

## **Instructions for In-House Meetings and Workshops in Frontline**

Often times, school committee meetings and in-house workshops can be counted for professional development credit. Since these meetings and workshops are sponsored by the school, there is no need to complete professional activity form for approval. Rather, staff members can “register” for the activity so that it is reflected in their PD plan. Attendance from these activities, once entered into the system, will reflect in each educators file.

Here are some steps to ensure you get credit:

1. Sign into [mylearningplan.com](http://mylearningplan.com).
2. Click on Activity Catalogs from the left side menu and then District Catalog.
3. If you know what your meeting/workshop is called, you can enter it into the search field. Otherwise, just scroll down until you see the meeting or workshop you plan to attend.
4. Click on the blue name of the activity and the details will open.
5. Scroll to the bottom of the description and click on the blue “Sign Up Now.”
6. The activity will now show up on your learning plan. Be sure to sign-in at each meeting and the administration will update your account online. You will automatically receive credit for these activities.

If the activity you seek is not in the District catalog, please see your PD Rep, Curriculum Director, or Administrator to add the activity to the program.