

MyLearningPlan Training Guide

How do we LOGIN?

- **Open Safari**
- <http://www.mylearningplan.com>
- Login name is email address (xxx@danvers.org)
- Password – Danvers
- Change password – it might be easier to use the same password as your email password
- Click **SUBMIT** to update.

Danvers Public Schools

My Info:
My Portfolio
My File Library

Activity Catalogs:
District Catalog
Calendar

Fill-In Forms:
Request for Absence
Course Approval
Study Group Application

Activity Proposals:
Proposal

Account Options:
My User Profile
Change Password

Change Password

Use this form to change your current password. Begin by entering your current password in the section labeled "Current Password". Next enter the password you wish to use in "New Password" and then retype it for verification purposes in the section labeled "Retype New Password". Choose any combinations of letters and numbers for your new password. Click SAVE when finished.

Password

Your Current Password

Your New Password

Retype Your New Password

SUBMIT

Update User Profile:

- Click the **Learning Plan** tab – by clicking the **Learning Plan** tab along the top of the screen, you will be brought to the main workspace.
- Click the **My User Profile** link in the left pane, it will display a series of questions that will guide you through the process.
- Follow on the **On-Screen Prompts** – The learning profile needs to be updated for accuracy and will hold imported information when rolled into the site. Staff can update name changes themselves.
- **Email notifications:** **All** circles should be marked as YES. All notifications are sent out at midnight each night. Select YES for html format.
- Please make sure your building, departments, and grades are accurate.
- **CLICK SAVE** at the bottom.

Activity Catalog:

- **All** district courses will be listed in TWO formats: (1) Courses (District Catalog link) and (2) Calendar format (Calendar link).
- **Click** either format to view courses.
- **Click on a course name to see more info and/or request registration.**
- When viewing a course, you will see on the **RIGHT** a “SIGN UP NOW” button. When you click that button, course information will automatically be completed in a Course Approval Form for you.

Danvers Public Schools

View by Month:

- September
- October
- November
- December
- January
- February
- March
- April
- May
- June
- July
- August

Activity Registration

Activity Information

Workshop Presenter Program
This workshop is designed for new and previous Salem State Collaborative Workshop Presenters interested in doing presentations for the Collaborative during the 2008-2009 school year. The collaborative coordinators will review the types of requirements, and general workshop goals.

[click here for more info](#)

Meeting Date(s)	#1 Sep 15 2008 3:30PM - 5:30PM
Location(s)	Lynnfield High School
Instructor(s)	Collaborative Coordinators and Staff
Goal(s)	Mission Statement (District Goals):Mission Statement
Purpose(s)	Certification
Building(s)	-All-
Department(s)	-All-
Grade(s)	-All-

Hours: 2.00
Cost: \$ 0.00
Enrolled: 0/25

SIGN UP NOW

Fill-In Forms: (For courses not listed in the district catalog or courses calendar.)

- **Course Approval Form** – The district has consolidated the approval form to have all information on one form. Please indicate if you are selecting in-service credit, payment, PDPs, or university.
- **In-Service Course** – You will receive pre-approval once the form has been submitted. Approval will not be completed/approved unless course payment and/or enough participants attend the course.
- **Final Approval** – You will receive **FINAL** approval to record credits once all paperwork such as attendance and course work has been verified.
- **Incomplete** forms will be “bounced” back to the sender.

Request For Absence From the Classroom:

- Forms **MUST** be submitted in a timely manner.
- Pre-approvals are routed first to your building principal, director, and FINAL approval is from the Assistant Superintendent. **FUNDING** must be indicated.
- Substitute coverage is the responsibility of the teacher.

Request for Absence from Class Assignment/Conference/Workshop

Activity Information

Title of Conference/Workshop:

Type:

Location:

Dates

StartDate (mm/dd/yy):

End Date (mm/dd/yy):

Substitute Section

Substitute Coverage Needed: Yes No

Activity Details

Please describe the program and/or provide:

My Info:

- Teachers can see all the steps of the approval process.
- Email notifications are sent out each day at midnight if there are updates.
- Teachers can track PDPs for recertification.
- “My Portfolio” is never archived. Records are always available to view.

My Requests - Andrea Kupps

Awaiting Pre-Approval

> None

Approved and In Progress

> None

Awaiting Final Approval

> None

Additional Information:

MyLearningPlan will update users for Webinar trainings via email. Each session is only 15 minutes. The Central Office is available at all times for general information or info@mylearningplan.com for support.