

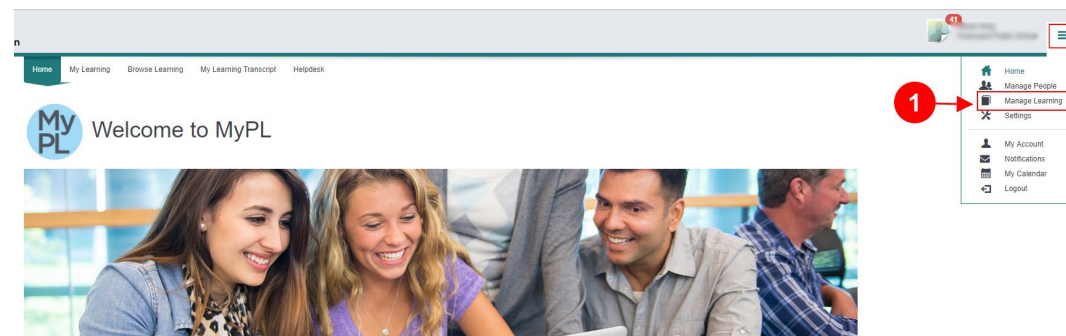
Manually Enrol a User in a Session

This reference guide explains how to enrol individual 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**.

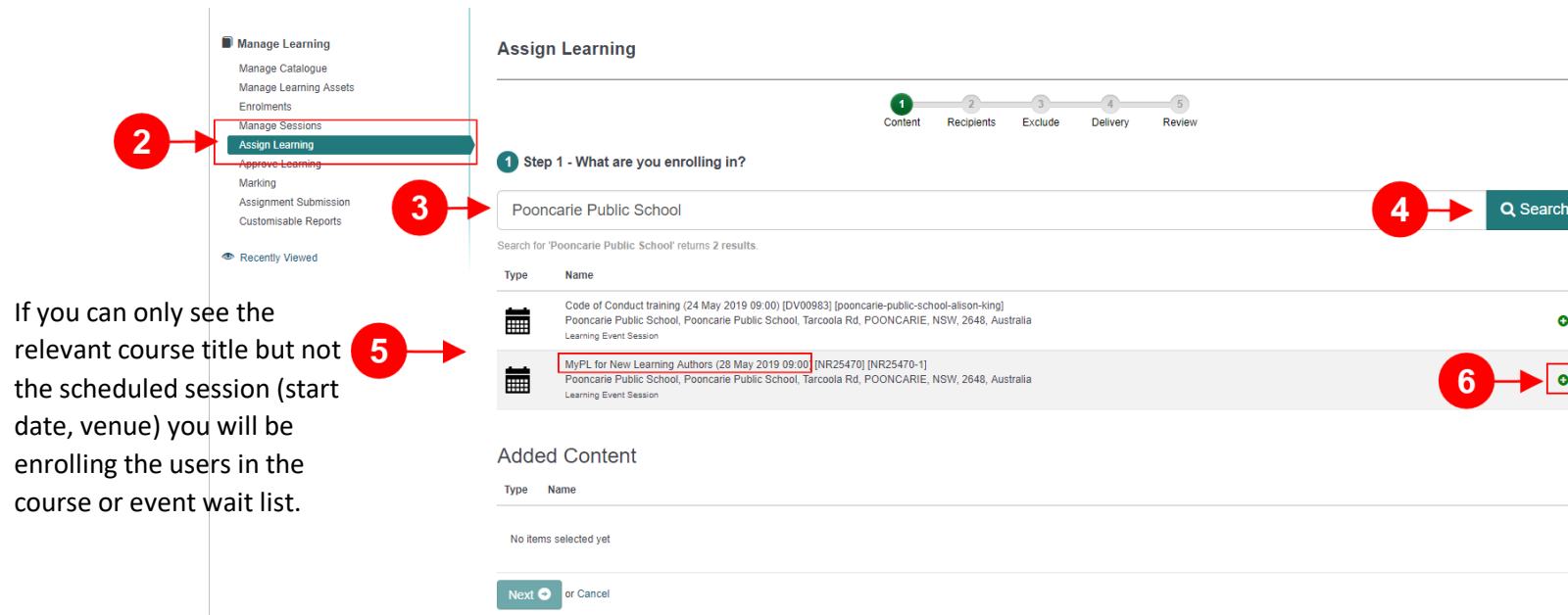


Step 3: Add the course title or add the venue in the **Search** field. TIP: Search by venue - this will list all the course sessions scheduled at the venue you entered.

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.



2 → **Assign Learning**

3 → **Pooncarie Public School**

4 → **Search**

5 → **MyPL for New Learning Authors (28 May 2019 09:00)**

6 → **+**

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
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Assign Learning

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1 Step 1 - What are you enrolling in?

Search

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

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

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

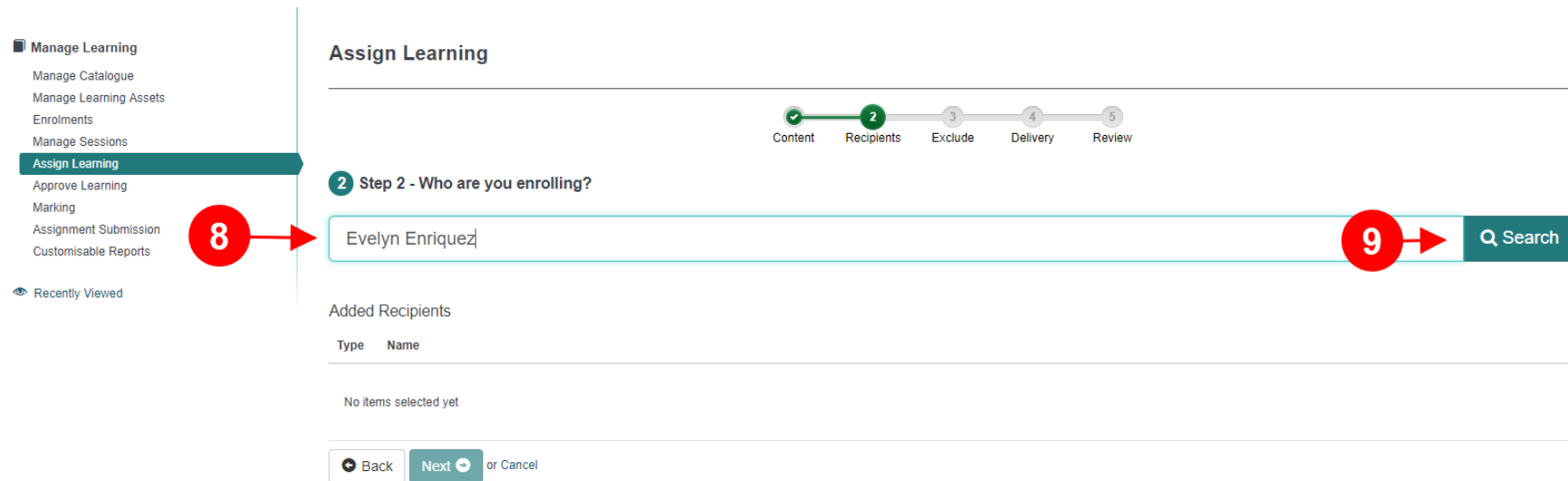
Type	Name	
	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] <small>Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia</small>	-

7
Next
or Cancel



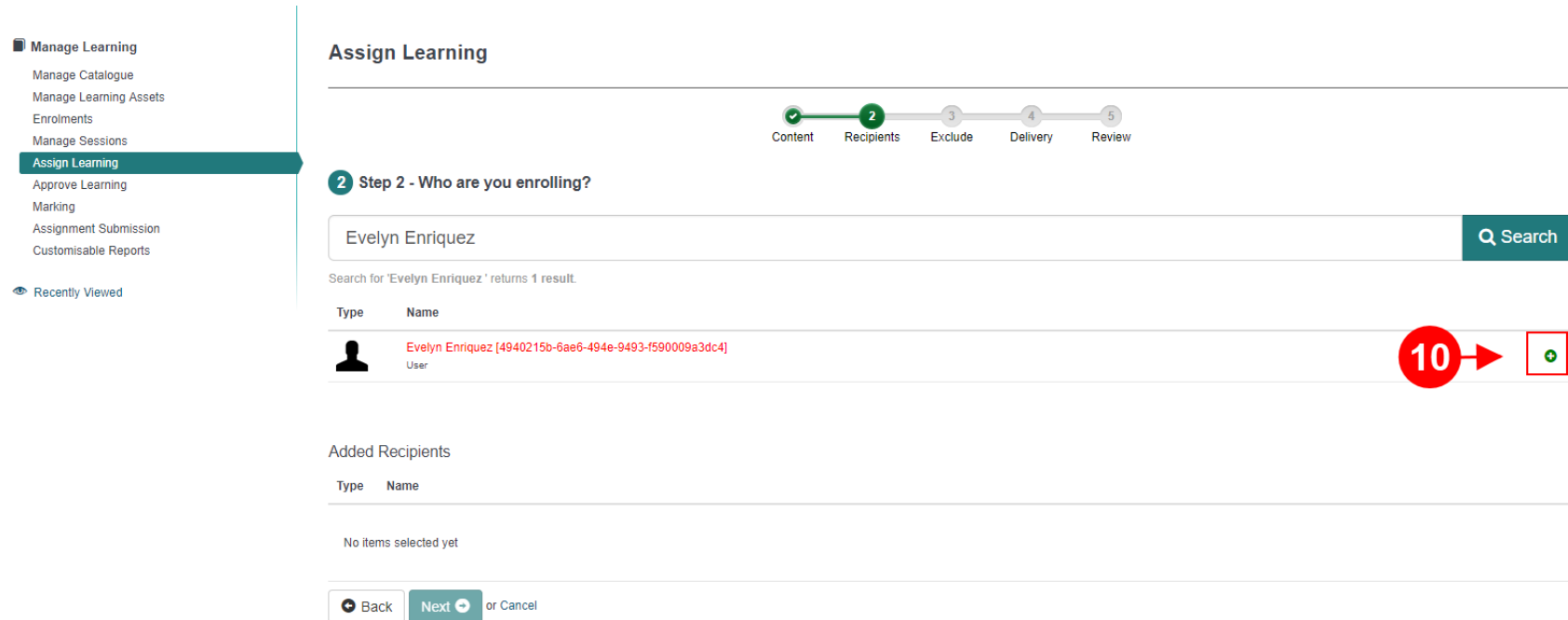
Step 8: Add the user's name in the **Search** field.

Step 9: Select the **Search** button.



The screenshot shows the 'Assign Learning' interface. On the left is a navigation menu with 'Assign Learning' highlighted. A red circle with the number '8' points to the 'Assign Learning' menu item. The main content area has a progress bar with five steps: Content (checked), Recipients (2), Exclude (3), Delivery (4), and Review (5). Below the progress bar is the heading '2 Step 2 - Who are you enrolling?'. A search field contains the text 'Evelyn Enriquez'. A red circle with the number '9' points to the search button. Below the search field is a table titled 'Added Recipients' with columns 'Type' and 'Name'. The table is currently empty, with the text 'No items selected yet' below it. At the bottom of the interface are three buttons: 'Back', 'Next', and 'or Cancel'.

Step 10: Select the plus icon. If more than one user appears with the same name, start again and enter the user's email address.



Assign Learning

Content Recipients Exclude Delivery Review

2 Step 2 - Who are you enrolling?

Evelyn Enriquez

Search for 'Evelyn Enriquez' returns 1 result.

Type	Name	
User	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4]	10 → +

Added Recipients

Type	Name
No items selected yet	

or Cancel

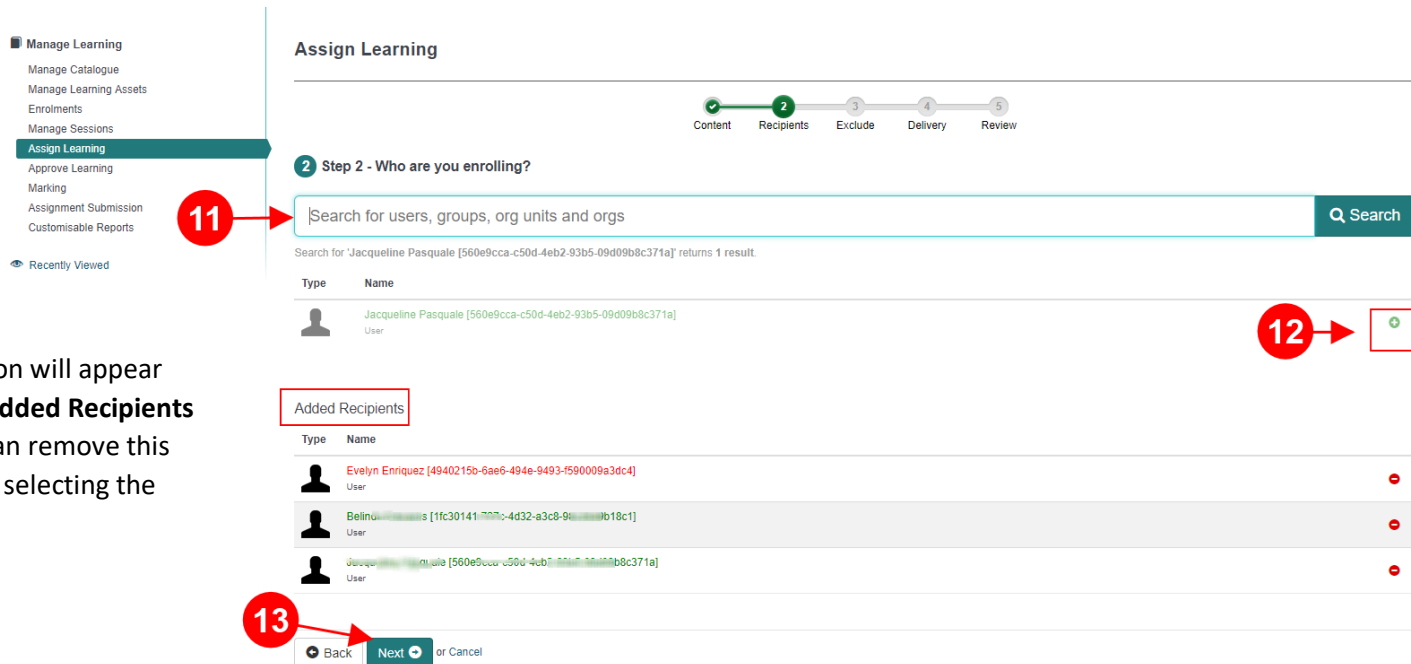
Step 11: Add the next user's name in the **Search** field if you have more individuals to enrol.

Step 12: Select the plus icon to select each user to be manually enrolled.

Step 13: Select the **Next** button when you have selected all the users for manual enrolment.

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

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 with a progress bar at the top indicating steps: Content (1), Recipients (2), Exclude (3), Delivery (4), and Review (5). Step 2 is active, titled 'Step 2 - Who are you enrolling?'. A search bar contains the text 'Search for users, groups, org units and orgs' and a 'Q Search' button. Below the search bar, a search result for 'Jacqueline Pasquale' is shown. A red circle '11' points to the search bar. A red circle '12' points to a plus icon in the top right of the search results area. Below the search results is an 'Added Recipients' section with a table of selected users. A red circle '13' points to the 'Next' button at the bottom of the interface.

Type	Name
User	Jacqueline Pasquale [560e9cca-c50d-4eb2-93b5-09d09b8c371a]

Type	Name
User	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4]
User	Belinda [1fc30141-557b-4d32-a3c8-9b1b18c1]
User	Jacqueline Pasquale [560e9cca-c50d-4eb2-93b5-09d09b8c371a]

Step 14: Select the **Next** button.

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Assign Learning



3 Step 3 - Who are you excluding?

Search for users

Q Search

Exclude Recipients

Type Name

No items selected yet

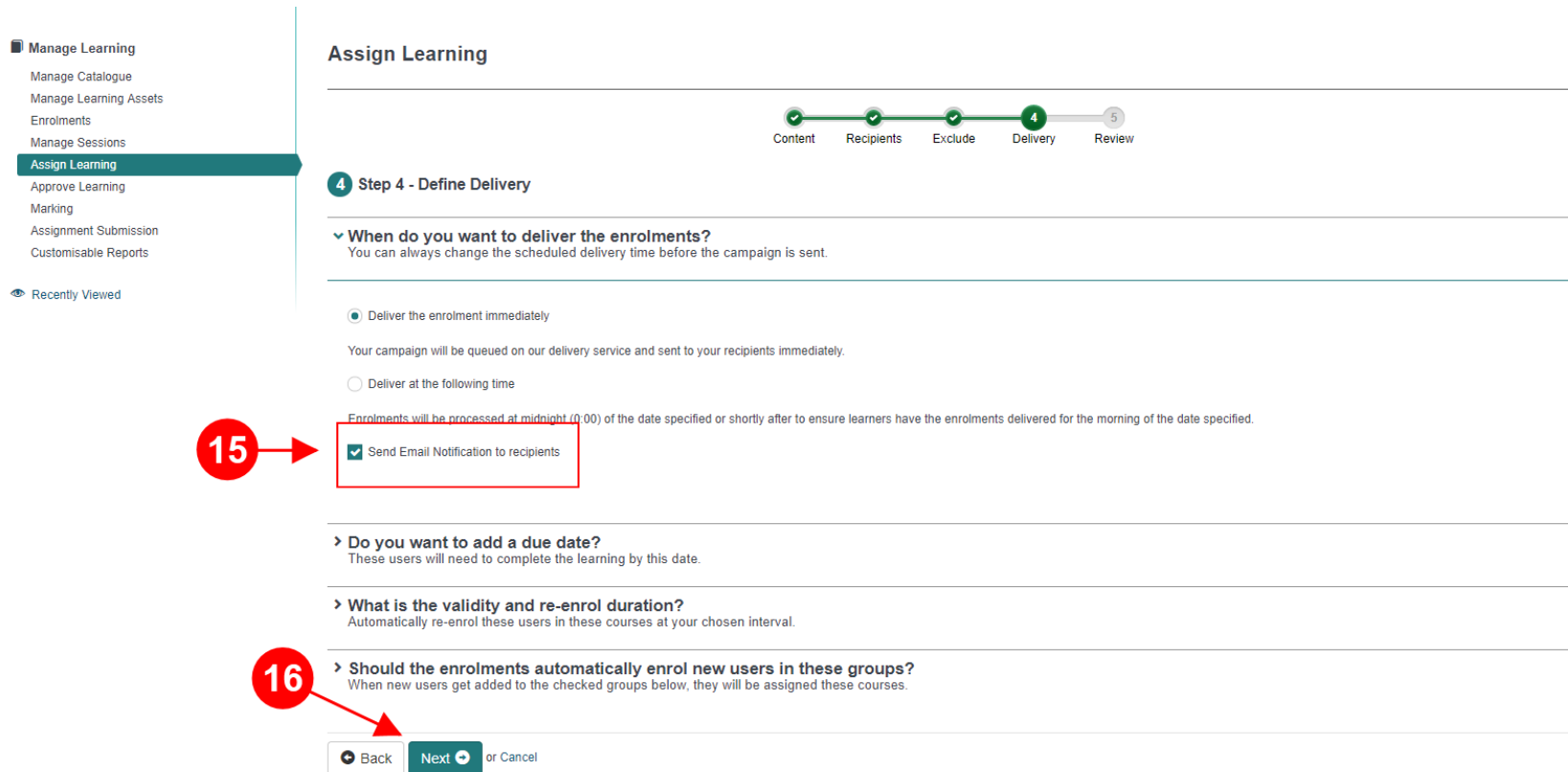
Back Next or Cancel

This field **Who are you excluding?** is used when we enrol groups of staff, not individuals.



Step 15: Leave this box checked if you wish to send an enrolment notification. Un-tick this box if you are retrospectively enrolling users. Leave all other fields at their default value.

Step 16: Select the **Next** button.



Assign Learning

Content Recipients Exclude **4** Delivery 5 Review

4 Step 4 - Define Delivery

When do you want to deliver the enrolments?
You can always change the scheduled delivery time before the campaign is sent.

Deliver the enrolment immediately
Your campaign will be queued on our delivery service and sent to your recipients immediately.

Deliver at the following time
Enrolments will be processed at midnight (0:00) of the date specified or shortly after to ensure learners have the enrolments delivered for the morning of the date specified.

Send Email Notification to recipients

Do you want to add a due date?
These users will need to complete the learning by this date.

What is the validity and re-enrol duration?
Automatically re-enrol these users in these courses at your chosen interval.

Should the enrolments automatically enrol new users in these groups?
When new users get added to the checked groups below, they will be assigned these courses.

Back Next or Cancel

Step 17: Check that you are enrolling the users in the right course, the right session (start date and venue).

Step 18: Check that you are enrolling the right users. Note total number of users to be enrolled.

Step 19: Select the **Finish** button.

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Assign Learning

Content Recipients Exclude Delivery 5

5 Step 5 - Review & Enrol

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

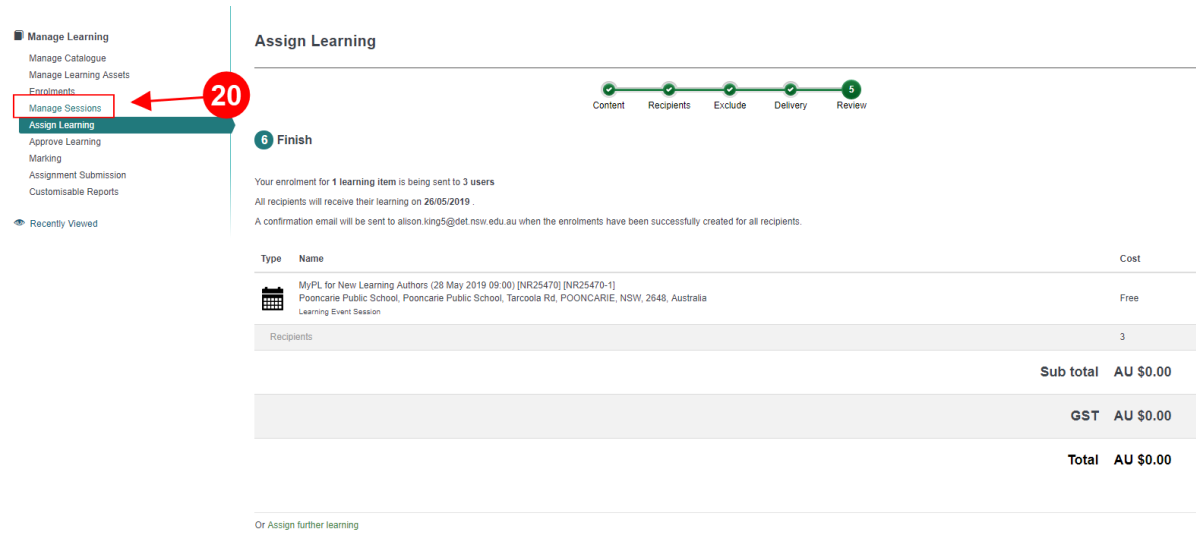
Groups / Users		No. of Users
Type	Name	
	[4940215b-6ae6-494e-9493-f590009a3dc4] User	1
	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] User	1
	[4940215b-6ae6-494e-9493-f590009a3dc4] User	1
Total		3

Content AU \$0.00 x 3 Users =	Sub total	AU \$0.00
	GST	AU \$0.00
	Total	AU \$0.00

← Back Finish or Cancel



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



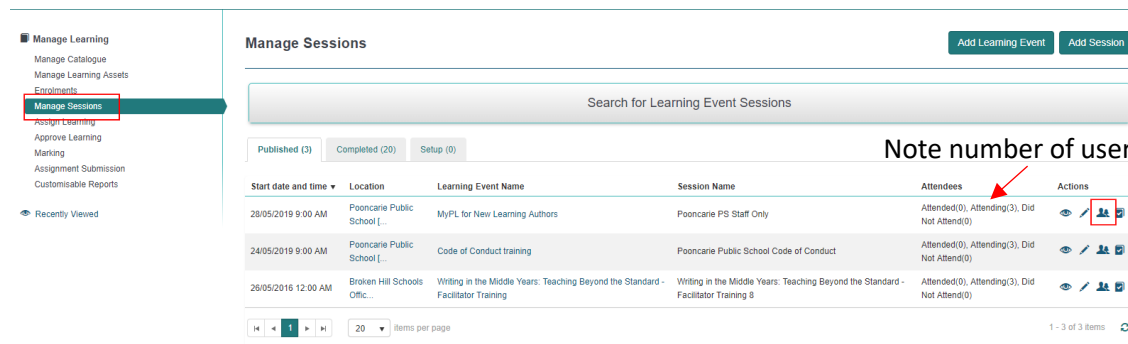
Assign Learning

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 aison.king5@det.nsw.edu.au when the enrolments have been successfully created for all recipients.

Type	Name	Cost
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
Recipients		3
Sub total		AU \$0.00
GST		AU \$0.00
Total		AU \$0.00

Or Assign further learning



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



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.

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Content Recipients Exclude Delivery Review

1 Step 1 - What are you enrolling in?

Q Search

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 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

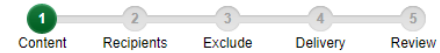


Avoid searching by Course Identifier when manually enrolling users in a session-based course.

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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.

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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 & NESA 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 NESA [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

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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".

