

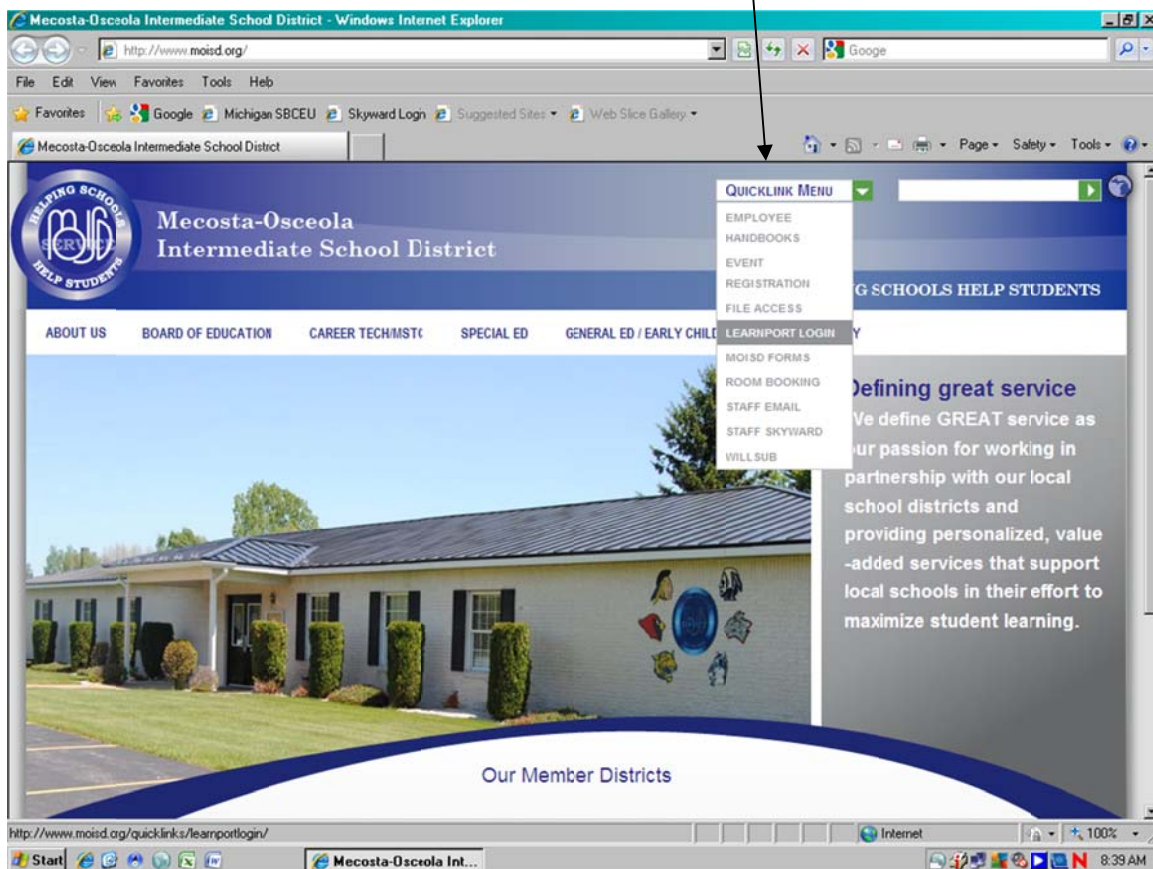
# Entering Professional Development Activities in LearnPort

LearnPort is a free, web-based professional development delivery system. Any school employee in Michigan can have access to this opportunity.

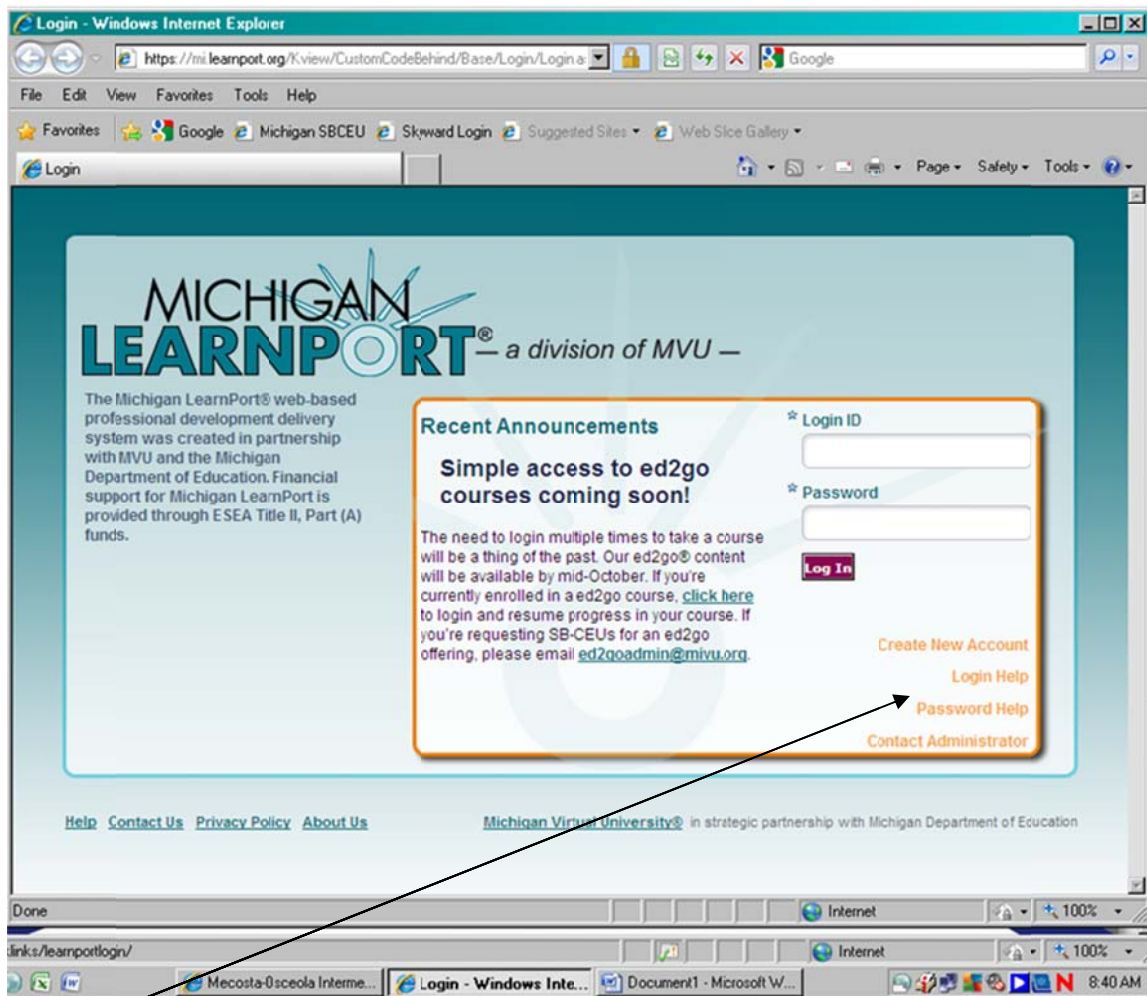
As an employee of the MOISD you are expected to record all of your professional development activity at this site. If you participate in a LearnPort activity, it will automatically be recorded for you. When you attend PD within the MOISD or at any other conference or organization, (including college course or activities that grant State Board-Continuing ed Units (SB-CEUs) you must record the activity yourself).

To do this, visit: [www.moisd.org](http://www.moisd.org) and follow the directions below.

1. Once at the MOISD home webpage, click on "Quicklink Menu" and select LEARNPORT LOGIN.



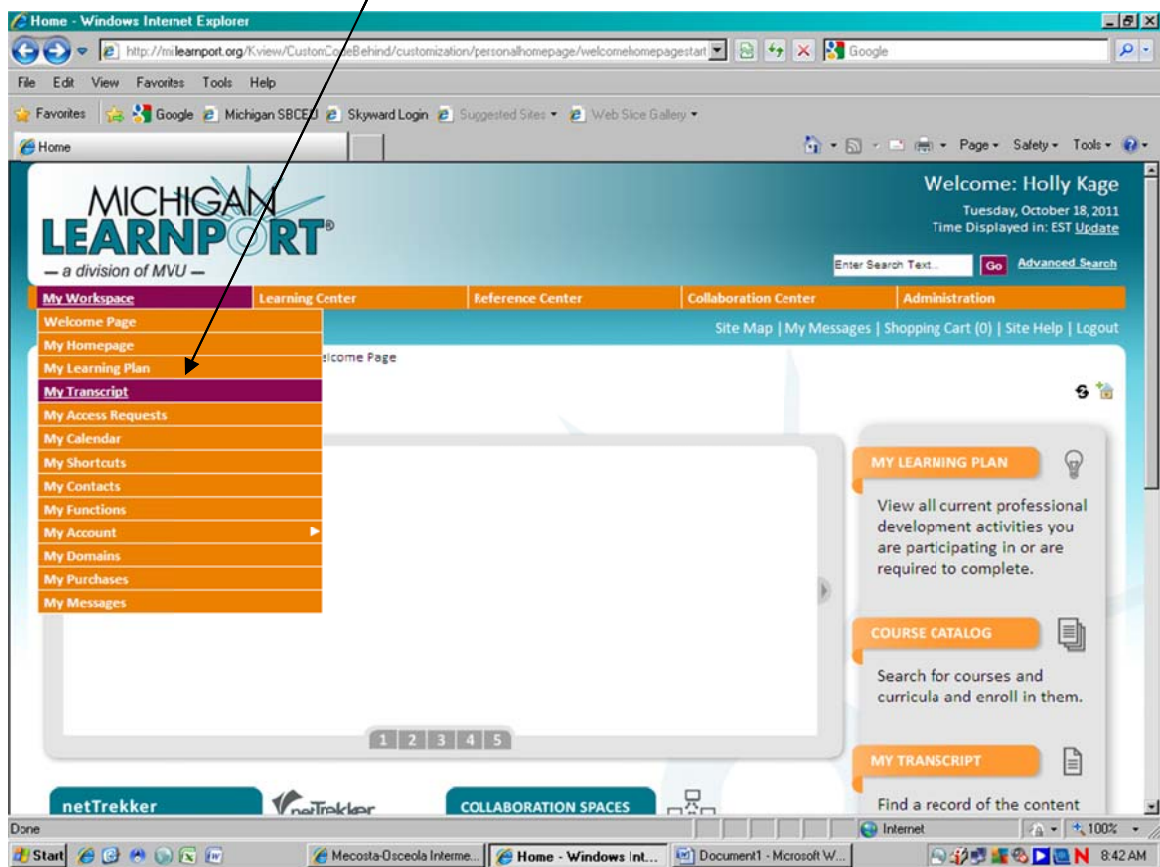
## 2. Login into LearnPort. Enter your Login ID and Password.



FORGET LOGIN – Click on the “Login Help” link and follow the directions.

FORGET PASSWORD – Click on the “Password Help” link and follow the directions.

3. Once you are logged in and at the LearnPort Home page, hover your mouse on “My Workspace” and click on “My Transcript”.



4. "My Transcript" will look similar to the screen shot below. This is a summary of all your activities you have entered in.

To enter new or edit existing professional development activities, click on "Personal Learning Events".

My Transcript - Windows Internet Explorer  
http://mi.learnport.org/View/CustomCodeBehind/Base/Reports/StudentReports/StudentTranscript.aspx

Michigan LEARNPORT  
— a division of MVU —

Welcome: Holly Kage  
Tuesday, October 18, 2011  
Time Displayed in: EST Update

My Workspace | Learning Center | Reference Center | Collaboration Center | Administration

Home >> MyWorkspace >> My Transcript

My Transcript

Transcript/My Transcript contains all the content items that users/you have started, completed, as well as training assignments.

Learning History | Waived Items | Certifications | **Personal Learning Events** | Training Assignments

Print Version | Export As PDF

View the users/your record of personal learning events. Use the Page menu to manage personal learning events.

Name: Holly Kage  
Current Date: 10/18/2011

Manage Personal Learning Events [Go]

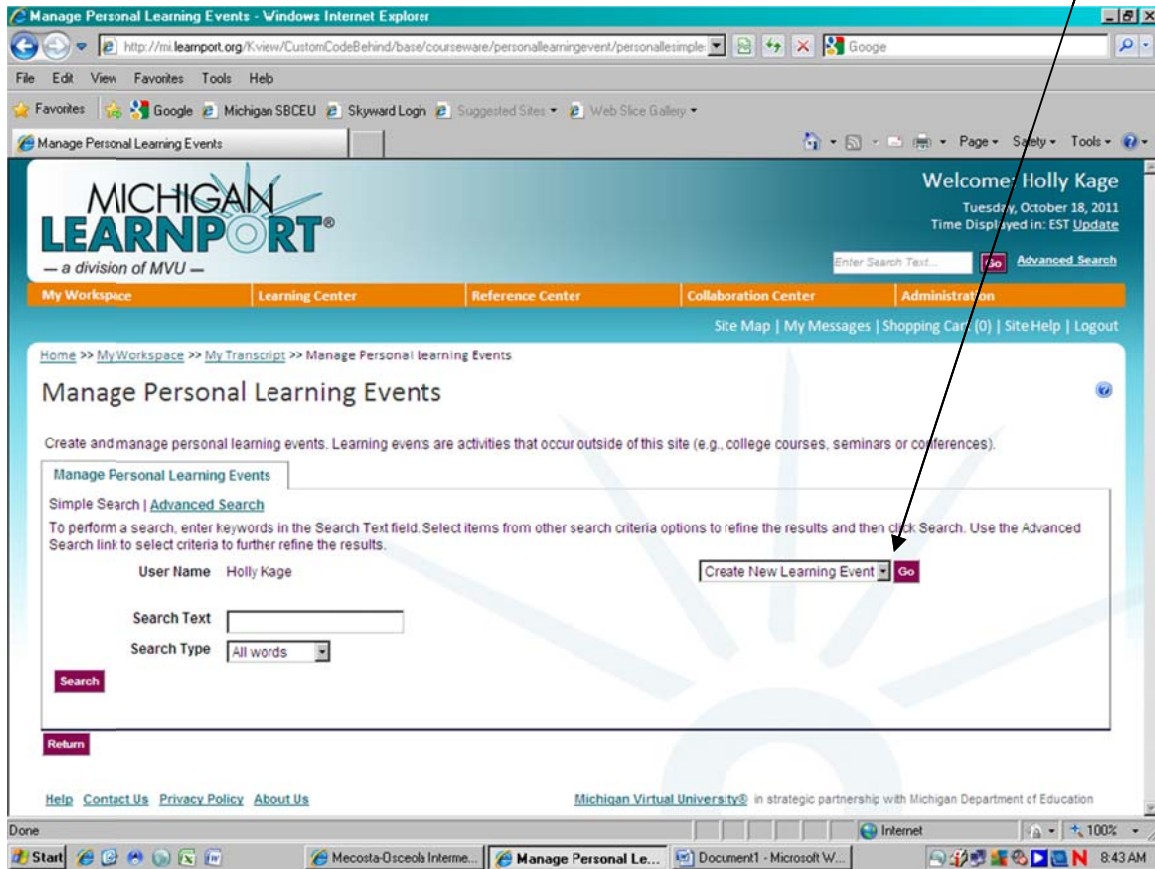
Records found: 18

	Title	Type	Training Sponsor	Action
<input type="checkbox"/>	Action Teams 2009		N/A	Edit Learning Event [Go]
<input type="checkbox"/>	Back to School Conference 2010		N/A	Edit Learning Event [Go]
<input type="checkbox"/>	Community Conversations 2009		N/A	Edit Learning Event [Go]
<input type="checkbox"/>	Conflict Management: Staff-to-Staff	Self Study	SET SEG	Edit Learning Event [Go]
<input type="checkbox"/>	Conversations at Cafe MOISD 2011	Professional Training	MOISD	Edit Learning Event [Go]

To edit existing events click on GO next to "Edit Learning Event".

To enter NEW professional development, click on the GO next to "Manage Personal Learning Events".

Once you are on the next page, (pictured below) you will need to click GO next to “Create New Learning Event”.



5. Fill out the following form (pictured below) and submit. Once you have successfully entered the information the entry will be added to "My Transcript".

The screenshot shows a web browser window titled "Edit Personal Learning Event - Windows Internet Explorer". The address bar shows the URL: <http://mi.learnpport.org/View/CustomCodeBehind/base/courseware/personallearningevent/personalleedtime>. The browser's Favorites bar includes "Google", "Michigan SBCEU", "Skyward Login", "Suggested Sites", and "Web Slice Gallery". The page title is "Edit Personal Learning Event".

The main content area is titled "New Content Item" and contains the following text: "Create and manage personal learning events. Learning events are activities that occur outside of this site (e.g., college courses, seminars or conferences)."

Below this text are two tabs: "Edit Personal Learning Event" (selected) and "Preview". A sub-header reads: "Enter new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches."

The form fields are as follows:

- \* Learning Event Title:
- \* Learning Event Type:
- \* Training Sponsor:
- \* Start Date:  12:00 AM
- Complete Date:  Midnight
- Score:
- Progress Status:  Completed  Started  No
- Credit Type:
- Credit Hours:
- Certification:  Yes  No
- Training Details:

A "Check Spelling" button is located at the bottom of the form.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:48 AM.