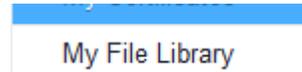


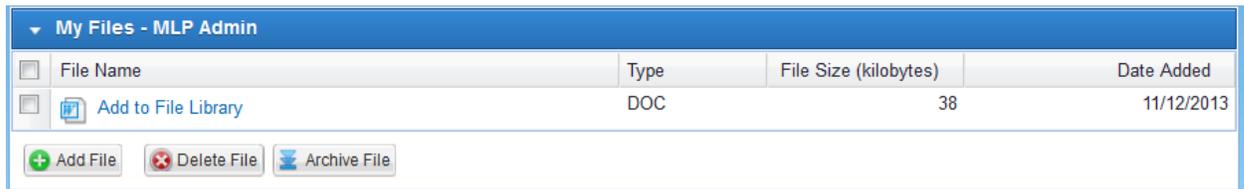
Attaching a Certificate/Document to a MLP Activity

BEFORE THE NON CATALOG REQUEST IS "MARKED COMPLETE", YOU MUST FIRST UPLOAD THE DOCUMENT THAT WILL BE ATTACHED!

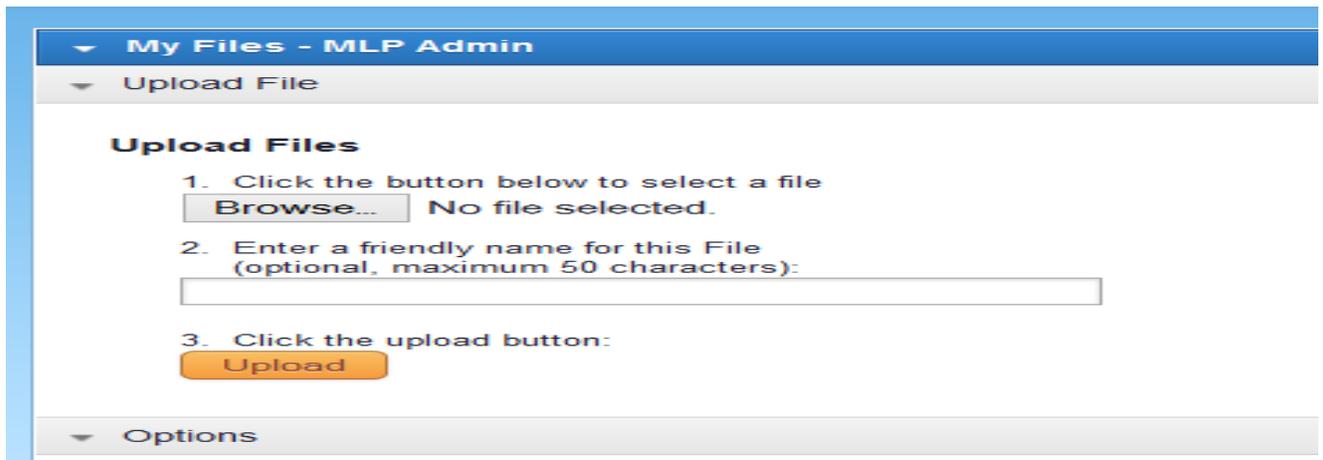
On the Learning Plan tab, click on My File Library:



Once opened, you will have a choice to ADD A FILE:



Select ADD FILE and a new window will appear (see below).

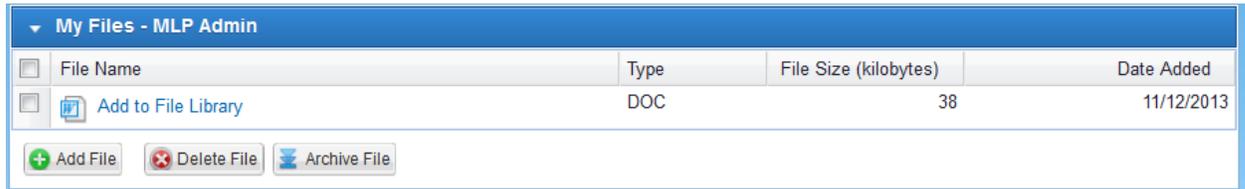


Follow these instructions to upload a file:

- Click browse and locate the file on your desktop, flash drive, etc.
- Enter a name that makes sense for this file
(Please note: the name must be less than 50 characters)
- Click the UPLOAD button

In order to make the document appear in your files, click on My File Library

- This may take 5 seconds to appear after uploading
- You can upload Microsoft Office products, PDF and Mac files



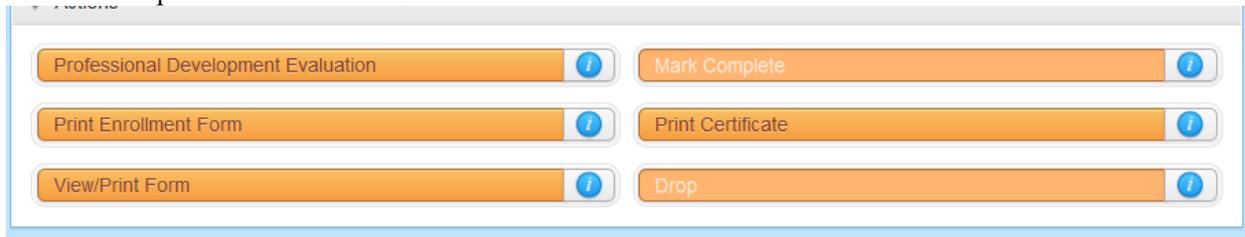
On your Learning Plan Tab:

- Locate the name of the activity to which you are attaching the document
- Click on the orange MANAGE button to open your options



The icon with the RED #1 (shown above) means that there is a PROFESSIONAL DEVELOPMENT EVALUATION that needs to be completed BEFORE you can MARK COMPLETE.

- Click on the PROFESSIONAL DEVELOPMENT EVALUATION button and complete the evaluation.



The PROFESSIONAL DEVELOPMENT EVALUATION will be similar to the document shown below. Please note: any questions marked in red are required and the evaluation will not submit without your comments.

| | |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Building | Ballston Spa Middle School |
| User | ANONYMOUS |
| Building | ANONYMOUS |
| Activity Title | (RSE-TASC) FBA/BIP Technical Assistance Day for HFM BOCES component districts training in Johnstown |
| Professional Development Assessment/Evaluation | |
| Your responses are ANONYMOUS | |
| Meaningfulness of the program or event to the participant | <input type="radio"/> THE INFORMATION IN THIS OFFERING WAS HIGHLY MEANINGFUL TO ME AS AN EDUCATOR |
| | <input type="radio"/> THE INFORMATION IN THIS OFFERING WAS MODERATELY MEANINGFUL TO ME AS AN EDUCATOR |
| | <input type="radio"/> ... |

Once the PROFESSIONAL DEVELOPMENT EVALUATION has been completed, use the MANAGE button to go back into the activity and you can now click on MARK COMPLETE

Activity Completion

Activity Summary

Expense Summary

Receipts/Certificate of Completion

1. Please scan your certificate (verification of attendance) and attach it to your MY FILES area of the File Library.
2. Once uploaded as a personal file, you will see it below.
3. Please attach the upload of the certificate verifying your attendance at this conference.

Please attach any receipts/certificate of completion Add to File Library - Enhanced_adding_a_file_to_the_File_Library.doc (37k) [View](#)

Are you willing to share information from this professional development opportunity with staff members at a faculty meeting?

YES
 NO

Are you willing to share information from this professional development opportunity as an after school district offering?

YES
 NO

Comments

Comments

Characters left  255

Please note that the file that was added BEFORE the activity was marked complete is now in My File Library and it can be selected and attached to this activity. To attach the document, check the box of the file next to “Please attach any receipts/certificate of completion.”

If you do not ADD the document before you mark complete, the system will NOT SEE the file you want to attach.

This will then send the activity and your document to your final approver(s). Once the activity and supporting document(s) have been reviewed and finalized, it will appear in your Recently Completed section under My Requests.