



SHAWNEE
MISSION

SCHOOL DISTRICT

***Community Member
Guide to
My Learning Plan **with**
Frontline***

Our Targets and Goals...



Learn how to **CREATE YOUR ACCOUNT** and
LOGIN TO MYLEARNING PLAN



Learn how to **NAVIGATE MYLEARNING PLAN**



Learn how to **SET PERSONAL GOALS**



Learn how to enter **HISTORICAL PD
REQUEST FORMS**



Learn how to request a **PD TRANSCRIPT**



Review **COMMUNITY AND SUB
RELICENSURE GUIDE**

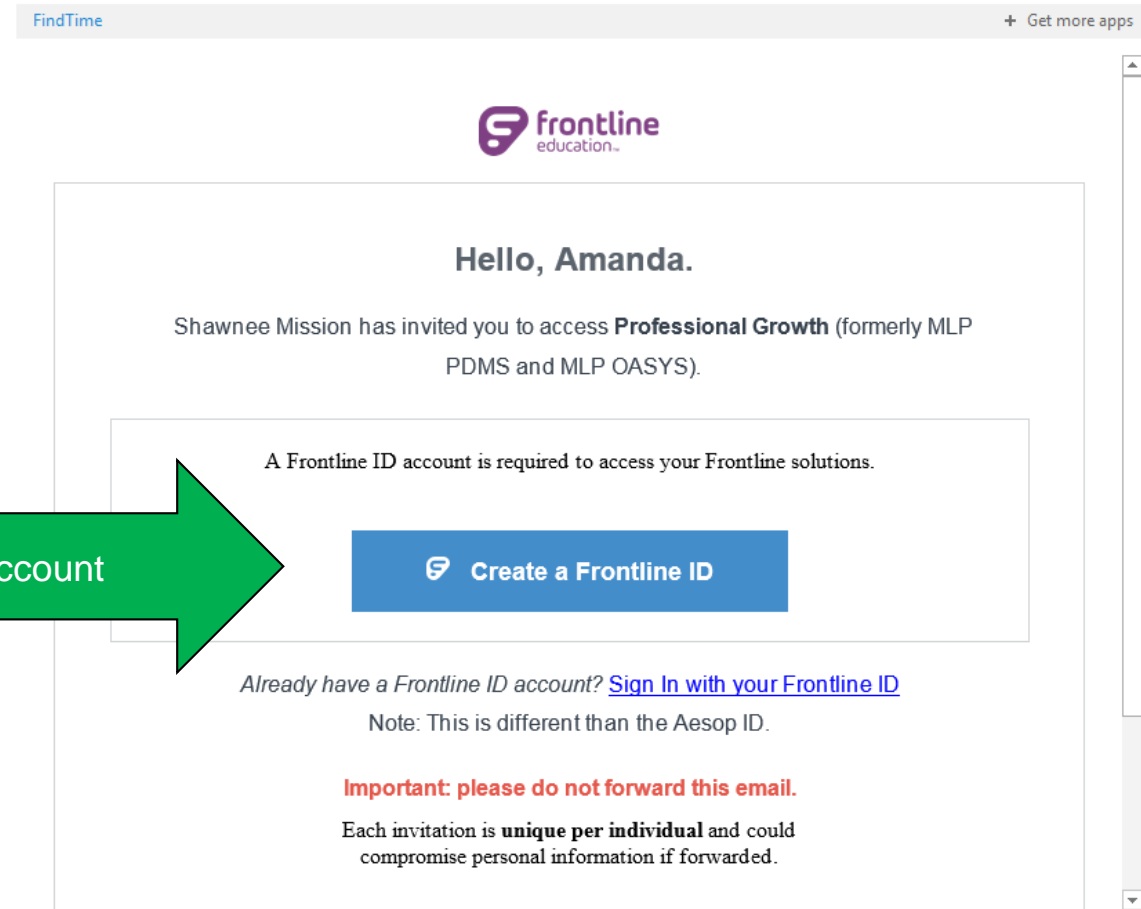




What is My Learning Plan?

- ✓ MyLearningPlan.com is an on-line professional development management system that helps track the necessary points needed for Kansas Educator Licensure
- ✓ Allows access to create and update personal goals at the beginning of each licensure cycle
- ✓ Track your professional development hours
- ✓ Provide personal availability to your completed hours and professional development plan

Welcome Email from My Learning Plan



Click to Create an Account



SHAWNEE MISSION
SCHOOL DISTRICT

Creating a MyLearningPlan Account

Shawnee Mission

Create a Frontline ID

First Name
Amanda

Last Name

Create a Username
1. Create Username

Create a Password
Your username must have at least:
✓ 1 alphabet character
✓ 4 characters

Email Address

☐ I accept the [terms and conditions](#).

Create Frontline ID

Shawnee Mission

Create a Frontline ID

First Name
Amanda

Last Name

Create a Username

Create a Password
2. Create Password

Your password must have at least:
✓ 1 alphabet character
✓ 8 characters
✓ 1 number or special character

Email Address

☐ I accept the [terms and conditions](#).

Create Frontline ID

Already have a Frontline ID? [Sign In](#)





Navigating “My Learning Plan”



MyLearningPlan Dashboard

Return to the Dashboard
by clicking *Insights*

The screenshot shows the MyLearningPlan Dashboard interface. On the left is a navigation sidebar with the following items: **NAVIGATION**, *Insights* (highlighted with a green arrow), My Info, Learning Plan, Activity Catalogs, Forms, and Additional Resources. A 'Minimize Navigation' button is located at the top of the sidebar. The main content area features a light green welcome banner that says 'Welcome to your new dashboard!' with links to 'Watch insights in action' and 'Learn more'. Below the banner is a section titled 'My Assignments' which contains a sub-section 'My Requests' (described as 'All impending and potential professional development') with tabs for 'Upcoming PD' and 'Proposals'. This section displays a large graphic of a bar chart and a pie chart with the text 'You Have No Records' and a 'View All >' link. At the bottom is the 'My Log Entries' section, dated 'As of July 2018', with tabs for 'Mentee Log' and 'Mentor Log', and an 'Add New Log' button.

NAVIGATION

- Insights*
- My Info
- Learning Plan
- Activity Catalogs
- Forms
- Additional Resources

Welcome to your new dashboard!

Multiple views to make sense of your world

[Watch insights in action](#) | [Learn more](#)

My Assignments

My Requests
All impending and potential professional development

Upcoming PD | Proposals

You Have No Records

[View All >](#)

My Log Entries
As of July 2018

Mentee Log | Mentor Log

[Add New Log](#)



My Info

The screenshot shows the 'Professional Growth' section of the Shawnee Mission School District website. The 'My Info' link in the left navigation menu is highlighted. A green arrow points to the 'My File Library' link under the 'MY INFORMATION' section, with the text 'My File Library allows you store certificates of completion'. Another green arrow points to the 'PORTFOLIO' section, with the text 'My Portfolio is a list of all your completed activities'.

Professional Growth Shawnee Mission

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Forms
- Additional Resources

MY INFORMATION

- My File Library
- My User Profile

PORTFOLIO

- My Portfolio
- View All
- View By Goal
- View By Purpose (Current)
- View Current Year
- View Denied Requests
- View In Progress
- View Licensure

TRANSCRIPT

- Download Transcript
- Print PDF

My File Library allows you store certificates of completion


My Portfolio is a list of all your completed activities


- *Links about you and your information*
- *Document files*
- *Professional development point portfolio*
- *Download unofficial Transcripts*


Learning Plan


Professional Growth Shawnee Mission


NAVIGATION


 Insights

 My Info

 **Learning Plan**

 Activity Catalogs >

 Forms >

 Additional Resources

←

▼ My Requests - A

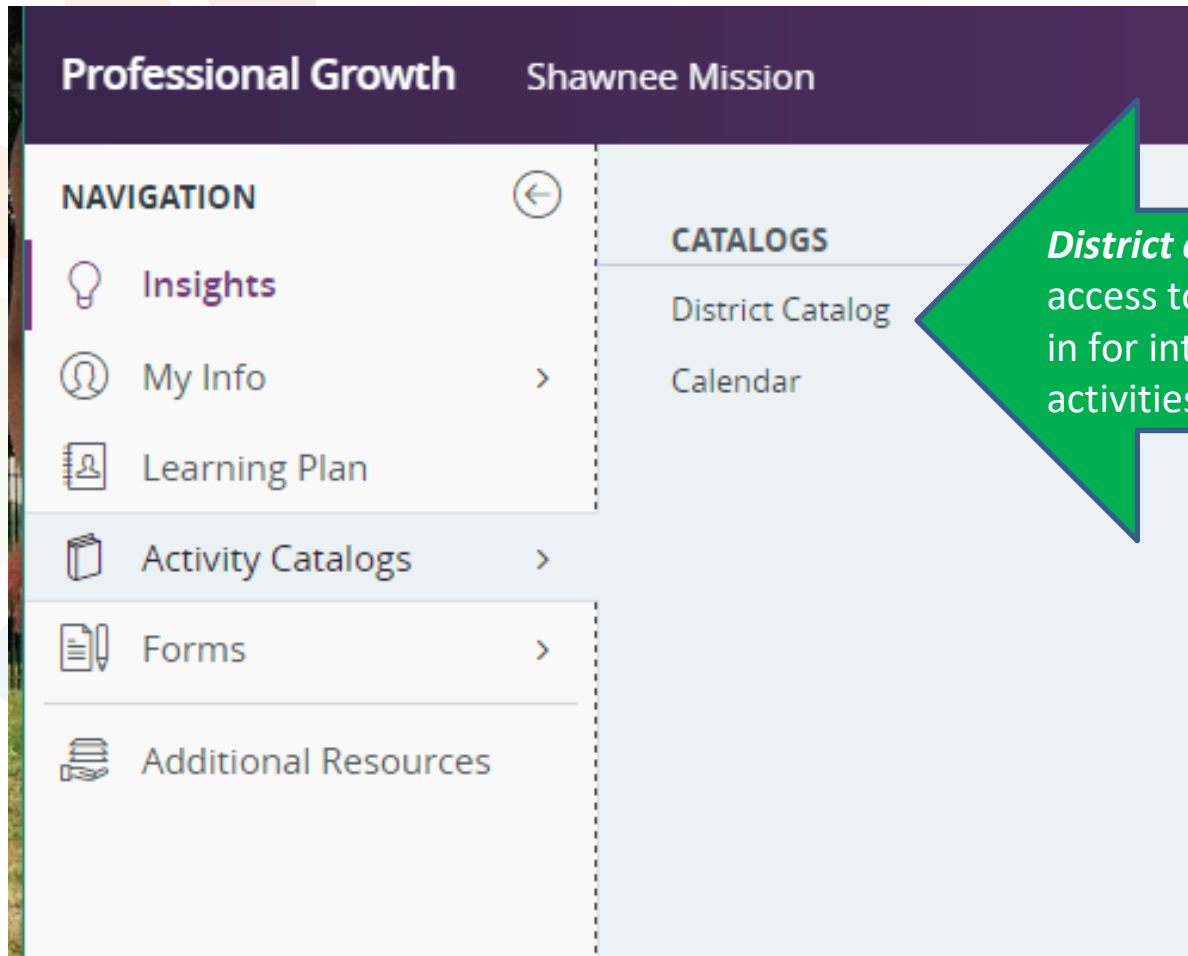
Actions

Learning Plan is your activities and status

My Requests - Amanda Miller			
Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In Progress (18 Record(s))			
	SM South, Unpacking Standards, 11/8/18 - 12/13/18	11/08/2018	12/13/2018
	Trailwood, 12/11/18, Technology Integration	12/11/2018	12/11/2018
	CV - Faculty Meeting - Improving our PLCs	12/11/2018	12/11/2018
	Brookridge	11/27/2018	11/27/2018
	PLC	11/27/2018	11/27/2018
	CAA Admin. Professional Learning Kaneland SMART Goals 11-14-18	11/14/2018	11/14/2018
	Brookridge PLC Conference Notes #1	11/13/2018	11/13/2018
	Trailwood 11/13/18 Technology Integration	11/13/2018	11/13/2018
	SM South, Team United (Turning to One Another), 11/13/2018	11/13/2018	11/13/2018
	Brookwood, Staff Meeting (Sustainability Project)	11/12/2018	11/12/2018
	CAA Admin Professional Learning (Taking Action Part I - KESA Smart Goals) 10-24-18	10/24/2018	10/24/2018
	SJF Zones of Regulation	10/23/2018	10/23/2018
	Belinder, Priority Standards and Classroom Management, 10-11-18	10/11/2018	10/11/2018
	Unpacking Priority Standards	10/11/2018	10/11/2018
	Highlands- Trauma Smart Day 3	10/11/2018	10/11/2018
	CAA Admin Professional Learning 9-26-18	09/26/2018	09/26/2018
	CAA Admin Professional Learning Instructional Rounds 9-19-18	09/19/2018	09/19/2018
	Merriman Park Vision For Learning	09/07/2018	09/07/2018



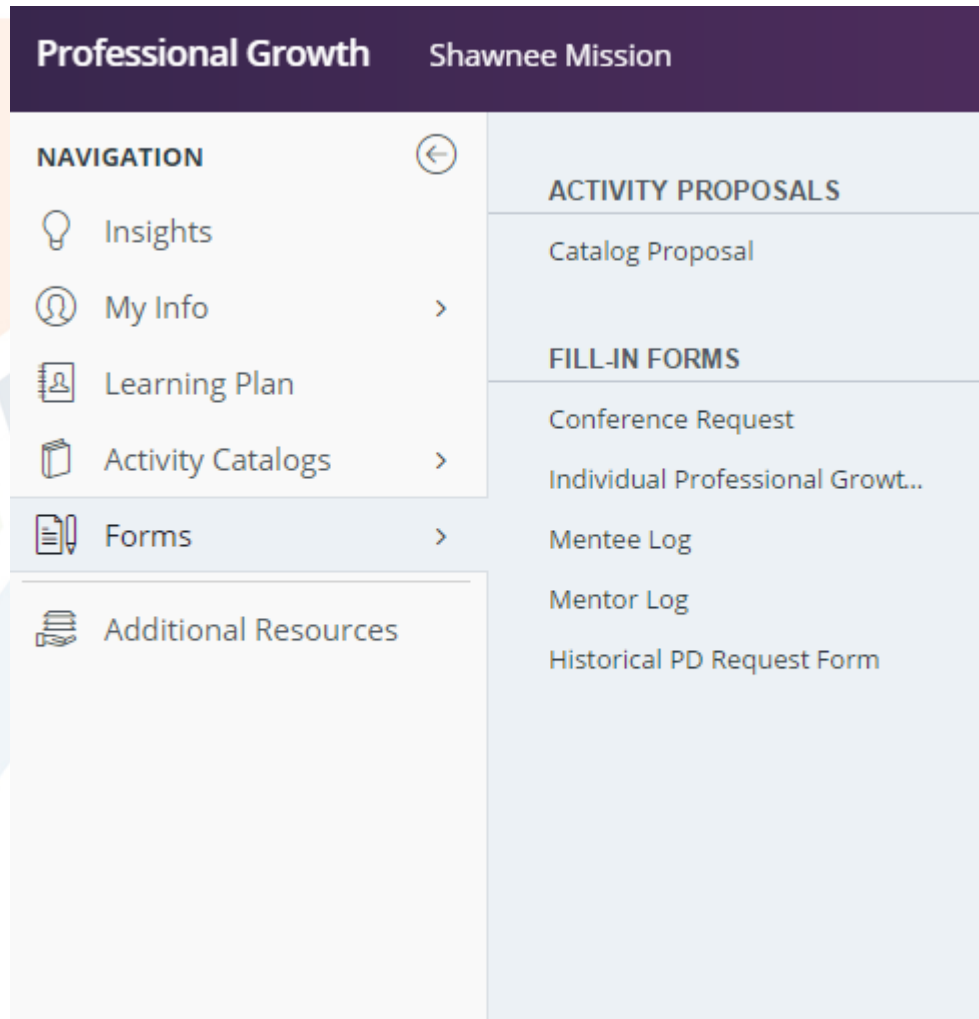
Activity Catalogs



District catalog: catalogs the User has access to review and see about enrolling in for internal and sometimes, External activities

All in-district activities require prior approval and enrollment. Please call Mary Cooper, 913-993-8658 for available activities and to register





Forms are electronic forms

CATALOG PROPOSAL is used by instructors to present new activities

CONFERENCE REQUEST is used to gain prior approval for future activities

INDIVIDUAL PROFESSIONAL GROWTH PLAN is used to set goals and your area of focus for growth

MENTEE/MENTOR LOG is used to record interactions between mentees and mentors

HISTORICAL PD REQUEST FORM is used to record prior PD



Entering goals



First Step of the IPGP

(INDIVIDUAL PROFESSIONAL GROWTH PLAN)

✓ Set your personal goals

1. CLICK ON
FORMS

Professional Growth	Shawnee Mission
NAVIGATION	
⚡ Insights	
👤 My Info	
📅 Learning Plan	
📖 Activity Catalogs	
📄 Forms	
📚 Additional Resources	
	ACTIVITY PROPOSALS
	Catalog Proposal
	FILL-IN FORMS
	Conference Request
	Individual Professional Growth
	Mentee Log
	Mentor Log
	Historical PD Request Form

2. Click on
**INDIVIDUAL
PROFESSIONAL GROWTH
PLAN**





Setting GOALS

- ✓ Select **“NONDISTRICT”** as the school
- ✓ Select **Grade level**
- ✓ Click **ADD NEW PERSONAL GOAL**

3. Select **“ADD NEW PERSONAL GOAL”**

Individual Professional Growth Plan

Personal/IDP Information

Professional Growth Plan 18-19

School

Grade and Subject

- ☐ Pre K
- ☐ Kindergarten
- ☐ Grade 1
- ☐ Grade 2
- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5
- ☐ Grade 6
- ☐ Grade 7
- ☐ Grade 8
- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12
- ☐ Districtwide

School Year for which this Plan applies

Start Date of IPGP

End Date of IPGP

Status	Personal Goal	Actions
	No entries. Click ADD NEW below. ---	
	<input type="button" value="Add New Personal Goal"/>	

Description of Plan

The teacher describes the growth plan by considering an area of focus for his or her growth. The teacher outlines the methods for achieving the elements of the plan.

Revision Notes/Comments

Comments





Setting GOALS

Personal Goals

Goal

Goal Name/Title

Description (max. 1000 chars)

Active ☒ Yes ☐ No

4. Add a Goal Name/Title

5. Give more specific details about your goal here.

6. Select "Save"



By clicking on Learning Plan
you can monitor the status
of goals and activities

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Forms

Additional Resources

My Requests - Amanda Tester

Actions	Activity Title
Save as Draft (0 Record(s))	
-- no records --	
Wait List (0 Record(s))	
-- no records --	
Pending Prior Approval (1 Record(s))	
Manage	Professional Growth Plan 18-19
Approved and/or In-Progress (0 Record(s))	
-- no records --	
Instructor Has Confirmed Attendance (0 Record(s))	
-- no records --	
Awaiting Final Credit (0 Record(s))	
-- no records --	
Denied (0 Record(s))	
-- no records --	
Recently Completed (0 Record(s))	
-- no records --	

New Goals
entered





Entering Professional Development



HISTORICAL PD REQUEST FORM

- ✓ Entering your PD/activities for licensure
- College credits
- New learning



Professional Growth	Shawnee Mission
NAVIGATION	
⚡ Insights	
👤 My Info	>
📅 Learning Plan	
📖 Activity Catalogs	>
📝 Forms	>
📚 Additional Resources	
	ACTIVITY PROPOSALS
	Catalog Proposal
	FILL-IN FORMS
	Conference Request
	Individual Professional Growt...
	Mentee Log
	Mentor Log
	Historical PD Request Form

Historical PD Request Form

Used to display previously completed PD records imported to PLM.

Activity Information

Historical Activity Title

Activity Description

Dates/Location

Start Date of Historical activity (mm/dd/yy)

End Date of Historical activity (mm/dd/yy)

Location of Historical activity

Provider

Provider

--- Click To Select ---

If not on list, enter here

Hours OR Credits

Enter the number of Hours OR the number of Credits you are seeking for this activity

Hours

Credits

Relicensure Options

Relicensure Options

--- Click To Select ---

Goal(s) and Objective(s)

Complete HISTORICAL PD REQUEST
FORM



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Final Step!

State Learning Standards

KS State Standards

- ☐ Standard 1: Learner Development.
- ☐ Standard 2: Learning Differences.
- ☐ Standard 3: Learning Environment.
- ☐ Standard 4: Content Knowledge.
- ☐ Standard 5: Application of Content.
- ☐ Standard 6: Assessment.
- ☐ Standard 7: Planning for Instruction.
- ☐ Standard 8: Instructional Strategies.
- ☐ Standard 9: Professional Learning and Ethical Practice.
- ☐ Standard 10: Leadership and Collaboration.

sh

Submit

Save as Draft

SUBMIT



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Upload Certificates and Documentation

- ✓ Click “MY INFO”
- ✓ Click “ADD FILE”

Professional Growth

Shawnee Mission

NAVIGATION

Insights

My Info

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Additional Resources

My Files - Amanda Tester

File Name

--- No Files ---

+ Add File

✕ Delete File

📁 Archive File

District Files - Shawnee Mission

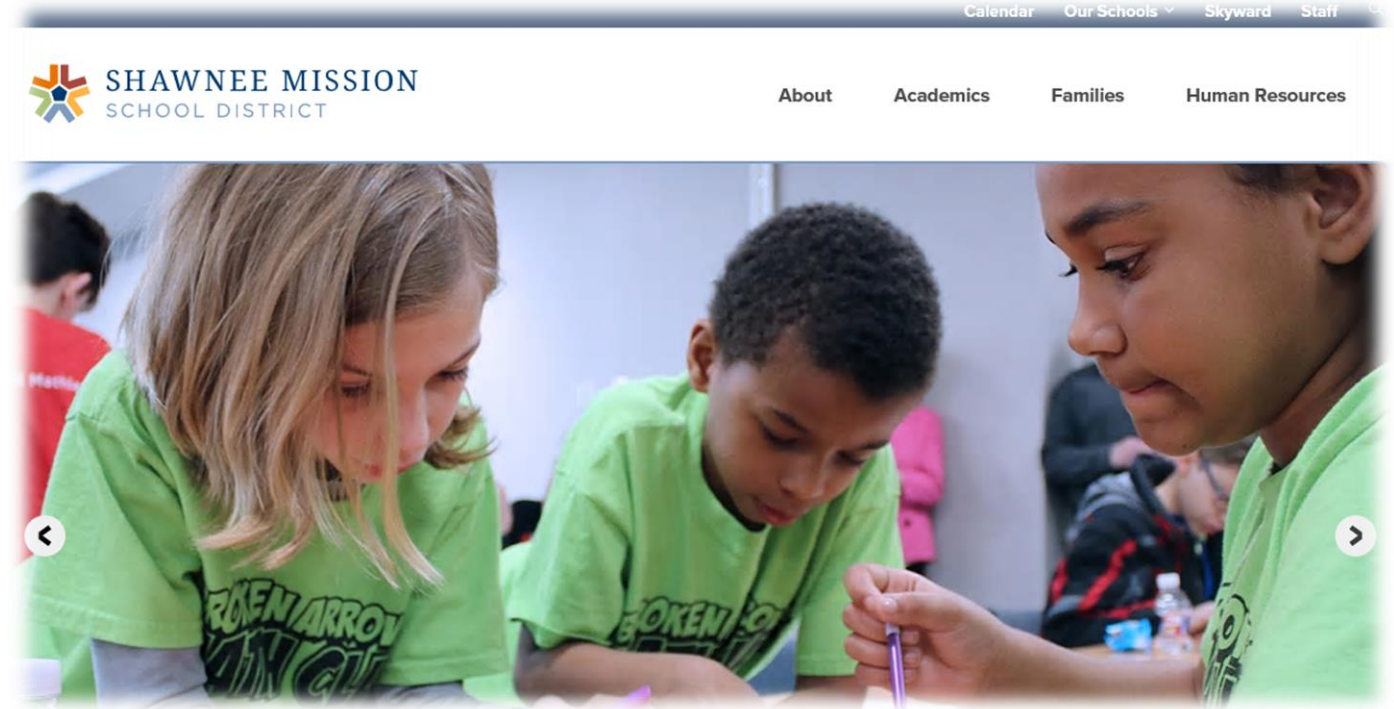
File Name

0 --- No Files ---

Request an official PD transcript for Relicensure

Transcripts may be requested through an online process. Please follow the steps below to receive your signed and sealed official PD transcript.

1. Go to *SMSD.org*
2. With your cursor on **Human Resources** click “*LICENSURE*”
3. Select “*REQUEST A PD TRANSCRIPT*”
4. Submit short online form



Transcript Process

Make online request for PD transcript



Official transcript will be printed, signed, sealed and sent to you.



Include the official, sealed PD transcript in with your relicensure application to KSDE. Also include official university transcripts in your packet when using graduate credits to relicense.



Have additional questions or need more support?

- For questions or support about My Learning Plan, email PGSupport@frontlineed.com or call 1-866-504-8222.
- For questions about licensure, contact a KSDE Licensure consultant at 785-296-2288.
- For questions about official Shawnee Mission School District PD transcripts, please contact Amanda Miller at 913-993-6278 or amandamiller@smsd.org.



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