GETTING STARTED

Get to know the system through this hands-on activity. To get started:

- Go to www.mylearningplan.com
- Log into your account (account invitation will be sent by your district)
- Follow the instructions for each item below (note the headers in each group for context clues)
- Use Help link for additional support, as needed

Learning Plan

1. From the Learning Plan option (default view when logging in), locate the green My Evaluation section. Name the four available status sections.

2. Note the forms in the Action Required section. What is the available Action?

My Evaluations

3. On the side navigation, locate the My Info option. Select the My Evaluations link from this menu – name the two main sections in this view.

4. From this view, select the Evaluation link for your current evaluation cycle to expand the view. What information is available for each component?

5. Select the + sign to expand the Observation component in this view. What information is available for each element (form)? Tip: to collapse the view of your full evaluation process, select the – sign in the upper right corner of the view.
Artifacts

6. Identify where you will go to view your Artifact Files. Expand that section by selecting the link or the + sign for that section.

7. Select the Add Artifact button and review the options available to describe and align an artifact. Upload an artifact or select the x in the upper right corner of the Add Artifact window to close it. If you uploaded an artifact, delete the artifact using the red delete icon.

8. To collapse the Artifact Files view, select the – sign in the upper right of the section. Notice the question mark to the left of this sign. What happens when you select the question mark? Tip: to return to the main view with the green My Evaluations section, select the Learning Plan option in the side navigation.

Help

7. Locate the Help icon. Within help, where can you access Evaluation FAQs and Tutorials/Webinars for Educators (Teachers/Users)?

8. Browse the help menu or use search – can you find support for Completing a Form or Acknowledging a Form? Tip: Help opens in a new browser tab. To return to the prior view, simply close the Help tab in your browser.