

Computer Tutorial:

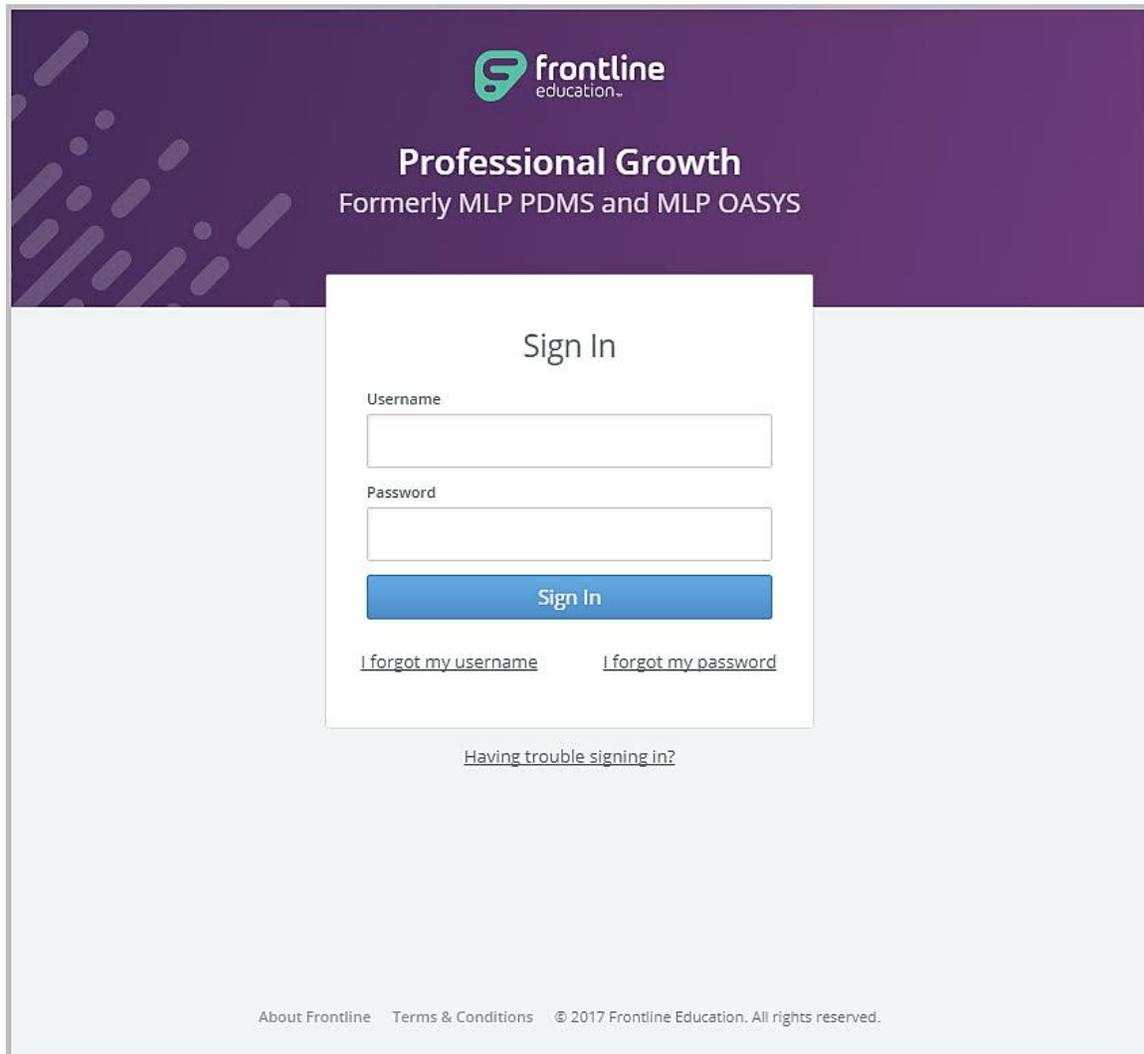
My Learning Plan

Purpose: To introduce faculty members to My Learning Plan. Discover *and register* for new professional development offerings, request and receive approval, and have it all recorded in your own professional development account.

Log In to My Learning Plan

Go to www.mylearningplan.com to log in to your My Learning Plan account.

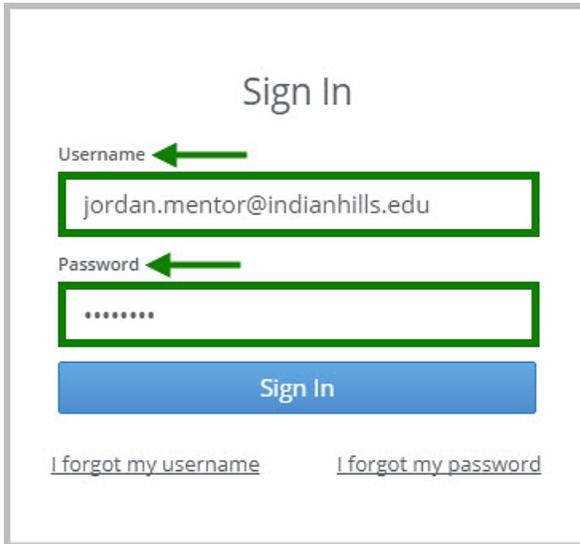
Note: Some images in this tutorial have a blue and yellow color scheme. When My Learning Plan was purchased by Frontline Education, the color scheme of the system changed, however the functionality and layout did not.



The screenshot shows the login interface for Frontline Education's Professional Growth system. At the top, the Frontline Education logo is displayed. Below it, the text reads "Professional Growth" and "Formerly MLP PDMS and MLP OASYS". The main content is a "Sign In" form with two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. Two links are provided: "I forgot my username" and "I forgot my password". At the bottom of the form, there is a link "Having trouble signing in?". The footer contains the text "About Frontline Terms & Conditions © 2017 Frontline Education. All rights reserved."

Type your Indian Hills Email address (firstname.lastname@indianhills.edu) in the “Username” box and type your password in the “Password” box.

Note: The *first* time you log in to My Learning Plan, your password is “changeme” (all lowercase letters with no spaces).



Sign In

Username 

Password 

[I forgot my username](#) [I forgot my password](#)

Then, click “**Sign In**” to log in to your account.



Sign In

Username

Password



[I forgot my username](#) [I forgot my password](#)

Your “My Requests” page will open.

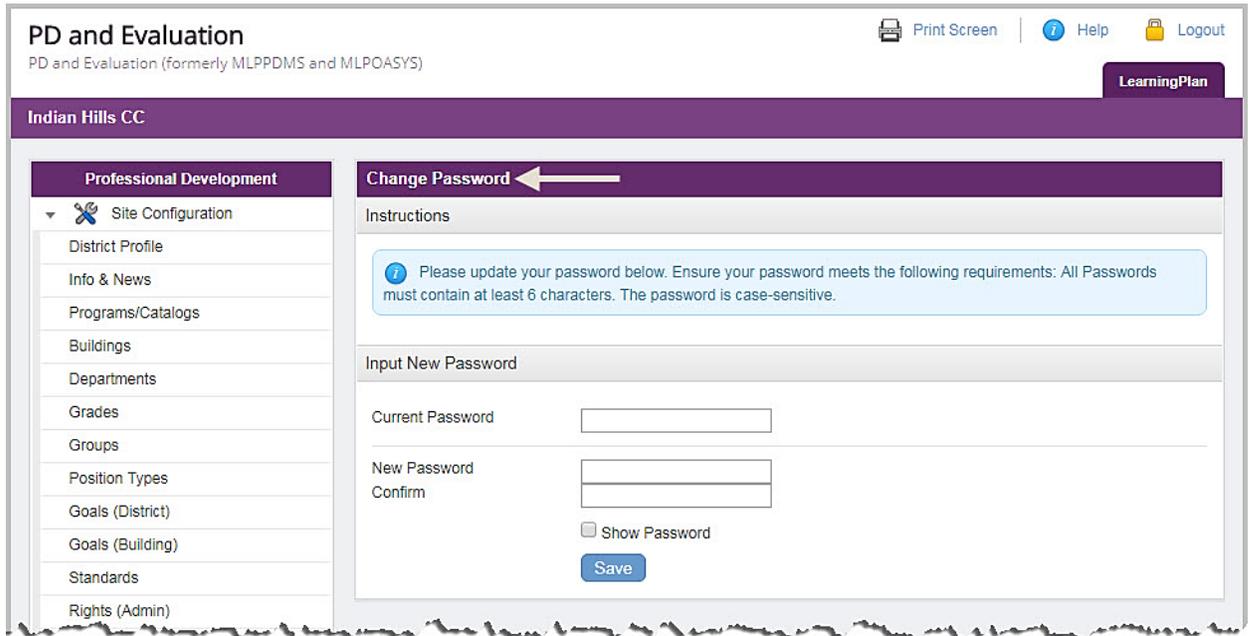
The screenshot shows the Professional Learning interface for Jordan Mentor. The page title is "Professional Learning" (formerly MLPPDMS). The user is logged in as "Jordan Mentor". The main navigation bar includes "Indian Hills CC" and "LearningPlan". The left sidebar contains a "Professional Development" menu with options like "My Info", "My Portfolio", "My File Library", "Activity Catalogs", "Indian Hills PD", "Calendar", "Fill-In Forms", "PD Authorization", "Account Options", "My User Profile", and "Change Password". The main content area is titled "My Requests - Jordan Mentor" and features a table with columns for "Actions", "Activity Title", "Start Date", "End Date", and "FormName". The table lists several request categories, all with "0 Record(s)": "Save as Draft", "Wait List", "Pending Prior Approval", "Approved and/or In-Progress", and "Instructor Has Confirmed Attendance". A white arrow points to the "My Requests - Jordan Mentor" header.

Change Your Password

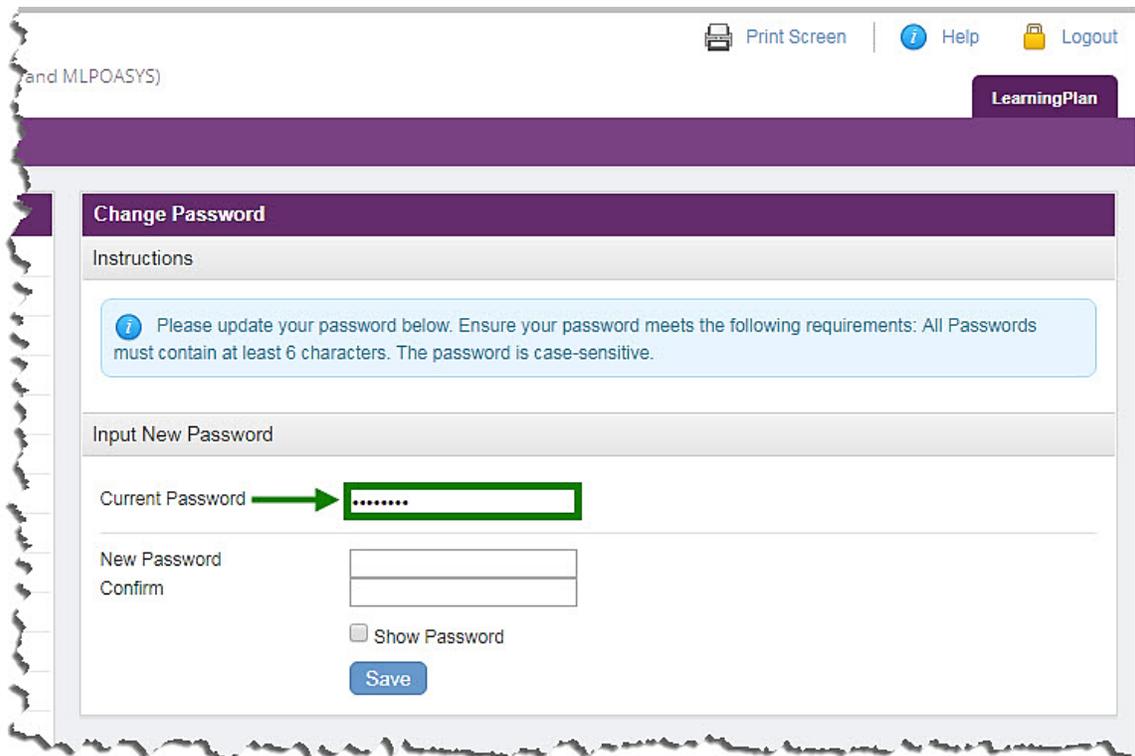
If this is the **first time** you have accessed My Learning Plan, it is **very important that you change your password**. You may be taken to the “Change Password” page automatically. If not, select “**Change Password**” from the bottom of the menu, on the left side of the “My Requests” page.

This screenshot shows the Professional Learning interface for Dianne Kiefer. The page title is "Professional Learning" (formerly MLPPDMS). The user is logged in as "Dianne Kiefer". The main navigation bar includes "Indian Hills CC" and "LearningPlan". The left sidebar contains a "Professional Development" menu with options like "My Info", "My Portfolio", "My File Library", "Activity Catalogs", "Indian Hills PD", "Calendar", "Fill-In Forms", "PD Authorization", "Account Options", "My User Profile", and "Change Password". The main content area is titled "My Requests - Dianne Kiefer" and features a table with columns for "Actions" and "Activity Title". The table lists several request categories, all with "0 Record(s)": "Save as Draft", "Wait List", "Pending Prior Approval", "Approved and/or In-Progress", and "Instructor Has Confirmed Attendance". A green arrow points to the "Change Password" option in the left sidebar.

The "Change Password" page will open.

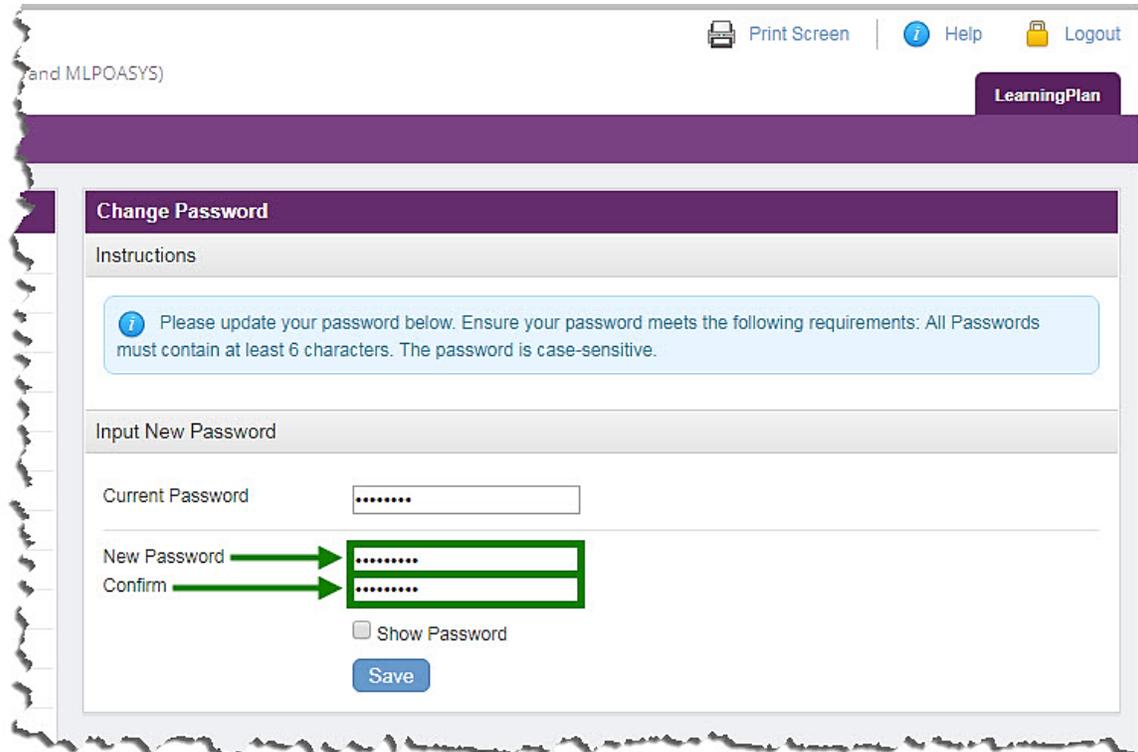


Type your current password in the "Current Password" space. Remember, if this is the *first time* you have logged into your My Learning Plan account, then your password is "changeme" (all lowercase with no spaces).



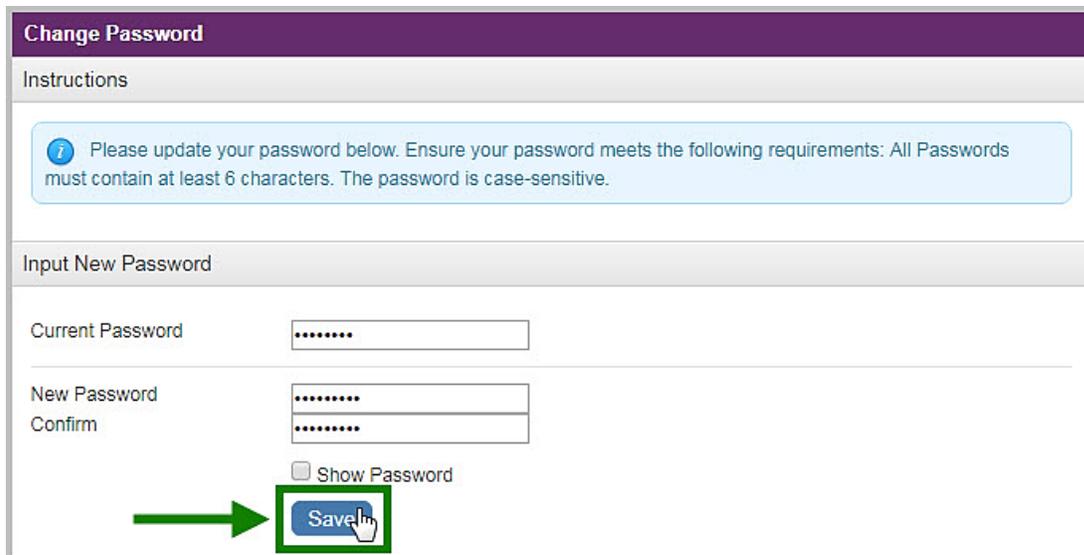
Type your new password in both the “New Password” and the “Confirm” fields.

Note: Your password must contain at least six characters and it is case-sensitive (capital and lowercase letters will be seen as different).



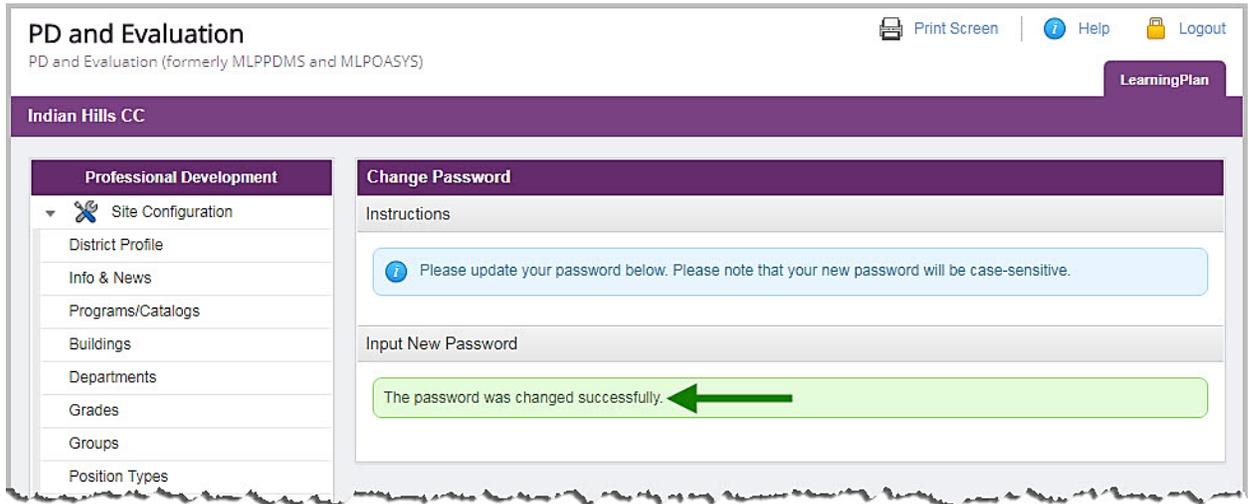
The screenshot shows a web interface for changing a password. At the top right, there are links for 'Print Screen', 'Help', and 'Logout'. Below these is a purple header with 'LearningPlan'. The main content area is titled 'Change Password' and contains an 'Instructions' section with a message: 'Please update your password below. Ensure your password meets the following requirements: All Passwords must contain at least 6 characters. The password is case-sensitive.' Below the instructions is the 'Input New Password' section, which includes three password input fields: 'Current Password', 'New Password', and 'Confirm'. The 'New Password' and 'Confirm' fields are highlighted with a green box, and green arrows point to them from the left. Below the input fields is a 'Show Password' checkbox and a 'Save' button.

Click “Save” to save your new password.

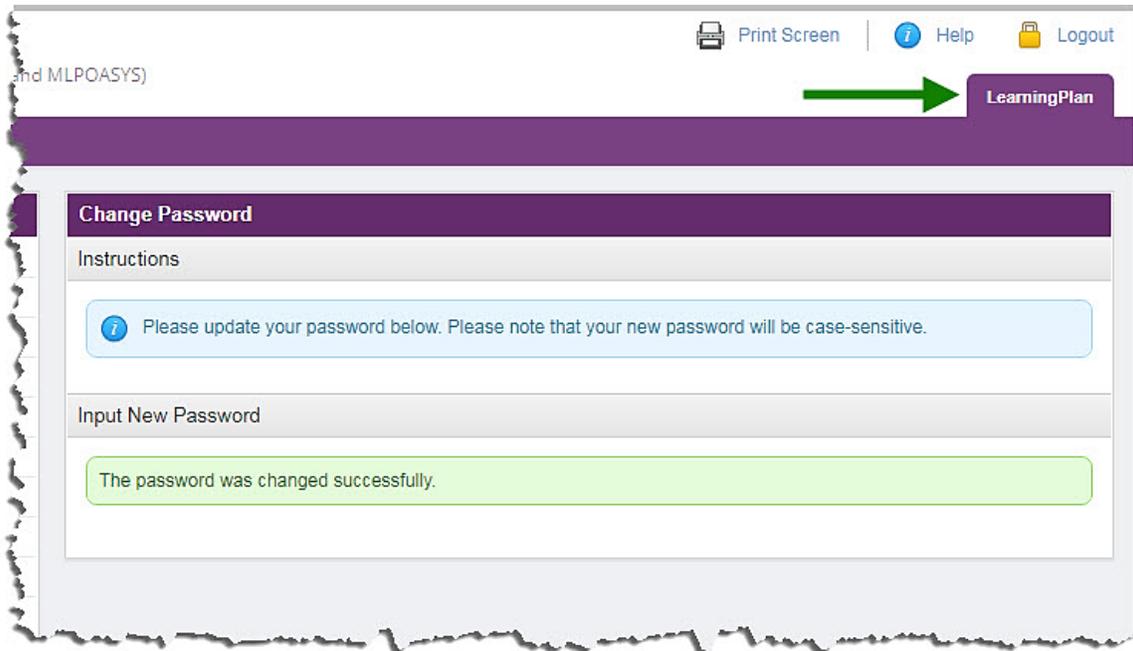


This is a close-up view of the 'Change Password' form. It shows the 'Current Password', 'New Password', and 'Confirm' fields, all containing masked characters. Below the fields is a 'Show Password' checkbox. A green arrow points to the 'Save' button, which is highlighted with a green box and has a mouse cursor over it.

Once you have successfully changed your password, the message “The password was changed successfully” will appear on the “Change Password” page.



Select the “LearningPlan” tab, in the upper-right corner, to return to your “My Requests” page.



You will be taken back to your “My Requests” page.

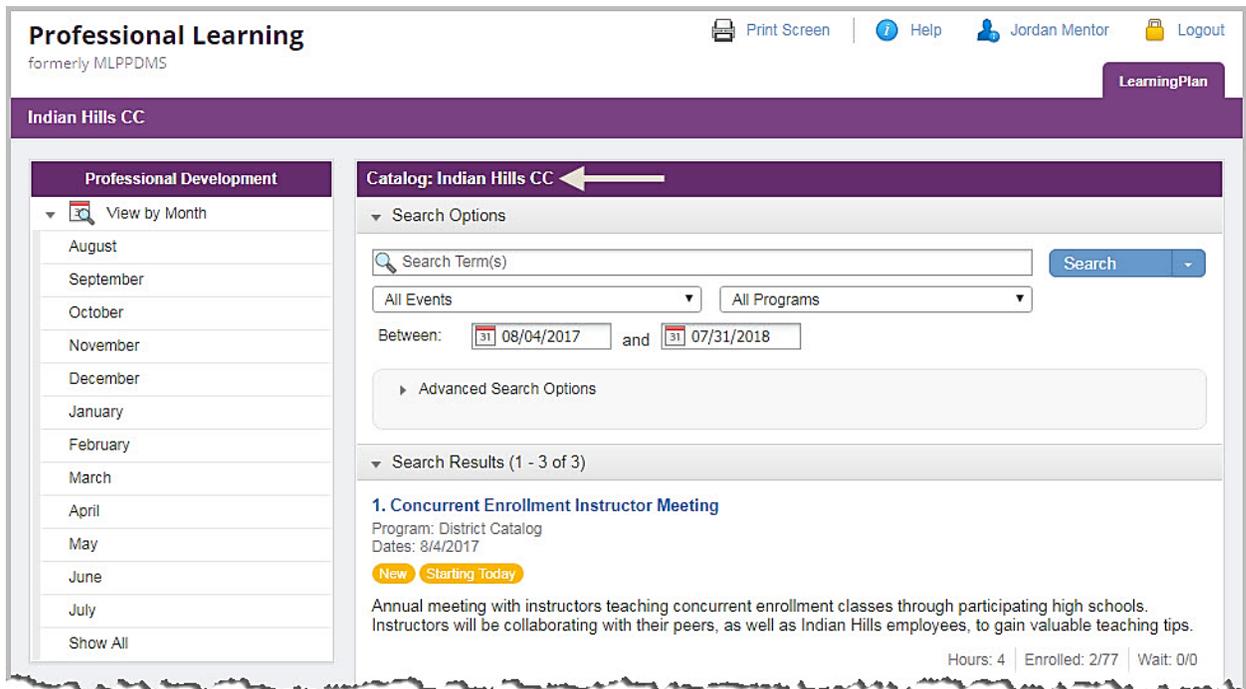
The screenshot shows the Professional Learning system interface for a user named Jordan Mentor. The page title is "Professional Learning" with the subtitle "formerly MLPPDMS". In the top right corner, there are links for "Print Screen", "Help", "Jordan Mentor", and "Logout". A "LearningPlan" button is visible in the top right. The main header is "Indian Hills CC". On the left, there is a "Professional Development" sidebar with a tree view containing: My Info, My Portfolio, My File Library, Activity Catalogs (expanded), Indian Hills PD, Calendar, Fill-In Forms, PD Authorization, Account Options, My User Profile, and Change Password. The "Activity Catalogs" section is expanded, showing "Indian Hills PD" and "Calendar". The main content area is titled "My Requests - Jordan Mentor" and contains a table with columns: Actions, Activity Title, Start Date, End Date, and FormName. The table lists several request categories, all with "0 Record(s)": Save as Draft, Wait List, Pending Prior Approval, Approved and/or In-Progress, and Instructor Has Confirmed Attendance. Each category has a "-- no records --" message below it.

Search and Register for Professional Development Classes offered by Indian Hills

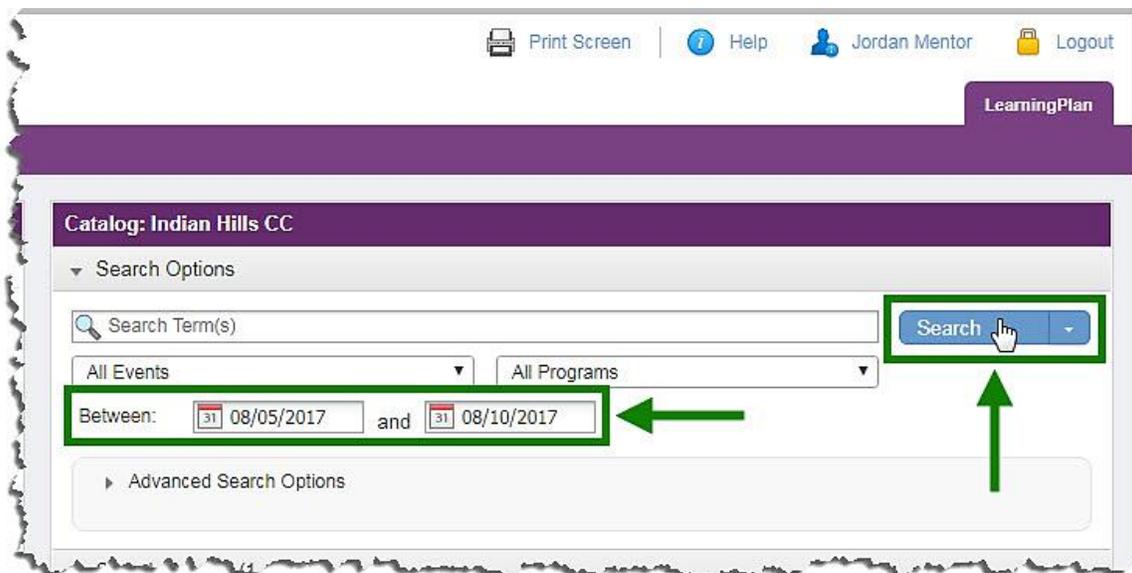
From the “My Requests” page, select “**Indian Hills PD,**” under “Activity Catalogs,” to view the professional development classes that are currently being offered by Indian Hills Community College.

This screenshot is similar to the one above but for a user named Dianne Kiefer. The "My Requests" table also shows "0 Record(s)" for all categories. A green arrow points to the "Indian Hills PD" option in the "Activity Catalogs" section of the sidebar.

The “Catalog: Indian Hills CC” page will open. Scroll through the page to view the professional development classes that are being offered. Classes will be listed in order by date, with the closest date being listed first.



If you wish to refine your search by searching for classes that are offered during a specific date range, you may enter the start date and end date in the boxes next to “Between.” Enter the start date in the first box and the end date in the second box. Then, click “Search.”



The "Search Results" for the dates you entered will appear.

Professional Learning
formerly MLPPDMS

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

Professional Development

View by Month

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

Catalog: Indian Hills CC

Search Options

Search Term(s)

All Events | All Programs

Between: 08/05/2017 and 08/10/2017

Advanced Search Options

Search Results (1 - 1 of 1)

Adjunct Faculty Workshop
Program: District Catalog
Dates: 8/5/2017
Starting Soon

Adjunct Faculty Workshop (Including Title IX)

Hours: 4 | Enrolled: 4/65 | Wait: 0/0

Viewing 1 of 1 total results

Previous | Next

Click "Advanced Search Options" for additional search options.

Professional Learning
formerly MLPPDMS

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

Professional Development

View by Month

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

Catalog: Indian Hills CC

Search Options

Search Term(s)

All Events | All Programs

Between: 08/05/2017 and 08/10/2017

Advanced Search Options

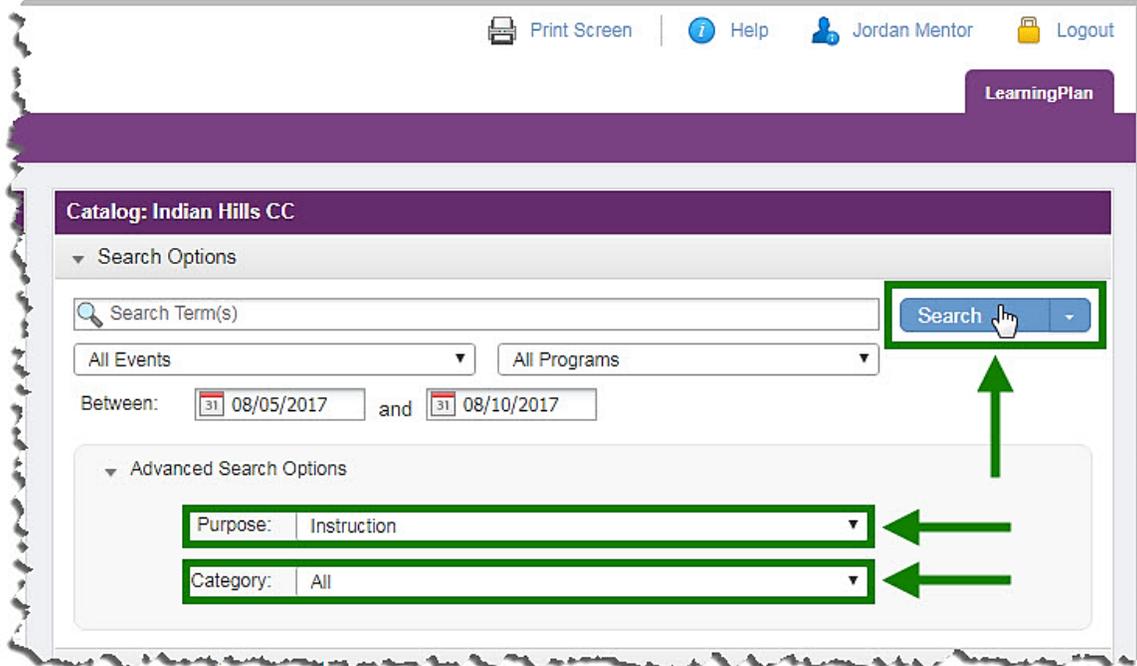
Search Results (1 - 1 of 1)

Adjunct Faculty Workshop
Program: District Catalog
Dates: 8/5/2017
Starting Soon

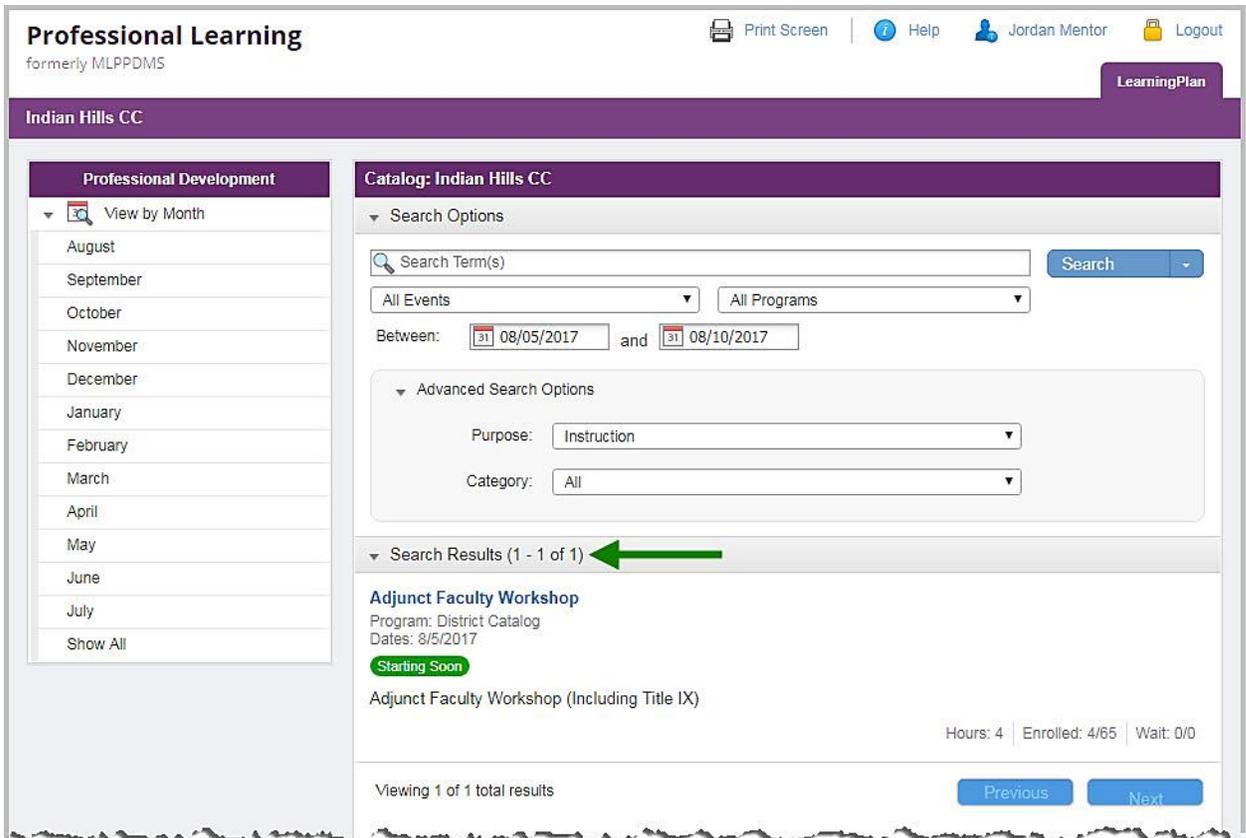
Adjunct Faculty Workshop (Including Title IX)

Hours: 4 | Enrolled: 4/65 | Wait: 0/0

Select the "Purpose" and/or "Category" from the drop-down menus. Then, click "Search."



The "Search Results" for the options you chose will appear.



Click the title of a class to view additional information about the class.

Search Results (1 - 3 of 3)

1. Concurrent Enrollment Instructor Meeting
Program: District Catalog
Dates: 8/4/2017
New **Starting Today**
Annual meeting with instructors teaching concurrent enrollment classes through participating high schools. Instructors will be collaborating with their peers, as well as Indian Hills employees, to gain valuable teaching tips.
Hours: 4 | Enrolled: 2/77 | Wait: 0/0

2. Adjunct Faculty Workshop ←
Program: District Catalog
Dates: 8/5/2017
Starting Soon
Adjunct Faculty Workshop (Including Title IX)
Hours: 4 | Enrolled: 4/65 | Wait: 0/0

3. Adjunct Faculty Workshop
Program: District Catalog
Dates: 8/10/2017
Starting Soon
Adjunct Faculty Workshop (Including Title IX)
Hours: 4 | Enrolled: 5/65 | Wait: 0/0

The “Activity Registration” page will open.

Professional Learning
formerly MLPPDMS

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

Professional Development

View by Month

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

Activity Registration ←

Details

Adjunct Faculty Workshop
Program: District Catalog
Dates: 8/5/2017
Starting Soon
1 Meeting(s)

#	Date	Time	Location
1.	Sat Aug 5, 2017	9:00 am to 1:00 pm	Arts & Sciences Center, Room 116

Adjunct Faculty Workshop (Including Title IX)
Hours: 4 | Enrolled: 4/65 | Wait: 0/0

Purposes | Instruction

Additional details about the class, including the “Time,” “Location,” “Purpose,” “Goals,” etc., will appear on this page.

The screenshot shows a web interface for a LearningPlan. At the top right, there are links for 'Print Screen', 'Help', 'Jordan Mentor', and 'Logout'. Below this is a purple header with the text 'LearningPlan'. A dropdown menu is open, showing 'Activity Registration' and 'Details'. The main content area is titled 'Adjunct Faculty Workshop' and includes the following information: Program: District Catalog, Dates: 8/5/2017, a 'Starting Soon' badge, and '1 Meeting(s)'. A table lists the meeting details:

#	Date	Time	Location
1.	Sat Aug 5, 2017	9:00 am to 1:00 pm	Arts & Sciences Center, Room 116

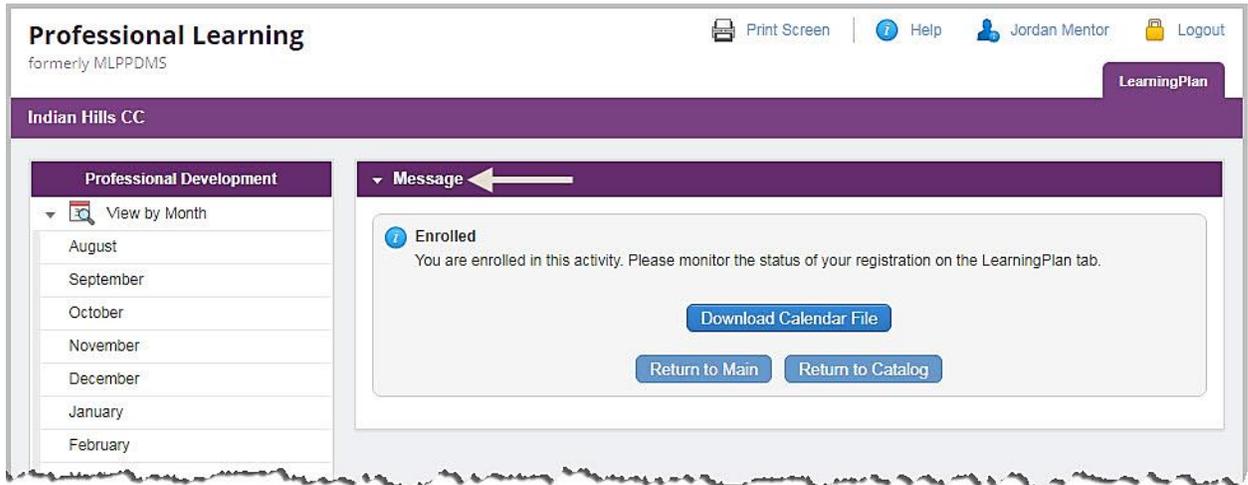
Below the table, the text 'Adjunct Faculty Workshop (Including Title IX)' is displayed, along with 'Hours: 4 | Enrolled: 4/65 | Wait: 0/0'. A list of details follows:

- Purposes: Instruction
- Categories: All
- Goals: Curriculum Planning, Instructional Strategies, Learning Environment, Professional/Personal Development
- Buildings: All
- Departments: All
- Grades: All
- Groups: All
- Files: August_5th_2017_Agenda.pdf
- Instructors: N/A
- Registration Options: [Sign Up Now](#)

If you would like to register for the class, click “Sign Up Now.”

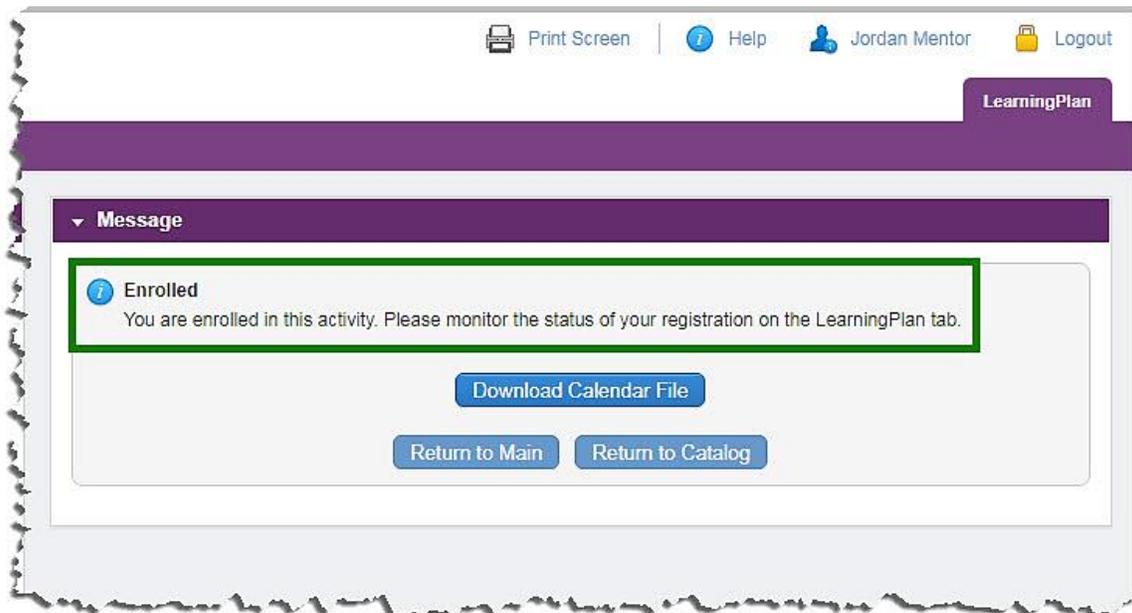
This is a close-up of the 'Registration Options' section from the previous screenshot. It shows the text 'Registration Options' followed by a blue button labeled 'Sign Up Now'. A green arrow points to the button, and a green box highlights it.

The “Message” page will open.

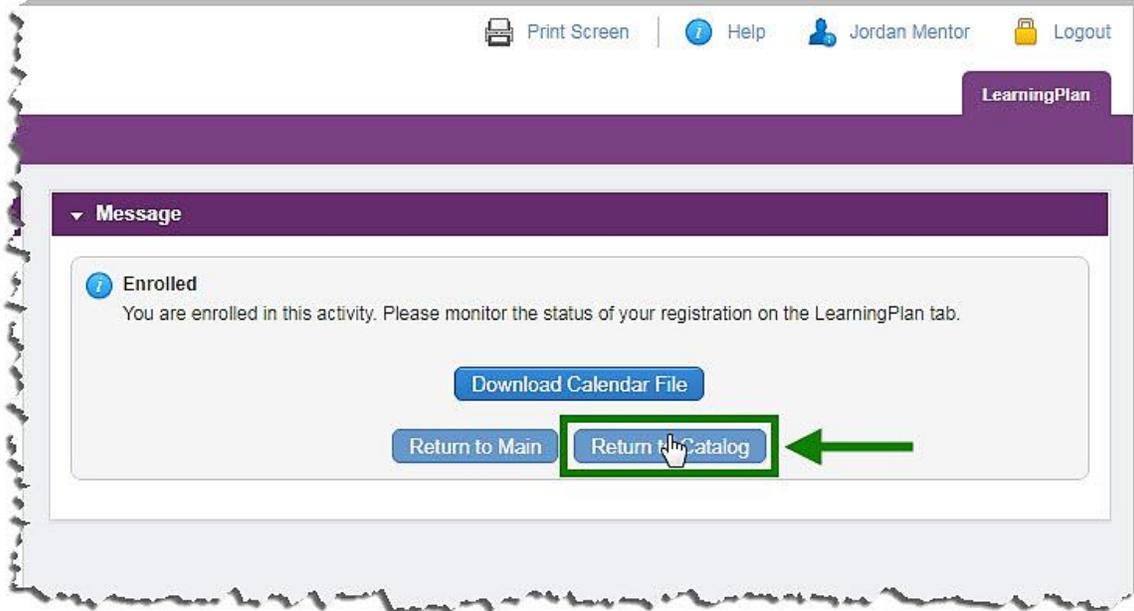


The message “You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.” will appear.

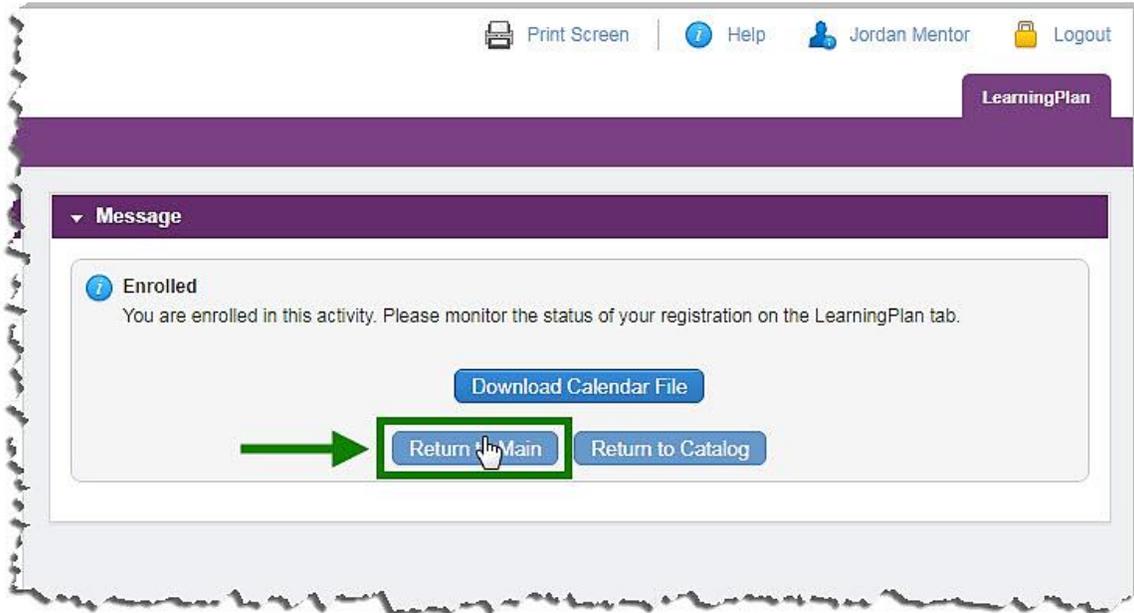
Note: If you would like to download a calendar file to add to your Microsoft Outlook calendar, select “Download Calendar File.” Then, “Save” and “Open” the file to add it to your calendar.



To continue searching the catalog, select **“Return to Catalog.”**



To return to your “My Requests” page, select **“Return to Main.”**



Professional development classes for which you are registered will initially appear on your “My Requests” page under “Approved and/or In-Progress.”

Note: After you have completed an activity for which you registered, you must mark the activity complete to receive final approval for the activity. Please see the [“Mark an Activity Complete for Final Approval”](#) section later in this tutorial for instructions on how to do this.

The screenshot shows the Professional Learning system interface for Jordan Mentor. The main content area is titled "My Requests - Jordan Mentor" and contains a table with columns: Actions, Activity Title, Start Date, End Date, and FormName. The table is divided into several sections, each with a collapse icon and a count of records:

- Save as Draft (0 Record(s)) -- no records --
- Wait List (0 Record(s)) -- no records --
- Pending Prior Approval (0 Record(s)) -- no records --
- Approved and/or In-Progress (2 Record(s))** (highlighted with a green box and arrow)
- Instructor Has Confirmed Attendance (0 Record(s)) -- no records --
- Awaiting Final Credit (0 Record(s)) -- no records --
- Denied (0 Record(s)) -- no records --
- Recently Completed (0 Record(s)) -- no records --

The "Approved and/or In-Progress" section contains two records:

Actions	Activity Title	Start Date	End Date	FormName
Manage	Adjunct Faculty Workshop	08/05/2017	08/05/2017	MLP Catalog Registrations
Manage	Concurrent Enrollment Instructor Meeting	08/04/2017	08/04/2017	MLP Catalog Registrations

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“Drop” a Professional Development Class

If you would like to cancel or “drop” a class that you signed up for, select the “**Manage**” button.

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

▼ My Requests - Jordan Mentor

Actions	Activity Title	Start Date	End Date	FormName
[-] Save as Draft (0 Record(s))				
-- no records --				
[-] Wait List (0 Record(s))				
-- no records --				
[-] Pending Prior Approval (0 Record(s))				
-- no records --				
[-] Approved and/or In-Progress (1 Record(s))				
Manage	Collaborate Classroom: Overview	09/12/2014	09/12/2014	MLP Catalog Registrations
[-] Instructor Has Confirmed Attendance (0 Record(s))				

The “Activity Details” page for the class will open.

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

MLPPDMS

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - Indian Hills PD
 - Calendar
- Fill-In Forms
 - PD Authorization
- Account Options
 - My User Profile
 - Change Password

▼ Collaborate Classroom: Overview

▼ Activity Details

Collaborate Classroom: Overview

Dates: 09/12/2014
Status: Approved & In Progress

▼ 1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	8:00 am to 9:00 am	A&S, Room 112

In this one-hour class, faculty members will learn how to hold online class sessions in MyHills, where students and professors can see and hear one another, faculty can show PowerPoint slides and other files to students, and sessions can be archived for later viewing. Use it for classes, online office hours, group projects, and more. Helpful teaching tips and effective practices will be shared. (Quality Faculty Plan Instructional Credit: 1 hour)

Hours: 1.00 | Program: District Catalog | Form: Catalog Registration

▼ Approval Status

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

Under “Actions” select “Drop” to cancel your registration.

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Collaborate Classroom: Overview

Activity Details

Collaborate Classroom: Overview Dates: 09/12/2014
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	8:00 am to 9:00 am	A&S, Room 112

In this one-hour class, faculty members will learn how to hold online class sessions in MyHills, where students and professors can see and hear one another, faculty can show PowerPoint slides and other files to students, and sessions can be archived for later viewing. Use it for classes, online office hours, group projects, and more. Helpful teaching tips and effective practices will be shared. (Quality Faculty Plan Instructional Credit: 1 hour)

Hours: 1.00 | Program: District Catalog | Form: Catalog Registration

Approval Status

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

Actions

Mark Complete | View/Print Form | Download Calendar File | **Drop**

The “Activity Info” page will open.

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

MLPPDMS

- My Info
- My Portfolio
- My File Library
- Activity Catalogs
- Indian Hills PD
- Calendar
- Fill-In Forms

Activity Status

Activity Info ←

Collaborate Classroom: Overview Dates: 09/12/2014
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	8:00 am to 9:00 am	A&S, Room 112

Information about the class you would like to drop will appear on this page. Type the reason for dropping the course in the space provided. Then, click “Drop this request.”

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Activity Status

Activity Info

Collaborate Classroom: Overview Dates: 09/12/2014
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	8:00 am to 9:00 am	A&S, Room 112

In this one-hour class, faculty members will learn how to hold online class sessions in MyHills, where students and professors can see and hear one another, faculty can show PowerPoint slides and other files to students, and sessions can be archived for later viewing. Use it for classes, online office hours, group projects, and more. Helpful teaching tips and effective practices will be shared. (Quality Faculty Plan Instructional Credit: 1 hour)

Hours: 1.00 | Program: District Catalog | Form: Catalog Registration

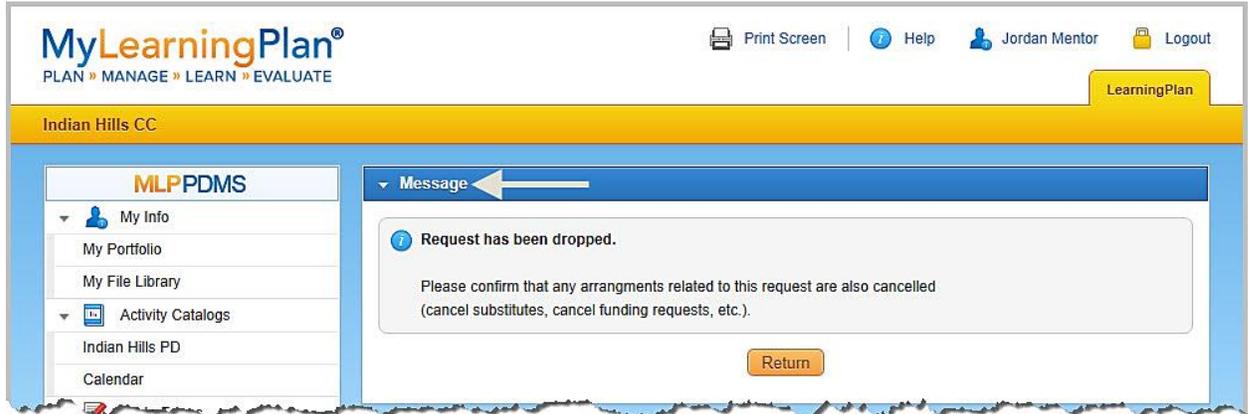
Reason for Drop

Please indicate why you are dropping this request

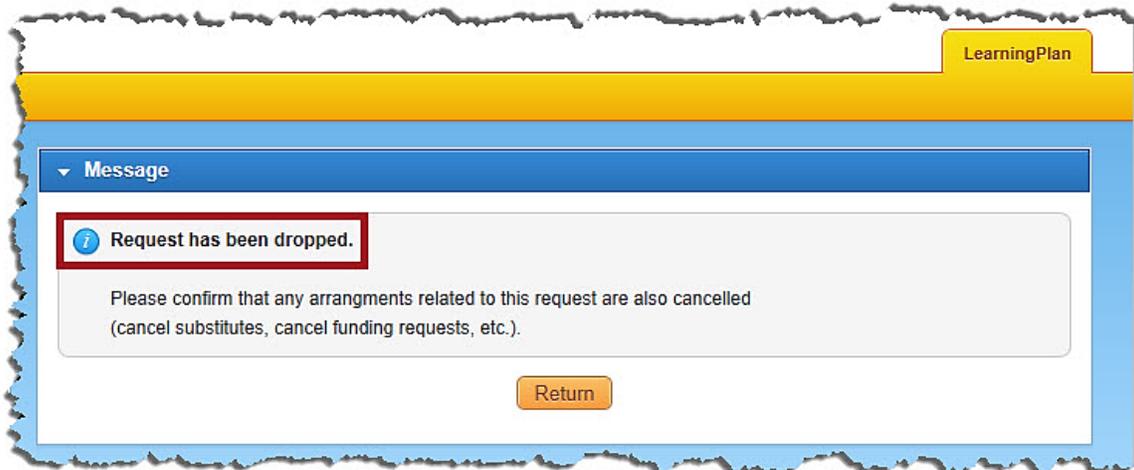
Characters left 2000

Return | Drop this request

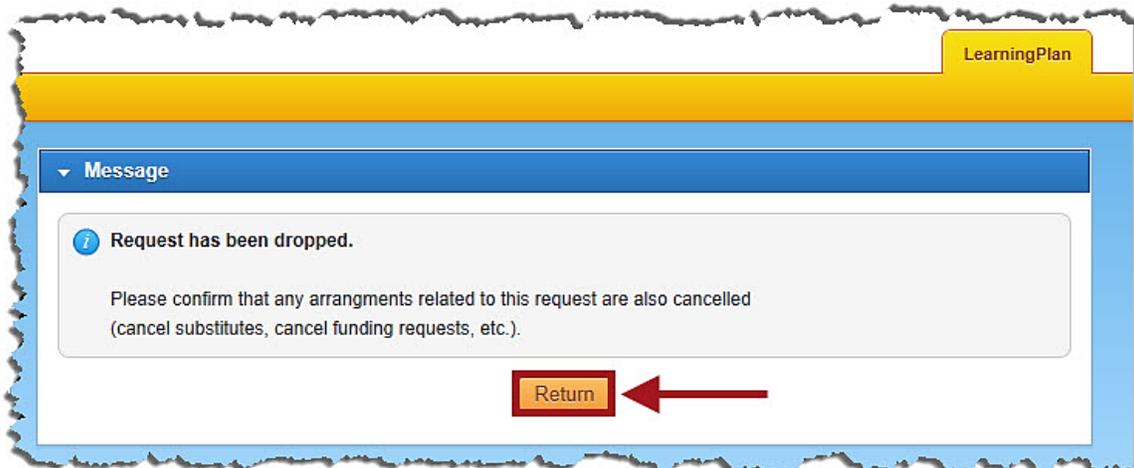
The “Message” page will open.



The message “Request has been dropped” will appear.



To return to your “My Requests” page, select “Return.”



Once you have registered for the course(s) you would like to take, it/they will appear on your "My Requests" page.

Note: After you have completed the activity for which you registered, you must mark the activity complete to receive final approval for the activity. Please see the ["Mark an Activity Complete for Final Approval"](#) section later in this tutorial for instructions on how to do this.

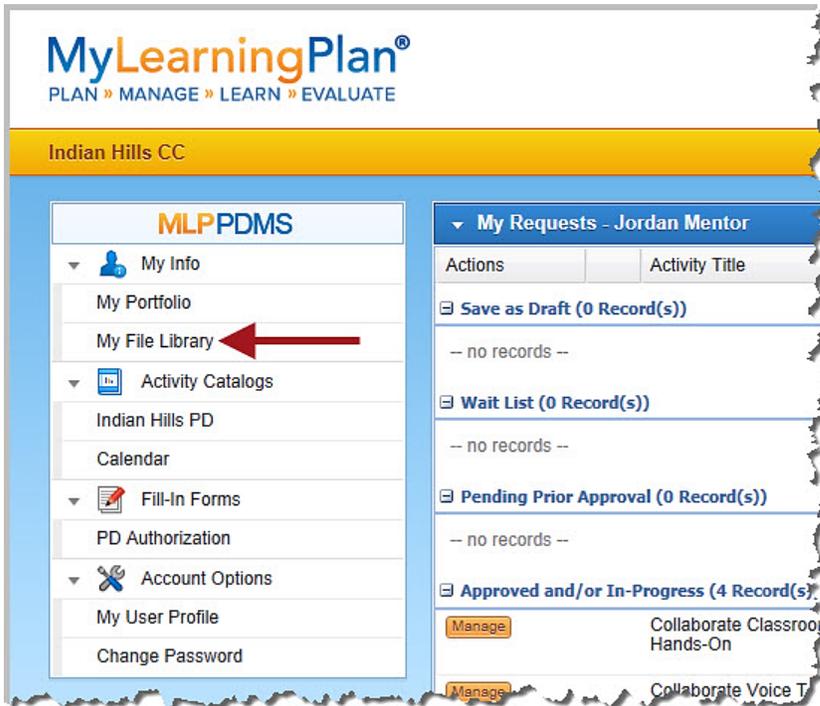
The screenshot shows the MyLearningPlan interface for Indian Hills CC. The user is logged in as Jordan Mentor. The main content area displays the 'My Requests' section, which is currently empty of new requests. The 'Approved and/or In-Progress' section is highlighted with a red border and contains the following data:

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (4 Record(s))				
Manage	Collaborate Classroom: Overview	09/15/2014	09/15/2014	MLP Catalog Registrations
Manage	Collaborate Classroom: Hands-On	09/12/2014	09/12/2014	MLP Catalog Registrations
Manage	Collaborate Classroom: Content Creation	09/12/2014	09/12/2014	MLP Catalog Registrations
Manage	Collaborate Voice Tools: Overview	09/12/2014	09/12/2014	MLP Catalog Registrations
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				
-- no records --				
Recently Completed (0 Record(s))				
-- no records --				

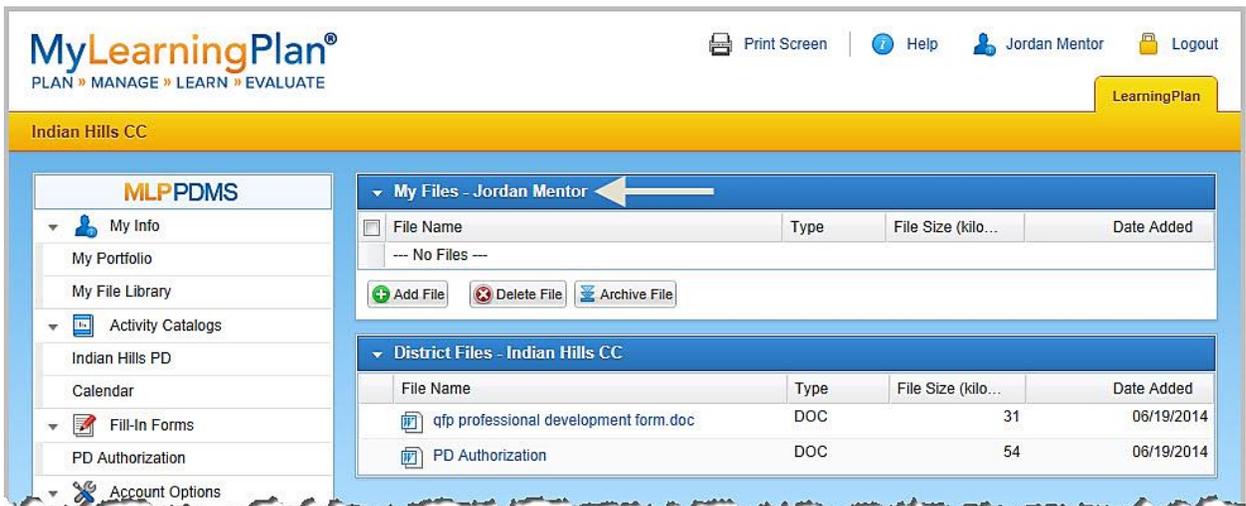
Upload Files to your “My File Library”

You may need to upload files that offer additional explanation for an activity for which you would like to receive QFP approval, or to prove your attendance at an activity. You can do this by adding the files to your “My File Library.”

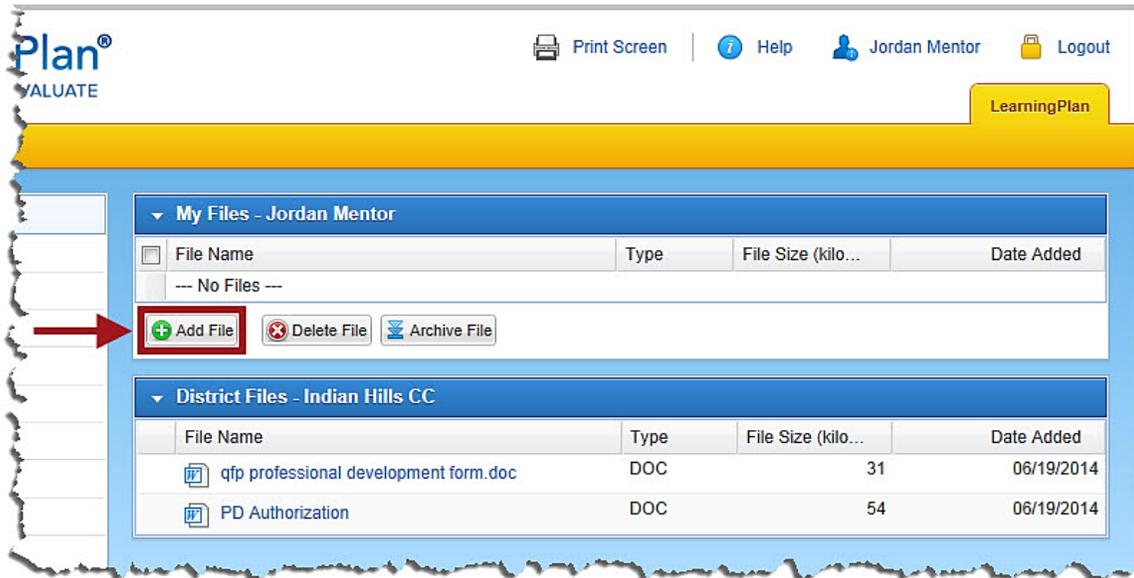
Select “My File Library” from the menu, on the left side of the “My Requests” page.



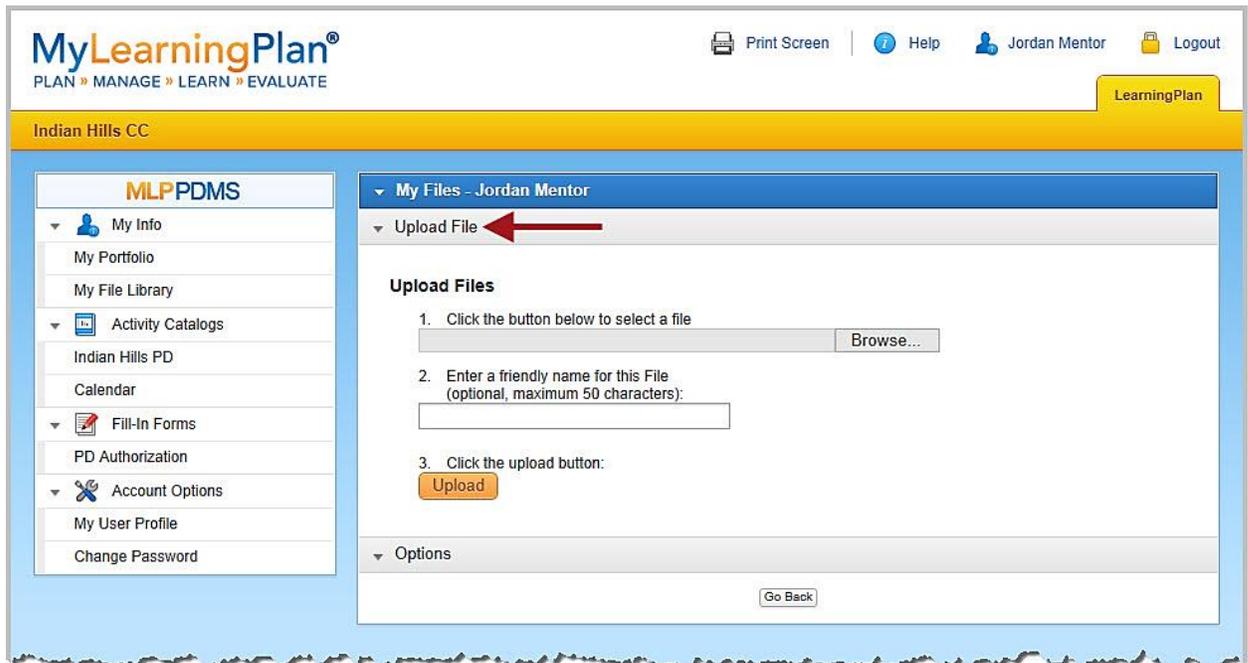
The “My Files” page will open.



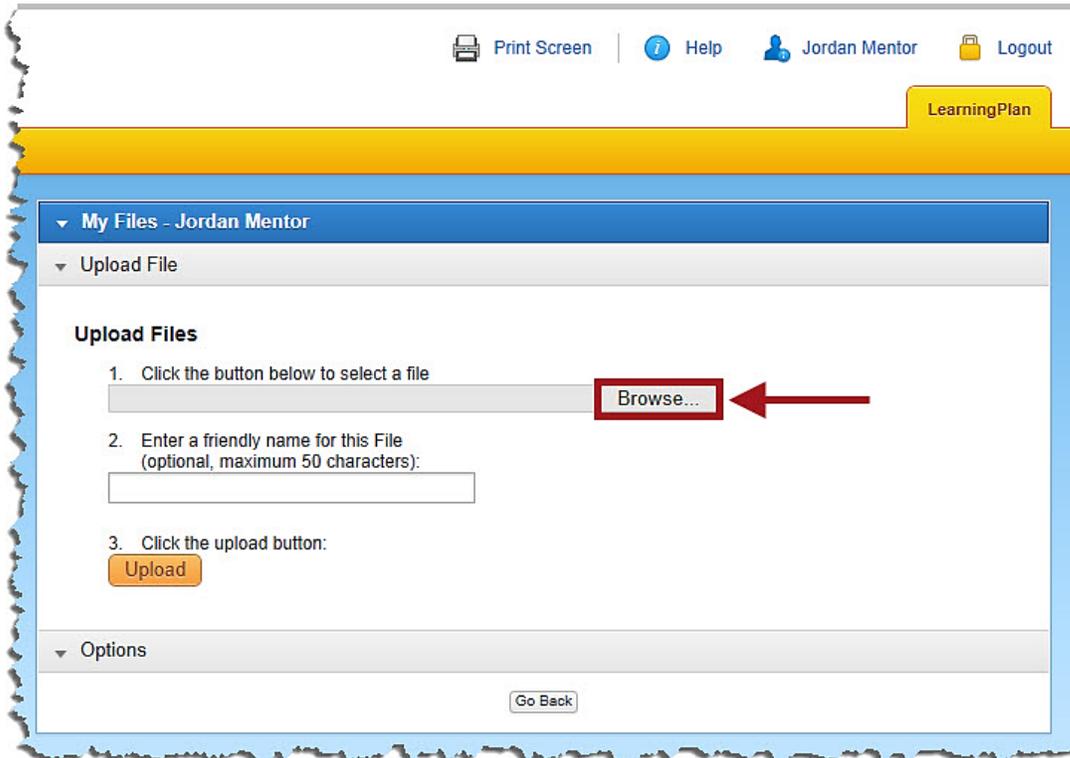
Select "Add File."



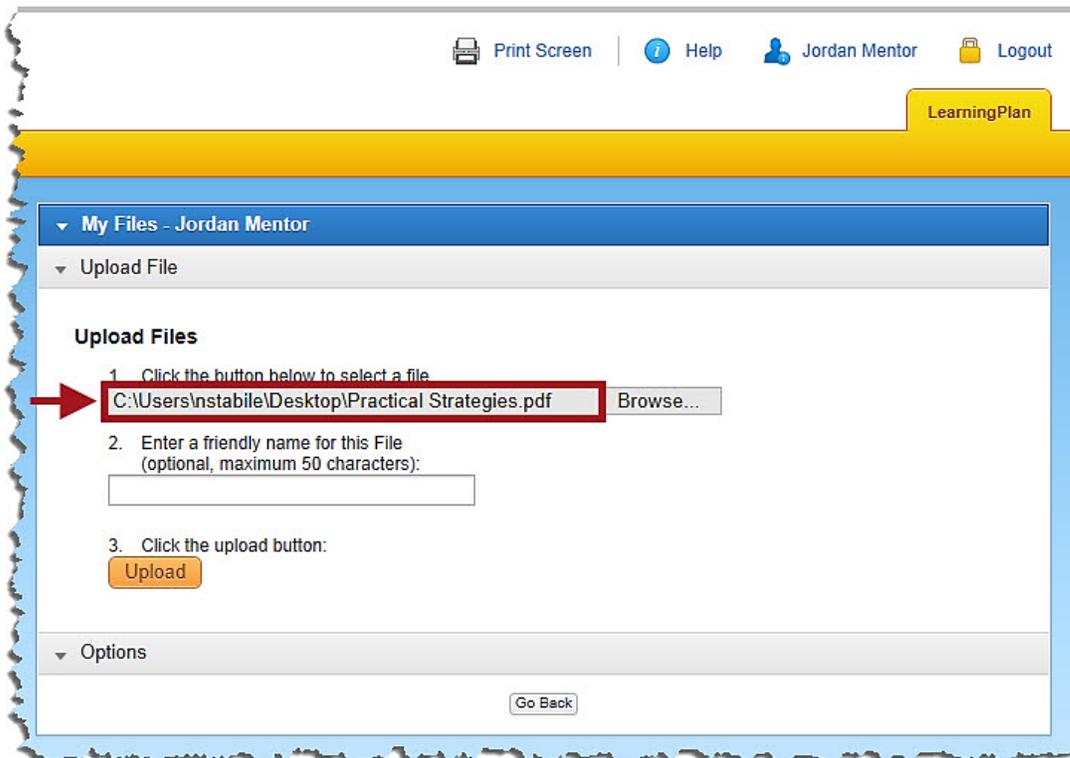
The "Upload File" page will open.



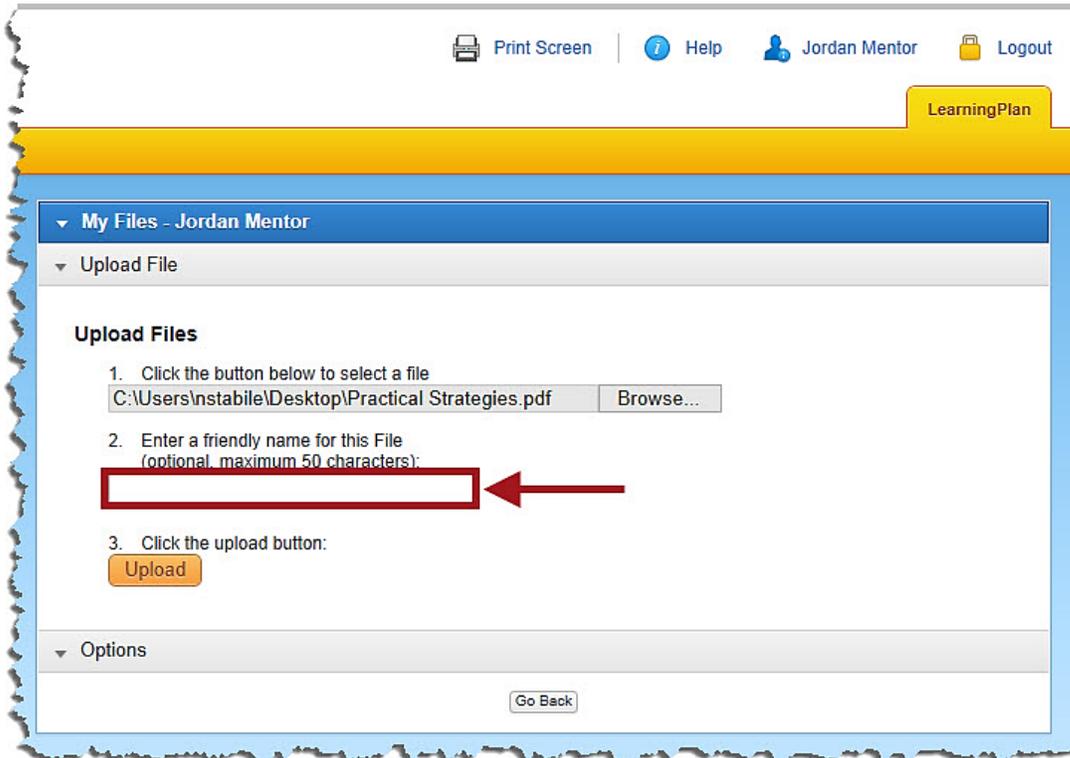
Click **“Browse...”** to locate and select the file you would like to upload.



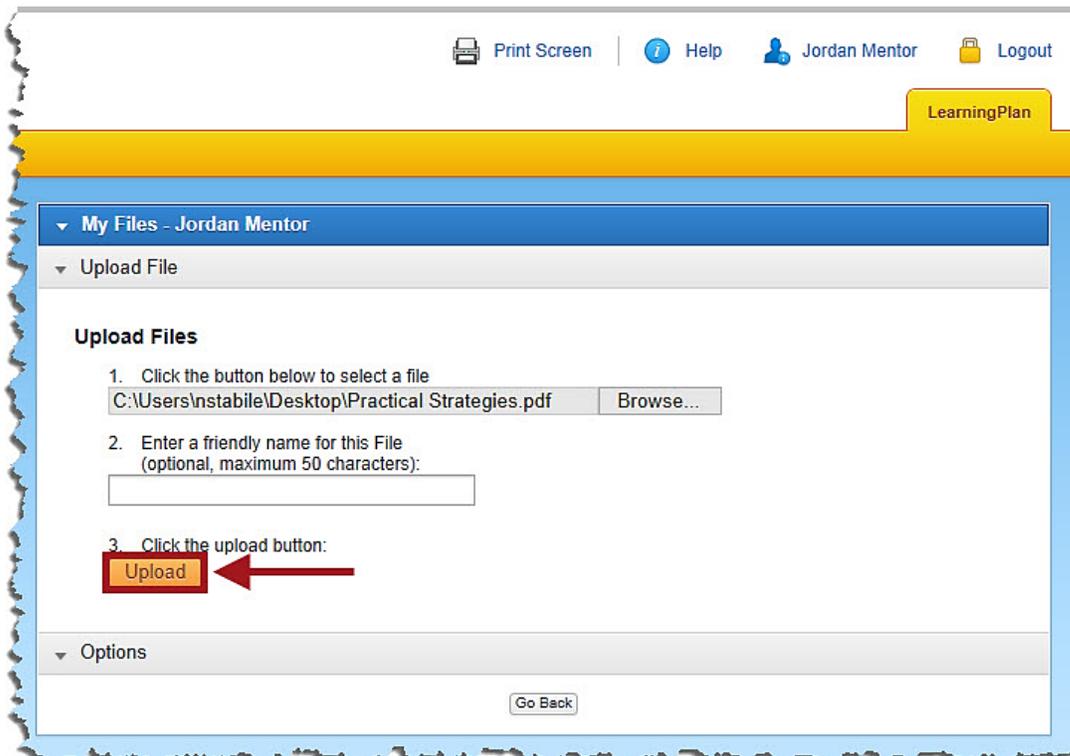
Once you have selected the file, it will appear in the box.



You may add a different name for the file in the “friendly name” box, if you wish.



Once you are ready to upload the file, click “Upload.”



The file you uploaded should now appear on your “My Files” page.

Note: If the file does not appear, refresh the page.

The screenshot shows the MyLearningPlan interface for user Jordan Mentor. The top navigation bar includes 'MyLearningPlan' with the tagline 'PLAN » MANAGE » LEARN » EVALUATE', and utility links for 'Print Screen', 'Help', 'Jordan Mentor', and 'Logout'. A yellow banner identifies the user as 'Indian Hills CC'. On the left, the 'MLPPDMS' sidebar lists navigation options like 'My Info', 'My Portfolio', 'My File Library', 'Activity Catalogs', 'Indian Hills PD', 'Calendar', 'Fill-In Forms', 'PD Authorization', 'Account Options', 'My User Profile', and 'Change Password'. The main content area is titled 'My Files - Jordan Mentor' and contains a table with columns for 'File Name', 'Type', 'File Size (kilo...)', and 'Date Added'. A red arrow points to the file 'Practical Strategies.pdf', which is a PDF file of 80 KB added on 09/17/2014. Below this table are buttons for 'Add File', 'Delete File', and 'Archive File'. A second table, 'District Files - Indian Hills CC', lists 'qfp professional development form.doc' and 'PD Authorization'.

Submit a “PD Authorization” Form

If you would like to request pre-approval for QFP credit for an activity not listed in the Indian Hills PD catalog, you must submit a “PD Authorization” form.

From the “My Requests” page, select “PD Authorization” under “Fill-In Forms.”

The screenshot shows the MyLearningPlan interface for user Jordan Mentor, specifically the 'My Requests' page. The top navigation bar and user banner are identical to the previous screenshot. The left sidebar is the same, but a red arrow points to the 'PD Authorization' option under the 'Fill-In Forms' category. The main content area is titled 'My Requests - Jordan Mentor' and features a table with columns for 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. The table is organized into sections: 'Save as Draft (0 Record(s))', 'Wait List (0 Record(s))', 'Pending Prior Approval (0 Record(s))', and 'Approved and/or In-Progress (4 Record(s))'. The 'Approved and/or In-Progress' section contains two rows of data, each with a 'Manage' button. The first row is for 'Collaborate Classroom: Overview' (09/15/2014 - 09/15/2014) and the second is for 'Collaborate Classroom: Hands-On' (09/12/2014 - 09/12/2014), both associated with 'MLP Catalog Registrations'.

The “Professional Development Authorization” form will open.

Note: Fields outlined in red are required.

The screenshot shows the MyLearningPlan interface. At the top, there is a navigation bar with "MyLearningPlan®" and the tagline "PLAN » MANAGE » LEARN » EVALUATE". On the right, there are links for "Print Screen", "Help", "Jordan Mentor", and "Logout". Below this is a yellow bar with "Indian Hills CC" and a "LearningPlan" button. On the left, a sidebar menu titled "MLP PDMS" includes options like "My Info", "My Portfolio", "My File Library", "Activity Catalogs", "Indian Hills PD", "Calendar", "Fill-In Forms", "PD Authorization", "Account Options", "My User Profile", and "Change Password". The main content area is titled "PROFESSIONAL DEVELOPMENT AUTHORIZATION" with a red arrow pointing to the title. Below the title is a green box with instructions: "To obtain approval of an activity for attaining a required competency or for continuing development credit, complete this authorization and forward it to your division dean." The "Activity Details" section contains several red-outlined input fields: "Title of Activity" (empty), "Activity Format" (a dropdown menu with "-- Click To Select --"), "Activity Description" (a large text area), and "Website for Description" (empty). A character count "Characters left 2048" is visible at the bottom right of the form.

Under “Activity Details,” type the name of the activity in the “Title of Activity” box.

This screenshot is a zoomed-in view of the "Activity Details" section of the form. The "Title of Activity" field is now filled with the text "Practical Strategies to Increase Student Engagement and Learning" and is highlighted with a red border and a red arrow pointing to it. The "Activity Format" dropdown menu remains the same. The "Activity Description" text area is empty. The character count "Characters left 2048" is still visible at the bottom right.

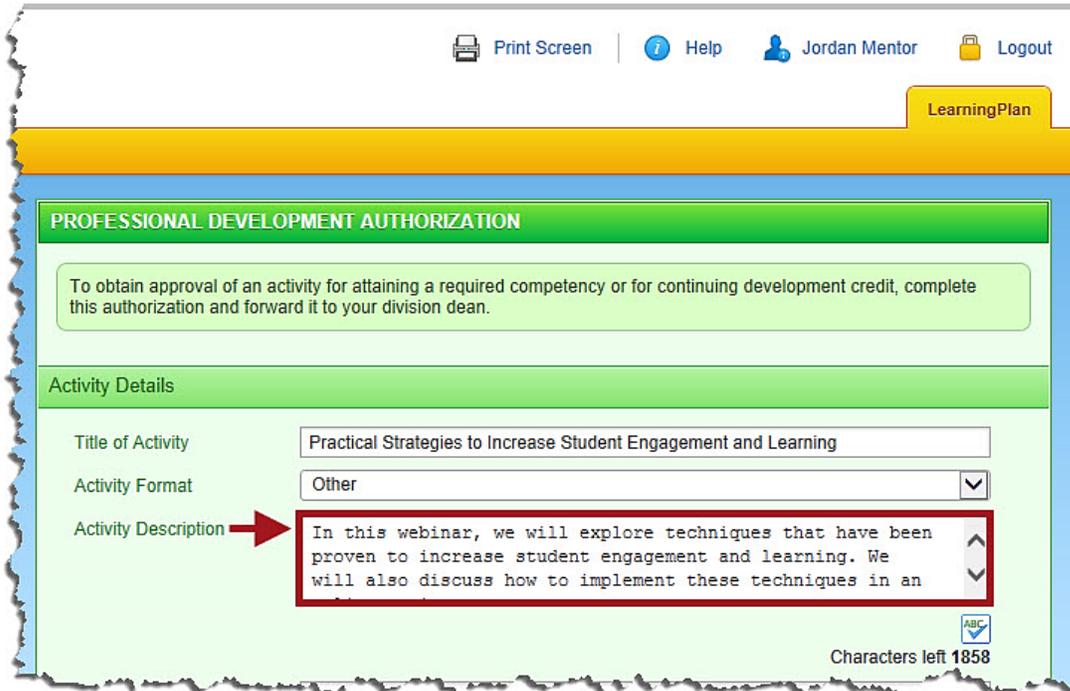
Click the drop-down arrow next to “Activity Format.”

The screenshot shows the top navigation bar with 'Print Screen', 'Help', 'Jordan Mentor', and 'Logout' links. A yellow 'LearningPlan' button is on the right. Below is a green header for 'PROFESSIONAL DEVELOPMENT AUTHORIZATION' with a sub-header 'Activity Details'. The form contains a text field for 'Title of Activity' with the text 'Practical Strategies to Increase Student Engagement and Learning'. The 'Activity Format' dropdown menu is open, showing a red arrow pointing to the dropdown arrow. The 'Activity Description' field is empty. A character count 'Characters left 2048' is at the bottom right.

Then, select an option from the drop-down menu.

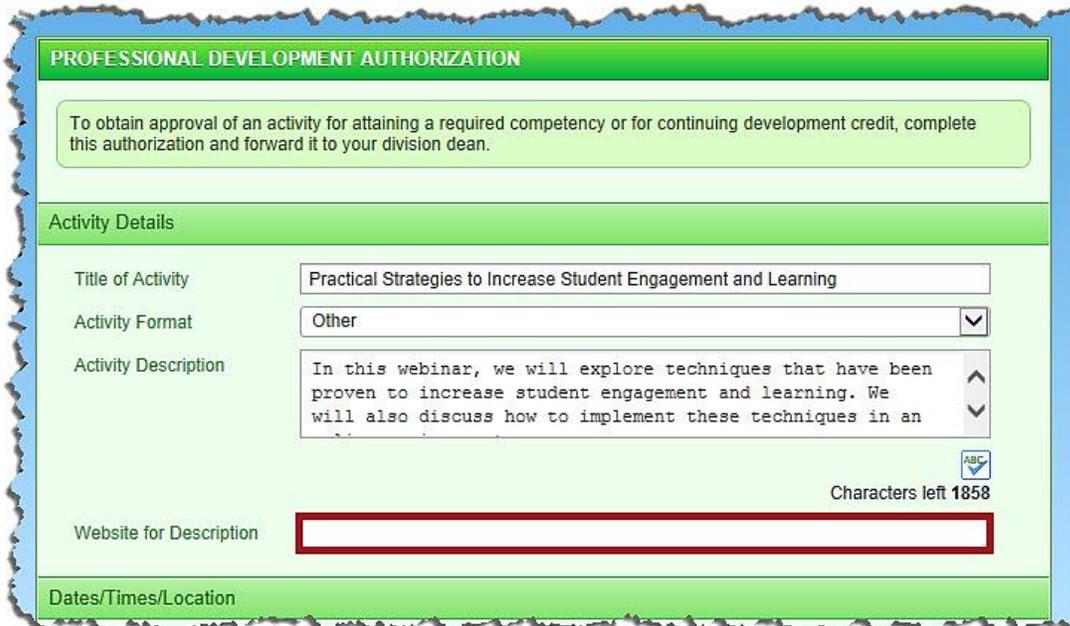
This screenshot shows the same form as above, but the 'Activity Format' dropdown menu is open, displaying a list of options: 'Conference/Workshops', 'Curriculum Dev.', 'Early Childhood Development', 'English Proficiency', 'In-Service Program', 'Other', 'School Program', and 'Special Education'. A red arrow points to the dropdown arrow, and a red box highlights the list of options. The 'Website for Description' field is now visible below the 'Activity Description' field.

Next, type the description of the activity in the “Activity Description” box.



The screenshot shows a web interface for a "PROFESSIONAL DEVELOPMENT AUTHORIZATION" form. At the top, there are navigation links for "Print Screen", "Help", "Jordan Mentor", and "Logout", along with a "LearningPlan" button. Below the header, a green box contains instructions: "To obtain approval of an activity for attaining a required competency or for continuing development credit, complete this authorization and forward it to your division dean." The "Activity Details" section includes three fields: "Title of Activity" (text input with "Practical Strategies to Increase Student Engagement and Learning"), "Activity Format" (dropdown menu with "Other" selected), and "Activity Description" (text area with a red arrow pointing to it and a red box around the text). The text in the description field reads: "In this webinar, we will explore techniques that have been proven to increase student engagement and learning. We will also discuss how to implement these techniques in an". A character count "Characters left 1858" is visible at the bottom right of the form.

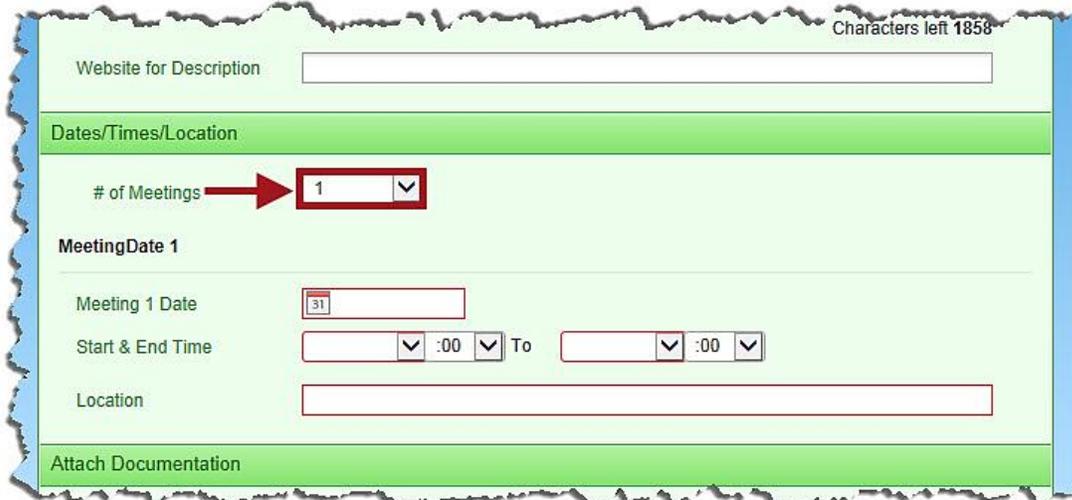
Enter a web address in the “Website for Description” box, if relevant.



This screenshot shows the same form as above, but with the "Website for Description" field highlighted with a red box. The "Activity Description" field now contains the full text: "In this webinar, we will explore techniques that have been proven to increase student engagement and learning. We will also discuss how to implement these techniques in an". The character count "Characters left 1858" remains the same. Below the "Website for Description" field, there is a section for "Dates/Times/Location".

Under “Dates/Times/Location,” choose the number of times you will meet for the activity from the “# of Meetings” drop-down menu.

Note: “1” will be selected, by default.



Characters left 1858

Website for Description

Dates/Times/Location

of Meetings ▼

MeetingDate 1

Meeting 1 Date

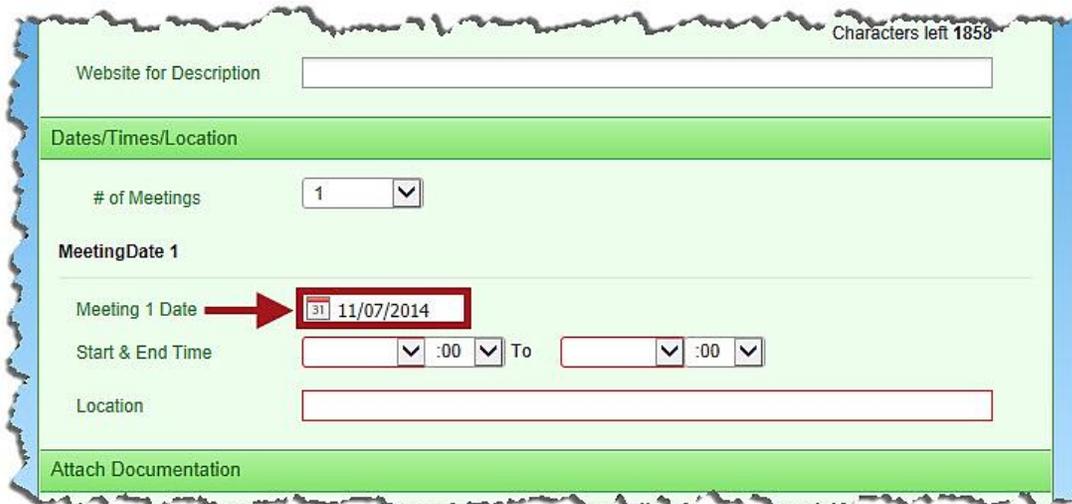
Start & End Time :00 ▼ To :00 ▼

Location

Attach Documentation

Type the date(s) of the activity in the “Meeting Date” box(es). Dates should be typed in the format mm/dd/yyyy.

Note: You may also click the calendar icon to select a date from the calendar.



Characters left 1858

Website for Description

Dates/Times/Location

of Meetings ▼

MeetingDate 1

Meeting 1 Date

Start & End Time :00 ▼ To :00 ▼

Location

Attach Documentation

Select the start and end times for the activity from the “Start & End Time” drop-down menus.

Website for Description

Dates/Times/Location

of Meetings ▼

MeetingDate 1

Meeting 1 Date

Start & End Time ▼ ▼ To ▼ ▼

Location

Attach Documentation

You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference.

Type the location of the activity in the “Location” field.

Website for Description

Dates/Times/Location

of Meetings ▼

MeetingDate 1

Meeting 1 Date

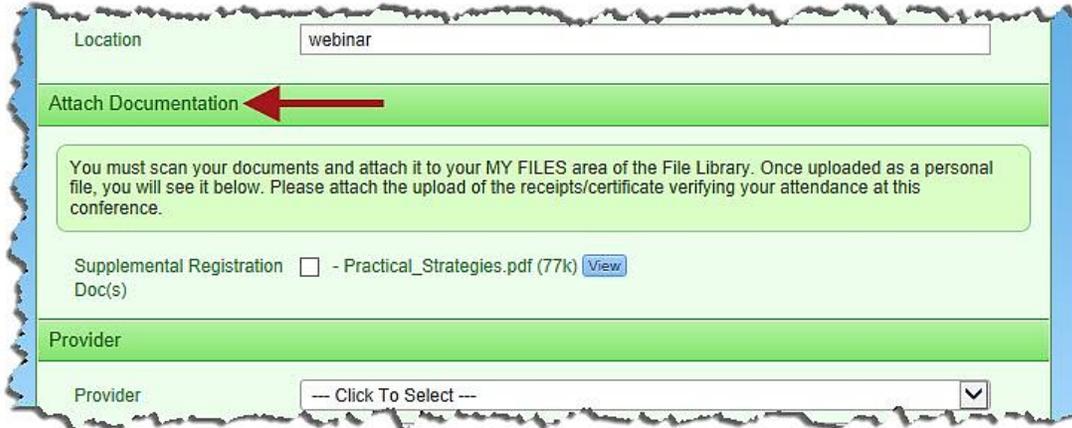
Start & End Time ▼ ▼ To ▼ ▼

Location

Attach Documentation

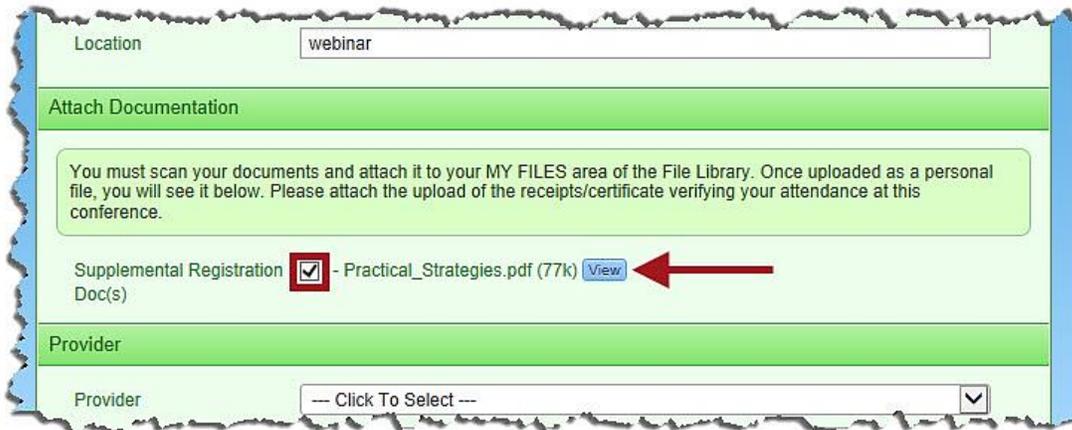
You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference.

Under “Attach Documentation,” you may attach additional documentation to the form. However, prior to attaching the file(s), you must upload the file(s) you would like to attach to your “My File Library” (shown earlier in this tutorial). Once you have uploaded files to your “My File Library,” they will appear under “Attach Documentation,” when you fill out the “Professional Development Authorization” form. Also, once you have attended the activity, you may need to upload a receipt/certificate verifying your attendance.



The screenshot shows a form with a light green background and a torn-paper edge. At the top, there is a text input field labeled "Location" containing the word "webinar". Below this is a green header bar with the text "Attach Documentation" and a red arrow pointing to it from the right. Underneath the header is a light green box containing the text: "You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference." Below this box is a list item: "Supplemental Registration - Practical_Strategies.pdf (77k) View". The "View" link is a small blue button. Below the list item is another green header bar labeled "Provider". At the bottom, there is a dropdown menu labeled "Provider" with the text "-- Click To Select --" and a downward-pointing arrow icon.

If you have uploaded a file to your “My File Library” that you would like to attach to the form, it should appear in this area. Check the box next to the document to attach it to the form.



This screenshot is identical to the one above, but with the checkbox next to "Supplemental Registration" checked. A red arrow points to the "View" link next to the document name.

If you wish to select a provider for the activity, click the drop-down arrow next to “Provider.”

Supplemental Registration - Practical_Strategies.pdf (77k) [View](#)
Doc(s)

Provider

Provider 

If not on list, enter here

Portfolio Processing

Then, select “Indian Hills CC” or “NOT ON LIST – ENTER BELOW” from the drop-down menu.

Supplemental Registration - Practical_Strategies.pdf (77k) [View](#)
Doc(s)

Provider

Provider
Indian Hills CC
--NOT ON LIST - ENTER BELOW--

If not on list, enter here

Portfolio Processing

If the provider of the activity is not Indian Hills Community College, please type the name of the provider in the box next to “If not on list, enter here.”

Provider

Provider

If not on list, enter here

Portfolio Processing

Select a Purpose(s) Culture
 Instruction

Applied towards: **Goal : COLLEGE CULTURE/DIVERSITY/PERSONAL DEVELOPMENT**
 Collaboration and Relationships
 Communication

Under “Portfolio Processing,” next to “Select a Purpose,” check the box for the type of QFP credit the activity will provide. You may choose “Culture” or “Instruction.”

The screenshot shows a form titled "Portfolio Processing" with a green header. Under the heading "Select a Purpose(s)", there are two checkboxes: "Culture" (unchecked) and "Instruction" (checked). A red box highlights this section. Below this, the "Applied towards:" section lists two goal categories: "Goal : COLLEGE CULTURE/DIVERSITY/PERSONAL DEVELOPMENT" and "Goal : INSTRUCTION". Each category has a list of sub-goals with checkboxes. Under the first goal, all checkboxes are unchecked. Under the second goal, all checkboxes are also unchecked.

Then, select the “Goals” of the activity. Check options under “College Culture/Diversity/Personal Development” if you chose “Culture” for your “Purpose.” Check options under “Instruction” if you chose “Instruction” for your “Purpose.” Be sure to check **ALL** of the goals that apply.

This screenshot shows the same "Portfolio Processing" form. The "Select a Purpose(s)" section remains the same. In the "Applied towards:" section, a red box highlights the goal categories and sub-goals. Two red arrows point to the "Goal : COLLEGE CULTURE/DIVERSITY/PERSONAL DEVELOPMENT" and "Goal : INSTRUCTION" headers. Under the "Goal : INSTRUCTION" category, all sub-goals are checked: "Assessment", "Curriculum Planning", "Instructional Strategies", "Learning Environment", "Professional/Personal Development", "Student Learning", and "Technology Related to Learning".

Type the number of contact hours in the “Contact Hours” box.

Professional/Personal Development
Goal : INSTRUCTION
 Assessment
 Curriculum Planning
 Instructional Strategies
 Learning Environment
 Professional/Personal Development
 Student Learning
 Technology Related to Learning

Contact Hours →

New Faculty Level 2 Competency:

Only those trying to obtain Level 2 Competency needs to fill this section out.

New faculty members who are trying to obtain their Level 2 Competency need to complete the section “New Faculty Level 2 Competency.” Be sure to check **ALL** that apply.

New Faculty Level 2 Competency: ←

Only those trying to obtain Level 2 Competency needs to fill this section out.

Choose all that apply

- Curriculum Design
- Evaluation & Assessment of Students
- Methods of Teaching Adults
- Methods/Teaching-Learning Processes

Costs

Type the cost of the activity in the box next to “Registration Fee.”

Costs

Registration Fee →

Payment

Payment Type

Then, click the drop-down arrow next to “Payment Type.”

Payment

Payment Type --- Click To Select ---

Relevance

Please keep your answers short and direct. You are limited to 2048 characters in the response field.

Select the payment type from the drop-down menu.

Note: “District” refers to “Indian Hills Community College.”

Payment

Payment Type --- Click To Select ---
District pays upfront
No cost
Participant pays and is reimbursed on successful completion

Relevance

Please keep your answers short and direct. You are limited to 2048 characters in the response field.

Under “Relevance,” explain how the activity is relevant to your current teaching assignment in the box provided.

Relevance

Please keep your answers short and direct. You are limited to 2048 characters in the response field.

How is this activity relevant to your current teaching assignment?
I will use the strategies and techniques that I learn about in this webinar to keep students engaged when teaching online courses.

Characters left 1918

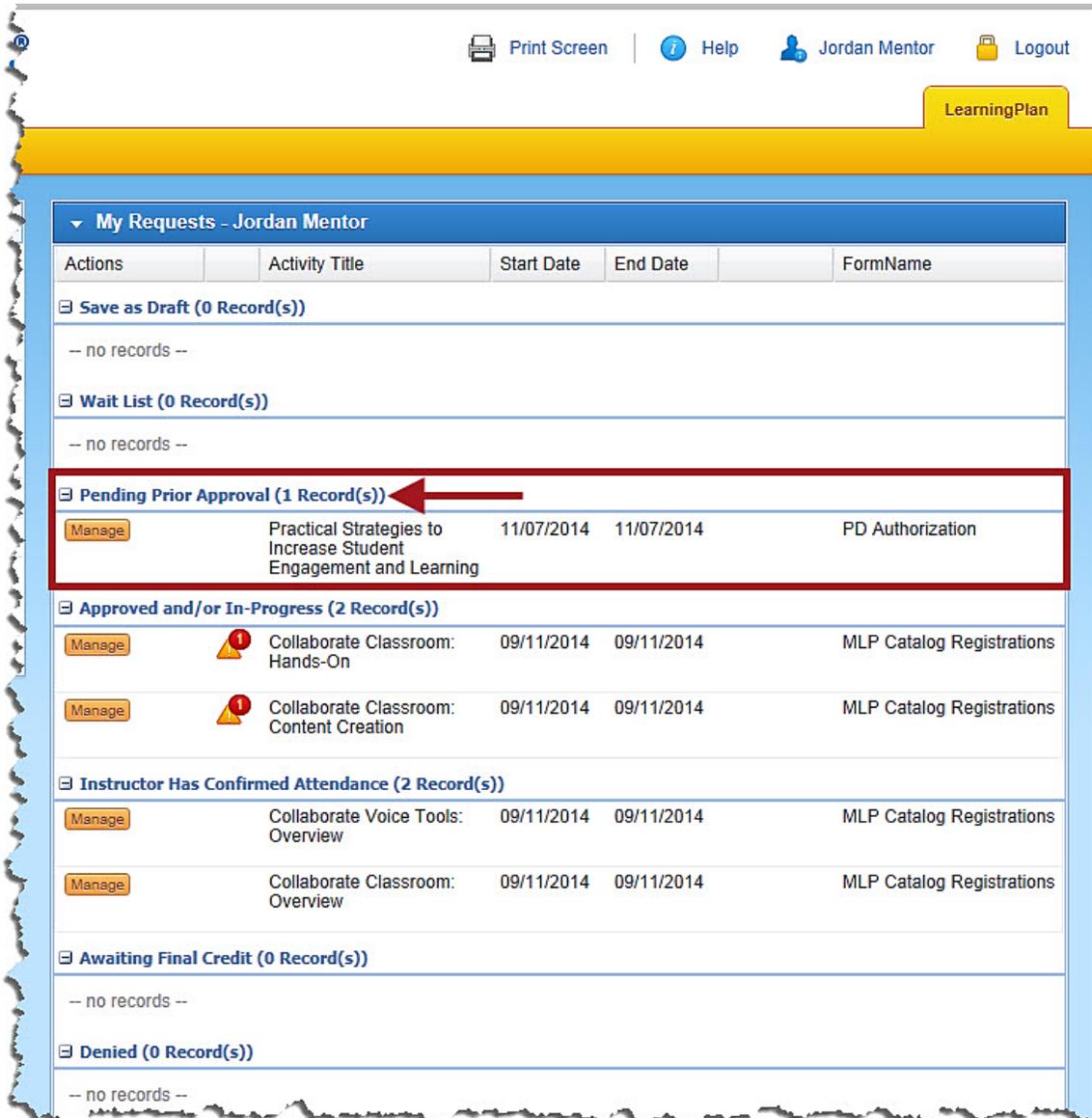
Finish

Once you have completed the Professional Development Authorization form, click **“Submit.”**

Note: Select **“Save as Draft”** if you would like to save the form to submit at a later time.



The activity will now appear on **“My Requests”** page under **“Pending Prior Approval.”**



Mark an Activity Complete for Final Approval

After an approved activity has been completed, **you must mark the activity complete to receive final approval. This must be done for activities that you selected from the “Indian Hills PD” Catalog and for activities for which you filled out a “PD Authorization” Form.** If you filled out a PD Authorization Form, you must also add proof that you attended the activity *before* HR can make the final approval for QFP credit. On the “My Requests” page, click the “**Manage**” button next to the activity you would like to mark complete.

The screenshot shows the 'My Requests - Jordan Mentor' page. The table contains the following data:

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s)) -- no records --				
Wait List (0 Record(s)) -- no records --				
Pending Prior Approval (0 Record(s)) -- no records --				
Approved and/or In-Progress (3 Record(s))				
Manage	Practical Strategies to Increase Student Engagement and Learning	11/07/2014	11/07/2014	PD Authorization
Manage	Teaching Adult Learners	09/12/2014	09/12/2014	PD Authorization
Manage	Collaborate Classroom: Hands-On	09/11/2014	09/11/2014	MLP Catalog Registrations
Manage	Collaborate Classroom: Content Creation	09/11/2014	09/11/2014	MLP Catalog Registrations
Instructor Has Confirmed Attendance (1 Record(s))				
Manage	Collaborate Classroom: Overview	09/11/2014	09/11/2014	MLP Catalog Registrations
Awaiting Final Credit (0 Record(s))				

The “Activity Details” page will open.

The screenshot shows the 'Activity Details' page for 'Teaching Adult Learners'. The page displays the following information:

- Activity Title: Teaching Adult Learners
- Dates: 09/12/2014
- Status: Approved & In Progress
- 1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	9:00 am to 10:00 am	webinar

Scroll to the bottom of the page and select “Mark Complete.”

Note: The “Activity Details” page for an activity from the “Indian Hills PD” Catalog will look slightly different from the “Activity Details” page shown below.

The screenshot shows the LearningPlan interface. At the top, there is a navigation bar with the LearningPlan logo, a 'Print Screen' button, a 'Help' button, a user profile for 'Jordan Mentor', and a 'Logout' button. Below this is a yellow header with the 'LearningPlan' label. On the left, there is a sidebar with a 'MS' button. The main content area is titled 'Teaching Adult Learners' and includes a 'Activity Details' section. This section shows the activity name, dates (09/12/2014), and status (Approved & In Progress). It lists one meeting on Fri Sep 12, 2014, from 9:00 am to 10:00 am, which is a webinar. A description follows: 'This webinar will discuss the similarities and differences of traditional and non-traditional students. It will also focus on teaching strategies that work well when teaching non-traditional students.' Below this is a 'Form: PD Authorization' label. The 'Approval Status' section contains a table with three rows of approval records. A red message box with an 'x' icon states: 'Please use the 'Mark Complete' button (below) to submit this request for final approval. If an evaluation has been assigned, you must complete the evaluation before you can use the Mark Complete button. Any required evaluations will be listed below.' At the bottom, the 'Actions' section contains several buttons: 'Mark Complete' (highlighted with a red arrow), 'Revise/Resubmit Form', 'View/Print Form', 'Download Calendar File', and 'Drop'. Each button has an information icon (i) to its right.

LearningPlan®
IN » EVALUATE

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

MS

Teaching Adult Learners

Activity Details

Teaching Adult Learners Dates: 09/12/2014
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Fri Sep 12, 2014	9:00 am to 10:00 am	webinar

This webinar will discuss the similarities and differences of traditional and non-traditional students. It will also focus on teaching strategies that work well when teaching non-traditional students.

Form: PD Authorization

Approval Status

#	Administrator	Approval Type	Comments	Status
1.	Darlas Shockley	Pre-Approval		APPROVED
2.	Matthew Thompson	Pre-Approval		APPROVED
3.	Bonnie Campbell	Final Approval		

Please use the 'Mark Complete' button (below) to submit this request for final approval. If an evaluation has been assigned, you must complete the evaluation before you can use the Mark Complete button. Any required evaluations will be listed below.

Actions

Mark Complete | Revise/Resubmit Form | View/Print Form | Download Calendar File | Drop

The "Activity Completion" page will open.

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

MLPPDMS

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - Indian Hills PD
 - Calendar
- Fill-In Forms
 - PD Authorization
- Account Options
 - My User Profile
 - Change Password

Activity Completion

General Info

User	Jordan Mentor
Building	Arts & Sciences
Submitted	9/18/2014 3:00 pm
Dates	9/12/2014 to 9/12/2014
Reference ID	D17220-A0-L40663582

Activity Summary

Activity Title	Teaching Adult Learners
Dates	9/12/2014 9:00 am to 9/12/2014 10:00 am

1. Proof of the number of contact hours (if continuing professional development)
2. Proof of the sponsoring agency/business/institution, etc.

If you filled out a "PD Authorization" form for the activity, be sure to check the box next to the file that proves your attendance for the activity under "Transcripts/Certificate of Completion." **Remember, you must upload the file(s) you would like to attach to your "My File Library" (shown earlier in this tutorial).**

Activity Completion

General Info

User	Jordan Mentor
Building	Arts & Sciences
Submitted	9/18/2014 3:00 pm
Dates	9/12/2014 to 9/12/2014
Reference ID	D17220-A0-L40663582

Activity Summary

Activity Title	Teaching Adult Learners
Dates	9/12/2014 9:00 am to 9/12/2014 10:00 am

1. Proof of the number of contact hours (if continuing professional development)
2. Proof of the sponsoring agency/business/institution, etc.
3. Proof of completion (certificate, transcript, etc.)
4. Copy of a brochure, program, etc. of the activity if available

Transcripts/Certificate of Completion

You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference.

Please attach any receipts/certificate of completion

<input type="checkbox"/>	- Practical_Strategies.pdf (77k)	View
<input checked="" type="checkbox"/>	- Teaching_Adult_Learners.pdf (77k)	View

Comments

Then, click “Submit.”

Note: The section “Transcripts/Certificate of Completion” will not appear for activities from the “Indian Hills PD” Catalog. The rest of the page will look similar.

Activity Completion

General Info

User	Jordan Mentor
Building	Arts & Sciences
Submitted	9/18/2014 3:00 pm
Dates	9/12/2014 to 9/12/2014
Reference ID	D17220-A0-L40663582

Activity Summary

Activity Title	Teaching Adult Learners
Dates	9/12/2014 9:00 am to 9/12/2014 10:00 am

1. Proof of the number of contact hours (if continuing professional development)
2. Proof of the sponsoring agency/business/institution, etc.
3. Proof of completion (certificate, transcript, etc.)
4. Copy of a brochure, program, etc. of the activity if available

Transcripts/Certificate of Completion

You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference.

Please attach any receipts/certificate of completion

- Practical_Strategies.pdf (77k) [View](#)
- Teaching_Adult_Learners.pdf (77k) [View](#)

Comments

Comments

This webinar will help me to understand, and teach, Adult Learners.

Characters left 1981

Finish

Submit

Once the activity has been approved by HR, it will temporarily appear on your “My Requests” page under “Recently Completed.”

Note: The approved activity will also appear on your “My Portfolio” page, which is described next in this tutorial.

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

My Requests - Jordan Mentor

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (3 Record(s))				
Manage	Practical Strategies to Increase Student Engagement and Learning	11/07/2014	11/07/2014	PD Authorization
Manage	Collaborate Classroom: Hands-On	09/11/2014	09/11/2014	MLP Catalog Registrations
Manage	Collaborate Classroom: Content Creation	09/11/2014	09/11/2014	MLP Catalog Registrations
Instructor Has Confirmed Attendance (1 Record(s))				
Manage	Collaborate Classroom: Overview	09/11/2014	09/11/2014	MLP Catalog Registrations
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				
-- no records --				
Recently Completed (4 Record(s))				
Manage	Teaching Adult Learners	09/12/2014	09/12/2014	PD Authorization
Manage	Collaborate Voice Tools: Overview	09/11/2014	09/11/2014	MLP Catalog Registrations

[View My Portfolio](#) for full list

View Completed Activities

From the “My Requests” page, select “**My Portfolio**” under “My Info,” to view the professional development classes that you have already completed.

The screenshot shows the MyLearningPlan interface for Indian Hills CC. The user is logged in as Jordan Mentor. The left sidebar (MLPPDMS) has a red arrow pointing to 'My Portfolio' under the 'My Info' section. The main content area shows 'My Requests - Jordan Mentor' with a table of requests.

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (1 Record(s))			
Manage	Practical Strategies to Increase Student Engagement and Learning	11/07/2014	11/07/2014
Approved and/or In-Progress (2 Record(s))			
Manage	Collaborate Classroom: Hands-On	09/11/2014	09/11/2014
Manage	Collaborate Classroom: Content Creation	09/11/2014	09/11/2014

Your “My Portfolio” page will open.

The screenshot shows the MyLearningPlan interface for Indian Hills CC. The user is logged in as Jordan Mentor. The left sidebar (MLPPDMS) has a white arrow pointing to 'My Portfolio' under the 'My Info' section. The main content area shows 'My Portfolio - Jordan Mentor' with a table of completed activities.

Date Comple...	Activity Title	Hours	
2014-2015 (1 Activity)			
09/11/2014	Collaborate Voice Tools: Overview	1.00	
		1.00	0.00
2013-2014 (1 Activity)			
11/15/2013	Managing Your Classroom [historical activity]	4.00	
		4.00	0.00
2012-2013 (1 Activity)			
04/05/2013	Assessing Student Success [historical activity]	1.00	
		1.00	0.00
		6.00	0.00

Activities that you have completed will be listed under “Completed Activities.” The title, date, and number of QFP credit hours will appear for each activity. Select an activity to view additional details.

My Portfolio - Jordan Mentor

Completed Activities: ←

Date Comple...	Activity Title	Hours	
2014-2015 (1 Activity)			
09/11/2014	Collaborate Voice Tools: Overview	1.00	
		1.00	0.00
2013-2014 (1 Activity)			
11/15/2013	Managing Your Classroom [historical activity]	4.00	
		4.00	0.00
2012-2013 (1 Activity)			
04/05/2013	Assessing Student Success [historical activity]	1.00	
		1.00	0.00
		6.00	0.00

Export

The “Activity Details” page will open.

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Jordan Mentor | Logout

LearningPlan

Indian Hills CC

MLPPDMS

- My Info
- My Portfolio
- My File Library
- Activity Catalogs
- Indian Hills PD
- Calendar
- Fill-In Forms
- PD Authorization

Managing Your Classroom [historical activity]

Activity Details ←

Managing Your Classroom [historical activity] Dates: 11/15/2013
Status: Completed

1 Meeting(s)

#	Date	Time	Location
1.	Fri Nov 15, 2013	8:00 am to 12:00 pm	IHCC Center for Teaching and Learning

Managing Your Classroom workshop

Details about the completed activity will be available on this page.

The screenshot displays the 'My Learning Plan' interface. At the top, there are navigation links for 'Print Screen', 'Help', 'Jordan Mentor', and 'Logout'. A yellow 'LearningPlan' button is visible. The main content area is titled 'Managing Your Classroom [historical activity]' and is expanded to show 'Activity Details'. The activity is 'Managing Your Classroom [historical activity]' with dates '11/15/2013' and status 'Completed'. It includes a table for '1 Meeting(s)' with columns for '#', 'Date', 'Time', and 'Location'. The meeting details are: #1, Fri Nov 15, 2013, 8:00 am to 12:00 pm, IHCC Center for Teaching and Learning. Below the table, it says 'Managing Your Classroom workshop' with 'Hours: 4.00' and 'Form: PD Authorization'. The 'Approval Status' section shows a table with columns for '#', 'Administrator', 'Approval Type', 'Comments', and 'Status'. The approval is from Bonnie Campbell, Final Approval, with a 'COMPLETE' status. Below this, there is a note: 'If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.' The 'Actions' section contains four buttons: 'Print Certificate', 'View/Print Form', 'Revise/Resubmit Form', and 'Download Calendar File', each with an information icon.

#	Date	Time	Location
1.	Fri Nov 15, 2013	8:00 am to 12:00 pm	IHCC Center for Teaching and Learning

#	Administrator	Approval Type	Comments	Status
1.	Bonnie Campbell	Final Approval		COMPLETE

Congratulations! You now know the basics of how to use My Learning Plan.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk