



## 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 **LearningPlan** 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

Purposes	District Credit
Goals	Engage community in meaningful, student-centered partnerships Assessments Teaching Strategies
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	Sharon Holliday (1)
Registration Options	<div>Sign Up Now</div>

**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

## ▼ Message



### Enrolled

You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.

[Return to Main](#)[Return to Catalog](#)

## 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:

Unallocated hours/credits

<input type="checkbox"/>	Salary Step	Hours / Avail	Credits / Avail	Activity Title	Date Completed	Start Date
<input type="checkbox"/>	UNALLOCATED	0.00 / 0.00	3.00 / 1.50	Foundations of Lesson Analysis	01/08/2013	01/23/2013

Available Hours: **0.00**      Available Credits: **1.50**

Allocate the selected items toward:

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

Unallocated hours/credits

<input type="checkbox"/>	Salary Step	Hours / Avail	Credits / Avail	Activity Title	Date Completed	Start Date
<input checked="" type="checkbox"/>	UNALLOCATED	0.00 / 0.00	3.00 / 1.50	Foundations of Lesson Analysis	01/08/2013	01/23/2013

#1

Unallocated  
MA  
MA + 30  
MA + 45  
MA + 60  
MA + 75  
BA or BS  
BA/BS + 15  
PhD  
MA + 90  
Previously Used

#2

#3

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

▼ Salary Step Allocations		
	Step	Status
<a href="#">Manage</a>	BA +45	REVIEWED
<a href="#">Manage</a>	MA + 15	UNDER REVIEW
<a href="#">Manage</a>	MA + 75	<a href="#">Submit for review</a>
<a href="#">Manage</a>	UNALLOCATED	

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

Comments	
<p>Add any comments that may be helpful in reviewing this salary step request.</p>	<div></div> <div>Characters left <b>2048</b></div>
Actions	
<div><a href="#">Save</a></div>	

## Request for Graduate Coursework Approval

Community Unit School District 308

### Graduate Coursework Approval

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 1<sup>st</sup>. Transcripts received after October 1<sup>st</sup> 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

### Basic Information

Is this part of a degree program?

--- Click To Select ---

Is this course required to remove licensure/endorsement deficiencies?

☐ YES

☐ NO

Is this course part of a Master's program? If yes, please answer the following question below.

☐ YES

☐ NO

If this course is part of Master's program, what is the program title?

What is your highest degree?

--- Click To Select ---

- 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:

Course Details	
Course Number	<input type="text"/>
Title of Course	<input type="text"/>
Please describe the course as given in the university catalog.	<div><div></div><div>Characters left 2048</div></div>
Website for Description	<input type="text"/>
Please give your reason for taking the course.	<input type="text"/>

Dates of Course	
When do you expect to BEGIN this course?	<input type="text"/>
When do you expect to COMPLETE this course?	<input type="text"/>

Name of Institution/Course Provider	
Provider	<div><div>--- Click To Select ---</div><div></div></div>
If not on list, enter here	<input type="text"/>

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

Semester Hours	
Enter the number of hours you are seeking for this activity	
Semester hours do you expect to earn from this course?	<div><div></div><div></div></div>



## 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:

### Signature section

By checking off the I agree ☐ I AGREE  
textbox below, I concur  
with the information as  
submitted and this will  
serve as my 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:

Save as Draft (1 Record(s))					
<input type="button" value="Manage"/>		This is a test for the district	07/09/2015	07/10/2015	Graduate Coursework Approval

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

(click  , then  , fill out and "Submit".