

HOW TO UPLOAD
DOCUMENTS INTO
YOUR FILE LIBRARY IN

MLP

MLP

What is MLP?

It is part of the Frontline suite of products used by the district to manage your evaluations (covered separately) and ***professional development days.***

MLP FILE LIBRARY

What is my MLP File Library?

It is a “folder” in MLP where you store documents related to your professional development days

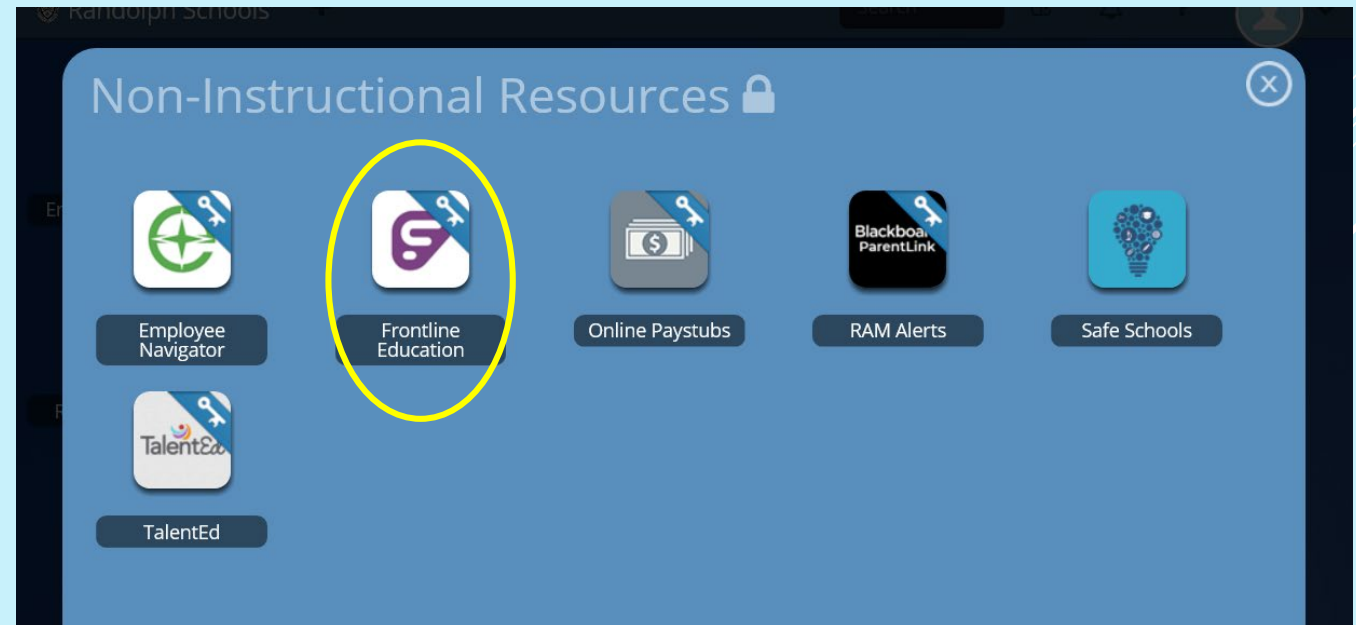
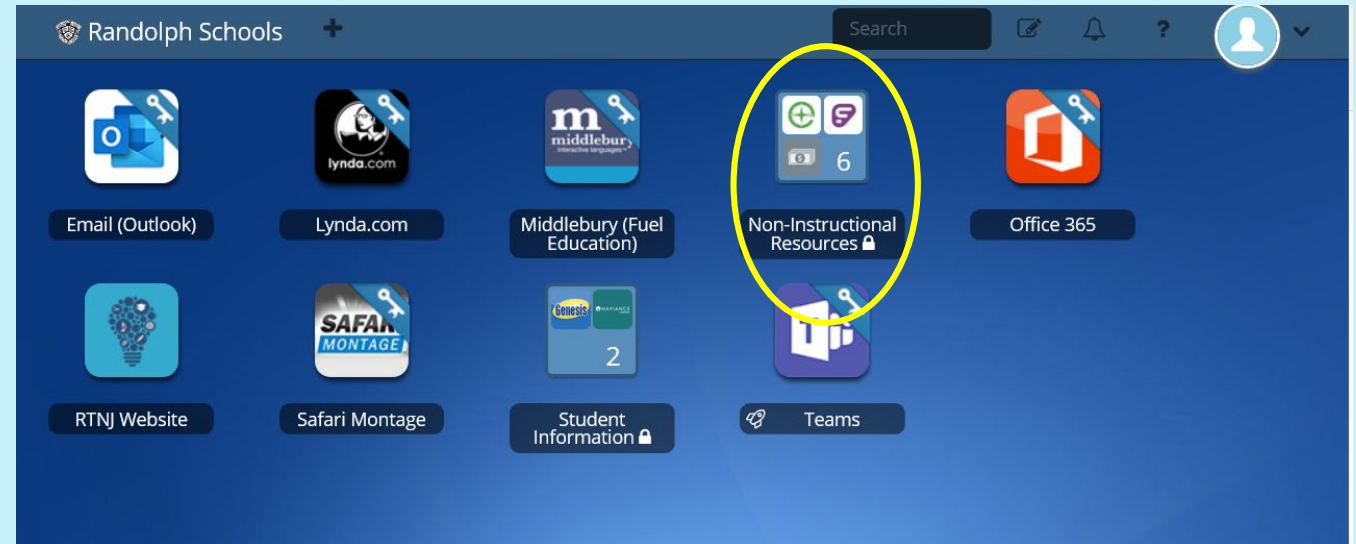
- Certificates of attendance
- Waivers
- Auto insurance cards
- www.gsa.gov per diem rates
- Reimbursement receipts
- Airfare quotes
- And more...

Step One: Log into MLP directly at www.mylearningplan.com

- Your user name is your district email address
- Your password is your district password

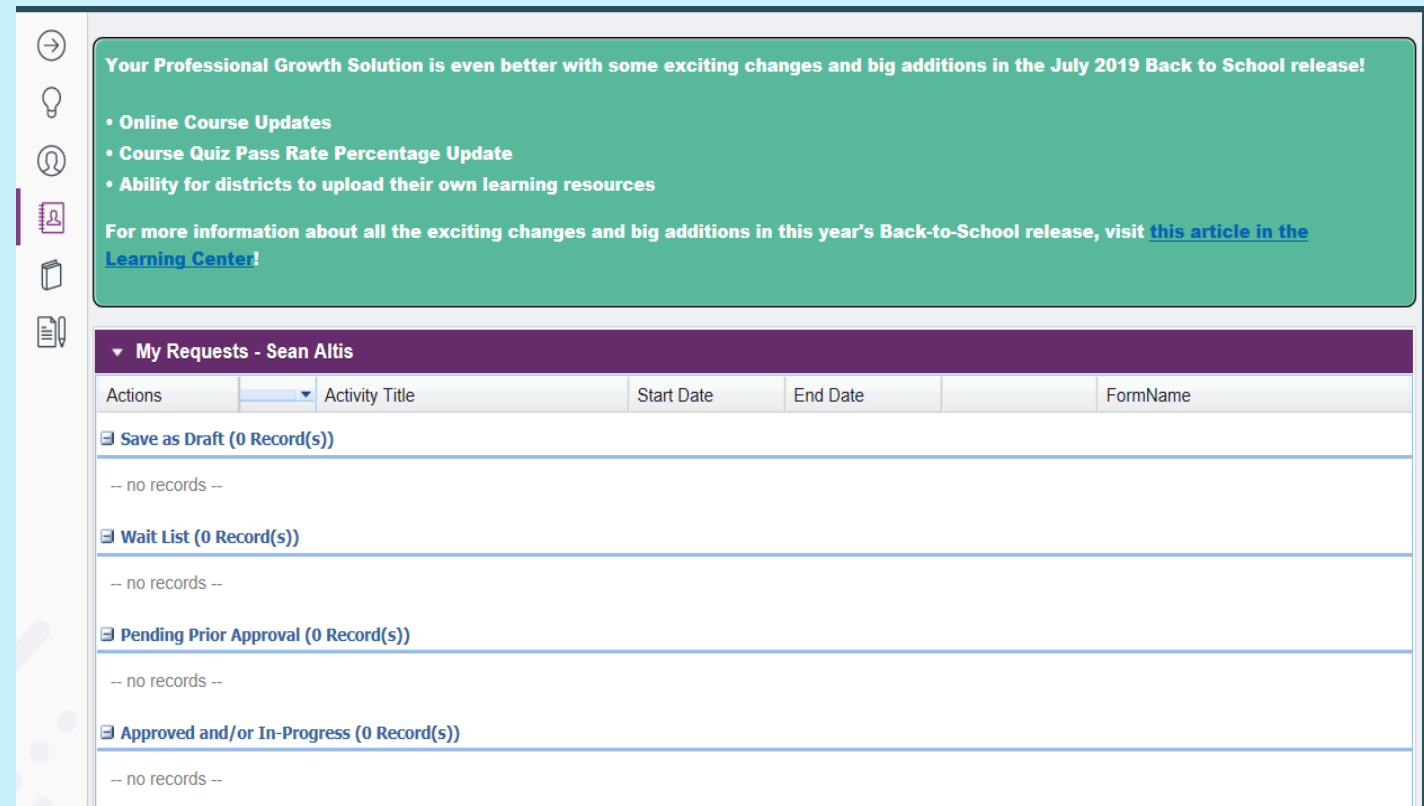
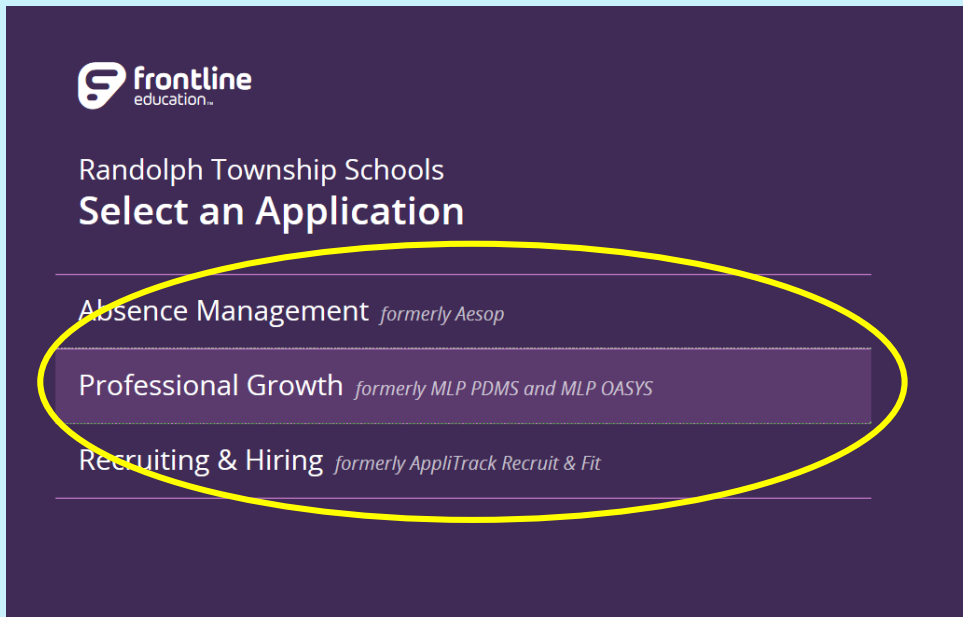
or through <http://classlink.rtnj.org/>

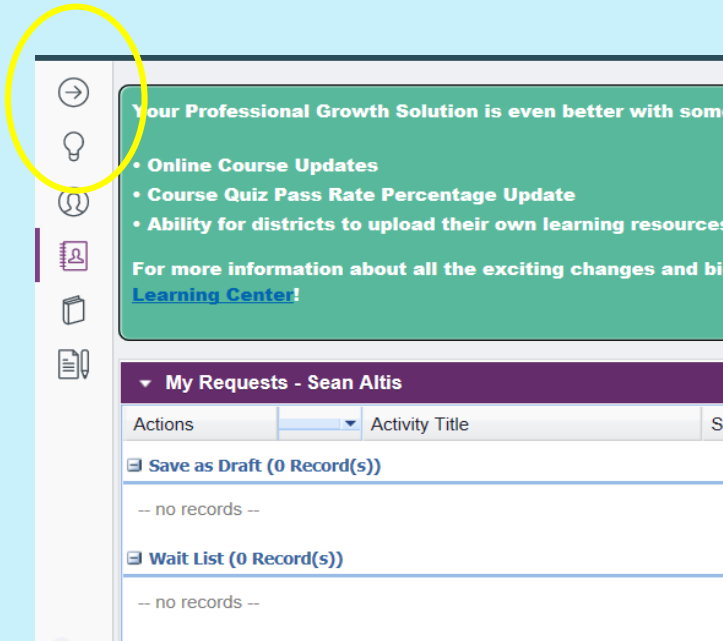
- If signing on through Classlink, select the Non-Instructional Resources option.
- Then select Frontline Education



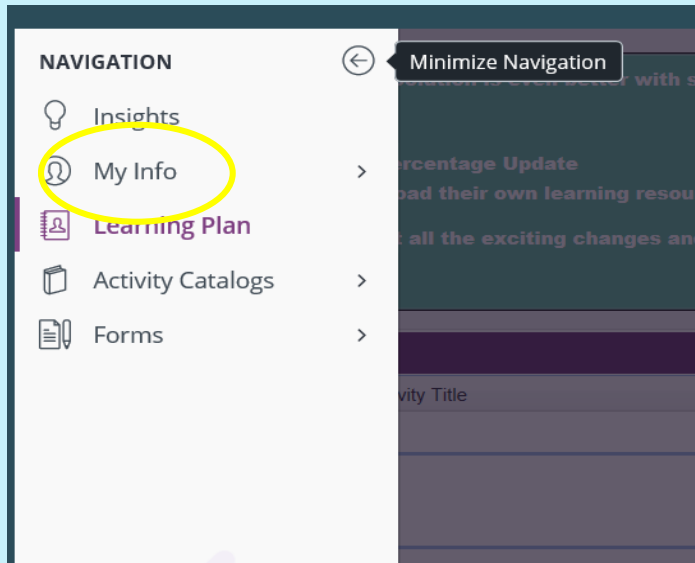
Step Two: Select Professional Growth

Your initial screen should look similar to screen shot below

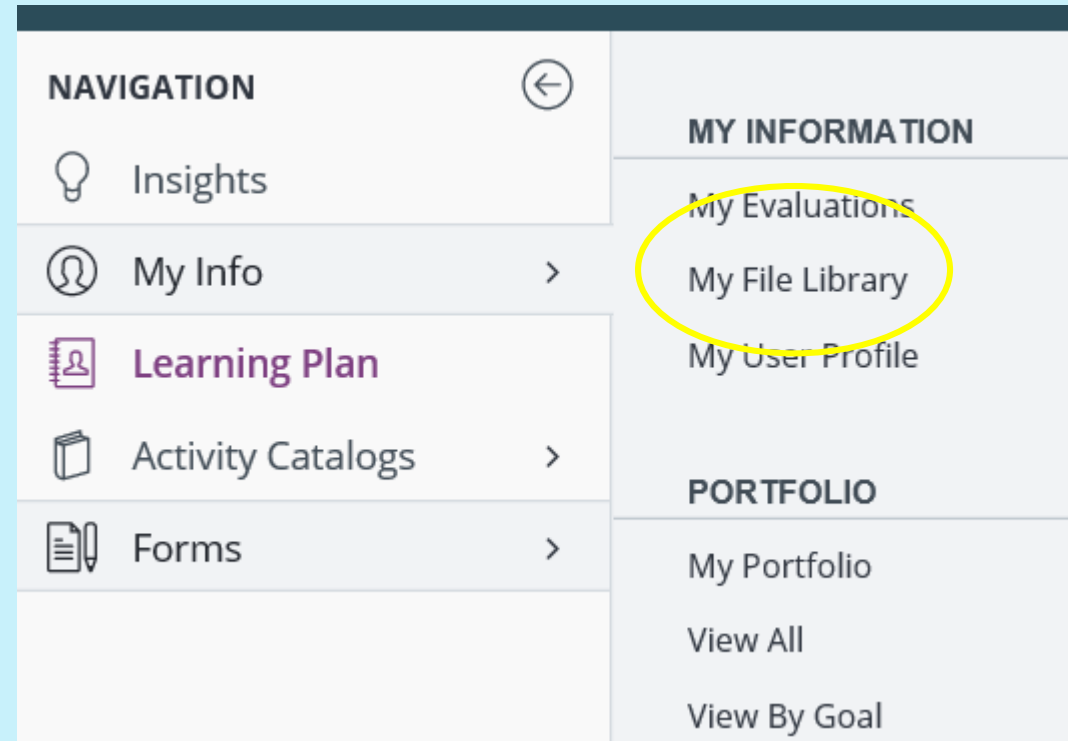




- To find your File Library, click the arrow in the upper left corner of the screen to maximize your Navigation Menu

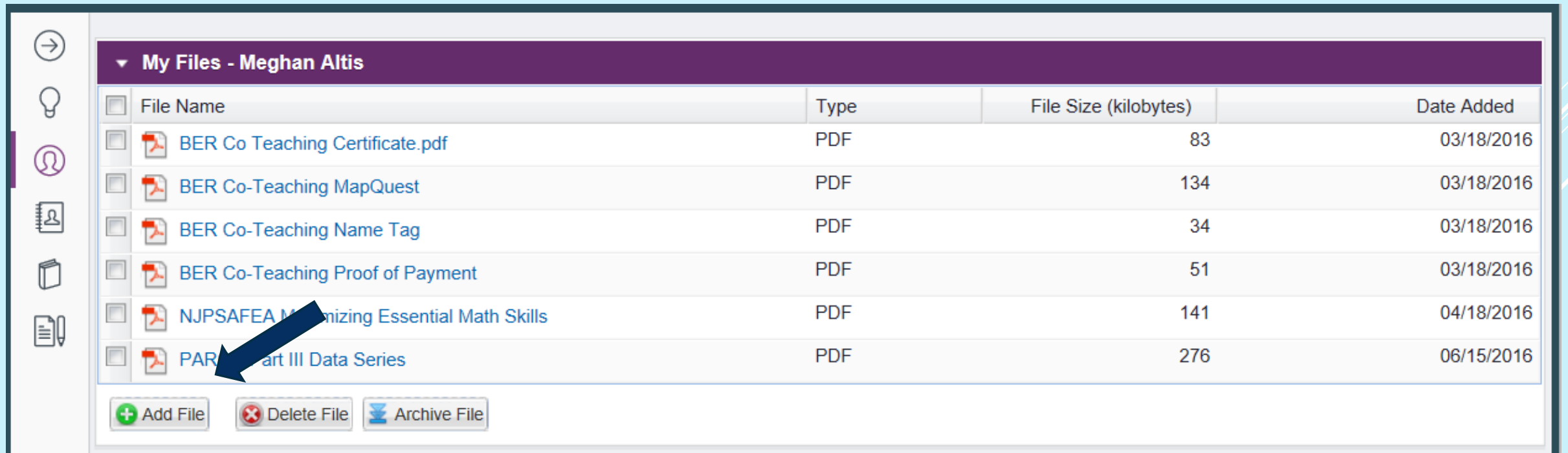


- Select My Info
- Select My File Library









HOW TO ADD FILES TO MY FILE LIBRARY?

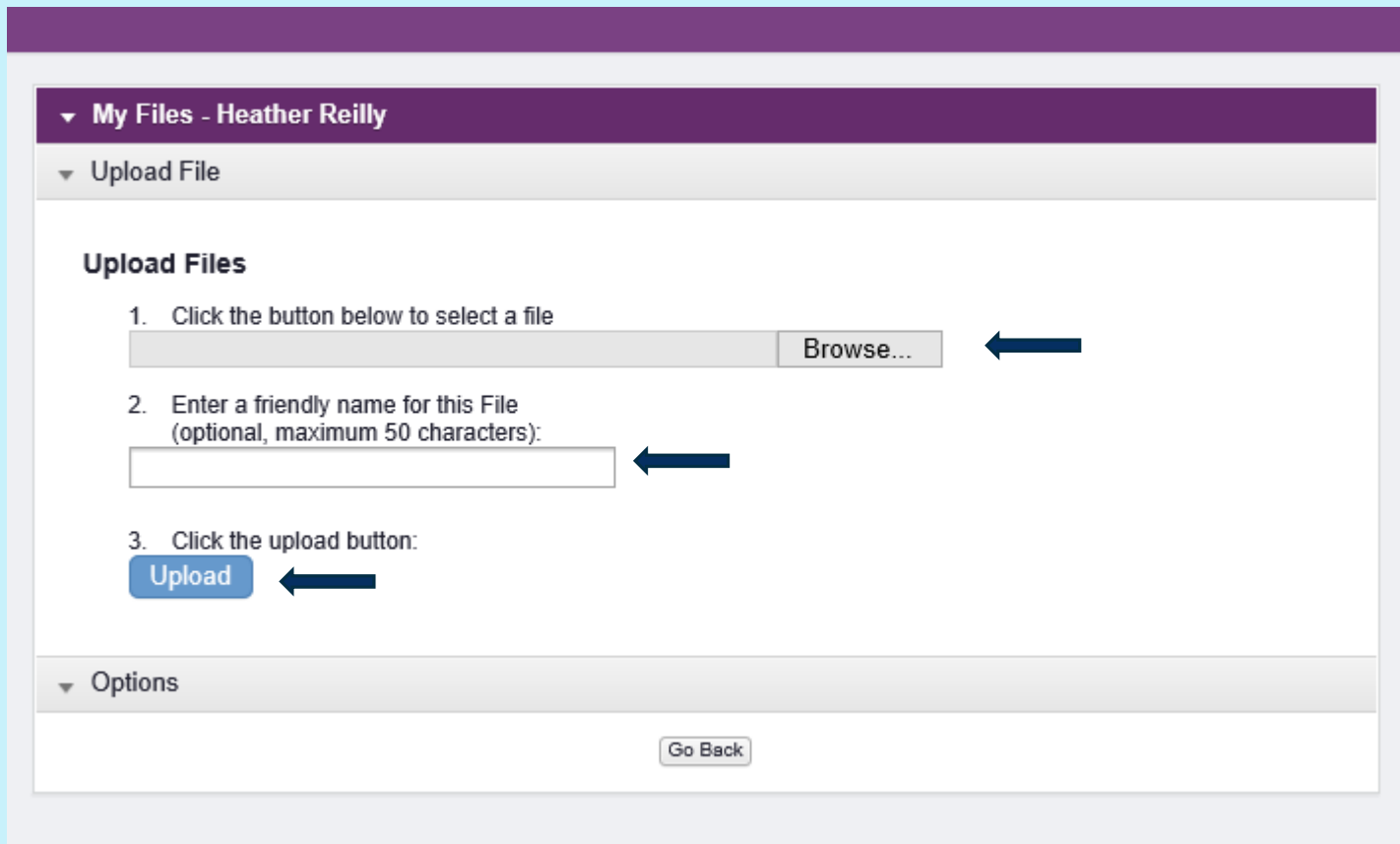
Click on Add File in the My Files section



My Files - Meghan Altis

<input type="checkbox"/>	File Name	Type	File Size (kilobytes)	Date Added
<input type="checkbox"/>	 BER Co Teaching Certificate.pdf	PDF	83	03/18/2016
<input type="checkbox"/>	 BER Co-Teaching MapQuest	PDF	134	03/18/2016
<input type="checkbox"/>	 BER Co-Teaching Name Tag	PDF	34	03/18/2016
<input type="checkbox"/>	 BER Co-Teaching Proof of Payment	PDF	51	03/18/2016
<input type="checkbox"/>	 NJPSAFEA Maximizing Essential Math Skills	PDF	141	04/18/2016
<input type="checkbox"/>	 PAR Part III Data Series	PDF	276	06/15/2016

- Click on Browse to find the document you want to upload
 - Must be already saved on your computer
 - Current file name must be less than 50 characters
- Give the document a descriptive but brief name (i.e., ASCD March 2018 Receipts)
- Click on the Upload Button



My Files - Heather Reilly

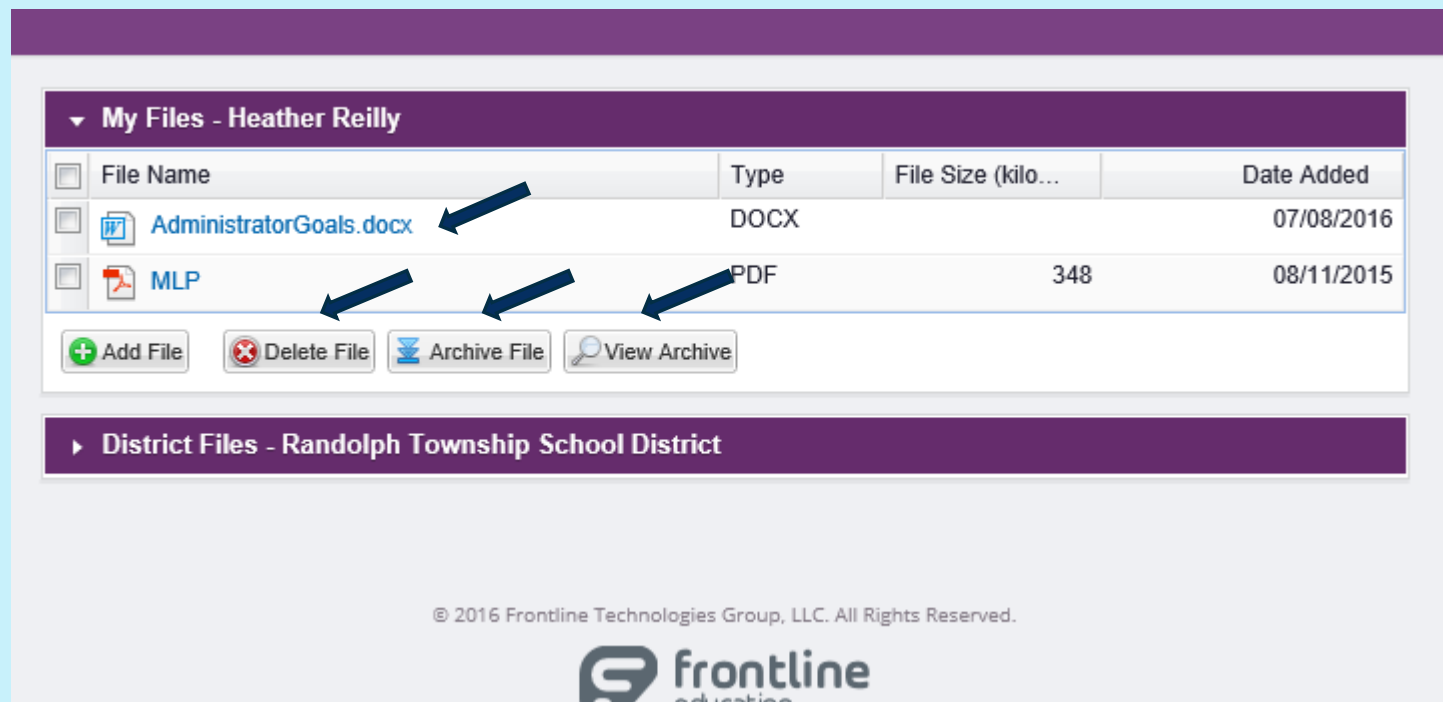
Upload File

Upload Files



1. Click the button below to select a file
 Browse... ←
2. Enter a friendly name for this File
(optional, maximum 50 characters):
 ←
3. Click the upload button:
 ←

Options


- The file you added will appear in your File Library under My Files
- Please save files as PDF or Word documents
- Old files (from the previous school year, etc.) can be archived to keep the contents of the library manageable
- Archived files can be viewed by clicking on “View Archive”
- If you upload the wrong file, simply delete it by clicking on “Delete File”



The screenshot displays a file management interface with a purple header bar. Below the header, there is a section titled "My Files - Heather Reilly" containing a table of files. The table has columns for "File Name", "Type", "File Size (kilo...)", and "Date Added". Two files are listed: "AdministratorGoals.docx" (DOCX, 07/08/2016) and "MLP" (PDF, 348, 08/11/2015). Below the table are four buttons: "Add File", "Delete File", "Archive File", and "View Archive". Three blue arrows point from the buttons to the corresponding columns in the table: "Delete File" to "File Name", "Archive File" to "Type", and "View Archive" to "Date Added". Below the file management section is a section titled "District Files - Randolph Township School District". At the bottom of the page, there is a copyright notice: "© 2016 Frontline Technologies Group, LLC. All Rights Reserved." and the "frontline education" logo.

<input type="checkbox"/>	File Name	Type	File Size (kilo...)	Date Added
<input type="checkbox"/>	 AdministratorGoals.docx	DOCX		07/08/2016
<input type="checkbox"/>	 MLP	PDF	348	08/11/2015

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QUESTIONS

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Please don't hesitate to contact me with any questions or if you need assistance.

Other Resources:

- Entering Professional Day Requests in MLP
- How to “Mark Complete” a Professional Development Day in MLP”
- 2019-2020 Instructions for PD Reimbursement