



OASYS Teacher Basics

1. Your First Password: changeme Go to www.mylearningplan.com and login using your full McGraw email address as the Username, and the word *changeme* as the password. You will be prompted to change your password...please make sure it is at least 6 characters long.

Registered User Login
Username:
Password:
[Login Help](#)

Current Password:
New Password:
Confirm:
 Show Password

2. Your Landing Page: The Learning Plan tab On the main LearningPlan tab screen, you will see all of your evaluation items that are in progress and/or awaiting your input in the green section called My Evaluation.

My Evaluation - john aatest
Scheduled Components
» None
Action Required

If you ever get lost, you can always click on the LearningPlan tab on the top right of your screen to return to your landing page.

Help Logout
LearningPlan
LearningPlan

3. To access your Evaluation History and Artifact Library, click on the My Evaluations link at the top left.

My Info:
My Portfolio
My Evaluations
My File Library

4. To view your Evaluation History and all related evaluation forms, click here.

MyLearningPlan
Plan · Manage · Learn · Evaluate

Evaluation Portfolio: john aatest

My Info:	Evaluation 09/01/2012 - 06/30/2013
My Portfolio	Artifact Files
My Evaluations	

To view your Artifact Library or to add new evidence/documents, click here

5. To add an Artifact, click here

Complete the artifact form by entering a name and description, then align your artifact by selecting the NYSUT Standard and Criteria...then click Add Criteria

hn aatest

Evaluation 09/01/2012 - 06/30/2013

Artifact Files

Add Artifact

Name	Upload Date	Upload User
My Very First Artifact	6/20/2013	aatest, john

Upload File

Name:

Description:

Types:

Categories:

Alignment:

File (50 MB Max):

Select a File to upload (you must upload a file when adding an artifact), and click Save.