

# My Learning Plan - Marking a Class as Completed



IMPORTANT NOTE: Once you have attended a class, you must go back into My Learning Plan and mark that you completed that class.

1. Sign into My Learning Plan. From your LEARNING PLAN DASHBOARD, click on the MANAGE button by the course you attended.



2. Click on MARK AS COMPLETE. For district classes and workshops, that's all you have to do. For out of district classes, you will also need to submit a copy of your certificate of completion along with your PD4A signed by your principal to: Sheri Underwood at Wilson Teaching and Learning Academy.

PD4A link:

[http://www.tulsaschools.org/8\\_Employees/01\\_PROFESSIONAL\\_DEV/pdf/PD4A.pdf](http://www.tulsaschools.org/8_Employees/01_PROFESSIONAL_DEV/pdf/PD4A.pdf)

