

# Managing Professional Development with Broward's **MyLearningPlan**



**MyLearningPlan**<sup>®</sup>

Broward County  Public Schools

# Norms & Housekeeping

- Turn off or silence cell phones
- No email notification or alerts that ding
- Help your neighbor
- We will start, break, and end on time
- What's learned here, leaves here!



# Managing Professional Development with Broward's MyLearningPlan

## Topics:

1. Why are we here?
2. Terminology – Glossary of Terms
3. Logging into MyLearningPlan
4. LearningPlan Tab
  - a) User Profile Update
  - b) My Portfolio
  - c) My Proposals
5. Catalogs
  - a) SBBC Activities
  - b) BVU & Public Activities
6. Proposal Process
7. Instructor Tab – Instructor Tools
  - a) Re-offering an Activity (course request)
  - b) Managing Activity Rosters
  - c) Closing/archiving Activity
8. Questions and Answers



# Why are we here?

[http://www.broward.k12.fl.us/  
talentdevelopment/html/  
professional\\_development\\_support.html](http://www.broward.k12.fl.us/talentdevelopment/html/professional_development_support.html)

- Professional Development Support
- Florida Professional Development Standards
  - FL Statute 1012.98
  - Administrative Rule 6A-5.071
  - Broward County Public Schools Professional Learning System
- RFP – why we changed the system
  - User Friendly & intuitive
  - Email participants
  - Search easily for a course

MyLearningPlan allows users to search, register, and manage activities on a user-friendly, web-based platform that can be accessed anywhere, anytime.



# New Terms

- My Portfolio
- Licensure
- Proposal & Activities
- Catalogs
- Instructor
- Archive
- Evaluation



# Navigating the LearningPlan Tab

**MLPPDMS**

- My Info
- ★ My Portfolio
- My File Library
- Activity Catalogs
  - SBBC Activities
  - BVU and Public Activi
- Fill-In Forms
- Activity Proposals
  - PLC Activity Proposal
  - Professional Learning
  - Training Proposal
- Account Options
  - ★ My User Profile
  - Change Password

**My Proposals**

Actions	Start Date	End Date	Activity Title	Status
<a href="#">Manage</a> <a href="#">Archive</a>	08/21/2014	08/21/2014	PDS PLC Test	APPROVED

**My Requests - Vanessa Williams**

Actions	Activity Title	Start Date	End Date	FormName
<b>Save as Draft (0 Record(s))</b>				
-- no records --				
<b>Wait List (0 Record(s))</b>				
-- no records --				
<b>Pending Prior Approval (0 Record(s))</b>				
-- no records --				
<b>Approved and/or In-Progress (1 Record(s))</b>				
<a href="#">Manage</a>	[Unspecified Activity Title]	07/10/2014	07/10/2014	PLC Minutes
<b>Instructor Has Confirmed Attendance (0 Record(s))</b>				
-- no records --				
<b>Awaiting Final Credit (0 Record(s))</b>				
-- no records --				
<b>Denied (0 Record(s))</b>				
-- no records --				
<b>Recently Completed (1 Record(s))</b>				
<a href="#">Manage</a>	PDS PLC Test	08/21/2014	08/21/2014	PLC Activity Proposal

[View My Portfolio](#) for full list



# Navigating the LearningPlan Tab

Update your notifications, grades and groups on this screen. As SBBC employees, all other information on this screen is managed in ESS.

Charter schools manage their own information on this screen as the information is not maintained in SAP.

### Email Notification Preferences

Pending Approval Notification	<input checked="" type="radio"/> Yes	<input type="radio"/> No
New Activity Notification	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Approval Status Changes	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Upcoming Activities Reminder	<input checked="" type="radio"/> Yes	<input type="radio"/> No
# days prior to ActivityStart Date <b>(Max=14)</b>	<input type="text" value="3"/>	
TeamRoom Postings	<input checked="" type="radio"/> Yes	<input type="radio"/> No
HTML Formatted Message ?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

### Grade(s)

Grade

- PK
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- Adult
- NA

### Group(s)

Group(s)

- Administrators
- CTACE
- District
- ELA
- Elementary
- ESE
- ESOL
- Gifted
- Guidance/Counseling
- High
- Library
- Math
- Middle
- Non-instructional
- School Support (Coaches/Resource)
- Science
- Social Science
- STEM
- Substitute
- Technology

### Finish



# My Portfolio (Inservice Record)

My Portfolio - VANESSA WILLIAMS



Transcript

View Instructional Transcript

Employee ID: 16342

View Full Transcript

Completed:					
Started	Completed	Title	Hours	Purpose(s)	
<b>2015-2016 (1 Record)</b>					
07/28/2015	07/28/2015	IF Update Form	0.00		
<b>2014-2015 (5 Records)</b>					
01/26/2015	01/26/2015	testing workflow	0.00		
12/03/2014	12/03/2014	11.3 testing with CR	0.00		
12/03/2014	12/03/2014	2nd testing 11.3	4.00		
11/28/2014	11/28/2014	mtg. 10.31	0.00		
11/03/2014	11/03/2014	minutes 10.30	0.00		
<b>2013-2014 (2 Records)</b>					
10/11/2013	10/11/2013	Active Directory	4.00	Training (Participation Hrs)	
10/11/2013	10/11/2013	FileMaker 10 Remote Administration	5.00	Training (Participation Hrs)	
<b>2012-2013 (1 Record)</b>					
12/29/2012	12/29/2012	Introduction Administrative Eval System	18.00	Instructional Recertification	
<b>2011-2012 (9 Records)</b>					
05/31/2012	05/31/2012	iObservation	4.00	Instructional Recertification	
05/31/2012	05/31/2012	Teacher Leaders of Learning Domain I	24.00	Instructional Recertification	
05/29/2012	05/29/2012	iObservation2	4.00	Instructional Recertification	
04/22/2012	04/22/2012	PD Protocol Reviewer Training	16.00	Instructional Recertification	
03/07/2012	03/07/2012	Tech Assistance for FSLA Plan for BCPS	0.00	Training (Participation Hrs)	
03/06/2012	03/06/2012	FL School Leader Assesmnt Model Overview	0.00	Training (Participation Hrs)	
01/31/2012	01/31/2012	SBBC FL Govt in the Sunshine Laws	5.00	Instructional Recertification	
01/31/2012	01/31/2012	SBBC Florida Code of Ethics	5.00	Instructional Recertification	
08/29/2011	08/29/2011	MPD for Course Organizers	12.00	Instructional Recertification	

Click My Portfolio to view your transcript. Click Full Transcript. (The view defaults to *View By Purpose*)





# My Portfolio (Inservice Record)

Relicensure Transcript



Transcript

Employee ID: 16342

**View Instructional Transcript**

View Full Transcript

Relicensure Points Summary: 88.00 + 0.00 (from Bank) = 88.00 points

Relicensure Period: 7/1/2011 to 6/30/2016

Update Expiration Date

Relicensure Hours/Credits

Completed	Activity Title (Component Number)	Delivery Method	Category	Points
12/29/2012	Introduction Administrative Eval System	Imported from SAP	Imported from SAP	18.00
05/31/2012	iObservation	Imported from SAP	Imported from SAP	4.00
05/31/2012	Teacher Leaders of Learning Domain I	Imported from SAP	Imported from SAP	24.00
05/29/2012	iObservation2	Imported from SAP	Imported from SAP	4.00
04/22/2012	PD Protocol Reviewer Training	Imported from SAP	Imported from SAP	16.00
01/31/2012	SBBC FL Govt in the Sunshine Laws	Imported from SAP	Imported from SAP	5.00
01/31/2012	SBBC Florida Code of Ethics	Imported from SAP	Imported from SAP	5.00
08/29/2011	MPD for Course Organizers	Imported from SAP	Imported from SAP	12.00
				88.00

Relicensure Hours (Remaining in Bank)

Action	Completed	Activity Title (Component Number)	Delivery Method	Category	Points
Redeem	12/13/2004	Esol Strategies/ Content Area Tch. 02/03	Imported from SAP	Bankable - ESOL	60.00
					60.00

Options

Back

Download

Instructional personnel should click View Instructional Transcript. This view allows the user to view the activities that are in the current recertification period.



# Catalogs

The screenshot shows the MLPDMS user interface. At the top, there is a header with the text 'MLPDMS'. Below the header is a navigation menu with several categories, each indicated by a small icon and a downward arrow. The categories are: 'My Info' (person icon), 'Activity Catalogs' (calendar icon), 'Fill-In Forms' (pencil icon), 'Activity Proposals' (document icon), and 'Account Options' (wrench icon). The 'Activity Catalogs' category is highlighted with a red border and contains three sub-items: 'SBBC Activities', 'Calendar', and 'BVU & Public Activities'. Other sub-items under 'Activity Proposals' include 'BVU Proposal', 'PL Activity Proposal', 'PLC Activity Proposal', 'Registration ONLY', and 'Training Proposal'. Under 'Account Options', there are 'My User Profile' and 'Change Password'.

The two activity catalogs are SBBC Activities and BVU and Public Activities. The SBBC Catalog contains PLCs, credentials, and other activities that are for *internal users only*. The BVU and Public Catalog contains the all Broward Virtual University activities and other activities that external users would attend. This catalog also collects fees associated with an activity. The calendar view shows a month at a time. \*Internal Users includes Charters and Title IIA Private Schools.



# Registering for an Activity

**Catalog: Broward County Public Schools**

▼ Search Options

positive Search

All Events ▼ All Programs ▼

Between:  and

▶ Advanced Search Options



▼ Search Results (1 - 2 of 2)

**1. Positive Behavior Support**

Course Code: 39118338  
Program: Training  
Audience: Administrators  
Dates: 9/4/2014 to 9/5/2014

**New**

Will provide philosophy and guidelines for improving school climate through positive behavior supports such as, classroom management, school-wide behavior management, suspension and expulsion information and Response to Intervention for Behavior (RtI:B).

Hours: 12 | Enrolled: 4/90 | Wait: 0/0

1. To register for an activity, click the appropriate catalog.
2. In the search field, type the title. There are other selectors you can use to search for activities.



# Registering for an Activity

**Catalog: Broward County Public Schools**

▼ Search Options

All Events  All Programs

Between:  and



▶ Advanced Search Options

▼ Search Results (1 - 2 of 2)

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Will provide philosophy and guidelines for improving school climate through positive behavior supports such as, classroom management, school-wide behavior management, suspension and expulsion information and Response to Intervention for Behavior (RtI:B).

  Hours: 12 | Enrolled: 4/90 | Wait: 0/0

3. Click the title of the activity.



# Registering for an Activity

▼ Activity Registration

▼ Details



**Positive Behavior Support**  
Course Code: 39118338  
Program: Training  
Audience: Administrators  
Dates: 9/4/2014 to 9/5/2014

**New**

▼ 2 Meeting(s)

#	Date	Time	Location
1.	Thu Sep 4, 2014	9:00 am to 3:00 pm	Large Conference Room
2.	Fri Sep 5, 2014	9:00 am to 3:00 pm	Large Conference Room

Will provide philosophy and guidelines for improving school climate through positive behavior supports such as, classroom management, school-wide behavior management, suspension and expulsion information and Response to Intervention for Behavior (RtI:B).

  Hours: 12 | Enrolled: 4/90 | Wait: 0/0

Instructors: AMARYLIS RIJOS ([AMARYLIS.RIJOS@BROWARDSCHOOLS.COM](mailto:AMARYLIS.RIJOS@BROWARDSCHOOLS.COM))  
Debra V. Rozsa

Registration Options: [Sign Up Now](#)

4. Click Sign Up Now. The notification for registration will be sent at midnight.

**NOTE:**

The registration option below will appear if the department has decided to control registration. The owner will need to approve all registrations. This option is managed from the Instructor tab, Edit Basic Details.

Registration Options

[Request Approval](#)



# Submit a Proposal for a New Activity (Course Type)

1. Click on your **LearningPlan** tab.
2. In the Activity Proposal section on menu on the left, click on the link for the type of proposal being submitted (see below):

BVU: Online class via Blackboard


PL Activity: Professional learning activity that imparts inservice points used for instructional recertification purposes

PLC: PLCs only – minimum of 20 hours in learning

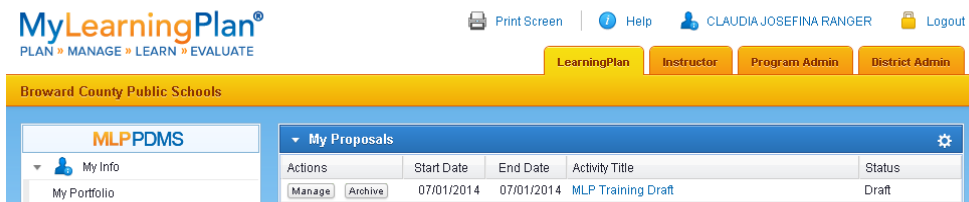
Registration Only: no inservice will be awarded or recorded.

Training: Awards participation hours only. **Cannot** be used for instructional recertification.

3. The proposal form will appear on your screen.
4. Complete all the fields on the proposal form.
  - a) The proposal may be saved in draft form by scrolling to the bottom of the form and clicking on **Save as Draft**.
  - b) The following messages will appear once successfully saved:

 Your request has **not** been submitted and has been saved as a draft. To complete the request, simply return to the LearningPlan tab and click the title of the request.

- c) In order to access the saved draft, click on your **LearningPlan** tab, the draft proposal will be listed under the My Proposals section.





The screenshot shows the MyLearningPlan interface. At the top, there are navigation tabs: LearningPlan (selected), Instructor, Program Admin, and District Admin. Below the tabs, there is a table titled "My Proposals" with columns for Actions, Start Date, End Date, Activity Title, and Status. A single row is visible with the following data: (Manage) | Archive | 07/01/2014 | 07/01/2014 | MLP Training Draft | Draft.

- d) Click on **Manage** to continue working on the saved form or **Archive** to delete. NOTE: Once archived (delimit) it cannot be used.



# Submit a Proposal for a New Activity (Course Type)

5. Once the form is completed, click  at the bottom of the form.
6. The form will then be routed through a workflow process for review and approval.
7. Your proposal submissions can be tracked in your My Proposals section on your Learning Plan tab, as shown below:

▼ My Proposals 					
Actions	Start Date	End Date	Activity Title	Status	
<a href="#">Manage</a> <a href="#">Archive</a>	11/20/2013	11/20/2013	<a href="#">Common Formative Assessments</a>	APPROVED	
<a href="#">Manage</a> <a href="#">Archive</a>	04/29/2014	04/29/2014	<a href="#">Grade 4 Literacy</a>	Denied	
<a href="#">Manage</a> <a href="#">Archive</a>	05/19/2014	05/19/2014	<a href="#">Common Core Math Grade 2</a>	Final Approval - More Info	
<a href="#">Manage</a> <a href="#">Archive</a>	10/21/2014	10/21/2014	<a href="#">Common Formative Assessments</a>	PENDING	

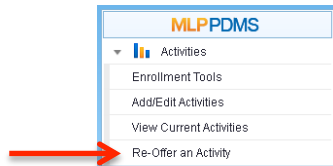
Note: the Status column indicates the status of a submitted proposal:

- **Approved** - proposal has been approved as an activity and available to be offered.
  - **Denied** - proposal has been denied, it can no longer be edited or completed.
  - **Pending** - proposal has been submitted and awaiting review by an approver.
  - **Final Approval - More Info** - proposal has been sent back to you for more information before the approver will either approve or deny the proposal.
  - **Other** – Call PDSS
8. Once the proposal is approved, it is now an activity ready for registration.



# Re-offering an Activity

1. To Re-Offer an approved activity (course type), click on your **Instructor** tab.
2. Click on the Re-Offer an Activity Link from the menu on the left.



3. There are four programs (volumes) to choose from: BVU & Public, PLC, Professional Learning and Training.

A screenshot of the 'Re-Offer an Activity' menu. The menu is titled 'Instructor Tools' and has a dropdown arrow next to it. The menu items are: Re-Offer an Activity. Below the menu is a text box that reads: 'The activities listed below are the most-recently added activities that are eligible for re-offering. If an activity is not listed, it was likely offered more than a year ago or does not have a master template. If that is the case, please consider submitting a new proposal for the activity or contacting your professional development administrator(s).' Below the text box is a table with the following columns: Action, Course Name, Course Code, Last Offering, and Owner/Manager. The table has four rows: BVU & Public (51 Activities), PLC (1 Activity), Professional Learning (468 Activities), and Training (151 Activities). A red arrow points to the 'Professional Learning (468 Activities)' row.

Action	Course Name	Course Code	Last Offering	Owner/Manager
	BVU & Public (51 Activities)			
	PLC (1 Activity)			
	Professional Learning (468 Activities)			
	Training (151 Activities)			

4. To view the available activities to re-offer, click on the plus sign next to the program name to open that section.

**Professional Learning (468 Activities)**

Action	Course Name	Course Code	Last Offering	Owner/Manager
Re-Offer	* 21st Century Learning Design	39116882	7/1/2014	Not Specified
Re-Offer	* 21st Century SS CCSS Classroom	39117802	7/1/2014	Not Specified
Re-Offer	* ABE GED New Teacher to Adult Education	39117146	7/1/2014	Not Specified
Re-Offer	* Academic Achievement for ELLs	10568825	8/1/2014 to 8/4/2014	WebReg Admin

5. Click on the Re-Offer button next to the activity you would like to offer. Verify the activity details on the next screen before clicking on Re-Offer Activity. Click Cancel to return to the selection screen.

A screenshot of the 'Activity Details' screen. The screen is titled 'Activity Details' and has a dropdown arrow next to it. The activity is titled 'MLP Training Activity' and has the following details: Course Code: 10461119, Program: Professional Learning, Audience: audiences is..., Dates: 8/8/2014. There is a 'New' badge next to the activity name. Below the details is a section titled 'Re-Offer Activity' with a text box that reads: 'Do you wish to re-offer the above activity? Please verify that this is the correct activity before proceeding. This action cannot be undone, easily.' Below the text box are two buttons: 'Cancel' and 'Re-Offer Activity'. A red box is drawn around the 'Re-Offer Activity' button.





# Re-offering an Activity

6. Complete the following sections of the form:

a. Remove \*COPY OF and do ***not*** make any further changes to the title.

General Activity Information (for Professional Learning ONLY)

Activity Title

\*COPY OF Learning Goals & Scales-Getting Started

b. Select Training Location

c. Enter schedule. The last date in the schedule is the date the activity will be closed. Use 8am for the start and end time.

In the Location field type: *Activity Close Date*

Schedule: Session Dates, Times and Location

Training Location

Off Campus Learning Centers

# of Meetings

2

MeetingDate 1

Meeting 1 Date

31

Start & End Time

:00 To :00

Location

MeetingDate 2

Meeting 2 Date

31

Start & End Time

:00 To :00

Location



# Re-offering an Activity

c. Enter capacity. Set Registration Start and End Dates. These dates will control when the activity is available for registration. If the course needs to be “locked”, set the registration dates for a date in the past. Leave dates blank for registration to begin once the activity has been approved and registration will end on the start date listed in the schedule.

**Enrollment Settings**

Process Registration On: Catalog Request – Professional Learning

Min Enrollment:

Max Enrollment:

Max on Waitlist:

Registration Start Date:

Registration End Date:

Approval Required:  Yes  No

User Can View:  Yes  No

Registration Form:  Yes  No

Team Room File Share:  Yes  No

Team Room Discussion:  Yes  No

**Leave this at the default of No so that you do not have to approve registrations.**

The user will see  Registration Options

[Sign Up Now](#)

**Enrollment Settings**

Min Enrollment:

Max Enrollment:

Max on Waitlist:

Registration Start Date:

Registration End Date:

Approval Required:  Yes  No

User Can View Registration Form:  Yes  No

Team Room File Share:  Yes  No

Team Room Discussion:  Yes  No

If Yes is selected, approval will be required by the Activity Organizer before registration will be processed.

The user will see  Registration Options

[Request Approval](#)



# Re-offering an Activity

7. Click on SAVE at the bottom of the page.



8. This is your confirmation that the activity has been created.

Confirmation

✓ Catalog Activity Saved

Activity Details

Activity Title	**MLP Training Activity
Enrollment	Maximum=15
Team Room Discussion	Yes
Team Room Files	Yes
Team Room Forms	<a href="#">Manage Team Rooms</a>
Approval Required	No
User Can Edit Form	No
Registration Form	Catalog Request - Professional Learning
Evaluation Form	Professional Learning Feedback

Activity Dates

Date	Times	Location
9/8/2014	8:00 am to 12:00 pm	TR3

Purpose Summary

Default Purpose(s)	Training (Participation Hrs)
--------------------	------------------------------

Copy Edit Manage Return



# Managing Activity Dashboard



## \*\*MLP Training Activity

Course Code: 10461119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

New

▶ 1 Meeting(s)



Hours: 4 | Enrolled: 4/15 | Wait: 0/0

### Activity Functions

Edit Basic Details	Team Room (Comments: 0   Files: 0)
View Roster	Email Functions
Print Sign-In Sheet	Activity Attendance
Preview	Activity Evaluation Info
Download Roster	

This is your activity dashboard. All functions for managing the activity would be completed here.

Team Room Activated



Required Evaluation (Appraisal)



# Setting Default Roster Options

## \*\*MLP Training Activity

Course Code: 10461119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

New

▶ 1 Meeting(s)



Hours: 4 | Enrolled: 4/15 | Wait: 0/0

### ▼ Activity Functions

Report: Bb Enrollment Export



Email Functions



Print Sign-In Sheet



Team Room (Comments: 0 | Files: 0)



Activity Attendance



Download Roster



Activity Evaluation Info



View Roster



# Setting Default Roster Options

Roster									
#	Select	Name ↑	Building	Approval Status	Employee ID	Evals	TR Forms	Comments	Hours
1.	<input type="checkbox"/>	CANTOR, ELLEN	Office Of Talent Development (	In Progress	24263	✓			7
2.	<input type="checkbox"/>	FEE, BETHANY	Professional Development Suppo	In Progress	39894	✓			7
3.	<input type="checkbox"/>	Kent, Clark	Professional Development Suppo	Final Approval		✓			7
4.	<input type="checkbox"/>	Myers, Luna	Professional Development Suppo	In Progress		✓			7
5.	<input type="checkbox"/>	Williams, Vanessa	Professional Development Suppo	In Progress	X16342	•			7
6.	<input type="checkbox"/>	WILLIAMS, VANESSA	Professional Development Suppo	In Progress	16342	•		Initial Import	7

- Leave the default roster as is to ensure appropriate awarding of inservice credit. If the defaults are changed, proper functionality of the system can not be ensured.
- The comments box is used to enter the reason why someone is denied credit from a course.
- Do not adjust the Hours column.

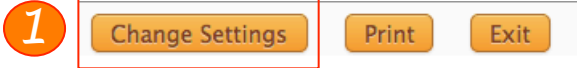
## NOTE:

Initial Import means this course was a course type that was transferred from our legacy system. This phrase should be deleted when entering comments. Be sure to click Save.



# Setting Default Roster Options

Click Change Settings to adjust the roster view.



2

## Roster Column Options

Choose The Columns To Display In The Roster

Column 1 **Participant Last Name, First Name (Preset)**

Column 2 **Approval Status (Preset)**

Column 3 Employee ID

Column 4 Evaluation Status

Column 5 Team Room Forms

Column 6 Comments



Column 7 Hours

## Email Options

Send Automatic Email Notification To Users When Their Approval Status:

Is Changed to IN PROGRESS  Yes  No

Is Changed to WAIT LIST  Yes  No

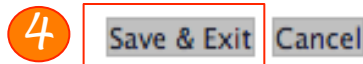
\*\*\*Defaults to Yes.


## Miscellaneous Options

Show Building Name in Roster  Yes  No

Include Drops in Roster?  Yes  No

3



 If the hours are not a column setting, proper inservice will not be awarded.



# Enrolling a Participant

**\*\*MLP Training Activity**  
Course Code: 10461119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

**New**  
▶ 1 Meeting(s)

Hours: 4 | Enrolled: 2/15 | Wait: 0/0

▼ Activity Functions

Edit Activity	Report: Bb Enrollment Export
Email Functions	Print Sign-In Sheet
Team Room (Comments: 0   Files: 0)	<b>Activity Attendance</b>
Download Roster	Activity Evaluation Info
Cancel Activity	View Roster

Use these steps to enroll participants after the start date:

From the Activity Dashboard, click Activity Attendance.

NOTE: Activity Organizer can Pre-register participants. Instructors can only add Participants to a roster after the activity has begun. To enroll participants before the activity, Activity Organizers will:

1. Click the District Admin tab
2. Click Enrollment Tools
3. Search for the activity, and select the appropriate activity
4. Click Pre-register from the Activity Functions





# Enrolling a Participant

**\*\*MLP Training Activity**  
Course Code: 10461119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

**New**  
▶ 1 Meeting(s)

Hours: 4 | Enrolled: 3/15 | Wait: 0/0

▼ Add Registrants to Roster

**Filters**

Basic Info: Last Name First Name  
4003 Email Address

Building: Department: Grade: Group: Position:

Active  Inactive  Instructional  Non-Instruc

Search Reset Add Selected

**Users**

<input type="checkbox"/>	Name	Employee
<input type="checkbox"/>	DEGNI, DEIDREA I	40032
<input type="checkbox"/>	MACEINRI, LISA J	4003
<input type="checkbox"/>	MAJAUSKAS, LINC	40038
<input type="checkbox"/>	SIEGEL, MARK	40037
<input type="checkbox"/>	SMITH, GARY	40033
<input type="checkbox"/>	STEWART, BONNI	40031
<input type="checkbox"/>	THOMSON, FRAN	40030

▼ Roster

#	Select	Name ↑	Building	Approval Status
1.	<input type="checkbox"/>	WILLIAMS, VANESSA LYNN	Professional Development Suppo	In Progress

1. Enter the person's last name or personnel number.
2. The names will populate in the window.
3. Place a check in the appropriate box.
4. Click Add Selected.



# Updating an Activity - Edit Basic Details

1 Click the Instructor Tab

LearningPlan **Instructor**

**Instructor Tools**

Search Term(s) Search

All Events All Programs

Ended Between: 09/03/2014 and 07/30/2015

Advanced Search Options

Title	Start	End	Enrolled	Pending	Wait	Max
<b>MLP VW</b> Owner	09/27/2014	09/27/2014	3	0	0	90
			3	0	0	90

Don't see your activity listed? [Read More](#)

2 Click the title of the activity

**Instructor Tools**

**Activity Details**

**MLP VW**  
Course Code: 39107777  
Program: Training  
Audience: none  
Dates: 9/27/2014  
1 Meeting(s)

Hours: 6 | Enrolled: 3/90 | Wait: 0/0

**3** Click Edit Basic Details

Edit Basic Details | Email Functions | Print Sign-In Sheet | Team Room (Comments: 0 | Files: 0) | Activity Attendance | Download Roster | Activity Evaluation Info | View Roster



# Changing an Activity - Edit Basic Details

## 4 Make changes as needed.

**COURSE OFFERING SETTINGS**

Instructor(s)  Williams, Vanessa  
[Change Selections](#)

Outside Trainer

**Session Dates / Times / Locations**

# of Meetings 1

**MeetingDate 1**

Meeting 1 Date

Start & End Time   To

Location

**Campus / Location**

Location

**Funding Sources**

Funding sources involved with this course type  GRANT  GENERAL BUDGET  OTHER

Grant / Budget Code

If other, please explain

**Enrollment Settings**

Min Enrollment

Max Enrollment

Max on Waitlist

Registration Start Date


Registration End Date

Approval Required?  Yes  No

Can User View Registration Form?  Yes  No

Team Room File Share  Yes  No

Team Room Discussion  Yes  No

 See next slide



# Changing an Activity - Edit Basic Details

- A. If your activity can't be located in the catalog, check your Registration dates. Registration begins on the start date. Registration ends as of the date entered in the Registration End Date box.
- B. **ONLY the Activity Organizer can edit Approval Required:** If registration requires approval, check Yes. You must update the registration from *Needs Approval* to In Progress. If no approval is needed, ensure No is selected.

**A**

Registration Start Date	<input type="text" value="1/30/2015"/>
Registration End Date	<input type="text" value="2/20/2015"/>

**B**

Approval Required	<input checked="" type="radio"/> Yes	<input type="radio"/> No
User Can View Registration Form	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Team Room File Share	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Team Room Discussion	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**5** Click SAVE.



# Managing & Participating in a Team Room

## \*\*MLP Training Activity

Course Code: 10461119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

New

▶ 1 Meeting(s)



Hours: 4 | Enrolled: 4/15 | Wait: 0/0

### ▼ Activity Functions

Report: Bb Enrollment Export



Email Functions



Print Sign-In Sheet



Team Room (Comments: 0 | Files: 0)



Activity Attendance



Download Roster



Activity Evaluation Info



View Roster



The Team Room has been designed to foster team learning for participants of an activity. The Team Room includes two parts: Discussion Threads and File Sharing. NOTE: Team Rooms are defaulted to be activated for every activity.

Use these steps to access the Team Room:

Click on Team Room.

Once in the Team Room, you can access either File Sharing or Discussions.

Note:

Activities can be set to have no Team Room, or have a Team Room with only File Sharing OR Discussions.

Training materials and documents can be uploaded to team rooms.

Team Rooms become available for participants when the activity starts.



# Managing & Participating in a Team Room

## Team Room

▼ Discussion Topics

Topic	# Co...	Last Post	
Setting up Groups	5	09/01/2009	Delete
Ideas for Setting Reading Purpose?	3	09/03/2009	Delete
Management During Group Time	2	09/10/2009	Delete
GR Books	1	09/23/2009	Delete
Sample Lesson Plans?	1	11/22/2010	Delete
Dealing with Disruptive Students	0		Delete
My Video	1	05/09/2013	Delete

To Start a New Topic - Type it below and click the Start Topic Button (max 250 characters)

Characters left 250

## Participating in Team Room Discussions

Use these steps to participate in Team Room Discussions:

Once in the Team Room click on a topic under discussion thread.

The comments are listed in the order they were added.

Type your comment in the box below the existing comments. The maximum length for the comment is 2048 characters (including punctuation and spaces). Click the Add button when complete.

To delete a comment, click on the "X" icon next to the comment. Note: You can only delete comments that you add.

To add a New Discussion Thread from the Team Room, type the title of the comment in the Start Topic box. The title will appear on the Topic List with 0 comments. You can then click on the title to add a comment.



# Managing & Participating in a Team Room

Team Room

▼ Discussion Topics

Topic	# Co...	Last Post	
Setting up Groups	5	09/01/2009	<a href="#">Delete</a>
Ideas for Setting Reading Purpose?	3	09/03/2009	<a href="#">Delete</a>
Management During Group Time	2	09/10/2009	<a href="#">Delete</a>
GR Books	1	09/23/2009	<a href="#">Delete</a>
Sample Lesson Plans?	1	11/22/2010	<a href="#">Delete</a>
Dealing with Disruptive Students	0		<a href="#">Delete</a>
My Video	1	05/09/2013	<a href="#">Delete</a>

To Start a New Topic - Type it below and click the Start Topic Button (max 250 characters)

Start Topic

Characters left 250

▼ Team Room Forms

i The following form(s) are available for this Team Room.

Form Name	Description	
<b>Impact Form</b>	Select this option to submit this form.	<a href="#">View Reports</a>
<b>Implementation Form</b>	Select this option to submit this form.	<a href="#">View Reports</a>

Manage Team Rooms

The Evaluation forms are linked to the Team Room and must be turned on.

School Board of Broward County, FL  
Rev 10/1/15 VW

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# Managing & Participating in a Team Room

The screenshot displays a 'Team Room' interface with three main sections:

- Discussion Topics:** A table with columns for 'Topic', '# Comments', and 'Last Post'. Below the table, it says 'No Topics Exist'. A text input field is provided with the instruction 'To Start a New Topic - Type it below and click the Start Topic Button (max 250 characters)'. A 'Start Topic' button is to the right of the input field. A character count 'Characters left 250' is at the bottom right of this section.
- Team Room Forms:** A light blue box contains an information icon and the text 'The following form(s) are available for this Team Room.' Below this, two forms are listed:
  - PLC Minutes:** Select this option to submit this form.
  - Common Formative Assessment (CFA) Form:** Select this option to submit this form.A 'Manage Team Rooms' button is located below the forms.
- Shared Files:** It shows 'No Files Shared!' and a 'Share Files' button. Below the button, a file 'team.jpg' is listed with the text 'Share a file from your file library: team.jpg (added 8/11/2014) [share]'. A red box highlights this file entry. Below the file list is a link '[add a new file]' with a red arrow pointing to it.

Once you have uploaded a file to My File Library, you can add it to your Team Room to share with other activity participants.

Click Add a New File

Click Share.

You can un-share the document by clicking un-share.

This screenshot shows a 'Shared Files' section with a table containing one file entry:

File Name	Owner	Action
team.jpg	(WILLIAMS, VANESSA LYNN)	[un-share]

A red arrow points to the '[un-share]' button.





# Managing Evaluations in the Team Room

Team Room Forms

*i* The following form(s) are available for this Team Room.

Form Name	Description	Tools
<b>Impact Form</b>	Select this option to submit this form.	<a href="#">View Reports</a>
<b>Implementation Form</b>	Select this option to submit this form.	<a href="#">View Reports</a>

[Manage Team Rooms](#)

The Evaluation forms are linked to the Team Room and must be turned on.

## Why?

Professional learning providers have voiced the difficulty in gathering the data needed in order to measure the effectiveness of their courses. In response, we have worked with MLP in order to facilitate the process of collecting data to analyze at the end of the year. These evaluations are available, but are not mandatory, if your program has another evaluation data collection method in place.

## How?

**IMPLEMENTATION FORM** - will be available through the activity's Team Room, designed to gather each participant's implementation data.

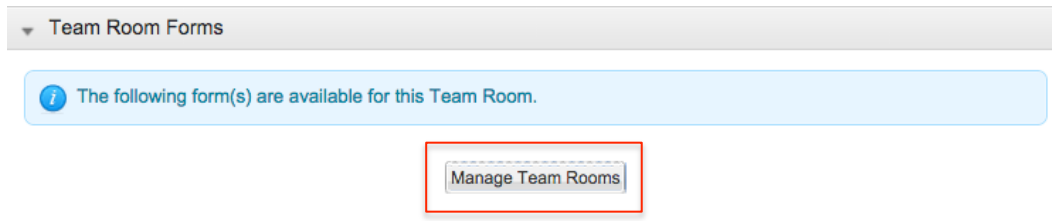
**IMPACT FORM** - will be available through the activity's Team Room, designed to gather each participant's impact data.

We are working with MLP to create a report that will allow professional learning providers to pull this information for end of year analysis.

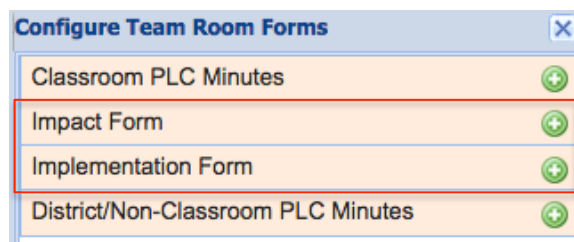


# Managing Evaluations in the Team Room

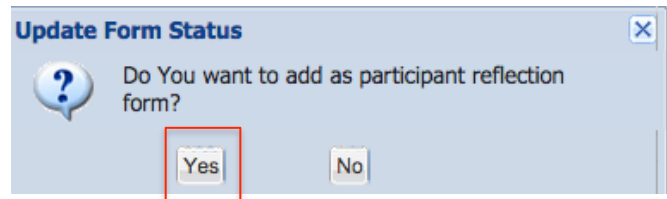
- 1 Click Manage Team Rooms



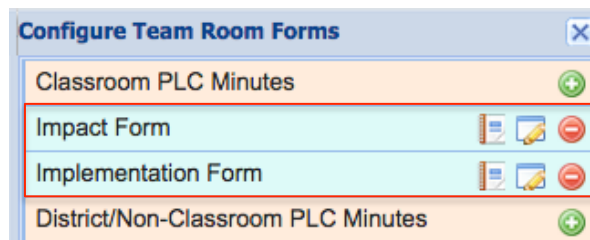
- 2 Click the green plus next to these two forms



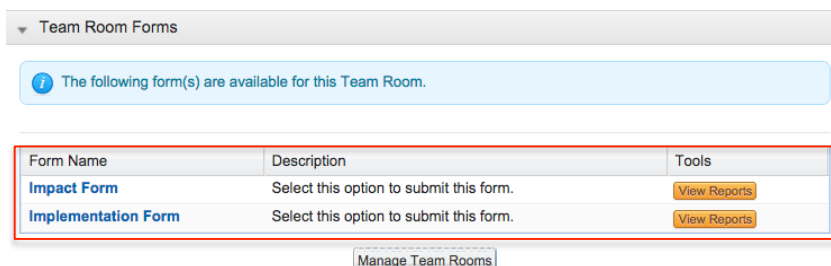
- 3 Click Yes to turn the form on



Forms are now active.  
Do not turn on any other forms.



- 4 Refresh your browser page to view the forms.



# Managing Activity Attendance

Search Term(s)  Search

All Events  All Programs

Ended Between:  and

▶ Advanced Search Options

▼ Activities 1

Title	Start	End	Enrolled	Pending	Wait	Max
<input type="checkbox"/> **MLP Training Activity <span style="color: green;">New</span> <span style="color: orange;">Owner</span>	08/08/2014	08/08/2014	4	0	0	15
			4	0	0	15

[Don't see your activity listed?](#) [Read More](#)

Use these steps to Mark Attendance:

1. Go to the Instructor tab along the top of the screen.
2. Use the available search tools to locate the activity. If the activity cannot be found, you are not listed as the instructor. Contact your PL Provider.
3. Click the title of the activity.

NOTE:

Once an activity has reached capacity, it will be “closed”. The activity is now closed for registration.

▼ Activities 6

Title	Start	End	Enrolled	Pending	Wait	Max
<input type="checkbox"/> Response to Intervention <span style="color: red;">Closed</span> <span style="color: green;">New</span>	10/02/2014	10/02/2014	90	0	0	90
<input type="checkbox"/> Response to Intervention <span style="color: green;">New</span>	10/21/2014	10/21/2014	46	0	0	90



# Managing Activity Attendance

**Instructor Tools**

Activity Details

**\*\*MLP Training Activity**  
Course Code: 39107777  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 9/2/2014

**Closed**  
▶ 1 Meeting(s)

  Hours: 4 | Enrolled: 6/3 | Wait: 0/0

Activity Functions

Edit Basic Details	Report: Bb Enrollment Export
Email Functions	Print Sign-In Sheet
Team Room (Comments: 4   Files: 1)	<b>Activity Attendance</b>
Download Roster	Activity Evaluation Info
Cancel Activity	View Roster

1. Click the Activity Attendance link on the dashboard to update attendance. The Activity Attendance screen will show a list of registrants.

NOTE: If the start date has not arrived, only the Activity Organizer can change a user's status.



# Updating Status from Pre-Approval to In Progress

If you are requiring approvals for registration, follow these steps to update the user's status from Pre-Approval to In Progress.

#	Select	Name ↑	Building	Approval Status	Employee ID	Evaluation	Job Title
1.	<input type="checkbox"/>	BAYUK, ANDREW D	Coral Springs Middle/Community	Pre-Approval	94015	Activity (Incomplete)	TEACHER-SCIENCE MIDDLE
2.	<input type="checkbox"/>	BRANUM, MARY A	Young, Walter C. Middle/Community	Dropped	100394	Activity (Incomplete)	TEACHER-READING COACH MIDDLE
3.	<input type="checkbox"/>	COLLINS, ERICKA C	Northeast High/Adult/Voc	Pre-Approval	74730	Activity (Incomplete)	TEACHER-READING HIGH
4.	<input type="checkbox"/>	CORDOVA, MATTHEW	Everglades High	Pre-Approval	78204	Activity (Incomplete)	TEACHER-LANGUAGE ARTS HIGH
5.	<input type="checkbox"/>	FAFASULI, RUTH GRACIELA	New Renaissance Middle	Pre-Approval	65408	Activity (Incomplete)	TEACHER-WORLD LANGUAGE SPANISH
6.	<input type="checkbox"/>	MCKENZIE, COLLEEN SANDRA	Whiddon-Rogers Education Center	Pre-Approval	90546	Activity (Incomplete)	TEACHER-EARTH SPACE SCIENCE

3

4

Save Change Settings Exit

Set Status: -- Click to Select--  
Wait List  
In Progress  
Complete  
Denied  
No Show  
Removed

For all the activities that have pending registrations, the *Activity Organizer* would go to *Pre-register* (if the start date has not arrived), select the names that say Pre-Approval, and click In Progress in the Set Status drop down.

Click SAVE.



# Managing Activity Attendance

▼ Roster

#	Select	Name ↑	Building	Approval Status	Employee ID	Evaluation
1.	<input type="checkbox"/>	BARBAROSH, ZAK KRASNER	Professional Development Suppo	Confirmed	86211	✓
2.	<input type="checkbox"/>	BIANCHI, MONICA	Office Of Talent Development	Confirmed	18055	✓
3.	<input type="checkbox"/>	BORDEN, TAMMY LEE		Denied	58381	no eval
4.	<input type="checkbox"/>	MACEINRI, LISA JOY	Professional Development Suppo	Denied	11348	retired
5.	<input type="checkbox"/>	RANGER, CLAUDIA JOSEFINA	Professional Development Suppo	Denied	34917	no eval
6.	<input type="checkbox"/>	WILLIAMS, VANESSA LYNN	Professional Development Suppo	Confirmed	1929	✓

Archive this activity?  Yes  No

## NOTE:

You will update the status of the participant to indicate:

Complete - completed all course requirements, will receive credit

No show

Denied – did not complete evaluation, did not attend all sessions, did not complete implementation activity. Person will not receive credit.

**\*\*\*NO ONE can be in Confirmed status when an activity is archived!**

To set the participant's status:

2. Click in the check box next to the participants' names (or click Check All at the bottom of the screen).
3. Click on the Set Status drop-down list and select the appropriate option.
4. Click on the Save button. You must click save between each change in status.

NOTE: Indicate on the sign in sheet and in the comments box on the roster the reason a person was cancelled or denied credit.



# Managing Activity Attendance

▼ Roster			
#	Select	Name ↑ Building	Approval Status
1.	<input type="checkbox"/>	FEE, SEAN EXT: Broward Non-Employees	Confirmed
2.	<input type="checkbox"/>	MACEINRI, LISA Professional Development Suppo	In Progress
3.	<input type="checkbox"/>	MYERS IV, FRED Professional Development Suppo	Complete

*Re-Taking Course* See 6/20/2015 - Design & Instruct

Re-taking Course tag:

Hover over the tag, and it will show the class the user is registered or received credit. **No one can receive duplicate credit for a course.** Deny credit with a reason if they have already received credit or remove the user from the other course.

**\*\*\*NO ONE can be in Confirmed status when an activity is archived!**



# Sending an Email



## Sending an Email to All Participants

This function facilitates you to send all or selected participants an email from MyLearningPlan.

Note: This communication tool relies on the accuracy of each recipient's email address. There may be occasions where the selected recipient will not receive the email because their account's email is not configured correctly. This email is sent immediately and not with the nightly email broadcast.

1. Go to the Instructor tab along the top of the screen.
2. Use the available search tools to locate the activity.
3. Click the Email Functions link under the Activity Functions section.





# Sending an Email

▼ Roster

#	Select	Name	Building	Approval Status	Hours#1	Hours#2	Credits#1	Credits#2	Evaluation
1.	<input checked="" type="checkbox"/>	Apple, Mary Ann	District Office	Complete	0.00	0.00	0.00	0.00	Form (Incomplete) 7/1
2.	<input checked="" type="checkbox"/>	Bailey, Frank	District Office	In Progress	4.00	4.00	0.00	0.00	Form (Incomplete) 7/1
3.	<input checked="" type="checkbox"/>	Beeler, Meg	District Office	In Progress	4.00	4.00	0.00	0.00	Form (Incomplete) 7/1
4.	<input type="checkbox"/>	Belmar, Demo	District Office	Absent	5.00	5.00	0.00	0.00	Form (Incomplete) 7/1
5.	<input type="checkbox"/>	Bennett, Earl	District Office	Absent	5.00	5.00	0.00	0.00	Form (Incomplete) 7/1
6.	<input checked="" type="checkbox"/>	Berg, Lynn	District Office	In Progress	4.00	4.00	0.00	0.00	Form (Incomplete) 7/1
7.	<input checked="" type="checkbox"/>	Conkle, Mike	District Office	In Progress	4.00	4.00	0.00	0.00	Form (Incomplete) 7/1
8.	<input checked="" type="checkbox"/>	Davens, Burt	Ivan Dretzky High School	Complete	5.00	5.00	0.00	0.00	Form (Incomplete) 7/5
9.	<input checked="" type="checkbox"/>	Dominiques, Barb		In Progress	4.00	4.00	0.00	0.00	Form (Incomplete) 7/1

To: Selected Users,  Instructor(s),  Yourself

Subject:  ← Enter subject of email

Memo:  ← Enter message to registrants

3. Review the list of registrants and select email recipients (see below). Note that some names will not be selectable. These individuals have not added their email address to their User Profile. Click all registrants that should receive the email message.
4. Select the appropriate boxes if you would like to send a copy of the message to all instructors listed for the activity and/or yourself.
5. Optional: If you would prefer to use your own personal email, select the Export Addresses button to automatically open your email program and insert the selected addresses into the "To" field. This is useful if/when you would like to add an attachment to an email.
6. Click the Send Email button when complete.












# Closing/Archiving an Activity

## NOTE:

Before you close/archive an activity:

1. Have the sign in sheet available
2. Be sure all participants have been cancelled if they haven't completed the evaluation. Note on the sign-in sheet and in the comments section in the MLP Roster the reason the person is being cancelled
  - A. Denied - did not complete the evaluation
  - B. Denied - did not attend all sessions
  - C. Denied - did not complete implementation activity
3. Set status for "In Progress" participants to Complete if they are to receive credit.

▼ Actions

Edit Activity 	Email Functions 
Print Sign-In Sheet 	Team Room (Comments: 0   Files: 0) 
<b>Confirm Attendance </b>	Download Roster 
Activity Evaluation Info  (View Results (2))	Cancel Activity 
View Roster 	

1. Access your Instructor tab. Locate you activity.
2. Select the activity from the list by clicking on the title.
3. Click Confirm Attendance.



# Closing/Archiving an Activity

**\*\*MLP Training Activity**  
Course Code: 10481119  
Program: Professional Learning  
Audience: audiences is.....  
Dates: 8/8/2014

**Now**  
▶ 1 Meeting(s)

Hours: 4 | Enrolled: 4/15 | Wait: 0/0

▼ Add Registrants to Roster

**Filters**

Basic Info: Last Name First Name  
Employee # Email Address

Building: [Dropdown]  
Department: [Dropdown]  
Grade: [Dropdown]  
Group: [Dropdown]  
Position: [Dropdown]

Active  Inactive  Instructional  Non-Instruc

Search Reset Add Selected

**Users**

#	Select	Name	Building	Approval Status
1.	<input type="checkbox"/>	MACEINRI, LISA JOY	Professional Development Supp	In Progress
2.	<input type="checkbox"/>	WILLIAMS, VANESSA LYNN	Professional Development Supp	In Progress

Check All Set Status [-- Click to Select--]

Save Change Settings Delete Print EXIT

Archive this activity?  Yes  No

3. Set the status for the participants...denied, no show, or completed. All *In Progress* status must be changed before the activity can be completed (closed).

4. Click YES next to Archive this activity & SAVE. You will not be able to make further changes. Contact [mlp@browardschools.com](mailto:mlp@browardschools.com) for changes after the activity has been archived.

## NOTE:

Follow all SBBC business practices and processes for denying and awarding activity credit. All activity requirements must be completed before credit is awarded. Including the **Evaluation column** which must say **Complete**. Inservice records are created immediately.



# Activity Evaluation (Appraisals) Info

Search Term(s) Search

All Events All Programs

Ended Between: 31 09/13/2013 and 31 08/09/2015

Advanced Search Options

Purpose: All

Objective: All

Category: All

Activity Format: All

Course Code: All

**Include: Archived Only**

Show Year Long Activities?

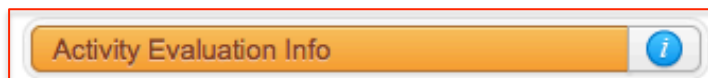
Participants will now complete the evaluation form titled Professional Learning Feedback. It is a Level 1 evaluation and is designed to gather information about the instructor, the facilities, the materials, etc.

## Viewing an Activity's Evaluation Results

Using this tool, Instructors can view the Evaluation results submitted by the participants in their activities.

### Use these steps to View an Activity's Evaluation Results:

1. Click the Instructor tab along the top of the screen.
2. Click Advanced Search Options. Click Include: Archived Only. Click the appropriate activity.
3. Click on the Evaluation Info link. Then click View Results.



# Activity Evaluation (Appraisals) Results

**Interactive Viewer - Choose at the bottom of the screen**

**Activity Information**

Podcasting  
Learn the basics of podcasting and how it can be use to develop and distribute educational content.

Dates: **May 29 - May 30**      Hours: **6.00**      # Enrolled: **9/20**      Cost: **\$0**

**Question #1**

**Training/Presentation**

Highly interesting and informative	100%	1
Somewhat interesting and informative	0%	0
Uninteresting and uninformative	0%	0

# District Wide Users Responding = 1      7/3/2008

**Options**

Previous    Next    View/Print All    Download All To Excel    Admin Tools

4. Navigate through the Evaluation questions using the buttons on the bottom (Next, Previous).
5. Click View/Print All to view all of the question responses on one page.
6. Click Download All to Excel to download the results to pdf.



