

Using MLP Section 1

Topics:

- learn how to access MLP
- updating Account Options
- different activity statuses

Logging in to MLP

MyLearningPlan
Plan » Manage » Learn » Evaluate

Home

Product

Contact Us

About Us

Registered Users:

Username:

mvillagracia@umasd.c

Password:

•••••

LOGIN

Need help logging in?

Forgot your password

MANAGE

- » Track participation for licensure and other purposes
- » Manage Approvals and out of district activities
- » Online course catalog and enrollment
- » Enable individual access to Learning Portfolios

Did You Know?

- » The average survey has 17 questions
- » On average, an activity is edited 1.9 times
- » Over 800,000 form approvals occurred this year
- » Roughly 20,000 logins occur each day in MLP
- » The smallest MLP district has 23 users

1. Open an Internet browser (Internet Explorer or Safari). Type www.mylearningplan.com and press Enter.
2. Your Username is your full e-mail address.
3. The default password is **changeme**. This is all lowercase and no spaces.
4. Press 'Enter' on the keyboard or click the 'Login' button.

First time logging in takes you to USER PROFILE

The screenshot shows the MyLearningPlan interface. At the top right are links for Help and Logout. The main header includes the MyLearningPlan logo and the text 'Plan » Manage » Learn » Evaluate'. Below this is an orange banner for 'Upper Merion Area School District' and a 'LearningPlan' button. A left sidebar contains several menu categories: 'My Info:' (My Portfolio, My File Library), 'Activity Catalogs:' (District Catalog, MCIU Catalog, CCIU Catalog, Calendar), 'Fill-In Forms:' (Conference Request, Prof. Dev. Presenter, Tuition Reimbursement, Mentor Log, Committee Log), 'Activity Proposals:' (Bldg. PD Proposal), and 'Account Options:' (My User Profile, Change UserName, Change Password). The 'My User Profile' option is highlighted with a black arrow. The main content area has a light gray box with the text 'Please take a moment to review and update your User Profile.' and a large blue link 'Click Here to Continue'. A light blue speech bubble points to this link, containing text about setting email notifications and checking building, department, and grade level information. A light blue box with a black border points to the 'My User Profile' link in the sidebar, containing text about what to do if the user didn't get this screen.

MyLearningPlan
Plan » Manage » Learn » Evaluate

Help Logout

LearningPlan

Upper Merion Area School District

My Info:
My Portfolio
My File Library

Activity Catalogs:
District Catalog
MCIU Catalog
CCIU Catalog
Calendar

Fill-In Forms:
Conference Request
Prof. Dev. Presenter
Tuition Reimbursement
Mentor Log
Committee Log

Activity Proposals:
Bldg. PD Proposal

Account Options:
My User Profile
Change UserName
Change Password

Please take a moment to review and update your User Profile.

Click Here to Continue

Doing this will allow you to set e-mail notifications for activity updates. Also, please make sure the correct building, department, and grade level(s) are checked.

If you did not get this screen, click here. 😊

User Profile Info check

- Verify or make changes to your name
- Would you like to get e-mail notifications?
- Provide an e-mail address

User Profile

Basic Information

Enter your last and first name. If you would like to be notified via email when your requests check Yes to Email Notification and indicate a valid email address.

Last Name

First Name

Email Notification Preferences

Please Email Me About:

New Activity Notification ☒ Yes ☐ No

Approval Status Changes ☒ Yes ☐ No

Upcoming Activities Reminder ☒ Yes ☐ No

days prior to ActivityStart Date
(Max=14)

Email Address

HTML Formatted Message ? ☒ Yes ☐ No

Building

- Select Building(s)
- ☐ Candlebrook Elementary School
 - ☐ Roberts Elementary
 - ☐ Upper Merion Middle School
 - ☐ Upper Merion High School
 - ☐ Caley Elementary
 - ☐ Bridgeport Elementary
 - ☒ 9999

Department(s)

- Department
- ☒ Administration
 - ☐ Art
 - ☐ English-Language Arts
 - ☐ Family and Consumer Science
 - ☐ Foreign Language
 - ☐ Mathematics
 - ☐ Music
 - ☐ Phys Ed
 - ☐ Reading
 - ☐ Science
 - ☐ Social Studies
 - ☐ Special Education
 - ☐ Technology

Grade(s)

- Grade
- ☐ Pre-K
 - ☐ Kindergarten
 - ☐ Grade 01
 - ☐ Grade 02
 - ☐ Grade 03
 - ☐ Grade 04
 - ☐ Grade 05
 - ☐ Grade 06
 - ☐ Grade 07
 - ☐ Grade 08
 - ☐ Grade 09
 - ☐ Grade 10
 - ☐ Grade 11
 - ☐ Grade 12
 - ☐ Other

Finish

SAVE

It is important that
only 1 BUILDING
is selected.

Click
SAVE

Click
Return
to Main

Account Options

Upper Merion Area School

My Info:

My Portfolio
My File Library

Activity Catalogs:

District Catalog
MCIU Catalog
CCIU Catalog
Calendar

Fill-In Forms:

Conference Request
Prof. Dev. Presenter
Tuition Reimbursement
Mentor Log
Committee Log

Activity Proposals:

Bldg. PD Proposal

Account Options:

My User Profile
Change Password

Account Options:

My User Profile
Change Password

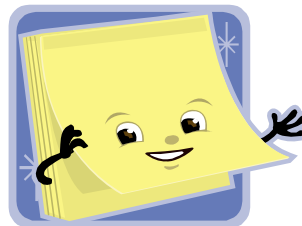
Password

Your Current
Password

Your New
Password

Retype Your New
Password

SUBMIT



Teacher Activity:

Change
Password

Learning Plan Tab

Upper Merion Area School District

My Info:

[My Portfolio](#)
[My File Library](#)

Activity Catalogs:

[District Catalog](#)
[MCIU Catalog](#)
[CCIU Catalog](#)
[Calendar](#)

Fill-In Forms:

[Conference Request](#)
[Prof. Dev. Presenter](#)
[Tuition Reimbursement](#)
[Mentor Log](#)
[Committee Log](#)

Activity Proposals:

[Bldg. PD Proposal](#)

Account Options:

[My User Profile](#)
[Change Username](#)
[Change Password](#)

My Requests - Maria Villagracia

Awaiting Pre-Approval

» None

Approved and In Progress

» [Apple/Startup Training MAC](#)
» [Sample Non-MLP Professional Devt Activity](#)
» [Apple/Using iLife and iWork](#)
» [Apple/Startup Training MAC](#)

Awaiting Final Approval

» [Learning Essentials for You and Your Students***CANCELLED***](#)
» [Building Online Communities with Will Richardson](#)
» [Managing Problem Behavior in School and Home Settings](#)
» [Teaching Manding: Capturing and Contriving Motivation](#)
» [Teaching Non-Vocal Learners to Talk](#)

Denied!

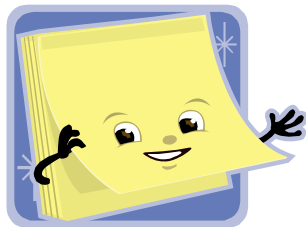
» [What the General Education Teacher Needs to Know About Autism](#)

Most Recently Completed

» [Touch Math: A bright idea for teaching children mathematics](#)
» [\[view My Portfolio for full list\]](#)

Through My Learning Plan, each teacher will have an individualized portfolio based on their Professional Development Activities.

These portfolios are still in the process of being built. All activities beginning September 2008 will appear. The District will back-enter Summer Workshops.



Teacher Activity:

Click on
My Portfolio

Upper Merion Area School District

Portfolio Views:

- View Current Year
- View Licensure
- View By Purpose
- View By Goal
- View All

Transcript:

- Print PDF

In Progress:

- View In Progress
- View Denied Requests

Download to Disk:

- Excel Format

My Portfolio - Maria Villagracia

Completed Activities:

Date Completed	Activity Title	Hours	Credits
2006-2007			
12/4/2006	Touch Math: A bright idea for teaching children mathematics	5.00	0.00
	Sub-Total	5.00	0.00
	TOTALS	5.00	0.00

BACK

Using MLP Section 2

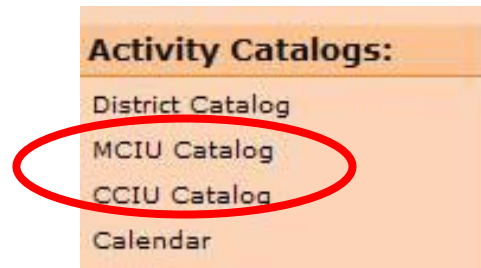
Topics:

- registering for an activity
- approval process
- marking an activity complete

Different types of activities

District Catalog – *UMASD professional development activities from the Teacher Summer Academy Catalog or In-Service Days*

Non-District Activity but MLP-listed



MLP-unlisted activity – *found in PaTTAN, other eligible activities not in MLP; needs to be entered through Conference Request Form*

Activity Catalogs:

District Catalog

MCIU Catalog

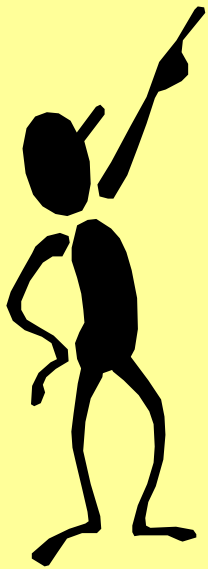
CCIU Catalog

Calendar



District Catalog Activity

Click on 'District Catalog'. Find an activity using date/s or a search term.



Search District Catalog - Upper Merion Area School District

Search Options

Show activities
that start between:

8/19/2008



and

11/30/2008



Search term:

View Now

[advanced search on/off]

19.

Apple/Startup Training MAC

Out of the box and into your classroom. Startup training on how to use your Macbook Laptop and the Macintosh OS in your classroom. This session will be geared for novice users, with plenty of handholding and a comfortable learning pace.

Date(s): Jul 16, 2008 - Jul 16, 2008

Hours: 6.00 Cost: \$0 # Enrolled: 12/16

From the Search Results, select an activity you would like to register for by clicking on the title.

If you like what you see, click

SIGN UP NOW

This will take you to the In-District Professional Development Form. Requesting to attend activities from the District Catalog does not require pre-approval.

Purpose(s)

Select a Purpose(s)

- ☐ Act 48 Hours
- ☐ Flex Time
- ☐ Instructor Payment
- ☐ Participation Payment
- ☐ Staff Development Exchange
- ☐ Tuition Reimbursement

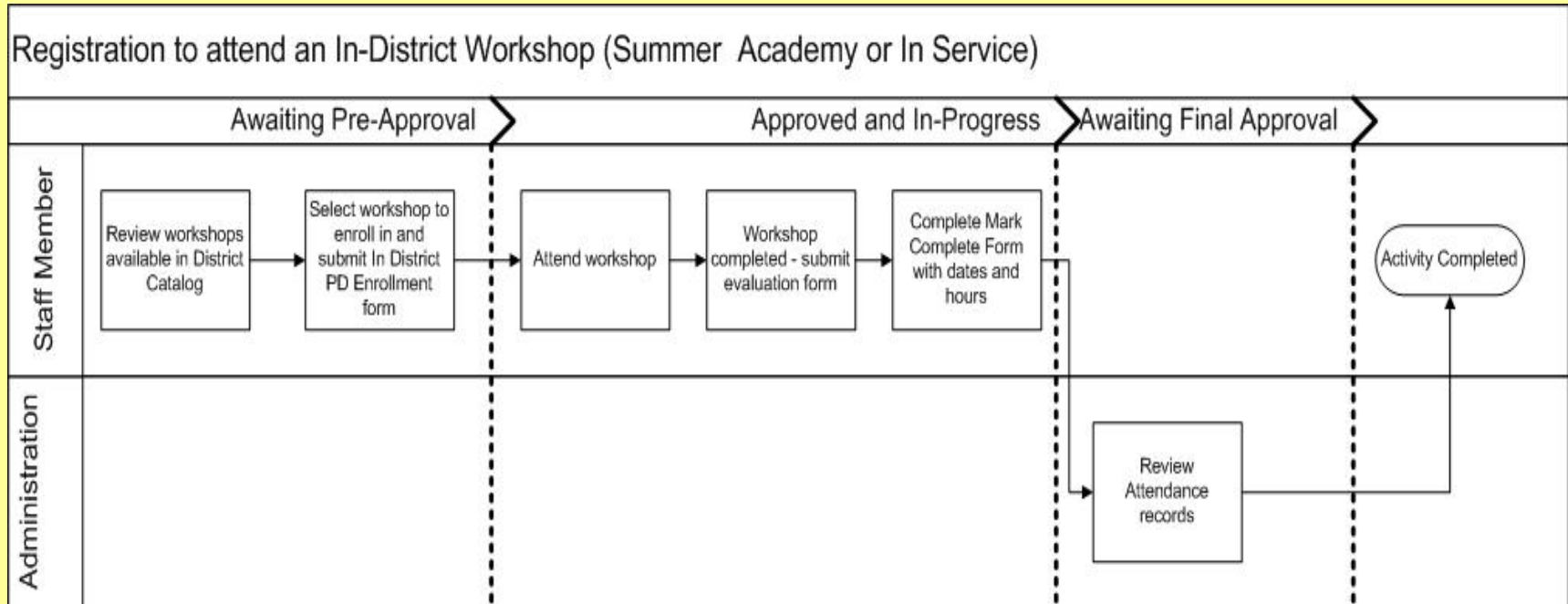
Select ONE or none.

Clicking SUBMIT button will list the activity in the section. If you had selected 'Instructor Payment':

Approved and In Progress

Awaiting Pre-Approval

Flowchart for DISTRICT CATALOG activities registration & credit



PROCESS NOTES:

- The information found in the catalog is used as the default information for the registration form.
- You can end the process at any point by opening the registration form and clicking on the drop button.
- If your form does not advance to the next phase - review the form - if not completed correctly the form will not route to the next phase.
- You must mark an activity complete to get credit.

Very Important!!!

Actions	
Professional Development Feedback	Please complete this Form.
Mark Complete	Select this option when you have completed the activity and the evaluation form(s) and you wish to request final approval. This option will become available once the evaluation form is completed.
View/Print Form	Select this function to view or print the full request form.
Drop	Select this if you wish to DROP enrollment in this activity.

- After attending a workshop from the District Catalog, complete **Professional Development Feedback** form. Click SAVE button and RETURN TO MAIN.
- Click **MARK COMPLETE**. This instructs MLP to alert the person responsible to process your attendance.
- No changes can be made to the activity forms once submitted or after completion.

Non-District Activity but MLP-listed

Activity Catalogs:

District Catalog

MCIU Catalog

CCIU Catalog

Calendar

Click on either link. Find an activity using date/s or a search term.

Indicates what catalog you're in

Activity Catalog

Search Catalog - MCIU

Start between: 8/20/2008 and 7/31/2009

Search Term:

View Now

[advanced search on/off]

26. **What the General Education Teacher Needs to Know About Autism**
Sponsored By: Special Education (Training & Consulting & Behavior Management)

More children with Autism Spectrum Disorders are being educated in the general education setting. This workshop will go into detail regarding social, behavioral and communication deficits as they apply to students on the spectrum. Participants will leave with strategies to support these deficit areas.

Date(s): **September 22**

Registered: **3/40**

Click on title of selected activity

If you like what you see, click

CLICK TO ENROLL

Review your Account Info then click 'Update & Continue'. Click 'Next' and agree to the Terms & Conditions.

Fill Out District Forms

One More Step

REQUEST APPROVAL

Your registration will NOT be confirmed until we receive notification that your district has approved your request form. Once your request is PRIOR approved in MyLearningPlan, you will be notified automatically and we will review your registration. At that time, you will receive an email to confirm your registration. It is your responsibility to monitor the status of your request for approval in MyLearningPlan.com. We must receive the approval notification in a timely manner. If you need to cancel the registration, please log in to mylearningplan.com and DROP the registration activity.

Click the button above to complete your organization's request form.

Remember, all non-District activity requires pre-approval from building principal and Asst. Superintendent for C&I

Clicking **REQUEST APPROVAL** opens the REGIONAL PROVIDER FORM.

Regional Provider Form

SECTIONS	DO THIS
General Info	verify data
Activity Details	select Activity Format & Category
Dates/Times/Location	provide location
Substitute Information	provide info if applicable
Costs	provide info if applicable
Payment	select Payment Type (more info later)
Goals/Objectives	check one or more
Purpose	check Act 48 (if certificate holder) and/or <u>one</u> of the others

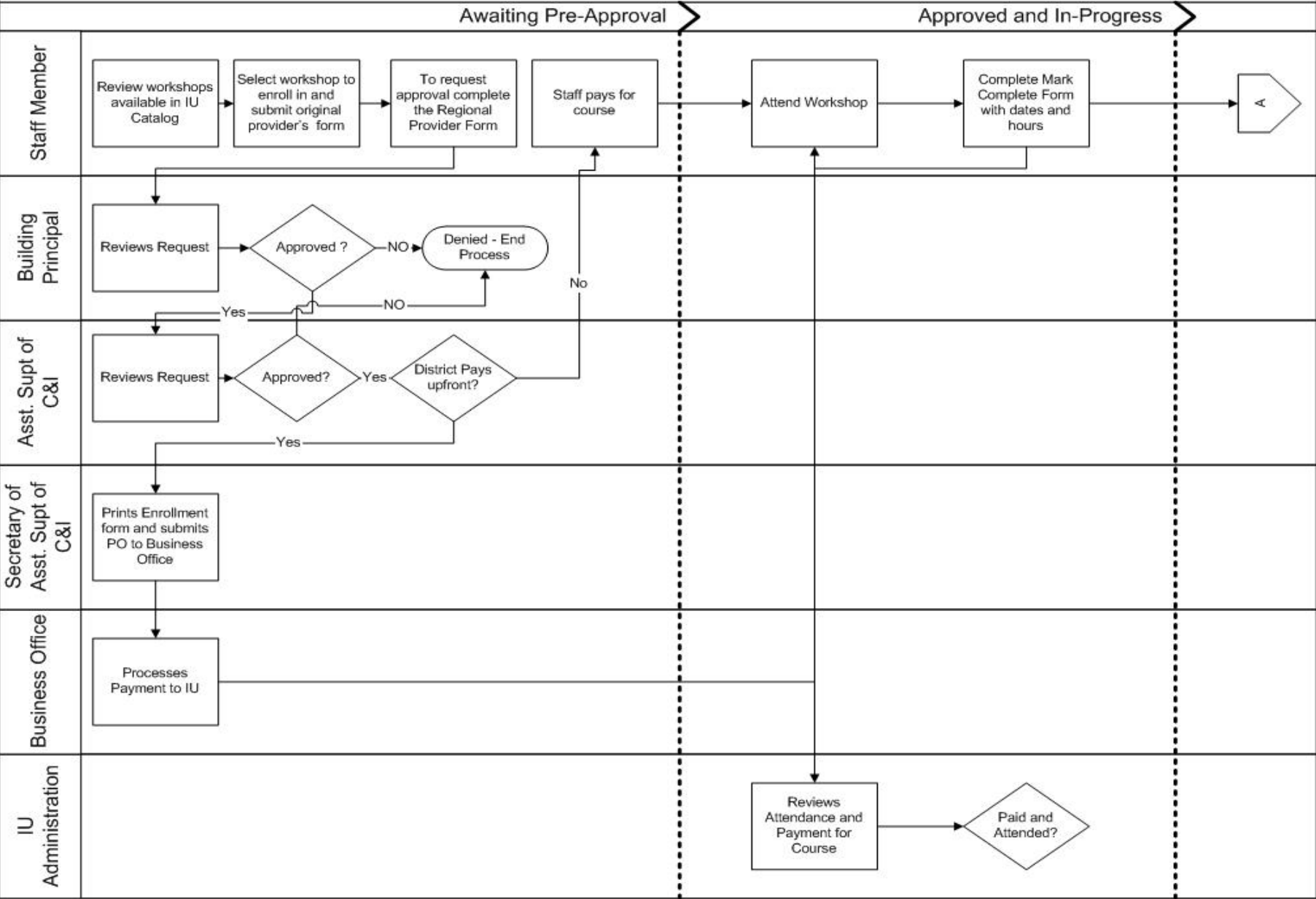
After clicking SAVE:

Remember,
you need
prior
approval
before
attending a
non-
DISTRICT
activity.

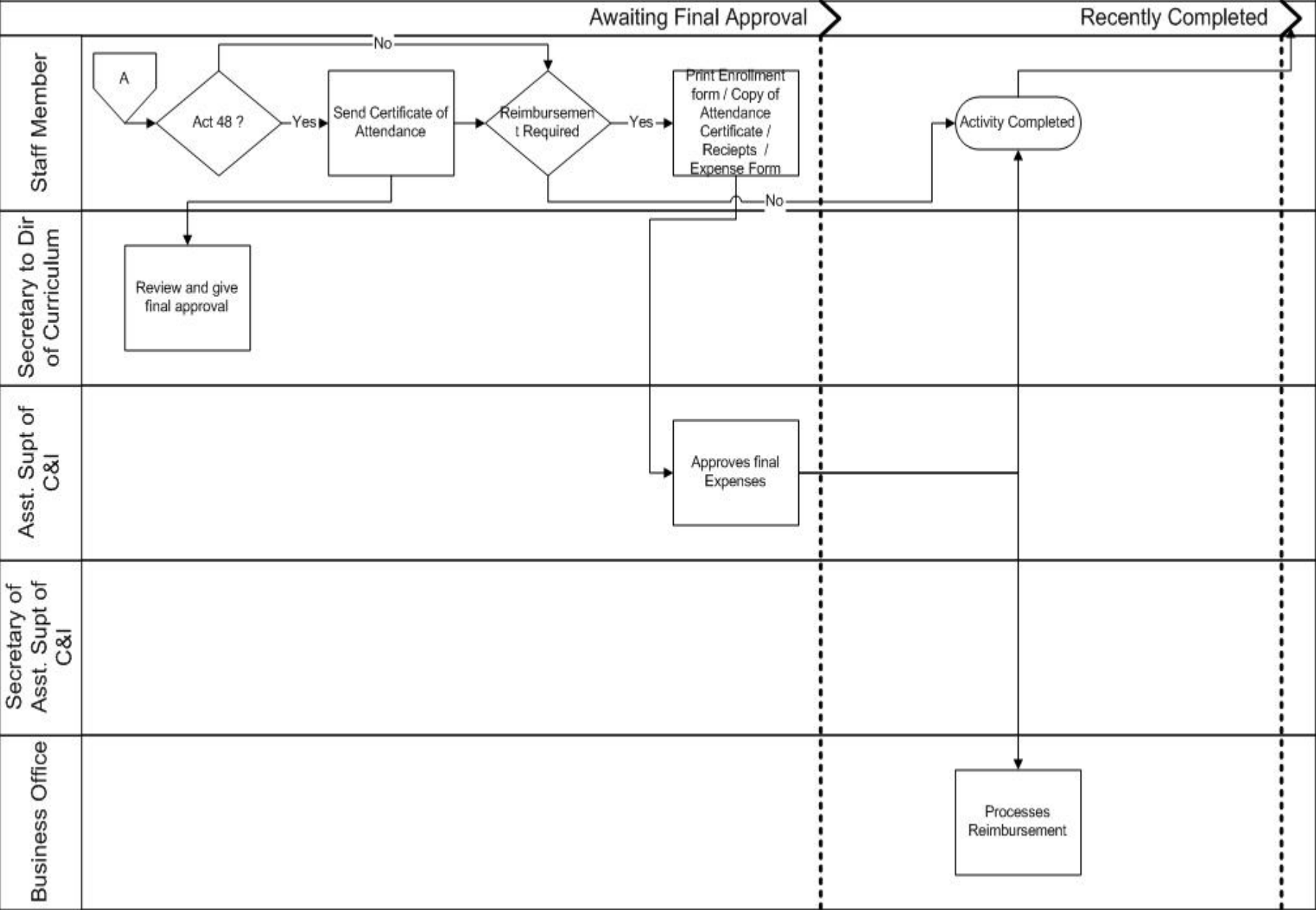
Confirmation			
Confirmation			
Request Submitted!			
Approval Summary			
Prior Approval(s)	1. Jane Callaghan		PENDING
Final Approval(s)	2. MLP Admin		-----
Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.			
Activity Dates			
Activity Title: Simply SMART Board- Valley Christian School			
	Date	Times	Location
Meeting Date(s):	8/25/2008	9:00 am to 3:00 pm	Valley Christian School
	10/9/2008	9:00 am to 12:00 pm	Valley Christian School
Registration Summary			
Provider:	MCIU - NPSS Sponsored by: Non-Pub		
Registration Status:	Pending - The registration is pending approval by the registrar.		
Payment Method:	No Cost		
Enrollment Type:	Non-Credit (Hours)		
Enrollment Form			
[PRINT ENROLLMENT FORM]			

Check flowchart on next slide for the remainder of the registration process.

Registration to attend an IU Workshop



Registration to attend an IU Workshop (page 2)



Please note.....

Non-DISTRICT but MLP-listed activity *Providers* have their own final approval process for which Upper Merion School District has no control of. Please follow-up with that provider if your completed activity has not been credited to you in a timely manner. *If you need further guidance, our Curriculum Office will try to assist you.*

for MLP-unlisted activities, we have this thing called



Fill-In Forms:

Conference Request

Prof. Dev. Presenter

Tuition Reimbursement

Mentor Log

Committee Log

Use a CONFERENCE REQUEST form in requesting to attend an activity not listed in the District Catalog or other MLP catalogs.

Here's what it looks like...

**Request To Attend
Conference/Workshop
Or Meeting**

Activity Details

This section contains information about the activity

Conference Name

Activity Format

--- Click To Select ---

Purpose/Description

Website for
Description

ABC

Fill out the required information. Include a website if applicable.

next...

If you put more than 1, the form self-adjusts and asks for details for the other meeting dates.

Dates/Times/Location

of Meetings

Meeting Date 1

Meeting 1 Date

Start & End Time :00 To :00

Meeting #1 Location

Sub Needed for Date #1 ☐ Yes ☐ No

Absence Start/End Time :00 To :00

Location of Absence



Role at Conference/Workshop

Are you a speaker/presenter?

If Yes, Explain.

Are you receiving a speaker's fee, expense reimbursement or honorarium?

If you are receiving remuneration, please remit to Business Office.

Yes/No

Submitting the Conference Request form sends it for prior approval within UMASD. It does NOT mean you are enrolled in the activity. Check with the non-MLP provider on how to enroll.

Provider

Provider

If NOT On List Enter Here

Estimated Expenses

All receipts are required for reimbursement.

Registration Fee

Lodging

Meals

Mileage (IRS Rate)

Sub Cost

Act 48 Hours

Enter the number of Hours you are seeking for this activity

Hours

If UMASD is paying for the activity, you can not check Flex Time, Instructor Payment, Staff Development Exchange, or Participation Payment as purpose.

Pink textboxes indicate required information but including all necessary information facilitates faster prior approval processing.

Goal(s) and Objective(s)

Select At Least One
District Objective

☐ **Goal : Data is used for instructional decision making.**

☐ To inform instruction and monitor student achievement

☐ **Goal : UMASD actively promotes health and wellness.**

☐ Emergency Services Training, Personal Growth, & Character Educati

☐ **Goal : UMASD has a 21st century curriculum.**

☐ 21st Century Skills

☐ **Goal : UMASD utilizes technology to promote teaching and learning.**

☐ Technology Integration

Purpose(s)

Select a Purpose(s)

☐ Act 48 Hours

☐ Flex Time

☐ Instructor Payment

☐ Participation Payment

☐ Staff Development Exchange

☐ Tuition Reimbursement

Required to accumulate
this hours?

Pick one or
none

Comments

Comments

Finish

SUBMIT

SAVE AS DRAFT

Click:

SUBMIT to
start prior
approval
process

**SAVE AS
DRAFT**
to keep
form for
future
editing
and if not
ready to
submit

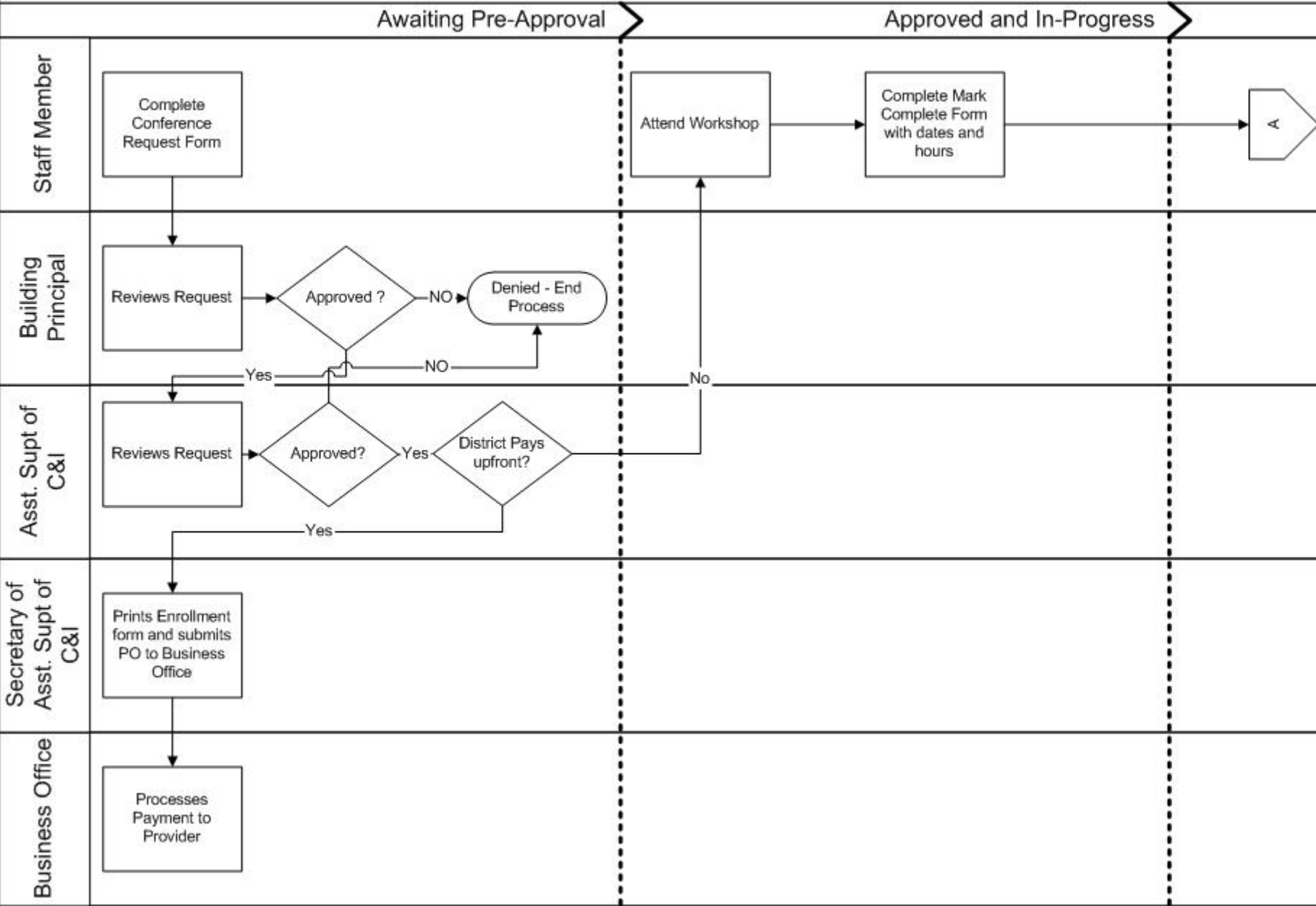
To go back to an activity you saved as draft, click on the 'Learning Plan' tab. Look in the Draft section of your 'My Requests' page and click on the title.

My Requests - Maria Villagracia	
Drafts	
» Sample Non-MLP Professional Devt Activity	[Delete]

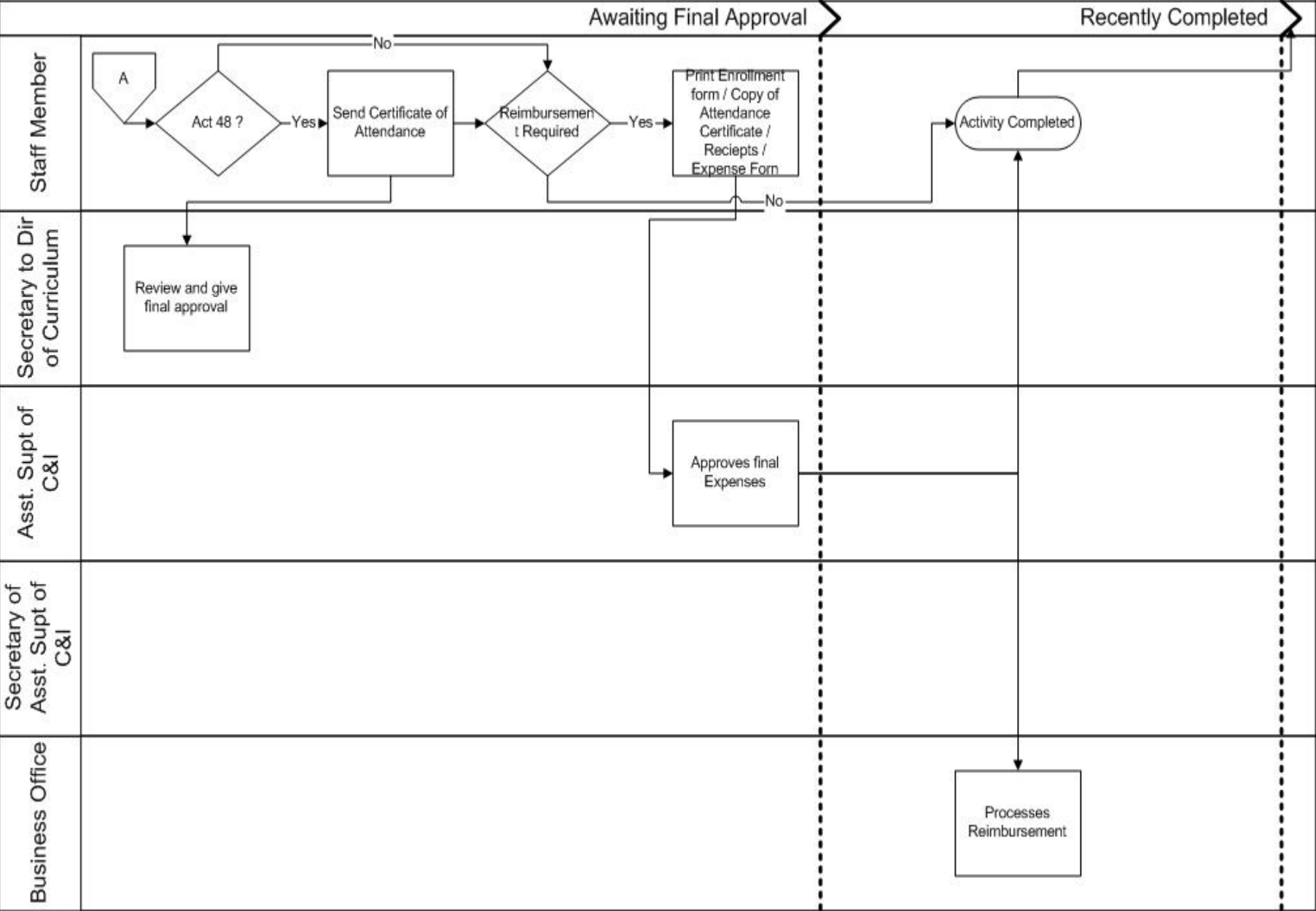
When done editing the form, click SUBMIT. Take note of your list of Prior Approvers and check your MLP account periodically. Remember, you need prior approval before attending an MLP-unlisted activity.

Confirmation								
Confirmation								
Request Submitted!								
Approval Summary								
Prior Approval(s)	1. Melissa Jamula		PENDING					
Final Approval(s)	2. Maria Villagracia		-----					
Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.								
Activity Dates								
Activity Title: Sample Non-MLP Professional Devt Activity								
Meeting Date(s):	Date	Times	Location	Sub				
	9/5/2008	8:00 am to 3:00 pm	Valley Forge, PA	Yes				
Absence/Substitute Information								
Actions								
You can monitor the status of your request by logging into your account and clicking the request title.								
RETURN TO MAIN								

Registration to attend an Out of District Conference



Registration to attend an Out of District Conference (page 2)



By the way.....

Non-MLP Providers may be Act 48 providers too. If you would like UMASD to process your Act 48, flex, or exchange hours, please submit a **Certificate of Attendance** to the Curriculum Office & click 'Mark Complete' on the Activity Info page.

Check out the Curriculum &
Instruction web page's section
on [My Learning Plan](#)
for FAQs and Help contacts