

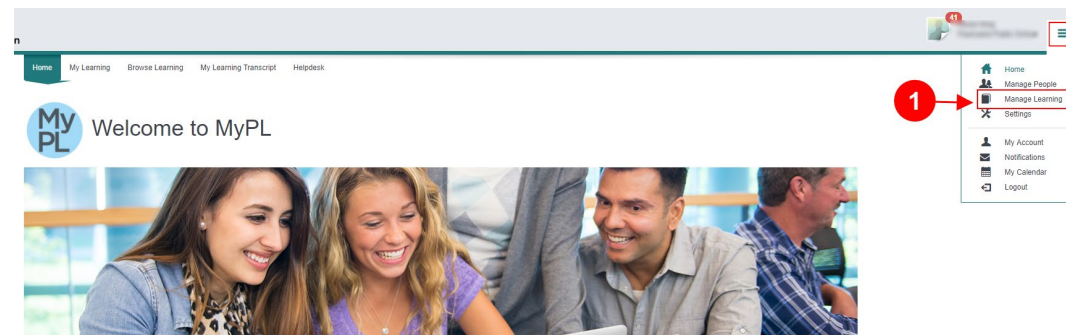
Manually Enrol a School/Directorate in a Session

This reference guide explains how to enrol multiple staff from a school or directorate into a session. Please note that you can only enrol users who are in the same scope as the role you are assigned e.g. Learning Author for Panania PS can only enrol staff from Panania PS.

Checklist before starting:

- Do you have the correct **Learning Author** access?
 - Is the course available in the Catalogue?
 - Do you have the correct course title and/or course identifier?
 - Has a session (start date, venue) been scheduled?
 - Have you been assigned as a **Session Support Officer**?
- *Please see the **Top tips** section of this guide before manually enrolling users.
- If you manually enrol users they will not be prompted to confirm they have permission from their supervisor to enrol
 - If you manually enrol users they will not be prompted to answer the requirements questions e.g. dietary requirements
 - If you are not assigned as a **Session Support Officer** you will not be able to manually enrol users into the course/session (start date, venue)
 - If you enrol the users into the course only, they will be added into the course wait list only

Step 1: Select **Manage Learning** from the hamburger menu.



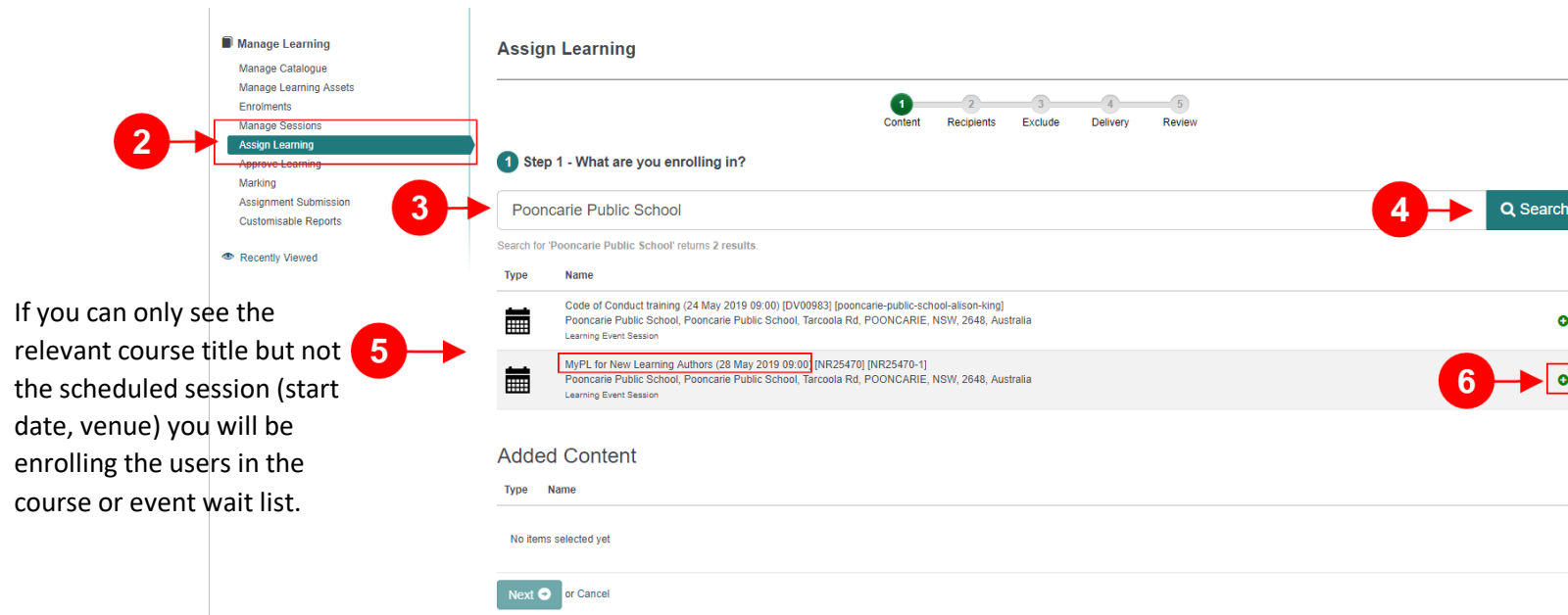
Step 2: Select **Assign Learning**.

Step 3: Add the course title or add the venue in the **Search** field. TIP: Search by venue - this will list all the course sessions scheduled at the venue you entered.

Step 4: Select the **Search** button.



Step 5: Identify the relevant session: All sessions you are assigned **Session Support Officer** to will be visible here.

Step 6: Select the plus icon to make your selection.




1 Step 1 - What are you enrolling in?

Search for 'Pooncarie Public School' returns 2 results.

Type	Name
	Code of Conduct training (24 May 2019 09:00) [DV00983] [pooncarie-public-school-alison-king] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session

Added Content

Type	Name
No items selected yet	

Next  or Cancel

If you can only see the relevant course title but not the scheduled session (start date, venue) you will be enrolling the users in the course or event wait list.

Step 7: Select the **Next** button.

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning**
 - Approve Learning
 - Marking
 - Assignment Submission
 - Customisable Reports
- Recently Viewed





Assign Learning

1 2 3 4 5
Content Recipients Exclude Delivery Review

1 Step 1 - What are you enrolling in?



MyPL for New Learning Authors [NR25470] Search

Search for 'MyPL for New Learning Authors [NR25470]' returns 2 results.

Type	Name	
	MyPL for New Learning Authors [NR25470] Course - Learning Event: Tag: No, General, None, Not Applicable, Not Applicable, TIPD (Non Registered)	
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	

The course/session you selected will appear below the **Added Content** area.
You can remove this

Added Content

Type	Name	
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	

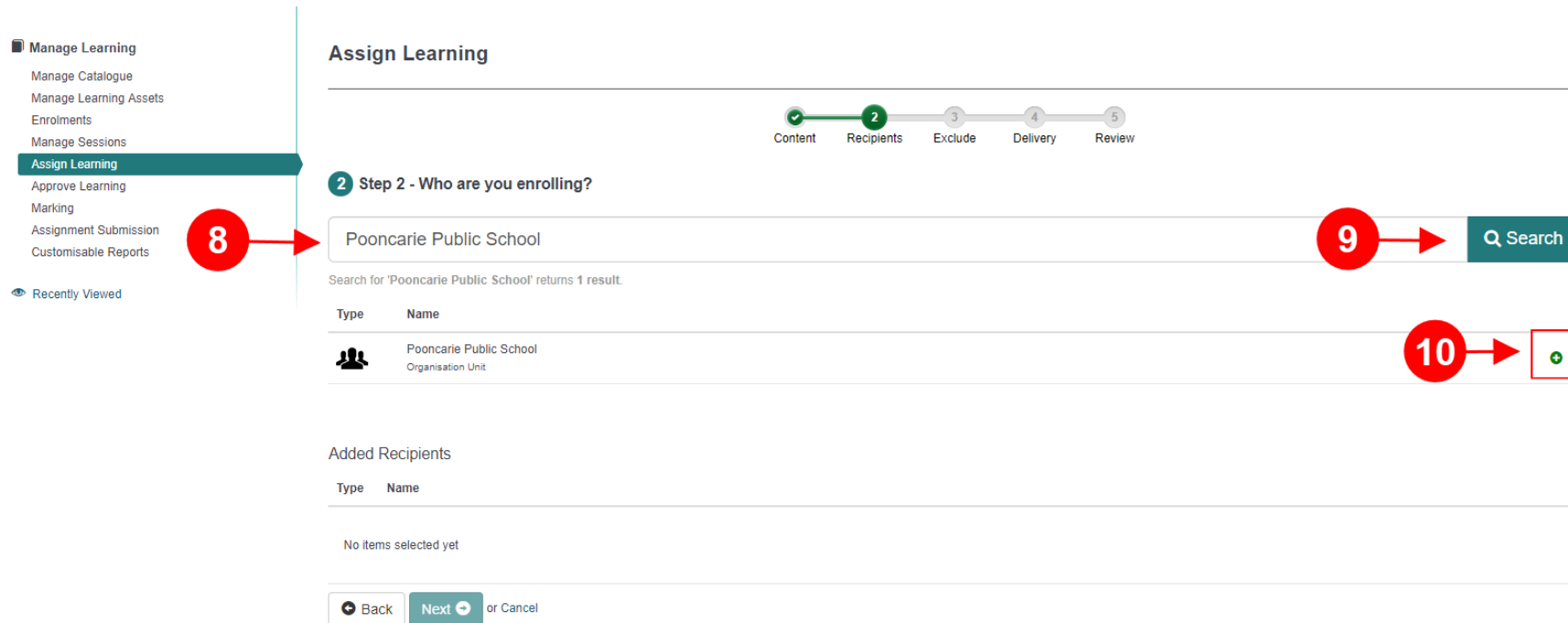
7 Next or Cancel




Step 8: Add the school name in the Search field.

Step 9: Select the Search button.

Step 10: Select the plus icon.



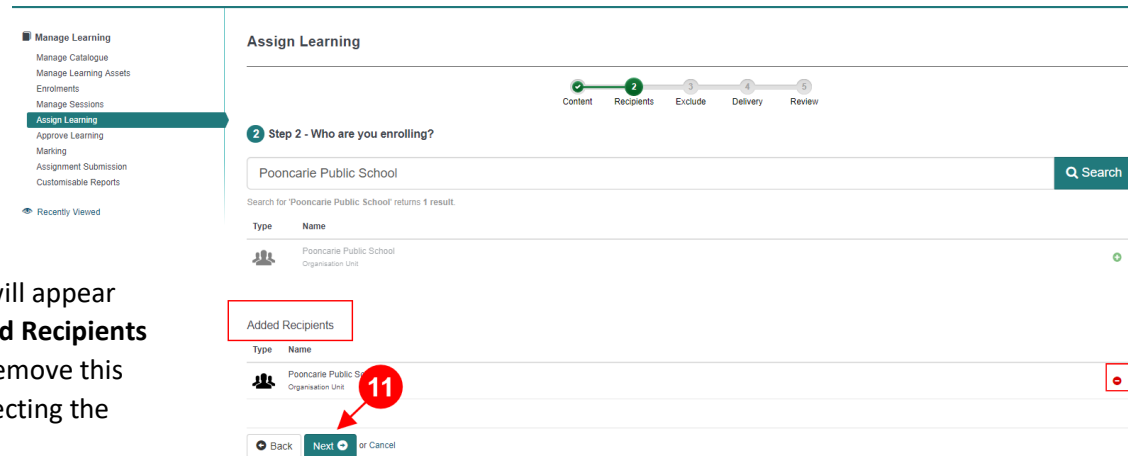
The screenshot shows the 'Assign Learning' workflow. A progress bar at the top indicates five steps: Content (checked), Recipients (2), Exclude (3), Delivery (4), and Review (5). The main area is titled '2 Step 2 - Who are you enrolling?'. A search input field contains 'Pooncarie Public School', with a red circle '8' pointing to it. To the right of the input is a 'Search' button with a magnifying glass icon, with a red circle '9' pointing to it. Below the search bar, a message states 'Search for 'Pooncarie Public School' returns 1 result.' A table lists the results:

Type	Name
	Pooncarie Public School Organisation Unit

A red circle '10' points to a plus icon in a box at the end of the table row. Below the table is an 'Added Recipients' section with a table header 'Type Name' and the text 'No items selected yet'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

Step 11: Select the **Next** button.

Your selection will appear below the **Added Recipients** area. You can remove this selection by selecting the minus icon.

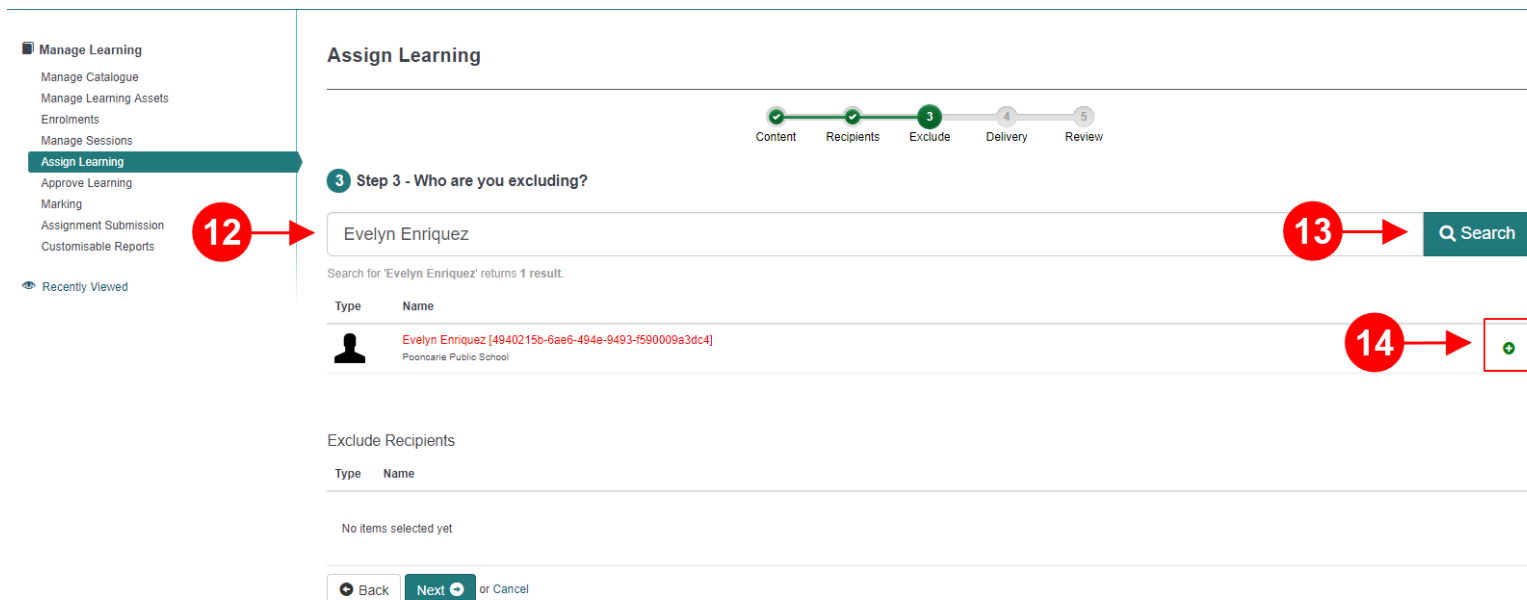


The screenshot shows the 'Assign Learning' interface. On the left is a navigation menu with 'Assign Learning' selected. The main area has a progress bar with five steps: Content, Recipients, Exclude, Delivery, and Review. Step 2, 'Who are you enrolling?', is active. A search bar contains 'Pooncarie Public School' and a 'Search' button. Below the search bar, a table lists search results for 'Pooncarie Public School' (Organisation Unit). A red box highlights the 'Added Recipients' section, which contains the same search result. A red circle with the number '11' and an arrow points to the 'Next' button in the bottom navigation bar, which also includes 'Back' and 'or Cancel' options.

Step 12: Add the user's name in the **Search** field.

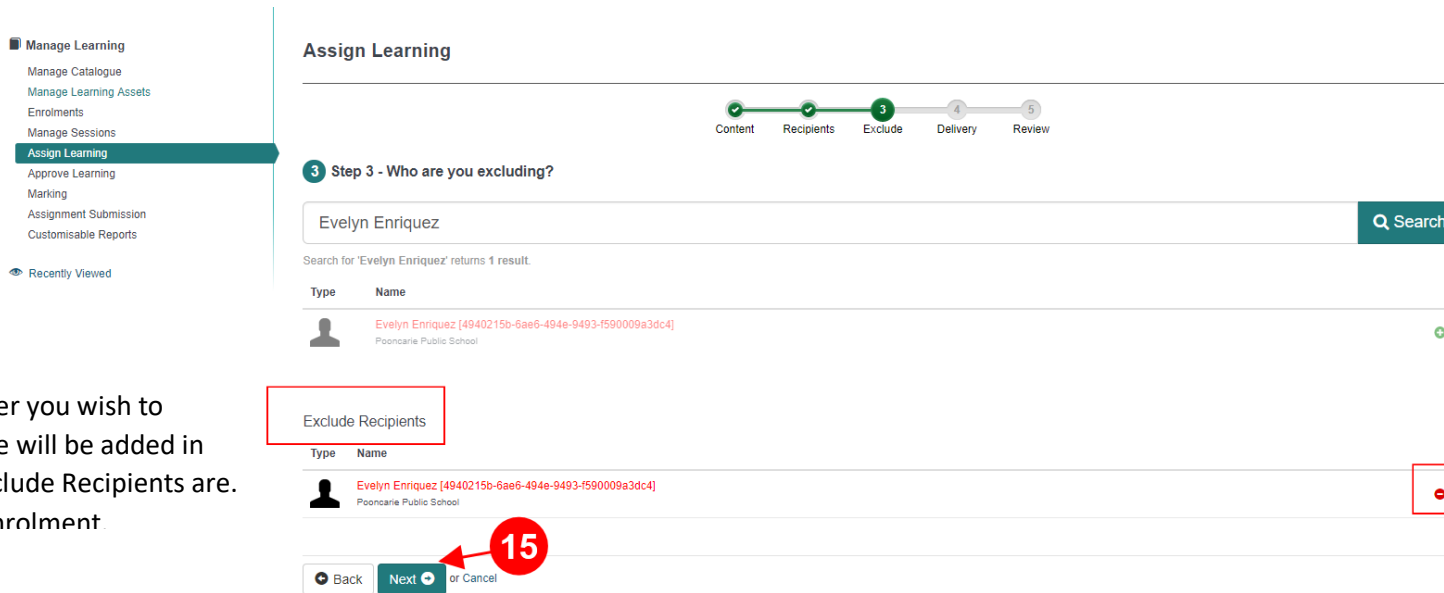
Step 13: Select the **Search** button.

Step 14: Select the plus icon.



The screenshot shows the 'Assign Learning' workflow. A progress bar at the top indicates five steps: Content (checked), Recipients (checked), Exclude (active), Delivery, and Review. The main area is titled 'Step 3 - Who are you excluding?'. On the left, a sidebar menu has 'Assign Learning' highlighted, with a red circle '12' and an arrow pointing to it. Below the sidebar, 'Recently Viewed' is visible. In the main content area, a search input field contains 'Evelyn Enriquez', with a red circle '13' and an arrow pointing to the 'Search' button. Below the search field, a table shows one result: 'Evelyn Enriquez (4940215b-6ae6-494e-9493-f590009a3dc4)' from 'Pooncarie Public School'. A red circle '14' and an arrow point to a plus icon in a box next to this result. Below the table, there is an 'Exclude Recipients' section with a table header 'Type Name' and the text 'No items selected yet'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

Step 15: Select the **Next** button.



The screenshot shows the 'Assign Learning' workflow. On the left is a navigation menu with 'Assign Learning' highlighted. The main area shows a progress bar with steps: Content, Recipients, Exclude (active), Delivery, and Review. Below the progress bar is a search bar containing 'Evelyn Enriquez' and a 'Search' button. A message states 'Search for 'Evelyn Enriquez' returns 1 result.' Below this is a table with one entry: Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] from Pooncarie Public School. A red box highlights the 'Exclude Recipients' button above the table. Another red box highlights a minus sign icon in the table's right column. At the bottom, a 'Next' button is highlighted with a red circle containing the number 15 and an arrow pointing to it. The 'Next' button is flanked by 'Back' and 'or Cancel' options.

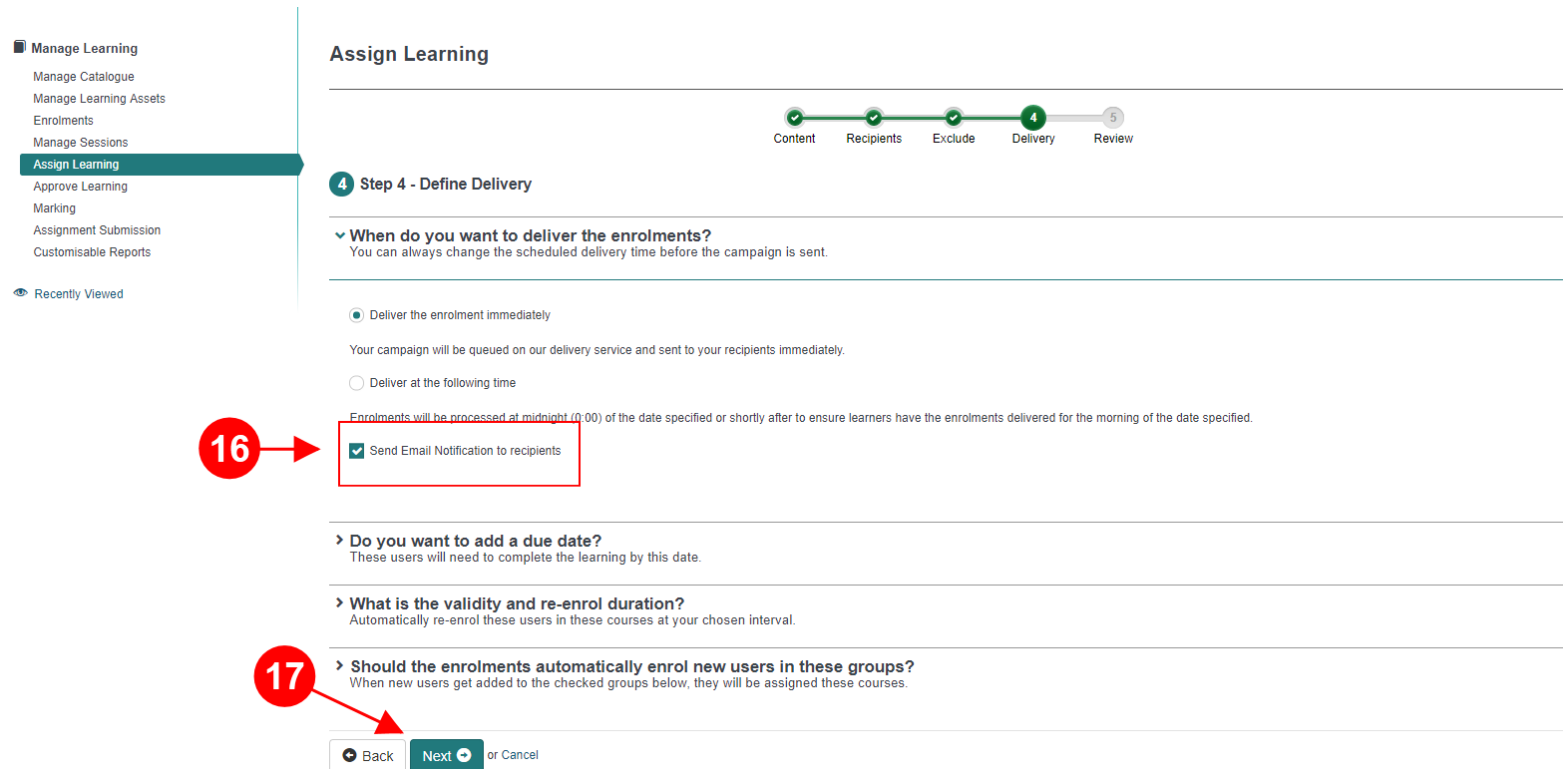
The user you wish to exclude will be added in the Exclude Recipients area.

bulk enrolment.

Step 16: Leave the box ticked if you wish to send enrolment notification.

Un-tick this box if you are retrospectively enrolling users. Leave all other fields at their default value.

Step 17: Select the **Next** button.

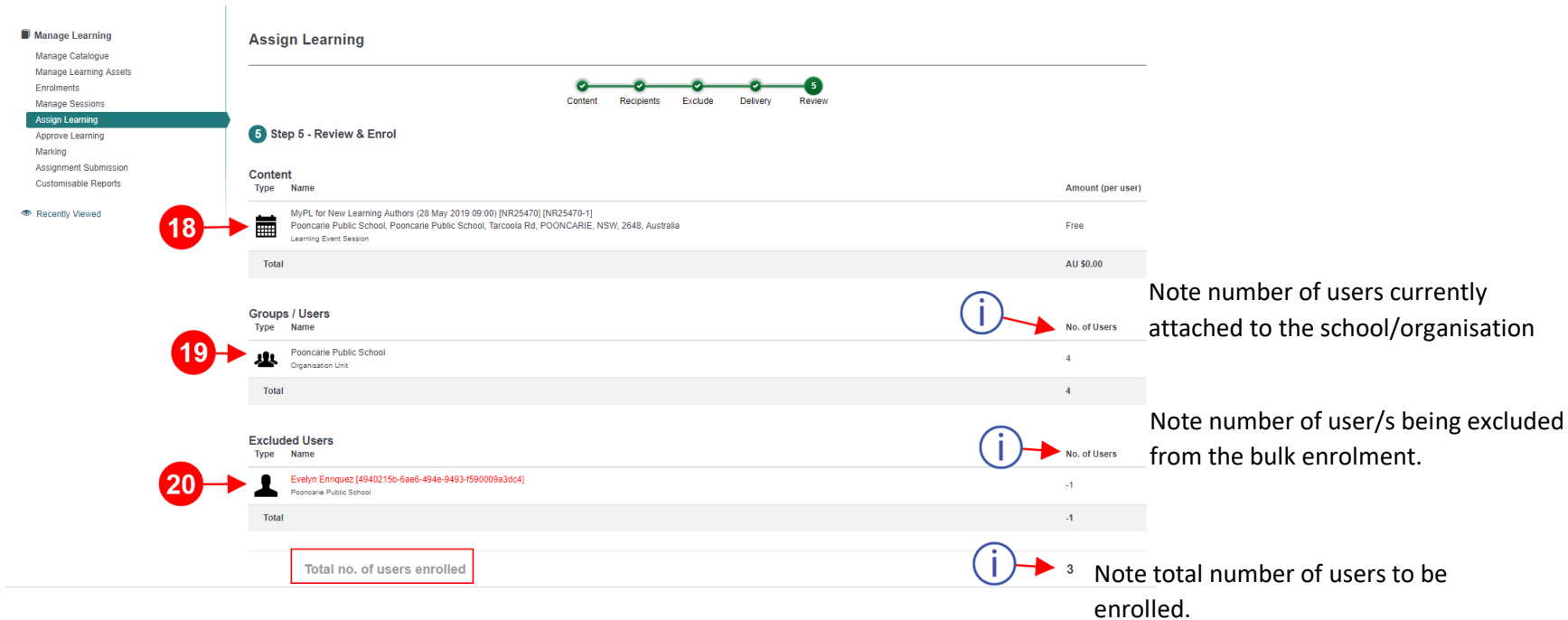


The screenshot displays the 'Assign Learning' interface. On the left is a navigation menu with 'Assign Learning' highlighted. The main content area shows a progress bar with five steps: Content, Recipients, Exclude, Delivery (current), and Review. Below the progress bar, the '4 Step 4 - Define Delivery' section is active. It contains several expandable sections: 'When do you want to deliver the enrolments?' (with radio buttons for 'immediately' and 'at the following time'), 'Do you want to add a due date?', 'What is the validity and re-enrol duration?', and 'Should the enrolments automatically enrol new users in these groups?'. A red circle with the number '16' and an arrow points to a red-bordered box containing a checked checkbox labeled 'Send Email Notification to recipients'. Another red circle with the number '17' and an arrow points to the 'Next' button at the bottom of the page.

Step 18: Check that you are enrolling the users in the right course, the right session (start date and venue).

Step 20: Check that you are enrolling the right school or organisation unit.

Step 21: Check that you are excluding the right user/s.



18 →

Content	Amount (per user)
MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	Free
Total	AU \$0.00

19 →

Groups / Users	No. of Users
Pooncarie Public School Organisation Unit	4
Total	4

20 →

Excluded Users	No. of Users
Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] Pooncarie Public School	-1
Total	-1

Total no. of users enrolled = 3


Note number of users currently attached to the school/organisation


Note number of user/s being excluded from the bulk enrolment.


Note total number of users to be enrolled.



Step 21: Select the **Finish** button.

Content		Amount (per user)
Type	Name	
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	Free
Total		AU \$0.00

Groups / Users		No. of Users
Type	Name	
	Pooncarie Public School Organisation Unit	4
Total		4

Excluded Users		No. of Users
Type	Name	
	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] Pooncarie Public School	-1
Total		-1

Total no. of users enrolled		3
Content AU \$0.00 x 3 Users =		Sub total AU \$0.00
		GST AU \$0.00
Total		AU \$0.00


or Cancel



Step 22: Select **Manage Session** to view enrolled users.

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning
 - Approve Learning
 - Marking
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- Recently Viewed

Assign Learning



6 Finish

Your enrolment for 1 learning item is being sent to 3 users
 All recipients will receive their learning on 26/05/2019.
 A confirmation email will be sent to alison.king5@det.nsw.edu.au when the enrolments have been successfully created for all recipients.

Type	Name	Cost
	MyPL for New Learning Authors (26 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	Free
Recipients		3
Sub total		AU \$0.00
GST		AU \$0.00
Total		AU \$0.00

Or Assign further learning

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning
 - Approve Learning
 - Marking
 - Assignment Submission
 - Customisable Reports
- Recently Viewed

Manage Sessions

Add Learning Event
Add Session

Search for Learning Event Sessions

Published (3)
Completed (20)
Setup (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
28/05/2019 9:00 AM	Pooncarie Public School [...]	MyPL for New Learning Authors	Pooncarie PS Staff Only	Attended(0), Attending(3), Did Not Attend(0)	
24/05/2019 9:00 AM	Pooncarie Public School [...]	Code of Conduct training	Pooncarie Public School Code of Conduct	Attended(0), Attending(3), Did Not Attend(0)	
26/05/2016 12:00 AM	Broken Hill Schools Offic...	Writing in the Middle Years: Teaching Beyond the Standard - Facilitator Training	Writing in the Middle Years: Teaching Beyond the Standard - Facilitator Training 8	Attended(0), Attending(3), Did Not Attend(0)	

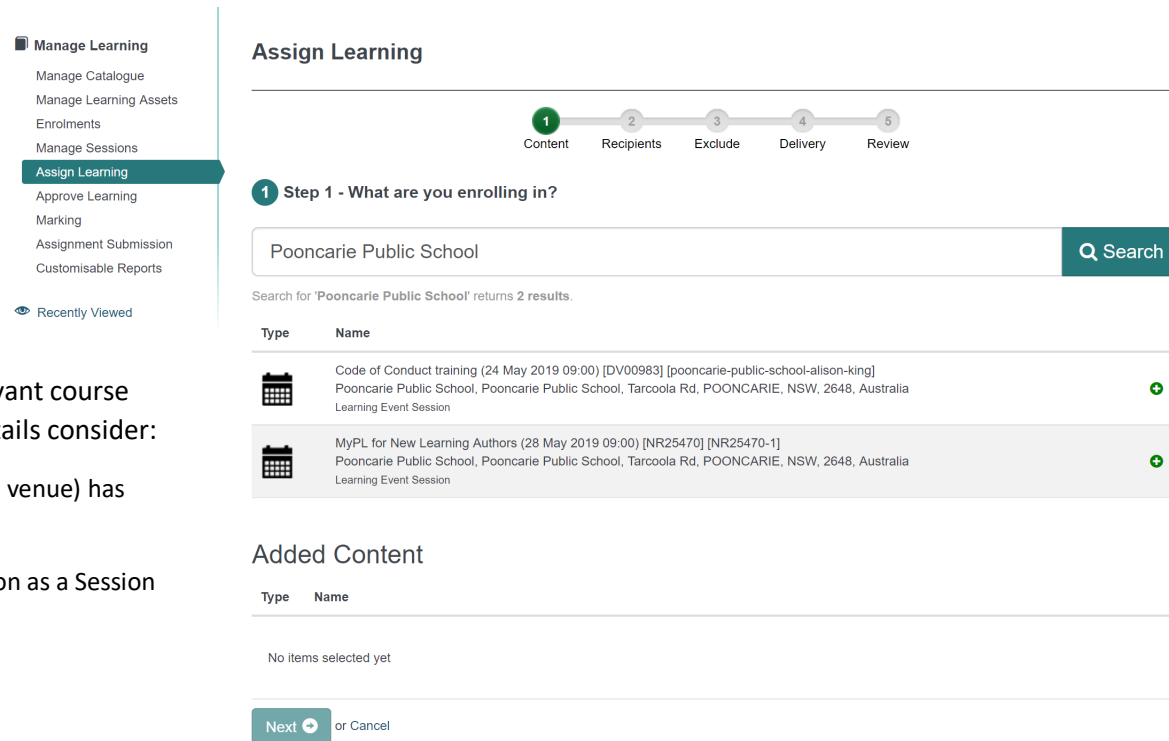
1 - 3 of 3 items

Note total number of users enrolled in the **Attendees** column. You can see the enrolled users, details by selecting the **Manage Attendees** icon.



Top tips for manually enrolling users in a session-based course:

- Search by venue – this will give you all the courses with scheduled sessions if you are assigned Session Support Officer
- Your selection should have the course title, the start date, and the venue.
- Before making a selection, check that you are choosing the right course title, session details (start date, venue), and correct Course identifier.





Assign Learning

1 Content 2 Recipients 3 Exclude 4 Delivery 5 Review

1 Step 1 - What are you enrolling in?

Pooncarie Public School

Search for 'Pooncarie Public School' returns 2 results.

Type	Name
	Code of Conduct training (24 May 2019 09:00) [DV00983] [pooncarie-public-school-alison-king] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session <input type="button" value="+"/>
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session <input type="button" value="+"/>

Added Content

Type	Name
No items selected yet	

or Cancel

If you cannot see the relevant course title, or course session details consider:

- If an actual session (start date, venue) has been scheduled
- If you have access to the session as a Session Support Officer

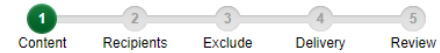


Avoid searching by Course Identifier when manually enrolling users in a session-based course.

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning**
 - Approve Learning
 - Marking
 - Assignment Submission
 - Customisable Reports

Recently Viewed

Assign Learning



1 Step 1 - What are you enrolling in?

Search for 'NR25470' returns 1 result.

Type	Name
	MyPL for New Learning Authors [NR25470] <small>Course - Learning Event; Tag: No, General, None, Not Applicable, Not Applicable, TIPD (Non Registered)</small>

Added Content

Type	Name
No items selected yet	

or

Searching by Course Identifier will bring the course title but not the scheduled session/s. Making this selection will enrol the users in the course wait list only.



Avoid searching by course title keyword/s.

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning**
 - Approve Learning
 - Marking
 - Assignment Submission
 - Customisable Reports

Recently Viewed











Assign Learning



1 Step 1 - What are you enrolling in?

 Search

Search for 'MyPL' returns 22 results.

Type	Name
	A Beginner's Guide to MyPL [NR22014] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable
	DTHS - Navigating MyPL, eTAMs and the e-safety system [NR19257] Course - Learning Event; Tag: No, TIPD (Non Registered), No, Secondary, 0%, None, Proficient, Not Applicable, Not Applicable, 6.2.2, 7.2.2
	Enhancements to Course Registration in MyPL [NR25605] Course - Learning Event; Tag: TIPD (Non Registered), No, Early Childhood, General, Primary, Secondary, All Stages, Not Applicable, Not Applicable
	Hebersham PS MyPL: Submitting a non-registered learning event [NR19768] Course - Learning Event; Tag: TIPD (Non Registered), No, Primary, 0%, None, Proficient, Not Applicable, Not Applicable, 7.2.2
	Leading Professional Learning and the MyPL & NESAs Systems @ Milton PS [NR25659] Course - Learning Event; Tag: No, General, All Stages, Not Applicable, Not Applicable, 0%, TIPD (Non Registered)
	Making MyPL work for you [NR19292] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable
	Maximising MyPL for Principals [NR17599] Course - Program; Tag: No, General, 0%, All Stages, N/A, Not Applicable, Not Applicable, TIPD (Non Registered)
	Murray Farm PS MyPL and NESAs [NR24022] Course - Learning Event; Tag: TIPD (Non Registered), No, Primary, 0%, Early Stage 1, Stage 1, Stage 2, Stage 3, N/A, Not Applicable, Not Applicable
	MyPL Diary Entry [Diary_Entry] Course - Other Learning
	MyPL for Corporate Staff [NR18750] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable

10 per page 1 2 3 >>

Searching by course title keyword/s may present you with too many options to choose from. The example shows 22 possible courses with keyword "MyPL".

