

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

Step 1- Login to My Learning Plan

www.mylearningplan.com

User name= email address

Password=changeme



Registered User Login

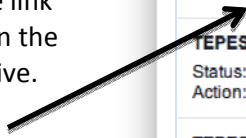
Username:

Password:

[Login Help](#)

Step 2- After the login screen your account will open to the main page. On this page, you will find the items which are required as part of the evaluation process.

To begin select the blue link next to "Action" to open the Student Growth Objective. (SGO)



By clicking on this link, a new window will open with the SGO form.

Evaluation - "Demo Demo Staff Memeber"

Scheduled Components

None

Action Required

TEPEs Student Growth Objective Progress Form 2 - TEPEs Student Growth Objectives
Status: [awaiting form submission](#)
Action: [Submit TEPEs Student Growth Objective Progress Form 2 - TEPEs Student Growth Objectives](#)

TEPEs Student Growth Objective Progress Form 3 - TEPEs Student Growth Objectives
Status: [awaiting form submission](#)
Action: [Submit TEPEs Student Growth Objective Progress Form 3 - TEPEs Student Growth Objectives](#)

TEPEs Documentation Log - TEPEs Documentation Log
Status: [awaiting form submission](#)
Action: [Submit TEPEs Documentation Log - TEPEs Documentation Log](#)

In Progress

None

Complete

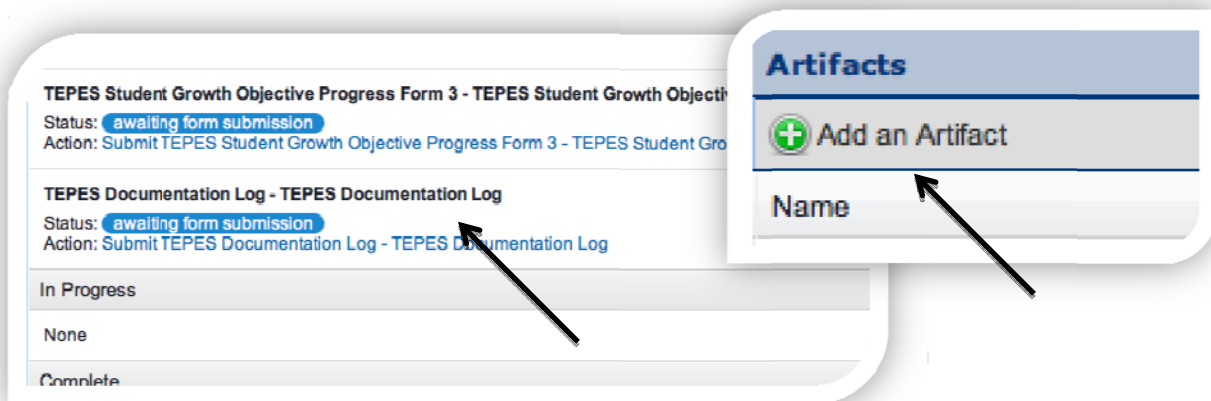
TEPEs Student Growth Objective Progress Form 1 - TEPEs Student Growth Objectives
Status: [completed](#)
Submitted: 08/15/2013 09:44 PM EDT
Action: [View TEPEs Student Growth Objective Progress Form 1 - TEPEs Student Growth Objectives](#)

Step 3- After completion of the form; click “Submit” to send the form to your administrator for review. Select “Save” to save the work and return working another time.



Attaching Artifacts to your portfolio

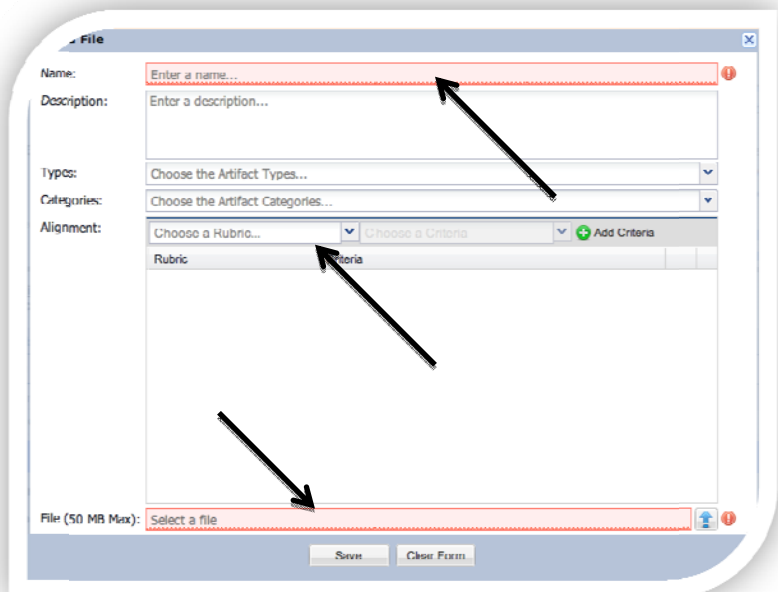
Step 1- On the main page, select “Documentation Log”, a new window will open. Click on “Add Artifact”



Step2- Enter a name for your file, click on the pull down list next to “Alignment” to tie a documentation to a particular standard.

Step 3- click on “Select a File” to upload your document.

Step 4- Click “Save” to save your document to your documentation log.



To view instructional videos and additional resources, go to wayneschools.com / Resources / Technology Resources- (My Learning Plan folder and links section)