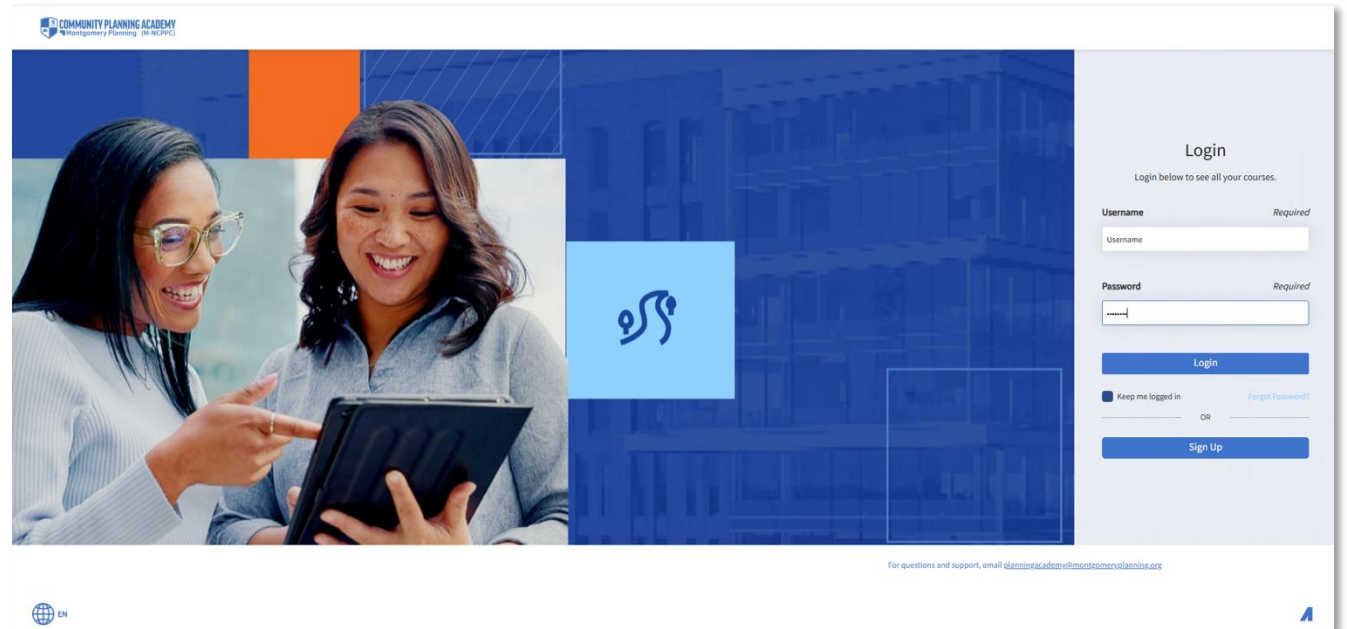# Montgomery Planning

# WELCOME TO THE COMMUNITY PLANNING ACADEMY

GETTING STARTED

- Soon, you will receive a welcome email with information to set up your account on the learning platform.

- Once your account is setup, you'll be able to log in and access the full Community Planning Academy course and its accompanying resources.
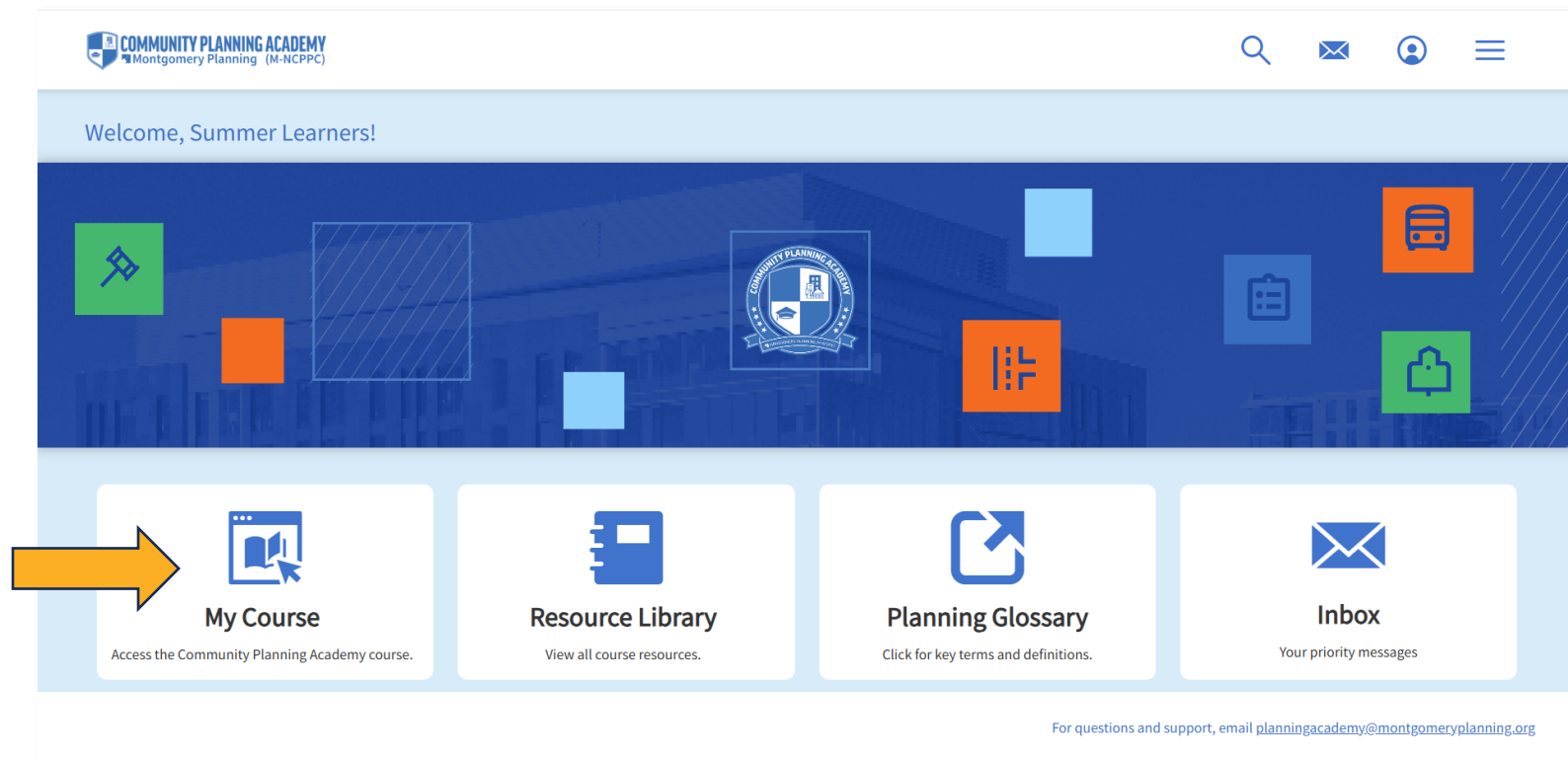
THE LEARNER DASHBOARD

Logging in using your account credentials will bring you to your **learner dashboard**.

Tip: Click the logo to easily navigate back to this dashboard from any page.
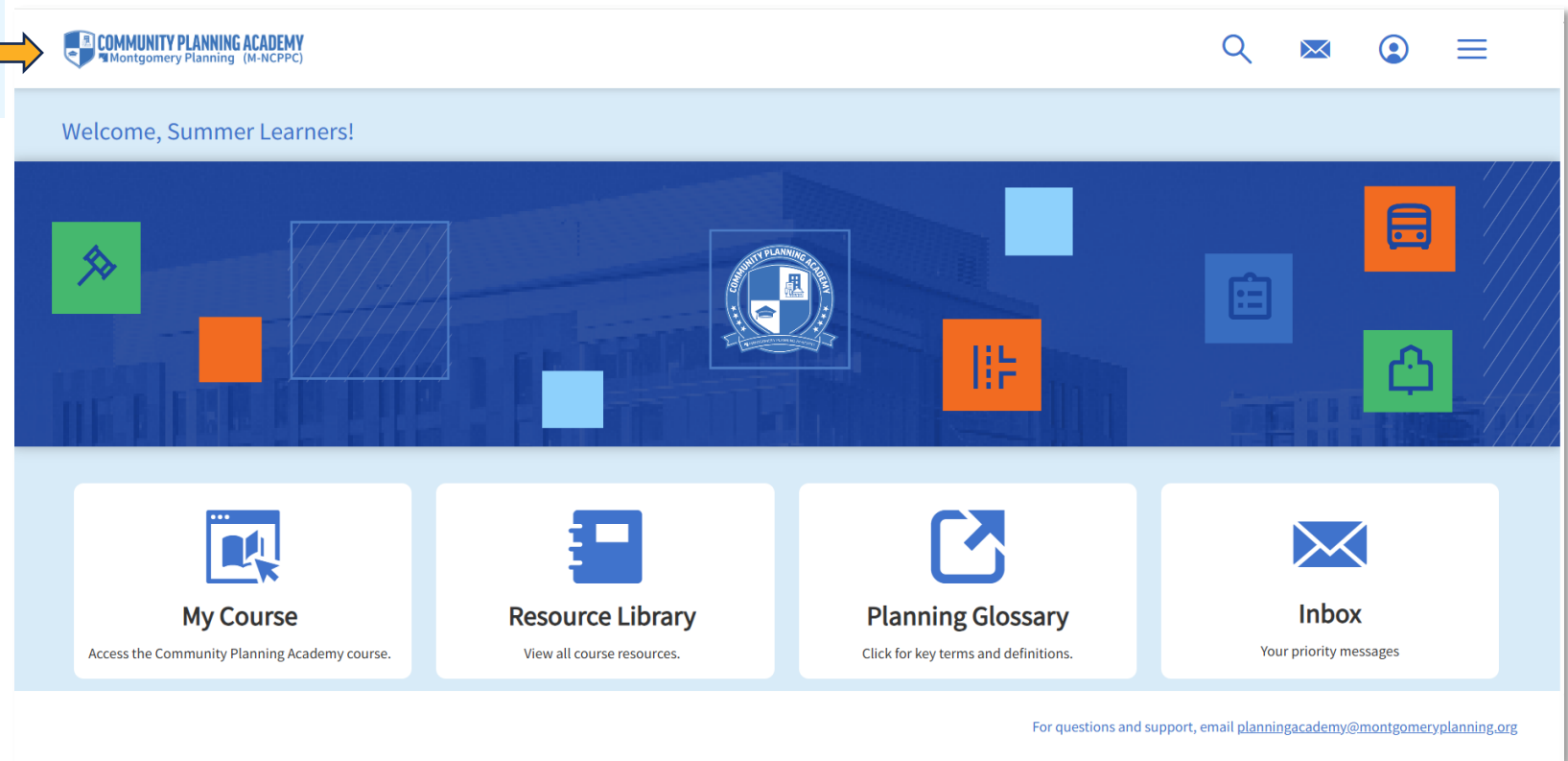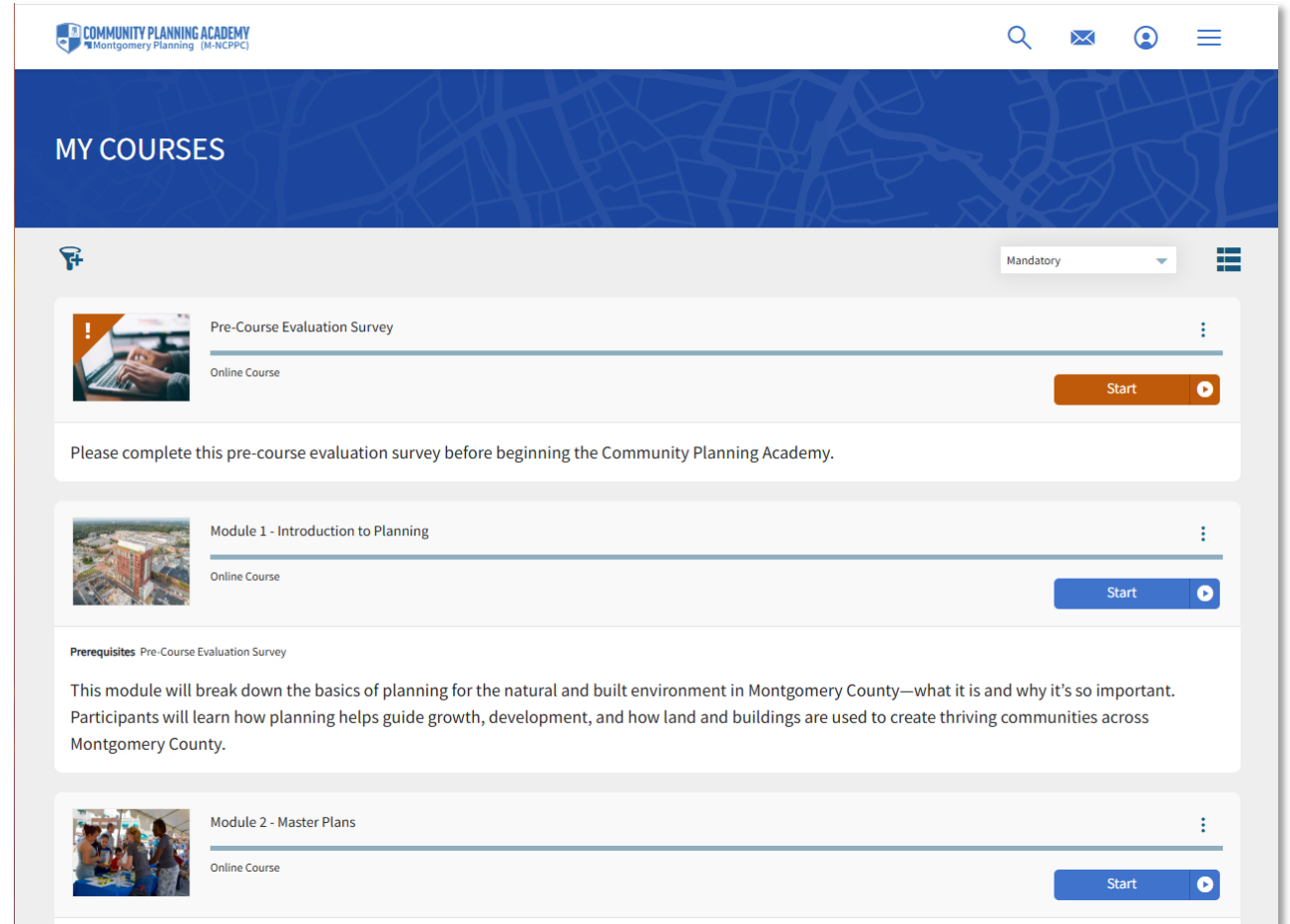
ACCESSING THE COURSE

Click the tile labeled "**My Course**" to access the course homepage. The course homepage will show each of the required activities and modules.

ACCESSING THE COURSE

The first three modules will be available upon launch, with the remaining five added gradually for a total of eight modules.

When new modules are added, they will appear on this course homepage.

ACCESSING THE COURSE

The Community Planning Academy is designed to be completed in a set order.

You'll need to complete each prerequisite module or activity before moving to the next.

The first activity is the **Pre-Course Evaluation Survey**.

To begin or continue a module, click the **Start** button next to it.
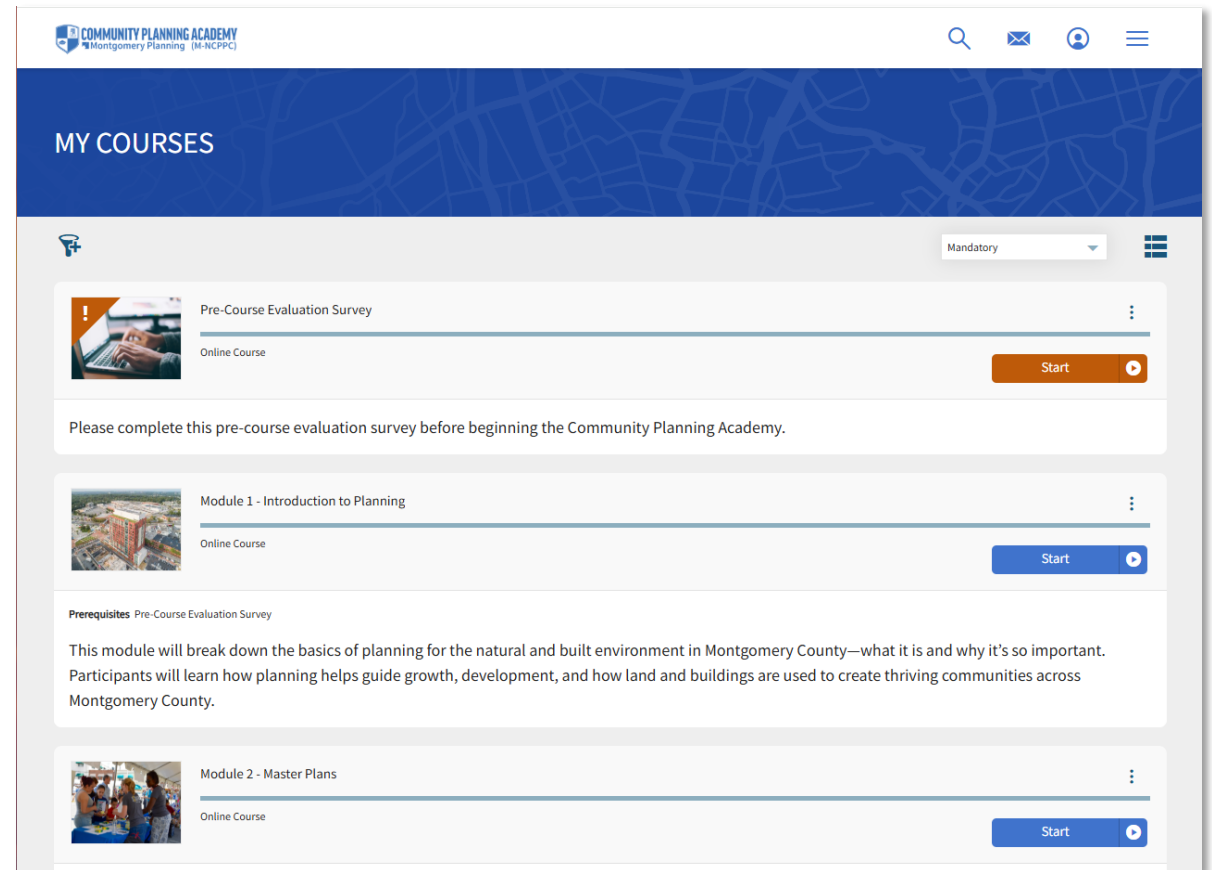
THE COURSE PLAYER

The course will automatically save your place as you go, and we encourage you to take your time and move through each module at your own pace.

Tip: You can open and close the module outline by clicking on the three lines beside the Menu.

COURSE PLAYER SETTINGS

You can further adjust your course player view by selecting one of the view options in the top right corner.

COURSE PLAYER NAVIGATION

Use the course player to navigate the material:

- Use the play/pause button to start/stop the content.

- Make the content full screen by clicking the expand icon to the left of the previous button.

- Click "Next" to advance to the next section.

- Click "Previous" to return to the previous section.

- Need to review a previous section? Click the header in the left-hand menu to jump back to that section.
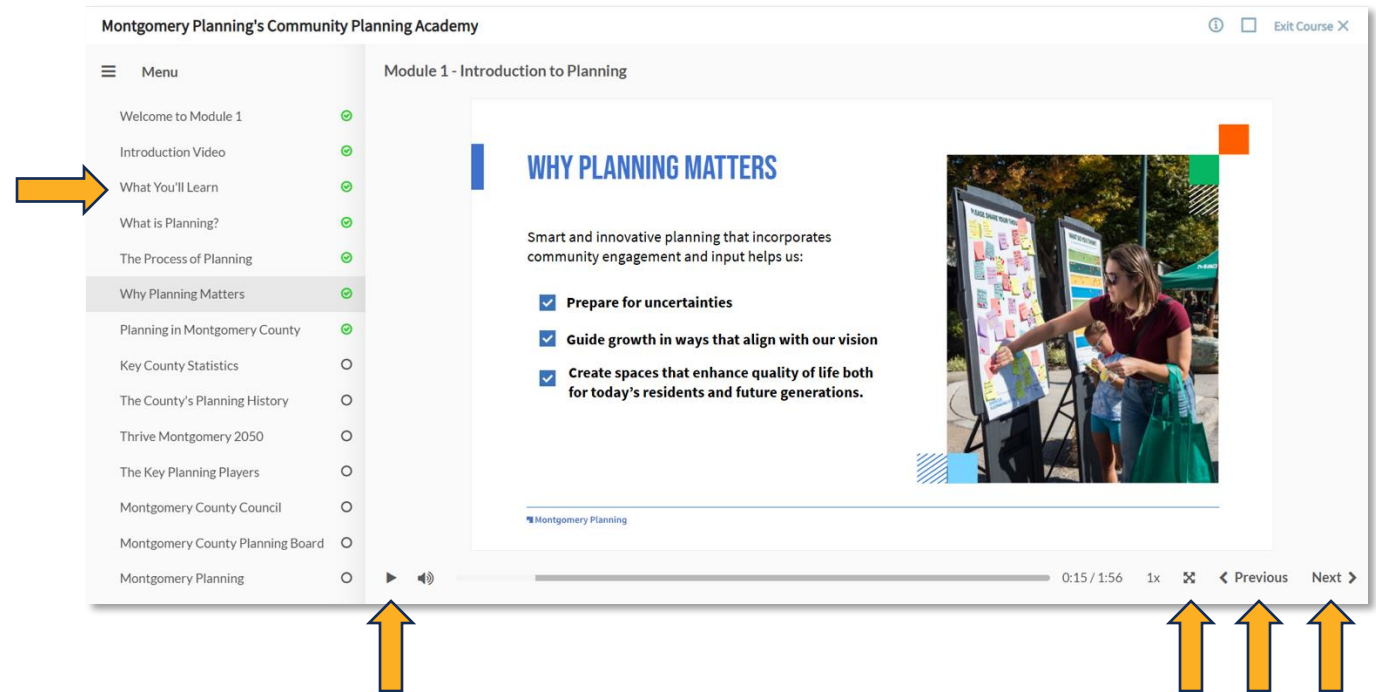
COURSE PLAYER NAVIGATION

- Adjust the voiceover volume by clicking the speaker icon.

- To rewind within the section you are currently viewing, slide the timer bar until your reach the desired placement.

To get the most out of the experience, please view each slide in full and in the intended order—*fast-forwarding is disabled*.
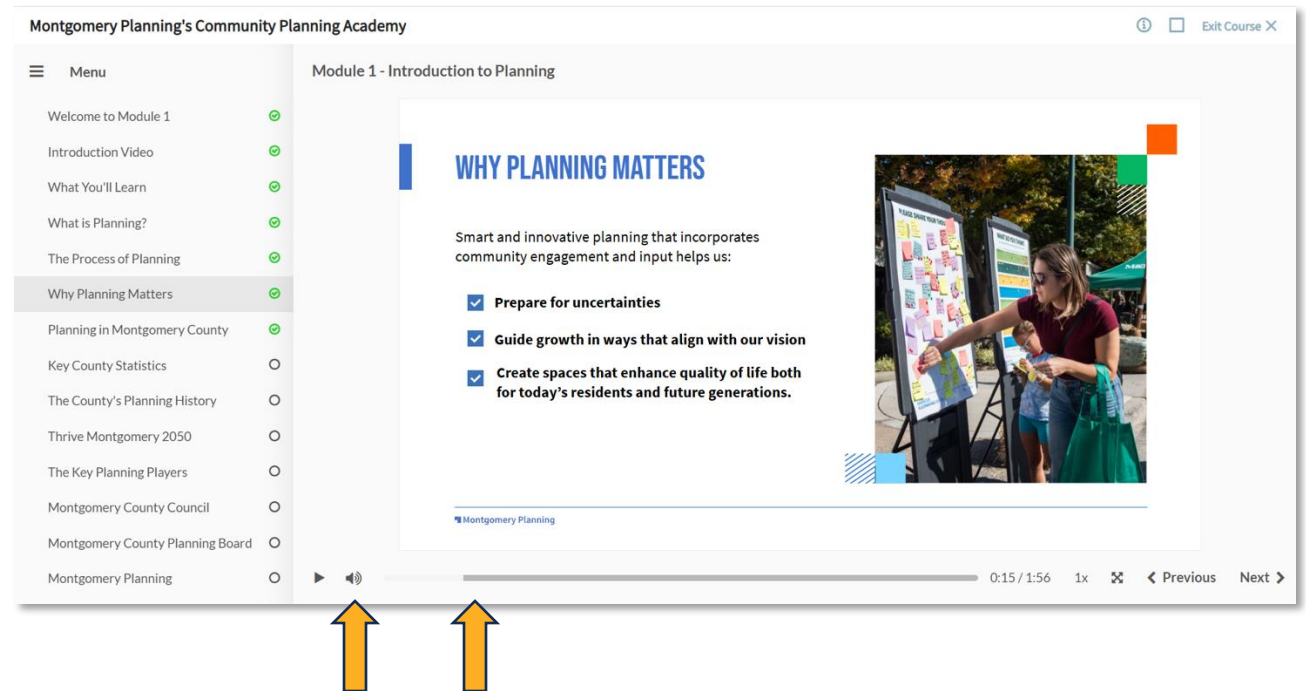
LEARNING CHECK

Each module will end with a short learning check questionnaire designed to help you review key concepts. These checks are not graded, and there is no pass or fail for the course.

RESOURCE LIBRARY

There is also a Resource Library, accessible from the Learner Dashboard, which includes a robust catalog of relevant links and materials that align with the Academy topic areas.
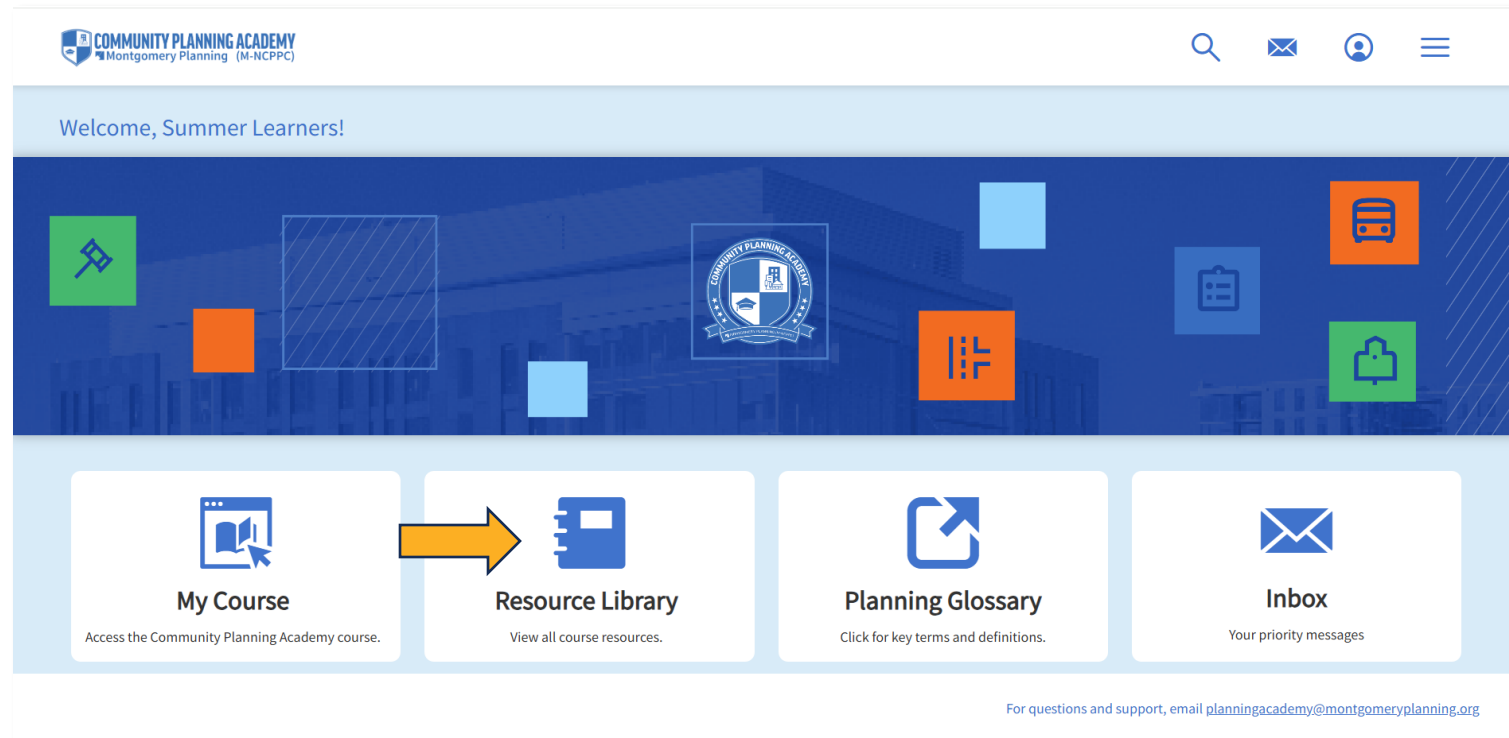
RESOURCE LIBRARY

We encourage you to browse, download, and bookmark any resources that interest you. The syllabus and module study guides are also available here.
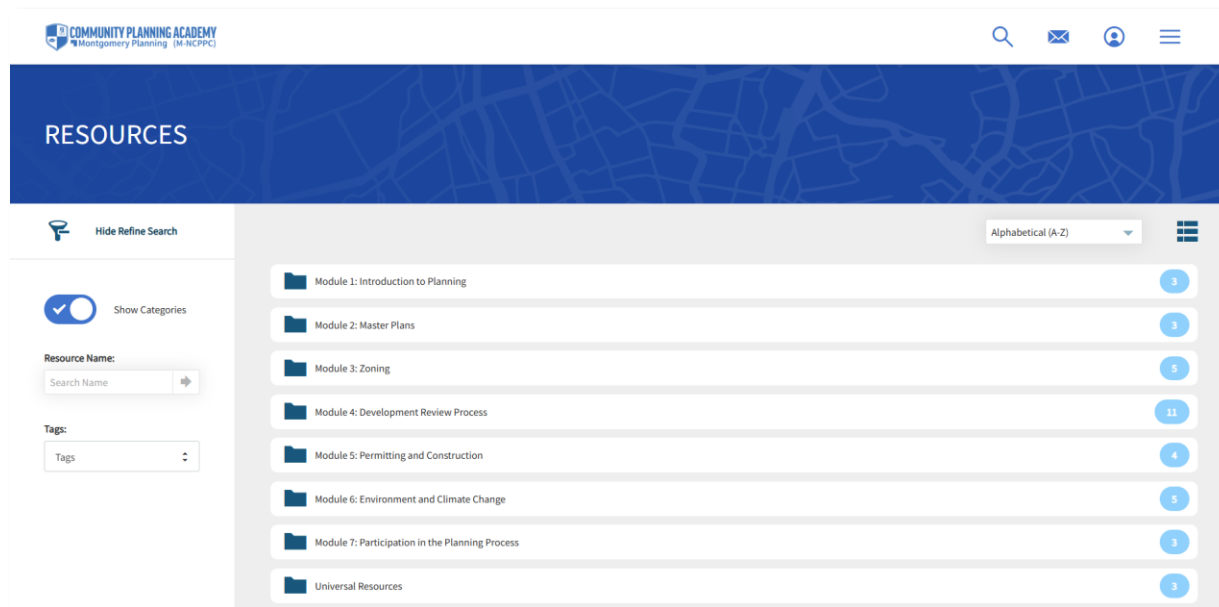
IN-COURSE RESOURCES

Each study guide can also be accessed and downloaded through the "**Resources**" tab within the course player.

PLANNING GLOSSARY

Throughout the course, you'll encounter many planning terms—many of which may be new to you. You can access the full **Planning Glossary** from your dashboard at any time.
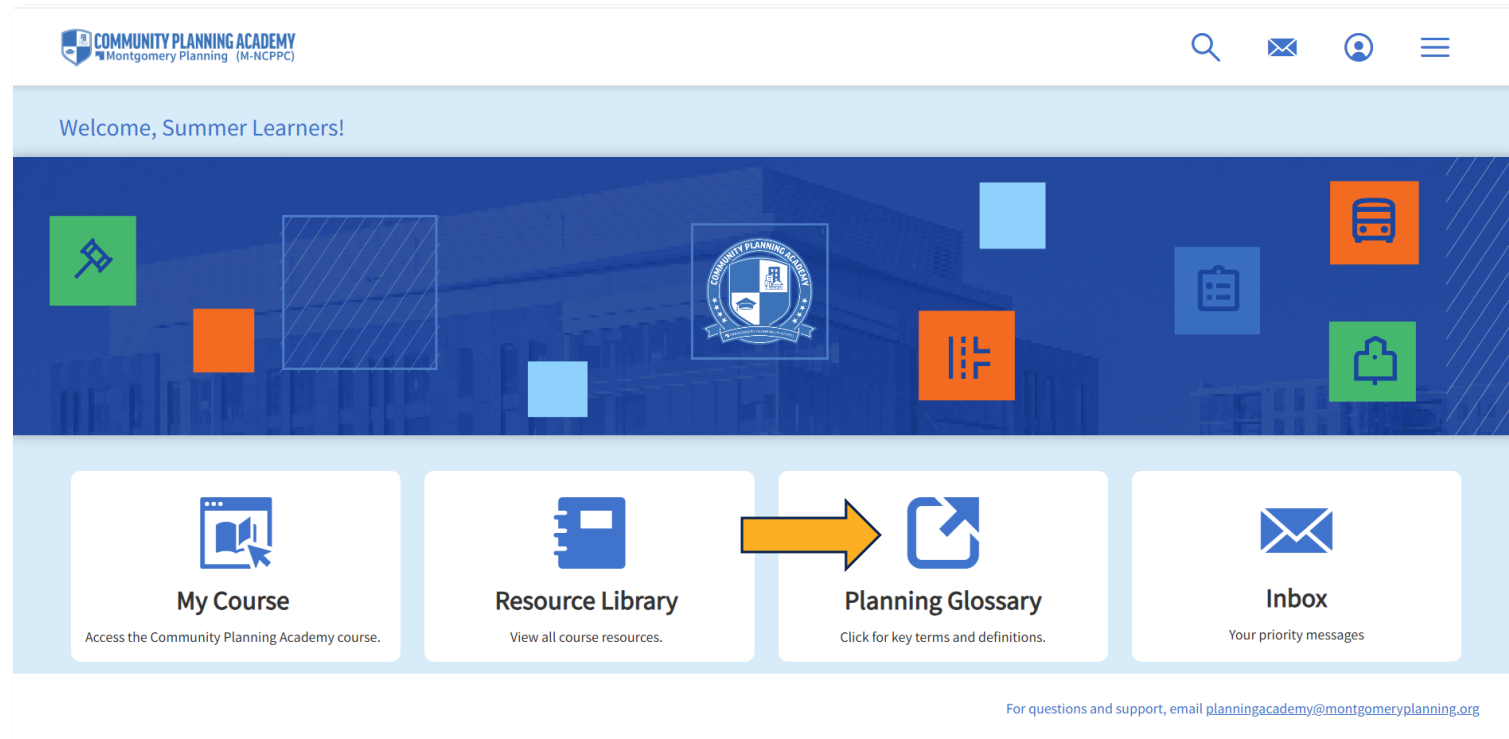
PLANNING GLOSSARY

The glossary includes an A-Z list with clear definitions of key terms and will be a valuable reference as you move through the modules.

Planning Terms Glossary

\# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Expand All Accordion Content

123

100-Year Flood

A flood that has a one-percent statistical probability of being equaled or exceeded in a given year (or that would on the average of once in every 100 years). Unless otherwise stated, this calculation in based on the contributing watershed being completely built-out under existing zoning.

100-Year Floodplain

The area along a stream or drainage course, lake, or pond, which, after total development of the watershed, would experience inundation by stormwater runoff equivalent to that which would occur on the average of once every 100 years.

15-Minute Living

A way of reimagining existing communities to maximize their attractiveness and efficiency by mixing housing, offices, and retail uses so services, infrastructure, facilities, and amenities to serve the daily needs of people who live or work there are within walking distance. While a literal or rigid application of 15-minute living may not be practical outside of Montgomery County's Corridor-Focused Growth areas and centers, the concept is a useful way to generate concrete recommendations to make communities more complete and help them succeed.

INBOX AND COURSE COMMUNICATION

Important course updates—like new module releases, upcoming live sessions, or announcements—will appear in your **inbox** on the learner dashboard. You'll also receive these updates at the email address associated with your account.
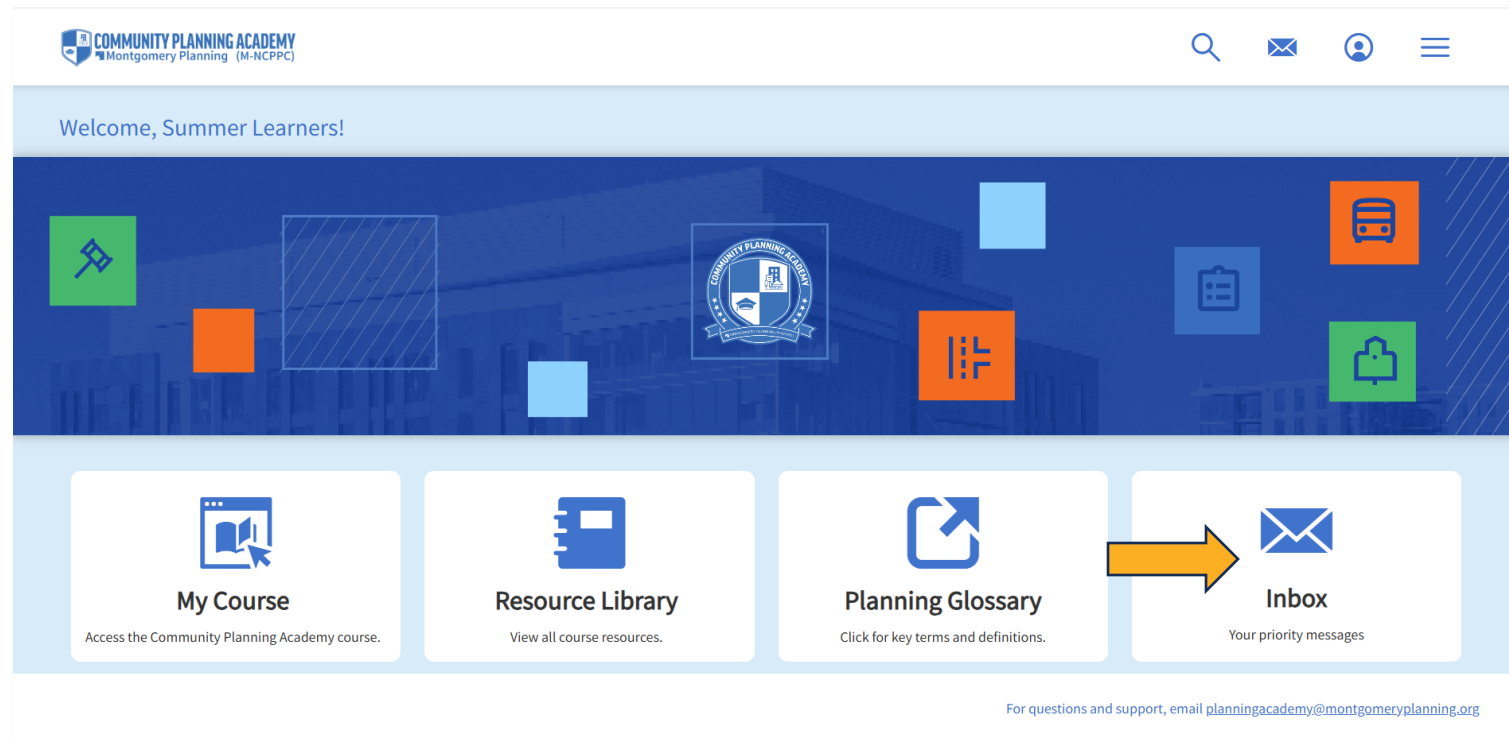
INBOX AND COURSE COMMUNICATION

For more information or support, email our Community Planning Academy staff at:
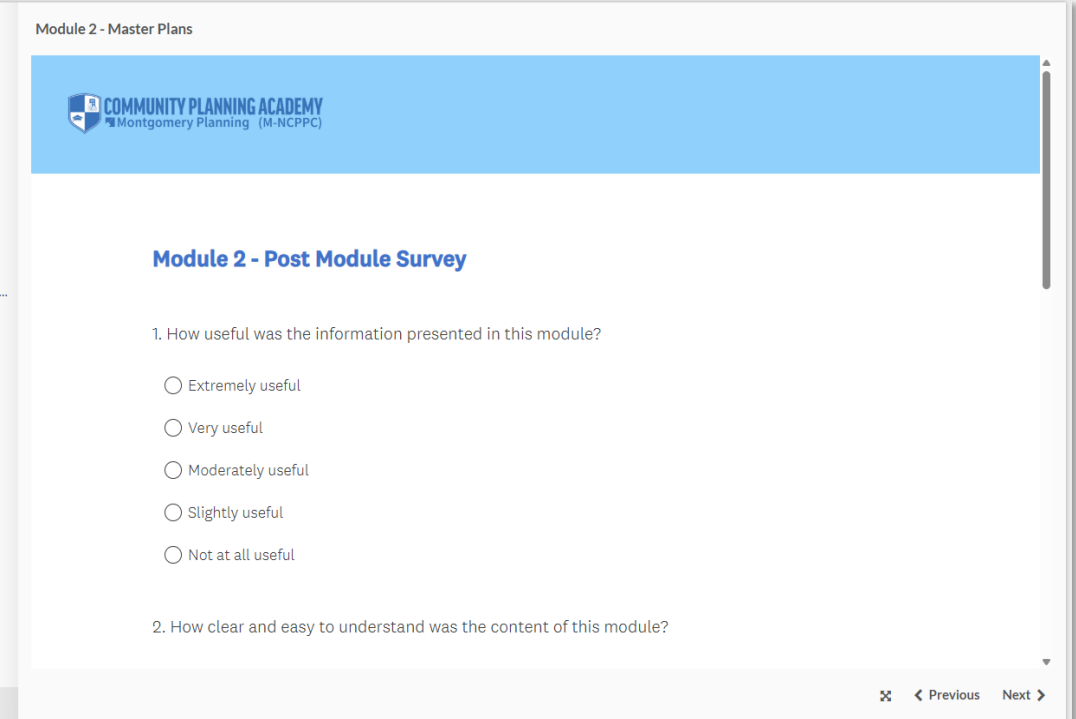**planningacademy@montgomeryplanning.org**
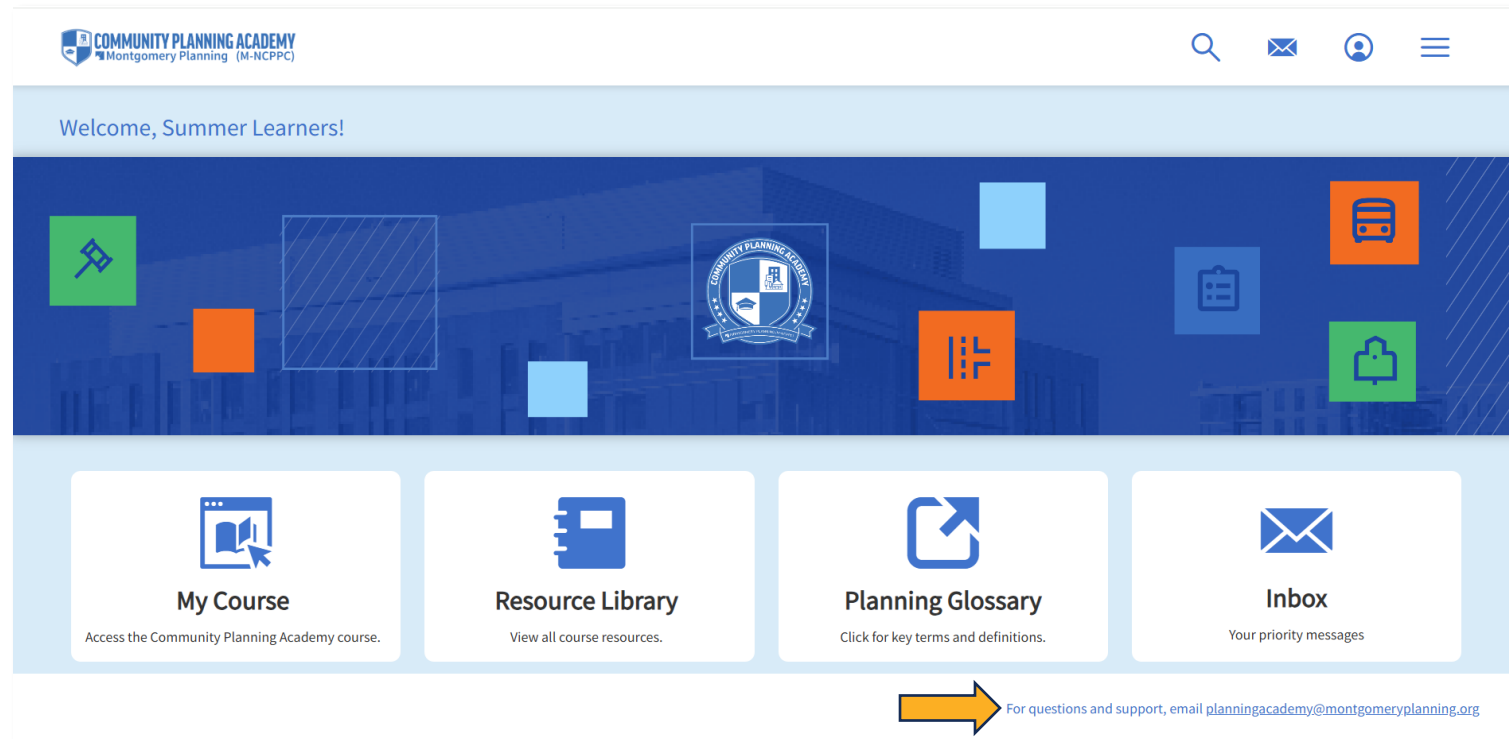
SURVEYS AND FEEDBACK

Once you begin a survey, please complete it in one session, as you will not be able to return to it later.

Be sure to scroll through each survey in its entirety and respond to as many questions as possible.

Your insights will make a big difference!

THANK YOU!

You are ready to begin the Community Planning Academy.