



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

## DEPARTMENT OF SCHOOL LEADERSHIP

SM

### MEMORANDUM

**TO:** All Principals

**FROM:** Shirann C. Lewis, Assistant Superintendent, Elementary Schools *SL*  
George Parker III, Ph.D., Assistant Superintendent, Secondary Schools *GP*  
James J. Smith, Ed.D., Director, Middle Schools *JJS*

**SUBJECT:** **VBCPS 2014 ADMINISTRATORS' CONFERENCE – AUGUST 4 AND 5**  
**DOSL#56**

**DATE:** June 19, 2014

The purpose of this memo is to provide directions for registering you and your administrators (assistant principals, directors, and coordinators only) for the August 4 and 5 VBCPS 2014 Administrators' Conference. On Monday, June 23, you will receive a PDF of the conference catalog, and registration in *MyLearningPlan (MLP)* will also open on this date and extend through Friday, July 11, 2014. Building principals are responsible for sharing the registration information with administrators and invited staff members to ensure proper register for sessions in *MLP* and in *Edmodo*.

Before registering in *MLP*, review the conference catalog including the overview (pages 5-10), session descriptions (pages 11-24), and planning sheets (pages 25-36). Many of the session offerings have been differentiated by level and by employee groups to ensure balanced sessions. Administrators have been preregistered for all mandatory sessions. Within *MLP*, an event filter has been created to make it easier to display only the choice sessions associated with the conference. Click *Catalogs* on the menu on the left side of the *MLP* screen. Use the *All Events* drop down menu to select *Admin Conference*, and then click *Search* to display the sessions.

Each site may also choose to bring two school-based non administrative staff leaders who will attend only the first day of the conference. Although school-based non administrative staff leaders will receive *Professional Learning Points (PLP)* under the *Learning Strands* options, they will not register in *MLP*. They have been preregistered to specific general sessions and will sign in at each general session to receive their points. Direct your non administrative staff leaders to view the sessions for which they are assigned. They must sign in at each conference session to receive their *PLP* points.

*Edmodo* will be utilized by all conference attendees, who must sign up for the *Time 2 Lead* (Code: m3da8y) group in *Edmodo*. Once signed up, all attendees will click on those sessions for which they previously registered in *MLP*. Non administrative staff leaders will click on those sessions for which they have been preregistered. Directions for creating an *Edmodo* account and other relevant *Edmodo* information are attached.

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On behalf of the Administrators' Conference Program Planning Committee, thank you for your attention to these details. We are confident this conference will provide valuable learning and contribute to you and your site-based teams' professional growth. We look forward to seeing all attendees at Larkspur Middle on August 4, 2014, at 7:00 AM. If you have any questions, do not hesitate to contact Shirann Lewis ([Shirann.Lewis@vbschools.com](mailto:Shirann.Lewis@vbschools.com)), James Smith ([James.Smith2@vbschools.com](mailto:James.Smith2@vbschools.com)) or call 263-1088. Thank you.

Attachment: *Edmodo* Instructions

ec: Sheila S. Magula, Ed.D., Superintendent  
Executive Leadership Team  
Maynard E. Massey, Ed.D., Executive Director of School Administration  
Krista Barton-Arnold, Director, Elementary Schools  
Kathleen A. Starr, Director, Elementary Schools



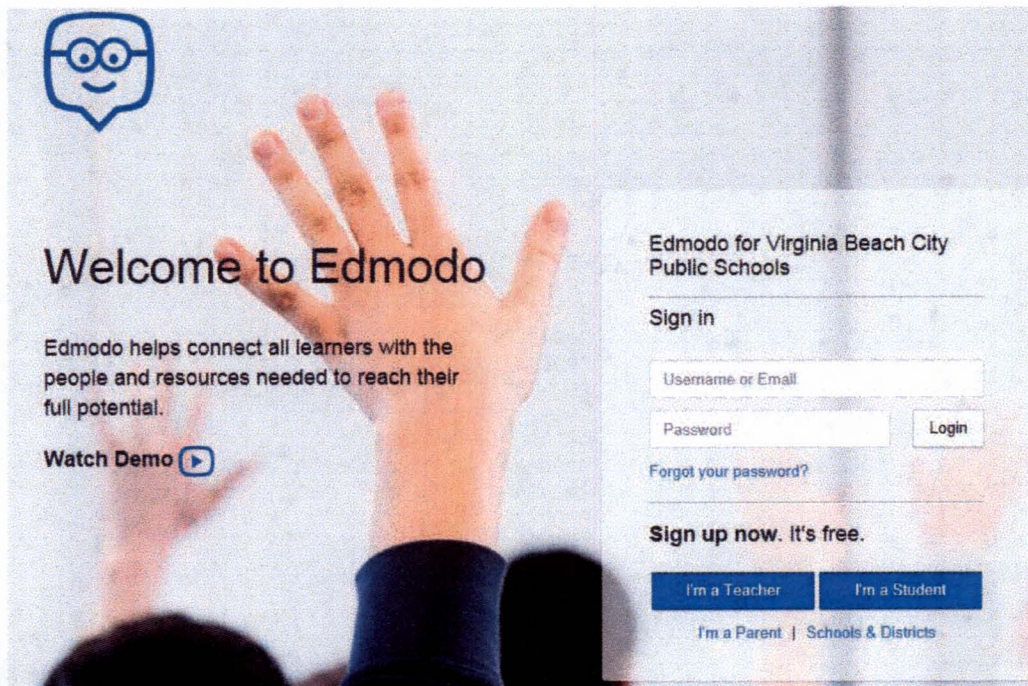


### Creating a VBCPS Edmodo Account:

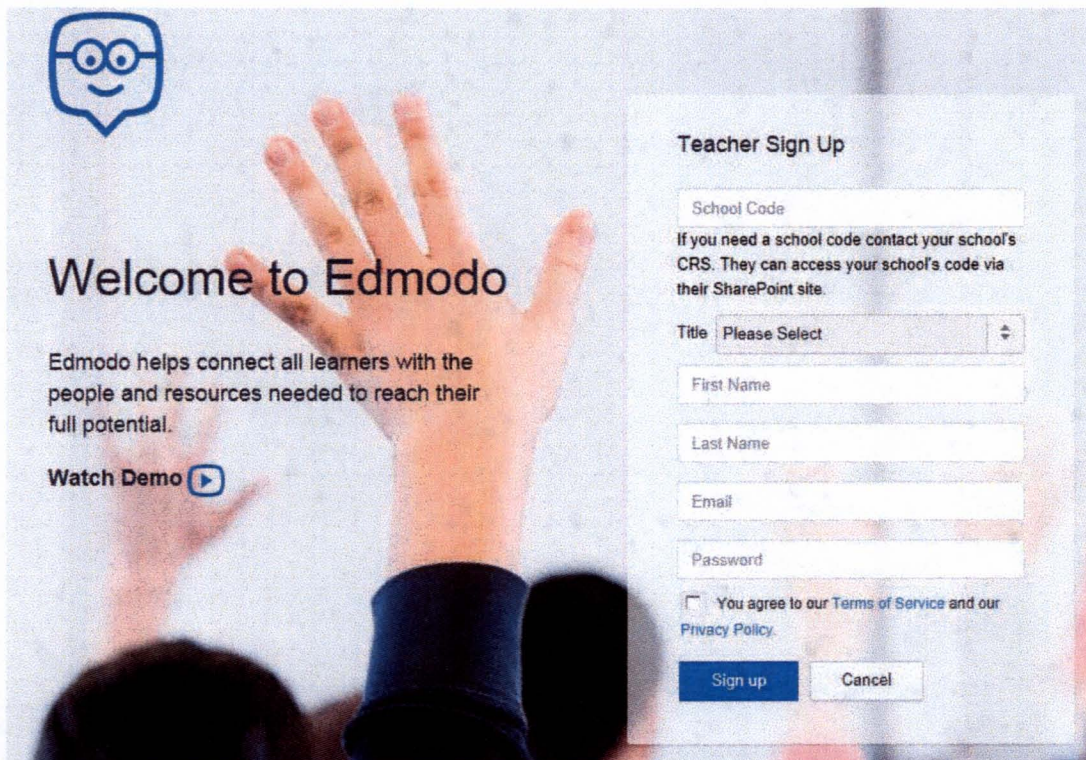
First, you need the 6-digit Edmodo **School Code** from the CRS at your school. Through this **School Code** you will have the opportunity to join your school's Edmodo Community (you'll only need to do this once!).

Once you have your School Code, follow these three steps to create an Edmodo Teacher Account:

1. Navigate to **www.vbschools.edmodo.com** and select the **"I'm a Teacher"** button to create a free Edmodo account.
2. Fill out the registration form to include your School Code at the top of the registration form and select the **"Sign Up"** button to complete the process.
3. Check your **email** for a **confirmation** to verify your email address.





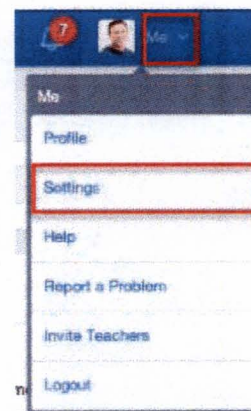


Within the VBCPS network, your account login will default to the [www.vbschools.edmodo.com](http://www.vbschools.edmodo.com) but as an **Edmodo Best Practice**, we recommend that you login through [www.vbschools.edmodo.com](http://www.vbschools.edmodo.com) every time you access Edmodo at home.

*Note: Please do not share your School Code with students! Students gain access to Edmodo when invited by teachers with a **group code**.*

Already have an Edmodo account but need to change your school:

1. Login into your Edmodo account at [www.vbschools.edmodo.com](http://www.vbschools.edmodo.com).
2. Select "**Settings**" from the "**Me**" menu in upper right hand corner.
3. Scroll down and click the "**Change School**" button. Enter the name of your current location.

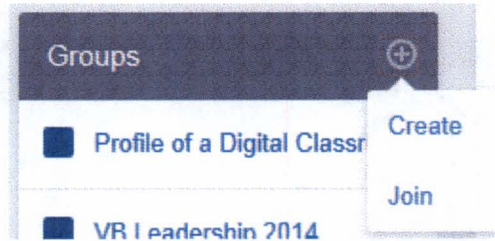




**What Next:**

Joining Edmodo groups using a **Group Code:**

1. Log into your Edmodo account.
2. Click the plus sign icon on the left side panel under your name and next to **"Groups."** You will have the option to create or join a group. Select **"Join."**



3. Type in the 6-digit Group code in the pop up box (codes are provided the owner of the group you wish to join) and click the blue **"Join"** button.

