MyLearningPlan (MLP)

Getting Started: A Guide for District Staff

My Learning Plan.com is a web-based service for managing professional development activities, meetings and field trips for our school district. Teachers and teaching assistants use a private user name and password to obtain approval for inservice activities, conferences, graduate courses and school/class field trips.

Step by Step Guide:

1) Open the internet and go to: http://mylearningplan.com
2) Your username and password are your first initial and last name followed by @kingstoncityschools.org

Example: Username:
flast@kingstoncityschools.org
Password:
flast@kingstoncityschools.org

3) Your username and password remain the same until you have logged into the system once. You may then change your password.

From the Main screen you can:

 For pre-approval for in-service activities. *All requests must be submitted at least 10 work days prior to the activity.*

1. Browse the Ulster County BOCES, Dutchess County BOCES, MHRIC, MHTC, and District Catalog for staff development activities. Click the link for the catalog you wish to view. Click the title of an activity if you are interested in participating. Click the "request approval" button. Fill out any forms that may appear, and then submit. The activity should then be available in your "Awaiting Pre-Approval" queue.

 For all forms:

Fill out the form, then click submit.

 If the form is approved, you must remember to mark the activity complete (after the activity concludes) and submit proof of completion/attendance to the Teaching & Learning office.

2. You must have all attained all "Prior-Approvals" before participating/attending the activity.

How to determine the correct form to use on MLP

Conference Request

A conference request must be used any time you will not be at your "regular" assignment for a half a day or more with or without the need for sub coverage.
A conference request must be used any time a sub is needed for an individual that is working the same day the sub is requested for.
A conference request must be used anytime you are going out of district during the work day. The district is defined as the 7 elementary schools, 2 middle schools, 1 high

school, 1 administration building, and 1 warehouse operated by district employees.
4. On a designated Superintendent's Conference Day **the ONLY individuals** who need to submit a conference request are those traveling outside the district.

Field Trip Proposal
This form must be used to request pre-approval for a field trip.
If you would like transportation to make arrangements for you, it must be indicated in the appropriate comment field of this request form.
Whenever possible be certain to include alternative dates for the proposed trip to account for inclement weather, etc.

In-service Request:
This form is used to request **pre-approval** for any in-service professional development activity. This form is also used to request credit for salary increase and/or toward certification requirements.

Graduate Course:
This form is used to obtain pre-approval of a college course.

Teaching Assistant (TA) College Course:
This form is used to obtain pre-approval of a college course for a Teaching Assistant.

Salary Increase Form:
This form is to be used to request a salary increase after the appropriate number of Graduate, College, and/or In-service courses have been successfully completed as per contract.

Course Proposal:
This form is to be used to propose to teach an In-service course.

Activity Catalogs
1. You must always sign up for any course by:
a. Entering the appropriate catalog.
b. Searching/Finding the course you are interested in.
c. Clicking on the course title
d. Clicking on "Click to Enroll" or "Request Approval" depending
NOTE: Be certain to follow the prompts or fill in the form ensuring that all information is accurate.

Monitoring the Status of a Request
When a request is submitted for approval, it is routed through an approval process. The approval process includes pre-approval and final approval.
Pre-Approval is defined as the approval steps required prior to having permission/approval to attend.

Final Approval is not required to attend an activity. Final approval is defined as the approval/verification that the activity was attended, completed and verified by the district office.

You can monitor the progress of this approval process.

Use these steps to monitor the status of a request:

1. Under the **LearningPlan** tab, review the list of activities in the **My Requests** view.
2. The title of the activity is displayed under the current approval status (**Awaiting Prior Approval, Request More Info, Denied, Approved And In Progress, Pending Final Credit**, etc.).
3. Click the **Manage** button next to the activity to view the status

Cancelling/Dropping a Request

Use the **Drop** function if it is necessary for you to cancel your registration.

Use these steps to cancel/drop a request:

Select an Activity. Click on the **Manage** button to view the activity details screen. Click **Drop** to cancel the request.

Once the course is dropped, it is fully removed from the system. If a substitute was scheduled for you, verify that the substitute is cancelled.

Click **Yes** to confirm the drop.

Finalizing a Completed Request

Once an activity is complete, you may need to **Mark "Complete"** in order for the activity to be submitted for final credit.

Use these steps to submit an activity/form for Final Credit (Mark Complete):

1. Review the list of activities in the **My Requests** view. **Note:** You can only perform this function on an activity that is A**pproved and in Progress**.
2. By clicking the **Manage** button, you will access the activity status screen. This screen contains the option to mark the activity as complete.
3. Click the **Mark Complete** link. The **Mark Complete** link is located towards the bottom of the screen under **Actions**.
4. Click the **Submit** button. When this action is completed, the request is automatically submitted for final credit approval.
5. If the **Mark Complete** link is not active, it is most likely because:

 There is a mandatory evaluation form that must be completed first (click on the activity evaluation form link located just above the **Mark Complete** link to access the evaluation form).

 The amount of time granted by your organization for you to **Mark Complete** an activity after the end date of the activity has expired. Contact your organization's professional development department for further instructions.

 Your organization has already completed this step for you.