



Personal Learning Plan User Guide

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1.To Set a New Goal

1. Click “+” to set a new goal

3. Fill in all the steps.
Students can choose to add a due date and a comment for any specific step.

5. Meanwhile, if the student does not click on any 'eye' icon, the goal will be activated immediately. An active goal, which is placed as one of the five circles on the home page, can be viewed and managed from there.

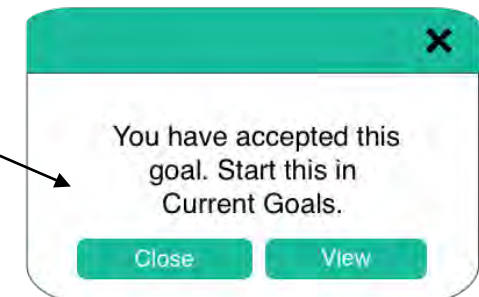
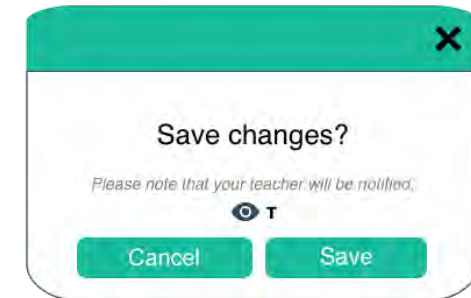
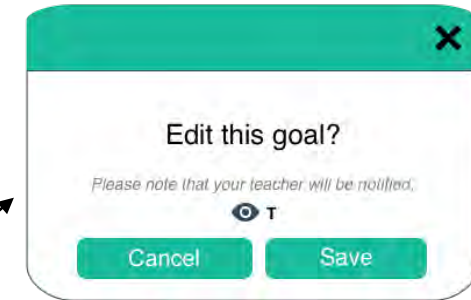
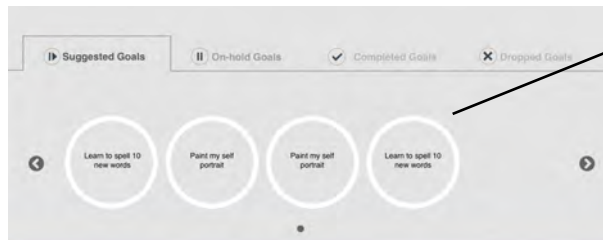


2. Set a due date for the goal.
Choose category for statics purpose

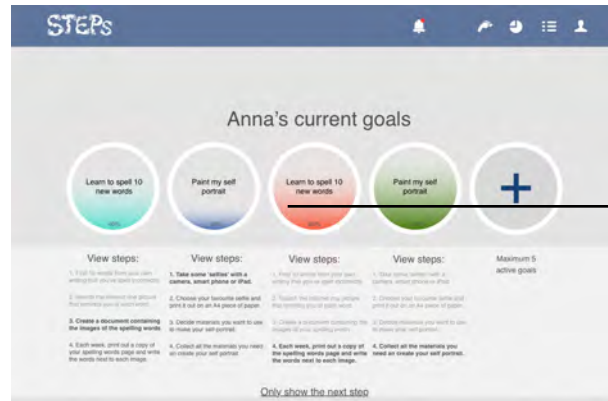
4. The confirmation stage of setting a new goal.
If students request suggestion from either teachers or parents, they will need to click on the corresponding “eye” icon. A notification will be sent to the nominated person/people. This goal will not be activated until the teachers or parents respond.

2.To Accept a Suggested Goal

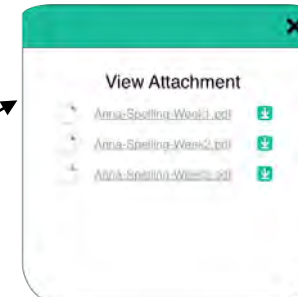
Students can choose whether to **accept** the teachers' suggestions or not, or **edit** the details.



3.To Edit a Current Goal



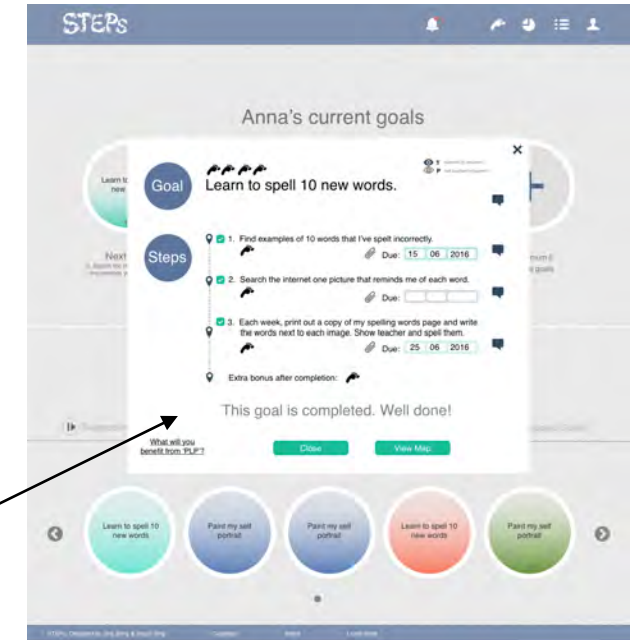
A link of "what do you benefit PLP" to motivate the users.



For finished steps, the students can **view and download** the attachments.

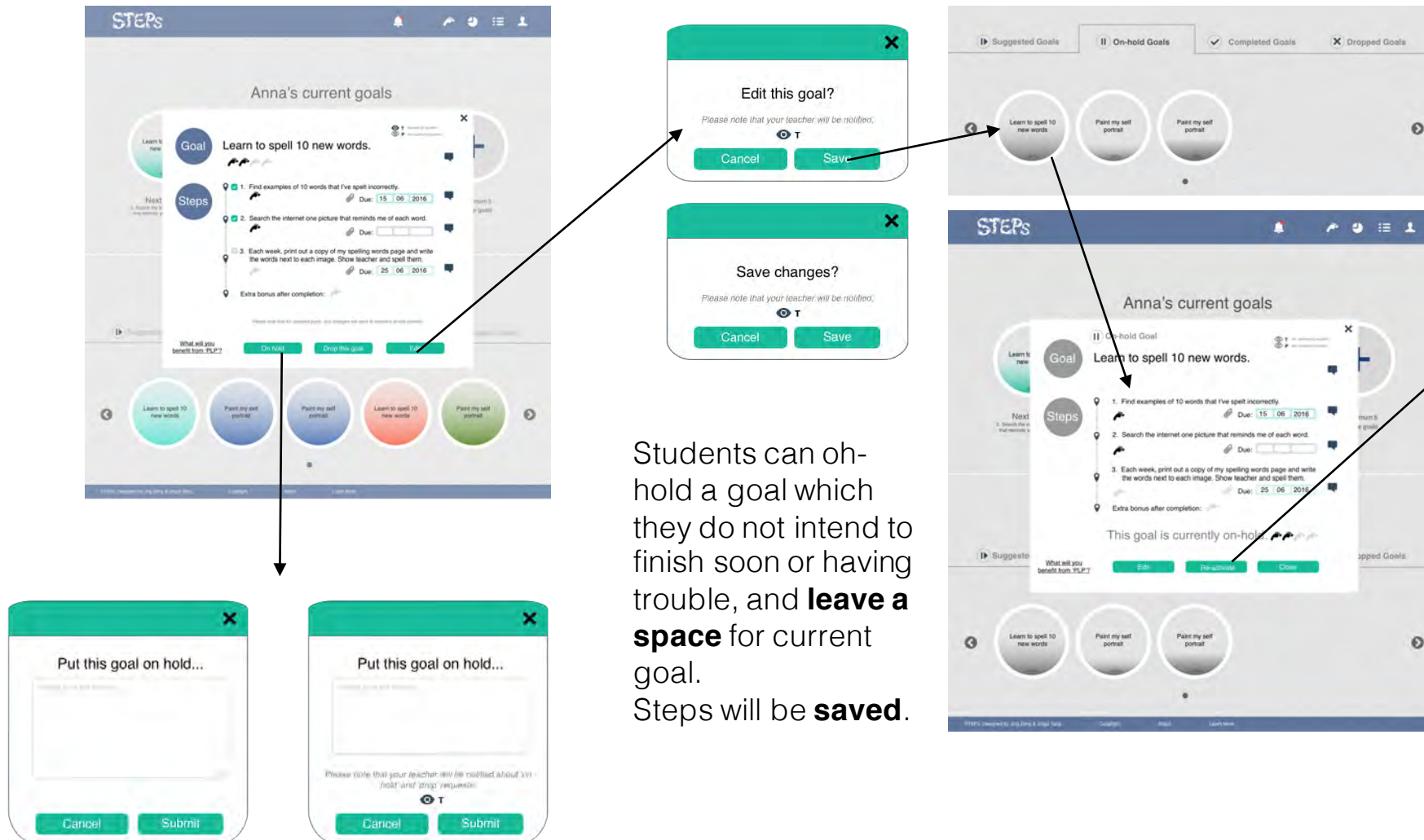


When completed a new step, the students can choose to **upload** an evidence.



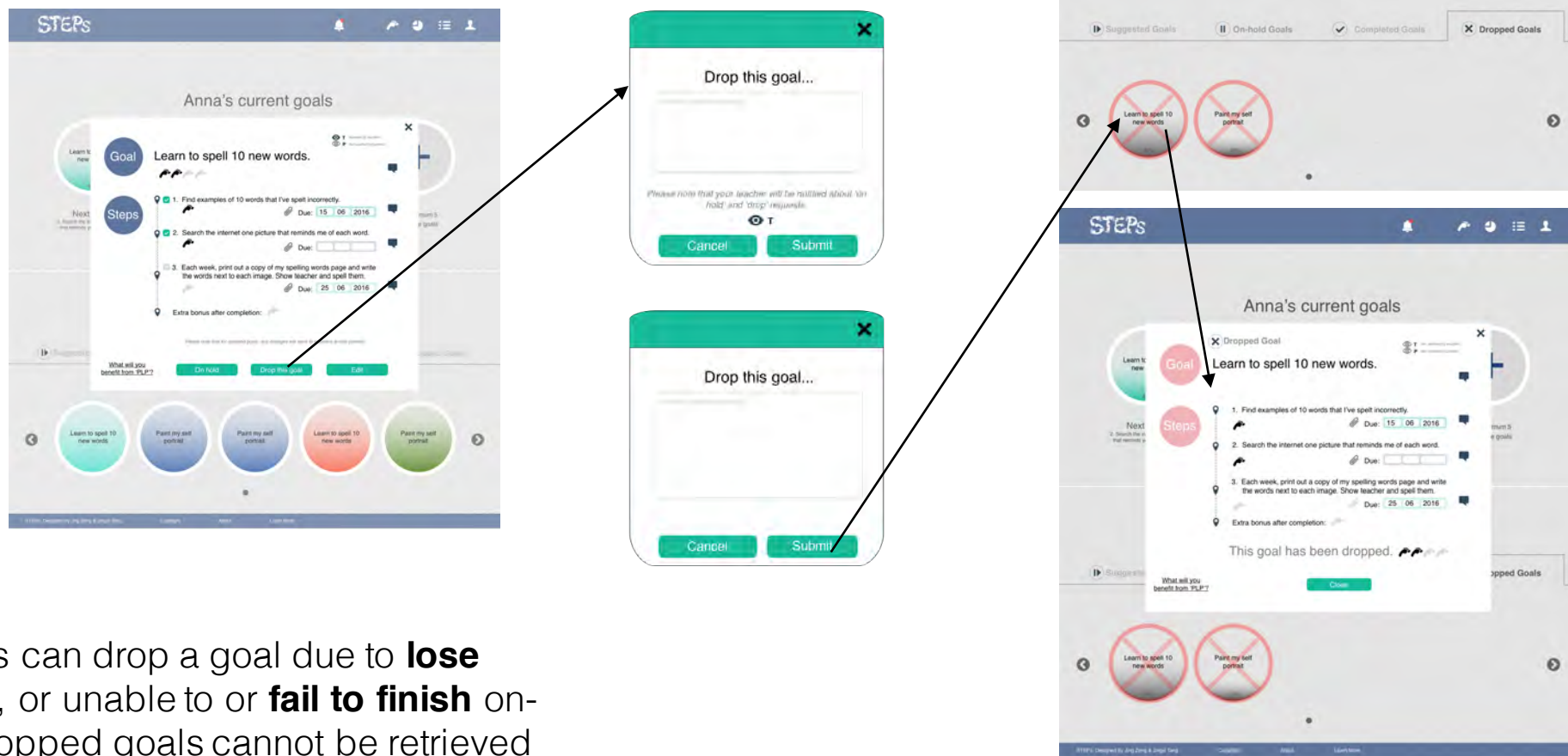
Once all the grey footprints are lighted, the goal is completed.

4. For On-hold Goals



Reactive and move to current goals.

5.For Dropped Goals



Students can drop a goal due to **lose interest**, or unable to or **fail to finish** on-time. Dropped goals cannot be retrieved back. The red **X** mark will leave on the page to remind the students about **goal and time management**.