

## 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

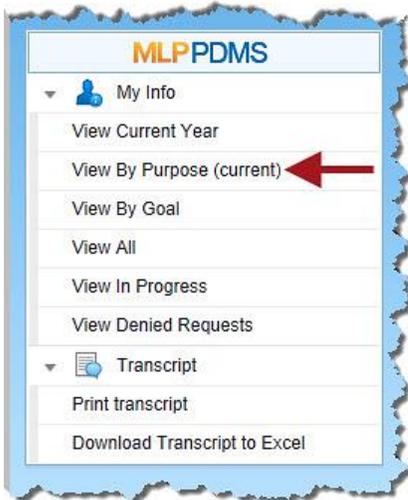
For instructions on how to log in to My Learning Plan, and other basic functions, please see the tutorial “My Learning Plan: Overview” on the Faculty Tutorials page of the Indian Hills website ([www.indianhills.edu/facultytutorials](http://www.indianhills.edu/facultytutorials)), then return to this tutorial.

#### View Your Records, Grouped By Purpose

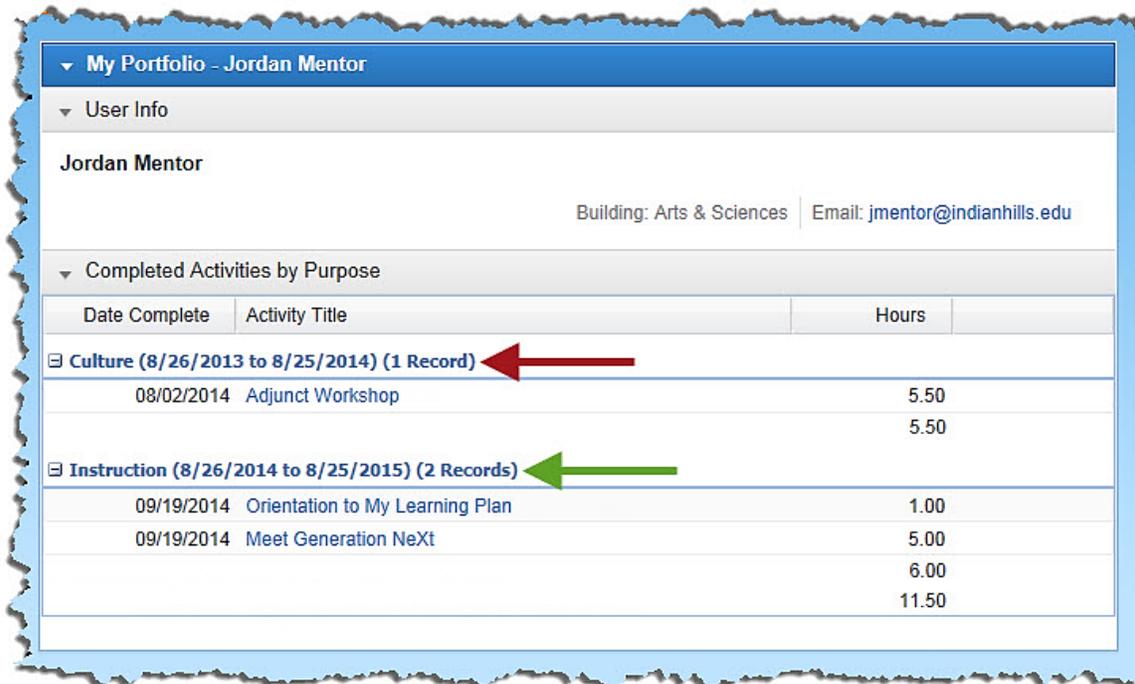
First, find the menu on the left side of the main page on the “Learning Plan” tab. Then, click the “**My Portfolio**” link.



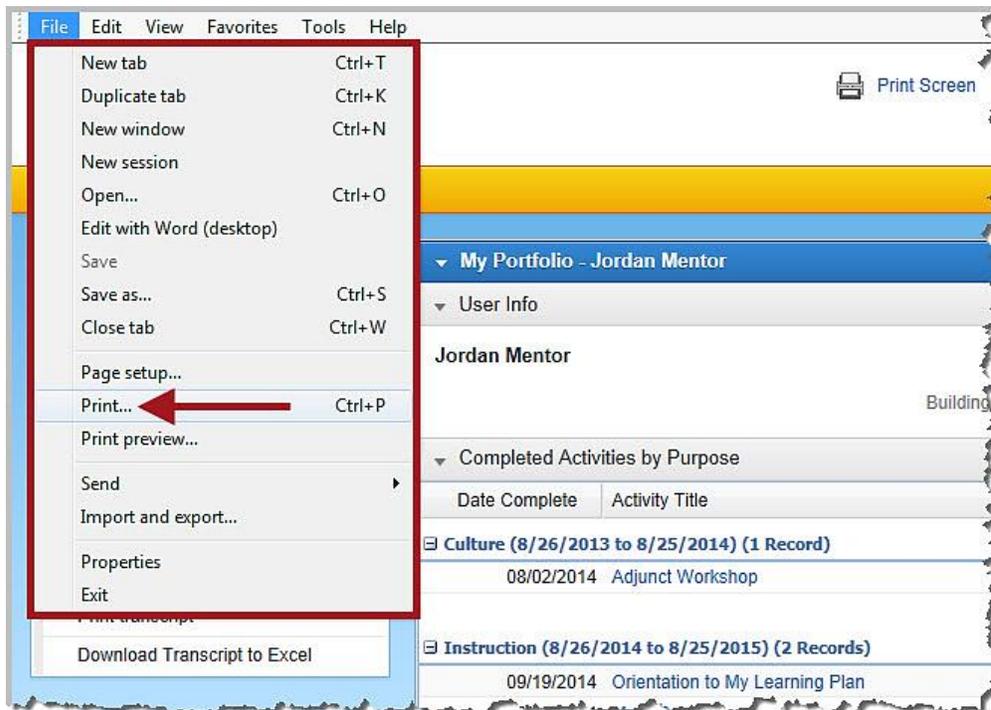
This takes you to the “My Portfolio” page, with a new left-side menu. In the new menu, click the **View By Purpose (current)** link.



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



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.

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**Office of Online Learning**

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
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