

## THE EWING PUBLIC SCHOOLS - MYLEARNINGPLAN.COM FREQUENTLY ASKED QUESTIONS - FOR TEACHERS

**MyLearningPlan.com** is a web-based service for tracking Professional Development activities. Users use their private username and password to select inservice activities, set-up and view individual plans/portfolios, and receive information regarding district approval for professional development activities.

### **Logging On:**

#### **Q What is my username and password?**

**A.** Your username is your complete district email address (name@ewingboe.org). Your initial password is 'changeme'. After you enter the system for the first time, please change this password to one you will remember.

#### **Q. I am a new teacher. How do I obtain an account?**

**A.** All full-time employees have MLP accounts created automatically. If you are having trouble logging in, email cgilliland@ewingboe.org.

#### **Q. Can I change my account password?**

**A.** Yes. By selecting change password from the left navigation menu, you can change your password.

#### **Q. I cannot remember my password. How can I retrieve it?**

**A.** To retrieve your password, use the 'Login Help' on the main screen. The system will send you your password via email.

#### **Q. When is the course catalog available?**

**A.** The course catalog is available 24 hours a day, 7 days a week. It can be accessed from any available computer with internet access.

### **Course Enrollment:**

#### **Q. How do I enroll in a course?**

**A.** To enroll in a course, you first select **District Catalog** from the left navigation menu. Then select the **Program Catalog**. You may refine your search by date or a keyword search. Then select the course you are interested in. You will notice all of the important course information is posted here such as the course description, instructor, dates, times and locations. To enroll, simply select **Sign Up Now or Request Approval**. A screen will appear with the message '**You are Enrolled**' or '**Approval Pending**.'

#### **Q. I've signed up for a course. When will I know that I am approved?**

**A.** In some cases, courses have an approval process in order to determine the eligibility of participants. The approval process allows you to reserve a seat pending the completion of this process. You should be contacted a week before the activity regarding your acceptance into the course. If you do not receive this information in a timely manner, you should then contact the department or instructor directly.

#### **Q. If I register for a class and it's full, can I get on the waitlist?**

**A.** Yes, most courses have a waitlist that is usually limited to 5 or 10 participants. If a registered participant drops the course, then the first person on the waitlist is automatically added to the roster. However, being on the waitlist does not guarantee admission into the course.

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**Q. Once I have registered for courses, is there a way to see what I have registered for?**

**A.** Yes. You can use the **Calendar** feature to see the courses that you have signed up for, or a list of your courses in the **My Requests** section.

**Q. I accidentally signed up for a course. How do I drop it?**

**A.** To drop a course that you no longer wish to attend, select the name of the course you wish to drop. In the section titled **Actions**, select the last option, **Drop**. You will be asked '**Are you sure you want to drop this activity?**' Select **Yes**. You will see a confirmation page stating '**Request has been dropped**'. Click the **Return** button.

### ***My User Profile – Setting Preferences:***

**Q. How do I update my user profile?**

**A.** In order to update your account information, you should go to the **My User Profile** page. The link appears on the left navigation menu under the **My Info** tab. Please update all of the information you see and pay special attention to the Email Notification Preferences. Make the necessary changes and save.

**Q. I forgot when the class I registered for begins. Is there a way to obtain a reminder in advance?**

**A.** To obtain email reminders, you should update your **User Profile** (see further details below) to reflect that you would like to receive email updates and the number of days in advance of the activity.

### ***Maintaining Professional Development Records:***

**Q. Will the registration system keep records of all the professional development courses I take?**

**A.** Yes. The system will keep a transcript of all professional development courses.

**Q. I cannot find a course on mylearningplan.com. How do I locate it?**

**A.** The primary reason participants are unable to locate courses is because their user profile does not provide sufficient information to match you to the course. For example, for an 8<sup>th</sup> grade algebra course, you must indicate that you are an 8<sup>th</sup> grade teacher in order to view the course. The other possible reason is that the course is currently in session. Once a course has begun, it is no longer available for participants to register. You will then have to contact the department to be added to the roster.

**Q. Can I save certificates or documents from past PD in mylearningplan.com?**

**A.** Yes. You will notice in the left hand under the **My Info** section, there is a section titled **File Sharing**. This is where you can post documents or find posted documents. If you would like to post a file, select **File Library**, in the section titled **My Files**, select the **Add** button.

-- **Step 1:** Select the **Browse** button and the **Choose File** pop up window will appear. Select the name of the file you would like to upload and select the **Open** button.

-- **Step 2:** If you would like, you may add an abbreviated file name.

-- **Step 3:** Select **Upload**. You will notice the file name is listed under **My File List**.

**Q. What about other activities that I participate in outside of The Ewing Public Schools?**

**A.** MyLearningPlan will be used to track only in-district activities. Any activity that was completed outside of the district must be documented by the individual. You can scan these items and save them as documents in your MyLearningPlan.com account.

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### **Professional Development Calendar:**

#### **Q. How can I find out about new course offerings?**

**A.** By updating your user profile, you will receive an automated email message regarding new PD offerings.

### **Course Credit:**

#### **Q. I have not received credit for participating in a course. Whom should I contact?**

**A.** Course credit is awarded by the district. You should contact the course instructor or [cgilliland@ewingboe.org](mailto:cgilliland@ewingboe.org) regarding final credit. Please note that out-of-district course credit is only awarded after the district has received the Out-of-District Report Form found in MLP.

#### **Q. How do I print my transcripts and certificates?**

**A. Transcripts:** To view and print a transcript, select **My Portfolio** from the left navigation menu and you will see your transcript. To print it, you need to select **Print PDF** from the left navigation menu under the section titled **Transcript**. You will see a confirmation message stating **'Transcript Created!'** and select **Click here to print the transcript**. (N.B.: You will need Adobe Acrobat in order to use this feature.)

**Certificates:** To view and print a certificate of completion: From the transcript, select the course name. In the **Actions** section, you will see the option to **Print Certificate**. Select **Print Certificate** you will see a confirmation message stating **'Certificate(s) Created!'**. Select **Click here to print/view the certificate(s)**.