



Welcome to MSEA's Professional Learning Portal (PLP)!

Thank you for joining this online learning experience through MSEA's Professional Learning Portal (PLP). MSEA's PLP provides varied, flexible, responsive and relevant learning experiences to meet your needs.

The PLP is a Moodle-based, digital learning platform. Because Moodle is an open-access learning management system, you can find plenty of free online resources to support your navigation of the platform. Of course, you can also contact MSEA at CEPP@mseanea.org or the course instructor to discuss any questions about using the system.

The pointers below will help you get started:

- [Click here to watch the video of navigating your dashboard and course layout.](#) To view it, scroll to the bottom of the MSEA Portal home page.

The "My dashboard" found under the courses tab is a page on the PLP created as an overview of the courses in which you are enrolled and activities which need your attention. Simply put, it is your personal progress report window.

- Courses in MSEA's Professional Learning Portal (PLP) are designed to be completed sequentially. Please work through the assignments in the order in which they appear on your screen. Many courses have built-in restrictions that will not allow you to complete later sections of the course until you have completed earlier sections.

When you complete a learning activity, a checkmark usually appears in the box to the right of the activity on the screen. In some cases, you can click on the box yourself to add the check mark, but in most cases, the check mark will automatically appear after you complete the assignment. If the course is set up to require sequential completion, you need to make sure you have a check in each box before moving on to a new activity.

As a Moodle-based system, MSEA's Professional Learning Portal (PLP) offers several embedded accessibility options. For information regarding how to optimize PLP to meet your needs, explore the resources at <https://docs.moodle.org/dev/Accessibility>.



MSEA's Professional Learning Portal (PLP) works best with certain Internet browsers. Preferred computer browsers are Chrome, Firefox, Safari, and Edge. Preferred mobile browsers are Mobile Safari and Google Chrome.

- **Course and Training Overview and Catalogue**
You can learn about and access all of the learning opportunity offerings by clicking on these two links: [Learning Opportunities](#) and [Course & Training Catalogue](#).
- **Completion of Training and Course Credentials**
MSEA offers different learning opportunities: MSEA Courses (CPD), Graduate Courses, Self-Paced Trainings, Conferences, Webinars, etc. Be sure to understand each type before enrolling.

Considerations: It is strongly recommended that educators determine the applicability of the course(s)/training(s) needed toward their certification requirements, employment contingency requirements, certification renewal, or salary advancement before enrolling in the courses or trainings on the PLP. Inquiries about applicability should be submitted directly to your local Human Resources Department/local county Certification Unit for review before enrollment. It is the employee's responsibility to maintain an accurate record of post-baccalaureate courses. Graduate courses taken through our partners may be eligible for tuition reimbursement; please contact your local Human Resources Department/local county Certification Unit or local affiliate UniServ for guidance regarding contract language.

- **MSEA Courses (CPD)**
Participants who complete MSEA courses are awarded Continuing Professional Development (CPD) credits approved by Maryland State Department of Education (MSDE).

This course type must be selected when registering for the course, and enrollees must ensure they can meet all synchronous sessions (required live or Zoom meetings) before beginning the LMS hybrid component. Upon completion of required pre- and post-assignments and attendance of all sessions, participants will receive both a certificate of completion and an MSDE CPD form. MSEA will not report courses taken for CPD credit to MSDE or the local Human Resources Department/local county Certification Unit.

Upon completing MSEA CPD-approved courses, participants must



submit the signed CPD form associated with the course directly to the local Office of Human Resources/Certification Unit. All MSEA CPD-approved courses have a Maryland State Department of Education (MSDE) CPD number. You will receive a credit slip form titled “*Maryland State Department of Education CPD Completion for Credit*”. MSEA CPD courses will be available during the Fall, Spring, and Summer semesters and are open to MSEA members. Please check the training calendar for upcoming offerings.

- o **Graduate Courses**

Graduate credit courses are offered with partnering universities or vendors. When registering for the graduate level course, this option must be selected, and payment is made directly to the 3rd party partner/vendor. MSEA will not report courses taken for graduate credit to MSDE. All individuals must submit the University Credit form directly to the local Human Resources Department/local county Certification Unit. Through our partnership with universities and vendors, MSEA members can access graduate-level courses for free or at a nominal rate.

Note: Graduate courses taken through our partners may be eligible for tuition reimbursement; please contact your local Human Resources Department/local county Certification Unit or your local affiliate UniServ for guidance regarding contract language.

- o **Self-Paced Training**

Participants in this training view information through required lessons, complete a comprehension quiz, respond to reflection prompt(s) and questions and answer a brief *Confirmation of Completion*. Participants will receive a certificate of completion upon successful fulfillment of the entire training. Participants can submit certificates to their local Human Resources Department/local county Certification Unit for certification advancement.

Note: Check with your local Human Resources Department before starting this course to ensure the acceptance of the certificates.

- o **Microcredentials and Conferences**

MSEA offers many other avenues for educators to earn credit hours through Conferences, Self-Paced Trainings, Microcredentials, Webinars, book studies, etc. These learning opportunities vary in length and topic. MSEA will not report these learning opportunities taken to MSDE. All



individuals must submit a *Certificate of Completion* directly to their local Human Resources Department.

- **Policy and Informational Webinars**
These webinars do not offer a certificate of completion. These learning opportunities are geared to support members personally and professionally by providing information that impacts the profession. Again, Welcome!

Your MSEA Center for Education Policy and Practice,

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