

Getting Started with My Learning Plan

Step-By-Step Guide

1. Open the D303 website and click on "For Staff" tab. Under "Staff Website", open "**My Learning Plan**". Or login to www.mylearningplan.com.
2. Complete the **Log In** information on the main screen and click "Log In" to enter the site. (Username = A# or M#, Password = changeme). Please change your password, using the "**Change Password**" button at the bottom left of your screen. Making it the same as your District password is recommended.
3. You will be prompted to complete your "**User Profile**" to verify your account information. Make any changes and submit the form. You will receive a "Form Saved" message confirming success. It's important to keep your "User Profile" up to date. It allows or disallows your ability to participate in specific activities.

Useful tip: If you feel "lost" while using My Learning Plan and want to return to the main menu at any time, click on the orange "Learning Plan" tab. The main menu will connect you with every other part of the system.

4. From the main "Learning Plan" screen, you can also:

a. Browse the District Catalog/Calendar

- ♣ Click the "District Catalog" link or the "Calendar" view link.
- ♣ Browse the district offerings. You may choose date ranges to narrow or broaden your browse.
- ♣ After enrollment has expired, you will no longer see the event in the course catalog.

b. Enroll in a course

- ♣ Click on "District 303 Catalog" in the orange section on the left
- ♣ Double click on the title of an activity.
- ♣ Click the button to "Request Approval"/"Sign up".
- ♣ Complete the enrollment form and submit it. Make note of any specific compensation choices and payment instructions.
- ♣ The activity will show in your "Awaiting Pre-Approval" section. Note: For Workshops, Pre-Approval is not required. You will be immediately enrolled if seats are available.
- ♣ For all other enrollments, your enrollment request will be forwarded to the proper approver, who will review your enrollment request and approve or deny it.
- ♣ Once approved, the activity will be seen in your "Approved and In Progress" box. You will receive notice, by email, that your request has been approved.
- ♣ If the course has already been filled, you will be added to the waiting list and will be notified accordingly. If space opens in the course, you will be notified by email that you have been enrolled.

- c. **Revise an enrollment.** Revisions are allowed only until the first day of class.
- Double click on the activity title in the appropriate section of "My Requests".
 - Scroll down and click on the "Revise and Resubmit" option
 - A warning statement informs you that if you revise your enrollment, the former enrollment will be replaced with this new one, requiring approval. Click on "continue" if that's OK. This warning applies only to the course you are currently revising.
 - Make necessary changes to the form
 - Scroll down and click on "resubmit"
- d. **Check an enrollment.** You may check on the status or review specifics of your enrollments at any time.
- Double Click on the activity in the appropriate section of "My Requests".
 - Scroll down and click on "View/Print Form"
 - You may now view the "Purpose" you chose when enrolling, the course times and locations, number of credits and hours (CPDUs), course fees, course stipend, etc.
- e. **Drop a course.** Please be considerate and drop a class as soon as you realize you cannot attend. Your drop may allow someone else to attend.
- ♣ Double Click on the activity in the appropriate section of "My Requests".
 - ♣ Scroll down and click on the "Drop" option
 - ♣ Important: Scroll down and Click on "Yes" to confirm.
 - ♣ Confirmation message will let you know you've accomplished the drop.
- f. **Complete a course.** Credits/stipends cannot be issued until the evaluation is completed and course or workshop is marked complete.
- ♣ Online Evaluation. After the course has ended, complete the online evaluation form. Click on the appropriate course, currently seen in your "Approved and In Progress" section.
 - ♣ In the "Actions" section, click on "ISBE Evaluation" (if required for your course or workshop). Complete the evaluation and click on "Save".
 - ♣ Next, click on "Mark Complete" and "Submit". The course is now seen in your "Awaiting Final Approval" section. Upon final approval, by the appropriate approver, you will see the activity in your Transcript.
- g. **Print Verification of Completion Certificate.** This form is available when final approval has been granted by the Professional Learning office for your event.
- Double Click on the activity in "Most Recently Completed" section of "My Requests" or in "My Transcript" (orange section on the left).
 - Scroll down and click on "Print Certificate" option. Print for your records.

h. View your Transcript

- ♣ Click on "My Transcript" to view all your professional learning.
- ♣ Use the View options on the left to view your activities based on different criteria.
- ♣ Print your transcript if you wish.

i. Get Help. Access tutorials, how-to's, and other resources in the Help Section, located at the top right side of your screen (represented by the blue question mark).

One particularly helpful tutorial (End User Tutorial) covers the basics of login, user profiles, enrollment, and transcripts. Access at any time or recommend to a co-worker.

- ♣ Click on Help Section at the top right of your screen (blue question mark)
- ♣ Choose "Manuals"
- ♣ Choose "Learning Plan"
- ♣ Choose "End User Tutorial (Webinar)"

Feel free to call for answers to any questions.

- ♣ Annette Sheehan, Professional Learning Assistant 331-228-6739 or email annette.sheehan@d303.org
- ♣ Becky Small, Instructional Technology Coordinator 331-228-5195 or email rebecca.small@d303.org

Special note:

At certain points during the year, My Learning Plan accounts with no course activity are deactivated with all records kept intact. To reactivate an account, please contact annette.sheehan@d303.org. A login should be requested from Professional Learning for any approved non-certified staff wishing to enroll in courses or workshops.