

**Union County Educational Services Commission**  
**OASYS Quick Start Guide**  
**Observation # 1 for Teachers**  
**September, 2016**

**Step 1: Login Procedures**

1. Navigate to [www.mylearningplan.com](http://www.mylearningplan.com)
2. Enter Username – UCESC Email Address
3. Enter Password – changeme
4. Follow prompts to change password.
5. Select “LearningPlan” purple tab in upper right corner of screen.

**Step 2: Complete Pre-Observation Planning Form**

1. Log into OASYS after receipt of email notification of pre-observation conference.
2. Select “Open Pre-Observation Conference & Planning Form” for Classroom Observation # 1 located in “Action Required” section.
3. Enter date and responses in corresponding text boxes.
4. Proceed to Step 3 or select “Save” to return at later time.

The screenshot displays the 'Employee Evaluation' interface. At the top, it says 'Employee Evaluation formerly MLPOASYS'. On the right, there are links for 'Print Screen', 'Help', 'Demo Teacher', and 'Logout'. A purple 'LearningPlan' tab is visible in the top right. The main content area is titled 'My Evaluation - Demo Teacher' and shows 'Scheduled Components' as 'None'. Under the 'Action Required' section, there are three entries for Classroom Observations # 1, # 2, and # 3. Each entry has a status of 'awaiting form submission' and an action to 'Open Pre-Observation Conference and Planning Form' or 'Open Observation Response and Acknowledgement'. A callout box with an arrow points to the first entry, containing the text: 'Click here to open pre-observation planning form'.

### Step 3: Upload Lesson Plans and Artifacts

1. Select "Open Pre-Observation Conference & Planning Form" for Classroom Observation # 1.
2. Select "Add an Artifact" at bottom of screen.
3. Enter artifact "Name" in first textbox (i.e. Mike's Lesson Plan).
4. Select artifact "Types" from dropdown menu in second textbox (i.e. Lesson Plan).
5. Upload artifact by selecting the blue arrow next to sixth text box and select "save".
6. Repeat 1-6 for additional artifacts.
7. Select "Save" to return at later time or "Submit" to send form and artifacts to administrator.

Click here to upload lesson plans and other artifacts.

The screenshot shows a web interface titled "Lesson Plan and Other Planning Artifacts". Below the title, it says "Please upload Lesson Plan and Other Planning Artifacts below." There is a purple header bar with the word "Artifacts" and a plus icon. Below this is a button labeled "Add an Artifact" with a plus icon and an information icon. Underneath is a table with columns: "Name", "Upload Date", "Upload User", and "File". At the bottom of the interface are several buttons: "Submit", "Save", "Save & Notify", "Reset", and "Print".

### Step 4: Complete Post-Observation Reflection Form

1. Log into OASYS after receipt of email notification of post-observation conference.
2. Select "Open Post-Observation Conference & Reflection Form" for Classroom Observation # 1 located in "Action Required" section.
3. Enter date and responses in corresponding text boxes.
4. Add artifacts by following 1-6 in Step 3. (optional)
5. Select "Save" to return at later time or "Submit" to send form and artifacts to administrator.

The screenshot shows the "Employee Evaluation" system interface. At the top, it says "Employee Evaluation formerly MLPOASYS". On the right, there are links for "Print Screen", "Help", "Demo Teacher", and "Logout". Below this is a purple header for "Union County Educational Services Commission" and a "LearningPlan" tab. On the left is a "Professional Development" sidebar with options like "My Info", "My Evaluations", "My Personal Goals", "Account Options", "My User Profile", and "Change Password". The main content area is titled "My Evaluation - Demo Teacher" and shows a table of "Action Required" items. The first item is "Post-Observation Conference and Reflection Form - Classroom Observation # 1 - NT" with a status of "awaiting form submission" and an action of "Open 'Post-Observation Conference and Reflection Form - Classroom Observation # 1 - NT form for submission'". Below it are three "Observation Response and Acknowledgement" items for Classroom Observations # 1, # 2, and # 3, all with a status of "awaiting form submission" and an action of "Open Observation Response and Acknowledgement - Classroom Observation # 1 - NT form for submission". At the bottom, there are sections for "In Progress" and "Complete", both showing "None".

Click here to open post-conference reflection form.

## Step 5: Review and/or Print Observation Report

1. Select “View Classroom Observation” for Classroom Observation # 1 located in “In Progress” section.
2. Scroll to bottom of Observation Report and select “Print”.

Employee Evaluation  
formerly MLPOASYS

Union County Educational Services Commission

Professional Development

- My Info
  - My Evaluations
  - My Personal Goals
- Account Options
  - My User Profile
  - Change Password

My Evaluation - Sample Teacher

Scheduled Components

None

Action Required

Observation Response and Acknowledgement - Classroom Observation # 2 - NT  
Status: [awaiting form submission](#)  
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 2 - NT form for submission](#)

Observation Response and Acknowledgement - Classroom Observation # 3 - NT  
Status: [awaiting form submission](#)  
Action: [Open Observation Response and Acknowledgement - Classroom Observation # 3 - NT form for submission](#)

In Progress

Classroom Observation - Classroom Observation # 1 - NT  
Status: [awaiting administrator finalization](#)  
Submitted: 10/04/2016 08:39 PM EDT  
Action: [View Classroom Observation - Classroom Observation # 1 - NT](#)

Click here to view and print observation report.

## Step 6: Acknowledge and/or Respond to Observation Report

1. Log into OASYS after receipt of email notification of report posting.
2. Select “Open Observation Response & Acknowledgement” for Classroom Observation # 1 located in “Action Required” section.
3. Enter date of post-conference, comments (optional), signature and submission date.
4. Select “Save” to return at later time or “Submit” to send form and artifacts to administrator.

Employee Evaluation  
formerly MLPOASYS

Observation Response and Acknowledgement

User Information

Name: Sample Teacher	Title: Teacher
Building: Test School	Department: None
Grade: None	Evaluation Type: Non-Tenured Staff
Assigned Administrator: Not Assigned	Evaluation Cycle: 09/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

I certify that I have reviewed this evaluation and it has been discussed with me. I understand that I have digital access to a copy of this evaluation, and that my acknowledgement does not necessarily indicate agreement, but acknowledgement I have reviewed the observation summary report, and that I may respond to any and all information contained in this evaluation in the space provided below.

Date of Post-observation conference:

Please provide any additional comments:

Signature (Enter your name in the space provided):

Date you are submitting this form:

Click here to save and return later or submit to administrator