



# Quick Start Guide

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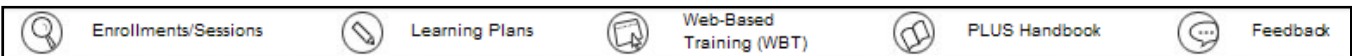
## What is PLUS?

- Allows for searching and enrolling in Katy ISD professional learning.
- Provides ability to view past, current, future enrollments.
- Provides access to several Katy ISD-created online trainings.

## Logging in to PLUS

- In your web browser go to **plus.katyisd.org**
- Type in Username: Katy ISD ID
- Type in Password: kisd#### where the number signs equal the last four digits of your Social Security Number (Example: kisd1234)

## Navigating PLUS



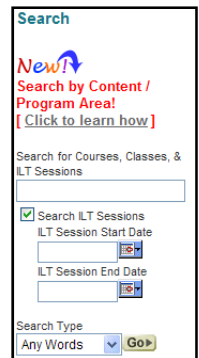
To navigate PLUS, use the buttons at the top of the page.

1. **Enrollments/Sessions:** lists past, current and future enrollments.
2. **Learning Plans:** provides a link to teacher professional learning plans on KMAC, provides access to other learning plans.
3. **Web-Based Training (WBT):** access to online training.
4. **PLUS Handbook:** defines professional learning policies and procedures
5. **Feedback:** provides users with the ability to submit comments about PLUS and online trainings.

## Searching for Sessions

The search tool is located on the left side of each page.

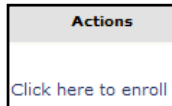
1. **Title Search:** Enter **ONE** most unique keyword of the title. For example, type the word **SIOP** to locate the training **SIOP (Sheltered Instruction Observation Protocol)**
2. **Date Search:** Enter a Start Date **AND** an End Date even if they are the same.
3. **Content/Program Area Search:** Enter the content/program area code in the search box. For example: type (MA) to view all the math training. For all content/program area codes, click the link under **New! Search by Content/Program Area** in the Search area of the page.



4. **Approved Out-of-District Search:** From the home page, select Out-of-District Approved for Credit Lists. Follow the directions in this section for viewing approved training and documenting attendance.

## Enrolling in a Session

1. Once a session has been located and is displayed on the page, select the **“Click here to view session information.”**
2. Review the session information, and then scroll to the very bottom of the window. Select the **“Click here to enroll”** link.
3. An enrollment information window will open, select the **Enroll** button. Once you have successfully enrolled in the course, the Enroll button will change to **Drop**.
4. Select the **Close** button to close the window.
5. Close the session information window by clicking the red X at the top right side of the window.
6. You will receive email notification once you have successfully enrolled in a session.



• **ILT Sessions**

**Session Name:** CPI - Refresher  
**Session Description:** [SPED: Behavior Support, Compliance, Elementary, Junior High, High School, PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Spec Ed & General Ed. Staff]  
**\*\*Location - ESC - 1200 HJ\*\***  
**Session Location:** ESC (Education Support Complex)  
**Session Start Time:** 5/12/2009 4:00 PM (GMT-06:00)  
**Session End Time:** 5/12/2009 8:00 PM (GMT-06:00)  
**Session Instructors:** M0603613(KALIEF A. MUHAMMAD)  
**Track Name:** Compliance  
**Event Name:** SPED: Behavior Sup  
[Click here to view session information](#)

<b>Event:</b>	Instructor Led Training Session	<a href="#">Enroll</a>
<b>Session Name:</b>	CPI - Refresher	<a href="#">Close</a>
[SPED: Behavior Support, Compliance, Elementary, Junior High, High School, PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Spec Ed & General Ed. Staff]		

## Dropping a Session

1. Select the **Enrollments/Sessions** link at the top of the page.
2. Locate the session that you would like to drop.
3. Click the enrollment name link.
4. A pop up window will appear, select the **Drop** button to drop the course.  
You will receive a removal message.
5. Close the window by selecting the **Close** button.

Event Type	Enrollment Event	Enrollment Name
Instructor Led Training Session	CPI - Refresher	<a href="#">CPI - Refresher</a>

<b>Event:</b>	Instructor Led Training Session	<a href="#">Drop</a>
<b>Session Name:</b>	CPI - Refresher	<a href="#">Close</a>
[SPED: Behavior Support, Compliance, Elementary, Junior High, High School, PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Spec Ed & General Ed. Staff]		

## Learning Plans

1. Select the **Learning Plans** link at the top of the page.
2. Locate the link to teacher learning plans (this will take you to KMAC).
3. Locate the list of other learning plans available on the page for other job assignments.

## Web-Based Training (WBT)

1. Select the **Web-Based Training (WBT)** link at the top of the page.
2. Read the **Read This First!** Information at the top of the page. This describes the dos and don'ts of exiting the training. Failure to use this information when in a course could cause your status not to be sent back to the server properly and result in an **In Progress** status.
3. The prerequisite training to complete before attempting any other online training listed is **Online Learning in Katy ISD**.