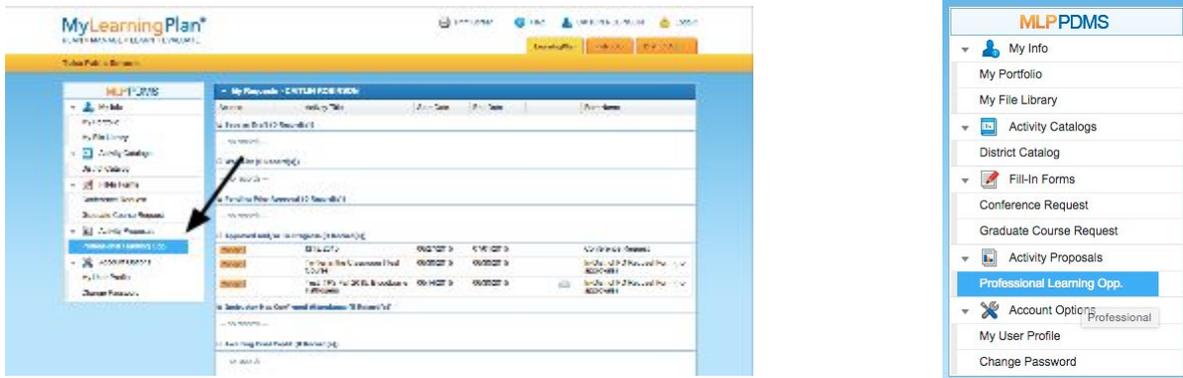# My Learning Plan - Proposing a Class

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

1. On the LEARNING PLAN DASHBOARD look to the menu on the left. Select the option PROFESSIONAL LEARNING OPPORTUNITIES under the ACTIVITY PROPOSAL heading.

2. This will take you to a form to fill out for your proposed course. Boxes outlined in red indicate that those questions are required, so be sure and fill them out.
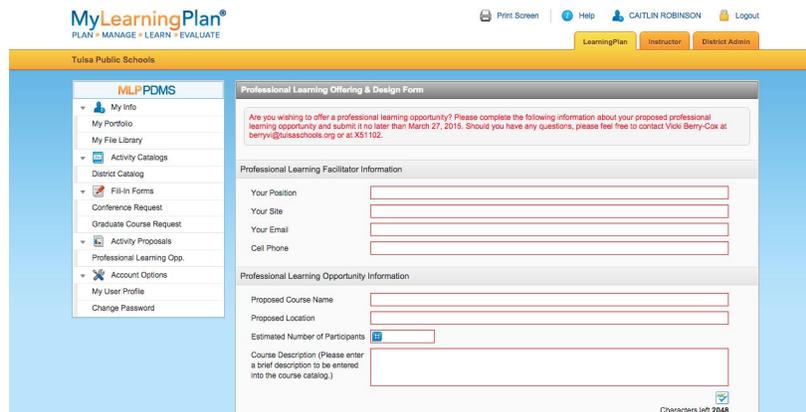
3. The form is broken down into several categories. The first, PROFESSIONAL LEARNING FACILITATOR INFORMATION, is about you. PROFESSIONAL LEARNING OPPORTUNITY INFORMATION is about your proposed course, such as outcomes, prerequisites, and a class description.

Professional Learning Opportunity Information

Proposed Course Name	
Proposed Location	
Estimated Number of Participants	
Course Description (Please enter a brief description to be entered into the course catalog.)	
	Characters left 2048
Course Outcomes (Upon completion of this course, participants will be able to:)	
	Characters left 2048
Course Pre-requisites (Please list any prerequisite skills, courses, or workshops desired for interested participants.)	
	Characters left 2048
Skills Level (Please check all that apply.)	☐ AWARENESS ☐ KNOWLEDGE/SKILL BUILDING ☐ APPLICATION ☐ IMPLEMENTATION ☐ REFINEMENT/ADVANCED

4. If you want to hold your class at Wilson, there's an ADDITIONAL FORM you will need to fill out (*look for the Reserving a Room at Wilson tutorial*). Also, be sure and check what technology you will need for your session.

5. The next section asks about PROPOSED MEETING DATES. If this is a recurring PD opportunity (for example, Early Release PD days or Department Meetings), you will choose the number of times you will be meeting in the year. You'll notice that as you update the number of meetings, more date fields appear. Be sure and fill out a date field for each time you are holding your session/meeting. For our example, however, my workshop is only going to be held once, so I'll pick 1 for number of meetings. *Holding the same session multiple times? Pick once and make a copy of your proposal (that's a different tutorial).*

6. Click on the calendar to select the date and choose your starting and ending times. If the session you are leading is a part of a bigger event, such as the Elementary Literacy Summit or New Teacher Induction, you will want to select that event. **This is important so that teachers can search a particular event's classes rather than having to read through the entire district catalog.**

7. **TARGET AUDIENCE** refers to your potential participants. Is your session applicable to all TPS teachers or just 3rd grade teachers? Is this a session just for Hale high school teachers or can teachers from all over the district attend?

8. **COURSE DESIGN** focuses on the way you will deliver the content of your session. What's your method of delivery? Is it a hands-on session or a lecture? Additionally, what will you be doing with your participants? Think agenda or lesson plan!

9. The final section, **COURSE ALIGNMENT AND PROCESS STANDARDS**, helps to identify how your proposed session fits in with TPS' bigger picture. Which district goal will your session enhance? Are you addressing teacher goals and objectives? How about leadership goals and objectives? And final what process standards are you building your session around?

10. You can always click the SAVE AS DRAFT button and continue working on this proposal at a different time. Use this form to help you develop the most effective professional development session you can offer. Once you are satisfied with the proposal, click on Submit. Your proposal will be reviewed by the director of the Organizational and Professional Learning office.

Finish

Submit   Save as Draft