



SHAWNEE  
MISSION

SCHOOL DISTRICT

***Community Member  
Guide to  
My Learning Plan **with**  
Frontline***

# *Our Targets and Goals...*



Learn how to **CREATE YOUR ACCOUNT** and  
**LOGIN TO MYLEARNING PLAN**



Learn how to **NAVIGATE MYLEARNING PLAN**



Learn how to enter **HISTORICAL PD  
REQUEST FORMS**



Learn how to request a **PD TRANSCRIPT**



Review **COMMUNITY AND SUB  
RELICENSURE GUIDE**






# *What is My Learning Plan?*

- ✓ MyLearningPlan.com is an on-line professional development management system that helps track the necessary points needed for Kansas Educator Licensure
- ✓ Allows access to create and update personal goals at the beginning of each licensure cycle
- ✓ Track your professional development hours
- ✓ Provide personal availability to your completed hours and professional development plan

# Welcome Email from My Learning Plan


FindTime + Get more apps

 frontline  
education

**Hello, Amanda.**

Shawnee Mission has invited you to access **Professional Growth** (formerly MLP PDMS and MLP OASYS).

A Frontline ID account is required to access your Frontline solutions.

 Create a Frontline ID

Already have a Frontline ID account? [Sign In with your Frontline ID](#)

Note: This is different than the Aesop ID.

**Important: please do not forward this email.**

Each invitation is **unique per individual** and could compromise personal information if forwarded.

Click to Create an Account



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# Creating a MyLearningPlan Account

Shawnee Mission

## Create a Frontline ID

First Name  
Amanda

Last Name

Create a Username  
1. Create Username

Create a Password  
Your username must have at least:  
✓ 1 alphabet character  
✓ 4 characters

Email Address

☐ I accept the [terms and conditions](#).

Create Frontline ID

Shawnee Mission

## Create a Frontline ID

First Name  
Amanda

Last Name

Create a Username

Create a Password  
2. Create Password

Your password must have at least:  
✓ 1 alphabet character  
✓ 8 characters  
✓ 1 number or special character

Email Address

☐ I accept the [terms and conditions](#).

Create Frontline ID

Already have a Frontline ID? [Sign In](#)





# *Navigating “My Learning Plan”*



# MyLearningPlan Dashboard

Return to the Dashboard  
by clicking *Insights*

The screenshot shows the MyLearningPlan Dashboard. On the left is a navigation sidebar with a 'Minimize Navigation' button at the top. The sidebar contains the following items: 'Insights' (highlighted with a light blue background), 'My Info', 'Learning Plan', 'Activity Catalogs', 'Forms', and 'Additional Resources'. The main content area features a light blue header with a welcome message: 'Welcome to your new dashboard!' with links to 'Watch insights in action' and 'Learn more'. Below this is a section titled 'My Assignments' which contains a sub-section 'My Requests' with the description 'All impending and potential professional development'. Under 'My Requests' are two tabs: 'Upcoming PD' (active) and 'Proposals'. The content area shows a large graphic of a bar chart and a pie chart with the text 'You Have No Records' and a 'View All >' link. At the bottom is a section for 'My Log Entries' dated 'As of July 2018', with tabs for 'Mentee Log' (active) and 'Mentor Log', and an 'Add New Log' button.

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Forms
- Additional Resources

Minimize Navigation

Welcome to your new dashboard!

Multiple views to make sense of your world

Watch insights in action | Learn more

### My Assignments

#### My Requests

All impending and potential professional development

Upcoming PD | Proposals

You Have No Records

View All >

#### My Log Entries

As of July 2018

Mentee Log | Mentor Log

Add New Log



# My Info

**Professional Growth** Shawnee Mission

**NAVIGATION**

- Insights
- My Info**
- Learning Plan
- Activity Catalogs
- Forms
- Additional Resources

**MY INFORMATION**

- My File Library
- My User Profile

**PORTFOLIO**

- My Portfolio
- View All
- View By Goal
- View By Purpose (Current)
- View Current Year
- View Denied Requests
- View In Progress
- View Licensure

**TRANSCRIPT**

- Download Transcript
- Print PDF

*My File Library allows you store certificates of completion*

*My Portfolio is a list of all your completed activities*


- *Links about you and your information*
- *Document files*
- *Professional development point portfolio*
- *Download unofficial Transcripts*





# Learning Plan


**Professional Growth** Shawnee Mission


**NAVIGATION**


 Insights


 My Info

 **Learning Plan**

 Activity Catalogs >

 Forms >



















 Additional Resources



**My Requests - A**

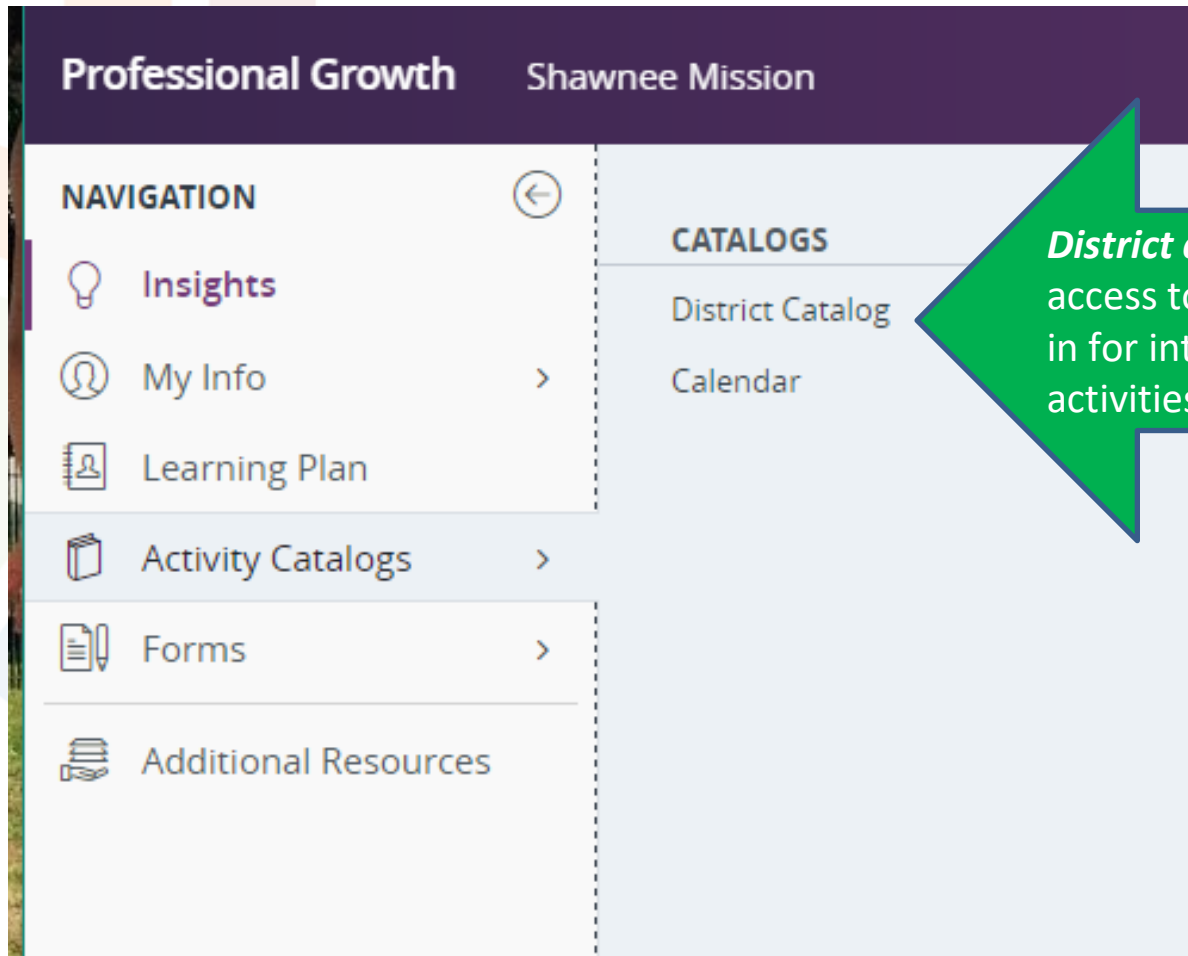
Actions

*Learning Plan* is your activities and status

My Requests - Amanda Miller			
Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In Progress (18 Record(s))			
	SM South, Unpacking Standards, 11/8/18 - 12/13/18	11/08/2018	12/13/2018
	Trailwood, 12/11/18, Technology Integration	12/11/2018	12/11/2018
	CV - Faculty Meeting - Improving our PLCs	12/11/2018	12/11/2018
	Brookridge	11/27/2018	11/27/2018
	PLC	11/27/2018	11/27/2018
	CAA Admin. Professional Learning KanzaStar SMART Goals 11-14-18	11/14/2018	11/14/2018
	Brookridge PLC Conference Notes #1	11/13/2018	11/13/2018
	Trailwood 11/13/18 Technology Integration	11/13/2018	11/13/2018
	SM South, Team United (Turning to One Another), 11/13/2018	11/13/2018	11/13/2018
	Brookwood, Staff Meeting (Sustainability Project)	11/12/2018	11/12/2018
	CAA Admin Professional Learning (Taking Action Part I - KESA Smart Goals) 10-24-18	10/24/2018	10/24/2018
	SJF Zones of Regulation	10/23/2018	10/23/2018
	Belinder, Priority Standards and Classroom Management, 10-11-18	10/11/2018	10/11/2018
	Unpacking Priority Standards	10/11/2018	10/11/2018
	Highlands- Trauma Smart Day 3	10/11/2018	10/11/2018
	CAA Admin Professional Learning 9-26-18	09/26/2018	09/26/2018
	CAA Admin Professional Learning Instructional Rounds 9-19-18	09/19/2018	09/19/2018
	Merriman Park Vision For Learning	09/07/2018	09/07/2018

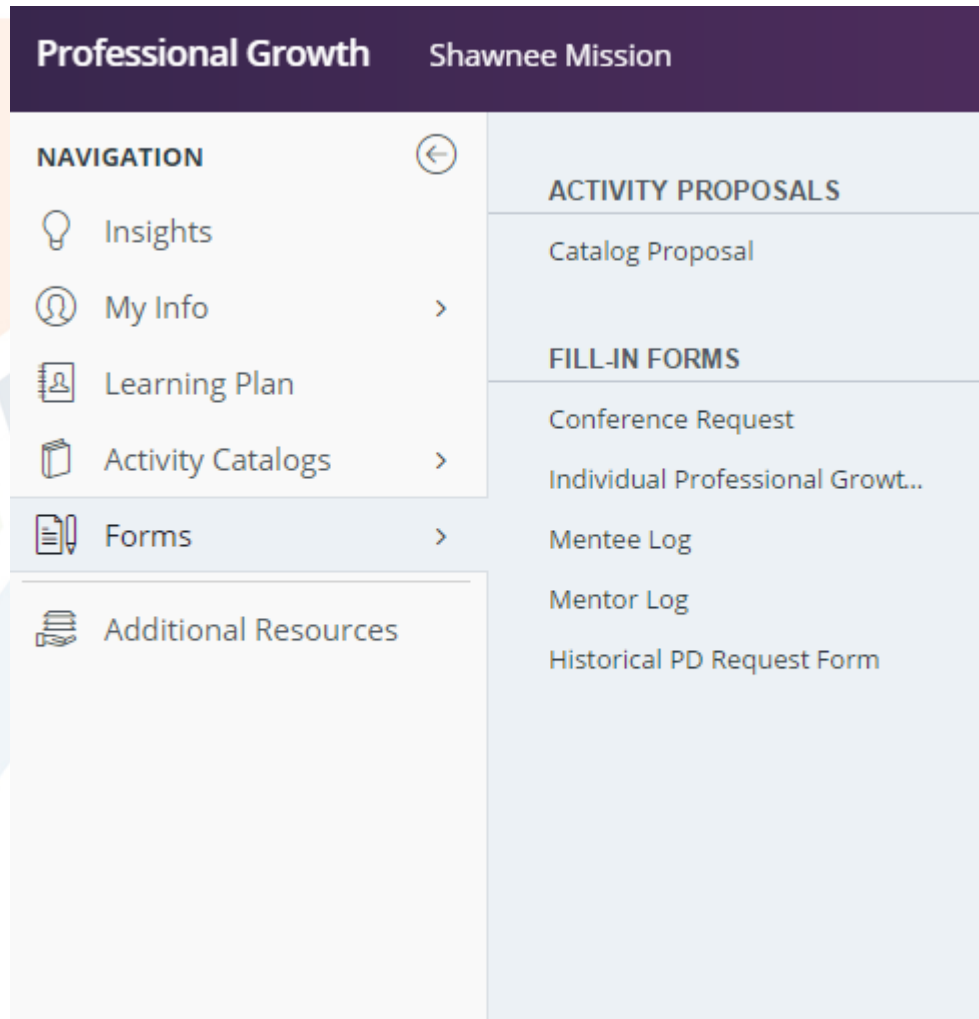


# Activity Catalogs



***District catalog:*** catalogs the User has access to review and see about enrolling in for internal and sometimes, External activities

All in-district activities require prior approval and enrollment. Please call Mary Cooper, 913-993-8658 for available activities and to register



 **Forms**  
*are electronic forms*

**CATALOG PROPOSAL** is used by instructors to present new  
**HISTORICAL PD REQUEST FORM** is used to record prior PD



# ***Entering Professional Development***



# HISTORICAL PD REQUEST FORM

- ✓ Entering your PD/activities for licensure  
College credits  
New learning

1. Select **"FORMS"**  
2. Select **"HISTORICAL PD REQUEST...."**

The screenshot displays the 'Professional Growth' section of the Shawnee Mission interface. On the left is a 'NAVIGATION' sidebar with icons and labels: 'Insights', 'My Info', 'Learning Plan', 'Activity Catalogs', 'Forms', and 'Additional Resources'. The 'Forms' option is highlighted with a blue bar. To the right of the sidebar is the main content area, which is divided into two sections: 'ACTIVITY PROPOSALS' and 'FILL-IN FORMS'. Under 'ACTIVITY PROPOSALS' is a link for 'Catalog Proposal'. Under 'FILL-IN FORMS' are links for 'Conference Request', 'Individual Professional Growt...', 'Mentee Log', 'Mentor Log', and 'Historical PD Request Form'.

Professional Growth	Shawnee Mission
<b>NAVIGATION</b>	
⚡ Insights	
👤 My Info	
📅 Learning Plan	
📖 Activity Catalogs	
<b>Forms</b>	
📚 Additional Resources	
	<b>ACTIVITY PROPOSALS</b>
	Catalog Proposal
	<b>FILL-IN FORMS</b>
	Conference Request
	Individual Professional Growt...
	Mentee Log
	Mentor Log
	Historical PD Request Form

## Historical PD Request Form

Used to display previously completed PD records imported to PLM.

### Activity Information

Historical Activity Title

Activity Description

### Dates/Location

Start Date of Historical activity (mm/dd/yy)

End Date of Historical activity (mm/dd/yy)

Location of Historical activity

### Provider

Provider

If not on list, enter here

### Hours OR Credits

Enter the number of Hours OR the number of Credits you are seeking for this activity

Hours

Credits

### Relicensure Options

Relicensure Options

### Goal(s) and Objective(s)

Complete HISTORICAL PD REQUEST  
FORM



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*Final Step!*

## State Learning Standards

### KS State Standards

- ☐ Standard 1: Learner Development.
- ☐ Standard 2: Learning Differences.
- ☐ Standard 3: Learning Environment.
- ☐ Standard 4: Content Knowledge.
- ☐ Standard 5: Application of Content.
- ☐ Standard 6: Assessment.
- ☐ Standard 7: Planning for Instruction.
- ☐ Standard 8: Instructional Strategies.
- ☐ Standard 9: Professional Learning and Ethical Practice.
- ☐ Standard 10: Leadership and Collaboration.

sh

Submit

Save as Draft

SUBMIT



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# Upload Certificates and Documentation

- ✓ Click “MY INFO”
- ✓ Click “ADD FILE”

Professional Growth

Shawnee Mission

NAVIGATION

Insights

**My Info**

Learning Plan

Activity Catalogs

Forms

Additional Resources

My Files - Amanda Tester

File Name

--- No Files ---

+ Add File

✕ Delete File

📁 Archive File

District Files - Shawnee Mission

File Name

0 --- No Files ---





## *Have additional questions or need more support?*

- For questions or support about My Learning Plan, email [PGSupport@frontlineed.com](mailto:PGSupport@frontlineed.com) or call 1-866-504-8222.
- For questions about licensure, contact a KSDE Licensure consultant at 785-296-2288.
- For questions about official Shawnee Mission School District PD transcripts, please contact Kim Workman at 913-993-6495 or [kimworkman@smsd.org](mailto:kimworkman@smsd.org).



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