



e-LEARNING

Master Plan Points Information

User Process

1. Sign up for the desired course through MyLearningPlan found in the Employee Portal
2. Visit the main Skillsoft page at <http://tlc.skillport.com> and click on the *Register* link to request a login account.

NOTE: *Only current MDCPS employees are eligible for an account. Please register with your current dadeschools.net email address for verification purposes.*

Use the *The Library* button to view the courses that are available for Master Plan Points. You must complete **ALL** of the required courses under each module.

3. Upon completion, you must **e-mail** (registrar@dadeschools.net) your course completion certificates to the TLC registrar.

*You can retrieve your Course Completion Certificate by clicking on the **Actions** drop down found in the Learning Transcript section. Click on the drop down for the course you have completed, then click on the **View Certificate** link to open up certificate. Click on the print icon to print. [View video on how to print the completion certificate for help.](#)

*You may also choose to retrieve your Course Completion Certificate by clicking on the title of the course you completed through the Library. Once inside the class, click on the drop down option next to the **SAVE** button found at the top of the page. Then click on the **View Certificate** option. [View video on how to perform these steps.](#)

Courses are **COMPLETE** when you:

Achieve **80%** accuracy on the post test for each section of the course

Spend the **appropriate expected amount of time** on each section of the course. **Ex:** Example: If a course has an expected completion time of 3 hours and you only spend 30 minutes on it, you ***WILL NOT*** be awarded Master Plan Points.

NOTE: If your course work is not complete, the registrar will contact you via email or phone to inform you of what you need to complete to receive your points.

4. You must login to ***MyLearningPlan*** through the portal and complete an MLP evaluation for this course. Master Plan Points are awarded by PD once the sign-in sheet and attendance is confirmed by TLC. Attendance is confirmed once we receive the certificate of completion and the MLP evaluation is complete.