Wayne Township Public Schools

MyLearningPlan®
PLAN » MANAGE » LEARN » EVALUATE

MyLearningPlan OASYS is a web-based Observation and Appraisal Management System that offers district leaders fast and easy scheduling, managing, completing, and reporting of all components of the evaluation process for teachers, principals, and administrators.

Administrator's Guide

Step 1 - Log in to MyLearningPlan at www.mylearningplan.com.
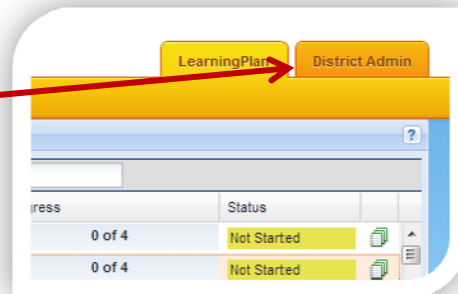User name = email address
Password = changeme
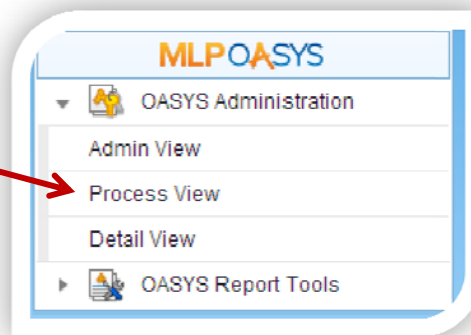
Registered User Login
Username:
Password:
Login Help   Login

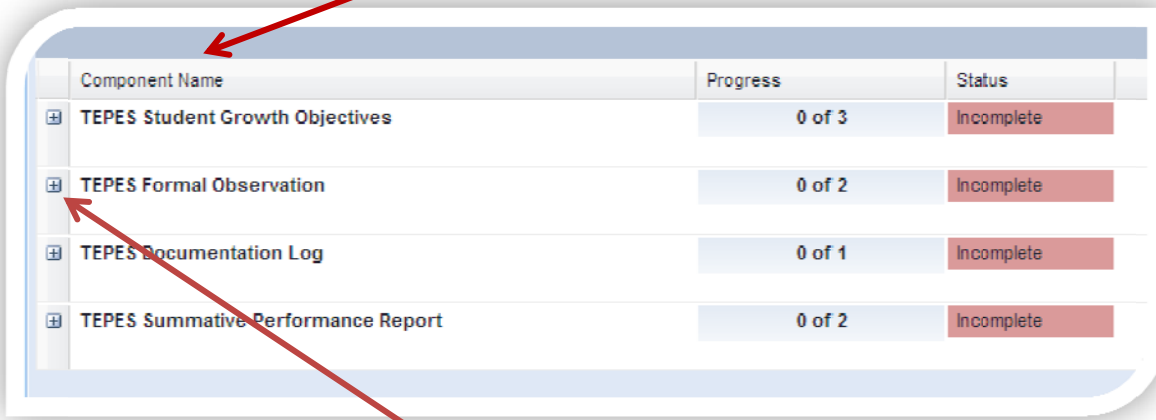**Step 2** - Select "District Admin" from the tab on the upper right-hand corner.

LearningPlan   District Admin

Step 3 - From the OASYS menu on the left, select "Process View" to see all the staff members assigned to you.

MLP OASYS
- OASYS Administration
  - Admin View
  - Process View
  - Detail View
- OASYS Report Tools

If a staff member is missing from your observation list, please complete a Help Desk ticket and Data Processing will enter the staff member into your school observation list.

Step 4 - From the list of staff members, select the person you would like to evaluate. In the bottom half of the screen, you will see the evaluation components.

Component Name	Progress	Status
⊞ TEPES Student Growth Objectives	0 of 3	Incomplete
⊞ TEPES Formal Observation	0 of 2	Incomplete
⊞ TEPES Documentation Log	0 of 1	Incomplete
⊞ TEPES Summative Performance Report	0 of 2	Incomplete

There are some components that are initiated by the teacher; you will have to wait for the teacher to fill out their piece before finalizing it. It is suggested that an email be sent to staff to advise them to complete "Student Growth Objective" by a certain date.
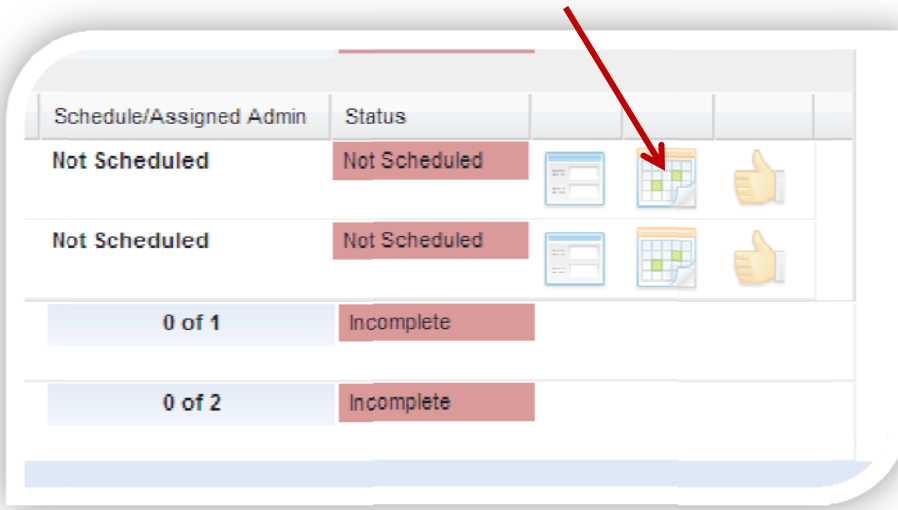
To be notified when a teacher completes their SGO, you will need to add yourself as the administrator for that component. When a teacher completes the SGO, an email will be sent to you.

Step 5 - A teacher will complete the SGO and a notification will be sent to you for your review and approval. Once you have reviewed the SGO, click "Save" and then click the "Thumbs Up" icon to finalize it.

Save	Save & Notify	Reset	Print	Comment
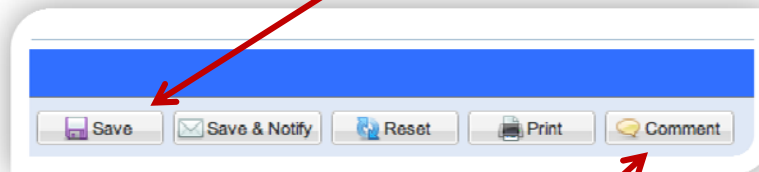
An administrator can select "Comment" for staff to make changes to the form. Once changes are made, the staff member would resubmit to you for your review and approval.
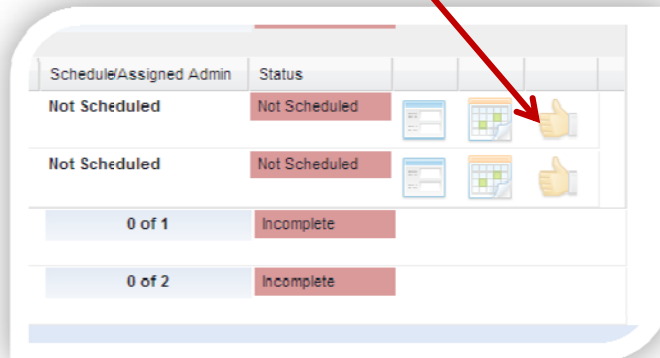
Step 6 - To schedule a component, click on the calendar icon, complete the information needed and click "Submit." By clicking Submit, the request will be sent to the teacher for their approval.

By scheduling a component, an email will be sent to the teacher. The teacher will complete the "Formal Observation" component. Once the component is completed, it will be sent to you for review. After you have reviewed the Formal Observation, click the "Thumbs Up" icon to send it back to the teacher.
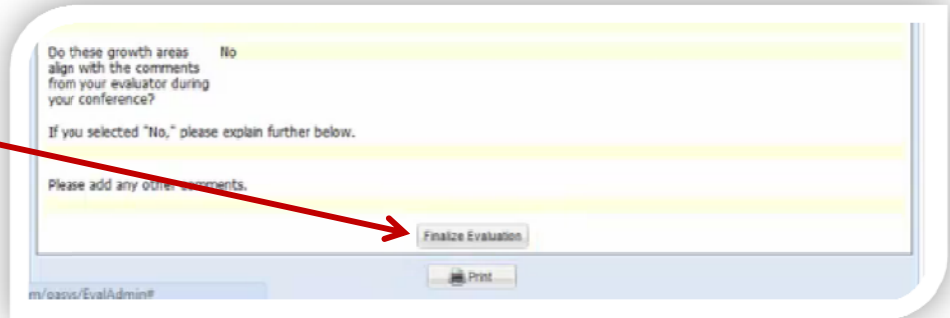
Step 7 - When an evaluation is complete, the system will automatically generate an evaluation summary. You will need to review this summary by clicking on the "Forms" icon next to "Formal Observation." The completed evaluation will open in a new window.
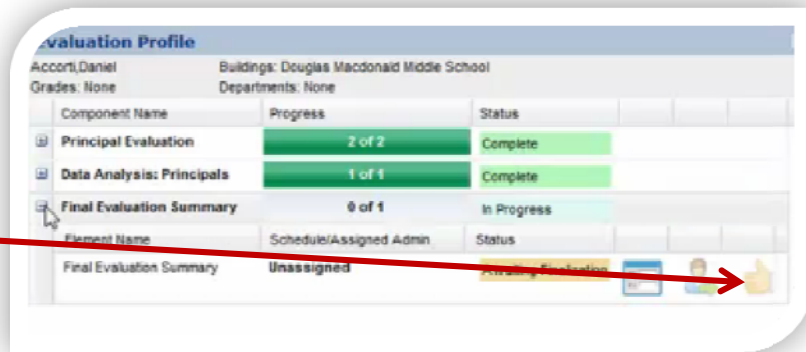
At the bottom of the summary review, you will need to click on "Finalize Summary" to send a copy to the teacher for their review and approval.

Step 8 - When the teacher has reviewed and approved the document, the summary will come back to you for your final approval.

Click the "Thumbs Up" icon to finalize the process.

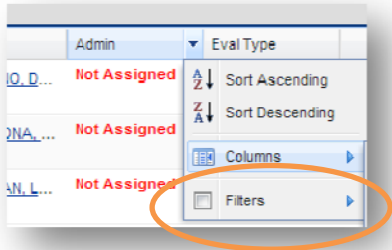

To view a short tutorial video of the admin process, click on the link below.
Http://tinyurl.com/WTPSMLP
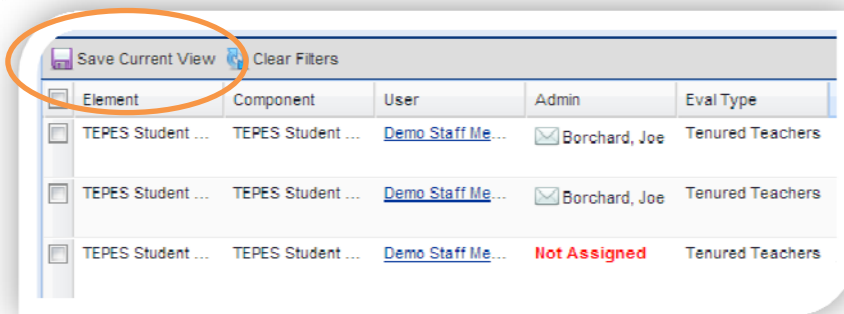
Organizing your Teacher Evaluations

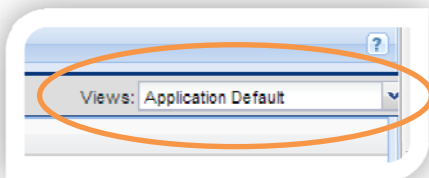**Step 1** - Click on "Detail View" under OASYS Administration
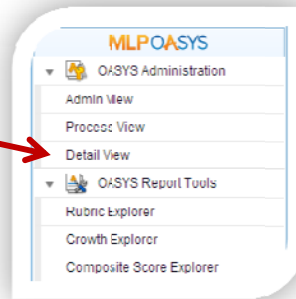
Step 2 - Use the filter button next to the column headings to narrow down your search results.

Step 3 - When you have the list that you would like to save, click "Save Current View."

Step 4 - To access your saved searches, click on the "Views" pull-down menu on the right-hand side to find your saved views.
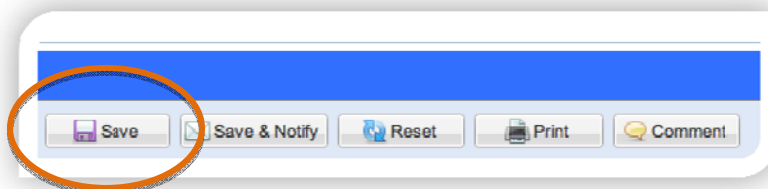
Using your iPad to Complete an Evaluation

To use MLP with your iPad in a non-WiFi area, you must:
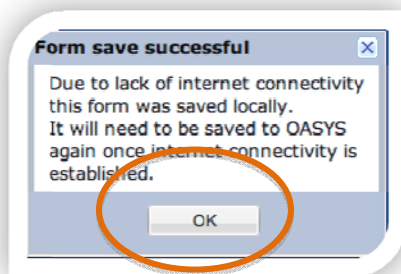
Step 1 - Be connected to the wireless network.

Step2 - Select the staff member and component you want to evaluate.

Step 3 - Leave the WiFi area and go to the classroom of the teacher you would like to evaluate.

Step 4 - Complete the evaluation and click the "Save" button

You will get a message letting you know that your form was saved. Click "OK" to continue.

When you return to a WiFi area, select the component you previously saved and click "Sync With Server."