

An Introduction

What is it?

MyLearningPlan.com is a web-based service for tracking Professional Development activities for educators. Teachers use their private id and password to maintain records of all activities, setup and view their individual learning plan/portfolio, participate in online learning modules, and print completion certificates. School administrators use this site to approve activities and print reports.

Why is it important?

The district maintains a record of all your professional development hours and inservice credits on MLP. You should check periodically to see if the district's records are accurate. You can also browse the district's catalog to see if there is anything you would like to sign up for, or even offer a workshop yourself by posting it on MLP.

How does it work?

1. Go to www.mylearningplan.com
2. Type in your user name and password and click Login.
3. You can change your user name and password by going to the blue menu bar on the left and clicking on “**Change password**” and “**Change username**.”
4. Checking your **MLP Profile**: Go to your start page – click on the “LearningPlan” tab at the top if necessary. At left, click on **My User Profile**

Account Options:

My User Profile
Change UserName
Change Password

5. In the profile page that appears, verify the information that is already entered. Be sure your correct ICSD email address has been entered. You can add other addresses, separated by commas. Be sure the email notification options are all set to **Yes**.
6. Select the appropriate **Buildings**, **Departments** and **Grades** that you are affiliated with.
7. Scroll to the bottom of the page and click **Save**.
8. Looking at the sidebar, you can view your certification information if you wish, or add your goals.
9. The initial MLP screen is “**My Requests.**”

This screen lists all the activities you have recently received credit for or are signed up for, or requested credit for. You can return to this screen by clicking the tab at the top of the page.

LearningPlan

Call Brittany Kurz @ 274-2354 if you do not know your MLP login.
See your building Technology Mentor if you need assistance using MLP.

The screenshot shows the MyLearningPlan interface for a user named Roger Sevilla. The top navigation bar includes 'Help', 'Logout', and tabs for 'LearningPlan', 'Instructor', and 'District Admin'. The 'LearningPlan' tab is active. The sidebar on the left contains sections: 'My Info' (My Portfolio, My Personal Goals, My Certificates), 'Activity Catalogs' (District Catalog, TST BOCES, Calendar), 'Fill-In Forms' (Preapproval Request), 'Activity Proposals' (Tech Mentor Proposal, Admin: Activity Prop), and 'Account Options' (My User Profile, Change UserName, Change Password). The main content area is titled 'My Requests - Roger Sevilla' and includes links for 'Activity Proposals' and 'View Archived (25)'. It lists several drafts with delete links, a section for 'Awaiting Pre-Approval' (None), a section for 'Approved and In Progress' (Tomorrow's Tools Today, ICSD Differentiated Instruction), a section for 'Awaiting Final Approval' (ICSD Staff Developers' Meeting 3/9/07), and a section for 'Most Recently Completed' (ICSD Secondary Literacy Academy sessions, ICSD Staff Developers' Meeting, ICSD Creating and Developing Professional Learning Communities, ICSDT107 SMART Board Workshop).

10. You can get more information on the activities in your “**My Requests**” area by clicking on them.

11. Clicking on “**My Portfolio**,” on the sidebar at the top will give you a list of everything you have credit for over the last several years.

MyLearningPlan
Plan • Manage • Learn • Evaluate

Help Logout

LearningPlan Instructor District Admin

Ithaca City School District

Portfolio Views:
View Current Year
View Lifetime
View By Purpose
View By Goal
View All

Transcript:
Print PDF

Instructors:
My Activities

In Progress:
View In Progress
View Denied Requests

Download to Disk:
Excel Format

My Portfolio - Roger Sevilla

Completed Activities:

Date Completed	Activity Title	Hours	Credits
2007-2008			
2/12/2008	ICSD Secondary Literacy Academy: Session 3	6.00	0.00
12/12/2007	ICSD Secondary Literacy Academy: Session 1	6.00	0.00
9/21/2007	ICSD Staff Developers' Meeting September 21 2007	1.50	0.00
	Sub-Total	13.50	0.00
2006-2007			
5/17/2007	ICSD Undoing Racism	18.00	0.00
5/16/2007	ICSD Creating and Developing Professional Learning Communities	5.50	0.00
5/15/2007	ICSDTI07 SMART Board Workshop 5-15-07	3.00	0.00
5/8/2007	Differentiated Literacy Strategies for Increased Student Achievement in Grades 6 - 12	5.50	0.00

Viewing the District Catalog of Offerings

- 1) From the main MLP page (click the LearningPlan tab if necessary) click on **District Catalog** in the sidebar.
- 2) The catalog of future events will load.
- 3) You can search within a certain time period by entering the dates in the boxes:

Search District Catalog - Ithaca City School District

Search Options

Show activities that start between: 8/18/2008 and 11/30/2008

Search term:

View Now [advanced search on/off]

- 4) Or, you can click on an upcoming month to see activities for that month. →
- 5) If you find an activity that you would like to learn more about, click on the name of the activity (it is a blue link.)
- 6) Once you have chosen a workshop you would like to attend, you can click the



“Sign Up Now” button to enroll.

- 7) If you need to drop an activity you have already signed up for, go to your main MLP page, select the activity by clicking on its name, click the **Drop** button.

View by Month:

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

Requesting Preapproval for an activity outside of ICSD/TST BOCES

- 1) From the main MLP page (click LEARNINGPLAN), click on **Preapproval Request**. →

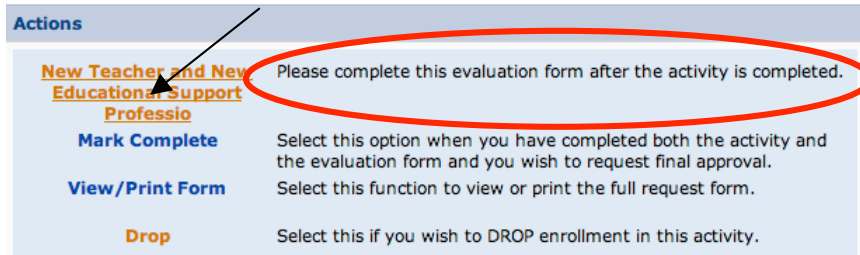
Fill-In Forms:

Preapproval Request

- 2) Fill in all areas of the form.
Choose one or two **goals**. The goals have been taken from the ICSD Professional Development Plan.
Both the hours and credits field must have something entered – *enter a zero if no credit is being requested!*
- 3) You can use the **Comments** section at the bottom of the form to let the Staff Development office know of any difficulties you encountered or questions you have.
- 4) Click the **Submit** button at the bottom of the page.
- 5) If required fields are not correct/filled in, the form will re-appear with red text indicating which specific fields need attention. Fix the entries, scroll to the bottom, and click **Submit**.
- 6) After the activity has been approved, it will appear in your “**Approved and In Progress**” area on your main page. **Important:** Once you have completed the activity, you must click on the link (blue title of the activity in your main page) and indicate that you have completed it.

Filling out an online evaluation of an activity in MyLearningPlan

1. In order to complete an online evaluation for an activity in MLP, you must first be signed up for that activity. Be sure that you have signed up for “ICSD New Teacher and Educational Support Professional Orientation - Day 3”
2. On your main MyLearningPlan page (click the LearningPlan tab towards the top) you will find *ICSD New Teacher and Educational Support Professional Orientation - Day 3* under the **Approved and In Progress** area.
3. Click the title of the activity.
4. On the screen that loads, you will find a link to the online evaluation for this event under the **Actions** area. Click here!!!



5. Answer the questions and click **Save** at the bottom.