Elementary Math Summer 2015 Online Course Registration Directions

Directions: For registration purposes we are using LAUSD's new professional learning management system, My Professional Learning Network (MyPLN). Follow the steps below to register for and navigate through the course.

STEPS FOR REGISTERING

1. Go to: https://achieve.lausd.net/mypln

2. Select the **Log In** button:

3. Enter your user name and password as directed below and then select the **Sign in** button

   -User Name: Enter your *complete* LAUSD email address
   (i.e.: john.doe@lausd.net)
   -Password: enter LAUSD single sign-on password
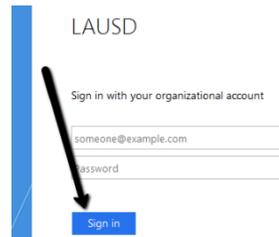
4. Select the **Search** button from the home page:

5. In search bar type "Building a Common Core Math Classroom" and then select the **Search** button.
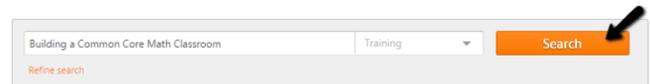
6. Click on the title for the **Building a Common Core Math Classroom** content item.
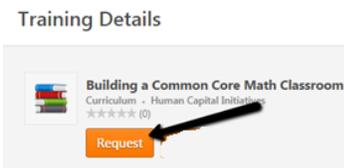
7. This will take you to a page with an overview of the course. Select **Request** to enroll in the course.

How will I know that I have successfully registered for a session?

Once you have successfully registered for your session, you will receive an automated confirmation email at your LAUSD email address. In addition, on your transcript in MyPLN, you will see that your status is "Registered". You may select the **Open Curriculum** button to launch the course or you selected or you can select the down arrow on the **Open Curriculum** button to withdraw from the course.

If you encounter any challenges logging into the system or registering for a training, please email
mypln@lausd.net and provide your contact information. A member of the MyPLN support team will contact you.

Elementary Math Summer 2015 Online Class Navigation Directions

STEPS FOR NAVIGATING THE COURSE (after you register)

1. Log into MyPLN and select the **Transcript** button from the homepage:

2. Locate the "Building a Common Core Math Classroom" course and select the **Open Curriculum** button by the course.
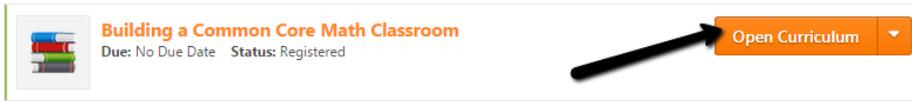
3. There are seven sections to the course. To begin a section, select **Activate** and then select **Launch**.

Select "activate" and then select "launch" to start the first section.
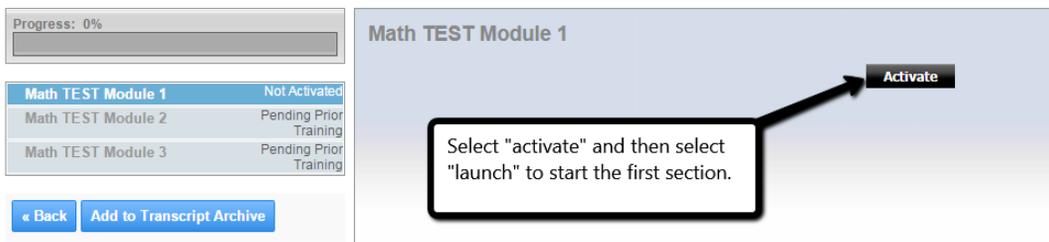
4. Once you have completed a section, you can proceed to the next section by selecting **Activate** and then selecting the **Launch** button for that section.

5. When you have completed all 7 sections you will see a "complete" status for all sections (as shown below) and the course will be moved to the archived section of your transcript. You will also receive an automated system email at your LAUSD email address confirming your completion of the course.

How will I know that I have successfully completed the online course?

Once you have successfully registered for your session, you will receive an automated confirmation email at your LAUSD email address. In addition, on your transcript in MyPLN, you will see that your status is "Registered". You may select the **View Training Details** button to view

Click here to withdraw and/or switch sessions

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