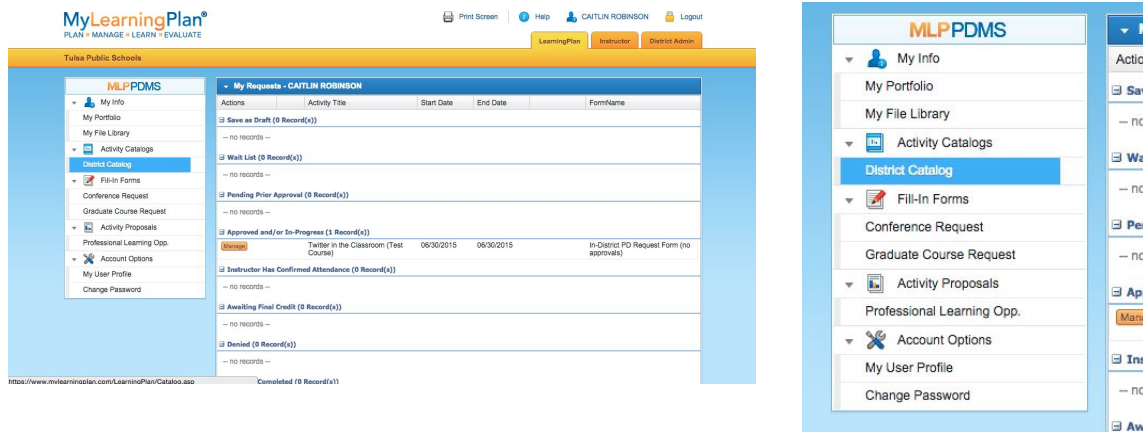


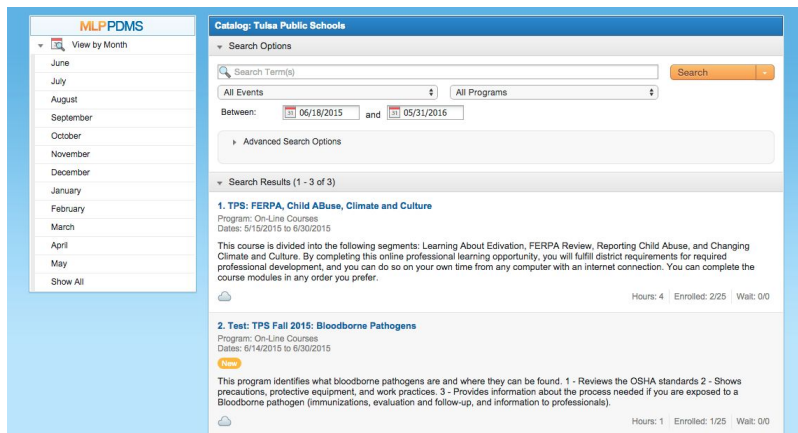
My Learning Plan - Signing Up for a Class



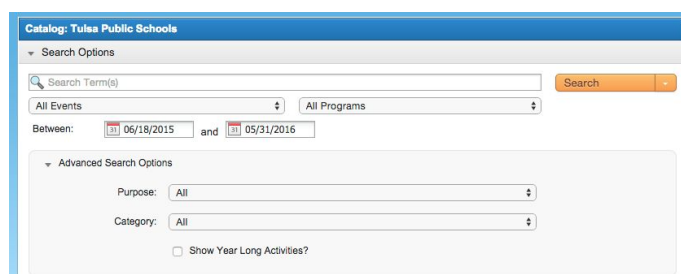
1. Sign into My Learning Plan. On the left side of your LEARNING PLAN DASHBOARD, select DISTRICT CATALOG from the menu of options.



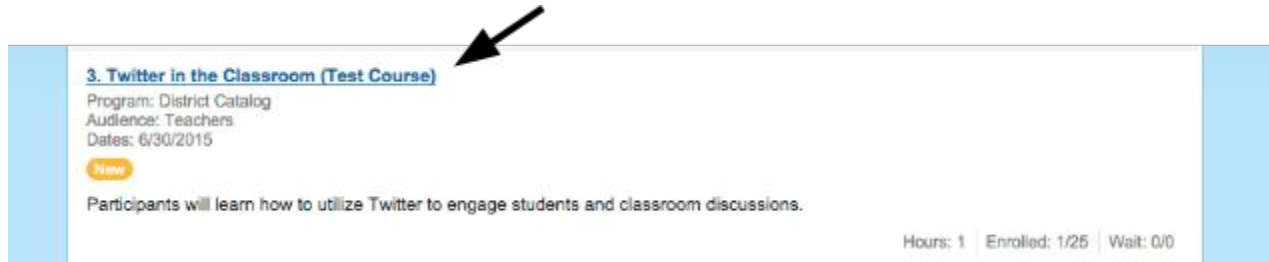
2. This will bring up a list of all classes offered by the district.



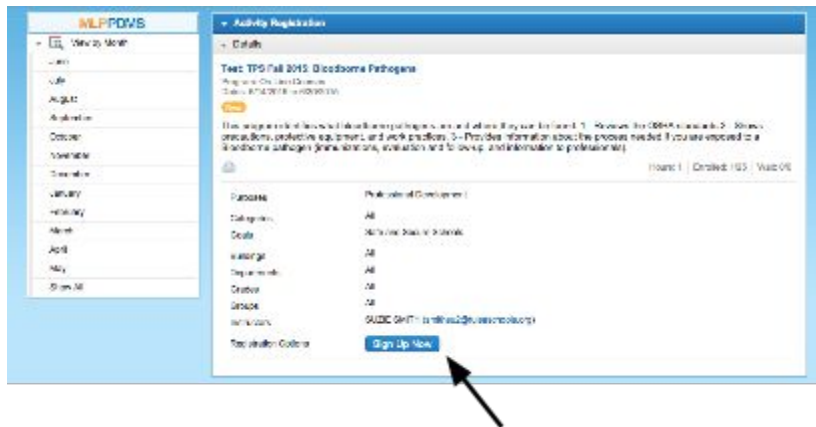
3. You can search for classes using the different search features, such as the date range or course type.



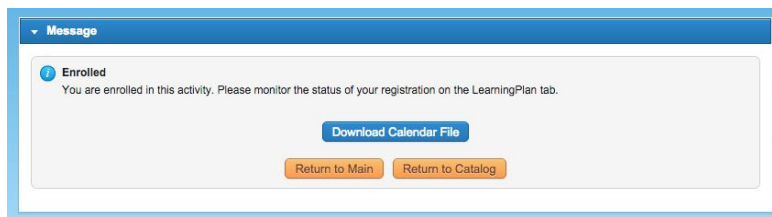
- Once you have found the class you want to sign up for - click on the class title for more details.



- Scroll to the bottom of the page and click on the blue SIGN UP NOW button.



- If you have signed up successfully, you will see a screen that confirms your registration.



- IMPORTANT NOTE:** Once you have attended the class, you must go back into My Learning Plan and mark that you completed the class. From your LEARNING PLAN DASHBOARD, click on the MANAGE button by the course you attended.



8. 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 to Vicki Berry-Cox at Wilson Teaching and Learning Academy.

The screenshot displays the MLPDMS (Michigan Learning Plan Data Management System) interface. On the left is a navigation menu with options like 'My Info', 'My Portfolio', 'My File Library', 'Activity Catalogs', 'District Catalog', 'P-144 Forms', 'Conferences Request', 'Graduate Course Request', 'Activity Proposals', 'Professional Learning Ops.', 'Account Options', 'My User Profile', and 'Change Password'. The main content area is titled 'Twitter in the Classroom (Test Course)'. It shows activity details including a table with one entry: #1, Date: Tue Jun 30, 2015, Time: 9:00 am to 10:00 am, Location: Wilson. Below the table, it states 'Participants will learn how to utilize Twitter to engage students and classroom discussions.' The 'Approval Status' is 'Approved and In Progress' with a note: 'Please drop this Activity if you do not plan to attend.' The 'Actions' section at the bottom contains four buttons: 'Mark Complete', 'ViewPrint Form', 'Download Calendar File', and 'Drop'. An arrow points to the 'Mark Complete' button.

#	Date	Time	Location
1	Tue Jun 30, 2015	9:00 am to 10:00 am	Wilson