



www.miplacek12.org

miPLACE is a virtual learning community for K-12 educators sponsored by Oakland Schools ISD in Waterford, Michigan. The platform offers virtual and blended professional learning as well as the opportunity to collaborate with other educators using Google Apps for Education.

One of the many groups is “Oakland Schools Special Populations” which is being used as a hub to allow school staff easy access to a myriad of special education and community program resources.

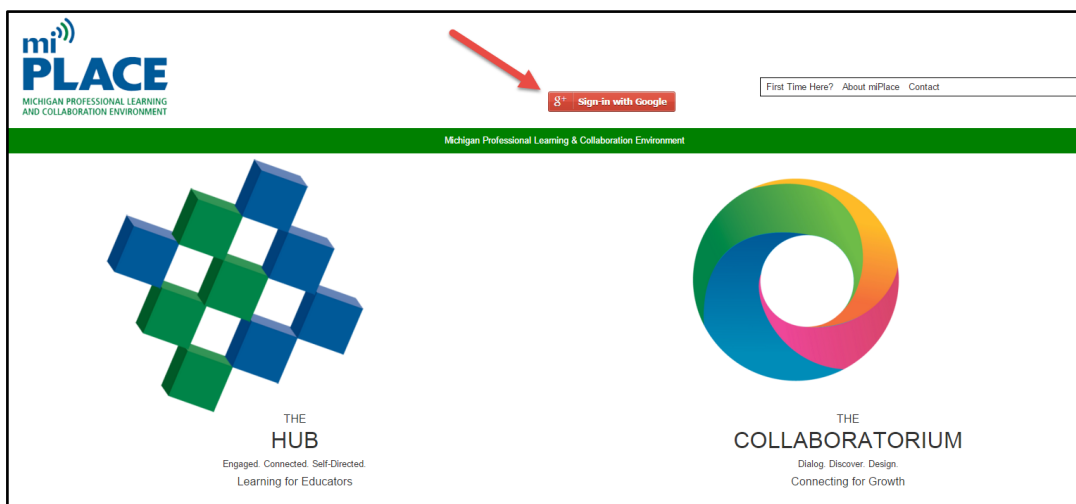
If you are not already a miPLACE user, you will need to first login as indicated below.

Once you are a miPLACE user, you can join a group per the instructions located [HERE](#).

If you want to join a course, follow the instructions located [HERE](#).

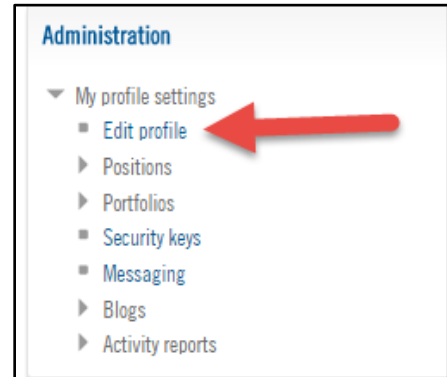


1. Open Chrome and log into Google with your district or personal Google account. Verify that you are logged into the account you want to use for mi PLACE by looking in the upper right hand corner of your browser. You must use a Google account to login to miPLACE. If you are using a personal gmail account it will be verified prior to giving you access to miPLACE.
2. Go to www.miplacek12.org
3. Click the red button, “Sign in with Google” and you will automatically be signed onto miPlace!



4. Give miPLACE permission to use your Google username for miPLACE.

5. Go to “Edit Profile.” The link is in the administration block in the left column. Complete the profile screen, including city, district, role, and picture.



6. Set your default settings for receiving individual emails versus a daily email digest from miPLACE, as well as your preferences for forums notifications and subscriptions.

These are some of the first fields on the profile screen. These settings can be changed at any time. See

recommended profile settings at <https://goo.gl/AW84ot>

7. Go to the Hub.

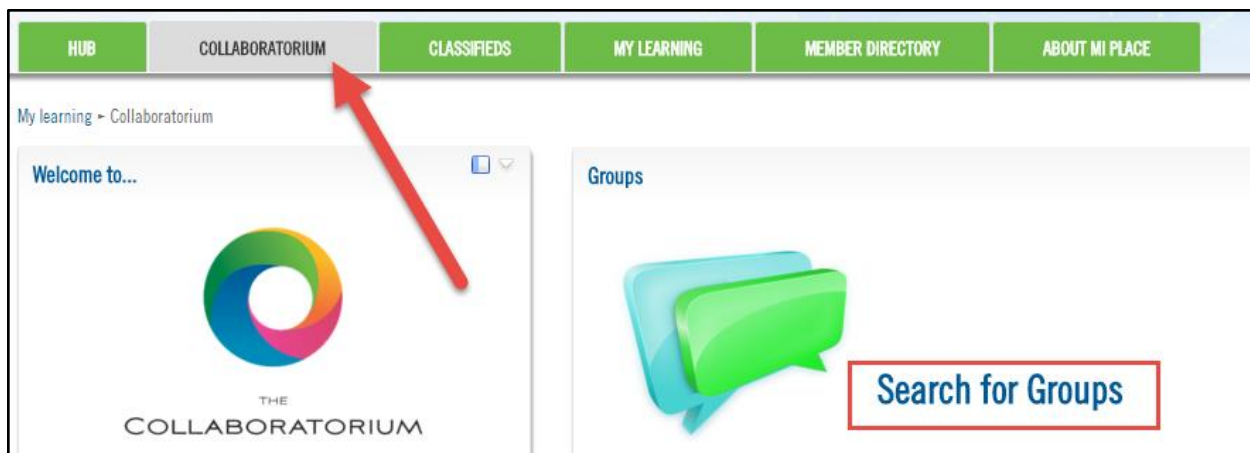


NOTE: There are “Courses” and “Groups”. Groups have a homepage where many different resources may be available and discussions with other members can take place. Courses are built to teach/guide you on a specific topic. The following pages include instructions on how to join both.

JOIN A GROUP

Your principal may be setting up a group in the collaboratorium for your school or there may be other groups that you want/need to join. Follow the steps below to join a group. (The example shows how to join the Oakland Schools Special Populations group.)

Go to the Collaboratorium and click “Search for Groups.”



Enter the name of the group you want to join. In this case, search “**special populations.**” Use the one-box search - works better than the detailed search at the top.

A screenshot of the 'Find Groups (1/205)' search interface. The top section has a 'Search by' dropdown menu. Below it are three search criteria: 'Group Name', 'Group Creator', and 'Purpose', each with a 'contains' dropdown and an input field. These fields are crossed out with a large red 'X'. Below the crossed-out fields are 'Search' and 'Clear' buttons. At the bottom, there is a single-line search bar with the text 'special populations' entered. Red arrows point to this search bar and the 'Search' button next to it. Below the search bar is a table with two columns: 'Group Name' and 'Group Creator'. The table contains one row with the values 'Oakland Schools Special Populations' and 'Special Populations' respectively.

Group Name	Group Creator
Oakland Schools Special Populations	Special Populations

You should see the choice “**Oakland Schools Special Populations**”. Click on the group name, then click “**request to join**”.

Since it is a private group, your request will need to be approved. Once this is done (usually within a few days), it will show up on both the “Collaboratorium” tab and the “My Learning” tab whenever you log into MiPLACE.

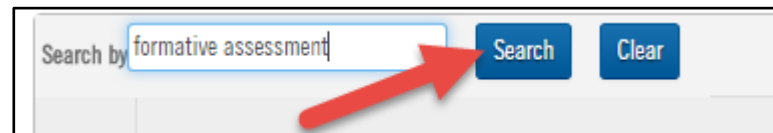
JOIN A COURSE

If you want to take a Course follow the steps below. (This is an example of joining an “Intro to formative assessments” course.)

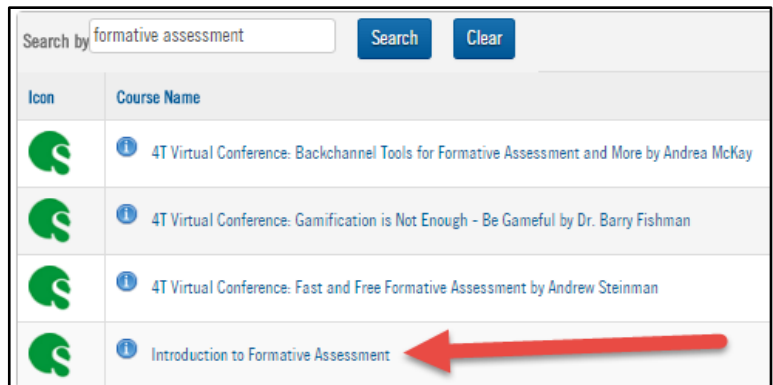
8. Click “Search the Course Catalog.”



9. Enter “formative assessment” in the search box, then click the Search button.



10. Click “Introduction to Formative Assessment.” This is the course you will be taking!



11. Enter the enrollment key: **formative**, then click the “Enroll me” button.

