frontline education™

Evaluation Exploration Guide for Educators

GETTING STARTED

Get to know the system through this hands-on activity. To get started:

- Go to www.mylearningplan.com
- Log into your account (account invitation will be sent by your district)
- Follow the instructions for each item below (note the headers in each group for context clues)
- Use Help link for additional support, as needed

Learning Plan

1. From the Learning Plan option (default view when logging in), locate the **green My Evaluation** section. Name the four available status sections.

2. Note the forms in the **Action Required** section. What is the available **Action**?

My Evaluations

3. On the side navigation, locate the My Info option. Select the **My Evaluations** link from this menu – name the two main sections in this view.

4. From this view, select the **Evaluation** link for your current evaluation cycle to expand the view. What information is available for each component?

5. Select the + sign to expand the Observation component in this view. What information is available for each element (form)? *Tip: to collapse the view of your full evaluation process, select the – sign in the upper right corner of the view.*

Artifacts

6. Identify where you will go to view your **Artifact Files**. Expand that section by selecting the link or the + sign for that section.

7. Select the **Add Artifact** button and review the options available to describe and align an artifact. Upload an artifact or select the x in the upper right corner of the Add Artifact window to close it. If you uploaded an artifact, delete the artifact using the red delete icon.

8. To collapse the **Artifact Files** view, select the – sign in the upper right of the section. Notice the question mark to the left of this sign. What happens when you select the question mark? *Tip: to return to the main view with the green My Evaluations section, select the Learning Plan option in the side navigation.*

Help

7. Locate the Help icon. Within help, where can you access Evaluation **FAQs** and **Tutorials/Webinars** for Educators (Teachers/Users)?

8. Browse the help menu or use search – can you find support for **Completing a Form** or **Acknowledging a Form**? *Tip: Help opens in a new browser tab. To return to the prior view, simply close the Help tab in your browser.*