

Elementary Math Summer 2015 Institute 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>

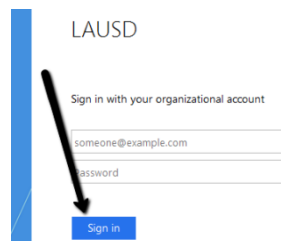
2. Select the **Log In** button:



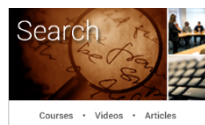
3. Enter your user name and password as directed below and then select the **Sign in** button

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

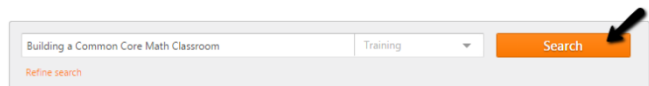
-Password: enter LAUSD single sign-on password



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

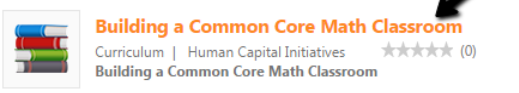


5. In search bar type "Building a Common Core Math Classroom" and then select the **Search** button.

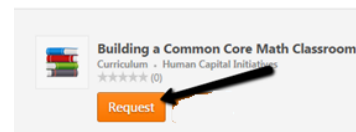


6. Click on the title for the **Building a Common Core Math Classroom** content item.

Training results (1)



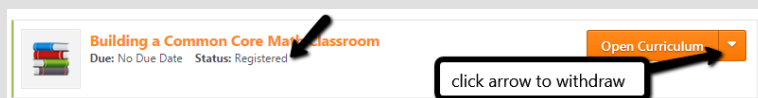
Training Details



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 the course?

Once you have successfully registered for the course, 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.

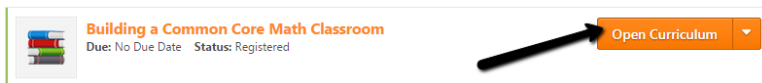
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Steps for Navigating the Course

1. Ensure you are meeting the following system requirements for playing this course:
 - You must be using a computer (**not a mobile device or tablet**) to view this course
 - You must enable (allow) pop-up windows in your web browser
 - You must be using an up to date version of your web browser

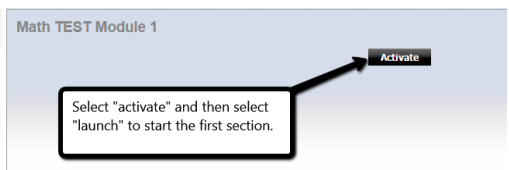
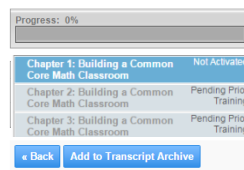


2. Log into MyPLN and select the **Transcript** button from the homepage:
3. Locate the “Building a Common Core Math Classroom” course and select the **Open Curriculum** button by the course.



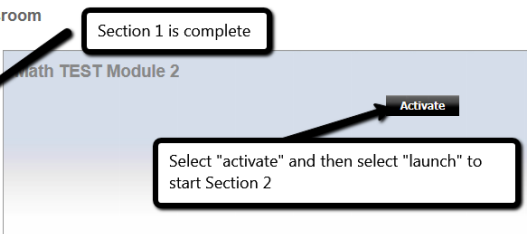
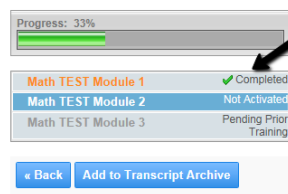
4. There are seven chapters to the course. Each chapter should take approximately 20 minutes to complete. To begin a chapter, select **Activate** and then select **Launch**.

Building a Common Core Math Classroom

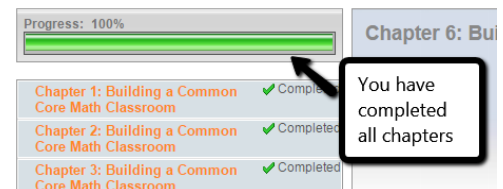


5. Once you have completed a chapter, you can proceed to the next section by selecting **Activate** and then selecting the **Launch** button for that chapter. You may need to refresh the MyPLN webpage to proceed to the next chapter.

Building a Common Core Math Classroom

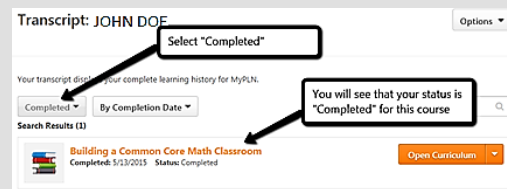


6. When you have completed all 7 chapters you will see a “complete” status for all 7 chapters and the course will be moved to the “Completed” section of your transcript. You will also receive an automated system email at your LAUSD email address confirming your completion of the course.



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

Once you have successfully completed the course, you will receive an automated confirmation email at your LAUSD email address. 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, select the Open Curriculum button by the course.



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