

MyLearningPlan Glossary

1. **Activities:** Professional Learning events or series of events that are intended to improve or enhance professional practice.
2. **Activity Attendance:** An online report of who has registered for an activity. List of individuals who have registered for a professional learning activity. Columns in the report are configurable, providing Instructors and Managers the ability to select criteria by which to report participant information. This is a global setting (for all activities) for the individual making the selections.
3. **Activities Catalog:** Catalog of activities that are available. Online activities are included in this catalog.
4. **Admin Tab (Selected Staff Only):** Staff member who has been given a higher level of rights to accomplish a task in district (approvals, catalog activity admin, configuration).
5. **Approved and/or in Progress:** You are able to attend after ALL PRIOR APROVERS approve you can go to a course/activity – click on the blue link to check this status frequently.
6. **Archive:** The closing of an activity and archiving the participant records for awarding inservice and documentation purposes.
7. **Awaiting Final Credit:** You have attended, completed the Evaluation and follow-up if applicable. Once a course/activity, follow-up, and evaluation have been completed, instructors must confirm attendance and submit sign-in rosters to the PD Data Center for review. Processing time varies depending on individual course requirements.
8. **Email Functions:** Function that allows instructors and organizers to send an email to participants from within the MLP system. The email sender will be *MLP Info* and is sent immediately.
9. **Evaluation:** Participant's evaluation for each activity to provide feedback on activity effectiveness. The evaluation has 3 parts:
 - Part 1 – Knowledge: Available automatically on the day the activity ends
 - Part 2 – Application: Should be completed 7 days after activity ends
 - Part 3 – Impact: Should be completed 14 days after activity ends
10. **Activity Owner/Manager:** Person who closes the activity/course (Data Center).
11. **File Library:** Container for documents that relate to the system. All MLP account holders have a personal file library. Accounts with a District Admin tab have an additional File Library for system related files.
12. **Instructor:** Person who manages the activity, as well as the trainer of the learning activity.

13. **Instructor has Confirmed Attendance:** If you attended an activity and the Instructor confirmed your attendance.
14. **Instructor Tab (Selected Staff Only):** Visible only to those who have the professional learning instructor or organizer role. Allows user to view assigned activity details.
15. **Learning Tab:** Your personal account for documenting your professional learning activities.
16. **My Portfolio:** A collection of completed activities.
17. **Pending Prior Approval:** You have requested an activity and its awaiting the Data Center's approval.
18. **Proposal:** A new professional learning activity proposal. Information entered aligns to district, state, and national standards.
19. **Status:** Participant status in a professional learning activity: denied, no show, in progress, confirmed, dropped. Status indicators are assigned by the Instructor, with the exception of "drop", which is generated by the participant.
20. **Recently Completed:** This is where completed activities reside.
21. **Team Room:** Collaborative online space for professional learning participants to communicate and share. All Professional Learning activities have access to a Team Room associated specifically to the activity.
22. **Wait List:** Being placed on the Wait List means that the course has prerequisites and the instructor has to approve your registration **OR** that the course has reached capacity and if a registered participant drops the course, then the first person on the wait list will be automatically registered.