

## How to Create a Team for a Professional Learning Community (PLC)

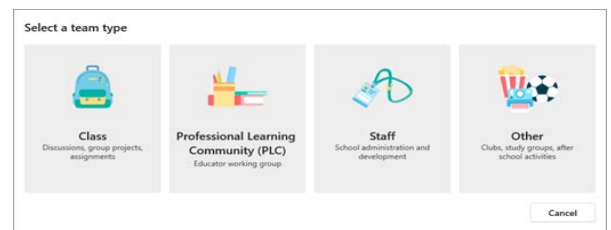
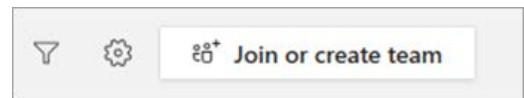
Connect regularly with other educators and continue personal career development through **professional learning communities** (PLCs) in Microsoft Teams. Form PLC teams around interest areas, grade levels, or across subjects. New educators can be added at any time, and team members can share files and collaborate in channels, even when they're not at school. Each PLC team is linked to its own OneNote notebook for further collaboration.

### Benefits of using PLC teams:

- Save time by organizing all work in one hub
- Collaborate in conversation stream posts
- Communicate via chat, audio, or video calls
- Make announcements using @mention to the team's General channel
- Organize virtual or face-to-face meetings
- Work in smaller groups
- Share and organize content
- Use OneNote PLC notebook with pre-loaded templates for professional inquiry and development
- Add tabs such as Planner to create task organization
- Add tabs such as Power BI to visualize student data
- Add tabs such as Twitter to follow PLC-specific tweets

### Create a PLC team

1. Select the **Teams** icon in your left rail to view your teams.
2. Select **Join or create team** > **Create a new team**.
3. Select **Professional Learning Community (PLC)**.
4. Enter a name for your team and optional description for your team, then select **Next**.



**Create your team**

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy  
 Private - Only team owners can add members

This team is searchable and discoverable. [Change setting](#)

[Create a team using an existing team as a template](#)