

Registering Participants for an MLP Activity or PLC



MyLearningPlan[®]
Broward County  Public Schools

Broward County  Public Schools

Professional Development Support

Instructions for registering participants for a MyLearningPlan activity or PLC. This Brainshark is intended for Inservice Facilitators and PLC Facilitators.

Go to Broward's
MyLearningPlan Website
broward.mylearningplan.com

MyLearningPlan[®]
PLAN » MANAGE » LEARN » EVALUATE

Broward County Public Schools
[Not your district?](#)

Login	
Username	<input type="text" value="p00086745"/>
Password	<input type="password" value="*****"/>
Need Help?	<input type="button" value="Login"/>

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Go to Broward's MyLearningPlan website at broward.mylearningplan.com and login to MyLearningPlan.

Instructor Tab

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Print Screen Help ZAK BARBAROSH Logout

LearningPlan Instructor Program Admin District Admin

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MLP PDMS

- Activities
- Enrollment Tools
- Add/Edit Activities
- View Current Activities
- Re-Offer an Activity

Instructor Tools

Search Term(s) Search

All Events All Programs

Ended Between: 10/11/2014 and 09/06/2015

Advanced Search Options

Activities

Title	Start	End	Enrolled	Pending	Wait	Max
Demo PLC	10/02/2014	11/28/2014	8	0	0	12
MLP Zak	10/27/2014	10/27/2014	2	0	0	5
9759 Justice League	12/01/2014	12/01/2014	4	0	0	12
			14	0	0	29

Don't see your activity listed? [Read More](#)

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On the Instructor Tab, look for the activity that you would like register participants in. Click the name of the activity.

Activity Details

Instructor Tools

Activity Details

9759 Justice League
Program: PLC
Location: TBD (TBD, FL)
Audience: 9759
Dates: 10/1/2014 to 11/12/2014
1 Meeting(s)

Hours: 20 | Enrolled: 5/12 | Wait: 0/0

Activity Functions

- Edit Basic Details
- Print Sign-In Sheet
- Activity Attendance**
- Activity Evaluation Info
- View Roster
- Email Functions
- Team Room (Comments: 1 | Files: 1)
- Download Roster
- Cancel Activity

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On the Activity Details page. Click Activity Attendance.

Manage Activities

Manage Activities

Activity Details

9759 Justice League
Program: PLC
Location: TBD (TBD, FL)
Audience: 9759
Dates: 10/1/2014 to 11/12/2014
1 Meeting(s)

Hours: 20 | Enrolled: 6/12 | Wait: 0/0

Add Registrants to Roster

Filters

Basic Info: Ranger Claudia
Employee # Email Address

Building: [Dropdown]
Department: [Dropdown]
Grade: [Dropdown]
Group: [Dropdown]
Position: [Dropdown]

Active Inactive Instructional Non-Instruc

Search Reset

Users

<input type="checkbox"/>	Name	Employee ID	Building
<input checked="" type="checkbox"/>	RANGER, CLAUDI	50782	Professional Dev

Add Selected

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On the Manage Activities page, below Add Registrants to Roster, type the participants first name and last name into the boxes. If you wish, you can also type their Employee number or email address. When the participant's name appears under Users, tick the box. To add the participant to the roster, click Add Selected.

Manage Activities

Roster

#	Select	Name	Building	Approval Status	Employee ID	Evaluation	Job Title
1.	<input type="checkbox"/>	BARBAROSH, ZAK	Professional Development Suppo	In Progress	86745	Activity (Complete 12/02/2014)	SYSTEMS ANALYST III ZAKB@BRC
2.	<input type="checkbox"/>	FEE, BETHANY	Professional Development Suppo	In Progress	39894	Activity (Incomplete)	SYSTEMS ANALYST III BETHANY.F
3.	<input type="checkbox"/>	Kent, Clark	Professional Development Suppo	In Progress		Activity (Incomplete)	supermanE
4.	<input checked="" type="checkbox"/>	RANGER, CLAUDIA	Professional Development Suppo	In Progress	50782	Activity (Incomplete)	PROCESS ANALYST, PROF DEVELOPMENT CLAUDIA.R
5.	<input type="checkbox"/>	WAGNER, MARIA	Technology Planning & Policy (In Progress	100082	Activity (Incomplete)	SR PROJECT MANAGER TECH, PROJECT MGMT OF MARIA.WA
6.	<input type="checkbox"/>	WILLIAMS, VANESSA	Professional Development Suppo	Removed	16342	Activity (Incomplete)	SYSTEMS ANALYST III VANESSA.V
7.	<input type="checkbox"/>	WILLIAMS, VANESSA	Professional Development Suppo	In Progress	16342	Activity (Incomplete)	SYSTEMS ANALYST III VANESSA.V

Check All Set Status -- Click to Select-- Set Checked =

Save Change Settings Delete Print Exit

Archive this activity? Yes No

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Confirm that the newly added participant's name appears in the Roster. Repeat this process if you have more than one participant to add. Once complete, click Exit to return to the Activities Details page.

THANK YOU

Professional Development Support
The Office of Talent Development

Phone: 754-321-5055

<http://broward.k12.fl.us/talentdevelopment>

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For additional Support, please contact the Office of Talent Development at 754-321-5055 or via our website <http://www.broward.k12.fl.us/talentdevelopment>