1. Locate the navigation bar at the top of the screen and select "My development" and select "Learning library" and select the yellow circle with a plus sign "+" as shown in Figure 1.

2. Select "Private" learning activity as shown in Figure 3.

3. Fill out all the areas that pertain to your learning activity starting from the top left as shown in Figure 2 above. The required fields are marked with an asterisk "*". These fields are "Activity title" and "Activity type". Fully title your learning activity as these can be seen on your development plan by your supervisor. "Activity type" is chosen from "Articles", "Classroom", "Multiple", "Online", and "Webinar" as shown in Figure 4. Choose the closest representation from that drop-down list.

Optional areas to fill out: "Description", "Content", "Photo", "Duration", "Requires Renewal", "Cost" and "Competencies"

Add an explanation of the learning activity in the "Description" box. It is recommended to include what you learned or your outcomes from the learning activity were in the description. Add the link to the content in the "Content" area. On the right column, upload a work appropriate photo related to the learning activity. In the "Duration" field indicate how long the learning activity took. In the drop-down, choose from "Minutes", "Hours", or "Days". Select the bar to indicate that yes, the learning activity requires renewal, such as a certification, or that it has a cost associated with it (it will shift to green). To add competencies to the learning activity, select the plus "+". Choose the relevant competencies and levels by checking the box to the left of the type of competency. Uncheck the ones that do not apply. Select "Link" to add them to the learning activity. More competencies will be added.

4. At the bottom of the learning activity, select the drop-down "Add to plan" to indicate "Booked", "In progress", "Complete", or "Suggested" as shown in Figure 5.

It is recommended to add a private activity with a specific date, select "Booked" in the drop-down. Adjust the actual completed date in your development plan, then change the status to "Complete" and select "Submit".

WARNING: The date cannot be adjusted if it is marked "Completed".