



# **My Learning Plan End User training**



**Registered User Login**

Username:

Password:

[Login Help](#)

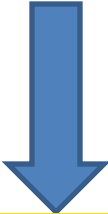


Using your choice of an internet browser (IE, Firefox, Safari, Chrome), please enter: ***www.mylearningplan.com***

Username: **Your district e-mail address**  
Default password: **changeme**

**The first time you log in, it will ask you to update your password. You will enter your changeme password once and your new password twice and click save.**

# LearningPlan Tab-“dashboard”



PLAN # MANAGE # LEARN # EVALUATE

LearningPlan

Hidden Valley School District

MLPPDMS

- ▶ My Info
- ▶ Activity Catalogs
- ▶ Fill-In Forms
- ▶ Activity Proposals
- ▶ Account Options
- My User Profile
- Change Password

▾ News and Info

Jul 17 - Check out the Conference Day Agenda!

▶ Attention Required

▾ My Requests - Kelly Schermerhorn

Actions	Activity Title	Start Date	End Date		FormN						
<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">                     ▢ Save as Draft (0 Record(s))                 </div> <p style="text-align: center;">-- no records --</p>											
<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">                     ▢ Wait List (0 Record(s))                 </div> <p style="text-align: center;">-- no records --</p>											
<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">                     ▢ Pending Prior Approval (1 Record(s))                 </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><a href="#" style="background-color: #f1c40f; padding: 2px 5px;">Manage</a></td> <td>Analyzing Student Work Sessi...</td> <td style="text-align: center;">05/07/2013</td> <td style="text-align: center;">06/04/2013</td> <td style="text-align: center;"></td> <td>Inservi</td> </tr> </table>						<a href="#" style="background-color: #f1c40f; padding: 2px 5px;">Manage</a>	Analyzing Student Work Sessi...	05/07/2013	06/04/2013		Inservi
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<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">                     ▢ Instructor Has Confirmed Attendance (0 Record(s))                 </div> <p style="text-align: center;">-- no records --</p>											
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<div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;">                     ▢ Denied (0 Record(s))                 </div> <p style="text-align: center;">-- no records --</p>											

# Left side, explained (Under your District name)

- My Info:

*My Portfolio* lists all your activities completed in MLP

*My File Library* allows you store certificates of completion, documents, artifacts, also if “Team Room” documents are available to you, they can be stored here “in the cloud”

- Activity Catalogs

*District catalog*-your district catalog offerings

*Calendar*-same offerings, given in a calendar format

Any other catalogs listed are also accessible to you for registration (regional providers)

- Fill in Forms

All forms listed here were chosen by your district-they may have been paper forms that have been turned into your electronic forms; you complete them online and they will be routed and approved by your supervisor

- Activity Proposals

If you district had this form(s), you would see them listed here to propose a workshop in district

- Account Options

*User profile* -you can edit all information except your building

*Change password*- if you would like to change your password

My Requests - Kelly Schermerhorn						
Actions	Activity Title	Start Date	End Date		FormName	
<b>Save as Draft (0 Record(s))</b>						
-- no records --						
<b>Wait List (0 Record(s))</b>						
-- no records --						
<b>Pending Prior Approval (1 Record(s))</b>						
<a href="#">Manage</a>	Analyzing Student Work Sessi...	05/07/2013	06/04/2013		Inservice	
<b>Approved and/or In-Progress (1 Record(s))</b>						
<a href="#">Manage</a>	test	07/11/2013	07/18/2013		In-District Workshop (no prior ...	
<b>Instructor Has Confirmed Attendance (0 Record(s))</b>						
-- no records --						
<b>Awaiting Final Credit (1 Record(s))</b>						
<a href="#">Manage</a>	Responding to Emergencies	01/09/2013	02/23/2013		Out-of-District Workshop	
<b>Denied (0 Record(s))</b>						
-- no records --						
<b>Recently Completed (0 Record(s))</b>						
-- no records --						

*Save to Draft*-if you started to complete a form and saved as a draft .

*Wait List*- if you had enrolled and were on a wait list, the activity would be here .

*Pending Prior Approval* -you have requested an activity and its awaiting your supervisor's approval.

*Approved and/or in Progress* -you are able to attend after ALL PRIOR APPROVERS approve you can go to an activity-click on the blue link to check this status frequently.

*Instructor has Confirmed Attendance* -if you attended an activity and the Instructor confirmed attendance.

*Awaiting Final Credit*-you have attended and returned to complete your attendance, complete an evaluation (if attached) and now it is in the Final Approvers' queue to grant final approval (this is where documentation and proof of attendance may be asked for finalization.)

*Denied*- if you had an activity denied

*Recently Completed* –this is where completed activities reside, by year and will get reported to the state (each state is different) or at the district level. This is where you want all activities to end up.

## User Profile

### Basic Information

Enter your last and first name. If you would like to be notified via email when your requests are approved, check Yes to Email Notification and indicate a valid email address.

Last Name

First Name

### Email Notification Preferences

Please Email Me About:

Pending Approval Notification  Yes  No

New Activity Notification  Yes  No

Approval Notification  Yes  No

Upcoming Activities Reminder  Yes  No

# days prior to

ActivityStart Date  
**(Max=14)**

Notify upon Team Room posting  Yes  No

Email Address

HTML Formatted Message ?  Yes  No

## Building

- Select Building(s)
- District Office
  - Douglas Macdonald Middle School
  - Howell Ave K-2
  - Ivan Dretzky High School
  - Kennedy Elementary School
  - McCarren Elementary
  - Rogers Elementary School
  - Scenario Elementary School
  - Scenario High School
  - Scenario Middle School
  - Smith Elementary School
  - Wilson Secondary School
  - Central Office - DOE

## Department(s)

- Department
- Administration
  - Art
  - Business/Computers
  - Communications
  - Elementary
  - English
  - Foreign Language
  - History
  - Libraries
  - Mathematics
  - Music
  - Nurse
  - Physical Education
  - Science

**My User Profile-** where you get to set your preferences  
Some districts chose to block out some choices.

# District catalog (screen shot)

**MLPPDMS**

View by Month

- August
- September
- October
- November
- December
- January
- February
- March
- April
- May
- June
- July

**Catalog: Hidden Valley School District**

Search Options

Search Term(s)

All Events All Programs

Between: 08/15/2013 and 05/31/2014

Advanced Search Options

Search Results (1 - 11 of 11)

**[1. 2/3 PLC: Analyzing Student Work](#)**

Program: District Catalog  
Dates: 1/2/2013 to 6/12/2013

In this 2nd/3rd grade PLC, participants will learn and practice a systematic process for analyzing student work to identify evidence of student understanding. Teachers will:

- Review learning goals and anticipated student responses from their lesson plan.
- Look for specific evidence of understanding in student work samples.
- Discuss discrepancies in interpretations.
- Collaboratively consider implications for instruction, including feedback to students, additional instruction, and revision of the lesson plan.

Hours: 20 | Enrolled: 7/10 | Wait: 0/0

Any **blue** link is a permalink-enroll from here.

You can also click on “advanced search options” to see more.

# Calendar (screen shot)

Calendar - Hidden Valley School District						
<< May Jun Jul <b>Aug</b> Sep Oct Nov Dec Jan Feb Mar Apr May >>					Add Event   Search   Print	
<b>August 2013</b>						DAY [MONTH] LIST
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
			<a href="#">August 1</a> <a href="#">1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom</a>	<a href="#">August 2</a> <a href="#">1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom [2]</a>		<a href="#">3</a> <a href="#">4</a>
<a href="#">5</a> <a href="#">1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom [3]</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>		<a href="#">10</a> <a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>		<a href="#">17</a> <a href="#">18</a>

Registration links in the calendar are **purple** and open a new window to register. If an activity is **purple** and highlighted, you are currently registered for that activity. The date in yellow is the current day.



▼ Activity Registration

▼ Details

**Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom**

Program: District Catalog

Dates: 8/1/2013 to 8/5/2013

▼ 3 Meeting(s)

#	Date	Time	Location
1.	Thu Aug 1, 2013	1:00 pm to 4:00 pm	Hidden Valley Conference Room
2.	Fri Aug 2, 2013	1:00 pm to 4:00 pm	Hidden Valley Conference Room
3.	Mon Aug 5, 2013	1:00 pm to 4:00 pm	Hidden Valley Conference Room

Learn how to individualize your instruction without creating 20 different lesson plans. Diagnose your students' needs and how to adjust your lessons to meet those needs. Develop a differentiated unit plan you can use immediately to help all of your students meet the objectives of your unit.



Credits: 1 | Hours: 9 | Enrolled: 5/40 | Wait: 0/15

Purposes	District Credit Career Ladder
Goals	New District Goal Incorporate inclusion strategies Review and incorporate current research findings Evaluate new programs and systems critically
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	Sharon Holliday ()
Registration Options	<a href="#">Sign Up Now</a>

After looking in the catalog and clicking on an activity, an example of a screen shot:  
Read through the description (session info) and choose the grey button, if interested.

“Sign up now” button means no approvals required for this activity- “Request Approval” means supervisor will need to approve before attending.

If the activity you want to attend is **not** originally listed in MLP

- Log into MLP, under “Fill-in Forms” locate the correct form to attend an activity/conference out of district:

All areas that are **RED** are required. Please scroll down through the whole form and give as much detail as you can. If not, you may be asked by your Supervisor for more info before they will approve it.

Click on “submit” to get approval or “save as draft” if you begin a request and need to come back and edit.

Read through your district’s form(s) in order to follow proper district procedures.

Conference Request Form

Teachers use this form to request approval to attend an out of district conference.

Conference Details

This section contains information about the conference.

Conference Name

Activity Format

Description

Characters left 2000

URL for Description

Dates

# I have attended the activity, now what?

**Integrating the Internet into Classroom Instruction**


Activity Details

**Integrating the Internet into Classroom Instruction** Dates: 05/23/2012  
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Wed May 23, 2012	4:00 pm to 6:00 pm	HS






This activity will focus on strategies to effectively use the internet to enhance classroom instruction.

 Hours: 2.00 | Program: [District Catalog](#) | Form: Catalog Registration

Approval Status

**Approved and In Progress**  
Please drop this Activity if you do not plan to attend.

Actions

- Professional Development Course Evaluation 
- Mark Complete 
- Revise/Resubmit Form 
- View/Print Form 
- Drop 

Following up on your activity is important. If it does NOT move down to the “Recently Completed” section, it will not count on a report.

In the “Activity details” section, read what options are available to you.

Log back into MLP, click on the activity that you want to confirm. In “Activity details”, view what you are asked to do- Complete any evaluations. “Mark complete” is white until you complete the evaluation assigned and if there were any costs that you entered when filling out the conference request, another dialog box appears. Certificate links would be here if the provider uses those.

If you did not attend, click “delete/drop”. (White out means it is not available)

# If there were costs associated with the activity: ( as viewed by the Approvers)

What you originally asked for

What your supervisor approved

Administrator's Section

Expense History (since 7/1/2013)

No expenses on file

Financial Summary

\$250.00

Total cost for this activity

Description	Requested	Approved	Final
Registration Fee	\$125.00	<input type="text" value="100"/>	-----
Transportation	\$0.00	<input type="text" value="0"/>	-----
Tolls	\$0.00	<input type="text" value="0"/>	-----
Meals	\$25.00	<input type="text" value="15"/>	-----
Hotel/Lodging	\$100.00	<input type="text" value="100"/>	-----
Mileage	\$0.00	<input type="text" value="0"/>	-----
Other Expense 2	\$0.00	<input type="text" value="0"/>	-----
Totals	\$250.00		

The "final" category is used for after you return and have all your receipts with actual costs. The final approver would enter what they will pay for this activity.

*This dialog box will ask you to confirm your expenses. This activity completion form will be routed after submission. Please provide all original receipts, agendas, certificate of completion, etc. if asked for documentation.*

This is where you want your activities to end up so they count!

Recently Completed (69 Record(s))

Manage	test file attach	08/01/2013	08/01/2013	Activity Proposal
Manage	0	07/09/2013	07/09/2013	PLC/ Team Learning Log
Manage	Peer Coaching Log Form Sub...	07/01/2013	07/02/2013	Peer Coaching Log Form
Manage	test dept.	04/30/2013	04/30/2013	Activity Proposal
Manage	Test Proposal Adding to Catalog	03/13/2013	03/13/2013	Activity Proposal

[View My Portfolio](#) for full list

Once you have marked your attendance complete, the registrar for the activity has marked you complete, an evaluation was completed (if requested) along with a required follow up paperwork and have submitted your paperwork to your in district people, this activity will move into the “Recently Completed” section on your Learning tab. *You do have the ability to view a full listing by clicking on the View My Portfolio button.*

For reporting, **ONLY** activities in the Recently Completed section will be reported.

▼ Completed Activities:

Date Co...	Activity Title	Hours	Credits
2013-2014 (2 Activities)			
07/09/2013	0	0.00	0.00
07/02/2013	Peer Coaching Log Form Submitted 7/11/2013	2.00	0.00
		2.00	0.00
2012-2013 (3 Activities)			
10/12/2012	PLC - Math	9.00	0.00
09/26/2012	SLO Development	1.00	15.00
08/13/2012	Data Retreat	6.00	0.00
		16.00	15.00
2011-2012 (4 Activities)			
05/11/2012	Writer's Workshop	6.00	0.00
11/04/2011	Historical PD Hours	25.00	0.00
09/03/2011	Peer Coaching Log Form Submitted 9/12/2011	5.00	0.00
09/02/2011	PDP 2010-2011 Lisa	0.00	0.00
		36.00	0.00

An example of “My Portfolio”

“My Portfolio” is accessible from your LearningPlan tab. It consists of activities that may have been transferred over previously and any new activities that are in a completed state.

You can edit how you would like to view on the left side after clicking on My Portfolio-by purpose, goal, current year, etc.

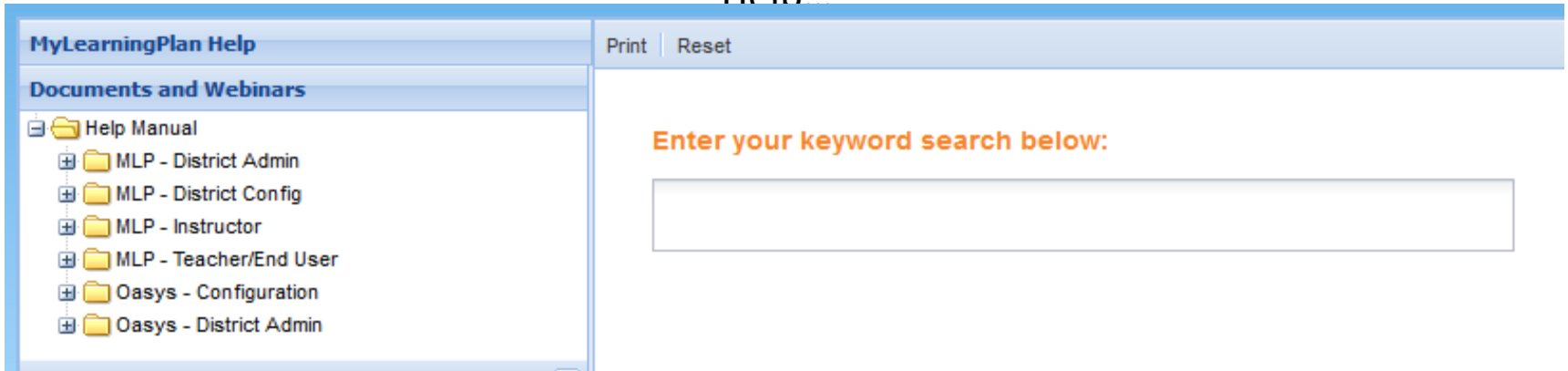
Please review your hours and report any inconsistencies to the MLP Support Admin in your district.

# Glossary of MLP Terms

- *End User*: an End User is anyone in the district who has a MyLearningPlan account
- *District Admin*: staff member who has been given a higher level of rights to accomplish a task in district (approvals, catalog activity admin, configuration)
- *Dashboard*: front page of MLP (LearningPlan tab)
- *Activity*: term used for workshop, conference, class, etc. in MLP.
- *Permalink*: any blue links that are active in MLP (used to enroll or check status)
- *Mark complete*: some activities ask you to “mark complete” meaning that you confirm out attended an activity. To check this, click on the blue named activity and if you see “mark complete” orange bar, click on it and follow the prompts.
- *Evaluation*: you may also be asked to complete an evaluation with an activity-please click on the activity to see if one has been assigned and complete it by clicking on the orange bar.

Click on the blue ?

Help



You can access the End User folders that contain help items, tutorials and webinars. or contact MLP at [info@mylearningplan.com](mailto:info@mylearningplan.com). The folders you see are associated with the rights you have been given. Not everyone will have all of these folders. You can always use the keyword search as well.

If you need a password change, you can edit in your user profile under “Account Options.”

If you forgot your password, e-mail [info@mylearningplan.com](mailto:info@mylearningplan.com) and they will send it to the e-mail address they have on file.

You may also contact your in district MLP Support Admin for further assistance at the district level.