

# My Learning Plan Housekeeping



## Outstanding items in Approved and/or In-Progress

On the home screen, if you have trainings that are outdated and still there, this means you have some clean up. If there is an icon of a clipboard, you need to complete a survey in order to receive final approval. Most of the sessions hosted by the Exceptional Children Department will require a survey so we can track presenter progress. Most of the others will just require you to select **Manage** on the left and then mark it complete.

### A. Dashboard view.

Approved and/or In-Progress (5 Record(s))					
<b>Manage</b>	CR 154-3 Round table. Collaborative session provided by RBERN and RSE-TASC Bilingual Specialist	08/23/2018	08/23/2018	<b>Clipboard</b>	Outside Provider Catalog Form
<b>Manage</b>	Resilience Ed Camp Session	07/18/2018	07/18/2018		PD Guide Request Form (WR)
<b>Manage</b>	Summer Regional Leadership Academy	07/12/2018	07/12/2018		PD Guide Request Form (WR)
<b>Manage</b>	Curriculum Mapping and Unit Development	05/10/2018	05/10/2018		PD Guide Request Form (WR)
<b>Manage</b>	Overview of Transition in the IEP	11/29/2017	11/29/2017		Outside Provider Catalog Form

**Instructor Has Confirmed Attendance (0 Record(s))**

B. View after you select Manage. Scroll to the bottom of the page. If you have an **Evaluation**, first you must complete that, and then return to **Mark Complete**. If no evaluation, then just **Mark Complete**.

Actions	
<b>View/Print Form</b>	<b>Download Calendar File</b>
<b>Team Room</b>	<b>Print Enrollment Form</b>
<b>Print Certificate</b>	<b>CIPD Evaluation</b>
<b>Mark Complete</b>	<b>Revise/Resubmit Form</b>
<b>Drop</b>	

## Name change

Contact your department hiring and recruitment to request the change. i.e.- for Exceptional Children, this would be Shannon Alvarado's office support staff. For CTE or other departments, it may be the direct supervisor.

## New Supervisor

If you have had a change in supervisor, you will need to change your settings to make sure the correct person is set up to approve your requests. Note: If you are split between 2 supervisors, choose the person who completes your APPR or approves your attendance.

- My Info
- My PG Profile
- Update any additional information while you're there
- To change supervisor, choose "Building"
- Make sure your Department is updated as well

