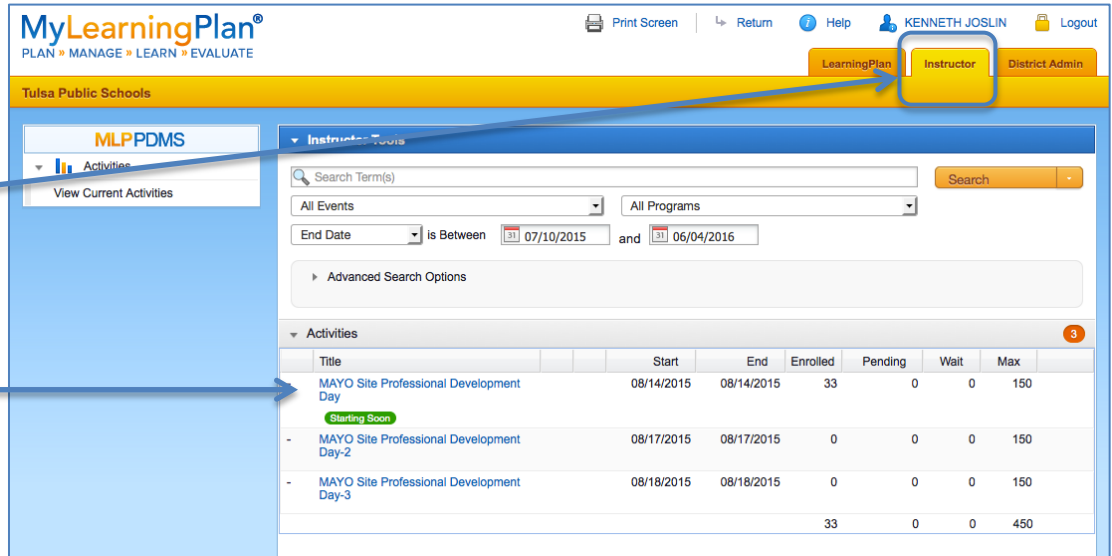


My Learning Plan: Printing Sign-in Sheets

1. Log into My Learning Plan. Instructions can be found at http://www.tulsaschools.org/8_Employees/01_PROFESSIONAL_DEV/pdf/MLPSigningIn.pdf.

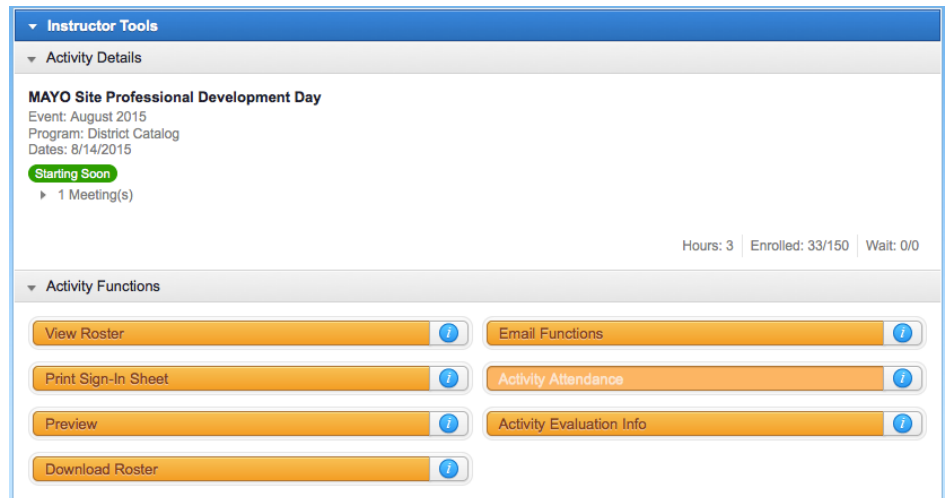
2. Click the Instructor tab located on the top right of the page.



3. Click on the session for which you would like to print a sign in sheet.

4. Click the Print Sign-in Sheet button.

Notice the other options that are available.



5. Click Download File.

6. The file will download in a PDF format. You can now print the sign in sheet.

