

Union County Educational Services Commission
OASYS Quick Start Guide
Observation # 1 for Teachers
September, 2016

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.

The screenshot displays the 'Employee Evaluation' interface, formerly MLPOASYS. The top navigation bar includes links for 'Print Screen', 'Help', 'Demo Teacher', and 'Logout'. A purple 'LearningPlan' tab is active in the top right. The left sidebar shows a 'Professional Development' menu with options like 'My Info', 'My Evaluations', 'My Personal Goals', 'Account Options', 'My User Profile', and 'Change Password'. The main content area, titled 'My Evaluation - Demo Teacher', shows 'Scheduled Components' as 'None' and an 'Action Required' section. This section lists three items, each with a status of 'awaiting form submission' and an action to 'Open' a specific form. A callout box with the text 'Click here to open pre-observation planning form' has an arrow pointing to the 'Open Pre-Observation Conference and Planning Form - Classroom Observation # 1 - NT form for submission' link.

Employee Evaluation
formerly MLPOASYS

Print Screen | Help | Demo Teacher | Logout

LearningPlan

Union County Educational Services Commission

Professional Development

- My Info
- My Evaluations
- My Personal Goals
- Account Options
- My User Profile
- Change Password

My Evaluation - Demo Teacher

Scheduled Components

None

Action Required

Pre-Observation Conference and Planning Form - Classroom Observation # 1 - NT
Status: awaiting form submission
Action: [Open Pre-Observation Conference and Planning Form - Classroom Observation # 1 - NT form for submission](#)

Observation Response and Acknowledgement - Classroom Observation # 1 - NT
Status: awaiting form submission
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 1 - NT form for submission](#)

Observation Response and Acknowledgement - Classroom Observation # 2 - NT
Status: awaiting form submission
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 2 - NT form for submission](#)

Observation Response and Acknowledgement - Classroom Observation # 3 - NT
Status: awaiting form submission
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 3 - NT form for submission](#)

Click here to open pre-observation planning form

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.

Click here to upload lesson plans and other artifacts.

The screenshot shows a web interface titled "Lesson Plan and Other Planning Artifacts". Below the title, it says "Please upload Lesson Plan and Other Planning Artifacts below." There is a section labeled "Artifacts" with a button that says "Add an Artifact" and an information icon. Below this is a table with columns: "Name", "Upload Date", "Upload User", and "File". At the bottom of the interface, there are buttons for "Submit", "Save", "Save & Notify", "Reset", and "Print".

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.

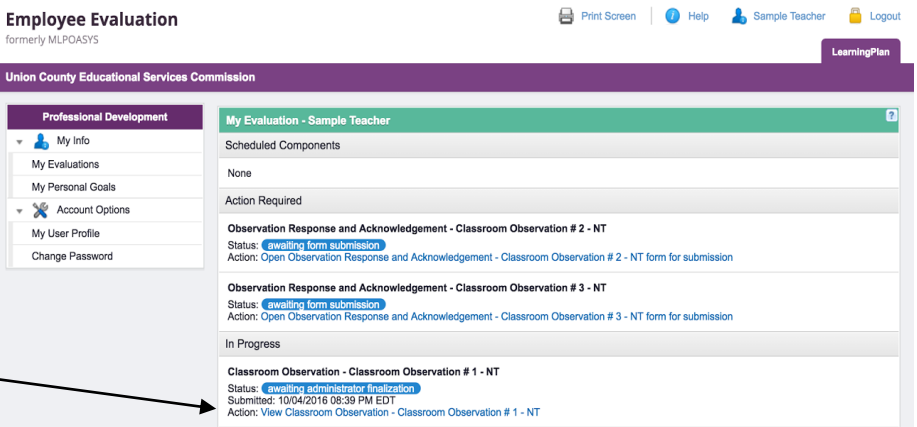
Click here to open post-conference reflection form.

The screenshot shows the "Employee Evaluation" dashboard, formerly MLPOASYS. The dashboard has a sidebar with "Professional Development" and "My Info" sections. The main content area is titled "My Evaluation - Demo Teacher" and shows a list of "Action Required" items. The first item is "Post-Observation Conference and Reflection Form - Classroom Observation # 1 - NT" with a status of "awaiting form submission" and an action of "Open 'Post-Observation Conference and Reflection Form - Classroom Observation # 1 - NT form for submission'". The second item is "Observation Response and Acknowledgement - Classroom Observation # 1 - NT" with a status of "awaiting form submission" and an action of "Open Observation Response and Acknowledgement - Classroom Observation # 1 - NT form for submission". The third item is "Observation Response and Acknowledgement - Classroom Observation # 2 - NT" with a status of "awaiting form submission" and an action of "Open Observation Response and Acknowledgement - Classroom Observation # 2 - NT form for submission". The fourth item is "Observation Response and Acknowledgement - Classroom Observation # 3 - NT" with a status of "awaiting form submission" and an action of "Open Observation Response and Acknowledgement - Classroom Observation # 3 - NT form for submission". Below these items, there is a section for "In Progress" with a status of "None" and a "Complete" button.

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.



Employee Evaluation
formerly MLPOASYS

Print Screen | Help | Sample Teacher | Logout

LearningPlan

Professional Development

- My Info
 - My Evaluations
 - My Personal Goals
- Account Options
 - My User Profile
 - Change Password

My Evaluation - Sample Teacher

Scheduled Components

None

Action Required

Observation Response and Acknowledgement - Classroom Observation # 2 - NT
Status: [awaiting form submission](#)
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 2 - NT form for submission](#)

Observation Response and Acknowledgement - Classroom Observation # 3 - NT
Status: [awaiting form submission](#)
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 3 - NT form for submission](#)

In Progress

Classroom Observation - Classroom Observation # 1 - NT
Status: [awaiting administrator finalization](#)
Submitted: 10/04/2016 08:39 PM EDT
Action: [View Classroom Observation - Classroom Observation # 1 - NT](#)

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.

Employee Evaluation
formerly MLPOASYS

Print Screen | Help | Sample Teacher | Logout

LearningPlan

[Show Submission History](#)

Observation Response and Acknowledgement

User Information

Name: Sample Teacher	Title: Teacher
Building: Test School	Department: None
Grade: None	Evaluation Type: Non-Tenured Staff
Assigned Administrator: Not Assigned	Evaluation Cycle: 09/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

I certify that I have reviewed this evaluation and it has been discussed with me. I understand that I have digital access to a copy of this evaluation, and that my acknowledgement does not necessarily indicate agreement, but acknowledgement I have reviewed the observation summary report, and that I may respond to any and all information contained in this evaluation in the space provided below.

Date of Post-observation conference:

Please provide any additional comments:

Signature (Enter your name in the space provided):

Date you are submitting this form:

[Submit](#) [Save](#) [Save & Notify](#) [Reset](#) [Print](#) [Comment](#)

Click here to save and return later or submit to administrator