

MY LEARNING PLAN (MLP) HELPFUL TIPS

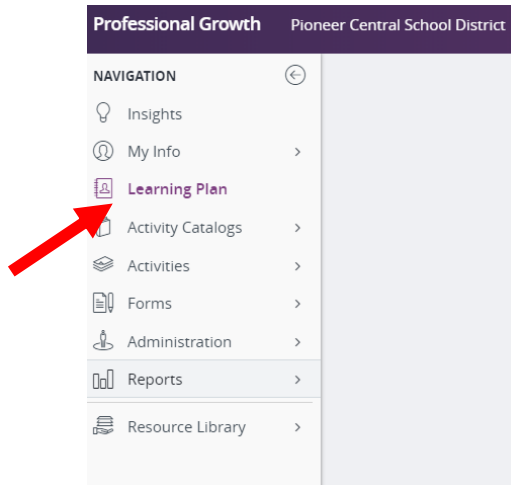
Pioneer Central Schools - Pioneer Teacher Center

PRE-EVALUATION SURVEY

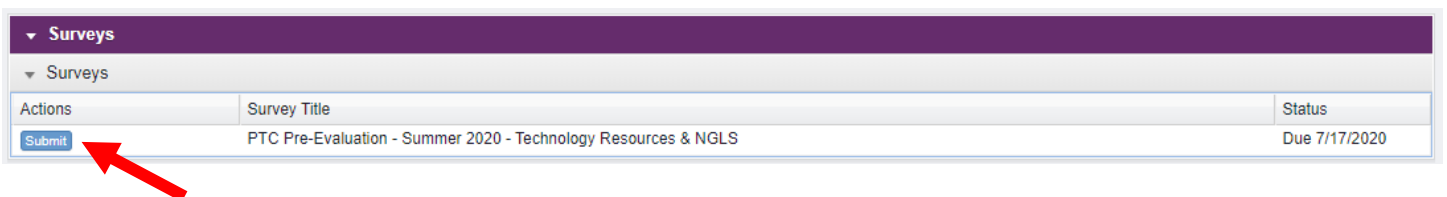
This is a required survey that must be completed **prior** to the start of your in-service course.

Directions:

1. Log in to MLP.
2. Click on Learning Plan.



3. At the top of the page, surveys that need completion will be listed. Click the blue "Submit" button to access the survey.



4. Complete the survey. When finished, click the blue "SAVE" button at the bottom.

The screenshot shows the survey completion form. It includes a section for 'Current Teacher Knowledge' with a dropdown menu, a section for 'Personal goal(s)' with a list of checkboxes, and a 'Message to Instructor(s)' text area. At the bottom, there is a green bar with the text 'Click Save To Exit' and a blue 'Save' button. A red arrow points to the 'Save' button.

PRE-EVALUATION SURVEY FAQs

- ***When should the pre-evaluation survey be completed?***

Please complete your pre-evaluation survey when you receive it so that your instructor can receive your responses in a timely fashion. The instructor reviews the pre-evaluation surveys prior to the start of the course to learn more about participants and their needs.

- ***Why is the due date listed in MLP after the course begins?***

The due date listed in My Learning Plan will be after the start of the course. **It is not the actual due date.** The survey should be completed as soon as possible. The due date listed is after the course start date so that it is still available those who forget to complete the survey prior to the start of the course. If the due date chosen was the day before the course starts and a participant forgets to complete it, the individual would not be able to access the survey.

- ***Why doesn't the survey "go away" even though I completed it?***

After you complete the survey, it will not "disappear" from your Learning Plan, even though you have completed it. You can click on "Submit" again to see that it is finished. The survey will not disappear until all participants in the course have completed the survey and the Teacher Center can officially close it.

- ***How can I check to be sure that the survey is complete?***

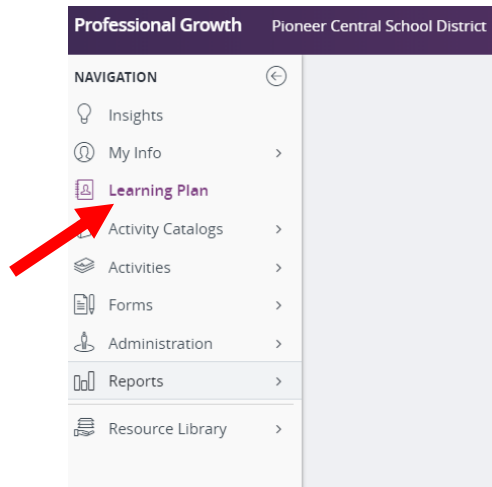
Click on "Submit" again next to the name of the course and you should see your answers. If you see your answers, the survey is complete.

IN-SERVICE REFLECTION FORM

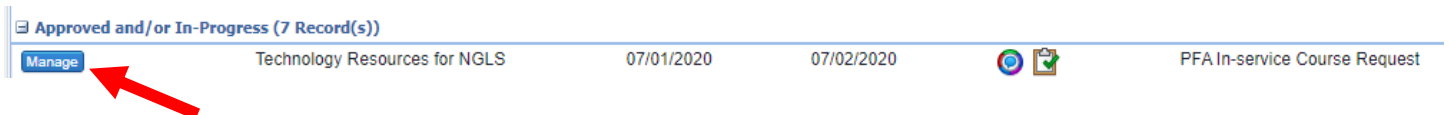
This is a required form that must be completed in My Learning Plan **following** the application of your in-service project with your students. The due date for this form is at minimum one month after the end of the course.

Directions:

1. Log in to MLP.
2. Click on Learning Plan.



3. Find the name of the in-service course you completed. Click on the blue "MANAGE" button to the left of the course name.



4. After clicking the manage button, course information is listed, along with approval status. At the bottom, there is an "Actions" menu. Click on In-Service Reflection Form.



5. When the form opens, the response boxes will be highlighted in red, which means completion is required. It is highly recommended that you complete the form in one sitting. If you cannot complete the form all at once, be sure to fill in EVERY box (even with just a letter) and then be certain to click the SAVE button at the bottom. If you do not type something in every box, the form will not save.

6. All courses have 3 goals/objectives. These are listed on your course syllabus. A list of course objectives is also posted on the Teacher Center website. Be sure to type in the course objectives where indicated on the form. You only need to type each objective once:

Identify a 3rd course goal and provide evidence of impact on your teacher practice:

Participants will develop and design lessons incorporating friendly competition. I have incorporated more friendly competition into my lessons. With second graders

7. Once the Reflection Form is complete, please remember to click the blue save button at the bottom.

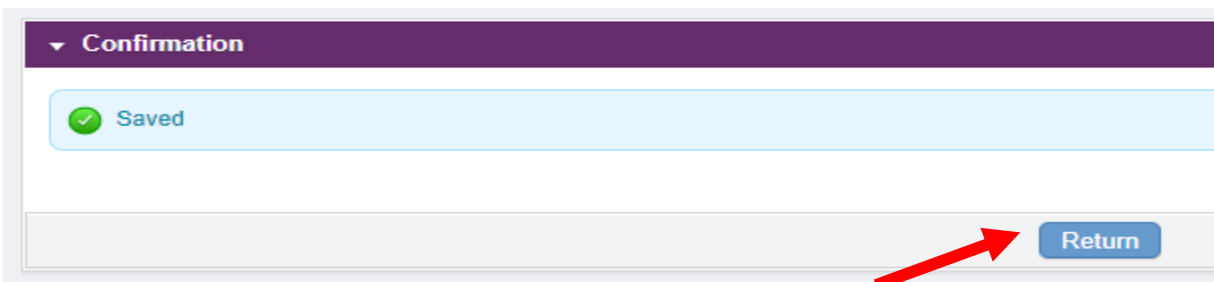


Click Save To Exit

Save

A red arrow points to the blue 'Save' button.

8. Once the Reflection Form is complete and there are no other revisions or edits you wish to make, please remember to click the blue save button at the bottom again. You should see a confirmation screen. Click "RETURN."



Confirmation

✓ Saved

Return

A red arrow points to the blue 'Return' button.

9. You should see the "Actions" menu at the bottom of the page. If your Reflection Form is complete and there are no other changes, click the blue "MARK COMPLETE" button located in the "Actions" menu. This will submit your Reflection Form.



Actions

View/Print Form Team Room

In-service Reflection Form Mark Complete

Drop

A red arrow points to the blue 'Mark Complete' button.

REFLECTION FORM FAQs

- ***Why are there so many glitches with the Reflection Form in MLP (typing in every box to save, losing information, etc.)?***

These issues have been addressed with MLP and they have been working on a fix, but MLP receives thousands of requests for various technology upgrades and the wait is lengthy for changes. Using the workarounds provided will help to avoid issues.

- ***Why is there a due date for the Reflection Form?***

The Teacher Center has earlier due dates for submitting participants' names to the district to process stipend payments. Also, instructors need the results from participant Reflection Forms and Post-Evaluation surveys to complete final paperwork and receive final payment. When participants do not turn in their forms by the due date, instructors do not receive their pay due to their inability to finish their requirements (Course Evaluation Summary).

- ***Why are there so many forms?***

The district and Teacher Center have worked diligently to create forms that meet all contractual and Center (NYS grant) requirements. The fewest forms possible are being utilized.

- ***How can I check to be sure that my Reflection Form is complete?***

1. Click on Learning Plan.
2. Click on the blue "Manage" button next to the name of your course.
3. Click on "View/Print Form".
4. Scroll all the way to the bottom. If your Reflection Form is complete, it will say received and the date you submitted your form.

Evaluation(s)

Received

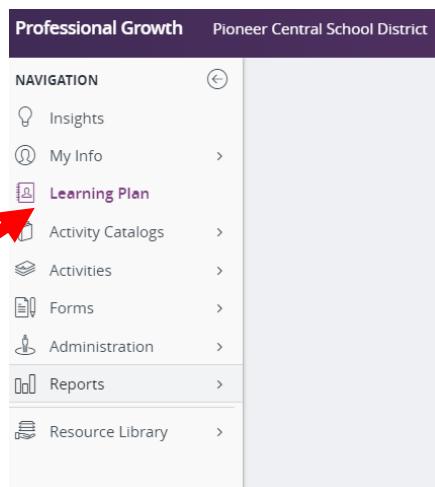
In-service Reflection Form
- Submitted 10/05/2020

POST-EVALUATION SURVEY

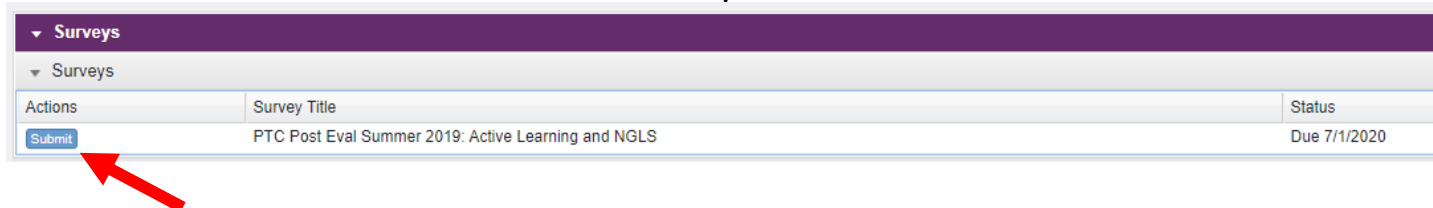
This is a required survey that must be completed *by the due date* after the conclusion of your in-service course.

Directions:

1. Log in to MLP.
2. Click on Learning Plan.



3. At the top of the page, surveys that need completion will be listed. Click the blue "Submit" button to access the survey.



4. Complete the survey. When finished, click the blue "SAVE" button at the bottom.

The screenshot shows the survey completion screen. It includes a section for 'COMMENTS AND SUGGESTIONS: Do you have any comments or suggestions for this course or the instructor?' with a text input area. Below this is a green bar with the text 'Click Save To Exit'. At the bottom right, there is a blue 'Save' button, which is highlighted with a red arrow.

POST-EVALUATION SURVEY FAQs

- ***When should the post-evaluation survey be completed?***

Please complete your post-evaluation survey by the given due date so that your instructor can receive your responses in a timely fashion. The instructor reviews the post-evaluation surveys after the course ends in order to complete final paperwork.

- ***Why is the listed due date in MLP after the due date given by the instructor and Teacher Center?***

The due date listed in My Learning Plan will be after the scheduled due date. **It is not the actual due date.** The due date listed is after the given due date so that it is still available those who forget to complete the survey by the due date.

- ***Why doesn't the survey "go away" even though I completed it?***

After you complete the survey, it will not "disappear" from your Learning Plan, even though you have completed it. You can click on "Submit" again to see that it is finished. The survey will not disappear until all participants in the course have completed the survey and the Teacher Center can officially close it.

- ***How can I check to be sure that the survey is complete?***

Click on "Submit" again next to the name of the course and you should see your answers. If you see your answers, it is complete.

OTHER MLP FAQs:

- ***I changed my mind about taking a course. How do I cancel my registration?***

Go to "Learning Plan". Click on the blue "MANAGE" button next to the course name. In the "Actions" Menu, click "DROP."

- ***How do I print my certificate of completion?***

After the course has been final approved, click on the blue "MANAGE" button next to the name of the course. Click the blue button that says "PRINT CERTIFICATE."

- ***I finished my course. When will I receive final approval?***

Your course will not be final approved by the District until the entire class is closed (all participant and instructor requirements are complete).