

## **Computer Tutorial:**

## My Learning Plan: Printing Your Quality Faculty Plan Record for Review

**Purpose:** To demonstrate how to access and print your Quality Faculty Plan (QFP) record from My Learning Plan, with activities grouped by purpose (e.g., Culture and Instruction), for Annual Employee Review meetings and other purposes.

## Log In to My Learning Plan

For instructions on how to log in to My Learning Plan, and other basic functions, please see the tutorial "My Learning Plan: Overview" on the Faculty Tutorials page of the Indian Hills website (<u>www.indianhills.edu/facultytutorials</u>), then return to this tutorial.

## View Your Records, Grouped By Purpose

First, find the menu on the left side of the main page on the "Learning Plan" tab. Then, click the "**My Portfolio**" link.

dian H	lills CC	
	MLPPDMS	
- 2	My Info	
My	Portfolio	
My	File Library	
•	Activity Catalogs	
Ind	ian H <mark>ill</mark> s PD	
Ca	lendar	
- 📝	Fill-In Forms	
PD	Authorization	
6/7	A	

This takes you to the "My Portfolio" page, with a new left-side menu. In the new menu, click the **View By Purpose (current)**" link.

MLPPDMS				
Ŧ	🤱 My Info			
	View Current Year			
	View By Purpose (current)	-		
	View By Goal			
	View All			
	View In Progress			
	View Denied Requests			
¥	🔄 Transcript			
	Print transcript			
	Download Transcript to Excel			

This should display your portfolio in the body of the page. Notice the activities grouped by either "Culture" (red arrow) or "Instruction" (green arrow).

wy Portuolio -	Jordan Mentor	
User Info		
Jord <mark>an M</mark> entor		
		Building: Arts & Sciences Email: jmentor@indianhills.ed
Completed Acti	vities by Purpose	
Date Complete	Activity Title	Hours
Culture (8/26/20	13 to 8/25/2014) (1 Record)	
08/02/2014	Adjunct Workshop	5.50
		5.50
Instruction (8/26	/2014 to 8/25/2015) (2 Records) ┥	<u> </u>
09/19/2014	09/19/2014 Orientation to My Learning Plan 1.00	
09/19/2014	Meet Generation NeXt	5.00
		6.00
		11.50

Now, use your web browser's print function, usually listed as "Print" in the "File" menu, on the top, left corner of your web browser window, to print this page. Ensure that the print off includes all of your information.



Congratulations! You now know how to print your Quality Faculty Plan (QFP) record from My Learning Plan, with activities grouped by purpose.

Office of Online Learning

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

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