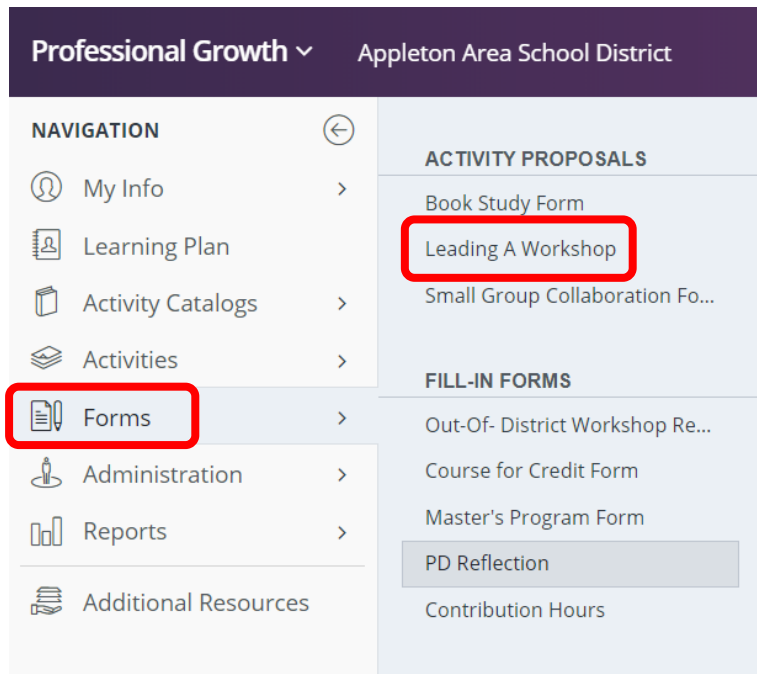


Appleton Area School District
Training Document

Title: My Learning Plan
Request an activity
Date: 09/02/2015
Author: Paul Stinson
Revision Date: 04/30/2019

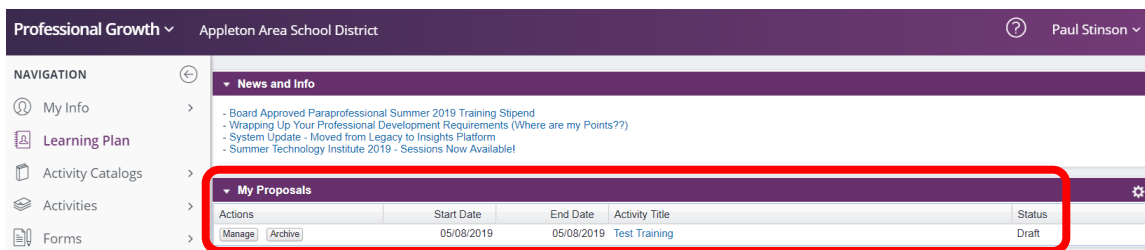
If you wish to lead a professional development workshop, you can submit the proposal through MyLearningPlan. This will initiate an approval process that will include your building administrator and the Office of Professional Development.

1) Select “Leading a Workshop” under the “Forms” section of the dashboard menu.



2) Fill in all relevant fields (example below). Required fields are outlined in red.

a. NOTE: If you begin the Form and are unable to complete it at that time, it can be saved as a draft to be finished at a later time.



Activity Information

Indicate the details of the activity you are proposing.

Activity Title

Description



Characters left **2048**

How will you engage participants in discussion and reflection of content during the workshop?



Characters left **2048**

Target Audience

Target Subject/ Topic

Category

--- Click To Select ---

Format

--- Click To Select ---

Max Enrollment (#)

Instructor

Instructor

---Not Assigned---

- Abel, Kelly
- Adams, Lori
- Adams, Matthew
- Adkins, Nancy
- Aerts, Alyssa
- Aguilar de Enriquez, Nancy
- Albertson, Raeanne
- Albrecht, Amanda
- Albrecht, Pamela
- Alby, Kathleen

Multiple instructors can be selected (hold the Ctrl key while clicking on names)

Instructor Name
(if not on list)

If instructor is chosen from list above, N/A

Dates/Times/Location

of Meetings

1

If activity requires multiple meetings of the same attendees, adjust the “# of meetings”.

MeetingDate 1

Meeting 1 Date

31

If multiple sessions are needed for different people to attend, make a comment when submitting and

Start & End Time

:00 To :00

Professional Development will duplicate as needed.

Location

Associated Event

If this activity is associated with a professional development event listed below, please select that option.

Event this activity is a part of (if any)

This will most likely be N/A. If your activity falls under the scope of a larger event (i.e. New Educator Seminar) select appropriate option.

Provider

Provider

--- Click To Select ---

If not on list, enter here

Costs

Registration Fee (\$)

Hours

Enter the number of hours you are seeking for district points.

Hours

Focus Area(s)

Select At Least One Focus Area

Goal : Assessment Literacy

Assessment Literacy

Goal : Building Collaboration Capacity

Building Collaboration Capacity

Goal : Instructional Technology

Instructional Technology

Goal : Response to Instruction

Response to Instruction

Goal : District Compliance

District Compliance ← Do not use for leading a workshop

Learning Outcomes that tie to one or more of the Focus Area checked above



Characters left 2048

Purpose(s)

Registrants receive credit toward:

District Points - Capacity Building ← Select for leading a workshop

District Points - Contribution

Compliance

Certifications

Building Restrictions

Restrict this activity to the following buildings:

Leave blank for all

AASD Leadership Center

Appleton Central High School

Appleton Community 4K

Department Restrictions **This field should remain unchecked in most situations.**

Restrict this activity to the following departments:

Leave blank for all

Admin - Substitute

Allinger, Lee

Baseman, Judith

Finish

Submit

Save as Draft

3) Once you have submitted your event you can track the approval process.

Confirmation

Request Submitted

Approval Summary

#	Approver	Status
Final Approvers (2 Records)		
1.	Stephan Harrison	Pending
2.	Krista Valentine	-----

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

Activity Dates

Activity Title: Test Training

Date	Times	Location
5/8/2019	4:00 pm to 5:00 pm	Morgan

[Download Calendar File](#)

You can monitor the status of your request by logging into your account and clicking the request title.

[Return](#)

4) Once approved, you will find your activity by clicking the yellow “Instructor” tab.

By selecting the activity name above, you will have access to all the tools shown below

The screenshot shows a web interface for an instructor. At the top is a blue header with a dropdown arrow and the text "Instructor Tools". Below this is a grey header with a dropdown arrow and the text "Activity Details". The main content area displays the activity name "Test Training" in bold, followed by "Program: District Catalog" and "Dates: 9/30/2015". A yellow "New" badge is positioned to the left of a right-pointing triangle and the text "1 Meeting(s)". In the bottom right corner of this section, the text "Hours: 1 | Enrolled: 0/500 | Wait: 0/0" is displayed. Below the activity details is another grey header with a dropdown arrow and the text "Activity Functions". Underneath are seven orange buttons, each with a blue information icon (an 'i' in a circle) on its right side. The buttons are arranged in two columns: the left column contains "View Roster", "Print Sign-In Sheet", "Preview", and "Download Roster"; the right column contains "Email Functions", "Activity Attendance", and "Activity Evaluation Info".

If you have questions about completing this form, please do not hesitate to email or call [Krista Valentine](#) in the Staff Development Office (ext #2183)