MyLearningPlan

Quick Check List – Migration Activities

Detailed instructions for any of the following can be found at: www.browardschools.com/Page/39471

Done:	Task
☐	**Download/Print Inservice Reports** ▪ Instructional Personnel are advised to print both the Instructional and Full Transcripts. ▪ Non-instructional personnel are advised to print out their Full Transcript. ▪ Both can be accessed under My Portfolio. Print by clicking on Print Screen at the top of the page. ▪ Note: Registration Only (0 point activities) and duplicate courses will not be imported into LAB.
☐	**Print/Save Current Registrations** ▪ All users with registrations that will not be completed before December 2018 – including PLC registrations – are advised to print out the activity information for each one. ▪ Activity information is accessed by clicking on the Manage button next to each course. The available information includes meeting dates and locations, contact person, and status in the course.
☐	**Download/Print News and Info items if needed** ▪ Annual Broward Virtual University (BVU) Calendar ▪ ESE Requirement for Certification Renewal
☐	**Feedback Forms -** Submit feedback forms for courses ending before December 2018 ▪ Feedback forms are accessed by clicking on the Manage button next to each course and then clicking on the Feedback button.
☐	***Inservice Facilitators:** ▪ Print PLC Rosters ▪ To conserve any information currently located in a Team Room, it will need to be printed. Team room information will not be imported into LAB. This includes any forms or discussion threads.

LEARNING ACROSS BROWARD

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Detailed instructions will be available in the Canvas End User Course by January 2019.

Done?	Task
☐	View Profile Details
☐	Verify inservice records
☐	Verify existing registrations
☐	Submit feedback/surveys forms for courses concluding in LAB
☐	***Inservice Facilitators:** Verify PLC Rosters
	Send any questions or concerns to LAB@browardschools.com