

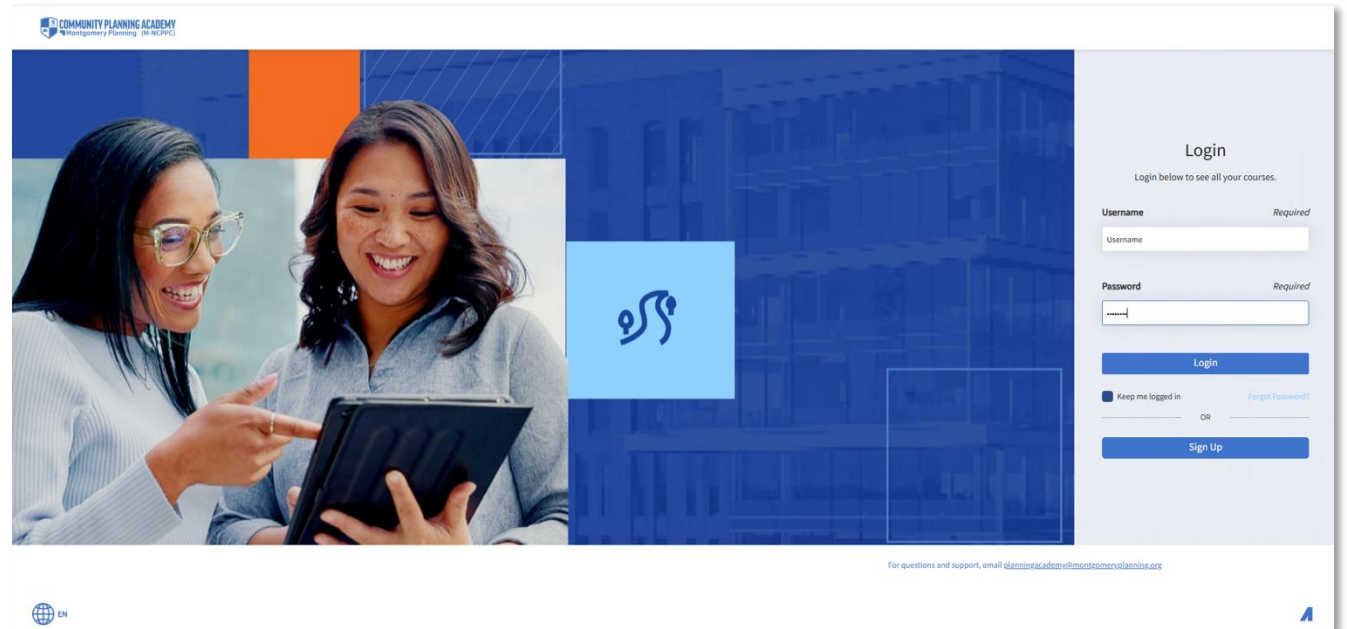


Montgomery Planning

WELCOME TO THE COMMUNITY PLANNING ACADEMY

GETTING STARTED

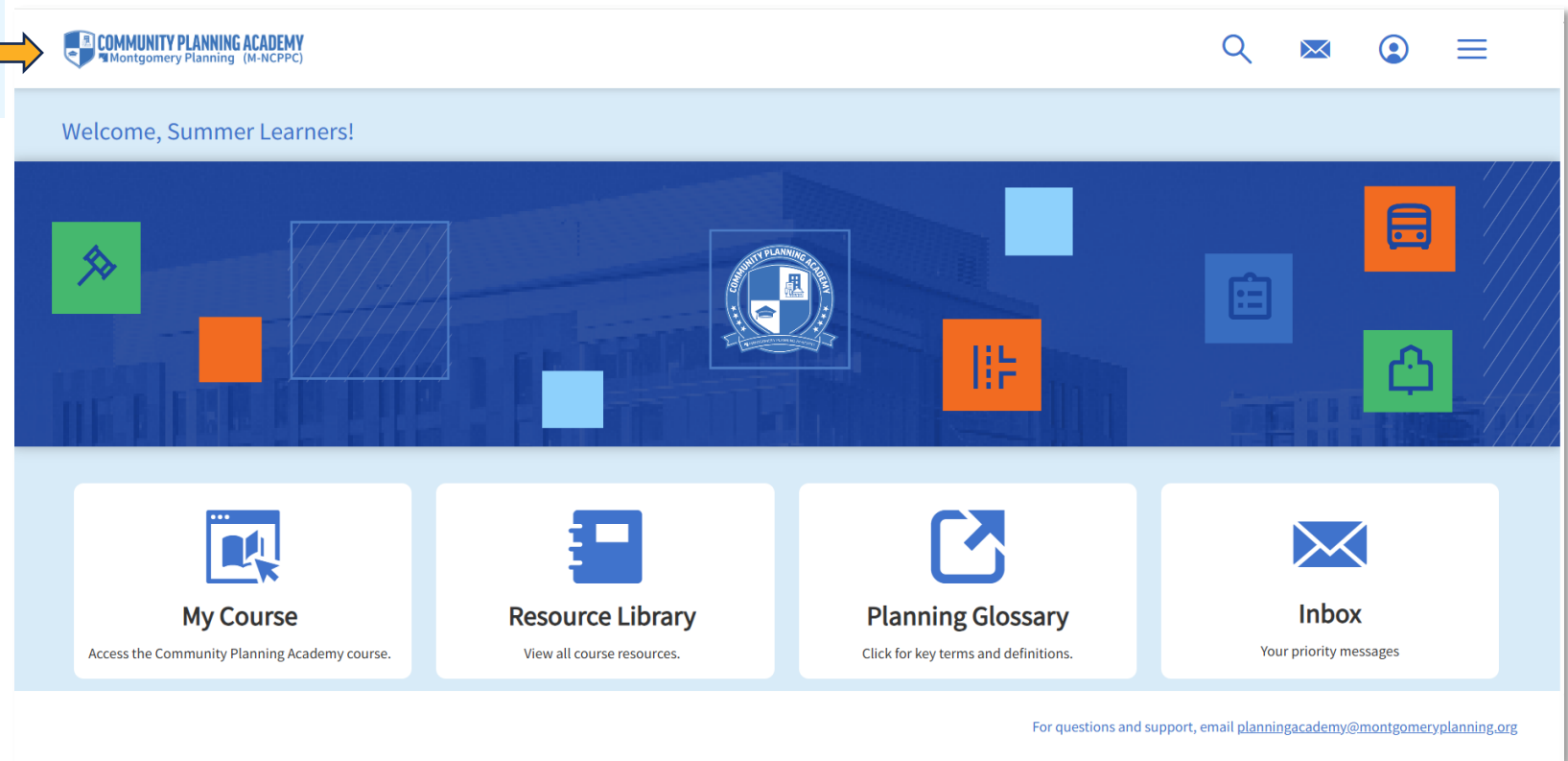
- Soon, you will receive a welcome email with information to set up your account on the learning platform.
- Once your account is setup, you'll be able to log in and access the full Community Planning Academy course and its accompanying resources.



THE LEARNER DASHBOARD

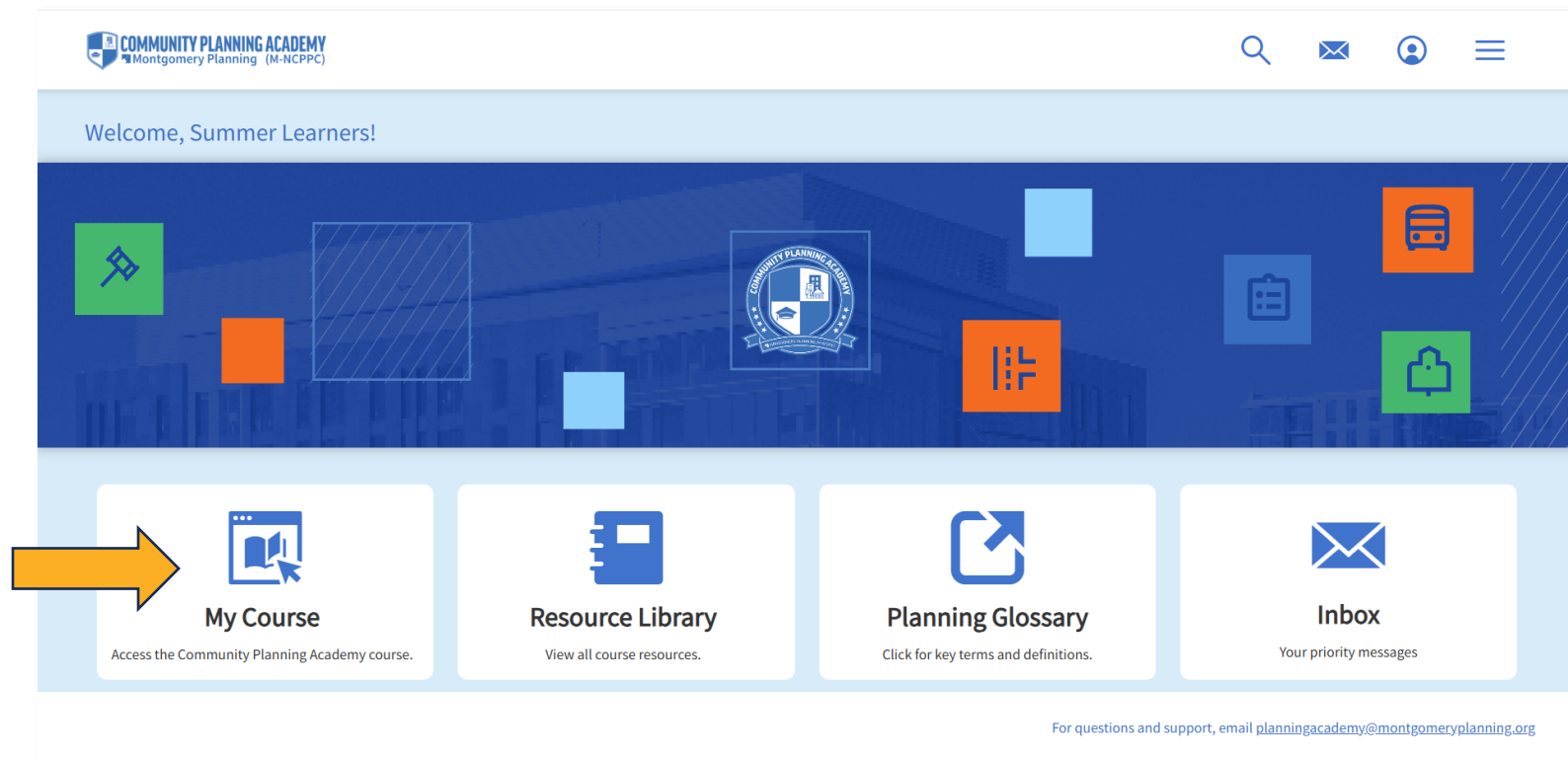
Logging in using your account credentials will bring you to your **learner dashboard**.

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



ACCESSING THE COURSE

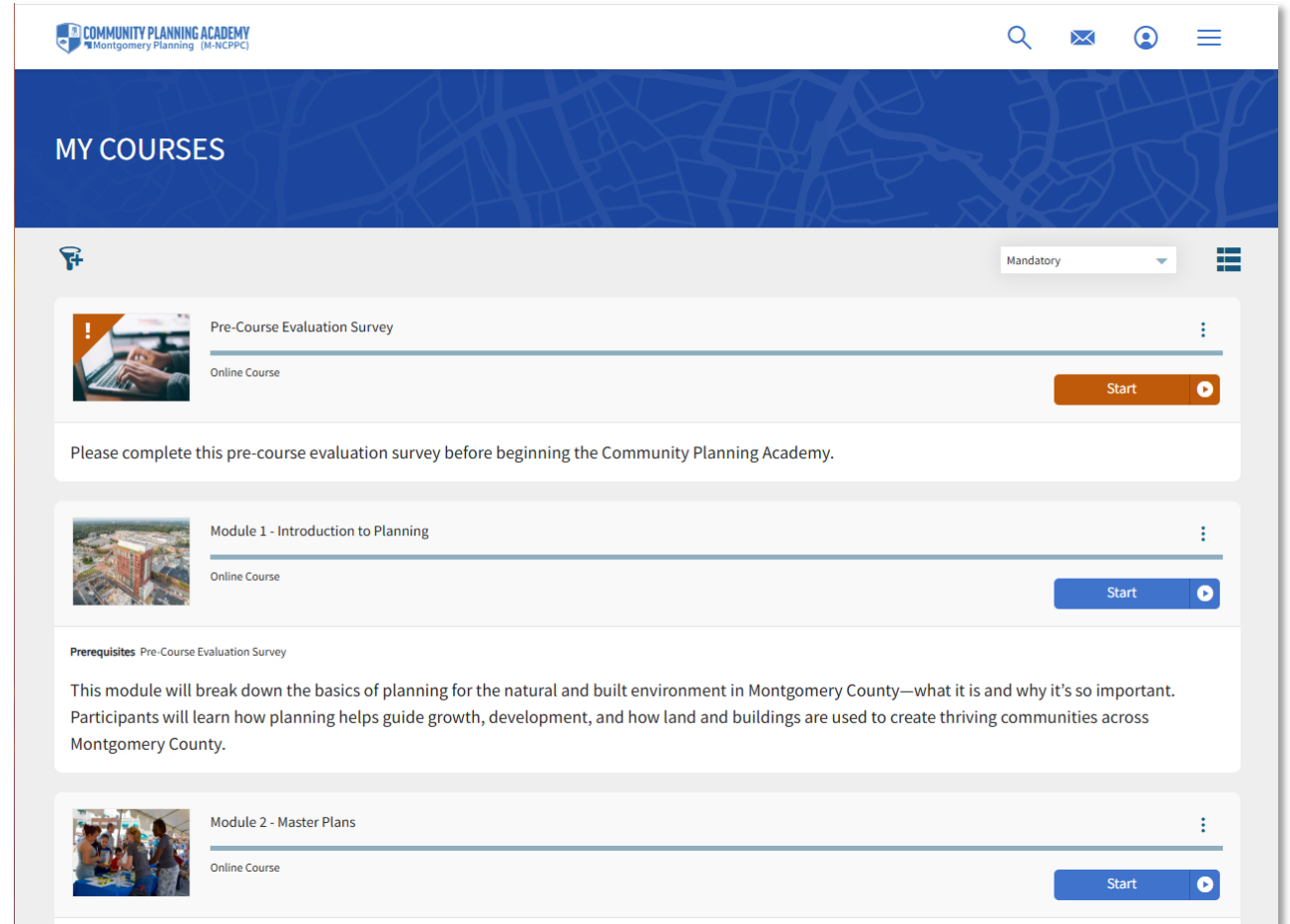
Click the tile labeled “**My Course**” to access the course homepage. The course homepage will show each of the required activities and modules.



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.



The screenshot displays the 'MY COURSES' section of the Community Planning Academy (M-NCPPC) website. The header includes the logo and navigation icons. The main content area lists three modules, each with a thumbnail image, title, and a 'Start' button. The first module is the 'Pre-Course Evaluation Survey', marked as 'Mandatory'. Below it, a message states: 'Please complete this pre-course evaluation survey before beginning the Community Planning Academy.' The second module is 'Module 1 - Introduction to Planning', which includes a 'Prerequisites' section listing the 'Pre-Course Evaluation Survey'. A description for Module 1 states: 'This module will break down the basics of planning for the natural and built environment in Montgomery County—what it is and why it's so important. Participants will learn how planning helps guide growth, development, and how land and buildings are used to create thriving communities across Montgomery County.' The third module is 'Module 2 - Master Plans'.

COMMUNITY PLANNING ACADEMY
Montgomery Planning (M-NCPPC)

MY COURSES

Mandatory

Pre-Course Evaluation Survey
Online Course
Start

Please complete this pre-course evaluation survey before beginning the Community Planning Academy.

Module 1 - Introduction to Planning
Online Course
Start

Prerequisites Pre-Course Evaluation Survey

This module will break down the basics of planning for the natural and built environment in Montgomery County—what it is and why it's so important. Participants will learn how planning helps guide growth, development, and how land and buildings are used to create thriving communities across Montgomery County.

Module 2 - Master Plans
Online Course
Start

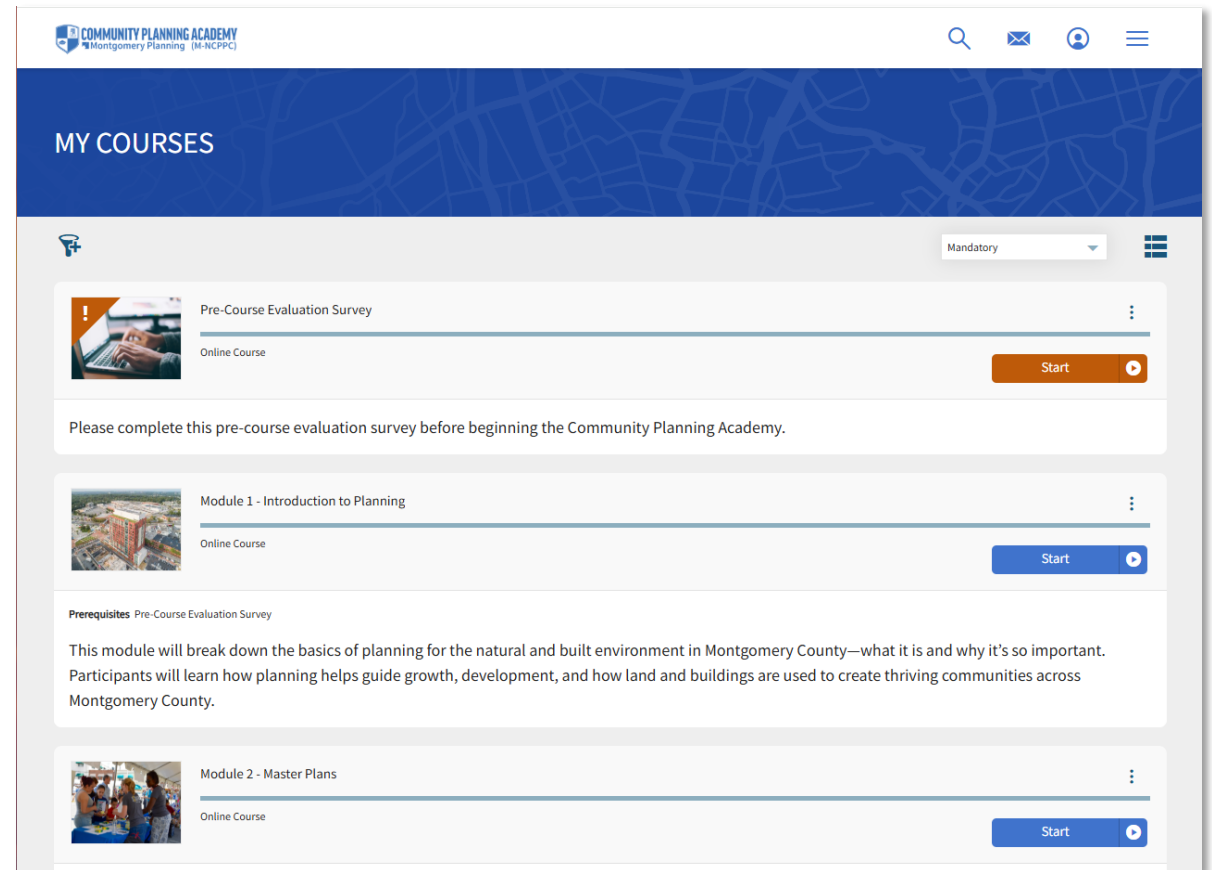
ACCESSING THE COURSE

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.

The screenshot displays the course player for 'Montgomery Planning's Community Planning Academy'. The interface is divided into three main sections: a left-hand menu, a central content area, and a right-hand navigation bar.

- Left-hand Menu:** A vertical list of course topics. The first item, 'Welcome to Module 1', is highlighted with a green checkmark. The other items are 'Introduction Video', 'What You'll Learn', 'What is Planning?', 'The Process of Planning', 'Why Planning Matters', 'Planning in Montgomery County', 'Key County Statistics', 'The County's Planning History', 'Thrive Montgomery 2050', 'The Key Planning Players', 'Montgomery County Council', 'Montgomery County Planning Board', and 'Montgomery Planning'. Each item has a small circle to its right, indicating its status.
- Central Content Area:** The main area displays 'Module 1 - Introduction to Planning'. It features a large, vibrant image of a modern building with a blue overlay. The text 'INTRODUCTION TO PLANNING' and 'MODULE 1' is prominently displayed in white. The logo for 'COMMUNITY PLANNING ACADEMY' and 'Montgomery Planning (M-NCPPC)' is visible in the top left corner of the image.
- Right-hand Navigation Bar:** Contains a 'Previous' button with a left arrow and a 'Next' button with a right arrow. There is also a small 'Exit Course' button with an 'X' icon in the top right corner.

A blue arrow points from the tip text to the three horizontal lines (hamburger menu icon) located to the left of the 'Menu' header in the left-hand menu.

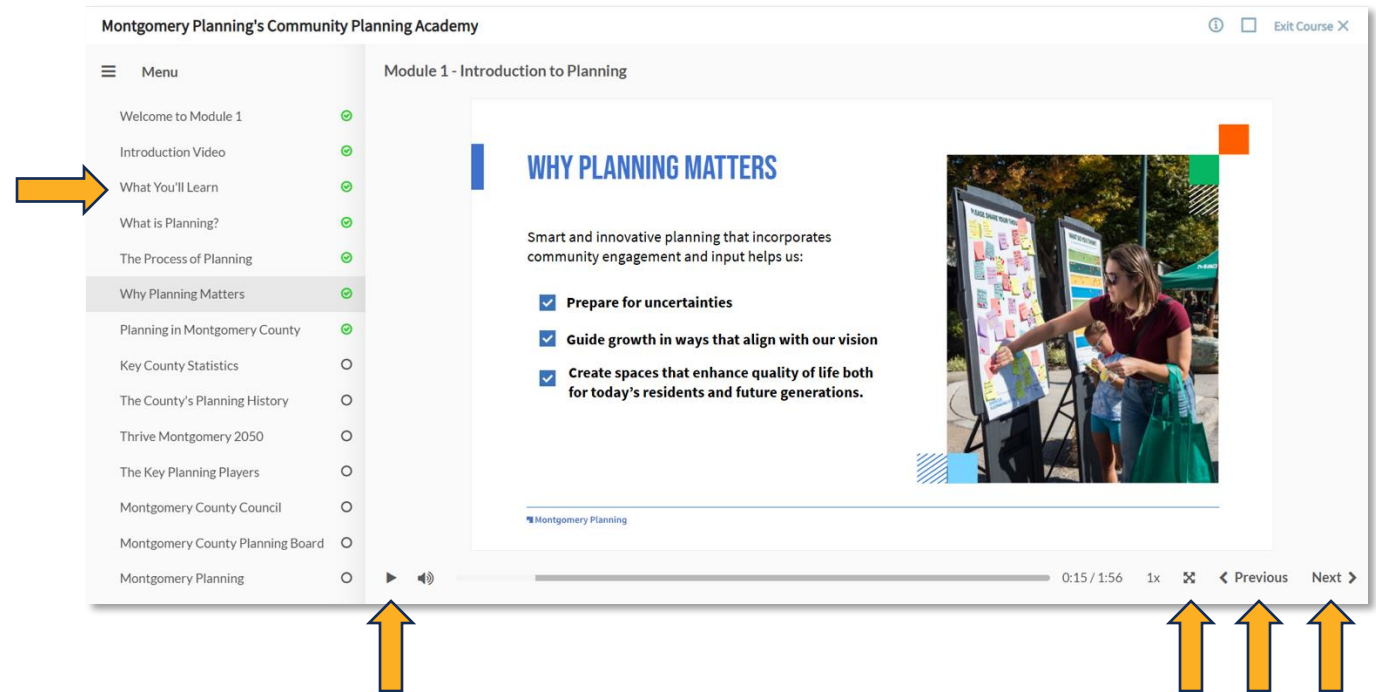
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COURSE PLAYER NAVIGATION

Use the course player to navigate the material:

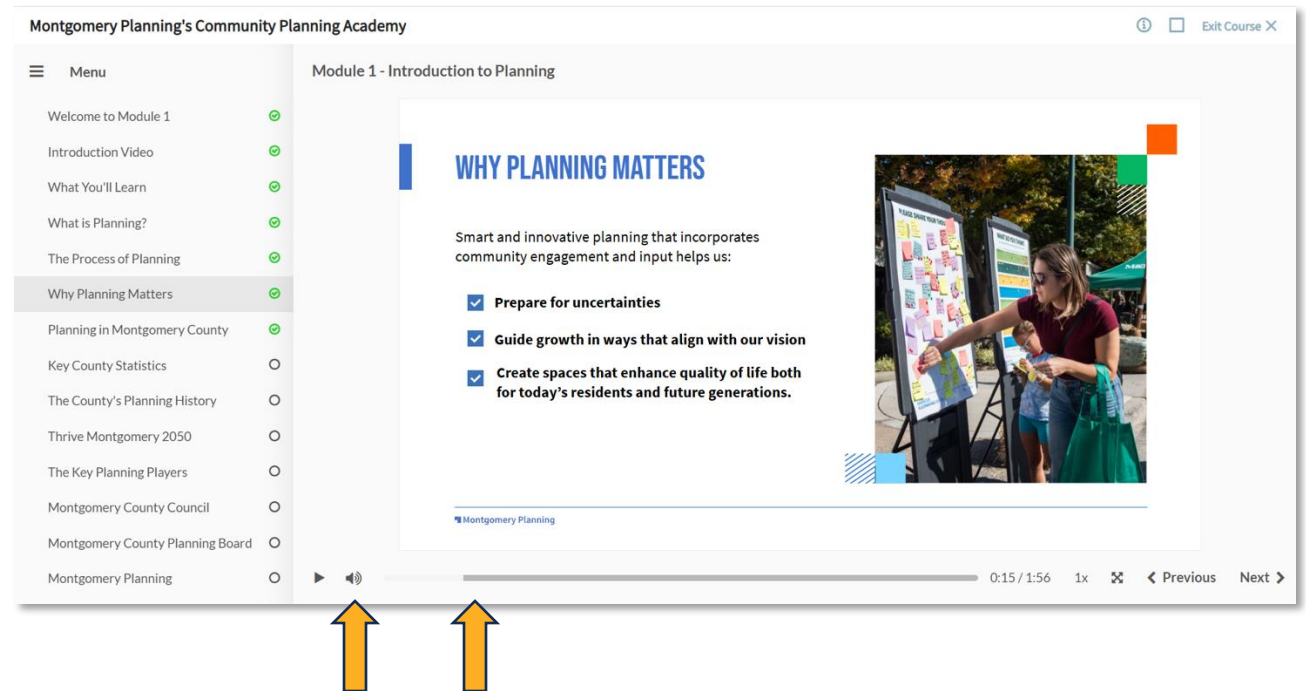
- Use the play/pause button to start/stop the content.
- Make the content full screen by clicking the expand icon to the left of the previous button.
- Click "Next" to advance to the next section.
- Click "Previous" to return to the previous section.
- Need to review a previous section? Click the header 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 you 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*.



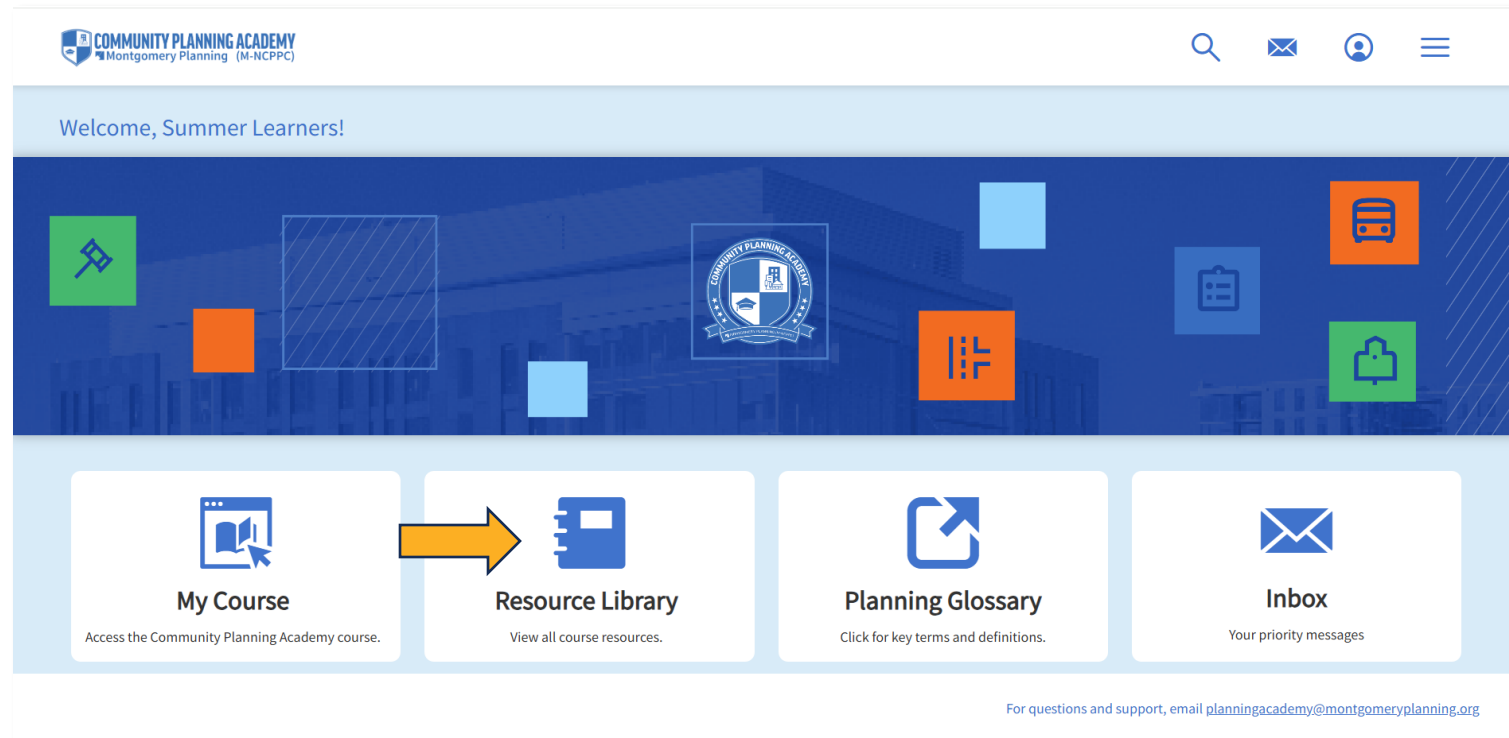
LEARNING CHECK

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.

The screenshot displays the 'Montgomery Planning's Community Planning Academy' interface. On the left is a 'Menu' sidebar with a list of items, each followed by a green checkmark icon. The items are: Montgomery County Council, Montgomery County Planning Board, Montgomery Planning, Montgomery Parks, County Government Departments & ..., Other County Partners, Other Planning Partners, Coordination in Action, An Introduction to Getting Involved, How You Can Get Involved, Learning Check and Evaluation, Learning Check Question 1 (highlighted), Learning Check Question 2, Learning Check Question 3, and Learning Check Question 4. The main content area is titled 'Module 1 - Introduction to Planning'. It features a 'LEARNING CHECK QUESTION 1' box with the text 'Which of the following is **NOT** a function of Montgomery Planning?' and four radio button options: 'Developing master plans', 'Issuing permits', 'Proposing land use regulations', and 'Reviewing development applications'. A blue 'Submit' button is located at the bottom right of the question box. To the right of the question box is a circular image showing an aerial view of a suburban neighborhood with houses, streets, and a parking lot. At the bottom of the interface is a video player control bar with a play button, a volume icon, a progress bar showing '0:03 / 0:03', a '1x' speed indicator, a full screen icon, and navigation buttons for 'Previous' and 'Next'.

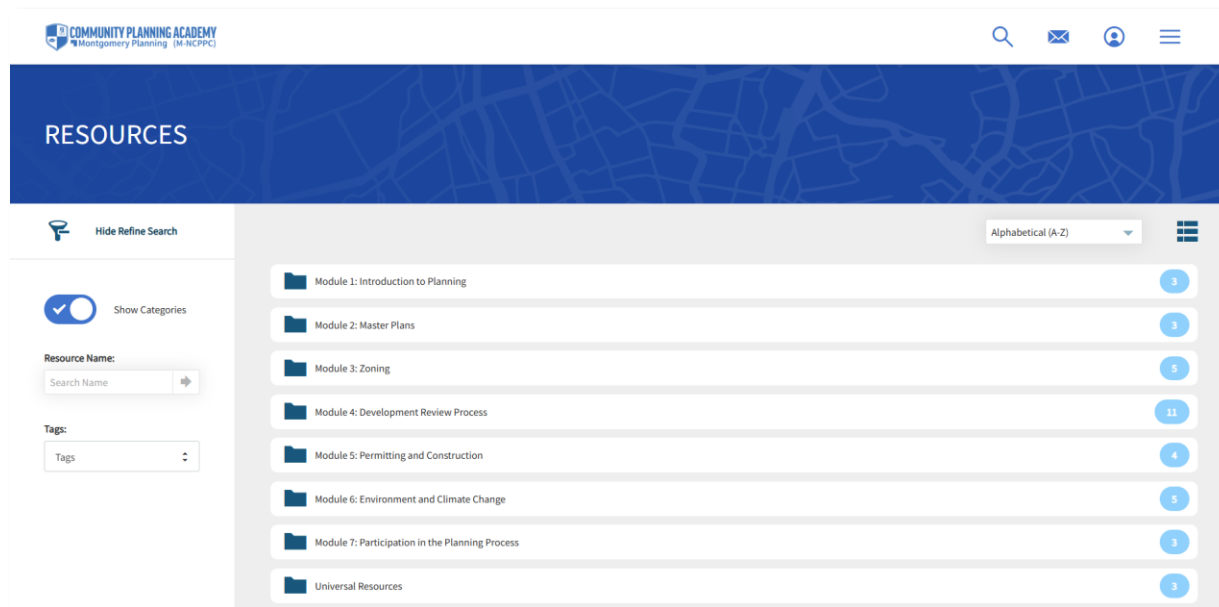
RESOURCE LIBRARY

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.

Module 1 - Introduction to Planning

Menu

- Welcome to Module 1
- Introduction Video
- What You'll Learn
- What Is Planning?
- The Process of Planning
- Why Planning Matters
- Planning in Montgomery County
- Key County Statistics
- The County's Planning History
- Thrive Montgomery 2050
- The Key Planning Players
- Montgomery County Council
- Montgomery County Planning Board
- Montgomery Planning

Overview Lesson Details **Resources**

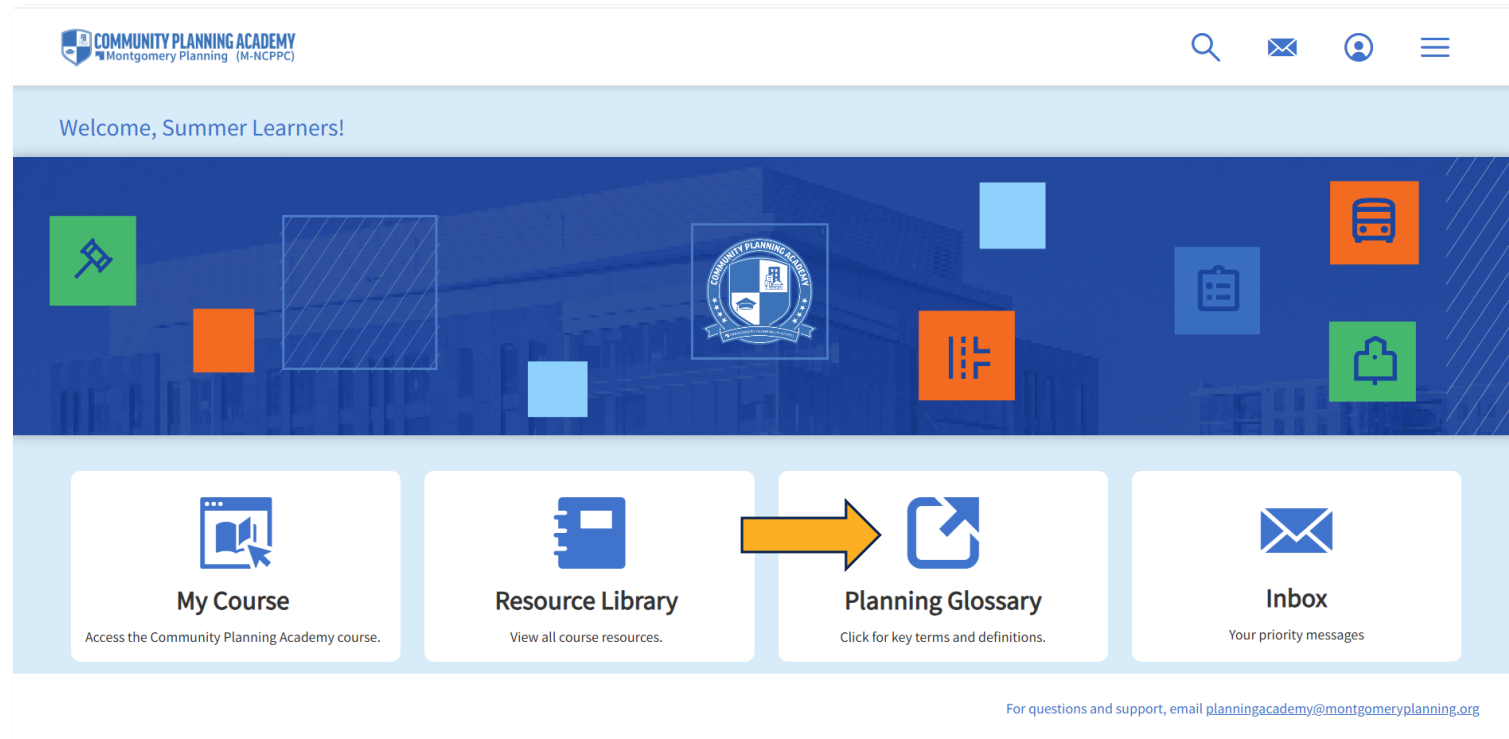
1 Resource

Alphabetical (A-Z) Download All

Introduction to Planning Study Guide PDF

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.

[Home](#) / [About](#) / [Mission](#) / [Planning Terms Glossary](#)

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 ☐

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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 is based on the contributing watershed being completely built-out under existing zoning.

100-Year Floodplain

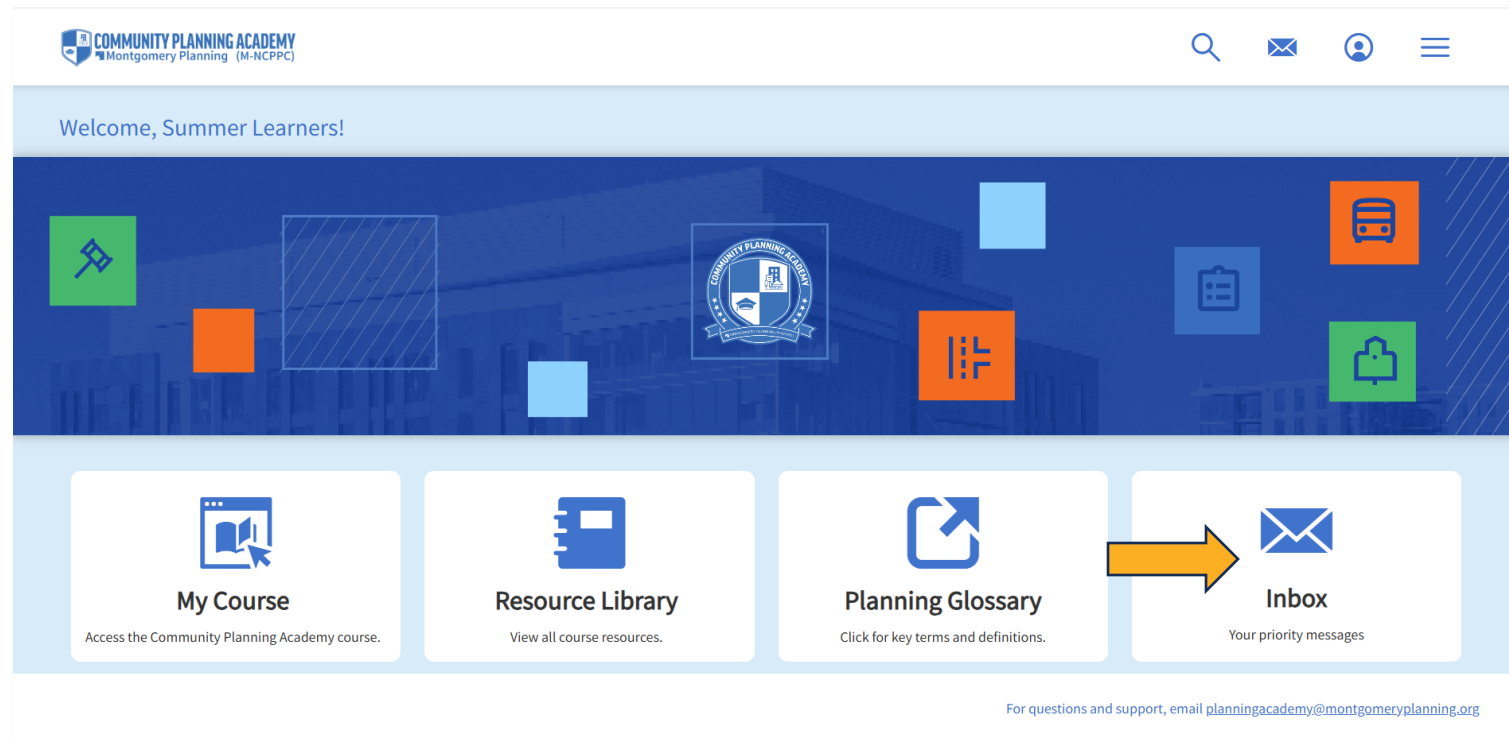
The area along a stream or drainage course, lake, or pond, which, after total development of the watershed, would experience inundation by stormwater runoff equivalent to that which would occur on the average of once every 100 years.

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

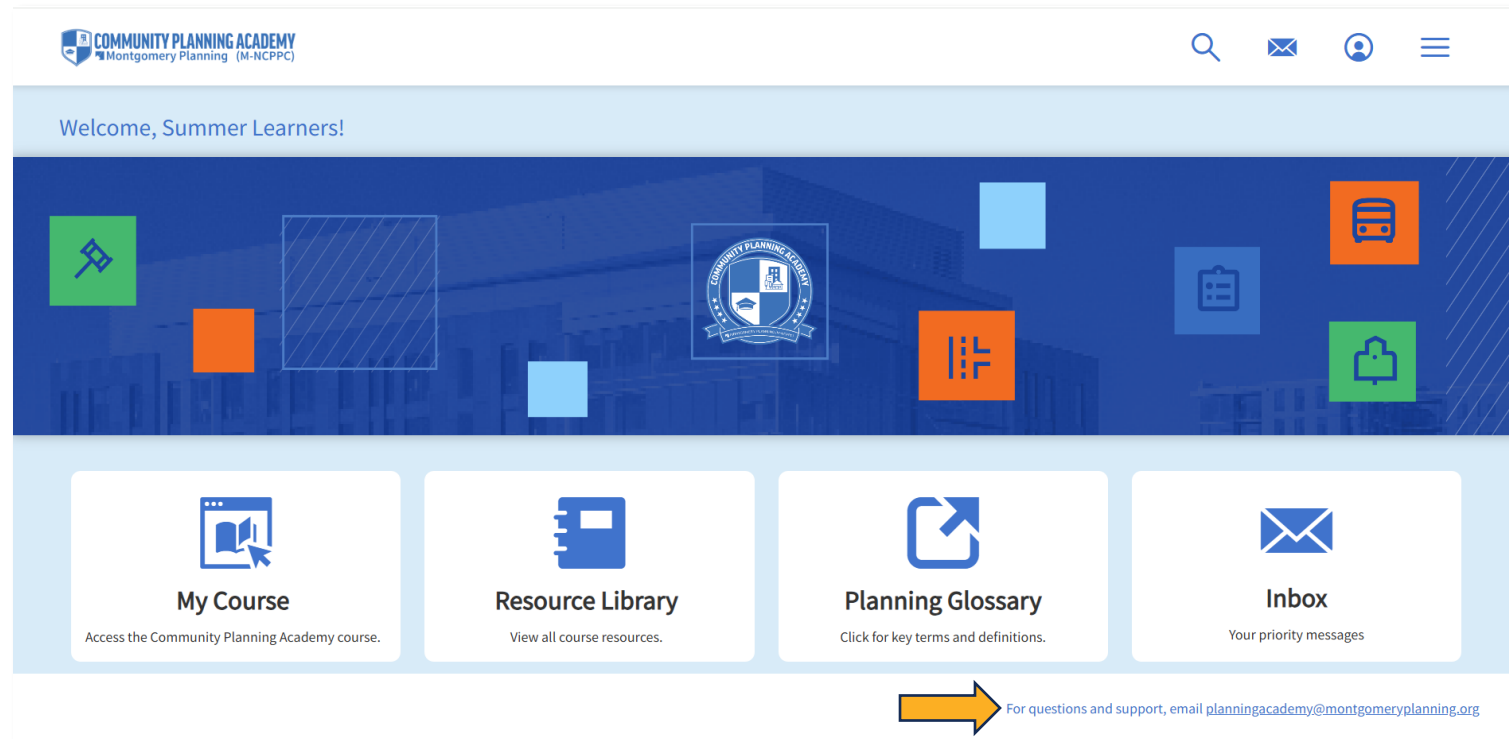
Important course updates—like new module releases, upcoming live sessions, or announcements—will appear in your **inbox** on the learner dashboard. You'll also receive these updates at the email address associated with your account.



INBOX AND COURSE COMMUNICATION

For more information or support, email our Community Planning Academy staff at:

 **planningacademy@montgomeryplanning.org**

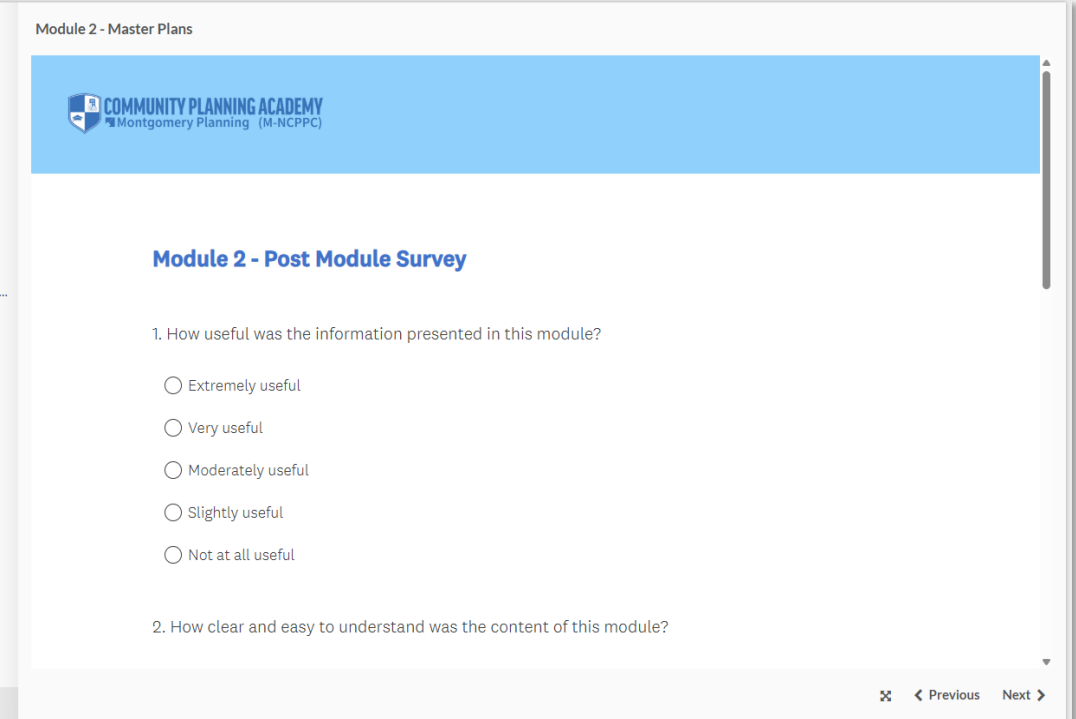


SURVEYS AND FEEDBACK

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!



The screenshot shows a web-based survey interface. At the top, there is a header bar with the text 'Module 2 - Master Plans' and the 'COMMUNITY PLANNING ACADEMY' logo, which includes 'Montgomery Planning (M-NCPPC)'. Below the header, the title 'Module 2 - Post Module Survey' is displayed. The survey contains two questions. Question 1 asks 'How useful was the information presented in this module?' and has five radio button options: 'Extremely useful', 'Very useful', 'Moderately useful', 'Slightly useful', and 'Not at all useful'. Question 2 asks 'How clear and easy to understand was the content of this module?'. At the bottom right of the form, there are navigation controls: a close icon (X), a 'Previous' button with a left arrow, and a 'Next' button with a right arrow.



THANK YOU!

You are ready to begin the Community Planning Academy.