My Learning Plan (MLP)

Note: If an event is not created in MLP, you must keep a copy of your attendance certificate provided at the event for CTLE hours.

Learning Plan Tab

Learning Plan Tab
- My Proposals - a list of activity proposals you have created for approval
- My Requests - PD Activities that you have submitted a form for approval
  - The approval process moves through stages for completion
    1. Prior approval
    2. Approved/and or in-progress
    3. Attendance confirmed (must be done by the instructor in MLP)
    4. Final approval
    5. Completed
- My Evaluation - a list of your scheduled evaluations (this is part of Frontline OASYS)

If you should have any questions, please contact the office of Staff Services x7135

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On the left hand side of the Learning Plan tab is a menu of professional development categories. These categories include:

- My Info
- Activity Catalogs
- Fill-In Forms
- Activity Proposals
- Account Options

**My Info**

- My Portfolio- a list of all your completed PD events. This is the resource used to keep a record of all CTLE/PD hours.
  - For information as to the professional development activities that qualify for CTLE hours: [http://www.highered.nysed.gov/tcert/resteachers/ctle.html](http://www.highered.nysed.gov/tcert/resteachers/ctle.html)
  - Your portfolio list events in chorological order by year and date with the most current listed at the top.
  - You have the option to export this information to Excel or print a copy.

- My Evaluations-a list of all your completed evaluations
- My File Library-keeps a copy of all documents you have uploaded to MLP

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Updated July 2017
Activity Catalogs
- District Catalog-a list of PD offerings in the district of Liverpool
- Calendar-a monthly view of district PD offerings
- This area also includes PD catalogs from other affiliates such as OCM BOCES, etc.

**Fill-In Forms**
(These are forms that require the participant to complete additional information for a professional development activity)
- Prior Approval Graduate Study/Course Form
  - For staff members who wish to take a course of study related to their job responsibilities. This form must be filled out and submitted to the Human Resource office for approval. This form requires attachment of supporting documentation.
- Travel/Conference Authorization Form
  - For staff members who wish to participate in a conference not provided by the District or a local BOCES/RIC. This form must be filled out and submitted to the appropriate administrator for approval. This form requires attachment of supporting documentation.

**Activity Proposal**
- Activity Proposal Form-this form is used to submit a request to add a professional development activity into the Liverpool District Catalog
  - This form is currently approved by the Executive Director for Curriculum upon submission
  - Approval of this form will allow the person who submitted to manage the activity under the “Instructor” tab

**Account Options**
- This area is used to update your account information such as username, password, and profile

**Instructor Tab**
Instructor Tab
- This tab allows professional development instructors who have an MLP account to manage their PD activity including:
  - View roster
  - Print sign-in sheets
  - **Mark attendance when event is completed (This must be done for staff to receive PD/CTLE hours for attending)**
  - Cancel the activity
  - Email staff who have signed up for the activity

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Updated July 2017
Landing page for Instructor Tab:
Click on title of activity to access activity functions

Activity Functions:

**Important:** At the completion of the activity, instructors must confirm attendance of participants by checking “X” the participants name in the “Confirm Attendance” button using the sign-in sheet as verification of attendance.

***Buildings providing the professional development activity, please keep sign-in sheets on file. All others please send to the Curriculum, Instruction, and Assessment Office at the DO.

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