

Orchestrating a California Standards Math Classroom

Technical Requirements

- Users must launch the course on a **computer** with OS X 10.6.8 or above or Windows Vista or better 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](#).

Steps for Registering for and Completing the Course

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

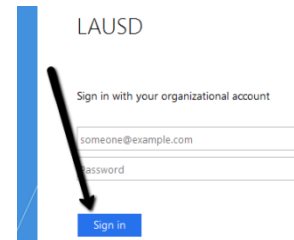
2. Select the **Log In** button:



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

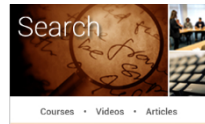
-User Name: Enter your **complete** LAUSD email address
(i.e.: john.doe@lausd.net)

-Password: enter LAUSD single sign-on

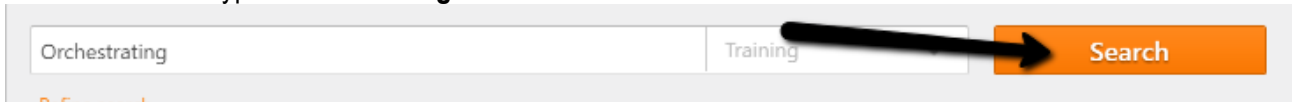


password

4. Select the **Search** button from the home page:



5. In search bar type "**Orchestrating**" and then select the **Search** button.



6. Click on the title for the **Orchestrating a California Math Classroom** content item.

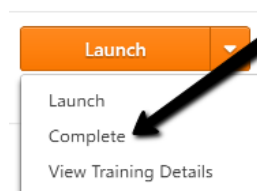


7. This will take you to a page with an overview of the course. Select **Request** to enroll in the course.

8. To open the course, select the **Open Curriculum** button by the course.

9. To view the Chapter 1 video, select the **Launch** button by Chapter 1. If the video doesn't launch, you have a pop-up blocker turned on. To turn off the pop-up blocker, follow [these directions](#).

10. Once you have finished watching Chapter 1, mark it as complete by selecting the down arrow on the launch button and selecting **Complete**.



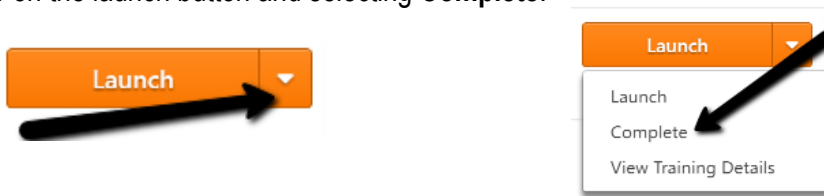
If you encounter any challenges logging into the system or registering for a training, please email mypln@lausd.net and provide your contact information. A member of the MyPLN support team will contact you.

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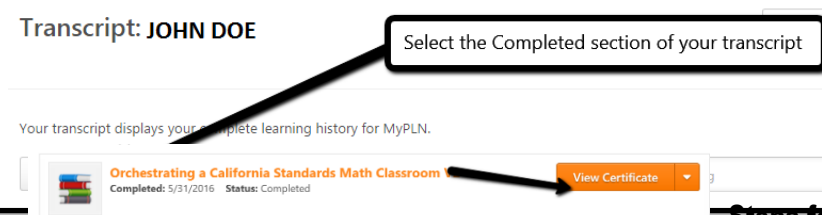
11. To view the FAQ guide, select the **Launch** button by the guide. Please note that you may wish to save or print the FAQ document for your reference. When you are finished reviewing the guide, mark it as complete by selecting the down arrow on the launch button and selecting **Complete**.



12. To view Chapter 2, select the **Launch** button by Chapter 2.
13. When you finish Chapter 2, close the pop up window for the course and then select the **Launch** button by Chapter 3.
14. Repeat step 13 for Chapters 3 – 6
15. To view the MyPLN certificate video, select the **Launch** button by the video.
16. Once you have finished watching the MyPLN Certificate video, mark it as complete by selecting the down arrow on the launch button and selecting **Complete**.



17. You have now completed the course! To print your certificate of completion, select the **Completed** section of your transcript, and then select the **View Certificate** button by the course.



Steps for Returning to the Course

(For users who are completing the course in multiple sittings)

1. If you are not able to complete the course in one sitting, you can return to the course by logging into MyPLN at <https://achieve.lausd.net/mypln> and selecting the **Transcript** button from the homepage:
2. To open the course, select the **Open Curriculum** button by the course.



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