

Creating and Completing Self-Planned PD in MLP ...

The screenshot shows the MLP interface. On the left sidebar, the 'Self-Planned PD' option is highlighted with a red arrow. The main content area displays 'My Requests - Jeremy Rathbun' with a table of requests. The table has columns for Actions, Activity Title, Start Date, End Date, and FormName. The 'Recently Completed' section shows five records, including 'GSA Staff Meeting', 'Jeremy Rathbun', 'Title 1 Meeting', '2016 Best Practices Conference on Curriculum, Instruction, and Assessment', and 'New Staff Orientation'.

Actions	Activity Title	Start Date	End Date	FormName
Manage	Jeremy Rathbun	09/09/2016		PD 3 Year Goals
Save as Draft (1 Record(s))				
Manage	Jeremy Rathbun	09/09/2016		PD 3 Year Goals
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
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 (1 Record(s))				
Manage	Test	07/04/2017	07/04/2017	Self-Planned PD
Recently Completed (5 Record(s))				
Manage	GSA Staff Meeting	11/10/2016	11/10/2016	In-District PD Request Form
Manage	Jeremy Rathbun		10/24/2016	PD 3 Year Goals
Manage	Title 1 Meeting	09/29/2016	09/29/2016	Out of District PD
Manage	2016 Best Practices Conference on Curriculum, Instruction, and Assessment	09/20/2016	09/21/2016	Out of District PD
Manage	New Staff Orientation	08/19/2016	08/19/2016	In-District PD Request Form

For any PD that is not designed by your school or district, such as PD Days or PLC meetings, you must create a Self-Planned PD request. After the PD happens, you need to complete process in order to be granted PD hours.

To submit your request for approval:

1. From the main page of MLP, click, "Self-Planned PD".

Self-Planned PD Request

Conference Information

Workshop/Conference title:

Workshop/Conference description:

URL information: Characters left 2048

Meeting Dates

of Meetings:

MeetingDate 1

Meeting 1 Date:

Start & End Time: :00 To :00

Location:

Provider

Provider:

If not on list, enter here:

Documentation

Proof of attendance must be included for final approval

Attach Documentation:

- 2071_001.pdf (60k) [View](#)
- MRSD_Logo.jpg (50k) [View](#)
- 2016 NH CIA - 2070_001.pdf (133k) [View](#)

Re-Certification Information

Please only select one area of Endorsement options or it will duplicate this record.

2. Fill out the form.

- All of the boxes lined in red must be completed
- You do not need to add proof of attendance at this point.

Documentation

Proof of attendance must be included for final approval

Attach Documentation:

- 2071_001.pdf (60k) [View](#)
- MRSD_Logo.jpg (50k) [View](#)
- 2016 NH CIA - 2070_001.pdf (133k) [View](#)

Re-Certification Information

Please only select one area of Endorsement options or it will duplicate this record

Re-Certification Options-Please choose the area of endorsement to which these hours would apply.

Certificates/Endorsements

--- Click To Select ---

- NOT APPLICABLE
- OTHER
- Curriculum Administrator - EEC (Jun 30 2019)
- Elementary Ed K-8 - EEC (Jun 30 2019)
- Principal - EEC (Jun 30 2019)

Clock hours

Goal(s) and Objective(s)


Select At Least One District Objective:

- Goal : Communication Goal**
- Community/School Communications
- District/Staff-Student Communication
- Goal : Opportunities Goal**
- Rigorous, relevant, and effective learning experiences
- Goal : Student Goal**
- Students participating and contributing to the community

Finish

[Submit](#) [Save as Draft](#)

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 frontline education

- For recertification options, you are most likely “hours based”
- Click which certification area that you would like this to be counted towards.
- To read the whole District Objective, click on the goal.

3. Click Submit

Professional Development

- My Info
 - My Portfolio
 - My Certificates
 - My File Library
- Activity Catalogs
 - District Catalog
 - Calendar
- Fill-In Forms
 - PD 3 Year Goals
 - Project based PD
 - Self-Planned PD
 - Mentee Log
 - Mentor Log
 - Option 1 Yearly Hours Base
 - Option 2 Project Based End
 - Option 2 Yearly Project Ba
- Activity Proposals
 - Presenter Proposal for Act
- Account Options
 - My User Profile
 - Change Password

Confirmation

 Request Submitted

Approval Summary

#	Approver	Status
Prior Approvers (1 Record)		
1.	Jeremy Rathbun	Pending
Final Approvers (1 Record)		
2.	Jeremy Rathbun	-----

Activity Dates

Activity Title		This is a test	
Date	Times	Location	
5/9/2018	8:00 am to 10:00 am	At my house	



[Download Calendar File](#)

 You can monitor the status of your request by logging into your account and clicking the request title.

[Return](#)

After clicking “submit” on the previous page, you will be brought to this confirmation page.

The status of your request will be Pending for your Prior Approver (you principal or direct supervisor)

My Proposals						
Actions	Start Date	End Date	Activity Title			
No Active Proposals						
My Requests - Jeremy Rathbun						
Actions	Activity Title	Start Date	End Date	Form		
Save as Draft (1 Record(s))						
Manage	 Jeremy Rathbun	09/09/2016		PD 3		
Wait List (0 Record(s))						
-- no records --						
Pending Prior Approval (0 Record(s))						
-- no records --						
Approved and/or In-Progress (1 Record(s))						
Manage	This is a test	05/09/2018	05/09/2018		Self-P	
Instructor Has Confirmed Attendance (0 Record(s))						
-- no records --						
Awaiting Final Credit (0 Record(s))						
-- no records --						

You will see the activity on your main page under the Approved and/or In-Progress section as soon as your supervisor approves the activity.

The screenshot shows a web application interface. On the left is a sidebar under the heading 'Professional Development'. The sidebar contains several menu items: 'My Info', 'My Portfolio', 'My Certificates', 'My File Library' (highlighted with a red arrow), 'Activity Catalogs', 'District Catalog', 'Calendar', 'Fill-In Forms', 'PD 3 Year Goals', 'Project based PD', 'Self-Planned PD', 'Mentee Log', 'Mentor Log', 'Option 1 Yearly Hours Base', 'Option 2 Project Based End', 'Option 2 Yearly Project Ba', 'Activity Proposals', 'Presenter Proposal for Act', 'Account Options', 'My User Profile', and 'Change Password'. The main content area is divided into two sections. The top section is 'My Proposals' with a table header: 'Actions', 'Start Date', 'End Date', 'Activity Title'. Below this header, it says 'No Active Proposals'. The bottom section is 'My Requests - Jeremy Rathbun' with a table header: 'Actions', 'Activity Title', 'Start Date', 'End Date'. This section contains several expandable categories: 'Save as Draft (1 Record(s))' with one record 'Jeremy Rathbun' dated 09/09/2016; 'Wait List (0 Record(s))' with no records; 'Pending Prior Approval (0 Record(s))' with no records; 'Approved and/or In-Progress (1 Record(s))' with one record 'This is a test' dated 05/09/2018; 'Instructor Has Confirmed Attendance (0 Record(s))' with no records; 'Awaiting Final Credit (0 Record(s))' with no records; 'Denied (1 Record(s))' with one record 'Test' dated 07/04/2017; and 'Recently Completed (5 Record(s))' with one record 'GSA Staff Meeting' dated 11/10/2016.

To complete the activity and receive PD Credit, you need to upload proof of attendance, complete a survey, and submit for final approval.

1. Click “My File Library”

My Files - Jeremy Rathbun

File Name	Type	File Size (kilobytes)	Date A
2071 001.pdf	PDF	62	10/2
MRSD Logo.jpg	JPG	51	01/0
2016 NH CIA	PDF	137	10/2

[+ Add File](#) [Delete File](#) [Archive File](#)

District Files - Monadnock Regional School District

File Name	Type	File Size (kilobytes)	Date A
0 --- No Files ---			

2. Click “Add File”, then

3. Click “Choose File”

Learning Plan | PowerSource | Cayen Systems | Illuminate Education | NHDOE SAS | https://qbo.intuit.com | Evidence for ESSA

Print Screen | Help | Jeremy Rathbun

Learning Plan | Instructor | District

My Files - Jeremy Rathbun

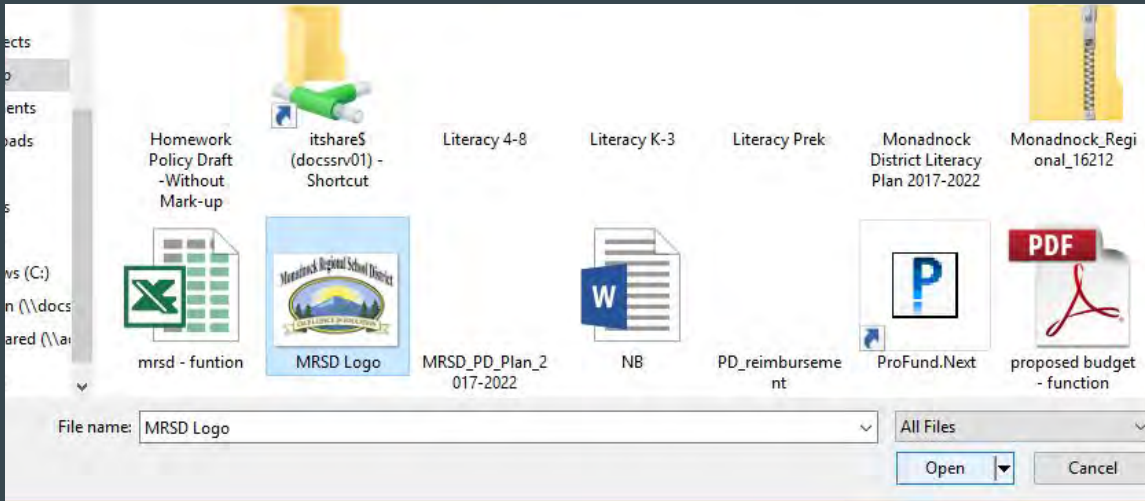
Upload File

Upload Files

1. Click the button below to select a file
[Choose File](#) | No file chosen
2. Enter a friendly name for this File
(optional, maximum 50 characters):
3. Click the upload button:
[Upload](#)

Options

[Go Back](#)



4. Choose the file that you want to upload, then....

5. Click “open”

*This may look different on a Chromebook or Mac.

LearningPlan Instructor

School District


Development

My Files - Jeremy Rathbun

Upload File

Upload Files

1. Click the button below to select a file
 MRSD Logo.jpg
2. Enter a friendly name for this File (optional, maximum 50 characters):
3. Click the upload button:



6. Give your file a name, then....

7. Click, "Upload"

If you refresh your screen, you will see your new file in your list of files.





LearningPlan Instructor District Admin

My Files - Jeremy Rathbun

<input type="checkbox"/>	File Name	Type	File Size (kilobytes)	Date Added
<input type="checkbox"/>	2071 001.pdf	PDF	62	10/24/2016
<input type="checkbox"/>	2016 NH CIA	PDF	137	10/24/2016
<input type="checkbox"/>	This is a test workshop	JPG	51	03/29/2018

District Files - Monadnock Regional School District

File Name	Type	File Size (kilobytes)	Date Added
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My Proposals					
Actions	Start Date	End Date	Activity Title	Status	
Active Proposals					
My Requests - Jeremy Rathbun					
Actions	Activity Title	Start Date	End Date	FormName	
Save as Draft (1 Record(s))					
Manage	 Jeremy Rathbun		09/09/2016	PD 3 Year Goals	
Wait List (0 Record(s))					
- no records -					
Pending Prior Approval (0 Record(s))					
- no records -					
Approved and/or In-Progress (1 Record(s))					
Manage	This is a test	03/09/2018	03/09/2018	 Self-Planned PD	
Instructor Has Confirmed Attendance (0 Record(s))					
- no records -					
Awaiting Final Credit (0 Record(s))					
- no records -					
Denied (1 Record(s))					
Manage	 Test	07/04/2017	07/04/2017	 Self-Planned PD	
Recently Completed (5 Record(s))					
Manage	GSA Staff Meeting	11/10/2016	11/10/2016	In-District PD Request Form	
Manage	Jeremy Rathbun		10/24/2016	PD 3 Year Goals	
Manage	Title 1 Meeting	09/29/2016	09/29/2016	Out of District PD	
Manage	2016 Best Practices Conference on Curriculum, Instruction, and Assessment	09/20/2016	09/21/2016	Out of District PD	
Manage	New Staff Orientation	08/19/2016	08/19/2016	In-District PD Request Form	
View My Portfolio for full list					

8. On the main screen, find your activity and click “Manage”

▼ This is a test

▼ Activity Details

This is a test

Dates: 03/09/2018
Status: Approved & In Progress
Note: Evaluation Required

▼ 1 Meeting(s)

#	Date	Time	Location
1.	Fri Mar 9, 2018	8:00 am to 10:00 am	At my house

test test test



Hours: 4.00 Form: Self-Planned PD

▼ Approval Status

#	Administrator	Approval Type	Comments	Status
1	Jeremy Rathbun	Pre-Approval		APPROVED
2	Jeremy Rathbun	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

View/Print Form	Download Calendar File
Self Directed PD Evaluation	Mark Complete
Revise/Resubmit Form	Drop



9. Click, “Self Directed PD Evaluation”

Self Directed PD Evaluation

General Info

User: [Jeremy Rathbun](#)
Building: SAU
User: Rathbun, Jeremy
Building: SAU
Activity Title: This is a test

Self Directed PD Evaluation

Your responses are NOT ANONYMOUS

Please rate this PD experience.

Please comment on the PD experience and why you rated it the way that you did.

This was a fantastic way for me to earn PD hours because it was connected to my content area. I highly recommend it.

Characters left 1931

Will this experience be relevant to your practice?

If yes, how? If no, explain why not.

I was able to walk away with strategies and an action plan..

Characters left 1989

Click Save To Exit

Save



10. Fill out evaluation, then click, "Save"

Learning Plan | Instructor | District Admin

▼ This is a test


▼ Activity Details

This is a test Dates: 03/09/2018
Status: Approved & In Progress
Note: Evaluation Required

▼ 1 Meeting(s)


#	Date	Time	Location
1.	Fri Mar 9, 2018	8:00 am to 10:00 am	At my house

test test test







 Hours: 4.00 | Form: Self-Planned PD


▼ Approval Status

#	Administrator	Approval Type	Comments	Status
1	Jeremy Rathbun	Pre-Approval		APPROVED
2	Jeremy Rathbun	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


View/Print Form 	Download Calendar File 
Self Directed PD Evaluation 	Mark Complete 
Revise/Resubmit Form 	Dr 



11. Click, "Mark Complete"

Mark Complete

General Info

User: [Jeremy Rathbun](#)
 Building: SAU
 Submitted: 3/29/2018 1:48 pm
 Dates: 3/9/2018 to 3/9/2018 
 Reference ID: D17034-A0-L68439498

Activity Summary









Activity Title: This is a test
 Dates: 3/9/2018 8:00 am to 3/9/2018 10:00 am

Upload all documents in your My File Library FIRST. Please submit all final documentation on this form to mark complete your attendance. These should match receipts submitted.

Check off the files to attach to this request

- 2071_001.pdf (60k) [View](#)
- 2016 NH CIA - 2070_001.pdf (133k) [View](#)
- This is a test workshop - MRSD_Logo.jpg (50k) [View](#)

Expense Summary

Description	Requested	Approved	Final
Registration Fee	\$0.00	-----	 0
Transportation	\$0.00	-----	 0
Tolls	\$0.00	-----	 0
Meals	\$0.00	-----	 0
Lodging	\$0.00	-----	 0
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:

12. Click on the file that you just uploaded into your “My File Library”

**If it is not on this list, you need to go back to the start page, upload it, and then come back to this page.

PLEASE NOTE You do not need to fill out the Expense Summary. This is a default in the program that we do not use. To be reimbursed, please use the PD Reimbursement Form found on our website in the MRSD Master Plan.


her Expense 2	\$0.00	-----	<input type="text" value="0"/>
her Expense 3	\$0.00	-----	<input type="text" value="0"/>
als	\$0.00	\$0.00	

ments

omments

ABC
Characters left 2048

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13. Add comments if you would like.

14. Click, "Submit"

Summary of Steps

To submit your request for approval:

1. From the main page of MLP, click, “Self-Planned PD”.
2. Fill out the form.
3. Click Submit

To complete the activity and receive PD Credit, you need to upload proof of attendance, complete a survey, and submit for final approval.

1. Click “My File Library”
2. Click “Add File”, then
3. Click “Choose File”
4. Choose the file that you want to upload, then....
5. Click “open”
6. Give your file a name, then....
7. Click, “Upload”
8. On the main screen, find your activity and click “Manage”
9. Click, “Self Directed PD Evaluation”
10. Fill out evaluation, then click, “Save”
11. Click, “Mark Complete”
12. Click on the file that you just uploaded into your “My File Library”
13. Add comments if you would like.
14. Click, “Submit”