Step 1: Login Procedures

1. Navigate to www.mylearningplan.com
2. Enter Username – UCESC Email Address
3. Enter Password – changeme
4. Follow prompts to change password.
5. Select "LearningPlan" purple tab in upper right corner of screen.

Step 2: Complete Pre-Observation Planning Form

1. Log into OASYS after receipt of email notification of pre-observation conference.
2. Select "Open Pre-Observation Conference & Planning Form" for Classroom Observation # 1 located in "Action Required" section.
3. Enter date and responses in corresponding text boxes.
4. Proceed to Step 3 or select "Save" to return at later time.

Step 3: Upload Lesson Plans and Artifacts

1. Select "Open Pre-Observation Conference & Planning Form" for Classroom Observation # 1.
2. Select "Add an Artifact" at bottom of screen.
3. Enter artifact "Name" in first textbox (i.e. Mike's Lesson Plan).
4. Select artifact "Types" from dropdown menu in second textbox (i.e. Lesson Plan).
5. Upload artifact by selecting the blue arrow next to sixth text box and select "save".
6. Repeat 1-6 for additional artifacts.
7. Select "Save" to return at later time or "Submit" to send form and artifacts to administrator.

Step 4: Complete Post-Observation Reflection Form

1. Log into OASYS after receipt of email notification of post-observation conference.
2. Select "Open Post-Observation Conference & Reflection Form" for Classroom Observation # 1 located in "Action Required" section.
3. Enter date and responses in corresponding text boxes.
4. Add artifacts by following 1-6 in Step 3. (optional)
5. Select "Save" to return at later time or "Submit" to send form and artifacts to administrator.
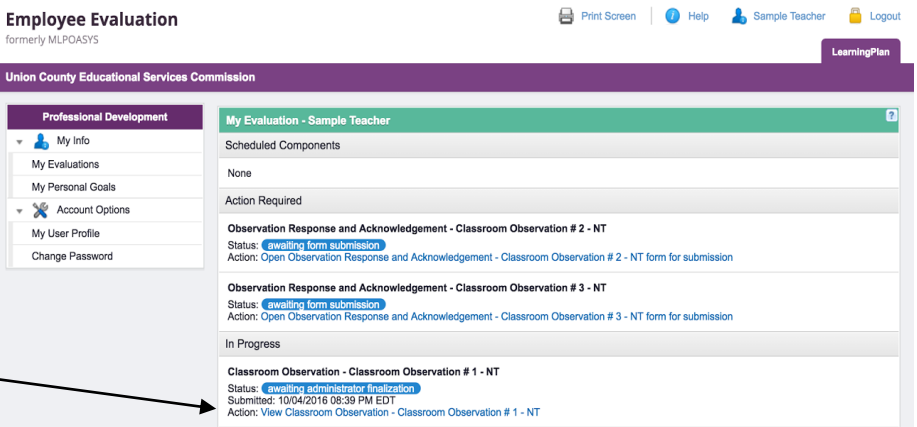
Step 5: Review and/or Print Observation Report

1. Select "View Classroom Observation" for Classroom Observation # 1 located in "In Progress" section.
2. Scroll to bottom of Observation Report and select "Print".

Click here to view and print observation report.

Step 6: Acknowledge and/or Respond to Observation Report

1. Log into OASYS after receipt of email notification of report posting.
2. Select "Open Observation Response & Acknowledgement" for Classroom Observation # 1 located in "Action Required" section.
3. Enter date of post-conference, comments (optional), signature and submission date.
4. Select "Save" to return at later time or "Submit" to send form and artifacts to administrator.

Click here to save and return later or submit to administrator