



Classified Growth & Development Cycle

Resource Guide: *Accessing Online Courses*



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The screenshot shows the Los Angeles Unified School District website. The main navigation bar includes links for Home, About LAUSD, Employment, Find a School, Offices, and Quick Links. A prominent banner reads "PROFESSIONAL LEARNING AND LEADERSHIP DEVELOPMENT" with sub-links for Home, Educator Development and Support, Leadership Development, MyPLN, and Reed Investment Schools. A system alert is displayed, stating: "Please use Firefox when using this page. Other Internet browsers may prevent you from logging onto MyPLN. SYSTEM ALERT!!!! Friday, November 11th 6:00am - Sunday, November 13th, 12:00pm MyPLN will undergo scheduled system maintenance and will be unavailable during this time." Below the alert, there is a section for "My Professional Learning Network" with a red box highlighting the "LAUSD Employees » Login" button and links for "Reset Password" and "Contact Us".

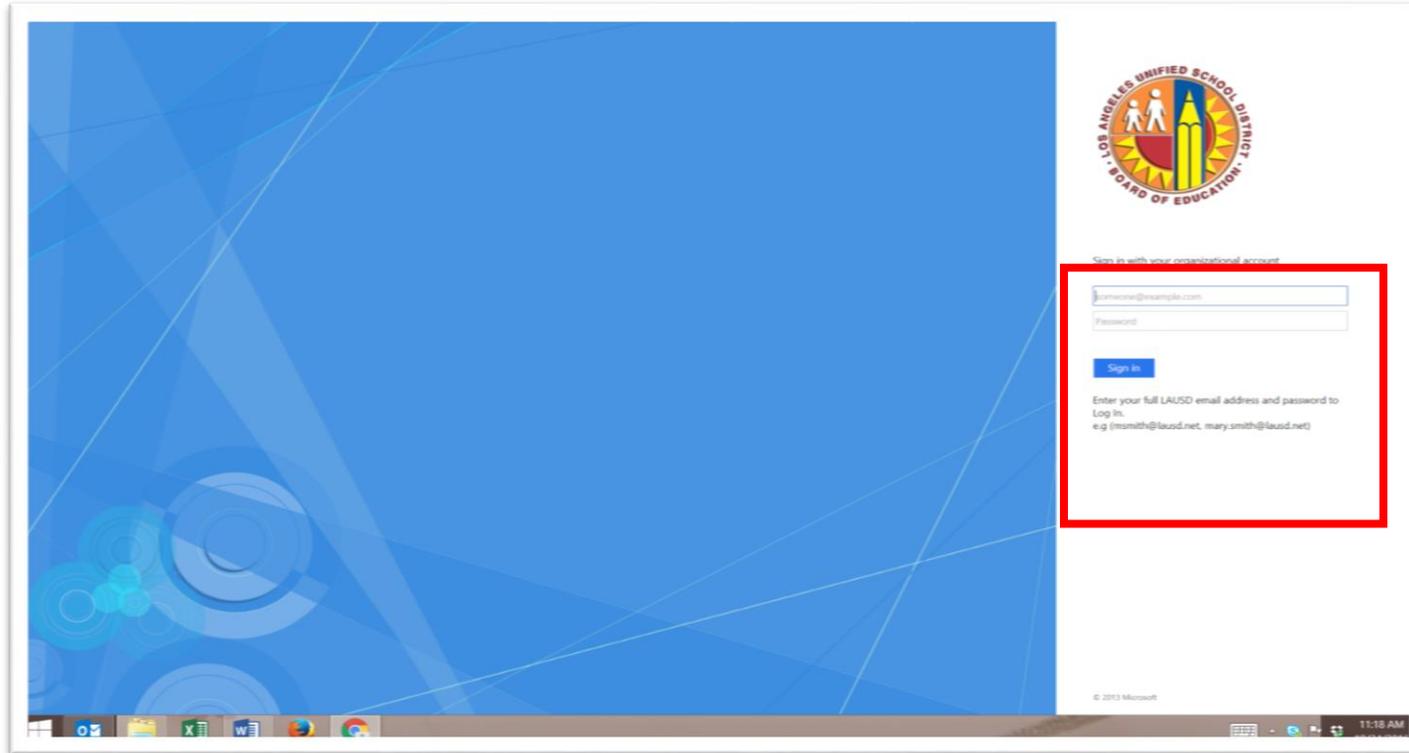
Login to MyPLN at: <http://achieve.lausd.net/mypln>

and select LAUSD Employees Login



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Enter your full LAUSD email address and password to Login
e.g (msmith@lausd.net,mary.smith@lausd.net)



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The screenshot shows the homepage of the My Professional Learning Network. At the top left is the logo with the text "My Professional Learning Network". To the right is a search bar. Below the logo is a navigation menu with links: Home, Learning, Collaborate, My Team, Reports, ILT Admin, Content Management, GPS, and Support. A welcome message reads "Welcome OLGA MARIA CASTANO". The main content area features several tiles: "Search" (highlighted with a red box), "Collaborate" (with sub-tiles for Communities and Teams), "See What's New" (with a list of professional development topics), "Transcript" (with sub-tiles for Active Learning and Completed Learning), "Calendar" (with sub-tiles for Events, Dates, Times, and Locations), and "Support" (with sub-tiles for Guides, Support, and FAQs). At the bottom, there is a logo for Los Angeles Unified School District and a footer with contact information: "Want to learn more about MyPLN implementation? If you have questions regarding MyPLN or are experiencing difficulties with MyPLN please contact us at: MyPLN@lausd.net".

Select the Search Box



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The screenshot shows a 'Global Search' interface. At the top, there is a search box with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. Below this is a 'Refine your search' section. In this section, the filter 'Organizational Excellence' is selected and highlighted with a red box. To its right, there is a 'Competency' dropdown and a 'Rating' slider. Below the filters, there is a list of 'Content Area' options, including Arts, Career & Technical Education, Early Education, English Language Arts, English Language Development, Health, History/Social Studies, Mathematics, Physical Education, Restorative Justice, Science, Special Education, Technology Integration, World Languages, Dance, Music, Visual Arts, and Theater Arts. A 'Grade Level' list is also present, ranging from Pre-K to 12. At the bottom right of the search results area, there is an orange 'Refine' button, also highlighted with a red box.

- Refine your Search by Provider – by entering “Organizational Excellence
- Enter the competency or partial title of the course in the Search Box, example “effective team”
- Click “Refine”



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Refine

Training results (21)

 **Effective Team Communication**
Online Class | Organizational Excellence ★★★★★ (0)
Regardless of how talented the individual members of your team are, they can only get your team so far alone. To maximize their potential, teams rely on the participation, input, and opinions of all team members. Learning to speak up and encouraging others to open up are important to a team's success. Effective communication is the fuel that will k...

 **Being an Effective Team Member**
Online Class | Organizational Excellence ★★★★★ (0)
A truly **effective team** is equal to more than the sum of its parts. And it takes the dedication of every member of the team. **Effective team** members go beyond themselves and their personal desires and goals. If you want to be an **effective team** member, your challenge is to put the team first, which means maximizing your contributions to help the team ...

 **Leading Teams: Fostering Effective Communication and Collaboration**
Online Class | Organizational Excellence ★★★★★ (0)
You have a team established and everyone is committed to the team goals. However, a common focus is not always enough to help your team achieve success. You must ensure that team members can communicate with you and with one another, and that they will work as a team rather than as individuals. This course outlines the importance and benefits of p...

Select the course



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The screenshot displays the 'My Professional Learning Network' interface. At the top, there is a navigation bar with links for Home, Learning, Collaborate, My Team, Reports, ILT Admin, Content Management, GPS, and Support. Below this, a search bar and 'Training Details' breadcrumb are visible. The main content area is titled 'Training Details' and features a course card for 'Being an Effective Team Member', an Online Class under the category 'Organizational Excellence'. The course card includes a red-bordered box around the 'Request' button and an 'Assign' button. Below the course card, there is a descriptive paragraph about effective teams, a note in red text stating 'Note: It is your responsibility to secure your supervisor's approval if participating in training during work hours.', and details for the target audience and duration (01:00).

Select "Request"



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The screenshot displays the 'My Professional Learning Network' interface. At the top, there is a navigation bar with links for Home, Learning, Collaborate, My Team, Reports, ILT Admin, Content Management, GPS, and Support. Below this, the user's profile is shown as 'OLGA MARIA CASTANO' with a 'Transcript' tab selected. The main content area is titled 'Transcript: OLGA MARIA CASTANO' and includes a search bar and filters for 'Active', 'By Date Added', and 'All Types'. Two search results are listed: 'Being an Effective Team Member' (Status: Approved) and 'Effective Team Communication' (Status: In Progress). The 'Register' button for the first course is highlighted with a red box.

The course will show in your Transcript. Select “Register.”



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The screenshot displays the 'My Professional Learning Network' interface. At the top, there is a navigation bar with links for Home, Learning, Collaborate, My Team, Reports, ILT Admin, Content Management, GPS, and Support. The main content area is titled 'Transcript: OLGA MARIA CASTANO' and includes a search bar for training. Below the search bar, there are search results for 'Being an Effective Team Member' with a 'Launch' button highlighted in a red box. The interface also shows a user profile for OLGA MARIA CASTANO and a sidebar with options like Bio and Transcript.

Select "Launch"



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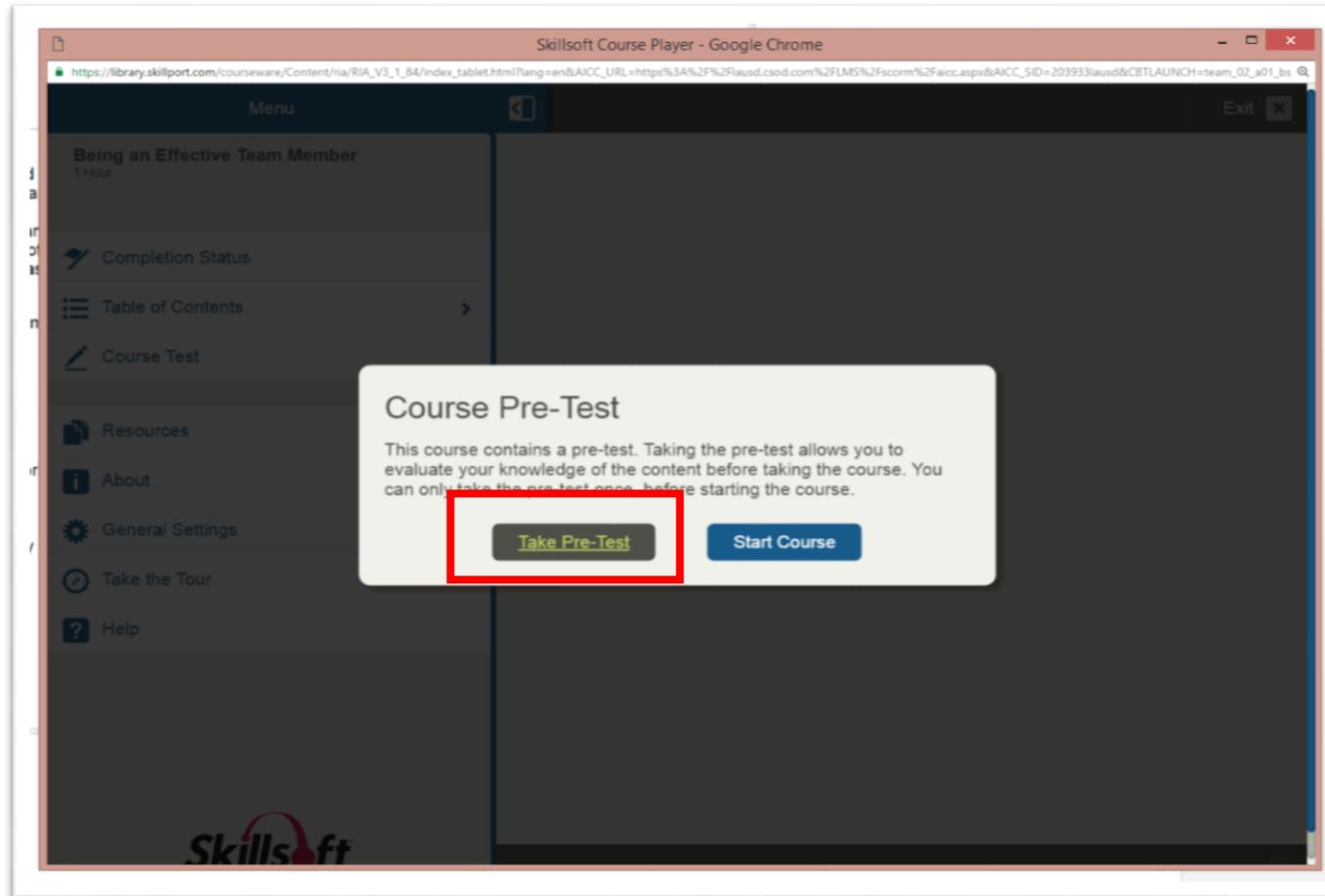
The screenshot shows a web browser window displaying a Moodle course page. The page title is "Being an Effective Team Member". At the top left, there is a checkbox for "Enable Web Accessibility" with a link "(What is Web Accessibility?)". Below this, the "Play This Course" button is highlighted with a red rectangular box. Other visible elements include links for "Target Audience", "Expected Duration", and "Objectives". The "Overview/Description" section contains text about team effectiveness. The "Target Audience" section states "All levels of employees; anyone who participates on any type of team". The "Expected Duration" is listed as "1 Hours". The "objectives" section is titled "Maximizing Your Role on the Team" and includes a bulleted list of five points. At the bottom, the "Course Number" is "team_02_a01_bs_enus". On the right side of the page, there is a "My Team" dropdown menu, a search bar for training, and three orange buttons labeled "Launch", "Inactive", and "Register".

Select "Play This Course"



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Begin by taking the “Pre-test”



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The screenshot shows a web dashboard with an orange navigation bar at the top containing links for 'My Team', 'Reports', 'ILT Admin', 'Content Management', 'GPS', and 'Support'. Below the navigation bar, the user is greeted with 'Welcome OLGA MARIA CASTANO'. The dashboard features several tiles: 'Search' (Courses, Videos, Articles), 'Collaborate' (Communities, Teams), 'See What's New' (Professional Development You Might Like...), 'Transcript' (Active Learning, Completed Learning), 'Calendar' (Events, Dates, Times, Locations), and 'Support' (Guides, Support, FAQs). The 'Transcript' tile is highlighted with a red border.

Please note that you do not need to finish the course in one sitting. You may go back and continue with the course at any time by logging back in and selecting “Transcript” then launching your course again.