



## My Learning Plan Quick Reference Guide

### What is My Learning Plan?

My Learning Plan is a system used to track professional development and Act 48 hours earned through the Nazareth Area School District. You will use My Learning Plan in situations such as:

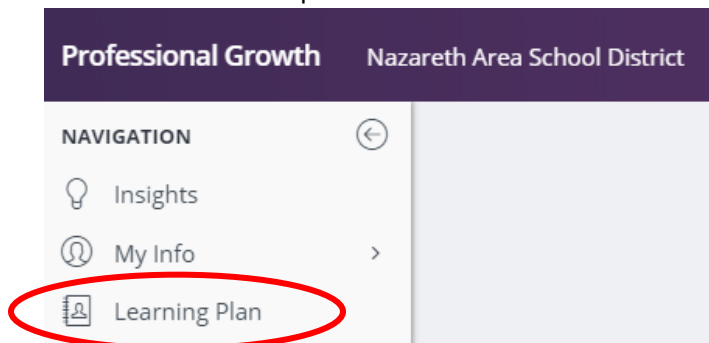
- Receiving notifications of your pre-registration in assigned professional development sessions like:
  - In-service PD day sessions
  - After-school meetings
  - Faculty meetings
  - The first Strategic Learning Objectives (SLO) after-school meeting
- Registering for your professional development selections such as:
  - The second Strategic Learning Objectives (SLO) after-school meeting
  - Professional Learning Opportunity (PLO) sessions
- Evaluating professional development sessions you completed

### Where do I find and log into My Learning Plan?

You must log into My Learning Plan through one of our school building websites. Visit the school website for your building and navigate to the Teacher Resources page. Each building has a link to My Learning Plan on its Teacher Resources page. Click on this link to access the log-in page for My Learning Plan. You will be provided with your initial My Learning Plan user id and password. This account is linked to your district account, so when you change your district password, it will also be changed simultaneously in My Learning Plan as well. *NOTE:* If you attempt to log into My Learning Plan by visiting [www.mylearningplan.com](http://www.mylearningplan.com), the log in page will look correct, but you will receive an error saying your credentials are not correct when you attempt to log in.

### How do I view the sessions I'm registered for?

1. Select the Learning Plan link on the left-hand pane on the screen.

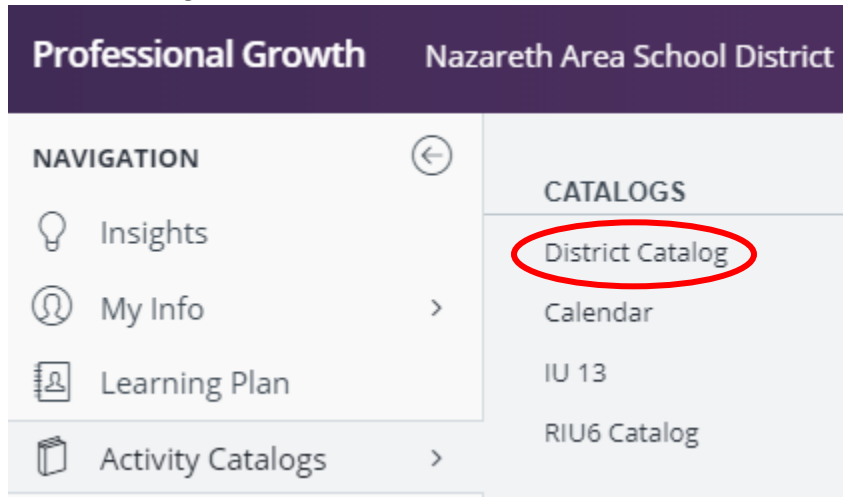


2. Any sessions you are currently registered for (including ones where you were pre-registered) appear in the Approved and/or In-Progress section of the main part of the screen:

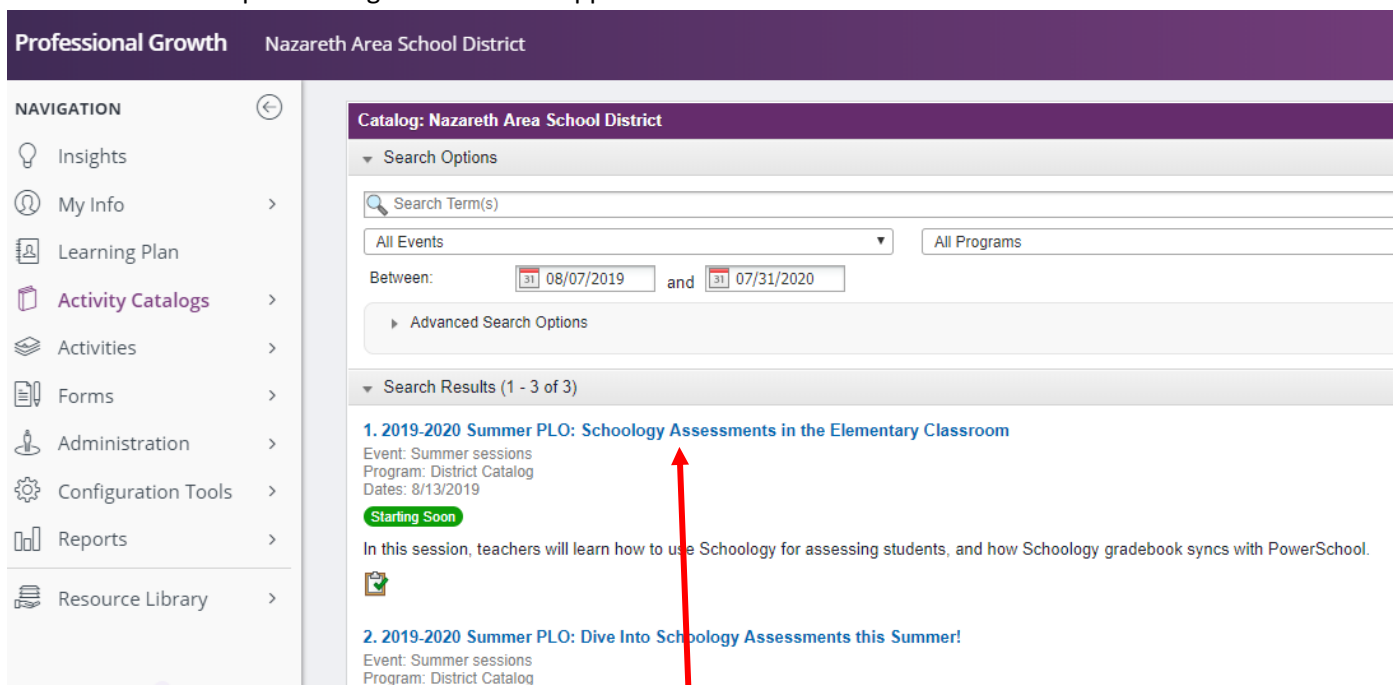
Actions	Activity Title	Start Date	End Date		FormName
<b>Save as Draft (0 Record(s))</b>					
-- no records --					
<b>Wait List (0 Record(s))</b>					
-- no records --					
<b>Pending Prior Approval (0 Record(s))</b>					
-- no records --					
<b>Approved and/or In-Progress (4 Record(s))</b>					
<a href="#">Manage</a>	2018-2019 PD Day: Safety & Security: Next Steps - High School Professional Staff	08/22/2018	08/22/2018		In-District PD Request Form
<a href="#">Manage</a>	2018-2019 PD Day: Keynote Speaker / Digital Citizenship - Professional staff - NAHS	08/22/2018	08/22/2018		In-District PD Request Form
<a href="#">Manage</a>	2018-2019 PD Day: BrainSTEPS Concussion Management Team Training - PM session	08/21/2018	08/21/2018		In-District PD Request Form

## How do I register for professional development activities?

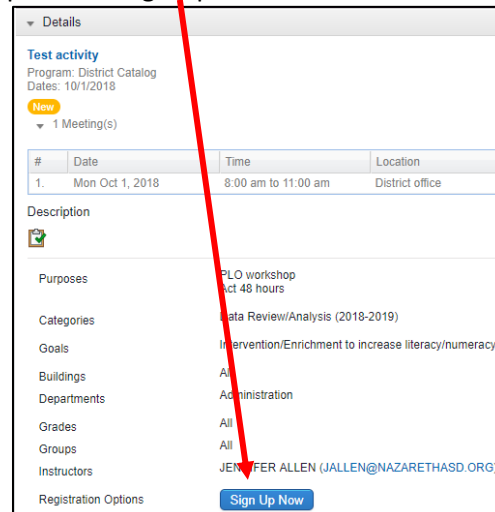
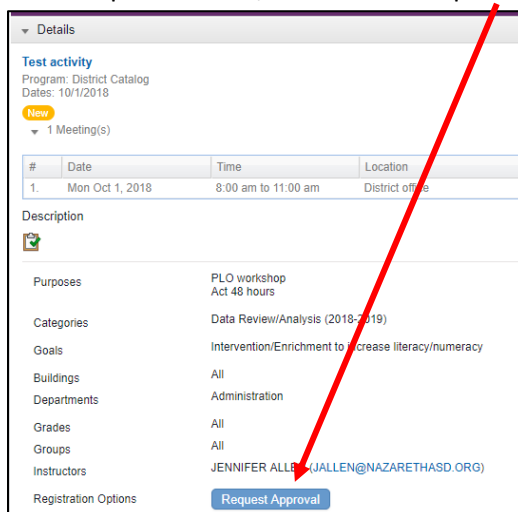
1. To register for a professional development activity, click on the Activity Catalogs link in the left-hand pane of the page and then select District Catalog:



2. The list of open catalog selections will appear in the main screen.



3. To register for a particular activity, click on the blue link containing the name of the activity.
4. On the subsequent screen, click on the Request Approval or Sign Up Now button



5. You will then receive either of the two messages below indicating that your enrollment has been made:

Message

**Enrolled - Pending Approval**  
You are enrolled in this activity and your registration is currently pending prior approval.

[Download Calendar File](#)

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

Message

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


[Download Calendar File](#)

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

6. Once your session has been approved and processed, it will appear with all of your registered sessions in the Approved and/or In Progress section of your Learning Plan tab main screen.

### How do I complete a session and earn my professional development hours?

- For a session that you attend in person, be sure to sign your name on the sign-in sheet that will be at the session. If your session meets on more than one occasion (e.g. a morning and an afternoon session or on more than one day), be sure to sign a sign-in sheet for each session you attend. For online sessions, the instructors will send you directions on the steps you take to verify your participation in the session.
- Some sessions request that you complete an evaluation. These sessions will have a picture of a clipboard by the session name. If the session requests an evaluation, complete steps 3 through 8 below. If it does not request an evaluation, then complete step 3 and then skip to step 7 below.

Approved and/or In-Progress (1 Record(s))						
<a href="#">Manage</a>	Test activity	10/01/2018	10/01/2018			In-District PD Request Form

- At the end of your session, you can fill out the evaluation OR mark your session complete by clicking on the blue Manage button next to the activity name.
- On the subsequent screen, click on the blue button for the evaluation form:


**Test activity**  
Instructor(s): JENNIFER ALLEN

Dates: 08/01/2018  
Status: Approved & In Progress  
Note: Eval Required by 1/28/2019 11:00 am

1 Meeting(s)

#	Date	Time	Location
1.	Mon Oct 1, 2018	8:00 am to 11:00 am	District office

Description

 Hours: 3.00 | Program: District Catalog | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions

[View/Print Form](#) [Download Calendar File](#)  
[Professional Development Workshop Evaluation 18-19](#) [Mark Complete](#)  
[Drop](#)

5. Complete the evaluation form and then click on the blue Save button at the bottom of the screen:

**Professional Development Workshop Evaluation 18-19**

General Info

User	JENNIFER ALLEN
Building	District Office
User	ANONYMOUS
Building	ANONYMOUS
Activity Title	Test activity

Professional Development Workshop Evaluation 18-19

**Your responses are ANONYMOUS**  
Although you are logged into your account while submitting this survey, your name and account details are not visible in the results.


I was provided with clear learning objectives.

4 = STRONGLY AGREE  
 3 = AGREE  
 2 = DISAGREE  
 1 = STRONGLY DISAGREE

The content and objectives delivered are relevant to my teaching practices or professional responsibilities.

5 = STRONGLY AGREE  
 4 = AGREE  
 3 = NEUTRAL  
 2 = DISAGREE  
 1 = STRONGLY DISAGREE

Comments/Suggestions:


 Characters left **2048**

Click Save To Exit

**Save**

6. You will then receive the message below. Click on the blue Return button to mark the session complete.

**Confirmation**

 **Saved**  
If your request is ready for final review, click the link below and then select the **Mark Complete** option.

**Return**

7. When you are returned to the activity screen, click on the blue Mark Complete button at the bottom of the screen.

Activity Details


**Test activity**  
Instructor(s): JENNIFER ALLEN

Dates: 08/01/2018  
Status: Approved & In Progress  
Note: Mark Complete by 1/28/2019 11:00 am

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Actions

View/Print Form  Download Calendar File 


Mark Complete  Drop 

8. On the next screen, scroll to the bottom and click on the blue Submit screen to complete your session:

Other Expense 1	\$0.00	-----	 0
Other Expense 2	\$0.00	-----	 0
Other Expense 3	\$0.00	-----	 0
Totals	\$0.00	\$0.00	

Comments

Comments

 Characters left 2048

Finish

**Submit**