



mi PLACE is a virtual platform for professional learning and collaboration sponsored by Oakland Schools ISD. Log in requires a Google account (school-based or personal). Professional educators actively and directly engaged in Pre-K to grade 12 education are welcome to join.

To log in for the first time:

1. Before going to mi PLACE, use your browser to log in to your school (or personal) Google account. This is the Google account you'll use in the mi PLACE community.
2. Go to <http://www.miplacek12.org>
3. Click on the red Google button to log in, use your school email address and network password (or personal Gmail address and password).
4. Give mi PLACE permission to use your Google username for mi PLACE.
5. Complete the profile screen - including your city, district, role, and picture.
6. Be sure to set your default settings for receiving individual emails versus a daily email digest from mi PLACE, as well as your preferences for forums notifications and subscriptions. These are some of the first fields on the profile screen.

Search for a specific group in the Collaboratorium to join:

1. Click on the green tab for the Collaboratorium.
2. Click "Search for Groups."
3. Use the search fields to find the group you want to join.
 - a. Group Name - type in a keyword from the group's name, or **Oakland Schools Special Populations**
 - b. Group Creator - type in the first name of the group's creator
4. Click on the group name to request to join.
5. If this is a Private group, the group owner will approve or deny your request and then you can enter the group (or not).
6. Post an introductory message and if you have a topic or a question you'd like to pursue, please start a discussion.
7. The groups you are a member show up on both the "Collaboratorium" page and the "My Learning" page when you log in for easy future access.

Search for a specific course in the Hub:

1. Click on the green tab for the Hub.
2. Click "Search the Course Catalogue."
3. Use the "search by" field to find a specific course by typing a keyword or words from the course name into the field.
4. You can also use the advanced search on the left to search by course category.
5. Once you've found a course of interest, click on the lower case "i" icon to read a course description.
6. Click "view course" to enroll.
7. The courses you register for show up on the "My Learning" page when you log in for easy future access.