

***Navigating the Re-Imaging ELA/ELD Ensuring Equity for Targeted Student Populations Online Training***

**Please follow the steps below for registering and starting the course.** Participants will be compensated for 4 hours at the training rate for the completion of this course. In order to receive compensation, the course must be **completed by June 25, 2017**. No partial payment will be given for partial completion. The following personnel are eligible to be compensated: Elementary school certificated personnel including teachers, special education teachers, itinerant teachers, out of classroom intervention teachers & coordinators and all administrators including both elementary, span, middle and secondary schools.

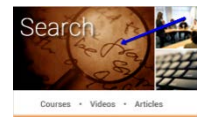
**Technical Requirements**

- Users must launch the course on a **computer** with OS X 10.6.8 or above or Windows XP SP three or above (the course will not function properly on mobile devices or tablets).
- **Pop-up blockers must be turned off.** For support in removing pop-up blockers, [click here](#).
- **Adobe Flash player must be updated and enabled** in the computer's web browser. For support in updating and enabling flash player, [click here](#).

**Directions:**

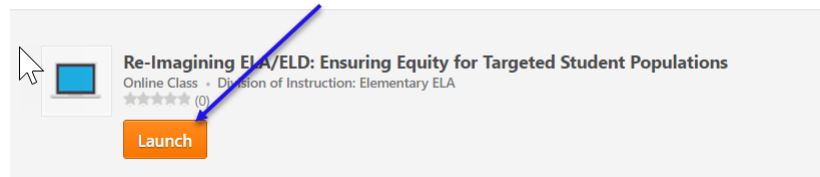
1. Go to the MyPLN website [achieve.lausd.net/mypln](http://achieve.lausd.net/mypln) and select the log in button. Use your complete LAUSD email address and Single Sign-On password to log in.

2. On the Home page, select the **Search** button and in the search bar type the keyword "ELA/ELD 2017" and click **Search**.



3. Then, click on the title **Re-imagining ELA/ELD: Ensuring Equity for Targeted Student Populations** and then select the **Launch** button. If nothing launches, you have a pop-up blocker turned on. [Click here](#) for steps to turn your pop-up blocker off.

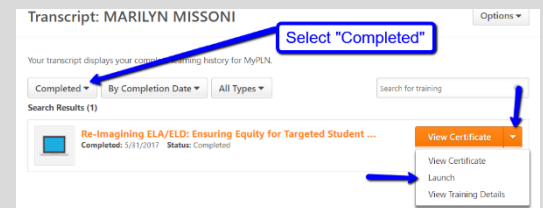
**Training Details**



4. Follow the instructions in the course to complete the course. The system will save your work in progress if you wish to complete the course in multiple sittings. To get back to the course, select the Transcript button on the MyPLN homepage. Once the course is completed close the window.

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

Once you have successfully completed the course, you will receive an automated confirmation email at your LAUSD email address with your certificate of completion. In addition, if you navigate to your transcript in MyPLN, and select the **Completed** section, you will see that your status is "Completed". If you would like to view the course again, click on the down arrow and select the Launch button. Click on the View Certificate button to download and print your certificate. Your completion will be automatically reported and processed for payment if **completed by June 25, 2017**. **You will receive payment on your July or August paycheck.**



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