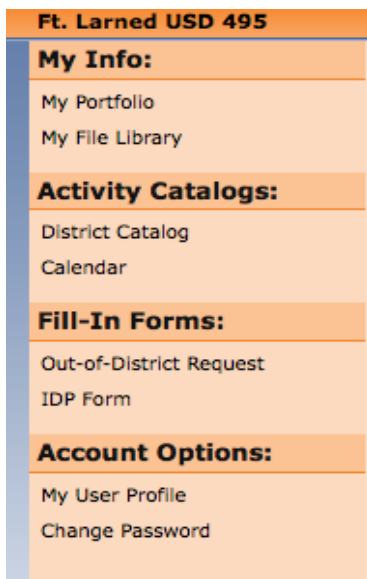


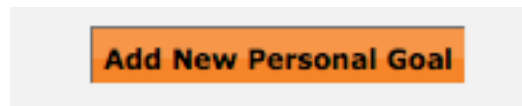
Quick tips!

(MLP)

1. Go to mylearningplan.com or use link on the district web page
2. Login in..... use your entire email address john.doe@usd495.net
3. Password is changeme..... until you change it
4. “Click here to continue” will show up the first time you use the program – click and make sure **AT LEAST** your **building information** is correct. The rest is nice to have correct, but not necessary.
5. You can always **return to the main screen** by clicking the “Learning Plan” tab at the top right of your screen.



6. From your main screen..... Go to “Change Password” and follow directions to change it. Always click “submit” or “save” at the bottom of each page in MLP.
7. From your main screen..... Go to IDP form. --- Go to middle of page and click on



8. Fill in the Goal with a name and write it in SMART Goal Format (see bottom of this document if you need specifics on SMART Goals)
9. Click YES to make it active and SAVE. It will take a minute.
10. Go back and click on IDP form again – Your goal will show up in the middle of your screen. See example.....

Note your personal goals below. Identify the category, which relates to each goal. Also identify the levels (Knowledge, Application, and Impact) for each goal.

[Click Here to review How to Write SMART Goals.](#)

Status	Personal Goal	Actions
PENDING	Curriculum & Instruction	[edit] [print]

11. You can edit this goal or print using buttons to right. Go ahead and repeat steps 7-10 to write a second goal.

12. Once both goals have been written and show up on your IDP form, you are ready to fill in the PINK required boxes on the rest of the IDP form. ***NOTE – any box in PINK is always required in MLP.

Individual Development Plan

Use this form to submit your individual professional development plan.

Personal/IDP Information

Name

Teaching Assignment

Degree Information

School Year for which the IDP Applies

Start Date

End Date

13. Complete this form by choosing the goals that apply to what you are working on this school year. Your personal goals will also be on there.

What District Goal(s) and Objective(s) will you meet?

Select At Least One **Goal : Cooperative Learning**

District Objective Cooperative Learning

Goal : Differentiated Instruction

Differentiated Instruction

Goal : Effective School Discipline

Give Em Five

Goal : Increase knowledge and use of research based strategies.

Marzano & Research Based Strategies

Goal : Increase student achievement in math

Math Knowledge and Application

Goal : Increase student achievement in reading

Knowledge and Application in Reading

Goal : Support curriculum, assessment and instruction in all contents

Curriculum Alignment and Assessment

Goal : Support Technology

Technology

Goal : Personal

Curriculum & Instruction

Documentation

What Building Goal(s) are supported?

Building Goal(s)

Revision Notes/Comments

Comments

Finish

14. Reminder: Content = usually is a college class you are taking, Professional Education = is 99% of goals, and Service to the Profession = if you are doing something that helps your colleagues, not students – BUT SP goals CANNOT get application and impact points later. The level of how you are using your goal.....are Knowledge (learning about goal), Application (using knowledge of goal), Impact (showing change in your students using your goal).
15. Check submit to send it to your administrator for approval. Anytime you want to look at it, it will show up under your IDP button or under your name on the “My Requests”
16. On your main screen, it will show up as your name ----- see example below.....

My IDP after several approvals

17. The “District Catalog” and “Calendar” buttons are links for you to see Professional Development Activities in the district. You can enroll in these by clicking on them. For instance, there is a LETRS training on 9-26-2011. You can click on it, register, and it will go to your administrator for approval, denial, or more information needed..... That starts the process. IF you are interested in an Out-Of-District inservice, such as ESSDACK – Click on the “Out-Of-District” button on right and fill out the form. Your admin will approve, deny, or more info needed.
18. If you HAVE ALREADY ATTENDED an Out-Of-District inservice, since June 2011 – you can go to the Out-Of-District form and fill it out. Again, it goes to your administrator.

19. If you have items in your “Awaiting prior approval” section.... Those are waiting for your admin to approve. If you have items in your “approved and in progress” those need you to click on them. Read through the info and click “Mark Complete” after the inservice. That tells your admin that you were there and completed the inservice. They will approve and send to the PDC committee.

District Level Inservice 8-2011
 Course Code: 08112
 District Inservice - KASB - Lori Church, Harassment, Bullying, ELL, Technology

Date: **Aug 16 11 - Aug 16 11** Hours: **7.00** Registration Fee: **\$0**

#	Start Date/Time	End Date/Time	Location
1.	8/16/2011 8:00 am	8/16/2011 3:00 pm	LMS Gym

Approved & In Progress
Please drop this Activity if you do not plan to attend.

Actions

Mark Complete	Select this option when you have completed the activity and wish to request final approval.
View/Print Form	Select this function to view or print the full request form.
Drop	We're sorry. This option is not available online. Please send an email to jennifer.anderson@usd495.net to drop/cancel your enrollment in this activity.

[BACK](#)

20. In “My File Library” you will only see 1 item right now.... It is a PDF on How to Write Smart Goals.
21. In “My Portfolio” – this will be where your completed and awarded points will eventually show up. Also, your historical data will show up here ----once MLP gets it imported in... not sure when this will happen – Hopefully soon!
22. In “My User Profile” – this is your main information. If you want an email when new professional development activities are added to the catalog or when one of your inservices have changed status (approved, denied, or need more info)..... there are some buttons to mark YES – We have no TeamRooms now, so it is NA.

Email Notification Preferences

Please Email Me About:

New Activity Notification Yes No

Approval Status Changes Yes No

Upcoming Activities Reminder Yes No

TeamRoom Postings Yes No

HOW TO WRITE SMART GOALS

What is a SMART Goal?

A SMART goal is a goal that is specific, measurable, attainable, relevant and time-framed.

Specific	A SMART goal describes an observable action or behaviour, using action verbs. It answers the question, "What has to be done?"
Measurable	It defines the end result in qualitative or quantitative terms. For example: quantities, frequencies, error rates, etc.
Attainable	Employees can be expected to achieve their SMART goals provided they have the required skills and resources.
Relevant	A SMART goal is relevant to the individual's responsibilities, department goals and University strategic goals.
Time-framed	SMART goals have specific target dates, frequencies and deadlines.



Smart Goals Answer Specific Questions:

1. What action do I need to take?

What is the specific action to be taken in order to achieve the SMART goal?

2. To what extent is the action to be taken?

How often? How much? When? With whom?

3. For what results?

What impact will achieving the SMART goal have in relation to your department's objectives and the University's long-range planning goals?