



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Creating Content in My Professional Learning Network (MyPLN)

NUMBER: REF-109913

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PURPOSE: The purpose of this Reference Guide is to provide guidelines for My Professional Learning Network (MyPLN) Content Developers to ensure the Learning Management System (LMS) is being used in a consistent and uniform manner in order to improve usability and manageability. These guidelines are provided to ensure the District is meeting federal and state mandated trainings appropriately.

INSTRUCTIONS: **Background**

In July 2018, the District transitioned from the Learning Zone (LZ) to MyPLN as the system of record for mandatory and elective training, professional development for salary points, and for professional development with training time compensation. All instructor-led training sessions created in the Learning Zone have been transferred to MyPLN. It is also important to note that employees can still log into the Learning Zone to access their transcript history for trainings previously taken through the LZ platform.

MyPLN Content Developers have the ability to create a wide variety of learning content, delivered in multiple formats, as appropriate to the targeted learner. While the District encourages innovative learning design to increase the employees' engagement, it is necessary to standardize course properties and structures to improve implementation of the LMS and, more importantly for the delivery of mandated trainings. The policies and guidelines provided will additionally ensure optimal use of the LMS consistent with District goals and objectives.

Guidelines

I. Types of Training and Professional Development that should be included in MyPLN

- A. Training that is mandated across the District or specific to job classification

ROUTING

All Offices
Division Heads
Local District
Superintendents
Administrators of
Instruction
Directors of Instruction



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- B. Professional Development (PD) that results in salary points or is mandated for specific groups for compensation (*may include training that meets criteria for earning PD hours towards salary point credit and National Board-Certified Teacher credit hours*)
- C. Optional PD (compensated or not) driven by central or local districts but has a school-site audience (content hosting can be in Schoology with class registration via MyPLN or in MyPLN for both)

II. Provider and Content Developer Responsibilities (See Attachment A for Key Terminology definitions)

- D. *Content Developers* are required to complete MyPLN training before they are given access to create training content in the LMS. (To request Content Developer access, please use the link provided under the Support and Resources section).
- E. Access and usage of MyPLN should be in accordance with District policies.
- F. Each *Provider* must assign every training to an individual within their department or organization to serve as the *Content Developer*.
- G. The *Content Developer* is responsible for responding to learner inquiries related to the training and its content and for ensuring the training is relevant and up-to-date.
- H. The *Content Developer* is responsible for creating and building the course in MyPLN. MyPLN can support new *Content Developers* but after the course has been built, the *Content Developer* is responsible for maintenance, any course revisions, and creation of new training.
- I. All *Content Developers* should conduct regular training content reviews to ensure their training content is up-to-date and accurate, including removal of obsolete training.
- J. For Instructor-Led Trainings (ILT), the *Content Developer* must ensure that the Attendance Roster for each completed session is submitted in a timely manner.
- K. If a *Content Developer* is no longer associated with the *Provider*, the *Provider* is responsible for notifying the MyPLN team, and for identifying another *Content Developer* under the *Provider* to manage the training that the previous *Content Developer* has created.

III. Salary Point Courses

Please contact the [Salary Point Credit Committee](#) for additional guidance before creating courses.



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Procedures

I. New Training (On-Demand)

- A. Each *Provider* and the designated *Content Developer* MUST complete the [MyPLN Projects and Services Form](#) 4 weeks before the planned launch date of new on-demand training, including training that may have a synchronous component. Prior to completing the MyPLN Projects and Services Form, the *Content Developer* must already have the training content developed and drafted. For training created by the E-Learning and Design Solutions office and hosted in MyPLN, please access the [MyPLN Projects and Services Form](#), and select the “E-Learning Project” option from the first question. The same form must also be submitted for requests that involve auto-enrollment of large groups; select “Service Request” from the first question.

IMPORTANT: Before auto-enrollments to large groups are sent, ensure that any appropriate communication and vetting have been conducted with:

1. The applicable bargaining unit(s);
 2. The Office of Labor Relations;
 3. And the Office of Staff Relations
- B. All online courses, including stand-alone online classes, MUST be tested by at least 5 people before it is made live in MyPLN. A training contact must be designated to address any issues or questions concerning content and training design.
- C. Online classes and video trainings must meet 508 compliance requirements per BUL-046982.0 - Compliance with Title II of the Americans with Disabilities Act (ADA)

II. New Training – Instructor-Led Training (ILT)

The Project Intake Form is not required for new ILT Events. However, the *Content Developer* can complete one if requesting additional support and assistance from MyPLN as may be needed for large-scale ILTs.

III. On-Demand Course Re-Versioning or Updating

The MyPLN Project and Service Intake Form must be completed any time an existing course needs to be updated or re-versioned. A lead time of 4 weeks before planned launch is required.



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IV. Restrictions to Learning Assignment Permissions

Trainings that are assigned directly to transcripts of 200 or more users can only be executed by the MyPLN Team. This applies to both on-demand learning and ILTs. Please complete the MyPLN Projects and Services Form.

V. Requesting a Custom Report

Providers are given a basic reporting template at the initial creation of a training. The *Provider* is responsible for any additional reporting analysis that they may require.

VI. Support and Resources

A. Resources and Training

1. Resources are available at [Content Developer Support Page](#) and include job aids, “how to” videos, frequently asked questions and links to other support options.
2. MyPLN Trainings – Search and register for scheduled sessions for the following trainings:
 - [MyPLN 101](#) – how to create Instructor-Led Training (ILT) events and sessions; create ILTs using a Zoom environment; create groups; assign trainings
 - [MyPLN 102](#) – how to create on-demand learning by bundling videos, materials, tests into a curriculum
 - [MyPLN Office Hours](#) – Content Developers can register for scheduled office hours for more in-depth, one-on-one support to build content for any upcoming training projects.
3. [MyPLN Access Approval Form](#) – use this form to submit your request for content developer access to MyPLN

B. Technical Support

1. The L.A. Unified Help Desk is available for assistance with technical issues or to report a technical problem at <http://helpdesk.lausd.net>.
2. Submit online support requests at [LAUSD Services - MyPLN](#)

Standards

I. **Course Properties** – required fields that should be completed such as:

- A. Mandated Training
- B. Paid Training
- C. Subject



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- D. Training Hours
- E. Course Description (must include the following):
 - 1. Learning Objectives/Outcomes
 - 2. Training Contact name, phone number, and/or email address
 - 3. Compensation information, if applicable
 - 4. Navigation instructions (if the course will not be viewed sequentially by the user)

II. Course Design Standards for District-Wide Mandated Trainings

District-wide mandated trainings are required to follow the same course structure as provided below:

Required Course Design Standards for All Mandated Online Trainings:

- A. Video trainings that are longer than 20 minutes must be divided into no more than 10-minute segments
- B. Learner/User is advanced to the next slide automatically without any additional keyboard clicks required (exception in cases when the Content Developer has included a skill check or interactive activity)
- C. Do not include any prompt asking user to resume from where they left off or to start from the beginning
- D. A menu table with course sections is visible throughout the course
- E. Course sections need to be viewed sequentially
- F. Menu section fonts changes color (or grays out) once the user/learner has viewed it completely
- G. Once a course section has been completely viewed, the user/learner can go back to that section at any point without having to start from the beginning

RELATED RESOURCES:

BUL-999.13 *Responsible Use Policy (RUP) for District Computer and Network*, dated March 5, 2019

BUL-046982.0 *Compliance with Title II of the Americans with Disabilities Act (ADA)*, dated March 1, 2018

BUL-1077.2 *Information Protection Policy*, dated July 18, 2017

BUL-714 *Compliance with the 1976 United States Copyright Law*, dated January 8, 2004



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ASSISTANCE: For assistance or further information please contact Marilyn Missoni, Coordinator, My Professional Learning Network (MyPLN)-Human Resources Division, (213) 241-3444 or by email at mmissoni@lausd.net.

For Salary Point Course questions, please contact any of the following Professional Development Advisors from the Teacher Support Unit-Human Resources Division:

- Ingrid Gunnell, (213) 241-5486 or by email at img2162@lausd.net
- Jennifer Villaryo, (213) 241-5149 or by email at jiv4481@lausd.net



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT A

My Professional Learning Network (MyPLN) Key Terminology:

1. **Business Rules** – Defined control or constraint conditions under which a *Provider* views the data. In the report, the business rules may consist of fields and criteria identified by the *Provider* in order to perform or complete processes or actions. The business rules may provide for different outcomes or results.
2. **Content Developer** – Content Developers are users who have been given system administration permissions to create and manage all types of trainings for a given *Provider*. Content Developer are assigned to a specific *Provider* and have access only to courses created under that *Provider*.
3. **Curriculum** – A curriculum is comprised of multiple training types which are part of one program and can include tests, online learning, instructor-led training, postings, videos, materials and more to allow for a blended learning experience.
4. **Provider** – A department or a group within Los Angeles Unified that produces learning content (e.g., Division of Special Education, Organizational Excellence, etc.). Each *Provider* may have one or more designated *Content Developers* who have the responsibility to create and manage training content to support its goals and objectives.
5. **Online Class** – Interactive online training that may be stand-alone or contained inside a curriculum. They can be taken on-demand and consist of one or more sections. The District's E-Learning and Design Solutions branch produces online class content for various departments.