

# Frontline Education Getting Started Document

1. Login at [www.mylearningplan.com](http://www.mylearningplan.com). Username is your email address. Password is changeme, ChangeMe, or click Login Help
2. If you are an administrator and you do not have the District Admin tab next to the LearningPlan tab, email [JMcGregor@frontlineed.com](mailto:JMcGregor@frontlineed.com) and [MLPSupport@FrontlineEd.com](mailto:MLPSupport@FrontlineEd.com) and give them the following information
  - a. Your district
  - b. Your position
  - c. Schools you need administration rights for
3. Add Teachers [**Must set Eval date and Eval type (steps 6-7) to complete teacher setup**]

- a. Click 
- b. Click [Add/Edit User Info](#) from the list on the left
- c. Click 

Instructor Rights	<input type="radio"/> Yes	<input checked="" type="radio"/> No
District Administrator	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Active Employee	<input checked="" type="radio"/> Yes	<input type="radio"/> No

- d.
- e. Select the building the teacher is at  


Building(s)  SD Elementary School

- f.
- g. You can skip the rest of the fields if you'd like
- h. Click Submit
- i. NEXT STEP: Add Cycle Dates and Eval Types (Steps 6 & 7 on next page)

4. Add Principals [**Must add Evaluation Rights (step 8) to complete evaluator setup**]

- a. Click 
- b. Click [Add/Edit User Info](#) from the list on the left
- c. Click 
- d. Give District Administrator rights (see below)  


Instructor Rights	<input type="radio"/> Yes	<input checked="" type="radio"/> No
District Administrator	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Active Employee	<input checked="" type="radio"/> Yes	<input type="radio"/> No

- e.
- f. Select the building(s) the principal is at  

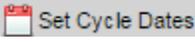

Building(s)  SD Elementary School

- i.
- g. You can skip the rest of the fields if you'd like
- h. Click Submit
- i. NEXT STEP: Add Evaluation Rights (step 8 on next page)

5. Set Building Level 1 Approver

- a. Click 
- b. Click [Config Summary](#) from the list
- c. Click [Buildings](#) from list
- d. Click on one of your school buildings (if a building is missing, click )
- e. Select the principal as the 1<sup>st</sup> Building Level Approver
  - i. Under 1<sup>st</sup> Building Level Approver, click 
  - ii. On the pop-up screen, click on 
- f. Select assistant principal(s) as 2<sup>nd</sup> Building Level Approver
- g. At the bottom, make sure the school building is active
- h. Click 

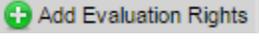
6. Set evaluation dates (**Must set evaluation dates before you can set evaluation types**)

- a. Click 
- b. Click [Config Summary](#) from the list on the left
- c. Click [User Management](#) from the list on the left (it is the last choice in the list)
- d. Select all users that you are assigning the evaluations for
- e. Click 
- f. Choose a start date (first day of school) and end day (last day of school)
- g. Click 

7. Set Evaluation Types (in continuation with **Step 6**)

- a. Select staff based on the type of evaluation plan (Teacher? Condensed? SLO Only? Counselor? Principal?)
  - i. Click 
  - ii. Select the evaluation type from the drop-down menu (Teacher, Teacher Condensed, SLO Only, Principal, Counselor\*, Librarian\*, etc.)
  - iii. Click 

8. Add Evaluation Rights (gives evaluation rights to the principal to evaluate specific teachers)

- a. Click 
- b. Click [Evaluation Rights](#) from the list on the left
- c. Click 
- d. Choose one of the following
  - i. User Level Rights – recommended for most evaluation rights
  - ii. Building Level Rights – use to assign evaluation rights to a principal for everyone in the building
- e. Select the principals that will evaluate teachers. You can use the filter system
- f. Click 
- g. Select the teachers that the principal will evaluate. You can search by building
- h. Click 
- i. Select the rights to include. In most cases, Select All
- j. Click 
- k. Review and click 