

Edit a completed activity

Once an activity is completed and located in "My Portfolio" only someone from your organizations with the appropriate access to MyLearningPlan can add or edit the activity. If you are missing activities or the existing activities have inaccurate data you will need to contact someone in the professional development department of your organization for assistance.

To review the information for each activity listed in your Portfolio, follow the steps below:

Use these steps:

Click the Learning Plan tab

By clicking the Learning Plan tab along the top of the screen, you will be brought the main workspace.

Click the My Portfolio link to view your records.

The My Portfolio page shows all of your completed activities.

The screenshot shows a sidebar menu on the left with sections: **My Info:** (My Portfolio, My Personal Goals, My Certificates, My File Library, My Salary Tracker), **Activity Catalogs:** (District Catalog, Regional Catalog, MLP Academy, Calendar), and **Fill-In Forms:**. The main content area has a **News & Info** section with a link for 'Apr 1 - Announcing Aesop Sub-Scheduling Integration', a **Surveys** section with links for 'Due 6/15/2009: Teacher Mentor Survey', 'Completed: District Survey [View Results]', and 'Completed: Needs Assessment [View Results]', and a **My Requests - Doug Snow** section with a **Drafts** sub-section containing a link for 'Curriculum Mapping [Delete]'.

Review each activity

Click on the title of an activity in your Portfolio to review the details.

My Portfolio - Doug Snow				
Completed Activities:				
Date Completed	Activity Title	Hours	Credits	
2007-2008				
6/4/2008	Authentic Integration	4.00	0.00	
1/27/2008	Improving Student Assessment Procedures	6.00	0.00	
1/4/2008	Authentic Integration	8.00	0.00	
10/23/2007	Curriculum Mapping	2.50	0.00	
10/15/2007	MS Faculty Meeting	5.00	0.00	
10/11/2007	Special Education Department Meeting	2.00	0.00	
9/21/2007	Advanced Classroom Web Site management	6.00	0.00	
7/30/2007	Math Counts Conference	6.00	0.00	
Sub-Total		39.50	0.00	

What to do if you are missing an activity or course or the number of hours or credits are listed incorrectly?

If a course or activity is missing from your portfolio, or the hours or credits listed for an activity are wrong, you must contact your organization for guidance. This information can only be edited by someone in your organization with specific access to MyLearningPlan to make changes.