

MY LEARNING PLAN

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

OUFSD

2009

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Further Assistance : <i>Donna Platt at 914-762-5830 ext. 334</i> or dplatt@ossining.k12.ny.us	9

INTRODUCTION:

MyLearningPlan® (MLP) is a web-based service for tracking Professional Development activities school districts.

The options that are currently available through MLP allow OUFSD members to:

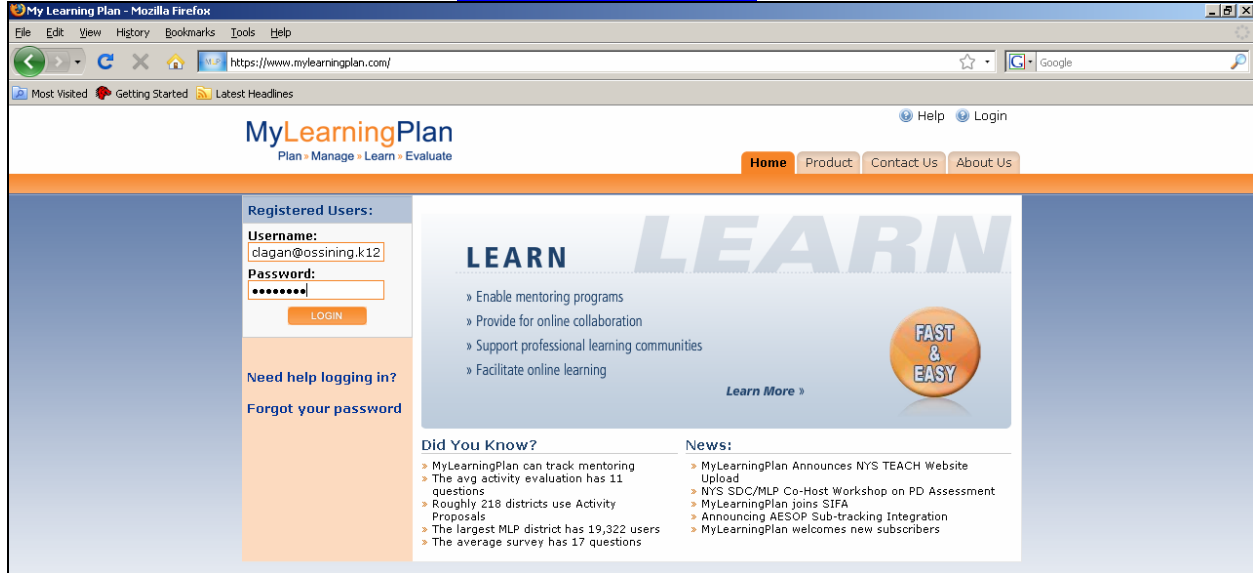
- Complete Permission to Attend Forms
- Complete Course Approval Forms
- Complete Personal Leave Forms
- Complete Vacation Forms
- Update their Profile and Password
- View professional development courses
- Upload files to a personal Library
- View offerings at SW and PNW BOCES

More capabilities may become available in the future:

- View a future school district catalog (such as Teacher Center Courses)
- View a district calendar of events
- Fill out a Mentor Log

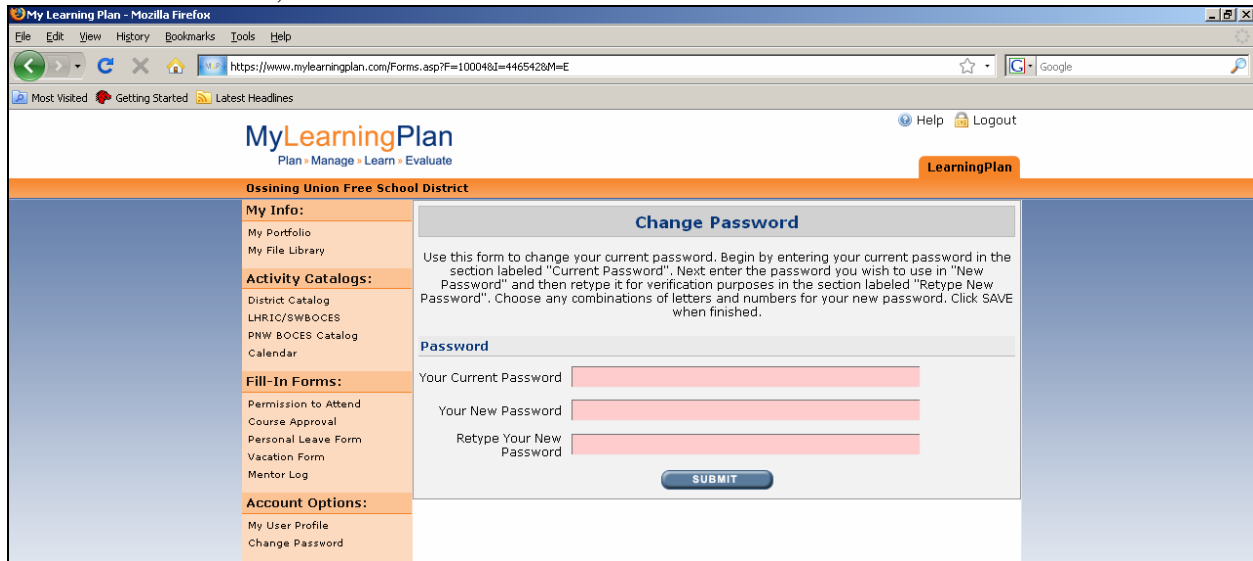
PROCEDURES and ACCOUNT OPTIONS:

Log onto the web site <http://www.mylearningplan.com/>. Your *username* is your email address and your *password* by default is changeme. *Login*. If you cannot log in, please contact **Donna Platt at 914-762-5830 ext. 334 or dplatt@ossining.k12.ny.us**



CHANGE PASSWORD:

Go to the *Account Options* tab and choose *Change Password*. Key in your existing password and create a new one, confirm and *Submit*.



USER PROFILE:

Under Account Options, click on My User Profile. Update the following:

- Basic Information: First and Last Name
- Email Notification Preferences: email notifications when applying to take a course; approval status; upcoming activities reminder (you can determine the number of days prior to the activity up to a maximum of 14); email address and whether you would like your emails in HTML format or not.
- Check off the primary Building and Department and Save
 - This will allow your forms to be circulated for approval in a proper, logistical format.

<p>Activity Catalogs:</p> <ul style="list-style-type: none"> District Catalog LHRIC/SWBOCES PNW BOCES Catalog Calendar <p>Fill-In Forms:</p> <ul style="list-style-type: none"> Permission to Attend Course Approval Personal Leave Form Vacation Form Mentor Log <p>Account Options:</p> <ul style="list-style-type: none"> My User Profile Change Password 	<p>Basic Information</p> <p>Enter your last and first name. If you would like to be notified via email when your requests are approved, check Yes to Email Notification and indicate a valid email address.</p> <p>Last Name <input type="text" value="Lagan"/></p> <p>First Name <input type="text" value="Cheryl"/></p> <p>Email Notification Preferences</p> <p>Please Email Me About:</p> <p>New Activity Notification <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Approval Status Changes <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Upcoming Activities Reminder <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p># days prior to Activity Start Date <input type="text" value="3"/> (Max=14)</p> <p>Email Address <input type="text" value="clagan@ossining.k12.ny.us"/></p> <p>HTML Formatted Message? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Building</p> <p>Select Building(s) <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Ossining High School <input type="checkbox"/> Anne M. Dornier Middle School <input type="checkbox"/> Claremont Elementary <input type="checkbox"/> Brookside Elementary <input type="checkbox"/> Park Early Childhood Center <input type="checkbox"/> Roosevelt School</p>
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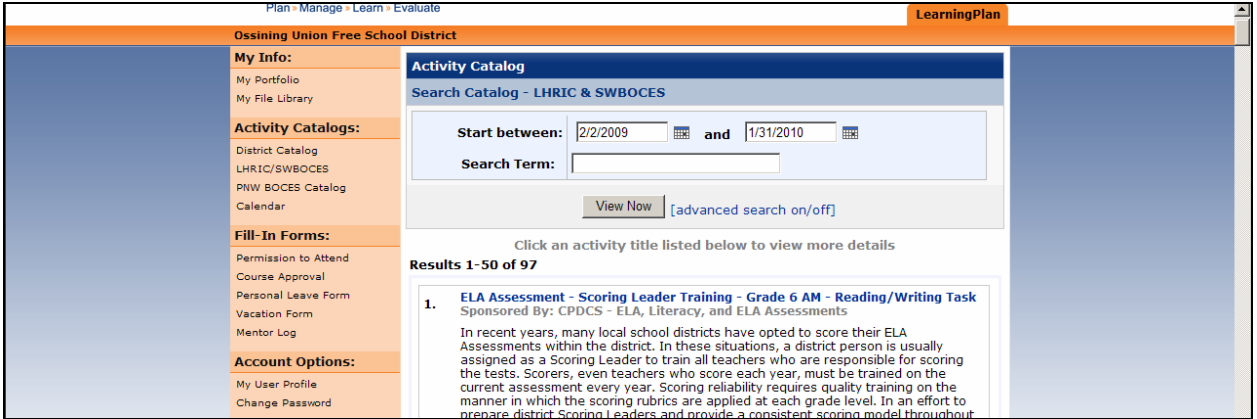
Your requests and their status will then appear, if applicable:

<p>Ossining Union Free School District</p> <p>My Info:</p> <ul style="list-style-type: none"> My Portfolio My File Library <p>Activity Catalogs:</p> <ul style="list-style-type: none"> District Catalog LHRIC/SWBOCES PNW BOCES Catalog Calendar <p>Fill-In Forms:</p> <ul style="list-style-type: none"> Permission to Attend Course Approval Personal Leave Form Vacation Form Mentor Log <p>Account Options:</p> <ul style="list-style-type: none"> My User Profile Change Password 	<p>My Requests - Cheryl Lagan</p> <p>Awaiting Pre-Approval</p> <ul style="list-style-type: none"> > None <p>Approved and In Progress</p> <ul style="list-style-type: none"> > NYSCATE - Metro Conference > TLI - Tech Expo 2009 > Engaging Learners the SMART Board Way > eChalk: Using Layout Manager & Understanding the Basics of Web Design > Model Schools Essentials: Intro to School 2.0 as a Technology Planning Framework > Model Schools Webinar: Blogging for Administrators > Model Schools Essentials: Creating Collaborative Workspaces with Google Tools > Model Schools Essentials: What Blogs and Wikis Mean to Modern Instruction > Model Schools Tech Solutions Conference: Interactive Whiteboards > Introduction to Adobe Acrobat Professional 8 <p>Awaiting Final Approval</p> <ul style="list-style-type: none"> > Model Schools Essentials: Web Tools for Every Kind of Learner > Web 2.0 for eChalk Webmasters > Blogging for Educators Using eChalk > Video Conferencing Round Table > NEW SECTION: PC Podcasting Solutions > Video Conference Showcase I (12:00pm - 1:00pm) > Tools of the Web 2.0 > Smartboard Best Practices - 6-12 > Tech Expo 2008 > PC Podcasting Solutions > Blogs for the Literacy Rich Classroom***CANCELLED*** > Shaping the Knowledge Landscape◆What Wikis Mean to Modern Instruction***CANCELLED***
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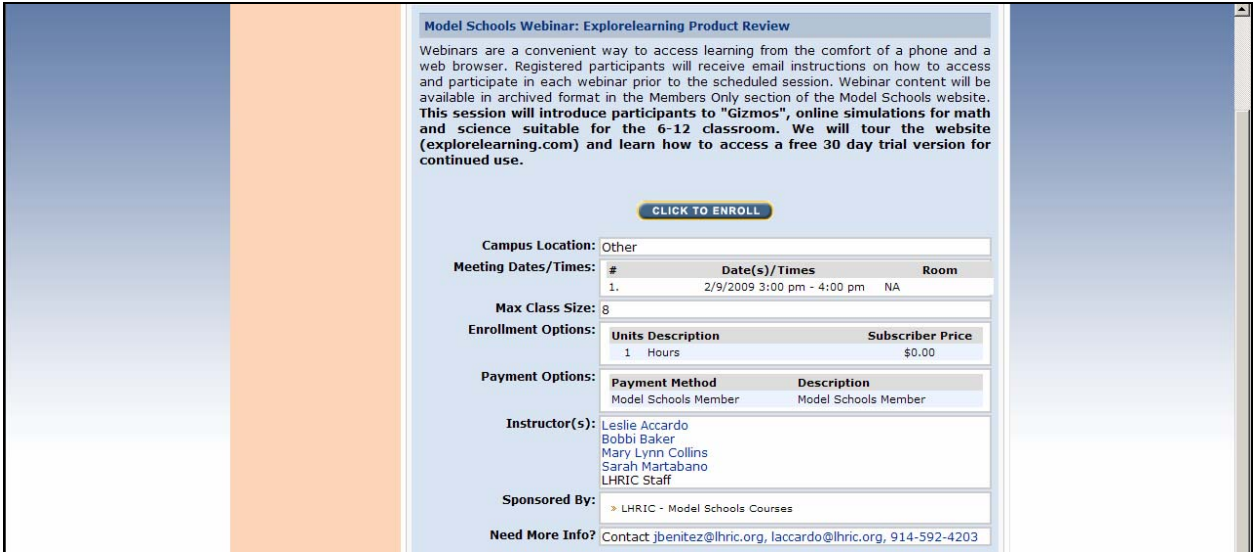
ACTIVITY LOGS and COURSE OFFERINGS:

Current Course offerings are available through both PNW and SW BOCES. Search parameters are available to narrow down a date or focus topic.

Click on *advanced search on/off* for more options.



For more information, click on the blue, highlighted title. If the Course Details are desirable, *Click to Enroll*.



You will be asked to review your account information and to update it if necessary in order to continue on.

First Name	Cheryl
Last Name	Lagan
Type your Email Address	<input type="text" value="clagan@ossining.k12.ny.us"/>
Basic Information	
Building/Division Name	<input type="text" value="Ossining High School"/>
Select Position	<input type="text" value="Teacher"/>
Job Title	<input type="text" value="Teacher"/>
Contact Information = Work	
Work Street Address	<input type="text" value="29 S. Highland Avenue"/>
Work Street Address 2	<input type="text"/>
Work City	<input type="text" value="Ossining"/>
Work State/Province	<input type="text" value="NY"/>
Work Zip/Postal Code	<input type="text" value="10562"/>
Work Phone Number	<input type="text" value="9147625760"/>
<input type="button" value="Update & Continue"/>	

Please note that when you choose to agree with the Terms and Conditions of the course: **“Every registrant must obtain prior approval from their designated administrator(s) prior to attending a session.** A confirmation email will be issued as soon as the registration has been accepted by LHRIC.”

Web Registration	
Course Summary	
Title:	Model Schools Webinar: Explorelearning Product Review
Enrollment Type:	1 Hours
Registration Fee:	\$ 0
Payment Method:	Model Schools Member
Need More Info?	Contact jbenitez@lhric.org , laccardo@lhric.org , 914-592-4203
Terms & Conditions	
This enrollment entitles the participant of a subscribing school to attend the LHRIC's Model Schools courses and events. Every registrant must obtain prior approval from their designated administrator(s) prior to attending a session. A confirmation email will be issued as soon as the registration has been accepted by LHRIC. All listings are accurate at the time of registration. However, sessions may be canceled and rescheduled. Enrollees will be notified via email of any such changes. All notification emails are generated directly from My Learning Plan.	
By clicking the I Agree button below, you agree to be bound by the Terms and Conditions set forth above.	
<input type="button" value="Cancel"/> <input type="button" value="I Agree"/>	

Once you agree, there is one more step left. If there is no fee and no inservice credit, click on *Request Approval*. If not, click on the **One More Step** red hyperlink.

The screenshot shows a web registration interface. At the top, there is a 'Web Registration' header. Below it is a 'Registration Summary' section with the following details:

- Title: Model Schools Webinar: Explorelearning Product Review
- Enrollment Type: 1 Hours
- Registration Fee: \$ 0
- Payment Method: Model Schools Member
- Need More Info?: Contact jbenitez@lhric.org, laccardo@lhric.org, 914-592-4203

Below the summary is a section titled 'Fill Out District Forms'. It features a red 'One More Step' heading and a blue 'REQUEST APPROVAL' button. The text below the button reads: 'Thank you for registering for a LHRIC Model Schools event. Your registration is pending local district approval. Please note that is it your responsibility to monitor the status of your in-district approval. If your district administrators do not approve your request in a timely manner, you may lose your seat in the class. You can view the registration status and access detailed information about this course by going to <http://www.MyLearningPlan.com> and logging in. NOTE: If fees are associated with a session, registration is contingent upon receipt of payment. Once payment has been made, registration will be confirmed. If you need to cancel, please do so 48 hours prior to the course date. You can do this by logging into My Learning Plan and select the "drop" button. Thank you. We will notify you if the course is canceled. Click the button above to complete your organization's request form.'

You will then see a form that has to be filled out regarding all details of credit, payment, etc. Purpose(s) and Goal(s) and Objective(s) must be checked in order to be able to submit the form.

Fill out as much information as applicable, and then press Submit.

The screenshot shows a registration form with the following sections:

- Provider:** A dropdown menu showing 'SW BOCES/LHRIC' and a text input field for 'If NOT On List Enter Here'.
- Costs:** A text input field for 'Registration Fee' with the value '0'.
- Payment:** A dropdown menu for 'Payment Type' with options: '--- Click To Select ---', 'District Purchase Order', 'No Cost', 'Participant pays and is reimbursed on successful completion', and 'Participant pays - no reimbursement'.
- Hours/Credits:** Text input fields for 'Hours' (value '1') and 'Credits' (value '0').
- Goal(s) and Objective(s):** A section with a 'Select At Least One District Objective' checkbox and two radio button options: 'Goal : Sample: Technology Integration' and 'Sample: Internet in the Classroom'.
- Purpose(s):** A section with a 'Select a Purpose (s)' checkbox and three radio button options: 'Professional Development Hours', 'Inservice Credit towards Salary Advancement', and 'Graduate Credit towards Salary Advancement'.

An email notification will be sent if this preference was checked in your profile. A confirmation of your pending request will appear.

Plan Manage Learn Evaluate LearningPlan

Ossining Union Free School District

Confirmation

Confirmation

Request Submitted!

Approval Summary

Final Approval(s) 1. MLP Admin PENDING

Activity Dates

Activity Title: Model Schools Webinar: Explorelearning Product Review

Date	Times	Location
2/9/2009	3:00 pm to 4:00 pm	NA

Registration Summary

Registration Instructions

Thank you for registering for a LHRIC Model Schools event. Your registration is pending local district approval.

Please note that it is your responsibility to monitor the status of your in-district approval. If your district administrators do not approve your request in a timely manner, you may lose your seat in the class.

You can view the registration status and access detailed information about this course by going to <http://www.MyLearningPlan.com> and logging in. **NOTE: If fees are associated with a session, registration is contingent upon receipt of payment. Once payment has been made, registration will be confirmed.** If you need to cancel, please do so 48 hours prior to the course date. You can do this by logging into My Learning Plan and select the "drop" button. Thank you. We will notify you if the course is canceled.

You can now return to the catalog again, if necessary. Clicking on the *LearningPlan* tab on the upper right side of the page will always bring you back to your "home page."

PLACE ALL REQUESTED DATES OF ABSENCE INTO SUBFINDER. IF YOU APPROVAL IS DENIED, YOU CAN CANCEL YOUR ABSENCE FROM YOUR BUILDING IN ADVANCE.

If you click on the pre-approved course, you can view and print the details and drop the course, too.

Mentor Log

Account Options:

My User Profile

Change Password

#	Start Date/Time	End Date/Time	Location
1.	2/9/2009 3:00 pm	2/9/2009 4:00 pm	NA

Internal Approval Status:

Administrator	Approval Type	Comments	Status
MLP Admin	Final Approval		PENDING

If you have any questions regarding your organization's approval of this request, please contact the appropriate approver(s) listed above.

Course Provider Registration Status:

Provider: Southern Westchester BOCES

Registration Status: Pending (Your registration is pending approval by the registrars.)

Payment Method: Model Schools Member

Enrollment Type: Hours

If you have any questions about your registration status, please contact the registrar at the Southern Westchester BOCES via email (jbenitez@lhric.org, laccardo@lhric.org, 914-592-4203).

Actions

Mark Complete Select this option after you have completed the activity and you wish to request final approval. **This option becomes available 2/9/2009.**

Print Enrollment Form Select this function to print the completed enrollment form for Southern Westchester BOCES.

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.

FORMS: VACATION, PERSONAL, PERMISSON TO ATTEND, COURSE APPROVAL

Forms for Permission to Attend, Course Approval, Personal Leave and Vacation are now electronic. Complete all required fields and SAVE. Please note the advance notification required on each form. Pink fields are required, along with Purpose(s) and Goal(s) and Objective(s) if applicable. (The small abc and checkmark in a box allow one to spell check data entered in form boxes). Please enter your dates of possible absence(s) in Subfinder. If your request has been disallowed, please cancel the date(s) in Subfinder.

For course credit, a hard copy of the completion and credit is still required to be submitted to Roosevelt.

All forms can be saved as a draft, to edit or work on later. These forms will not be sent to any administrator or Roosevelt electronically until the form is completed and submitted or saved. These forms will appear in *Drafts* Category. Click on the form to continue, or click on *DELETE* to delete the request.

My Info:
My Portfolio
My File Library

Activity Catalogs:
District Catalog
LHRIC/SWBOCES
PNW BOCES Catalog
Calendar

Fill-In Forms:
Permission to Attend
Course Approval
Personal Leave Form
Vacation Form
Mentor Log

Account Options:
My User Profile
Change Password

My Requests - Cheryl Lagan

Drafts

- > Personal Day Request [Delete]

Awaiting Pre-Approval

- > None

Approved and In Progress

- > Model Schools Webinar: Explorelearning Product Review
- > NYSCATE - Metro Conference
- > TLI - Tech Expo 2009
- > Engaging Learners the SMART Board Way
- > eChalk: Using Layout Manager & Understanding the Basics of Web Design
- > Model Schools Essentials: Intro to School 2.0 as a Technology Planning Framework
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- > Model Schools Essentials: Creating Collaborative Workspaces with Google Tools
- > Model Schools Essentials: What Blogs and Wikis Mean to Modern Instruction
- > Model Schools Tech Solutions Conference: Interactive Whiteboards
- > Introduction to Adobe Acrobat Professional 8

Awaiting Final Approval

- > Model Schools Essentials: Web Tools for Every Kind of Learner
- > Web 2.0 for eChalk Webmasters
- > Blogging for Educators Using eChalk
- > Video Conferencing Round Table
- > NEW SECTION: PC Podcasting Solutions

FURTHER ASSISTANCE:

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