

Creating a Link to the Session Enrolment Page

This reference guide explains how to create a link to the Session Enrolment page for an individual course. This will be referred to as the “Details” link.

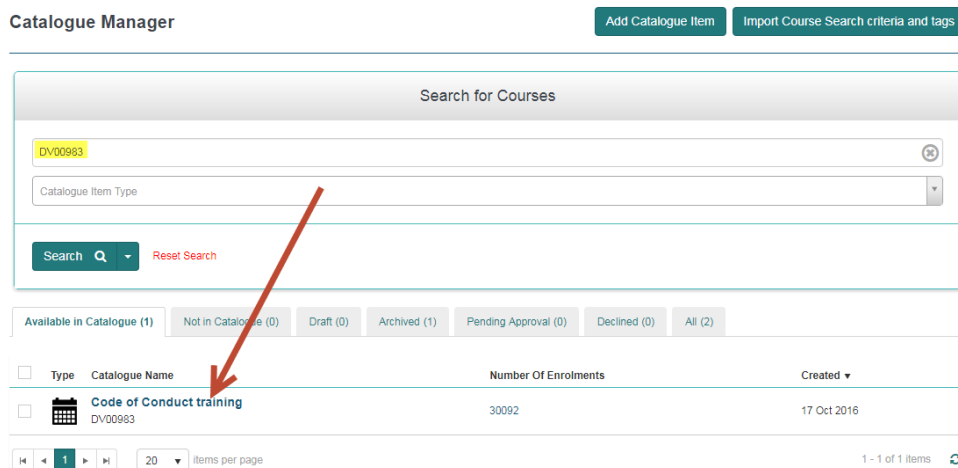
It is not possible to create a link to a unique session, as the system requires enrolment in a course before selecting a session.

Once you have logged into MyPL, navigate to

Manage Learning

Manage Catalogue

Search for the course and select the title once displayed



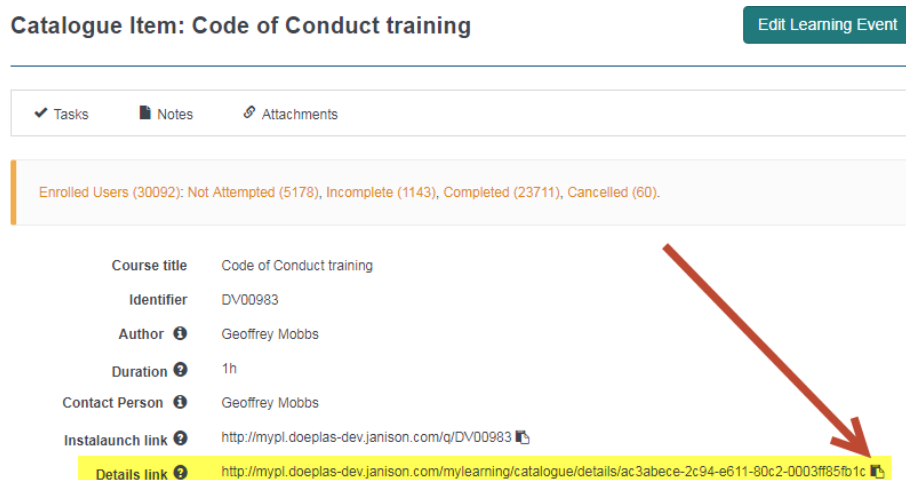
Catalogue Manager

Search for Courses

DV00983

Search

Type	Catalogue Name	Number Of Enrolments	Created
	Code of Conduct training	30092	17 Oct 2016



Catalogue Item: Code of Conduct training

Enrolled Users (30092): Not Attempted (5178), Incomplete (1143), Completed (23711), Cancelled (60).

Course title	Code of Conduct training
Identifier	DV00983
Author	Geoffrey Mobbs
Duration	1h
Contact Person	Geoffrey Mobbs
Instalaunch link	http://mypl.doeplas-dev.janison.com/q/DV00983
Details link	http://mypl.doeplas-dev.janison.com/mylearning/catalogue/details/ac:3abece-2c94-e611-80c2-0003f85fb1c

You can copy the Details link to the clipboard at this stage, and paste it into your advertisements

<http://myplsso.doeplas-dev.janison.com/mylearning/catalogue/details/ac3abece-2c94-e611-80c2-0003ff85fb1c>

Selecting this link takes you to the DoE Staff Portal login page, and once authenticated, to a list of available sessions for the course as shown below.

Code of Conduct training

Enrol

Status: Not Enrolled
N/A
Approximate Duration: 1h

Overview

The course outlines the Code of Conduct ie it draws on DET's Statement of Ethics and the values that underpin our work: fairness, respect, integrity and responsibility. It clarifies the standards of behaviour that are expected of DET staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions. Employee responsibility and reporting concerns about employee conduct are explained.

Provide the reason(s) why you have developed this course

The Director-General describes good conduct as a moral will and a moral skill. The Director EPAC explains why DET has a code of conduct, to whom it applies, the expected conduct, and what might happen if the code is breached. The professional conduct that the department and the community in general expect of employees is outlined. Also outlined is an employee's legal and moral duty to apply their knowledge and the department's policies and procedures in ways which will benefit students, the department and the wider community. Employee responsibility and reporting concerns about employee conduct are discussed.

Code of Conduct training
No session selected

Sessions

When and where	Price	Register By	Places Available	Status
<input type="radio"/> Choose my session later This will allow you to enrol, and select the session you wish to attend later.				
<input type="radio"/> South Grafton High School - SOUTH GRAFTON Friday January 27 2017 9:00 AM - Wednesday December 20 2017 5:00 PM	AU \$0.00	27/01/2017 12:00 AM	100	Registration Closed
<input type="radio"/> Five Islands School - BOORAGUL Tuesday February 28 2017 9:00 AM - Friday December 01 2017 5:00 PM	AU \$0.00	28/02/2017 12:00 AM	20	Registration Closed
<input type="radio"/> Weston Public School - WESTON Tuesday August 01 2017 9:00 AM - Friday December 15 2017 5:00 PM	AU \$0.00	31/07/2017 12:00 AM	23	Registration Closed
<input type="radio"/> No venue set Tuesday August 15 2017 9:00 AM - Friday December 15 2017 5:00 PM	AU \$0.00	15/08/2017 12:00 AM	30	Registration Closed
<input type="radio"/> Parke East Public School - PARKES Thursday August 24 2017 9:00 AM - Thursday December 28 2017 5:00 PM	AU \$0.00	23/08/2017 12:00 AM	63	Registration Closed
<input checked="" type="radio"/> Richmond High School - RICHMOND Thursday October 12 2017 from 10:00 AM to 11:00 AM	AU \$0.00	12/10/2017 9:30 AM	25	Available

Choose a session to attend and then select the **Enrol** button

