

## MyLearningPlan Frequently Asked Questions



**Question:** What is MyLearningPlan?

**Answer:** MyLearningPlan.com is a web-enabled tool adopted by the Christina School District in the 2005-06 School Year to track and manage Professional Development activities and trainings held throughout the District. The service will be used to track In-District activities only for Teachers, School Support Staff (EDs, Psychologists, Nurses, Counselors, and Instructional Paraeducators), Secretaries, and Administrators at this time. Eventually, all employees of the Christina School District will be able to view their training history and register for training opportunities offered in the District.

**Question:** What happened to CourseWizard? Where is all my transcript information for training that I attended prior to 2005-06?

**Answer:** CourseWizard was replaced with a web-enabled tool called MyLearningPlan as of July 15, 2005. A snapshot of all of the existing data from CourseWizard was imported into MyLearningPlan.com in the Spring of 2006. The transcript information of only current employees of the Christina School District was imported into the new system. If there is a discrepancy in the CourseWizard information, please send a detailed description of the problem to the following email address: [PD\\_Feedback@christina.k12.de.us](mailto:PD_Feedback@christina.k12.de.us).

**Question:** What happens if I leave the District? What about former employees of the District?

**Answer:** Anyone who leaves the district should print a copy of his/her MyLearningPlan.com Portfolio prior to his/her last day of employment. After 30 days, his/her account in MyLearningPlan.com will be inactivated. Any former employee who needs archived transcript information from CourseWizard should send an email to [PD\\_FEEDBACK@christina.k12.de.us](mailto:PD_FEEDBACK@christina.k12.de.us). The archives of existing data will be maintained for an extended time period and will be accessible by the Professional Development Office.

**Question:** How do I log in to MyLearningPlan.com? Where can it be found?

**Answer:** MyLearningPlan.com can be accessed from any District computer or any computer with Internet access, i.e. your home computer. *Login Instructions* can be found on the District Website under Educators and Staff or on the District Intranet site. Go to [http://www.christina.k12.de.us/educators\\_staff/MyLearningPlan](http://www.christina.k12.de.us/educators_staff/MyLearningPlan).

**Question:** What if I am not in the system and I cannot log in?

**Answer:** Please email [PD\\_FEEDBACK@christina.k12.de.us](mailto:PD_FEEDBACK@christina.k12.de.us) for user IDs and passwords.

**Question:** What about other activities that I participate in outside of the Christina School District?

**Answer:** MyLearningPlan.com will be used to track only In-District activities. Any activity that was completed outside of the District such as Conferences, College Courses, State Committees, etc, must be documented by the individual. **The individual is responsible for maintaining accurate records of certificates of completion or attendance to show proof of participation in those activities.**

**Question:** Does all of the information in MyLearningPlan.com count toward my continuing license renewal?

**Answer:** If the activity is directly related to your current assignment, then it is highly likely that it will count toward your license renewal. Please refer to the DOE DEEDS website for additional information and guidelines for continuing license renewal <http://deeds.doe.k12.de.us/> .