

Oasys - Getting Started

1. Go to <https://www.mylearningplan.com/mvc/login>
 - a. Username for all users is their email address
 - b. Password is "ChangeMe" or "changeme"
 - c. You'll be prompted to change your password OR you'll see the "change password" option to the left of the screen.
 - d. Bookmark this page!

2. Click "My Learning Plan" tab and you'll see four sections:
Scheduled Components
Action Required
In Progress
Completed

3. You will see four active links:
 - Self - Evaluation
 - Individual Development Plan - Goals I, II, III
 - *Note: You will see D4 Professional Responsibilities & Year-End forms as active, but you don't need to worry about those at this point.*

4. Click Self-Evaluation Link
 - Verify your "evaluation type" under "User Information" box at the top.
 - *Note: "Title and Eval Type may not match. Only "evaluation type" matters.*
 - *Note: Email "Dept - Human Resources" if you have the wrong evaluation type assigned.*

 - Types of Rubrics Assigned Include the Following:
 - Teacher I - Plan I Teachers
 - Teacher II - Plan II Teachers
 - Library Media - Assigned to Media Specialists (I = Plan I/Probationary, II = Plan II / Tenured)
 - School Counselors - Assigned to Counselors (I and II)
 - Instructional Specialists / Resource Teachers - for Instructional Coaches and Bilingual Resource Teachers (I and II)
 - Social Workers, OT/PTs, Psychologists, SLP (I and II)
 - *Note: All rubrics will be emailed to administrators.*

- Complete your self-evaluation by clicking on the rubric category that best applies to you for each domain and component. The box you click on will change colors.
- To add “Notes and Evidence” click on the active “notes and evidence” link at the bottom of each component. This is recommended and not required.
- Complete the four reflection text boxes that follow the rubric.
- Click “Submit” if you are completely done, click “Save” if you are still working on it, click “save and notify” if you are done and would like feedback from your administrator.
 - *Note: Hover over each “button” and you’ll get a message explaining the purpose of that button.*
- Click “My Learning Plan” Tab
- Click “Individual Development Plan IDP Goals I, II, III
- Enter name, Probationary Year or Tenured (ignore “Tenured in Michigan 2”)
- Scroll down and enter two or three goals (follow building administrator guidelines)
- Click “save and notify” so the administrator may review your goals and then submit when you receive approval.

Clarifications & Reminders:

1. Self-Evaluation

The purpose of the self-evaluation is to 1) interact with the rubric, 2) reflect, 3) identify strengths and weaknesses, 4) identify potential IDP goal(s). Artifacts are not required as part of the self-evaluation.

2. Per State Law: Teachers ranked Highly Effective on their year-end evaluation for three consecutive years are not required to have a formal observation. Per evaluation committee, walkthroughs are required. Teachers that were not formally observed last year must be formally observed one time this year.

(Three years HE, one year no formal observation, formal evaluation required following the “skipped” year.)

3. Per State Law: Teachers ranked any combination of Effective and Highly Effective on their year-end evaluation for the last two consecutive years are only required to have one formal, unscheduled observation.
4. Per State Law: Beginning in 2016-17 **one formal observation must be unscheduled.** Per evaluation committee, those required to have one formal observation will have an unscheduled observation.
5. Plan I Teachers are all required a minimum of two formal observations (one of the two unscheduled).
6. Regardless of what's required, administrators may formally observe if needed.
7. **Teacher Evaluation Timeline** - A recommended teacher evaluation timeline will be provided to administrators. However, administrators will establish and communicate their own timelines to their building.
8. **Measurable Goal Samples** - coming soon, but hopefully many teachers already drafted goals last June.
9. **Artifacts** - all Plan I teachers are required to upload artifacts as this replaced the portfolio. Plan II teachers are not required, but highly recommended to upload artifacts throughout the year especially for components ranked as highly effective on your self-assessment. It is recommended that you upload artifacts throughout the school year to avoid last minute rush-this way you have time to think through appropriate artifacts under the specific tasks.
10. **Professional Development** - Domain 4: Professional Responsibilities - It is highly recommended that you keep track of the PD you attend, so you can easily include it under Domain 4 at the end of the year.
11. The building PD during the afternoon of **October 14, 2016** is designated for 1) Oasys and teacher evaluation and then 2) "Principals' Choice" PD.

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