



How to Access and Complete the "Plan with Me" Online Training

Firefox or Chrome is recommended. Do NOT use Internet Explorer.

Before you begin, please make sure that your pop-up blocker is disabled and enable flash.

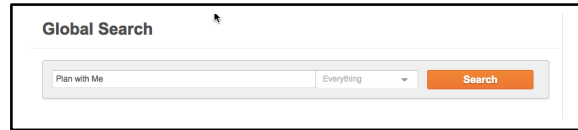
For instructions click on [Firefox](#) or [Chrome](#) and [Adobe Flash](#), respectively.

Note: For this e-learning course, the videos play better on Chrome.

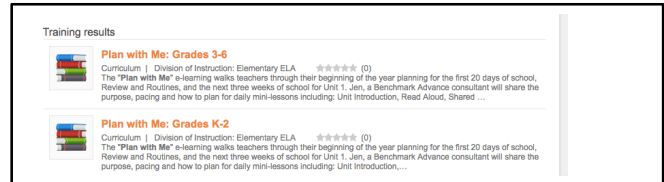
1. Go to: <http://achieve.lausd.net/mypln>
2. Select the "LAUSD Employees Login" button.
3. Enter your user name and password as directed below and then select the "Sign in" button
 - User Name: Enter your **complete** LAUSD email address (i.e., john.doe@lausd.net)
 - Password: enter LAUSD single sign-on password
4. Select "Search" from the home page.



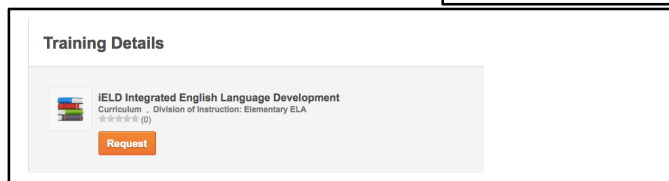
5. Enter key-word "Plan with Me" into the Global Search, and select "Search" button



6. Select "Plan with Me K-2" or "Plan with Me 3-6"



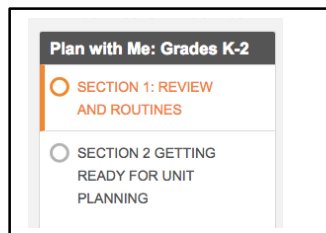
7. Click on "Request"



8. Click the "Open Curriculum" button to view the training and assessment.



9. Select "Section 1"

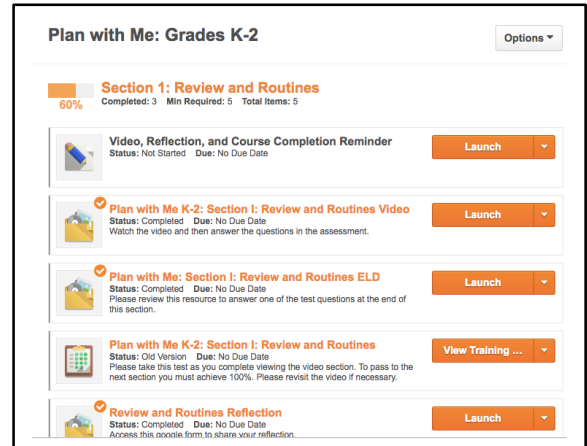


Need assistance with MyPLN?

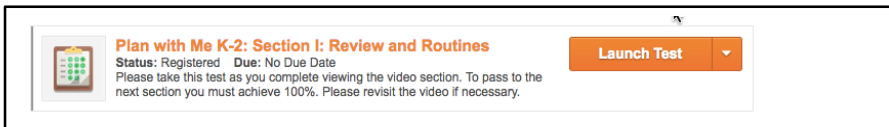
Please call (213) 241-5200 option 4, then option 1 or [click here](#) to submit your request online.



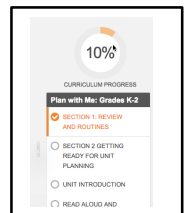
- Select the **Launch** button next **Video, Reflection and Course Completion Reminder** then the section will open up. Read Reminder then select **Mark Complete** and close the section.
- Next to the course **Plan with Me: Section I: Review and Routines Video** click **Activate** then the **Launch** button will appear. Select **Launch**".
- The video will appear in a new window. As you watch The presentation *the MyPLN window must be kept open for the system to track your progress and completion.*
- After watching the video, **close the presentation window (not the MyPLN window).**



- An **Activate** button will appear next to the **Plan with Me: Review and Routines ELD**.
- Select **Activate**. A **Launch** button will appear. Review the ELD document. Then **Mark Complete**.
- An **Activate** button will appear next to the **Plan with Me: Review and Routines Assessment**. Select **Activate** then **Launch Test** and the assessment will appear. Complete the assessment. Then **Mark Complete**.
- NOTE:** In order to be marked completed for the course, you must pass the assessment with a score of 100%. You have unlimited retake opportunities.



- Following the assessment, the **"Activate"** button will appear next to **Plan with Me: Section I: Review and Routines Reflection**.
 - Select **Activate** button to complete the reflection.
 - A **Launch** button will appear. Select **Launch** to complete the reflection.
 - NOTE:** A new window will appear with a google form. You will need to sign in with your LAUSD email and SSO to complete the reflection.
 - After completing the reflection, close the reflection window and return to the MyPLN page.



- You are now ready to begin Section II. Select **Section II**. Continue through the course following the same pattern.
- NOTE:** Your completion progress is tracked as you go through the materials, and they are check marked until you reach 100%. You may stop at any time, and the system will save your progress.
- NOTE: IN THE LAST SECTION OF THE COURSE THERE IS AN ASSIGNMENT** that is required to complete the course.
- Assignment:** Part 1: Plan for a week of instruction based on your classroom reality. Part 2: Plan for a day of whole group and small group instruction based on your classroom reality. You may use the given template, or your own planning tools. You will be scored on a rubric that includes planning for all components of Benchmark Advance over the course of the week and the day. Complete instructions are in the **Course Assignment Instructions** note in the last section of the course. **To receive credit, you must name your document "Last Name, First Name, employee number, Plan with Me" and submit by the deadline.**

After completion of the course, you will receive an email confirmation with completion and payment information.

Thank you!

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