

My Learning Plan Prior Approval Request Submission Process

When initiating a prior approval request for a workshop, graduate class, release time, department meeting, etc., please follow these steps:

1. Log into MLP
2. Make sure any documents that you will need to attach to your request have been uploaded to your <My File Library> in MLP prior to initiating a prior approval request. The process for uploading documents to your <My File Library> is provided for you in a section to follow.
3. Click on the Catalog of the provider/sponsor of the activity from the left hand side and follow the steps as directed. It should pre-populate information for you. You may need to double check the information, or modify if necessary prior to final submission. The District Catalog already has a lot of meetings listed, so check there before initiating a separate request and doing a lot of unnecessary work. The District will be working with building secretaries over the summer on entering meeting calendars into the MLP catalog for the 2014-15 school year. I would recommend waiting until later in August to fill out MLP requests for building or district meetings that take place during the 2014-14 school year.
4. If the activity is not listed or found in any of the catalogs listed in the left hand column, you will need to initiate a new request form.
3. Click on <Conference Request/Prior A> from the links in the left hand column
4. You should see something similar to the following;

The screenshot shows the MLPDMS interface for a 'Conference Request/Prior Approval Request Form'. On the left is a navigation menu with categories like 'My Info', 'Activity Catalogs', 'Fill-In Forms', and 'Account Options'. The main content area is divided into two sections: 'Activity Information' and 'Supporting Documentation'. The 'Activity Information' section contains fields for 'Activity Title', 'Section/Course Code', 'Activity Focus Area(s)' (a dropdown menu), 'Description' (a large text area with a character count of 2048), 'Instructor Name', and 'URL for Description'. The 'Supporting Documentation' section includes a note about uploading documents to the 'My File Library' and a list of two uploaded files: 'My Learning Plan PDF Document 5.16.14 - My_Learning_Plan_PDF_Document_5.16.14.pdf (80k)' and 'My Learning Plan Word Document 5.16.14 - My_Learning_Plan_Word_Document_5.16.14.docx (12k)', each with a 'View' link.

5. Complete the <Activity Information> section at the top
6. Provide the <Supporting Documentation>. If your supporting documents aren't listed in this section, you will need to upload the documents to your <My File Library> first before completing the request process. The process for uploading documents to your <My File Library> is provided for you in a section to follow.
7. Scroll down and you should see something similar to the following:

The screenshot shows the 'Dates' section of the MLPDMS interface. It features a dropdown menu for '# of Meetings' set to '1'. Below this is the 'MeetingDate 1' section, which includes fields for 'Meeting 1 Date', 'Start & End Time' (with time dropdowns), 'Location', 'Sub Needed for Date #1' (with 'Yes' and 'No' radio buttons), 'Absence Start/End Time1' (with time dropdowns), 'Location of Absence1' (a dropdown menu), and 'Name of requested sub, if needed:' (a text input field).

8. Complete all parts of this section. For events or activities that take place at the same time, at the same location, but on multiple dates, you do not have to enter each one separately. Furthermore, it is not necessary to complete a separate MLP request form for each instance of an activity. You may be able to use only one MLP request form and enter multiple dates. Select “1” for the number of meetings from the drop down menu next to < # of Meetings>. Complete all the information for the first event. Then go back up to the < # of Meetings> and select the appropriate number of meetings from the drop down list. You should then see a list of multiple occurrences of the event with the <Meeting Date> blank for each successive occurrence. It should look similar to the following:

The screenshot shows a web form with two sections, 'MeetingDate 1' and 'MeetingDate 2'.
MeetingDate 1:
 Meeting 1 Date: 05/16/2014
 Start & End Time: 2 PM :00 To 3 PM :00
 Location: LGI
 Sub Needed for Date #1: Yes (selected), No
 Absence Start/End Time1: 2 PM :00 To 3 PM :00
 Location of Absence1: VVS High School
MeetingDate 2:
 Meeting 2 Date: [Calendar icon] (highlighted with a red box and an arrow pointing to it)
 Start & End Time: 2 PM :00 To 3 PM :00
 Location: LGI
 Sub Needed for Date #2: Yes (selected), No
 Absence Start/End Time2: 2 PM :00 To 3 PM :00
 Location of Absence2: VVS High School

9. Select the correct date for each successive occurrence from the calendar icon next to the <Meeting Date>.

The rest of this should apply to those items selected from a catalog or those items initiated without the catalog. Be advised of the following when completing the remaining sections:

a. For VVS, “In-Service Credit” is a term that specifically applies to a form of contractual COMPENSATION. It is NOT synonymous with the terms “workshop”, “seminar”, “professional development”. If the District is paying for an event, you are not eligible for in-service credit (compensation) for that event. In addition, if the event, or portion of the event occurs during the regular work day, you are not eligible for in-service credit (compensation) for that event or portion of the event that occurs during the regular work day. You may be eligible for in-service credit (compensation) for attending approved events that are of no cost to the District and which occur outside of the regular school day (or a portion thereof).

b. For VVS, “Graduate Credit” is also a term that specifically applies to a form of contractual COMPENSATION. It is also NOT synonymous with the terms “workshop”, “seminar”, “professional development”. Graduate Credit (compensation) cannot be granted for coursework or portions of coursework that takes place during the regular work day.

c. The number of Professional Development [PD] Hours only needs to be indicated by those who are required to track that information for purposes of maintaining professional certification. If you have questions about your status and/or requirement to track PD hours, please contact Tami Whooten. Those required to track PD hours would indicate the number of hours in the <Hours/Credits> section as well as checking the box for <PD Hours 175/75 (Certification Only)> in the <Purpose> section. PD hours can be earned during or outside of the regular school day as long as the event applies to your certification. Scoring TRAINING can apply towards PD hours. The SCORING and the ADMINISTRATION of the tests cannot apply to PD hours.

d. Those seeking in-service credit or graduate hours would indicate the number of hours in the <Hours/Credits> section as well as checking the box for either <In-service credit> or <Graduate Credit> in the <Purpose> section, but not both.

e. Those seeking in-service credit or graduate credit and wishing to have these hours tracked for the purposes of required PD hours must select both <In-service credit> or <graduate credit> and <PD Hours 175/75 (Certification Only)> in the <Purpose> section.

f. Users should only complete one box under the <Hours/Credits> section. If you are not seeking in-service credit or graduate hours and are NOT required to track PD hours, a zero should be entered in the boxes.

g. Users must check at least one box under the <Purposes> section. If the top three selections in the <Purposes> section do not apply to your request, then you must select <Other>. <PD Hours 175/75 (Certification Only)> should only be selected by those required to track that information. If <Graduate/In- service credit> or <PD Hours 175/75 (Certification Only)> is selected, a corresponding number of hours must be indicated next to the corresponding <In-Service/Professional Development Hours> or <Graduate Hours> in the <Hours/Credits> section.

10. Complete the <Cost> section. Keep in mind the following: If the District is paying for the event, you are not eligible for in-service credit or graduate credit. If you are seeking reimbursement for any category of reimbursement, you must maintain your receipts and will be required to upload verification of the costs as a part of the Finalizing and Marking Complete process.

11. Complete the <Hours/Credits>, <Goals and Objectives>, and <Purpose> sections referring to the information above in bold print for clarification.

12. Add comments that may help clarify information for the approver.

13. Click <submit>

Reimbursement for Expenses:

An event or activity must be Finalized, Marked Complete, and Approved by Tami Whooten prior to any expenses being reimbursed. In order to receive reimbursement for approved expenses, the expenses must have been included on the prior approval request, and receipts and mileage verification must be uploaded to MLP and attached prior to marking as complete.

If you have done a mapquest (or similar) of your trip as verification of miles traveled, you will need to print it out, scan it in, and upload to MLP. Providing the link to mapquest requires others to do that work for you, and they will not.

Mapquest or a printout from the NYS Thruway website is not sufficient verification for tolls. You will either need a receipt from the tollbooth, or verification from EZ-pass if you use that service.

Once approved, your request for reimbursement is sent on to Diane Rine, who will then issue a check to be cut as part of the next warrant. Warrants are posted twice a month.

Uploading Files for a Prior Approval Request:

You may need to attach a file or files in MLP as a part of your initial request submission for prior approval, or as part of your final verification of the activity completion. You cannot attach a file directly from your desktop, network folder, or scanner while you are in the process of prior approval, or final verification. All file attachments must first be uploaded into the MLP "My File Library". In order to upload a file into MLP My File Library, follow these steps:

1. Make sure your file is in digital format and saved in your network folder: If not already in digital format:
 - a. scan the documents to your email through your building copier (building secretaries can help)
 - b. open the document in your email and save to your network folder
 - c. give the document a name that will help you easily identify its contents and date
2. Log into MLP
3. Click <My File Library> from the links in the left hand column
4. You should see something similar to the following:

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Mark Wixson | Logout

LearningPlan | Instructor | District Admin

Vernon-Verona-Sherrill CSD

MLPPDMS

My Info

- My Portfolio
- My Evaluations
- My File Library

Activity Catalogs

- District Catalog
- Calendar
- MORIC Catalog

My Files - Mark Wixson

File Name	Type	File Size (kilo...)	Date Added
My Learning Plan PDF Document 5.16.14	PDF	82	05/16/2014
My Learning Plan Word Document 5.16.14	DOCX	13	05/16/2014

Add File | Delete File | Archive File

District Files - Vernon-Verona-Sherrill CSD

File Name	Type	File Size (kilo...)	Date Added
0	-- No Files --		

5. Click on <Add File>
6. You should then see something similar to the following:

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

Print Screen | Help | Mark Wixson | Logout

LearningPlan | Instructor | District Admin

Vernon-Verona-Sherrill CSD

MLPPDMS

My Info

- My Portfolio
- My Evaluations
- My File Library

Activity Catalogs

- District Catalog
- Calendar
- MORIC Catalog
- OCM BOCES / CNYRIC
- OHM BOCES
- Oswego County BOCES
- NERIC
- NYSUT ELT / NEA Acade

My Files - Mark Wixson

Upload File

Upload Files

1. Click the button below to select a file
2. Enter a friendly name for this File (optional, maximum 50 characters):
3. Click the upload button:

Options

7. Click <Browse> to locate the file you want to upload

8. Enter a friendly name that will help you easily identify the contents of the file
9. Click <Upload>
10. Refresh MLP by clicking on <My File Library Again>
11. Check to make sure your file has been successfully uploaded to the MLP Library

The screenshot shows the MyLearningPlan interface for user Mark Wixson. The top navigation bar includes 'MyLearningPlan', 'Instructor', and 'District Admin' buttons. The main content area is titled 'Vernon-Verona-Sherrill CSD' and features a sidebar with 'MLPPDMS' and 'My Info' sections. The central panel displays 'My Files - Mark Wixson' with a table of uploaded files:

File Name	Type	File Size (kilo...)	Date Added
<input type="checkbox"/> My Learning Plan PDF Document 5.16.14	PDF	82	05/16/2014
<input type="checkbox"/> My Learning Plan Word Document 5.16.14	DOCX	13	05/16/2014

Below the table are buttons for '+ Add File', 'Delete File', and 'Archive File'. A second section, 'District Files - Vernon-Verona-Sherrill CSD', shows '0 --- No Files ---'. An arrow points from the 'My Files' table to the 'Conference Request/Prior Approval Request Form' screenshot below.

When you need to attach a file to a prior approval request follow these steps:

1. Click <Conference Request/Prior A> from the links in the left hand column
2. You should see something similar to the following:

The screenshot shows the 'Conference Request/Prior Approval Request Form' interface. The left sidebar contains 'MLPPDMS' and 'My Info' sections, with 'Conference Request/Prior A' selected. The main form area is titled 'Conference Request/Prior Approval Request Form' and contains the following sections:

- Activity Information:** Includes fields for 'Activity Title', 'Section/Course Code', 'Activity Focus Area(s)' (a dropdown menu), and a large 'Description' text area. A 'Characters left 2048' indicator is present.
- Supporting Documentation:** Includes fields for 'Instructor Name' and 'URL for Description'.
- Attachments:** A note states: 'Please note, you must first upload your document to your My File Library section. Once done it will be listed below. Put a check in the box of the items you wish to attach to this request.' Below this, two files are listed with checkboxes and 'View' links:
 - My Learning Plan PDF Document 5.16.14 - My_Learning_Plan_PDF_Document_5.16.14.pdf (80k) [View](#)
 - My Learning Plan Word Document 5.16.14 - My_Learning_Plan_Word_Document_5.16.14.docx (12k) [View](#)

An arrow points from the 'My Files' table in the previous screenshot to the 'Supporting Documentation' section, and another arrow points from the 'View' link of the PDF document to the 'Attach pertinent information relating to coursework here.' text.

3. After you fill in the Activity Information, you can attach the documents you wish to attach by checking the box next to the file name of each document you wish to attach to the request. If you wish to attach a URL (website address), you can type it in, or copy and paste here.

Final Verification Process:

When completing the final verification process, follow these steps:

1. Log into MLP and you should be on the <LearningPlan> Tab at the top of the page and see something like the following:

The screenshot shows the MyLearningPlan interface for user Mark Wixson. The top navigation bar includes 'MyLearningPlan', 'Instructor', and 'District Admin' tabs. The main content area is titled 'My Requests - Mark Wixson' and contains a table with columns for Actions, Activity Title, Start Date, End Date, and FormName. The table is divided into sections: 'Save as Draft (0 Record(s))', 'Wait List (0 Record(s))', 'Pending Prior Approval (0 Record(s))', and 'Approved and/or In-Progress (10 Record(s))'. The 'Approved and/or In-Progress' section contains two entries: 'Webinar Series: A Walk in the PARCC' and 'MORIC Technology Leadership Meeting'. An arrow points to the 'MORIC Technology Leadership Meeting' entry, which has a 'Manage' button next to it.

2. If you have items in the <Approved and/or In-Progress> section, you may have items requiring you to finalize and provide verification

3. Click on the <Manage> box and scroll down to finalize the activity. You should see something similar to the following:

#	Administrator	Approval Type	Comments	Status
1.	Mark Wixson	Pre-Approval		APPROVED
2.	Randy Thomas	Pre-Approval		APPROVED
3.	Tamara Whooten	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

The screenshot shows the 'Course Provider Registration Status' section with the following information: Provider: Mohawk Regional Information Center, Registration Status: Mohawk Regional Information Center, Enrollment Status: Completed (Attendance has been confirmed by the registrar.). Below this is the 'Actions' section, which contains several buttons: 'Yahoo! Maps', 'Print Enrollment Form', 'Revise/Resubmit Form', 'Download Calendar File', 'Mark Complete', 'Print Certificate', 'View Print Form', and 'Drop'. The 'Print Certificate' button is highlighted with a brighter orange color and has an arrow pointing to it.

4. If you have an active (brighter color) <Print Certificate> box, you will need to print the certificate and upload it to your <My File Library> prior to marking your activity complete. You cannot upload a certificate or receipts, etc. after you have marked complete. It must be done prior to. If you are unable to upload, a hard

- copy of these items will need to be forwarded to the Superintendent's Office. However, this defeats the purpose of paperless records, so please upload any documentation before beginning the process.
5. Click on the <Print Certificate> box to print your certificate. Most likely it will be in Pdf format.
 6. Scan the hard copy certificate to your email, using the process described earlier.
 7. Save the document to your <My File Library>, and verify that it has been uploaded to the library using the process described earlier.
 8. If you are required to provide a different form of verification (ie. attendance verification) make sure you have uploaded that to your <My File Library> as well, before moving on to complete the process.
 8. Click the <LearningPlan> Tab at the top of the page to navigate back to the following screen:

#	Administrator	Approval Type	Comments	Status
1.	Mark Wixson	Pre-Approval		APPROVED
2.	Randy Thomas	Pre-Approval		APPROVED
3.	Tamara Whooten	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Course Provider Registration Status

Provider: Mohawk Regional Information Center
 Registration Status: Mohawk Regional Information Center
 Enrollment Status: Completed (Attendance has been confirmed by the registrar.)

Actions

[Yahoo! Maps](#) [Mark Complete](#)
[Print Enrollment Form](#) [Print Certificate](#)
[Revise/Resubmit Form](#) [View/Print Form](#)
[Download Calendar File](#) [Drop](#)

9. Click the <Mark Complete> box and scroll down
10. You should see something similar to the following:

File Attachment Section

Please attach any completion certificates or other documentation below. In order to attach, the files must first be uploaded to MY FILE LIBRARY on your left menu.

Please select files to attach:

- Moric Tech Leadership Certificate - Moric_Tech_Leadership_Certificate_1.31.14.pdf (1k) [View](#)
- My Learning Plan PDF Document 5.16.14 - My_Learning_Plan_PDF_Document_5.16.14.pdf (80k) [View](#)
- My Learning Plan Word Document 5.16.14 - My_Learning_Plan_Word_Document_5.16.14.docx (12k) [View](#)

Comments

Comments:

Characters left 2048

Finish

11. Click the box next to the file(s) you wish to attach, leave any comments you wish to leave, and click submit.

12. You should see something similar to the following, and is now pending Tami Whooten's Approval

The screenshot displays the MLPDMS Confirmation page. The left sidebar contains navigation options: My Info, My Portfolio, My Evaluations, My File Library, Activity Catalogs (District Catalog, Calendar, MORIC Catalog, OCM BOCES / CNYRIC, OHM BOCES, Oswego County BOCES, NERIC, NYSUT ELT / NEA Acade, Madison-Oneida), and Fill-In Forms (Conference Request/Prior A). The main content area is titled 'Confirmation' and shows a green checkmark indicating 'Activity Marked As Completed'. Below this is an 'Approval Summary' section with a table of approvers.

#	Approver	Status
Prior Approvers (2 Activities)		
1.	Mark Wixson	Complete - 1/16/2014 10:45 am
2.	Randy Thomas	Complete - 1/16/2014 5:40 pm
Final Approvers (1 Activity)		
3.	Tamara Whooten	Pending

Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.

Print Options