

Getting Started with MyLearningPlan

Step-By-Step Guide

- 1. Access the internet and go to http://www.mylearningplan.com
- 2. Complete the Log In information on the main screen and click the "Log In" button to enter the site. (username = District Email, Password = changeme)
- 3. You may be prompted to complete your "User Profile" to verify your account information and preferences are accurate. Make any changes and save the form. You will receive a "Form Saved" message confirming success.
- **4.** From the main "Learning Plan" screen, you can also:

a. Browse the District Catalog/Calendar -

- i. Click the "District Catalog" link or the "Calendar" link
- **ii.** Browse the district offerings and click the title of an activity if you are interested in participating
- iii. Click the button to request approval/sign up for the activity
- iv. Complete the form (if necessary) and submit it
- v. The activity will appear on the LearningPlan Tab in the "My Requests" section

b. Submit a Form -

- i. Click the appropriate form on the left side under "Fill-in-Forms"
 - 1. Graduate Coursework Approval
 - 2. Mentor Log
 - 3. Conference Request (approved by the principal)
- ii. Complete and submit the form
- **iii.** The activity will appear on the LearningPlan Tab in the "My Requests" section. Clicking on the title of the activity will indicate the approval status

c. View your Portfolio -

- i. Click the My Portfolio Link to view all of your professional development.
- ii. Use the Portfolio views on your left menu to view your activities based on different criteria.

d. Complete the Survey -

- i. Click the Title of the Survey at the top of the screen.
- ii. Complete it, and click Submit.
- **5.** For further details on using this and other functions of MyLearningPlan, access tutorials, how-to's, and other resources in the Help Section. The Help link is located on the top right corner of all MyLearningPlan screens.

Community Unit School District 308

Viewing the Catalog/Calendar of Activities

Some organizations may post their professional development offerings in a Catalog. In addition, some organizations may also opt to post course offerings from selected regional providers (IUs, BOCES, ESC, etc.).

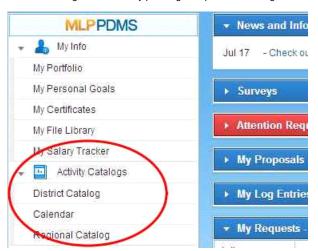
Use these steps to View the Catalog/Calendar of Activities:

By clicking the Learning Plan tab along the top of the screen, you will be brought the main workspace. Simply click the District Catalog or other regional providers link to view the course offerings. Optionally, your organization may show a calendar view of these workshops. If that is the case, click the Calendar link.

Click the appropriate catalog/calendar link to view the activities/courses.

Note: Each organization selects the name of the catalog. Therefore, the actual name listed may be different than what is shown below.

Note: Not all organizations may post regional provider catalogs.



Community Unit School District 308

Registering for an Activity in the Catalog/Calendar

Organizations may opt to post their professional development offerings in the **District Catalog**. Clicking the **District Catalog** link will display the organization's offerings. Clicking on the title of an activity will display additional information and begin the enrollment process.

Use these steps to Register for an Activity in the Catalog/Calendar:

Once logged into MyLearningPlan, click the District Catalog or Calendar link to view the available activities that are offered by your organization.

Note the available search options and the Advanced search feature.

Use the search features to identify a particular activity. Once the activity is found, click the title to access the activity details screen.

The activity details may look like the following:

▼ Activity Registration ▼ Details

3/4 PLC: Analyzing Student Work

Program: District Catalog Dates: 1/2/2013

▶ 1 Meeting(s)

In this 3rd/4th grade PLC setting, 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: 8 Enrolled: 0/12 Wait: 0/0 District Credit Purposes Engage community in meaningful, student-centered partnerships Goals Assessments Teaching Strategies All Buildings All Departments All Grades All Groups Instructors Registration Options Sign Up Now

Note: The activity details screen will be different in different organizations.

To register for an activity, click the button on the right side of the screen. There are several possible buttons that may appear for registration. The differences are described below:

Request Approval button - The activity requires prior approval before enrollment. Clicking on the Request Approval button will forward the request to the appropriate approver(s). Once approved, the enrollment will be complete, and the activity title will appear under Approved and In Progress on the LearningPlan page.

Sign Up Now button - The activity does not require prior approval. Clicking on the Sign Up Now button will immediately process the enrollment.

Join the Wait List button - The activity is full, and there is a wait list. Clicking the Join the Wait List button will add the user's name to the wait list.

4. After your registration is complete, review the Confirmation Message. A confirmation message will be displayed indicating that the registration has been successful.

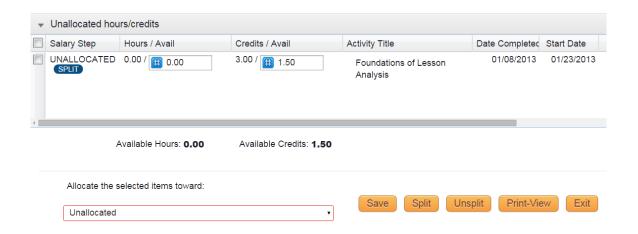
Community Unit School District 308



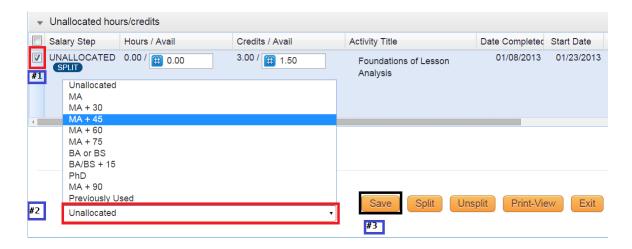
LANE CHANGE PROCESS

To submit a Lane Change Request:

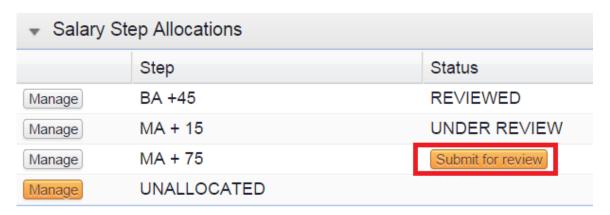
1. Click on Lane Change Request on your left menu. You will see a screen similar to the one below:



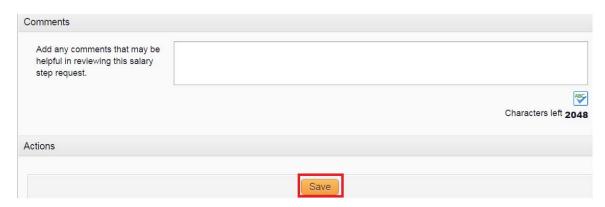
2. To submit you Lane Change Request, select items numbered #1, #2 and #3 in the image below:



3. Click on Submit for Review (as shown below):



4. Enter any comments you would like to include for your approver. Then, click on SAVE.



Request for Graduate Coursework Approval

Community Unit School District 308

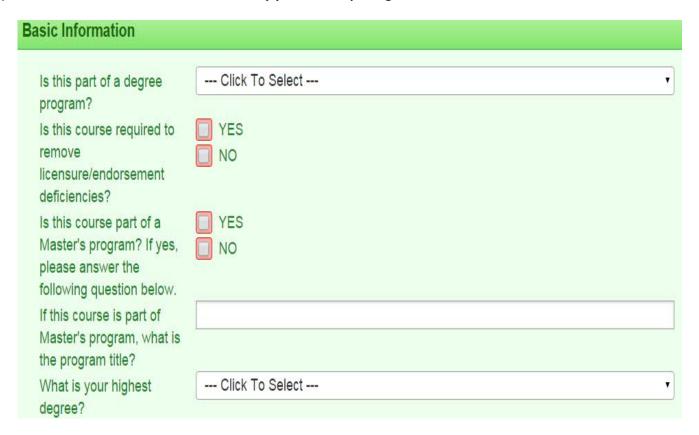
Left side under "Fill in Forms":

All sections that are RED are required and will not allow submission unless all required fields are filled.

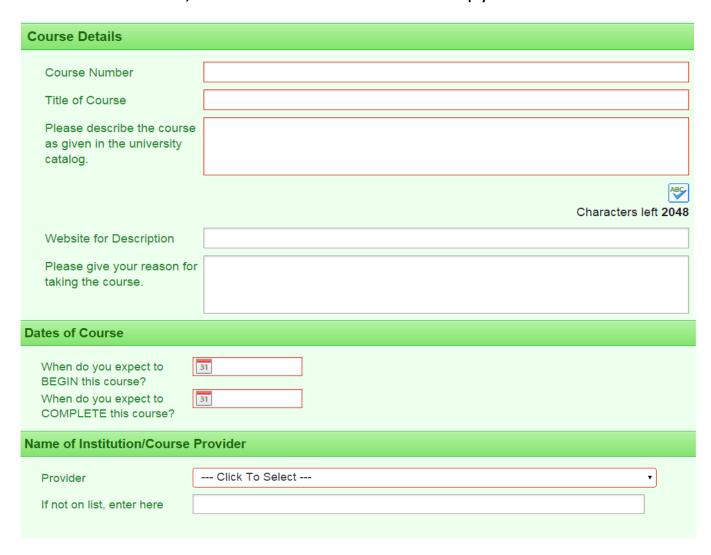
Please submit your official transcript to Human Resources by October 1st. Transcripts received after October 1st will be evaluated for a lane change for the next school year.

Please read this form carefully and answer the questions completely as this is reviewed once a year.

1) First section-basic information about why you are completing this form



2) Information about the Course-please complete as fully as possible for review. If there is missing or incomplete information, it will be returned for more info, which may delay the review of this form. Please list the start and end dates of the course as well as from the drop down, choose the Provider of the course-if not on the list, choose "Not on list" and enter that in the empty text box underneath:



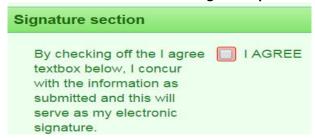
3) Please enter in how many semester hours you are asking for with this submission:



IMPORTANT NOTES

Courses must be graduate level. Courses must improve a teacher's ability to perform his/her assigned duties and not duplicate previous training.

4) Check off in the check box of "I agree" in place of an electronic signature:



5) Clicking "Submit" will move this form to the approval queue for review:



"Save as Draft" will place this not complete form on the top of your Learning Plan and will appear as such:



It allows you to revisit this draft in order to submit for approval.

