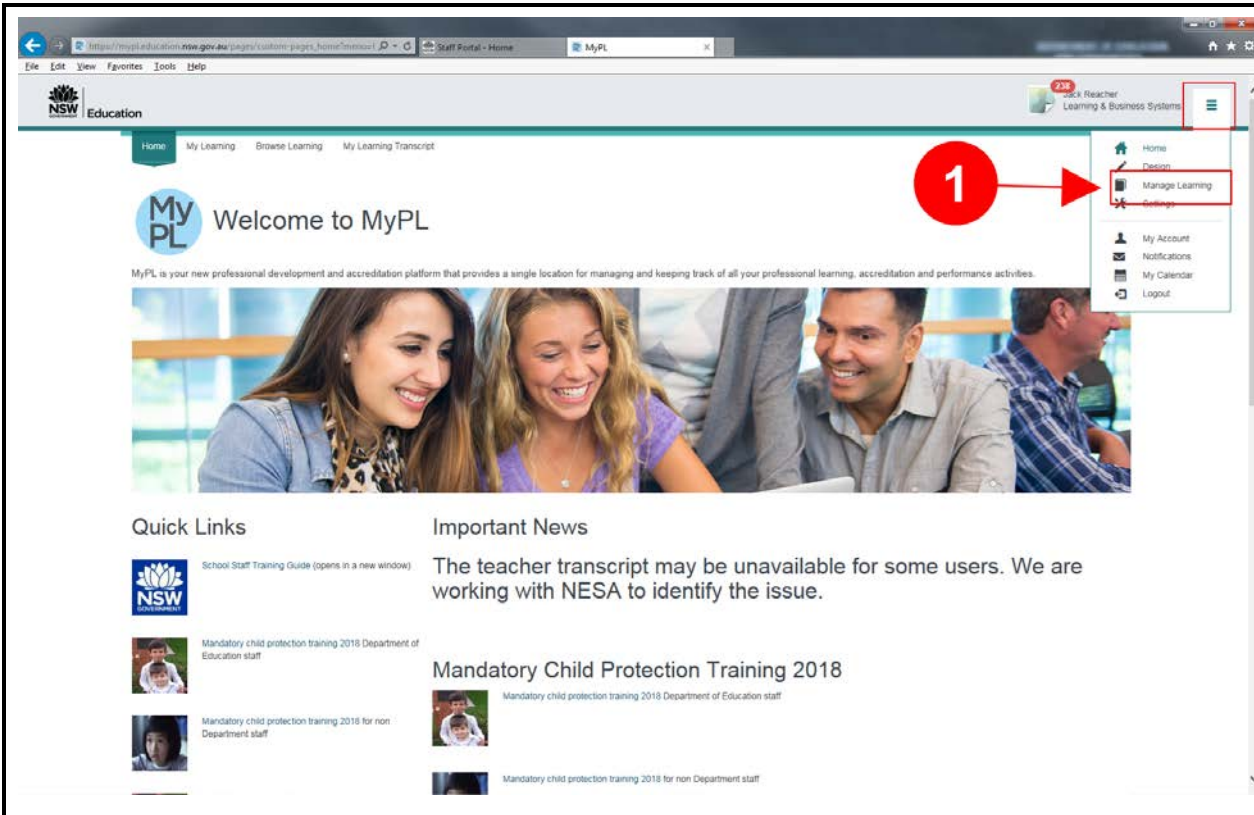


## Creating a New Trackable Document Asset

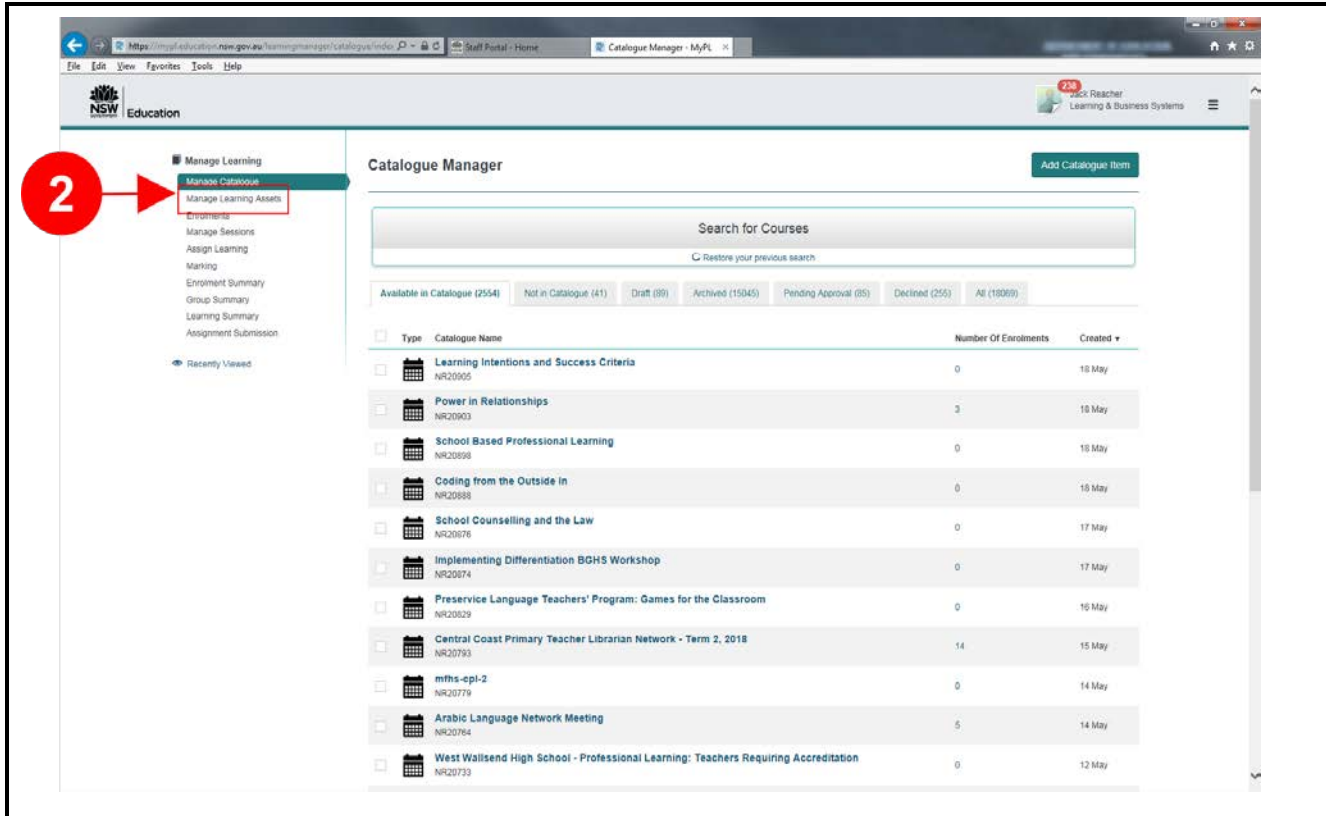
This reference guide describes how to create a New Trackable Document Asset.



The screenshot shows the MyPL website interface. At the top right, there is a hamburger menu icon. A red circle with the number '1' and an arrow points to this icon. The menu is open, showing options: Home, Design, Manage Learning (highlighted with a red box), Settings, My Account, Notifications, My Calendar, and Logout. The main content area includes a 'Welcome to MyPL' message, a banner image of people, and sections for 'Quick Links' and 'Important News'.

Step 1: Go to the hamburger menu (top right hand corner of the screen) and select **Manage Learning**.





**2** → Manage Learning Assets

### Catalogue Manager

[Add Catalogue Item](#)

Search for Courses

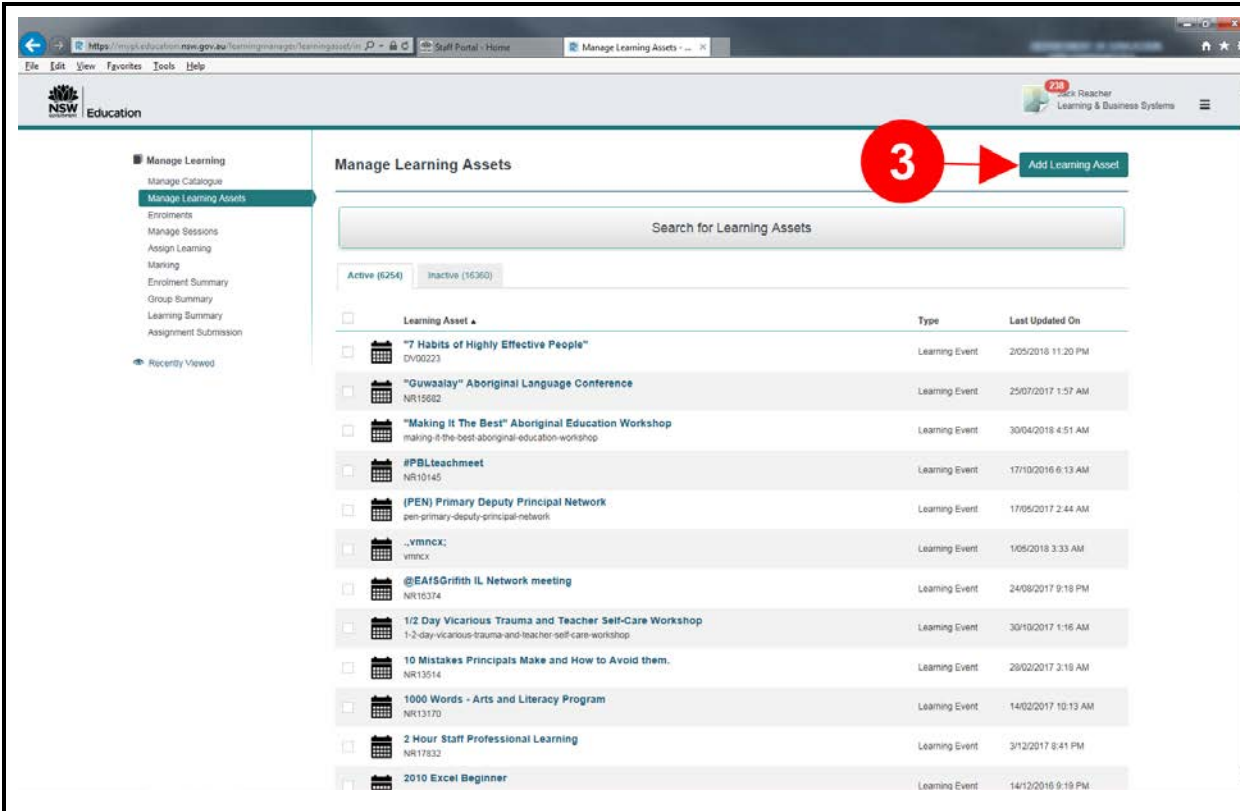
[Restore your previous search](#)

Available in Catalogue (2554) | Not in Catalogue (41) | Draft (89) | Archived (15045) | Pending Approval (85) | Declined (255) | All (15069)

<input type="checkbox"/>	Type	Catalogue Name	Number Of Enrolments	Created
<input type="checkbox"/>		Learning Intentions and Success Criteria NR20905	0	18 May
<input type="checkbox"/>		Power in Relationships NR20903	3	18 May
<input type="checkbox"/>		School Based Professional Learning NR20898	0	18 May
<input type="checkbox"/>		Coding from the Outside In NR20888	0	16 May
<input type="checkbox"/>		School Counselling and the Law NR20876	0	17 May
<input type="checkbox"/>		Implementing Differentiation BGHS Workshop NR20874	0	17 May
<input type="checkbox"/>		Preservice Language Teachers' Program: Games for the Classroom NR20829	0	16 May
<input type="checkbox"/>		Central Coast Primary Teacher Librarian Network - Term 2, 2018 NR20793	14	15 May
<input type="checkbox"/>		mfts-epi-2 NR20779	0	14 May
<input type="checkbox"/>		Arabic Language Network Meeting NR20764	5	14 May
<input type="checkbox"/>		West Wallsend High School - Professional Learning: Teachers Requiring Accreditation NR20732	0	12 May

Step 2: Select **Manage Learning Assets**.

















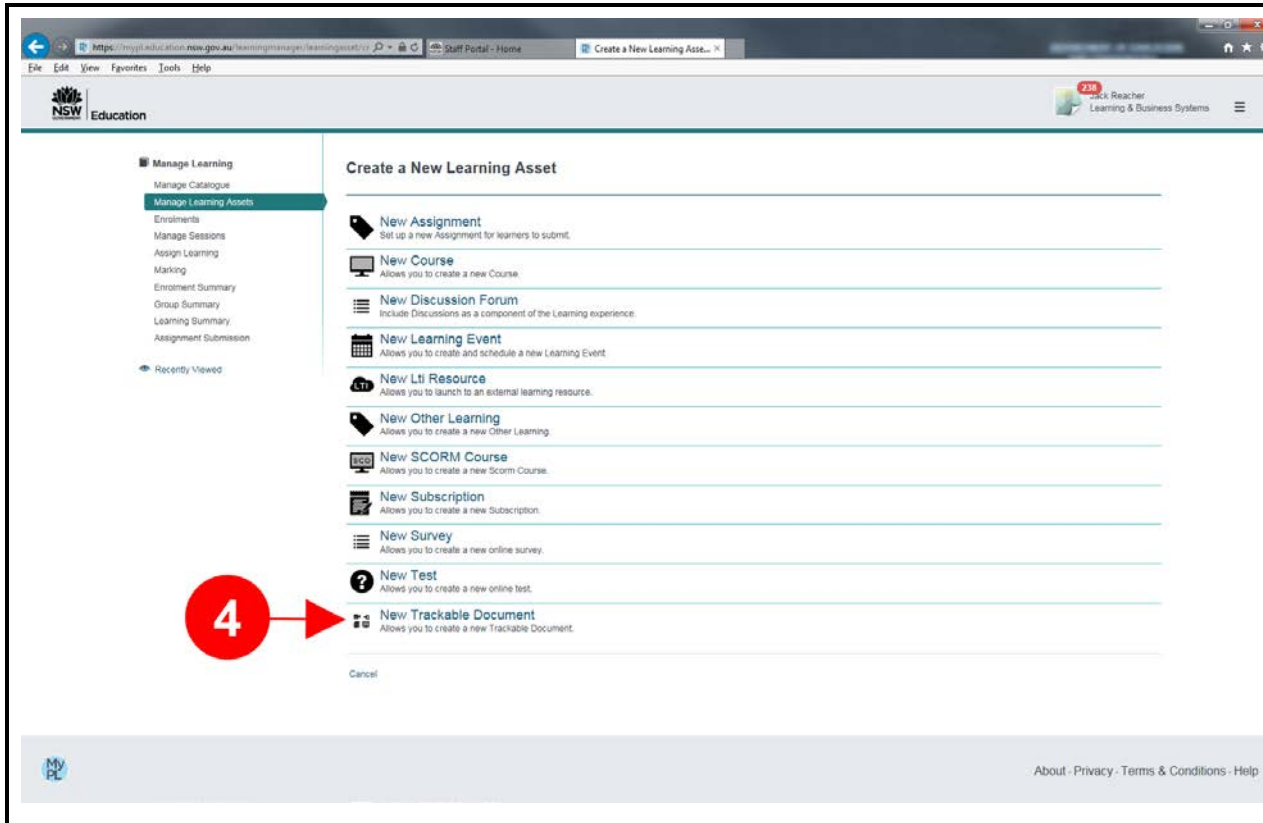
Manage Learning Assets

Search for Learning Assets

Active (6254) Inactive (16360)

<input type="checkbox"/>	Learning Asset	Type	Last Updated On
<input type="checkbox"/>	 "7 Habits of Highly Effective People" DV00223	Learning Event	2/05/2018 11:20 PM
<input type="checkbox"/>	 "Guwaalay" Aboriginal Language Conference NR15602	Learning Event	25/07/2017 1:57 AM
<input type="checkbox"/>	 "Making it The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
<input type="checkbox"/>	 #PBLteachmeet NR10145	Learning Event	17/10/2016 6:13 AM
<input type="checkbox"/>	 (PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
<input type="checkbox"/>	 ..vmncc; vmncc	Learning Event	1/05/2018 3:33 AM
<input type="checkbox"/>	 @EAFSGriffith IL Network meeting NR10374	Learning Event	24/09/2017 9:18 PM
<input type="checkbox"/>	 1/2 Day Vicarious Trauma and Teacher Self-Care Workshop 1-2-day-vicarious-trauma-and-teacher-self-care-workshop	Learning Event	30/10/2017 1:16 AM
<input type="checkbox"/>	 10 Mistakes Principals Make and How to Avoid them. NR13514	Learning Event	28/02/2017 3:19 AM
<input type="checkbox"/>	 1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
<input type="checkbox"/>	 2 Hour Staff Professional Learning NR17832	Learning Event	3/12/2017 8:41 PM
<input type="checkbox"/>	 2010 Excel Beginner	Learning Event	14/12/2016 9:19 PM

Step 3: Select **Add Learning Asset** button.

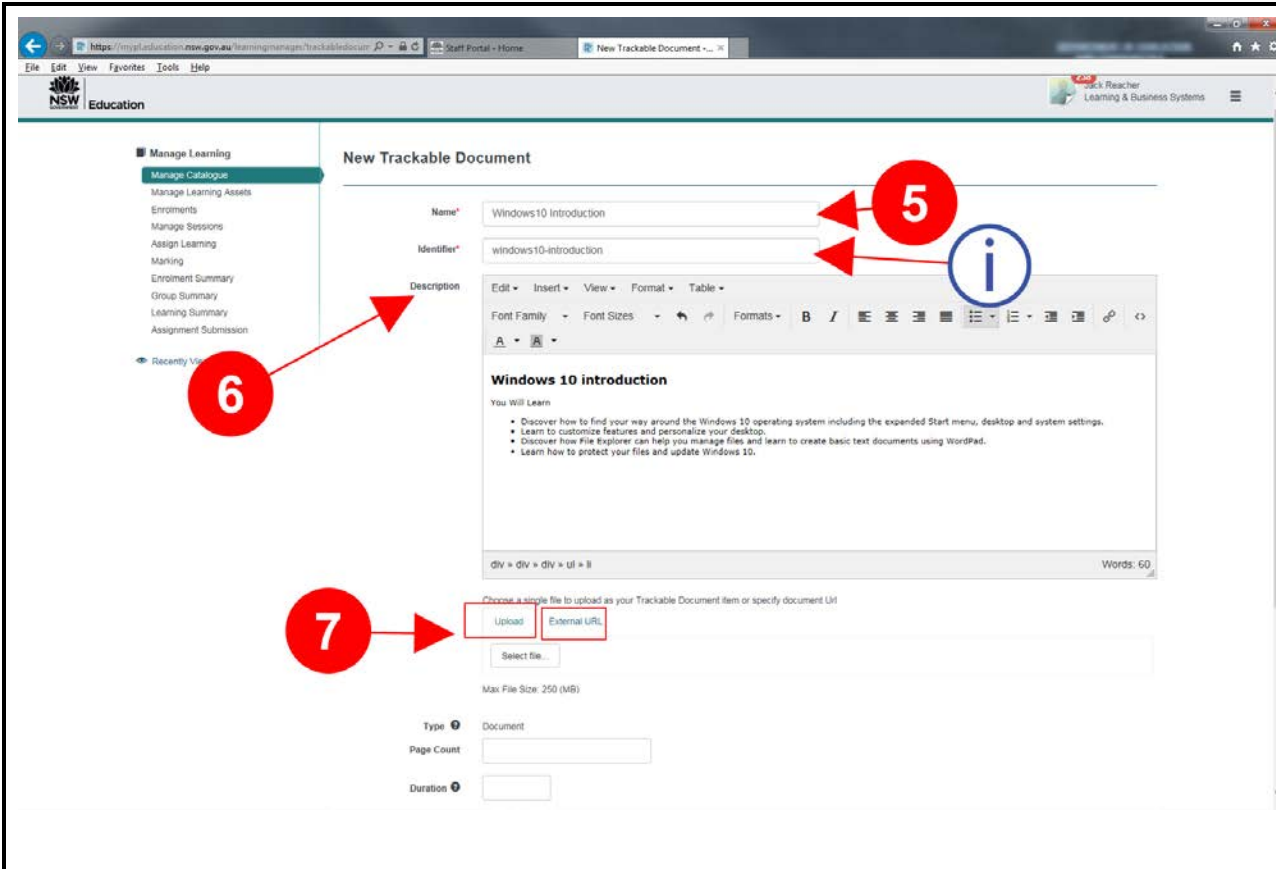


The screenshot shows a web browser window with the URL <https://mypl.education.nsw.gov.au/learningmanage/learningasset/>. The page title is "Create a New Learning Asset". On the left, there is a navigation menu with "Manage Learning Assets" selected. The main content area lists several options for creating new assets:

- New Assignment: Set up a new Assignment for learners to submit.
- New Course: Allows you to create a new Course.
- New Discussion Forum: Include Discussions as a component of the Learning experience.
- New Learning Event: Allows you to create and schedule a new Learning Event.
- New LTI Resource: Allows you to launch to an external learning resource.
- New Other Learning: Allows you to create a new Other Learning.
- New SCORM Course: Allows you to create a new Scorm Course.
- New Subscription: Allows you to create a new Subscription.
- New Survey: Allows you to create a new online survey.
- New Test: Allows you to create a new online test.
- New Trackable Document**: Allows you to create a new Trackable Document.

A red circle with the number "4" and an arrow points to the "New Trackable Document" option. At the bottom of the list, there is a "Cancel" link.

## Step 4: Select **New Trackable Document**



**5** Name: Windows10 Introduction  
Identifier: windows10-introduction

**6** Description: **Windows 10 introduction**  
You Will Learn

- Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.
- Learn to customize features and personalize your desktop.
- Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.
- Learn how to protect your files and update Windows 10.

**7** Choose a single file to upload as your Trackable Document item or specify document URL

Upload External URL

Select file...


Max File Size: 250 (MB)

Type: Document

Page Count:

Duration:

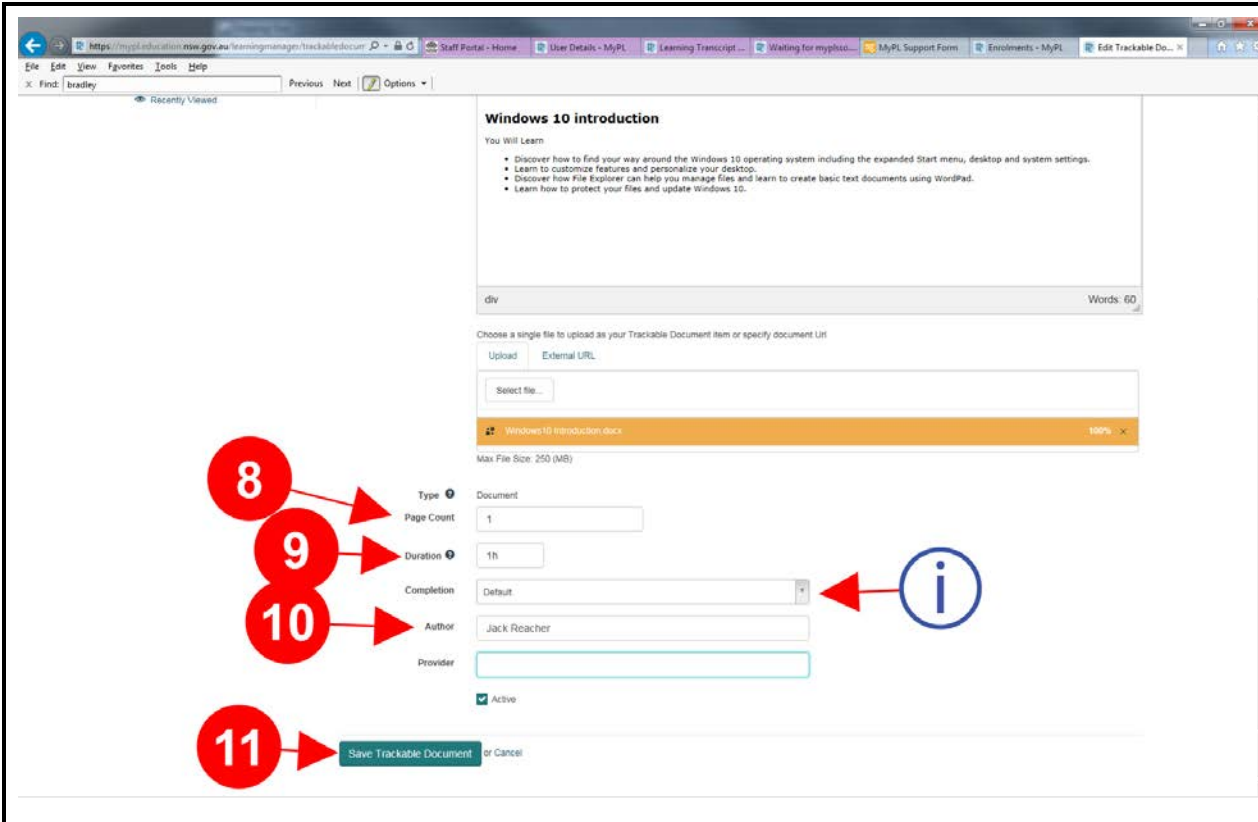
Step 5: Type the Asset name in the **Name** dialogue box.

 The Identifier will be auto generated.

Step 6: Give a brief description and outline of this Asset in the **Description** text field.

Step 7: Browse and select the document to upload by clicking **Select file** e.g. PDF document, audio, video.

Alternatively, select **External URL** to add applicable web link to a web page or You Tube.



The screenshot shows the 'Windows 10 introduction' document creation page. Red callouts 8, 9, 10, and 11 point to the Page Count, Duration, Author, and Save Trackable Document buttons respectively. A blue information icon points to the Completion dropdown menu.

**8** → Page Count: 1

**9** → Duration: 1h

**10** → Author: Jack Reacher

**11** → Save Trackable Document

**i** → Completion: Default

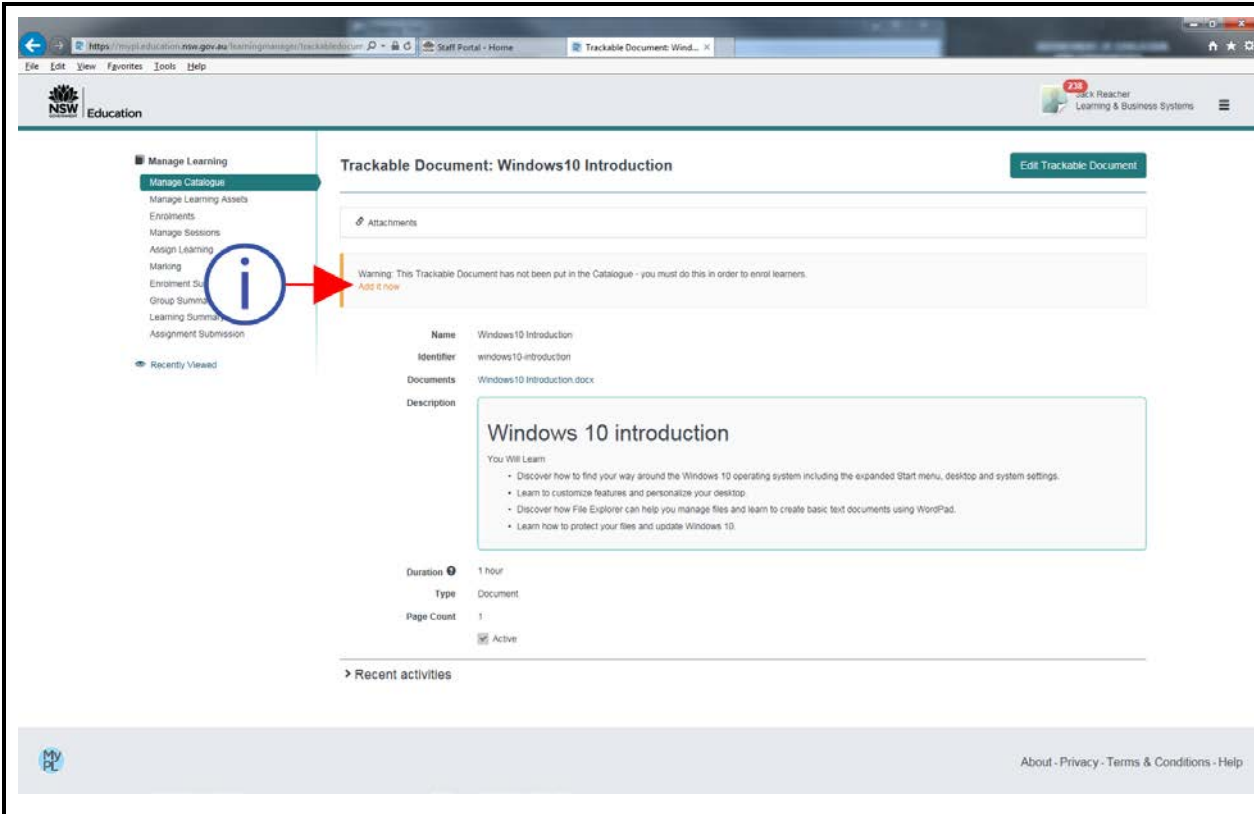
Step 8: Enter **Page Counter** if appropriate.

Step 9: Enter **Duration** e.g. estimated reading time.

**i** You can add a verification step where the learner must access the document then click a checkbox declaring they have read and understood it. To do so, click and select **Verification Checkbox** from the drop down menu.

Step 10: Enter the document **Author**.


Step 11: Select **Save Trackable Document**.



Trackable Document: Windows10 Introduction

Warning: This Trackable Document has not been put in the Catalogue - you must do this in order to enrol learners. [Add it now](#)

Name: Windows10 Introduction  
Identifier: windows10-introduction  
Documents: Windows10 Introduction.docx  
Description: Windows 10 introduction  
You Will Learn:  
• Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.  
• Learn to customize features and personalize your desktop.  
• Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.  
• Learn how to protect your files and update Windows 10.  
Duration: 1 hour  
Type: Document  
Page Count: 1  
Active

 Select **Add it now** if you would like to add this asset to a Catalogue otherwise continue creating additional assets that will comprise your Course.