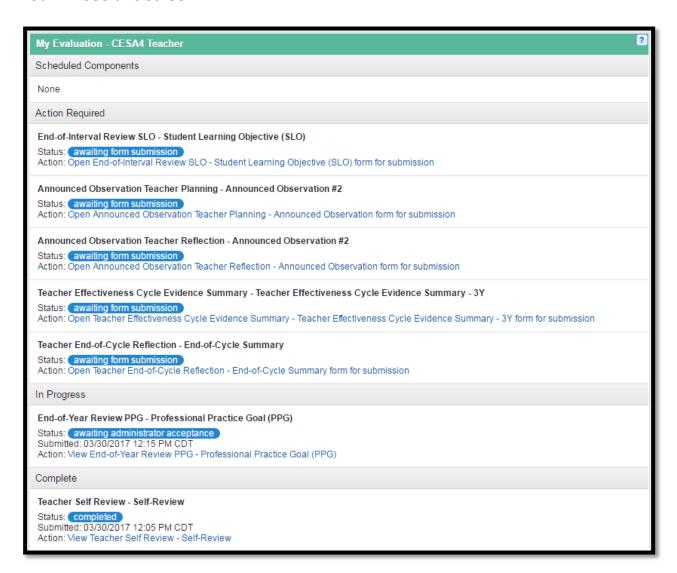
Wrapping up the EE Year in My Learning Plan (A Really BIG Deal!)

On July 1st, all school districts using My Learning Plan will need to rollover their user accounts. This simply means that evaluation forms from the 2017-18 year will be archived, and new forms for the 2018-19 year will be ready for educators in their individual accounts when they return to school next fall. In order to conduct the rollover, all forms currently in educator files must be Submitted (by the educator) and Finalized (by the evaluator). Here is how an educator accomplishes this task.

- 1. Log in to your My Learning Plan Account
- 2. You will see this screen:



3. By May 25, you must have **every** form moved out of the *Action Required* section and down to the *In Progress* or *Complete* sections of this screen.

- 4. How to do this? Open and complete all required areas of a form listed in the *Action Required area*. At the bottom of the form, click 'Submit'. This is the action that will remove a form from this space and send if off to your evaluator for review. The form will be displayed in the *In Progress* section until your evaluator reviews and finalizes it. Once the form has been finalized, it will drop down and be listed as *Complete*.
- 5. The *Teacher Effectiveness Cycle Evidence Summary* form functions a bit differently. This is not really an active form, just the place where the evidence flows together so you and your evaluator can see what evidence has been collected. This form does **not** have any sections that need to be completed, but it still **must be Submitted by educators in all years!**
- 6. What about next year? Your evaluation process for your assigned evaluation type will be ready to start and you will have a new set of forms to complete.
- 7. All forms must be submitted/ acknowledged by: Friday, May 25, 2018.
- 8. Please make a copy of your landing page that shows all forms have been moved out of the *Action Required* section by using the *Print Screen* function located on the top of the page. Submit this to your building principal as part of your end-of-year school checkout procedure.

