



MY LEARNING PLAN

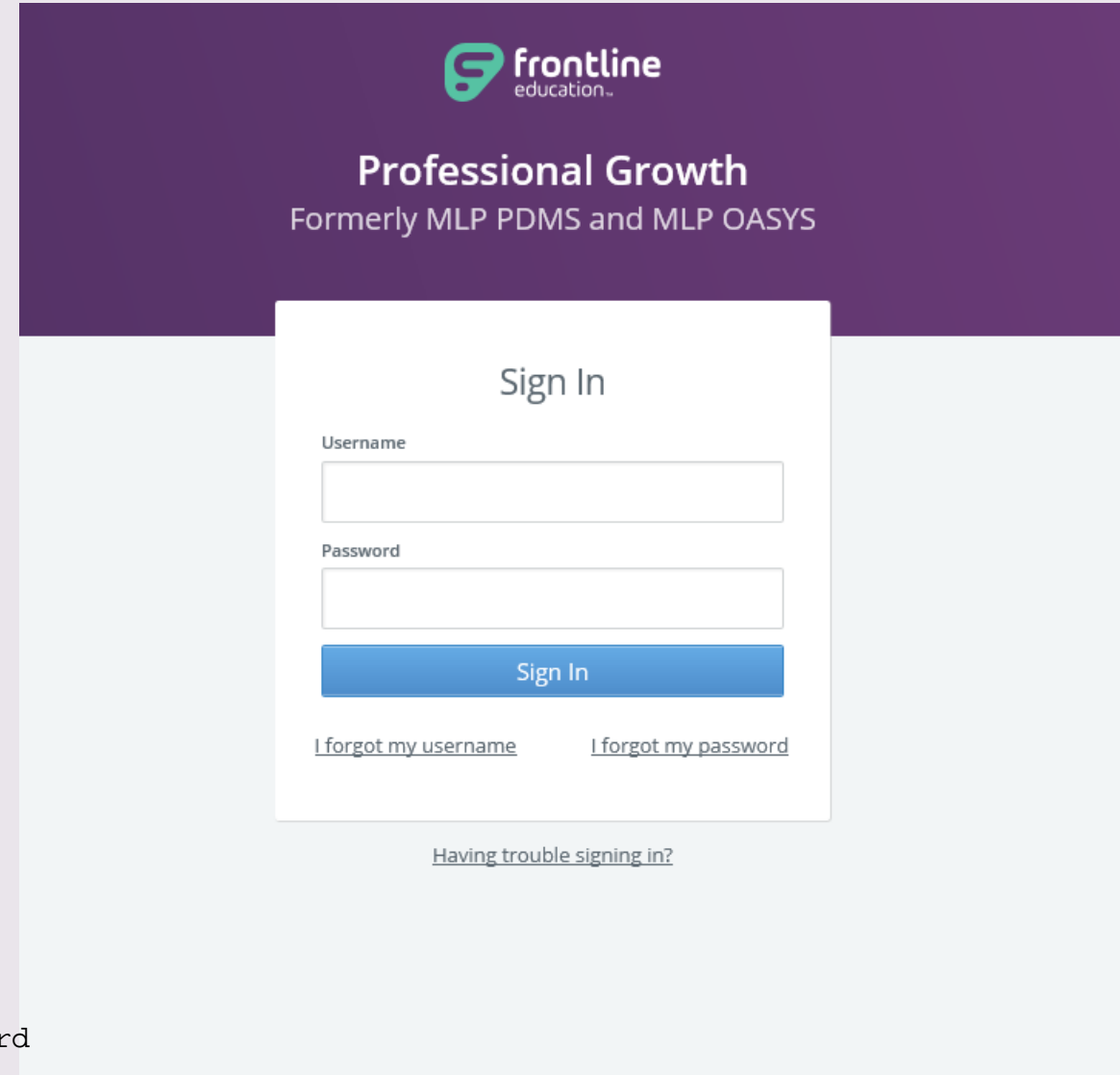
Cold Spring Harbor CSD
Superintendent's Conference Day
August 31, 2017

Log In

www.mylearningplan.com

- Username: school email address
- Password:
- Once you log in for the first time you will be prompted to change your password.

Contact Kelley Meagher or Joe Monastero to rest password



The screenshot shows the login interface for Frontline Education. At the top, the logo for "frontline education." is displayed in a purple header. Below the logo, the text "Professional Growth" is shown in a large font, with "Formerly MLP PDMS and MLP OASYS" underneath it. The main content area is a white box with a purple border, titled "Sign In". It contains two input fields: "Username" and "Password". Below the password field is a blue "Sign In" button. At the bottom of the white box, there are two links: "I forgot my username" and "I forgot my password". Below the white box, there is a link "Having trouble signing in?".

Home Screen

Save as Draft - if you started to complete a form and saved as a draft

Wait List - if you had enrolled and were on a wait list, the activity would be here

Pending Prior Approval - you have requested an activity and its awaiting your supervisor's approval

Approved and/or in Progress - you are able to attend after ALL PRIOR APPROVERS approve; you can go to an activity-click on the blue link to check this status frequently

Instructor has Confirmed Attendance - if you attended an activity and the Instructor confirmed attendance

Awaiting Final Credit - you have attended and returned to complete your attendance, complete an evaluation (if attached) and now it is in the Final Approvers' queue to grant final approval (this is where documentation and proof of attendance may be asked for finalization)

Denied - if you had an activity denied

Recently Completed - this is where completed activities reside, by year and will get reported to the state (each state is different) or at the district level. This is where you want all activities to end up.

The screenshot shows the 'My Requests - JEANETTE WOJCIK' section of the LearningPlan interface. The table lists various request categories and their details:

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 (1 Record(s))				
Manage	WRS Level 1 Certification	09/04/2017	06/23/2018	Course Credit Pre-Approval
Approved and/or In-Progress (3 Record(s))				
Manage	Test Coordinator Meeting - Full Service Scoring	03/15/2016	03/15/2016	-General Registration Form
Manage	Scoring Test Coordinator Meeting - Full Service Scoring	03/20/2015	03/20/2015	-General Registration Form
Manage	Systematic Intervention to Help Struggling Readers: Implementing Leveled Literacy Intervention (LLI) for Levels A&N presented by Heinemann consultants trained by Fountas & Pinnell	10/01/2012	01/17/2013	-General Registration Form
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 (1 Record(s))				
Manage	Wilson Reading Systems Introductory Workshop presented by Lori Freeman, Wilson Certified Trainer	06/27/2017	06/29/2017	Conference Request Form

[View My Portfolio](#) for full list

Left Task Bar

My Info

My Portfolio lists all your activities completed in MLP

My File Library allows you store certificates of completion, documents, and artifacts

Activity Catalogs

District Catalog contains all of our district catalog offerings

WS, ES, Nassau BOCES contain any other catalogs listed that are accessible to you for registration

Fill-In Forms

All forms listed here were paper forms that have been turned into electronic forms; now we will complete them online and they will be routed and approved by your supervisor

Account Options

User profile where you can edit all information; building, dept., grades, e-mail address

Change password where you can change your password

Professional Development

▼  My Info

My Portfolio

My File Library

▼  Activity Catalogs

District Catalog

Nassau BOCES

ES BOCES

WSB Catalog

▼  Fill-In Forms

Course Credit Pre-Approval

Conference Request Form

Historical PD Record Form

▼  Account Options

My User Profile

Change Password

My User Profile

Professional Learning
formerly MLPPDMS

Print Screen | Help | JEANETTE WOJCIK | Logout

LearningPlan

Cold Spring Harbor CSD

Professional Development

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - District Catalog
 - Nassau BOCES
 - ES BOCES
 - WSB Catalog
- Fill-In Forms
 - Course Credit Pre-Approval
 - Conference Request Form
 - Historical PD Record Form
- Account Options
 - My User Profile
 - Change Password

User Profile

Basic Information

Enter your last and first name. If you would like to be notified via email when your requests are approved, check Yes to Email Notification and indicate a valid email address.

Last Name: WOJCIK
First Name: JEANETTE

PDMS Email Notification Preferences

If your organization uses MyLearningPlan's Professional Development Management System, select your email notification preferences.

New Activity Notification: Yes No
Approval Status Changes: Yes No
Upcoming Activities Reminder: Yes No
TeamRoom Postings: Yes No
days prior to ActivityStart Date:
(Max=14)
Email Address: JWOJCIK@csh.k12.ny.us
HTML Formatted Message?: Yes No

Building

Select Building(s):
 DO
 GH
 HS
 LH
 WS

My User Profile

Department(s)

Department

- Administration
- ART
- Elementary
- English
- Guidance
- Health
- Library
- LOTE
- Mathematics
- Music
- Physical Education
- Reading
- Science
- Social Studies
- Special Education - Elem.
- Special Education - HS
- Technology

Grade(s)

Grade

- Pre K
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- Districtwide

Finish

Course Credit Pre-Approval

Professional Learning
formerly MLPPDMS

Print Screen Help JEANETTE WOJCIK Logout

LearningPlan

Cold Spring Harbor CSD

Professional Development

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - District Catalog
 - Nassau BOCES
 - ES BOCES
 - WSB Catalog
- Fill-In Forms
 - Course Credit Pre-Approval
 - Conference Request Form
 - Historical PD Record Form
- Account Options
 - My User Profile
 - Change Password

Advanced Approval for Course Credit

A) Approval required before enrolling in course/workshop
B) Submit separate application for each course/workshop
C) Attach course description which indicates credits/hours. Indicate the direct URL for the course catalog.
D) Credit for in-service courses will be assessed by HR Dept.
E) All information must be completed in order for this form to be processed.
F) Please allow two weeks for processing of this request.
G) Credit awarded upon HR Department's receipt of the Official Transcript/Certificate of Completion

Course Information

Course Title:

Course Number:

Description:

Characters left 2048

URL/Link to the course catalog:

Category:
 Non-ELL
 ELL
 Content
 Pedagogy

Online Course?:

Enrolled in a Degree Program?:

*If Yes, Which Program?:

Dates

Course Start Date:

Course End Date:

Course Credit Pre-Approval

Course Provider	
Provider	<input type="text" value="--- Click To Select ---"/>
If not on list, enter here	<input type="text"/>
Instructional Hours and Graduate/College Credits	
Enter the number of Credits you are seeking for this activity	
Instructional Hours	<input type="text"/>
College Credits	<input type="text"/>
# of completed credits beyond current step	<input type="text"/>
# of approved credits pending	<input type="text"/>
District Goal(s) and Objective(s)	
Select At Least One District Objective	<input type="checkbox"/> Goal : Technology <input type="checkbox"/> Creative Learning Labs <input type="checkbox"/> Emphasis on Use of Technology <input type="checkbox"/> Goal : Instruction <input type="checkbox"/> JH Time Structure <input type="checkbox"/> K-12 Curricula <input type="checkbox"/> K-12 Research & Writing Continuum <input type="checkbox"/> Science Research Program <input type="checkbox"/> Goal : Health/Wellness/Safety <input type="checkbox"/> Maximize Social & Emotional Programs <input type="checkbox"/> Substance Abuse Prevention Program <input type="checkbox"/> Goal : Professional Development <input type="checkbox"/> Mentoring Program <input type="checkbox"/> Goal : Facilities <input type="checkbox"/> Wellness Programs / Security of Energy Efficiency <input type="checkbox"/> Goal : Finance <input type="checkbox"/> Tax Cap
Building Goal(s) and Objective(s)	
Select At Least One Building Objective	<input type="checkbox"/> WS:Develop a common vision, in language and in reading <input type="checkbox"/> WS:Differentiating, especially for the advanced learner <input type="checkbox"/> WS:Improving small group instruction in the general ed setting <input type="checkbox"/> WS:Integrating a growth mindset into a school culture <input type="checkbox"/> WS:Using partnerships effectively in the classroom (ex. reading partnerships)

Course Credit Pre-Approval


Purpose(s)

Select a Purpose(s)

- Salary Movement
- Professional Development Hours
- District Required PD

Relevance

Describe relevance of course to your Professional Growth:

 Characters left **2048**

Attach course description which indicates credits/hours


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.

Select the item(s) you wish to attach to this request

- 2015 NYS Testing Coordinator Training - 2015_Test_Coord._Training_Cert..pdf (24k) [View](#)
- 2016 NYS Testing Coordinator Meeting - 2016_Test_Coord._Meeting_Cert..pdf (24k) [View](#)
- LLI Certificate of Completion - LLI_Certificate_of_Completion.pdf (24k) [View](#)
- Wilson Intro. Workshop Certificate of Completion - Wilson_Intro_Cert_of_Completion_J._Wojcik.pdf (24k) [View](#)

Comments


Comments

 Characters left **2048**

Finish

SubmitSave as Draft

© 2016 Frontline Technologies Group, LLC. All Rights Reserved.



Conference Request Form

Professional Learning
formerly MLPPDMS

Print Screen | Help | JEANETTE WOJCIK | Logout

LearningPlan

Cold Spring Harbor CSD

Professional Development

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - District Catalog
 - Nassau BOCES
 - ES BOCES
 - WSB Catalog
- Fill-In Forms
 - Course Credit Pre-Approval
 - Conference Request Form
 - Historical PD Record Form
- Account Options
 - My User Profile
 - Change Password

Conference Request Form

Teachers use this form to request approval to attend an out of district conference.

Conference Details

This section contains information about the conference.

Conference Name:

Attendance Role:

*If Special Duty, Describe Duties:

Will you receive...:

Activity Format:

Category:
 Non-ELL
 ELL
 Content
 Pedagogy

Description:

URL for Description:

Attach Supporting Materials

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.

Select all that apply:

- 2015 NYS Testing Coordinator Training - 2015_Test_Coord._Training_Cert..pdf (24k) [View](#)
- 2016 NYS Testing Coordinator Meeting - 2016_Test_Coord._Meeting_Cert..pdf (24k) [View](#)
- LLI Certificate of Completion - LLI_Certificiate_of_Completion.pdf (24k) [View](#)
- Wilson Intro. Workshop Certificate of Completion - Wilson_Intro_Cert_of_Completion_J._Wojcik.pdf (24k) [View](#)

Date, Location, Sub

of Meetings:

MeetingDate 1

Meeting 1 Date:

Start & End Time: To

Location:

Sub Needed for Date #1: Yes No

Absence Period1: FULLDAY No Absence to report

Location of Absence1:

Indicate Total # of Days absent this year:

Of these days, how many conference days?:

Provider

Provider:

If not on list, enter here:

Estimated Costs to the District

Payment Format:

Conference Request Form

Registration

Registration Fee

Please be sure to register for this conference on your own.

Lodging

Lodging

Name & Address of Hotel

Characters left **2048**

Meals

Meals

Transportation

Mileage x IRS Rate

[Click here for MapQuest](#)

Mapquest Link: Home - School

Mapquest - School - Location

Parking/Tolls

Hours/Credits

Enter the number of Hours OR the number of Credits you are seeking for this activity
Please note: Each Credit is equal to 15 hours
1C = 15H

Hours

Credits

District Goal(s) and Objective(s)

Select At Least One District Objective

- Goal : Technology**
- Creative Learning Labs
- Emphasis on Use of Technology
- Goal : Instruction**
- JH Time Structure
- K-12 Curricula
- K-12 Research & Writing Continuum
- Science Research Program
- Goal : Health/Wellness/Safety**
- Maximize Social & Emotional Programs
- Substance Abuse Prevention Program
- Goal : Professional Development**
- Mentoring Program
- Goal : Facilities**
- Wellness Programs / Security of Energy Efficiency
- Goal : Finance**
- Tax Cap

Building Goal(s) and Objective(s)

Select At Least One Building Objective

- WS:Develop a common vision, in language and in reading
- WS:Differentiating, especially for the advanced learner
- WS:Improving small group instruction in the general ed setting
- WS:Integrating a growth mindset into a school culture
- WS:Using partnerships effectively in the classroom (ex. reading partnerships)

State Standards

Select At Least One State Learning Standard

- Students and Learning**
- Demonstrate child development knowledge
- Demonstrate language acquisition knowledge
- Respond to diverse learning needs
- Acquire knowledge of students to enhance learning
- Respond to factors influencing learning
- Demonstrate technology literacy knowledge
- Content and Instructional Planning**
- Demonstrate content knowledge
- Connect concepts and engage learners
- Use diverse instructional strategies
- Establish aligned goals/multiple pathways
- Design learning to connect prior knowledge
- Use curricular resources to achieve student goals
- Instructional Practice**
- Use researched-based practices/evidence of learning
- Clearly/accurately communicate with students
- Set high expectations/challenging learning
- Use a variety of approaches to meet student needs
- Engage students to develop multi-disciplinary skills

Conference Request Form

Prepare students for assessments

Professional Responsibilities and Collaboration

Uphold professional standards

Engage with community to support high expectations

Communicate/collaborate with families

Perform non-instructional duties

Comply with relevant laws and policies

Professional Growth

Reflect on practice to improve effectiveness

Engage in ongoing professional development

Communicate effectively to improve practice

Remain current in content knowledge/pedagogy

Purpose(s)

SALARY MOVEMENT DOES NOT APPLY TO CONFERENCE ATTENDANCE

Select a Purpose


Salary Movement

Professional Development Hours

District Required PD

Comments


Comments

 Characters left **2048**

Admin Use Only

Check Number/PO Number

Other Notes

 Characters left **2048**

Finish

Once you return from the conference, please complete the Travel Expense Voucher. [Click here for Detailed Expense Voucher](#)

Notes

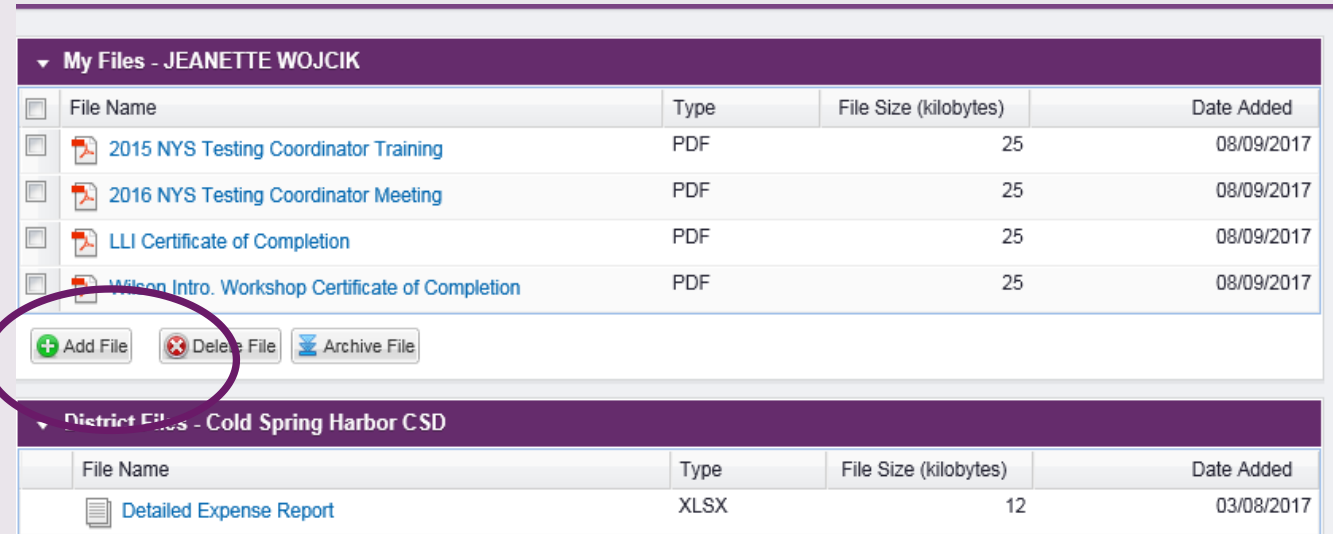
- Fill in all forms with as much information as possible to prevent them from being returned for clarification from an administrator.
- You will receive an email notification from MLP if your supervisor needs more information or if your approval has moved along to the next step.
- Conference Request Form days of absence are linked to Aesop so your days out for the conference will be automatically submitted into Aesop.
- If your supervisor or administrator returns your form for more information, please click MORE INFO to return to the form.

The screenshot shows the Professional Learning system interface for Cold Spring Harbor CSD. The user is logged in as JEANETTE WOJCIK. The interface is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'Attention Required' and displays a notification for 'WRS Level 1 Certification'. The notification states: 'This request has been returned to you for more information'. It includes the dates '09/04/2017 to 06/23/2018', the status 'Prior Approval - More Info', and a 'More Info' button. Below the notification, there is a section for 'My Requests' for JEANETTE WOJCIK, which contains a table of requests. The table has columns for 'Actions', 'Activity Title', 'Start Date', 'End Date', and 'FormName'. The table shows three records in the 'Approved and/or In-Progress' category and one record in the 'Recently Completed' category.

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	Test Coordinator Meeting - Full Service Scoring	03/15/2016	03/15/2016	-General Registration Form
Manage	Scoring Test Coordinator Meeting - Full Service Scoring	03/20/2015	03/20/2015	-General Registration Form
Manage	Systematic Intervention to Help Struggling Readers: Implementing Leveled Literacy Intervention (LLI) for Levels A&E-N presented by Heinemann consultants trained by Fountas & Pinnell	10/01/2012	01/17/2013	-General Registration Form
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 (1 Record(s))				
Manage	Wilson Reading Systems	06/27/2017	06/29/2017	Conference Request Form

How to Add a File to *My File Library*

- Click *My File Library*
- Select *Add File*
- Click *Browse* to find and select the document you want
- Click *Upload*



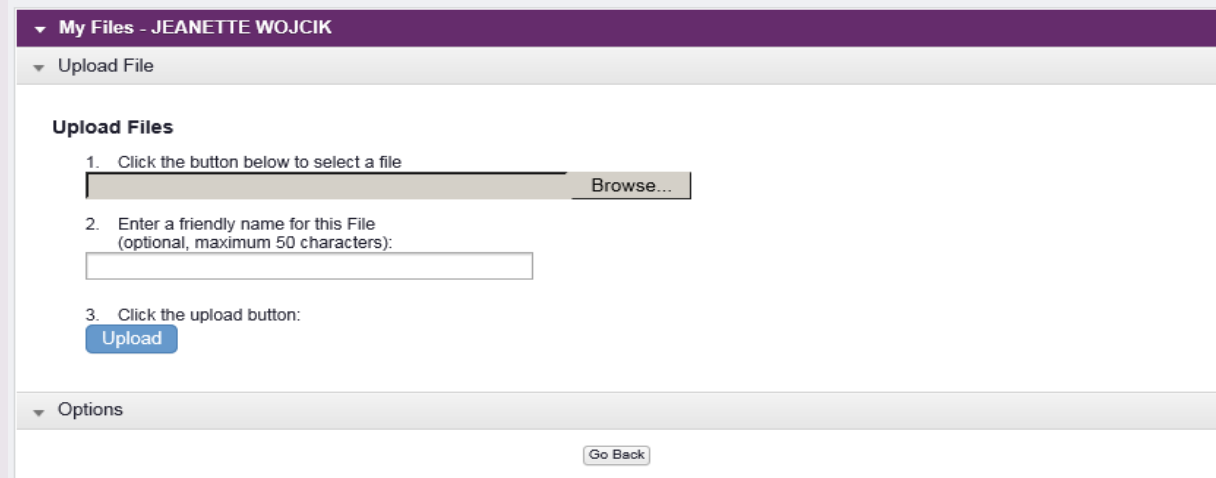
My Files - JEANETTE WOJCIK

File Name	Type	File Size (kilobytes)	Date Added
2015 NYS Testing Coordinator Training	PDF	25	08/09/2017
2016 NYS Testing Coordinator Meeting	PDF	25	08/09/2017
LLI Certificate of Completion	PDF	25	08/09/2017
Wilson Intro. Workshop Certificate of Completion	PDF	25	08/09/2017

Buttons: Add File, Delete File, Archive File

District Files - Cold Spring Harbor CSD

File Name	Type	File Size (kilobytes)	Date Added
Detailed Expense Report	XLSX	12	03/08/2017



My Files - JEANETTE WOJCIK

Upload File

Upload Files

1. Click the button below to select a file
2. Enter a friendly name for this File
(optional, maximum 50 characters):
3. Click the upload button:

Options

After You Attend

- Following up on your activity is important. If it does NOT move down to the “Recently Completed” section, it will not count on a report.
- *Mark complete:* some activities ask you to “mark complete” meaning that you confirm you attended an activity. To check this, click on the blue named activity and if you see “mark complete” bar, click on it and follow the prompts.
- *Evaluation:* you may also be asked to complete an evaluation with an activity- please click on the activity to see if one has been assigned and complete it by clicking on the bar.

The screenshot shows a web interface for an activity titled "Integrating the Internet into Classroom Instruction". The page is divided into several sections: "Activity Details", "Approval Status", and "Actions". The "Activity Details" section includes a table with one meeting entry: #1, Date: Wed May 23, 2012, Time: 4:00 pm to 6:00 pm, Location: HS. The "Approval Status" section shows the activity is "Approved and In Progress". The "Actions" section, which is circled in purple, contains five buttons: "Professional Development Course Evaluation", "Mark Complete", "Revise/Resubmit Form", "View/Print Form", and "Drop". Each button has an information icon (i) on the right side.

#	Date	Time	Location
1.	Wed May 23, 2012	4:00 pm to 6:00 pm	HS

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

Actions

- Professional Development Course Evaluation
- Mark Complete
- Revise/Resubmit Form
- View/Print Form
- Drop