



## Logging In

Go to: <http://www.mylearningplan.com/>

**Username & password**

**Username:** District e-mail address

**Default password:** changeme

The first time you log in, it will ask you to update your password. You will enter your changeme password once and your new password twice and save.

MyLearningPlan®  
PLAN » MANAGE » LEARN » EVALUATE

**Registered User Login**

Username:

Password:

[Login Help](#)

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**Enterprise Solutions for Schools**

This will bring you to your Learning Plan home page.

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Print Screen Help Logout

LearningPlan Instructor District Admin

ConVal Regional SD SAU #1

**MLP PDMS**

- My Info
- Activity Catalogs
- Fill-In Forms
- Activity Proposals
- Account Options

**My Requests - Samantha Smith**

Actions	Activity Title	Start Date	End Date	FormName
-- no records --				

## ***My Info***

- ***My Portfolio*** lists all your activities completed in MLP
- ***My File Library*** allows you store certificates of completion, documents, artifacts

## ***Activity Catalogs***

- ***District catalog***-CONVAL district catalog offerings
- ***Calendar***-same offerings, given in a calendar format

## ***Fill in Forms***

- All forms listed here are similar to our district-paper forms which have been turned into your electronic forms; you complete them online and they will be routed and approved by your supervisor

## ***Activity Proposals***

- This form(s), you would see them listed here to propose a workshop in district

## ***Account Options***

- ***User profile*** -you can edit all information except your building
- ***Change password***- if you would like to change your password

## **Developing Goals and Plan in MLP**

1. Click on my Personal Goals under the My Info dropdown.

The screenshot displays the MyLearningPlan® web application interface. At the top, the logo 'MyLearningPlan®' is visible with the tagline 'PLAN » MANAGE » LEARN » EVALUATE'. To the right of the logo are links for 'Print Screen', 'Help', and 'Logout'. Below these are three buttons: 'LearningPlan', 'Instructor', and 'District Admin'. The main header area is yellow and contains the text 'ConVal Regional SD SAU #1'. The left sidebar is blue and contains a list of options under the 'MLPPDMS' header. The options are: 'My Info', 'My Portfolio', 'My Personal Goals' (which is circled in red), 'My Certificates', 'My File Library', 'PGUs', 'Activity Catalogs', 'Fill-In Forms', 'Activity Proposals', and 'Account Options'. The main content area is light blue and shows a table titled 'My Requests - Samantha Smith'. The table has columns for 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. Below the table, it says '-- no records --'.

## 2. Click on Add New Goal

The screenshot shows the MyLearningPlan web application. At the top, there is a navigation bar with the logo 'MyLearningPlan®' and the tagline 'PLAN » MANAGE » LEARN » EVALUATE'. To the right of the logo are links for 'Print Screen', 'Help', and 'Logout'. Below the navigation bar is a yellow banner with the text 'ConVal Regional SD SAU #1'. On the left side, there is a sidebar menu with the heading 'MLPPDMS' and a list of options: 'My Info', 'My Portfolio', 'My Personal Goals', 'My Certificates', 'My File Library', 'PGUs', 'Activity Catalogs', 'Fill-In Forms', 'Activity Proposals', and 'Account Options'. The main content area is titled 'My Personal Goals' and contains a 'General Information' section with a light blue box explaining that personal goals are entities that help align and track activities. Below this is a table with two columns: 'Status' and 'Activity Title'. The table contains one row with 'Active' in the status column and 'Test Goal' in the activity title column. To the right of the table is an 'Export' button. At the bottom of the main content area, there is an 'Add New Goal' button, which is circled in red.

## 3. Title your personal goal, write a brief description, and click save.

The screenshot shows the 'Personal Goals' form in the MyLearningPlan web application. The form has a title bar 'Personal Goals' and a section 'Goal'. It contains three main input fields: 'Goal Name/Title', 'Description (max. 1000 chars)', and 'Active'. The 'Active' field has two radio buttons, 'Yes' and 'No', with 'Yes' selected. To the right of the 'Active' field, there is a 'Characters left 2000' indicator. At the bottom of the form is a 'Save' button. The sidebar menu on the left is the same as in the previous screenshot, with 'My Personal Goals' selected. The top navigation bar and yellow banner are also present.

## 4. Once your personal goal has been entered successfully, click return to main.

5. Click on Prof. Growth Plan under the Fill-In Forms dropdown. This is where you will select your District and Building goal and complete your plan.

The screenshot shows the MyLearningPlan® web application interface. At the top, there is a navigation bar with the logo and the text 'PLAN » MANAGE » LEARN » EVALUATE'. On the right, there are links for 'Print Screen', 'Help', and 'Logout'. Below the navigation bar, there are three tabs: 'LearningPlan', 'Instructor', and 'District Admin'. The main content area has a yellow header with the text 'ConVal Regional SD SAU #1'. On the left, there is a sidebar menu with the title 'MLPPDMS'. The menu items are: 'My Info', 'Activity Catalogs', 'Fill-In Forms' (which is expanded), 'Workshop/Conf. Proposal', 'PGU Project Proposal', 'College Course Proposal', 'Prof. Growth Plan' (which is circled in red), 'Activity Proposals', and 'Account Options'. On the right, there is a section titled 'My Requests - Samantha Smith' with a table that has columns for 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. The table currently shows '-- no records --'.

6. Complete your name, assignment and plan dates. The start date is the date of issue of your NH certification/license and the end date is the expiration date.

The screenshot shows the 'Professional Growth Plan' form. At the top, there is a pink header with the title 'Professional Growth Plan'. Below the header, there is a text box that says 'Use this form to submit your individual professional development plan.'. The form is divided into three sections: 'Personal/IPDP Information', 'School Year for which the IPDP Applies', and 'Start Date' and 'End Date'. In the 'Personal/IPDP Information' section, there are two text input fields: 'Name' and 'Teaching Assignment'. In the 'School Year for which the IPDP Applies' section, there are two date input fields: 'Start Date' and 'End Date'. Both date input fields have a calendar icon and the number '31' is visible. A red arrow points from the 'Start Date' field to a text box that says 'Start date is the beginning of your certification cycle' and 'End date is date that your certification expires'.

**7. Select your 3 goals on which to base your plan. (One District goal, one Building goal and your personal goal(s).)**

What District and Personal Goal(s) and Objective(s) will you meet?

Select At Least One District Objective and One Personal Objective

Goal : Curriculum Renewal  
☐ Transition towards the Common Core State Standards

Goal : Student Learning  
☐ Using Assessment Data to Inform Instruction

Goal : Teaching Effectiveness  
☐ Use Teacher Profile Survey Results to ID Personal Areas of Growth

Goal : Personal  
☐ Earn a doctorate in curriculum, teaching, learning and leadership  
☐ Test goal again

Select at least one district goal, and develop one personal goal

What Building Goal(s) and Objective(s) will you meet?

Select At Least One Building Goal

☐ ADMIN:Examine/Explore CCSS Toolbox Resources  
☐ ADMIN:Support ConVal's Teacher Profile Rollout

Select at least one building level goal

**8. Develop Objectives - Fill in the ways in which you plan to meet each of the goals, use CTRL C and CTRL V if cutting and pasting from an existing document.**

Objectives

How do you plan on meeting the District Goal/Objective?

How do you plan on meeting the Building Goal/Objective?

How do you plan on meeting the Personal Goal/Objective?

Comments

Characters left 2000

Characters left 2000

Characters left 2000

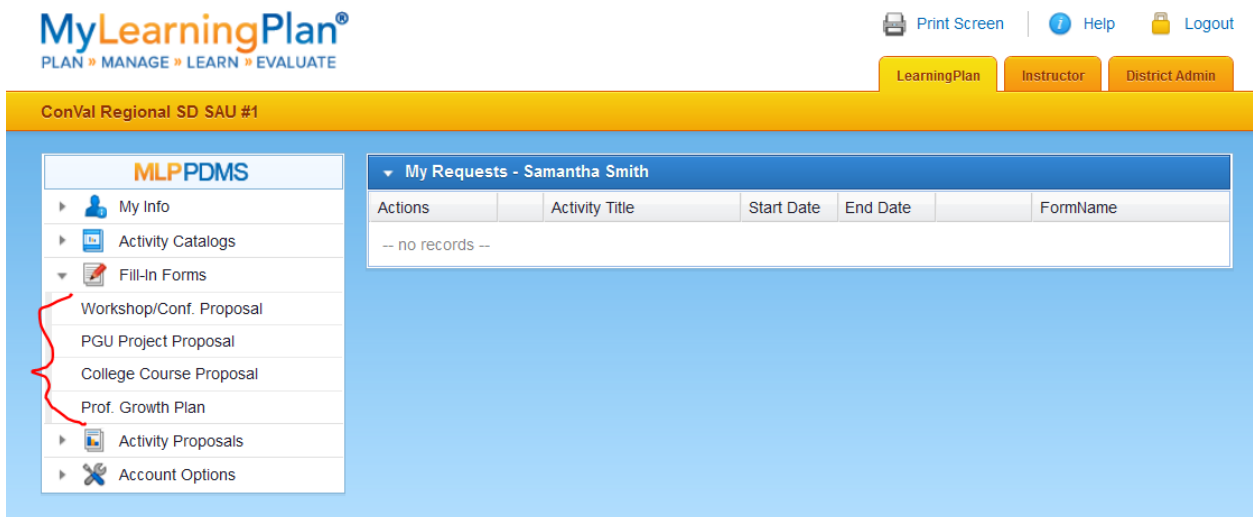
Characters left 255

9. If you want to continue working on this select “Save as Draft”. When you are ready to send to your administrator for approval select “Submit”

A screenshot of a web form's 'Finish' section. It features a pink header bar with the word 'Finish' in white. Below this is a light gray rectangular area containing two orange buttons: 'Submit' and 'Save as Draft'.

### Completing and submitting proposal forms

1. Return to MLP home by clicking you Learning Plan tab.
2. Click on the Fill-In Forms dropdown. You will find three types of proposal forms here.

A screenshot of the MyLearningPlan® web application. The top navigation bar is yellow and contains the logo, a breadcrumb trail 'PLAN » MANAGE » LEARN » EVALUATE', and links for 'Print Screen', 'Help', and 'Logout'. Below this is a secondary yellow bar with the text 'ConVal Regional SD SAU #1' and three tabs: 'LearningPlan', 'Instructor', and 'District Admin'. The main content area has a blue header for 'MLP PDMS'. On the left is a sidebar menu with options like 'My Info', 'Activity Catalogs', 'Fill-In Forms' (which is expanded to show 'Workshop/Conf. Proposal', 'PGU Project Proposal', 'College Course Proposal', and 'Prof. Growth Plan'), 'Activity Proposals', and 'Account Options'. A red bracket highlights the 'Fill-In Forms' sub-menu. On the right, a section titled 'My Requests - Samantha Smith' contains a table with columns 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. The table currently shows '-- no records --'.

3. Select the form for the activity you are proposing and complete. Please scroll down through the whole form and give as much detail as you can. If not, you may be asked by your Supervisor for more info before they will approve it. If you want to continue working on this select “Save as Draft”. When you are ready to send to your administrator for approval select “Submit” All areas that are RED are required.

4. Proposals are automatically routed to your administrator for approval and you may follow requests through the process at any time by referring to your Learning Plan tab.

My Requests - Kelly Schermerhorn						
Actions	Activity Title	Start Date	End Date			FormName
Save as Draft (0 Record(s))						
-- no records --						
Wait List (0 Record(s))						
-- no records --						
Pending Prior Approval (1 Record(s))						
<a href="#">Manage</a>	Analyzing Student Work Sessi...	05/07/2013	06/04/2013			Inservice
Approved and/or In-Progress (1 Record(s))						
<a href="#">Manage</a>	test	07/11/2013	07/18/2013			In-District Workshop (no prior ...
Instructor Has Confirmed Attendance (0 Record(s))						
-- no records --						
Awaiting Final Credit (1 Record(s))						
<a href="#">Manage</a>	Responding to Emergencies	01/09/2013	02/23/2013			Out-of-District Workshop
Denied (0 Record(s))						
-- no records --						
Recently Completed (0 Record(s))						
-- no records --						

**Save to Draft**-if you started to complete a form and saved as a draft.

**Wait List**- if you had enrolled and were on a wait list, the activity would be here

**Pending Prior Approval** -you have requested an activity and its awaiting your supervisor's approval.

**Approved and/or in Progress** -you are able to attend after ALL PRIOR APPROVERS approve you can go to an activity-click on the blue link to check this status frequently.

**Instructor has Confirmed Attendance** -if you attended an activity and the Instructor confirmed attendance.

**Awaiting Final Credit**-you have attended and returned to complete your attendance, complete an evaluation (if attached) and now it is in the Final Approvers' queue to grant final approval (this is where documentation and proof of attendance may be asked for finalization.)

**Denied**- if you had an activity denied

**Recently Completed** –this is where completed activities reside, by year and will get reported to the state (each state is different) or at the district level. This is where you want all activities to end up.

## I have attended the activity, now what?

1. Log into MLP, click on the activity that you want to confirm. In “Activity details”, view what you are asked to do. “Mark complete” becomes available to you after the activity date has passed. If you did not attend, click “Drop”.

The screenshot shows the 'Activity Details' page for 'Leadership Research and Theory'. The page includes the following information:

- Activity Details:**
  - Activity Name: Leadership Research and Theory
  - Dates: 04/01/2013 to 06/28/2013
  - Status: Approved & In Progress
  - Doctoral class NEU
  - Hours: 45.00 / Credits: 3.00 cr | Form: College Course Proposal
- Approval Status:**

#	Administrator	Approval Type	Comments	Status
1.	Brendan Minnihan	Pre-Approval		APPROVED
2.	Samantha Smith	Pre-Approval		APPROVED
3.	Brendan Minnihan	Final Approval		
4.	Samantha Smith	Final Approval		

Please use the 'Mark Complete' button (below) to submit this request for final approval. If an evaluation has been assigned, you must complete the evaluation before you can use the Mark Complete button. Any required evaluations will be listed below.
- Actions:**
  - Mark Complete (with info icon)
  - Revise/Resubmit Form (with info icon)
  - View/Print Form (with info icon)
  - Drop (with info icon)

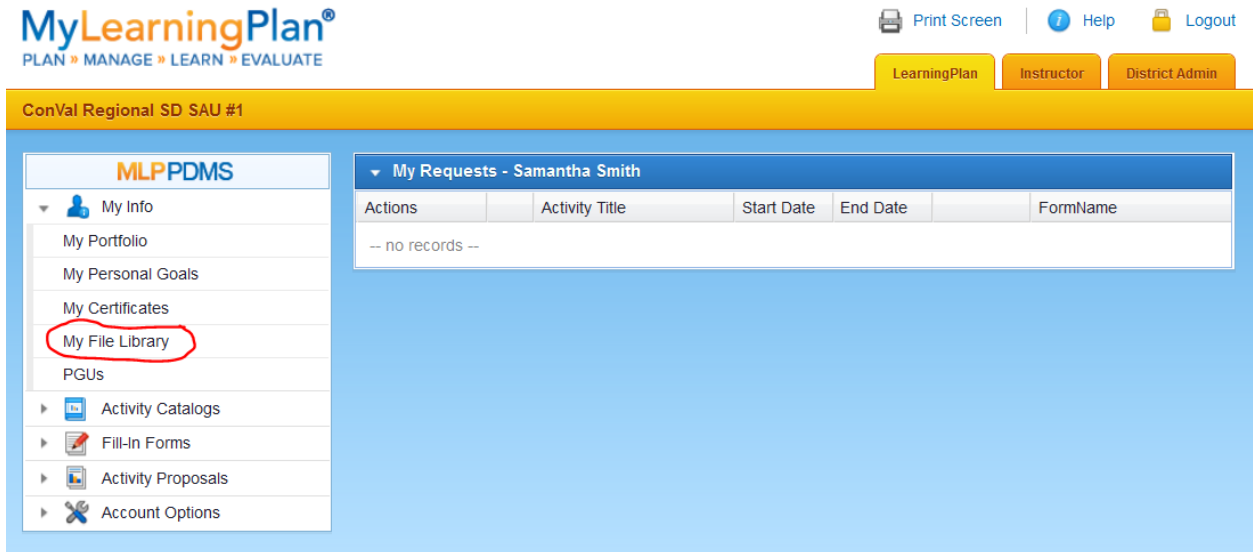
2. Complete the brief form and attach the proof of attendance/completion (grade report, cert of attendance, detailed log, etc.)

3. This will be routed to your administrator for final approval then the hours will be added to your profile.



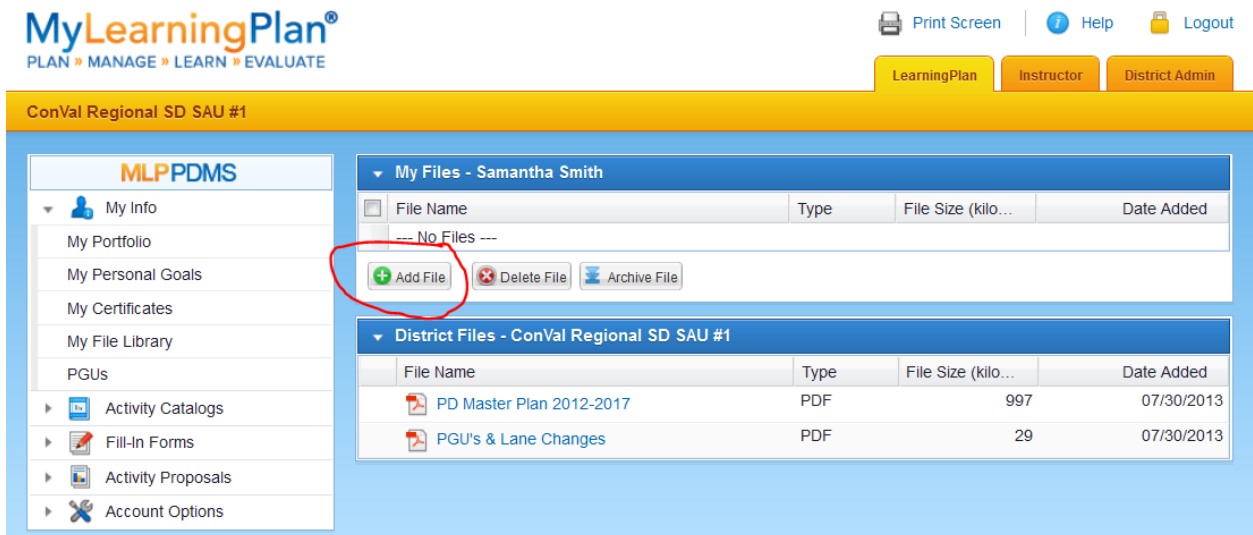
## How to attach documentation using “My File Library”

1. Return to My Learning Plan home page by clicking on the Learning Plan tab.
2. Click on “My File Library” under the “My Info” dropdown



The screenshot shows the MyLearningPlan interface. At the top, there is a navigation bar with the logo 'MyLearningPlan®' and the text 'PLAN » MANAGE » LEARN » EVALUATE'. To the right of the logo are links for 'Print Screen', 'Help', and 'Logout'. Below the navigation bar is a yellow banner with the text 'ConVal Regional SD SAU #1'. On the left side, there is a sidebar with the 'MLPDPMS' logo and a 'My Info' dropdown menu. The 'My Info' menu is open, and the 'My File Library' option is circled in red. Other options in the menu include 'My Portfolio', 'My Personal Goals', 'My Certificates', 'PGUs', 'Activity Catalogs', 'Fill-In Forms', 'Activity Proposals', and 'Account Options'. On the right side, there is a section titled 'My Requests - Samantha Smith' with a table showing columns for 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. The table currently displays '-- no records --'.

3. Click on “Add File” to upload required documentation



The screenshot shows the MyLearningPlan interface. At the top, there is a navigation bar with the logo 'MyLearningPlan®' and the text 'PLAN » MANAGE » LEARN » EVALUATE'. To the right of the logo are links for 'Print Screen', 'Help', and 'Logout'. Below the navigation bar is a yellow banner with the text 'ConVal Regional SD SAU #1'. On the left side, there is a sidebar with the 'MLPDPMS' logo and a 'My Info' dropdown menu. The 'My Info' menu is open, and the 'My File Library' option is circled in red. Other options in the menu include 'My Portfolio', 'My Personal Goals', 'My Certificates', 'PGUs', 'Activity Catalogs', 'Fill-In Forms', 'Activity Proposals', and 'Account Options'. On the right side, there is a section titled 'My Files - Samantha Smith' with a table showing columns for 'File Name', 'Type', 'File Size (kilo...)', and 'Date Added'. The table currently displays '-- No Files --'. Below the table, there are three buttons: 'Add File' (circled in red), 'Delete File', and 'Archive File'. Below this section, there is another section titled 'District Files - ConVal Regional SD SAU #1' with a table showing columns for 'File Name', 'Type', 'File Size (kilo...)', and 'Date Added'. The table displays two files: 'PD Master Plan 2012-2017' (PDF, 997 KB, 07/30/2013) and 'PGU's & Lane Changes' (PDF, 29 KB, 07/30/2013).

4. When you are filling our proposals and marking activities complete, the uploaded files will show in a list for you to select from.

## Registering Through the District Catalog

1. Return to the MLP home page by clicking on the Learning Plan Tab
2. Select on “District Catalog” under the “Activity Catalog” dropdown

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PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Logout

LearningPlan | Instructor | District Admin

ConVal Regional SD SAU #1

MLPPDMS

- My Info
- Activity Catalogs
  - District Catalog**
  - Calendar
- Fill-In Forms
- Activity Proposals
- Account Options

My Requests - Samantha Smith

Actions	Activity Title	Start Date	End Date	FormName
-- no records --				

3. Select a professional development opportunity from the list or calendar view

MLPPDMS

View by Month

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

Catalog: Hidden Valley School District

Search Options

Search Term(s)

All Events | All Programs

Between: 08/15/2013 and 05/31/2014

Advanced Search Options

Search Results (1 - 11 of 11)

**1. 2/3 PLC: Analyzing Student Work**

Program: District Catalog  
Dates: 1/2/2013 to 6/12/2013

In this 2nd/3rd grade PLC, 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: 20 | Enrolled: 7/10 | Wait: 0/0


Calendar - Hidden Valley School District						
<< May Jun Jul <b>Aug</b> Sep Oct Nov Dec Jan Feb Mar Apr May >>				Add Event   Search   Print		
August 2013						DAY [MONTH] LIST
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
week			August 1 1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom	1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom [2]	2	3
						4
week	5 1p-4p Differentiation: Building Lesson Plans to Meet the Needs of A Diverse Classroom [3]	6	7	8	9	10
						11
week	12	13	14	15	16	17
						18

4. Once selected, click on the “Sign Up Now” button.

## My Portfolio

At any time you can review your present professional development information by clicking on my portfolio.

1. Return to MLP home page by clicking on the Learning Plan tab.
2. Click on My Portfolio


Print Screen | Help | Logout

PLAN » MANAGE » LEARN » EVALUATE
LearningPlan
Instructor
District Admin

ConVal Regional SD SAU #1


**MLP PDMS**

- My Info
- My Portfolio**
- My Personal Goals
- My Certificates
- My File Library
- PGUs
- Activity Catalogs
- Fill-In Forms
- Activity Proposals
- Account Options

**My Requests - Samantha Smith**

Actions	Activity Title	Start Date	End Date	FormName
-- no records --				

3. “My Portfolio” consists of activities that may have been transferred over previously and any new activities that are in a completed state. You can edit how you would like to view on the left side after clicking on My Portfolio-by purpose, goal, current year, etc. Please review your hours and report any inconsistencies to the MLP Support Admin in your district.


Print Screen | Help | Logout

LearningPlan | Instructor | District Admin

ConVal Regional SD SAU #1

MLPPDMS

My Info

View Current Year

View Licensure

View By Purpose (current)

View By Goal

View All

View In Progress

View Denied Requests

Custom Views

My Funding Report 12-13

Total Hours (12-13)

Total Hours (13-14)

Transcript

Instructors

My Activities

My Portfolio - Kimberly Saunders

Completed Activities:

Date ...	Activity Title	Hours	Credits
2012-2013 (8 Activities)			
06/30/2...	Learning and Human Development	45.00	3.00
06/28/2...	Leadership Research and Theory	45.00	3.00
06/28/2...	Transformin Human Systems	45.00	3.00
04/01/2...	My Learning Plan Version 1.0	2.00	0.00
03/29/2...	Intro to Doctoral Studies	45.00	3.00
03/26/2...	[historical activity]	47.00	0.00
03/26/2...	[historical activity]	24.50	0.00
03/26/2...	[historical activity]	4.00	0.00
		257.50	12.00
		257.50	12.00

Export

## Goal Writing Tips

### Example Teacher/Professional Certification

#### District/Building Goal

- *District Goal:* To continue to work at the school and District level to support our transition to the Common Core. Specifically, I will focus on working with academic departments on identifying changes necessary within their areas to ensure learning that incorporates the new math and literacy standards.
- *Steps* ~ I will continue to attend meetings of the Common Core Steering Committee as well as the Curriculum Cabinet. I will attend workshops and conferences that focus on the transition to the Common Core. I will work with departments as they develop their maps, units and lessons and most importantly assessments that reflect the transition to the Common Core. I will provide readings for faculty members and collaborate with the SAU to provide professional development during District PD day, and I will work with the LITS committee as we prepare for the administration of the Smarter Balanced Assessment.
- *Evidence* ~ I will keep samples of new maps, units, lessons and assessments that are illustrative of the transition. I will keep notes from meetings and workshops that I attend. I will survey staff about the quality of the professional development provided by the District and all articles that I share.

#### Personal Goal

- To continue to develop my instructional strategies to improve students' learning in all of my classes. Specifically, I will focus on four strategies that are identified in Classroom Instruction that Works 2<sup>nd</sup> Edition: Setting Objectives and Providing Feedback, Cooperative Learning, Non-linguistic Representations, Cues, Questions and Advanced Organizers.
- *Steps* ~ I will read Classroom Instruction that Works 2<sup>nd</sup> Edition and other articles that reference these strategies. I will attend workshops and conferences that feature these instructional strategies. I will develop unit and lesson plans that focus on these strategies and reflect with my students on whether these strategies have improved their learning. I will also compare the results of student learning to past groups of students. I will be part of the District SRSD Writing Program implementation.
- *Evidence* ~ I will keep notes and reflections from conferences and workshops. I will collect exemplars of student work, of assessment results, of student reflections, of my own reflections. I will share the results of my work with members of my PLC on a regular basis and invite colleagues to observe my classes.

### Example Paraprofessionals

#### District/Building

- To continue to develop my skills in assisting learners by deepening my understanding of learning styles.

#### Personal

- To work toward certificate in Wilson/Orton Gillingham
- Note: Per the DOE para recertification must happen through formal activities, not job embedded activities

## **Still Have Questions?**

You can access the End User folders that contain help items, tutorials and webinars.

or contact MLP at [info@mylearningplan.com](mailto:info@mylearningplan.com). The folders you see are associated with the rights you have been given. Not everyone will have all of these folders.

You can always use the keyword search as well.

If you need a password change, you can edit in your user profile under “Account Options.”

If you forgot your password, e-mail [info@mylearningplan.com](mailto:info@mylearningplan.com) and they will send it to the e-mail address they have on file.

You may also contact your in district MLP Support Admin (Samantha Smith x 2029) for further assistance at the district level.

Notes: \_\_\_\_\_

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