United Talent
Professional Learning

How to Navigate the Professional Learning Platform (PLP)

Login

1. Go to d11.org, then hover over the **Employee Resource** tab.
2. Click on **Professional Learning**.
3. Click on the **Unified Talent Professional Learning** icon.
4. If prompted, Enter your D11 email address as your username and your D11 network password.

Navigate

1. When you first open the PLP, you will start on the main Home page/tab; this is your personal dashboard. You will see five boxes here:
    a. **Welcome**: Shows details on Increment Credit and will hold announcements if needed.
    b. **My Courses**: Shows any currently active courses you are registered for.
    c. **Required Training**: Shows any courses marked as required that you have not yet registered for. You should register for and complete anything listed here ASAP.
    d. **Recommended Training**: Shows any courses recommended for your employee group that you have not yet registered for. Courses listed here are beneficial to you but are optional.
    e. **Surveys to Complete**: Shows unfinished surveys for any course you have completed.
2. Along the top you will see tabs for the different pages available in the PLP.

Search for Courses

1. Click the **Course Catalog** tab.
2. There are three ways to search for Courses:
    a. **Course Search**: Type in keywords and click **Search** or click **Advanced Search** to search by specific fields.
    b. **Find Courses by Tags**: Click on any tag to show all courses that use that tag.
    c. **Find Courses by Performance Standards**: Expand your employee group and Standard and click **Available** on any element to find courses related to it.
3. The results will show the Course Title. Click the Arrow Icon to the left to expand and view any available Sections along with their details.
4. On the left you will see a list of **Filters** including **Dates** (filter by when a class is scheduled) and **Credits** (filter by type of hours offered). After setting one or more filters, click **Apply Filters** at the bottom.
    a. Click **Clear Filter** next to a filter or **Clear All** at the top to reset your search.

Register

1. Register for a course by clicking the blue **Register** button.

   a. If the course is full, but has a waitlist, click the **Join Waitlist** button instead and you will be added to the course if a slot opens.
2. Review the Course Details and Hours, then click the **Next** button. On the next screen, click the **Register** button.

Withdraw

1. Start on the Home page of the PLP and find your course under the **My Courses** section.
2. Click the Withdraw button to the right of the course. It looks like a circle with a door and an arrow pointing right inside.
3. If you don't see your course listed, click the **Manage and Withdraw From Courses** button.
4. Find your course, click the **three dots** to the right, then click **Withdraw**.

Access & Print Transcript

1. Click the **Transcript** tab at the top.
2. Use the filters at the top to show items based on Completion Date (such as everything you have completed since your previous license renewal) or Credit Area if you want to only see part of your transcript.
3. Click the **Course Number** or **Section Number** to see details about the Course or Section.
4. Click the **Certificate Num** to get a downloadable/printable copy of your Certificate of Completion.

Complete Course Survey

1. On your Home page, look at the **Surveys to Complete** section. Any surveys remaining incomplete will be listed here.
2. Click the **Start Survey** link to take the survey.

For Assistance:

Please contact Hillary Charles at 719-520-2555