

MyLearningPlan & My File Library

General

The File Library can be a very useful tool in maintaining documents. For example, you can do a conference report in Word, upload it to MLP and attach it to the conference request form. It's green, you are not restricted to the character maximum set by MLP and you won't be timed out with any ability to go back and finish the report should you take too long to complete it.

You can use it to scan and upload a registration form, a certificate of completion, etc. Instructors may find the feature useful should there be documents they want to submit along with a course proposal.

Your file library appears at the top of the left-hand column of your homepage under **My Info:**



My Info:

- My Portfolio
- My File Library
- SALARY TRACKER

When you select “My File Library” you will see two sections; “**My File List**” and “**District Files**” (see page 2).

Any files you have uploaded into your Library will automatically appear listed on any MLP form that has a File Attachment section. Since most uploaded files (e.g. certificates of attendance, etc.) will be specific to a single activity, you can keep your file list manageable by **ARCHIVING** the file once you have attached it to the specific activity. Archiving leaves the form attached to the activity but removes it from sight on future forms you may complete and to which it has no relevance.

NEVER DELETE a file after it has been attached to an activity or it will be lost.

To UPLOAD a document




1. Scan the document(s) to your computer and save it in Word.
2. Select **My File Library** located on the left-hand side of your MLP homepage. It will bring you to:

My File List

Type	File Name	Size	Date
-- No Files --			
To add files to your personal file library, click the button below.			
<input type="button" value="Add Personal File"/>			

District Files – Great Neck Public Schools

District File List [Manage]

Type	File Name	Size	Date
	Claim Form	30 Kb	8/7/2009
	Inservice Institute General Information	43 Kb	12/10/2007
	Trip Expense Report	36 Kb	8/7/2009

3. Select “Add Personal File” which will bring you to:

Upload File

Step 1 - Click the Browse Button To Select a File to Upload:

Step 2 - Enter a friendly name for this File: (optional, maximum 50 characters)

Step 3 - Click Upload Button



4. Select the “Browse” button in Step 1. Word will open allowing you to select the file or files you want to download.
5. Rename the file, if you wish, in Step 2.
6. Upload the file, Step 3.

7. Now begin to complete your form (Conference Request, 175/75 Log, Undergrad/Grad Credit Request, etc). When you get to the section called **File Attachment**, you will see the file you just uploaded. Select the file you want and attach it to the activity. Note: Any other files you may have uploaded prior will also appear in this section unless you archive them.

To ARCHIVE a file

1. Select **My File Library** from the left-hand side of your MLP homepage.
2. Select the file or files you want to archive.
3. Click “Archive Selected File(s).

My File List

	Type	File Name	Size	Date
		General_Notes_for_Principals_regarding_the_175.doc	26 Kb	5/14/2010
		Total	26 Kb	

To DELETE a file (Use caution)

Only delete a file if it was uploaded in ERROR.

If you delete a file that was attached to an activity previously, it will automatically disappear from the activity forever.

Archiving a file is the appropriate way to “hide” it from the list of files appearing on your log without deleting it from a previous activity.