LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Creating Content in My Professional Learning Network (MyPLN)
NUMBER:	REF-109913.1
ISSUER:	Francisco J. Serrato, Ed.D. Chief Human Resources Officer Human Resources
DATE:	February 12, 2024

ROUTING
All Locations
Division Heads
Region
  Superintendents
Regional
  Administrators of
  Instruction
Regional Directors

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

MAJOR CHANGES: This Reference Guide replaces Human Resources Division REF-109913 issued April 26, 2021. References to "Local District" are now updated to "Regions." Professional development that aligns with the strategies outlined in the District's 2022-2026 Strategic Plan will be in MyPLN. By 2026, all professional development in MyPLN will be evaluated using a standardized system.

INSTRUCTIONS: **Background**

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

Professional Development that supports strategies outlined in the District's 2022-2026 Strategic Plan will be created, developed, and hosted in MyPLN. The platform's tracking and reporting functionalities will be utilized to ensure the measures of success identified in the plan are met.

In alignment with Strategic Plan Pillar 4, Priority 4A – *Develop comprehensive data-driven systems to inform decision-making*, all professional development completed through MyPLN will be evaluated using a standardized system by 2026. Activities to support this effort began in January 2023 with a pilot version of the standardized professional development evaluation launched in MyPLN. By the end of the 2023-2024 school year, 80% of all professional development offered to certificated employees will utilize the standard evaluation questions in MyPLN.

Guidelines

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

1. Training mandated for all District employees or specific to job classification. Mandated training must be completed during the employee's assigned work hours only.

2. 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).

3. Optional PD (compensated or not) developed by Central Office Divisions and/or Region Office locations but has a school-site audience (content may be hosted in Schoology or MyPLN with class registration via MyPLN.)

B. Evaluation
Three levels of training evaluation are available in MyPLN: Level 1 (Reaction), Level 2 (Learning), and Level 3 (Behavior). Level 1 training evaluation questions will include the standard questions and be the default evaluation applied to all professional development.

1. Professional development offered to employees will use the Level 1 – Standard Professional Development Evaluation (SPDE) questions in MyPLN. (See Attachment A for the SPDE questions).

2. Training Providers have the option to add 1-3 additional customized questions to the Level 1 standard questions.

3. Training Providers can run a training evaluation report in MyPLN by going to the "Reports" tab in MyPLN and navigating as follows: select Standard Reports > Level 1 Evaluation.

4. Training Providers have the option to add Level 2 and/or Level 3 questions. Please contact the MyPLN Team for support in setting this up.

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

1. *Content Developers* are required to complete MyPLN training before they are provided access to create training in the employee LMS. The MyPLN Access Approval form must be completed to request Content Developer access. The form link can also be accessed by navigating to the **Content Developer Support** tile in the user's MyPLN Home page and clicking the MyPLN Access Approval form link.

2. Access and usage of MyPLN should be in accordance with District policies.

3. *Providers* must designate staff to serve as *Content Developer*.

4. The *Content Developer* is responsible for responding to training participant inquiries related to the training and its content, and for ensuring the training is relevant and up to date.

5. The *Content Developer* is responsible for creating and building the course in MyPLN. MyPLN can support new Content Developers with course build out, after which *Content Developers* are responsible for course management, revisions, and creation of new training, content, links, and/or contact information.

6. All *Content Developers* should conduct regular content reviews of their training to ensure it is up to date and accurate. This includes the removal of obsolete training.

7. For Instructor-Led Trainings (ILT), the *Content Developer* must ensure that the Attendance Roster for each completed session is submitted in a timely manner.

8. If a *Content Developer* is no longer associated with the *Provider*, the *Provider* is responsible for notifying the MyPLN team, and for identifying other staff to manage the training/s.

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

Procedures

A. New Training (On-Demand)

1. Each *Provider* and the designated *Content Developer* MUST complete the [MyPLN Projects and Services Form](#) **four (4) weeks before** the planned launch date of a 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 large group auto-enrollment; select "Service Request" from the first question.

   IMPORTANT: Before large group auto-enrollments are sent, ensure that any appropriate communication and vetting have been conducted with:
   a. The applicable bargaining unit(s)
   b. The Office of Labor Relations
   c. The Office of Staff Relations

2. All online courses, including stand-alone online classes, MUST be tested by at least five (5) people before they are made live in MyPLN. A training contact must be designated to address any issues or questions concerning content and training design.

3. Online classes and video trainings must meet Section 508 compliance requirements per BUL-046982.1 – Compliance with Title II of the Americans with Disabilities Act (ADA).

B. New Training (Instructor-Led Training or 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 staff as needed for large-scale ILTs.

C. 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 four (4) weeks before planned launch is required.

D. Restrictions to Learning Assignment Permissions

Training that is 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.

E. Requesting a Custom Report

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

F. Support and Resources

1. Resources and Training
   a. Resources are available on the Content Developer Support Page and include job aids, "how to" videos, frequently asked questions and links to other support options.
   b. MyPLN Trainings – Search and register for scheduled sessions for the following trainings:
      i. MyPLN 101 – How to create Instructor-Led training (ILT) events and sessions; create ILTs using a Zoom environment; create groups; assign trainings.
      ii. MyPLN 102 – How to create on-demand learning by bundling videos, materials, and tests into a curriculum.
      iii. MyPLN 103 – Participants learn how to create MyPLN Custom Reports. Participants must already have the Content Developer or Reporting role.
      iv. 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.

    c. [MyPLN Access Approval Form for Content Developers and Reporting Roles](#) – Use this form to submit your request for content developer access or reporting role-only access to MyPLN.

2. Technical Support
   a. The L.A. Unified Help Desk is available for assistance with technical issues or to report a technical problem at https://lausd.org/helpdesk.
   b. Submit online support requests at [LAUSD Services – MyPLN](#)

Standards

A. Course Properties – Complete the following required fields:
1. Mandated Training
2. Paid Training
3. Subject
4. Training Hours
5. Course Description must include the following:
   a. Learning Objectives/Outcomes
   b. Training Contact name, phone number, and/or email address
   c. Compensation information, if applicable
   d. Navigation instructions (if the course will not be viewed sequentially by the user)

B. 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

1. Videos that are longer than 20 minutes must be divided into no more than 10-minute segments.

2. Learner/User is advanced to the next slide automatically without any additional keyboard clicks required (except in cases when the *Content Developer* has included a skill check or interactive activity).

3. Do not include any prompt asking users to resume from where they left off or to start from the beginning.

4. A menu table with course sections is visible throughout the course.

5. Course sections need to be viewed sequentially.

6. The menu section font changes color (or grayed out) once the user/learner has finished viewing it.

7. Once a course section has been completely viewed, the learner/user can go back to that section at any point without having to start from the beginning.

RELATED RESOURCES: BUL-999.15 – *Responsible Use Policy (RUP) for District Computer and Network,* dated October 9, 2023

BUL-046982.1 – *Compliance with Title II of the ADA,* dated October 24, 2022

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

BUL-714.0 – *Compliance with the 1976 United States Copyright Law*, dated January 8, 2004

ATTACHMENTS: Attachment A – My Professional Learning Network (MyPLN) Key Terminology

Attachment B – Standardized Professional Development Evaluation Questions

Attachment C – How to Become a MyPLN Content Developer

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

For Salary Point Course questions, please contact Jennifer Villaryo, Professional Development Advisor, Teacher Support Unit – Human Resources Division, at (213) 241-5149 or by email at jjv4481@lausd.net.

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.

6. **Instructor-Led Training (ILT)** – Synchronous scheduled training led by an instructor which may be in-person or live virtual.

7. **Events** – Created for ILTs and include general information about the training. The event is a shell for the instance(s) of that event, known as sessions. Every event must have at least one session.

8. **Sessions** – Specific scheduled instances of events and require entering a specific date, time, and location. Sessions may or may not include parts. Parts are typically used if a session occurs across multiple days, e.g., a weeklong training.

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Standardized Professional Development Evaluation Questions:

1. **How applicable to your job is the content presented in this training?** (*1 to 6 scale; with 1=Not at all Applicable, and 6=Extremely Applicable*)

○	○	○	○	○	○
1 – Not at All Applicable	2	3	4	5	6 – Extremely Applicable

2. **How much do you feel your knowledge about the topic has grown after participating in this training?** (*1 to 6 scale; with 1=Nothing at All, and 6=A Great Deal*)

○	○	○	○	○	○
1 – Nothing at All	2	3	4	5	6 – A Great Deal

3. **How much did you know about the topic before taking this training?** (*1 to 6 scale; with 1=Nothing at All, and 6=A Great Deal*)

○	○	○	○	○	○
1 – Nothing at All	2	3	4	5	6 – A Great Deal

4. **How ready do you feel to use the knowledge and/or skills that you learned today in your job?** (*1 to 6 scale; with 1=Not at All Ready, and 6=Extremely Ready*)

○	○	○	○	○	○
1 – Not at All Ready	2	3	4	5	6 – Extremely Ready

5. **How useful do you think this training might be to others across the District?** (*1 to 6 scale; with 1=Not at all Useful, and 6=Extremely Useful*)

○	○	○	○	○	○
1 – Not at All Useful	2	3	4	5	6 – Extremely Useful

6. Please provide ONE "takeaway" from this training that you will apply to your practice or write "none".

7. Please provide comments about how this training could be improved.

How to Become a MyPLN Content Developer

1. Register for training by clicking these links for **MyPLN ILT Developer Training (MyPLN101)** and/or **MyPLN Content Developer Training (MyPLN102)**

If you cannot attend the training, we can meet with you and your team to create the Event and Session or Curriculum structure and develop a communication plan. You can also complete the online training option: **MyPLN ILT Training: How to Create an Event and Session**

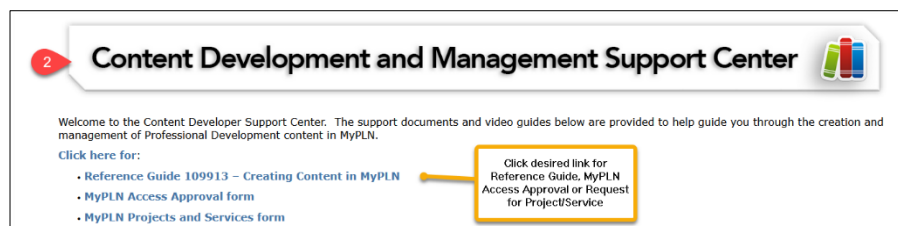2. Request the content developer role by clicking the **MyPLN Access Approval form**

The form identifies who will become a content developer and needs access to create the Events and Sessions and virtual content (e.g., Curriculum and Online Classes) in MyPLN

How to Access Content Developer Support Resources

1. From the home page of MyPLN, click the **Content Developer Support tile**.

2. Click desired links to access the resources:

- **Reference Guide 109913 – Creating Content in MyPLN**
- **MyPLN Access Approval form** – **(**Identifies who will become a content developer and needs access to create the Events and Sessions in MyPLN)
- **MyPLN Projects and Services form** (Select MyPLN Project and Instructor Led Training-ILT including ZOOM or other Video Conferencing**)**

3. Access job aids and video guides for step-by step instructions or links to training