



Resource Guide:
***Accessing
Online Courses***

Brought to you by:



**Organizational
Excellence**

Visit MyPLN

STEP 1

Visit the My Professional Learning Network (MyPLN) website.

<http://achieve.lausd.net/mypln>

Click the button labeled "LAUSD Employees Login."

skip navigation Select Language SUPERINTENDENT BOARD OF EDUCATION SIGN IN

Los Angeles Unified School District
Investing in LAUSD

can't find something?

Home About LAUSD Employment Find a School Offices Quick Links

PROFESSIONAL LEARNING AND LEADERSHIP DEVELOPMENT

HOME EDUCATOR DEVELOPMENT AND SUPPORT LEADERSHIP DEVELOPMENT MYPLN REED INVESTMENT SCHOOLS

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.

My Professional Learning Network

LAUSD Employees Login

[Reset Password](#) | [Contact Us](#)

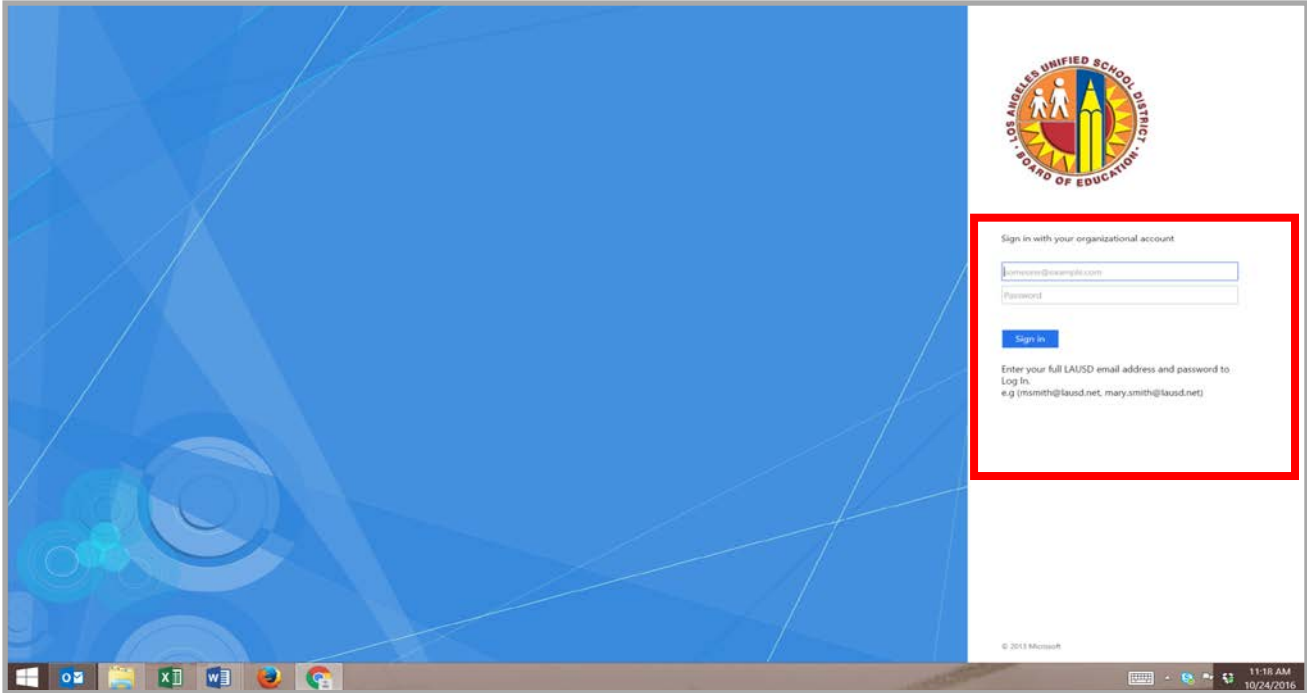
Login to MyPLN

STEP 2

Enter your full LAUSD email address and password to login.

For example:

mary.smith@lausd.net



Search Courses

STEP 3

Click the "Search" box.

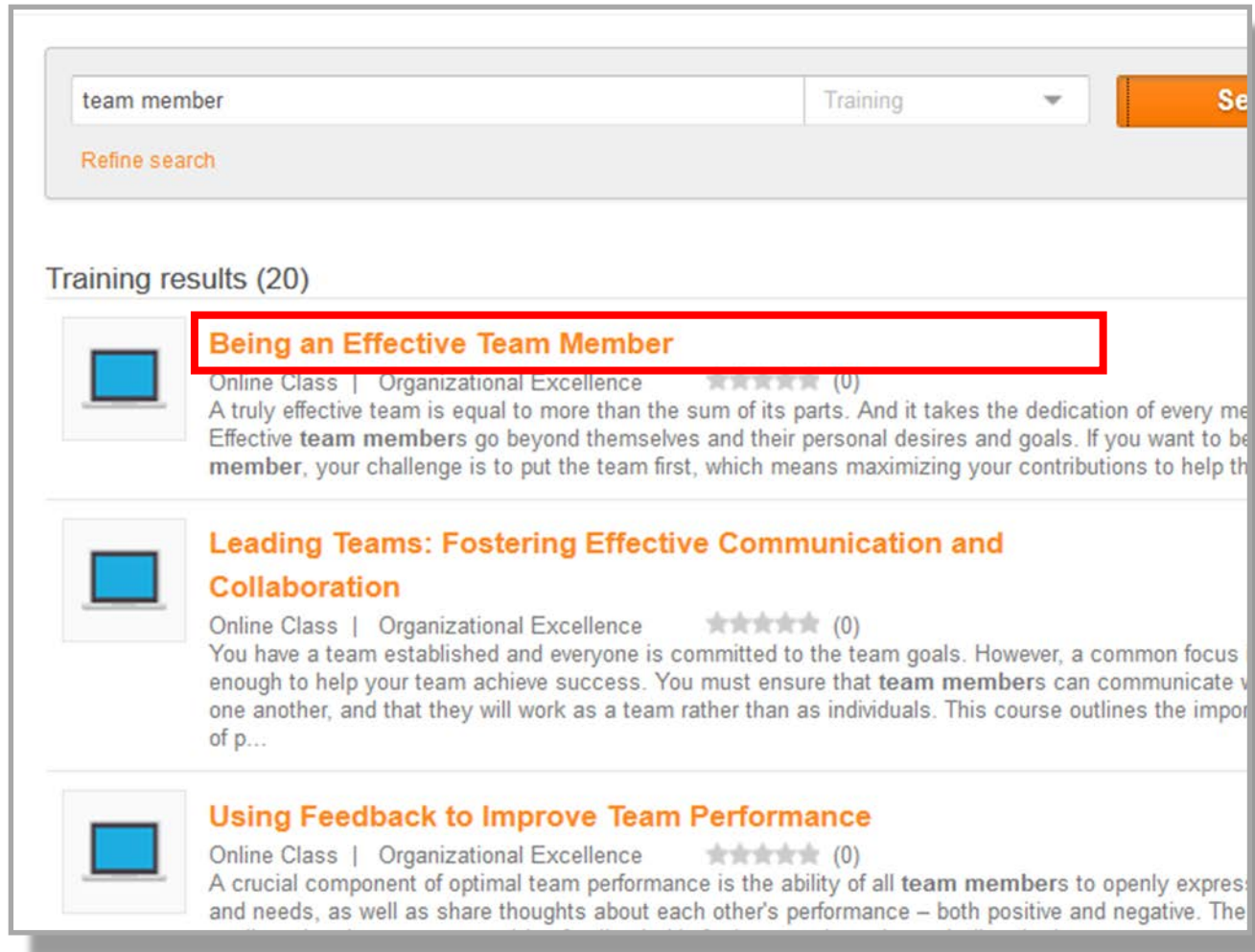
Type in the name of the course you are looking for or view a list of available courses.

The screenshot shows the My Professional Learning Network website. At the top left is the logo with the text "My Professional Learning Network". A search bar is located at the top right. Below the logo is a navigation menu with items: 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" (with a sub-menu: Courses, Videos, Articles), "Collaborate" (with sub-menus: Communities, Teams), "See What's New" (with sub-sections: Professional Development You Might Like..., Bloom's Digital Taxonomy, Increasing Instructional Rigor, Learner Engagement and Academic Language), "Transcript" (with sub-menus: Active Learning, Completed Learning), "Calendar" (with sub-menus: Events, Dates, Times, Locations), and "Support" (with sub-menus: Guides, Support, 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". A red arrow with the text "CLICK HERE!" points to the "Search MyPLN" button in the Search tile.

Find Your Course

STEP 4

Once you find the class that interests you, **click the course title.**





The screenshot shows a search interface with a search bar containing 'team member', a dropdown menu set to 'Training', and an orange 'Search' button. Below the search bar is a 'Refine search' link. The results are titled 'Training results (20)'. Three course listings are visible, each with a laptop icon, a title, a category, a star rating, and a description. The first listing, 'Being an Effective Team Member', is highlighted with a red box. The second listing is 'Leading Teams: Fostering Effective Communication and Collaboration', and the third is 'Using Feedback to Improve Team Performance'.


team member Training Search

Refine search

Training results (20)

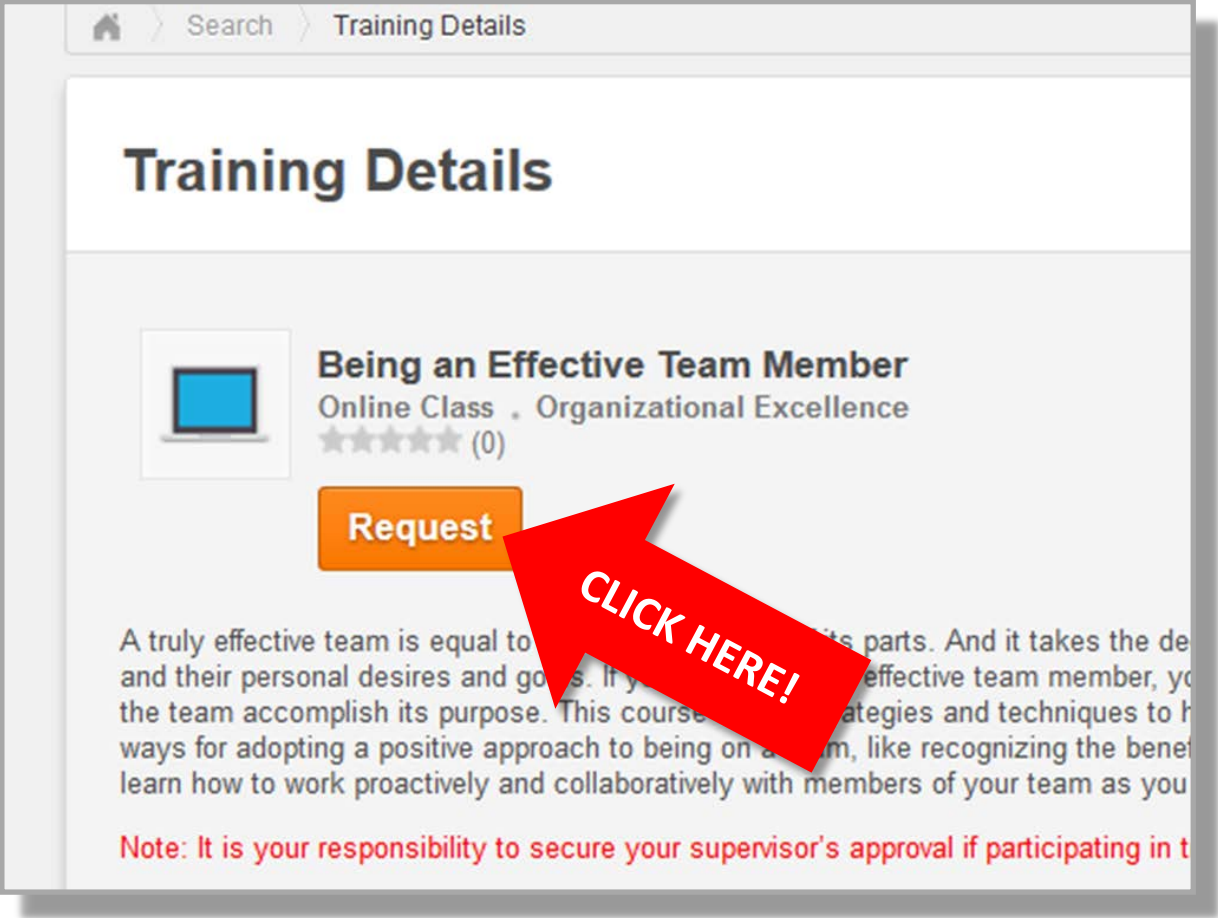
 **Being an Effective Team Member**
Online Class | Organizational Excellence ★★★★★ (0)
A truly effective team is equal to more than the sum of its parts. And it takes the dedication of every member. Effective **team members** go beyond themselves and their personal desires and goals. If you want to be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

 **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 enough to help your team achieve success. You must ensure that **team members** can communicate with one another, and that they will work as a team rather than as individuals. This course outlines the importance of p...

 **Using Feedback to Improve Team Performance**
Online Class | Organizational Excellence ★★★★★ (0)
A crucial component of optimal team performance is the ability of all **team members** to openly express their thoughts and needs, as well as share thoughts about each other's performance – both positive and negative. The

Training Details

STEP 5



The screenshot shows a web interface for training details. At the top, there is a breadcrumb trail: Home > Search > Training Details. Below this is a header section with the title "Training Details". The main content area features a course card for "Being an Effective Team Member". The card includes a placeholder image of a laptop, the course title, the format "Online Class", and the category "Organizational Excellence". Below the title is a star rating of five stars with "(0)" next to it. A prominent orange "Request" button is located below the rating. A large red arrow with the text "CLICK HERE!" points directly to the "Request" button. Below the button, there is a paragraph of text describing the course content, and a red note at the bottom stating: "Note: It is your responsibility to secure your supervisor's approval if participating in t".

The training details will display all important course information.

Click the "Request" button to begin the course registration process.

Register

STEP 6

The course will show in your Transcript.





Click the "Register" button to enroll in the course.

Transcript: OLGA MARIA CASTANO My Team ▾ Options ▾

Your transcript displays your complete learning history for MyPLN.

Active ▾ By Date Added ▾ All Types ▾

Search Results (4)

	Being an Effective Team Member Due: No Due Date Status: Approved	Register ▾
	Effective Team Communication Due: No Due Date Status: In Progress	Inactive ▾
	Goals and Setting Goals Due: No Due Date Status: Approved	Register ▾
	Menus and Recipes: Presentation 2015-16 Due: No Due Date Status: In Progress	Inactive ▾

CLICK HERE! (Red arrow pointing to the Register button for 'Being an Effective Team Member')

Launch the Course





STEP 7

Transcript: OLGA MARIA CASTANO My Team ▾ Options ▾

Your transcript displays your complete learning history for MyPLN.

Active ▾ By Date Added ▾ All Types ▾ Q

Search Results (4)

	Being an Effective Team Member Due: No Due Date Status: Registered	Launch ▾
	Effective Team Communication Due: No Due Date Status: In Progress	Inactive ▾
	Goals and Setting Goals Due: No Due Date Status: Approved	Register ▾
	Menus and Recipes: Presentation 2015-16 Due: No Due Date Status: In Progress	Inactive ▾

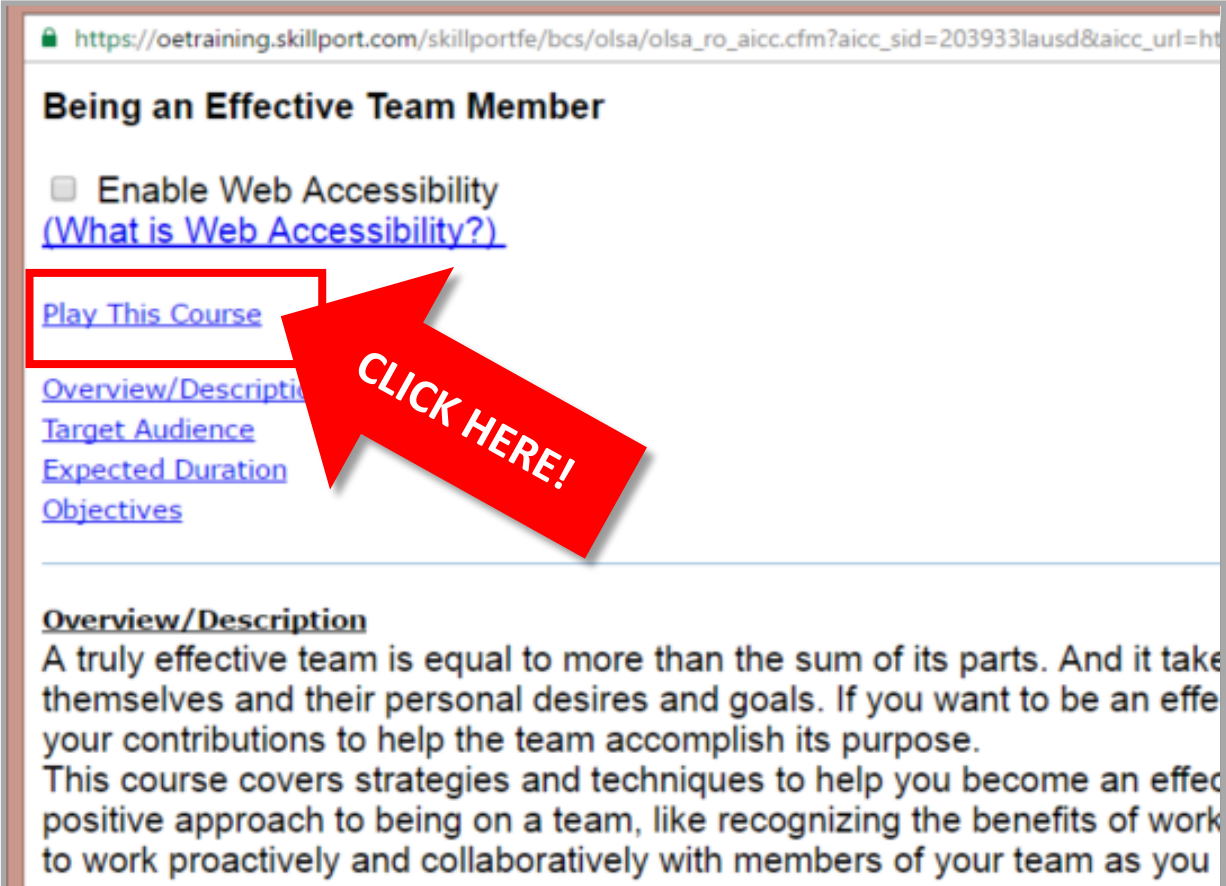
CLICK HERE! (Red arrow pointing to the 'Launch' button)

Once you have registered, the course will be available to view.

Click the "Launch" button to view course details.

Play the Course

STEP 8



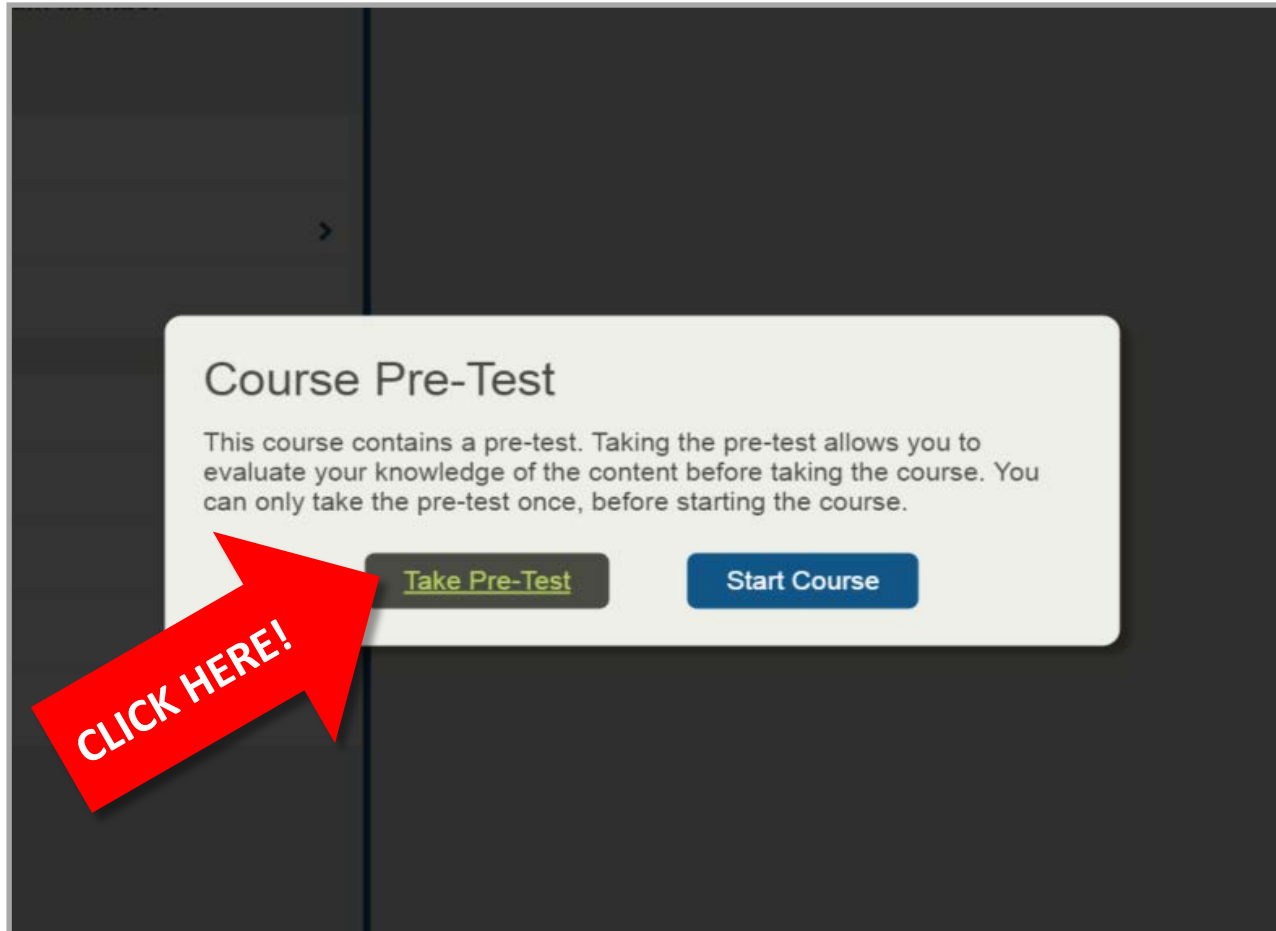
The screenshot shows a web browser window with the URL https://oetraining.skillport.com/skillportfe/bcs/olsa/olsa_ro_aicc.cfm?aicc_sid=203933lausd&aicc_url=ht. The page title is "Being an Effective Team Member". Below the title, there is a checkbox labeled "Enable Web Accessibility" with a link "(What is Web Accessibility?)". A red box highlights the "Play This Course" link, and a red arrow points to it with the text "CLICK HERE!". Below the link are several other links: "Overview/Description", "Target Audience", "Expected Duration", and "Objectives". The "Overview/Description" section is expanded, showing the text: "A truly effective team is equal to more than the sum of its parts. And it takes more than the sum of themselves and their personal desires and goals. If you want to be an effective team member, use your contributions to help the team accomplish its purpose. This course covers strategies and techniques to help you become an effective team member with a positive approach to being on a team, like recognizing the benefits of working with others to work proactively and collaboratively with members of your team as you..."

The course details will display in a new window. The course details are usually the description, target audience, expected duration, etc.

Click the "Play This Course" link to begin the course.

Course Pre-Test

STEP 9



Some courses begin with a pre-test, which is used to determine how much you already know about the course topics.

Click the "Take Pre-Test" button.

Return Any Time

STEP 10

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.**

My Professional Learning
Network

Home Learning Collaborate My Team Reports ILT Admin Content Management GPS Support

Welcome OLGA MARIA CASTANO

Search
Courses • Videos • Articles

Collaborate
Communities Teams

See What's New
Professional Development You Might Like...
Bloom's Digital Taxonomy
Increasing Instructional Rigor
Learner Engagement and Academic Language

Transcript
Active Learning • Completed Learning

Calendar
Events • Dates • Times • Locations

Support
Guides • Support • FAQs

Los Angeles Unified School District

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



Organizational *Excellence*

Get in Touch



<http://www.oelausd.org>



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