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
Updated July 2017
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

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

*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 participant 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

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

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.

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

Updated July 2017