My

Learning

Plan

COMMONLY ASKED QUESTIONS FOR SUPPORT STAFF

BEACON CITY SCHOOL DISTRICT

Who do I contact for assistance?

Jean

Sablinski

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1. **What is My Learning Plan**?

   My Learning Plan (MLP) is a web-based electronic program that has many uses including:

   a. Requesting district conference day workshops or in-district courses
   b. Requesting out of district courses
   c. Tracking NYS required Professional Development (PD) hours.
   d. Provide a history of your course work
   e. Allow you to enter additional PD hours that are not a course such as time spent with the Steph Harvey literacy consultants.

2. **How do I access MLP and log-in?**

   Make sure to login from the district webpage, staff tab, My Learning Plan (MLP)

   Username = last name.initial

   Password = same as computer

3. **When Should I use MLP?**

   Whenever you are attending professional development training such as for a district conference day.

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1. **From the district webpage, select staff tab, and My Learning Plan**
2. **Enter username and password**
3. **Click on 'Add a New Activity'**
4. **Enter Activity Name**
5. **Enter Activity Description (inviting statement)**
6. **Choose Activity Format**
   - Is it a workshop?
   - Is it faculty meeting w/ professional development?
   - Is it a book study?
7. **Remember to mark hours**
8. **Start Showing Activity**
   - Date that you want the public to view the activity in order to register.
   - If session is not to be seen and is mandatory, the date you indicate should be BEFORE the date of the event and the END date should be the same as the START date. This will ensure that the event is not viewable for participants to register.
9. **Stop Showing Activity**
   Date should be either the DAY of the activity or ONE day AFTER the activity.
10. **Completion of Activity**
    An Activity needs to be marked COMPLETE for each participant when the activity is finished.
11. **Building/Department/Grade Restrictions SHOULD NOT be used if you want everyone to see the offering.**
    If the activity is ONLY pertinent to your building, then you will need to check the appropriate restriction boxes.
12. **Account Code Section**
    Needs to be completed by building administrator, if needed.
13. **Purchase Orders/Claims**
    All backup material (receipts, contract, MLP approval sheets) need to be attached to purchase order/claim BEFORE sending to Purchasing.