

## **Evaluation and Certificate Directions**

**Evaluations** - Once the course is finished you must complete the online evaluation.

- 1) Log into Frontline/mylearningplan.com and find desired course
- 2) Click on title
- 3) Scroll down and click on option to complete evaluation
- 4) Complete Evaluation
- 5) Email RTCI and let them know you completed the evaluation (jmurray@rockteach.org)
- 6) We will then go in and complete the course and email you on mylearningplan

**Print Certificate and/or View Grade** - You must have a completed course to get your grade

- 1) Log into frontline/mylearningplan.com and find desired course
- 2) Click on title
- 3) Scroll down and click on option to view/print certificate
- 4) Click on View/Print certificate, your grade will appear on the certificate

## **Transcripts**

- 1) If needed, official transcripts should be requested directly from the individual college for any courses taken for graduate credit.
- 2) For in-service courses you will submit a certificate.