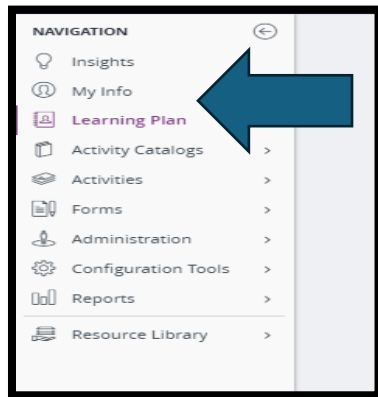


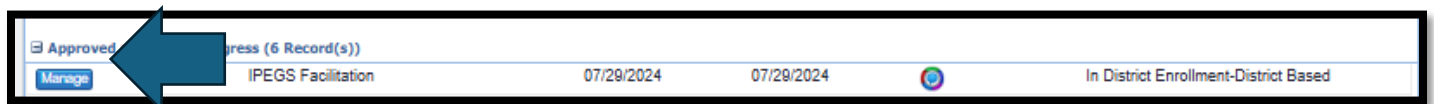
Completing an Activity Evaluation Procedures

Procedures

1. In the navigation panel select **Learning Plan**



2. Locate the activity with the evaluation under **Approved and/or In Progress**. Select the **Manage** button beside the activity.



3. Select **Team Room**

< Back to Catalog

PREVIEW

Teaching Excellence Series: Mastering Best Practices and Standards

BYOD

This course is designed to provide the participants with a comprehensive review of the components of the District STEAM Initiative. In addition, the course will provide an overview of the components that should be included during the planning and delivery of content and special area subjects to support student learning and engagements.

[Team Room](#)

| Activity Dates | Activity Owner | Instructor(s) | Hours | Credits |
|--------------------------|-----------------|------------------|-------|---------|
| 09/25/2024 to 02/26/2025 | XENIA ALVARENGA | Lourdes Dorvilus | 30 | 0 |

Miami-Dade County Public Schools Professional Learning Management System Blended Learning

4. Click Instructional/Leadership Evaluation

The screenshot shows the 'Team Room' interface. At the top, there's a 'Discussion Topics' section with a table showing 'No Topics Exist'. Below this is a text input field for starting a new topic, with a 'Start Topic' button and a character count of 250. The 'Team Room Forms' section is highlighted, showing a list of forms. The 'INSTRUCTIONAL EVALUATION' form is selected, and a blue arrow points to it. Below the forms section is a 'Shared Files' section with a 'Share Files' button.

5. Complete the evaluation.

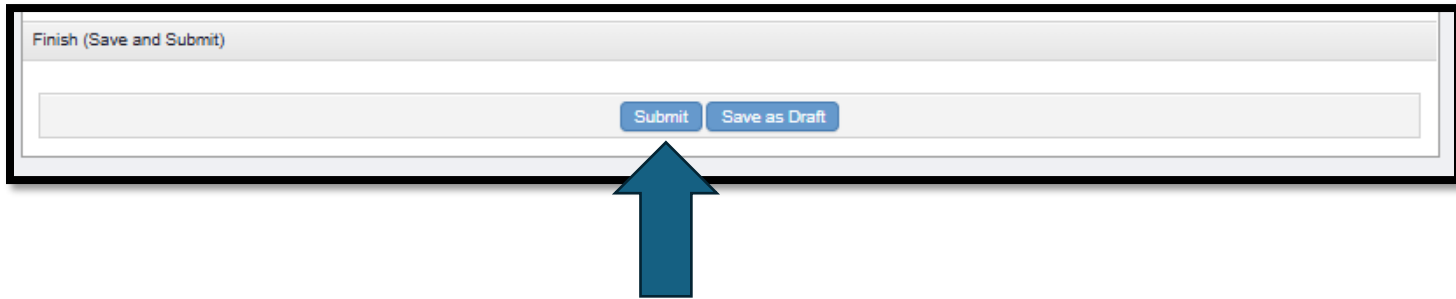
The screenshot shows the 'INSTRUCTIONAL EVALUATION' form. It includes sections for 'General Information' (Today's Date, Activity Title), 'Part 1: Knowledge' (It is recommended that Part 1: Knowledge, be completed immediately after the conclusion of the course), 'SMART Goal' (Create a SMART goal related to this area of focus), and several 'Please select' dropdown menus for evaluating the activity and instructor. The form is titled '2024 to 2025 TOBACCO PREVENTION COURSE THROUGH PALM BEACH COUNTY ONLINE'.

Miami-Dade County Public Schools

Professional Learning Management System

Blended Learning

6. Once the evaluation is completed, make sure you click **Submit**.



The screenshot shows a web interface for the Professional Learning Management System. At the top, there is a header bar with the text "Finish (Save and Submit)". Below this, there is a light gray rectangular area containing two buttons: "Submit" and "Save as Draft". A large blue arrow points upwards from below the "Submit" button, indicating where the user should click to complete the evaluation.