

MLP – How to Complete the Non-Scheduled Inservice Day Form

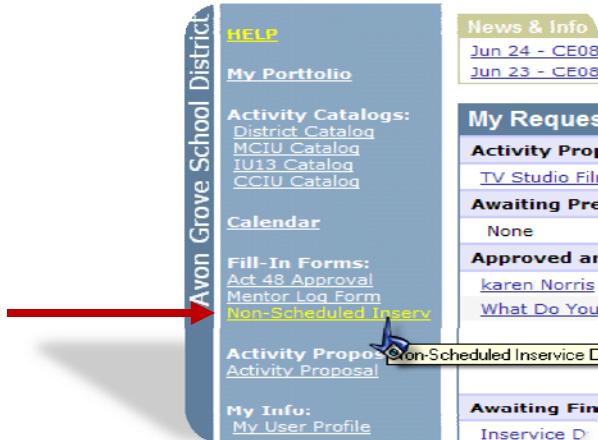
Go to www.MyLearningPlan.com

Log on

Your user **Name** and **Password** are the same - The first initial of your first name followed by the first initial of your last name followed by the last six (6) numbers of your Social Security Number (i.e. ab123456)

Step I - Filling out and submitting the form

1. Click on the Non-Scheduled Inservice - listed under **Fill In Forms** in the Blue box on the left



2. Enter your name, the date you would like to do the day then click on the **Submit** button

The screenshot shows the 2007-2012 AGSD Non-Scheduled Inservice Day Form. The form title is "2007-2012 AGSD Non-Scheduled Inservice Day Form". Below the title, there is a paragraph of instructions: "1) Complete this form with the date you would like to complete the Non-Scheduled Inservice Day at least two (2) weeks in advanced. This form will be electronically forwarded to the building Principal for approval of the date. 2) After completing the Non-Scheduled Inservice Day, return to MLP within two (2) weeks to mark this activity complete." Below the instructions, there are two input fields: "Name" and "Date (mm/dd/yy)". A red arrow labeled "#1" points to the Name field, a red arrow labeled "#2" points to the Date field, and a red arrow labeled "#3" points to the "SUBMIT" button. There is also a "SAVE AS DRAFT" button next to the "SUBMIT" button. The form is part of a larger web page with a "LOGOUT" button in the top right corner.

3. You will see a conformation box, click **Return to Main**

The screenshot shows a confirmation page with the following sections:

- Confirmation**: Request Submitted!
- Approval Summary**:
 - Prior Approval(s) 1. Robert Fraser PENDING
 - Final Approval(s) 2. Robert Fraser -----
 - Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.
- Activity Dates**: Activity Title: karen norris
- Actions**: You can monitor the status of your request by logging into your account and clicking the request title.

A red arrow points to the **RETURN TO MAIN** button at the bottom center.

4. Notice the form is now in your **Awaiting Pre-Approval** box

The screenshot shows a sidebar menu titled "My Requests - Karen Norris" with the following items:

- Activity Proposals
 - [TV Studio Film Crew - APPROVED](#)
- Awaiting Pre-Approval**
 - [karen norris](#)
- Approved and In Progress
 - [karen norris](#)

A red arrow points to the "Awaiting Pre-Approval" section.

5. The form will then go to your building principal for approval. After it is approved the form will move from your **Awaiting Pre-Approval** box to your **Approved and In Progress** Box

The screenshot shows the same sidebar menu as in step 4, but with the "Approved and In Progress" section selected. The items are:

- Activity Proposals
 - [TV Studio Film Crew - APPROVED](#)
- Awaiting Pre-Approval
- Approved and In Progress**
 - [karen Norris](#)
 - [What Do You Mean I Have To Teach Reading?](#)
- Awaiting Final Approval
 - [Inservice Day - Fred S. Enqle Middle School](#)
 - [karen Norris](#)

A red arrow points to the "Approved and In Progress" section.

Step II - **Complete** the Non-Scheduled Inservice day

Step III - **AFTER** completing the day, send the form to the principal for final approval

1. Returning to MLP
2. Click on the form in your **Approved and In Progress** box.

My Requests - Karen Norris

Activity Proposals

[TV Studio Film Crew](#) - APPROVED

Awaiting Pre-Approval

Approved and In Progress

[karen Norris](#)

[What Do You Mean I Have To Teach Reading?](#)

Awaiting Final Approval

[Inservice Day - Fred S. Engle Middle School](#)

[karen Norris](#)

3. Clicking on the **Mark Complete** link (just words no button)

Activity Status

Activity Info:

[karen Norris](#)

Date: **Jun 26'08 - Aug 1'08** Registration Fee: **\$0**

Approval Status:

Administrator	Approval Type	Comments	Status
Robert Fraser	Pre-Approval		APPROVED
Robert Fraser	Final Approval		

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

Actions:

Mark Complete	Select this option when you have completed both the activity and the evaluation form and you wish to request final approval.
Revise/Resubmit Form	This form is eligible for revisions. Select this function to revise information on the form. This will restart the approval process from the beginning.
View/Print Form	Select this function to view or print the full request form
Drop	Select this if you wish to DROP enrollment in this activity.

BACK

4. You will see the **Activity Completion** form pop up – Click on **Submit**

The screenshot shows a web form titled "Activity Completion" with a "LOGOUT" link in the top right. The form is divided into several sections: "General Info" with fields for User (Norris, Karen), Building (Fred S. Engle Middle School), and Submitted (6/26/2008 11:30 am); "Expense Summary" with a table showing Requested (\$0.00) and Approved (\$0.00) amounts; "Comments" with a text area and a "REC" checkbox; and "Finish" with a "SUBMIT" button. A red arrow points to the "SUBMIT" button.

Description	Requested	Approved	Final
Totals	\$0.00	\$0.00	

5. Another conformation box will appear – click on **Return to Main**

The screenshot shows a "Confirmation" dialog box with the title "Confirmation" and the message "Activity Marked As Completed!". Below the message is an "Approval Summary" section with two rows: "Prior Approval(s) 1, Robert Fraser COMPLETE - 6/26/2008 11:48 am" and "Final Approval(s) 2, Robert Fraser PENDING". A note below states: "Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form." At the bottom, under the "Actions" section, there are two buttons: "PRINT" and "RETURN TO MAIN". A red arrow points to the "RETURN TO MAIN" button.

6. The form will now move from your **Approved and In Progress** box to your **Awaiting Final Approval** box

My Requests - Karen Norris	
Activity Proposals	
TV Studio Film Crew - APPROVED	
Awaiting Pre-Approval	
karen norris	
Approved and In Progress	
What Do You Mean I Have To Teach Reading? with	
Awaiting Final Approval	
Inservice Day - Fred S. Engle Middle School	
karen Norris	
karen Norris	
Most Recently Completed (Click My Portfolio for details)	

7. The form will be sent to the principal for final approval. Once approved the form will move from your **Awaiting Final Approval** box to your **Most Recently Completed** box. The process is now complete.