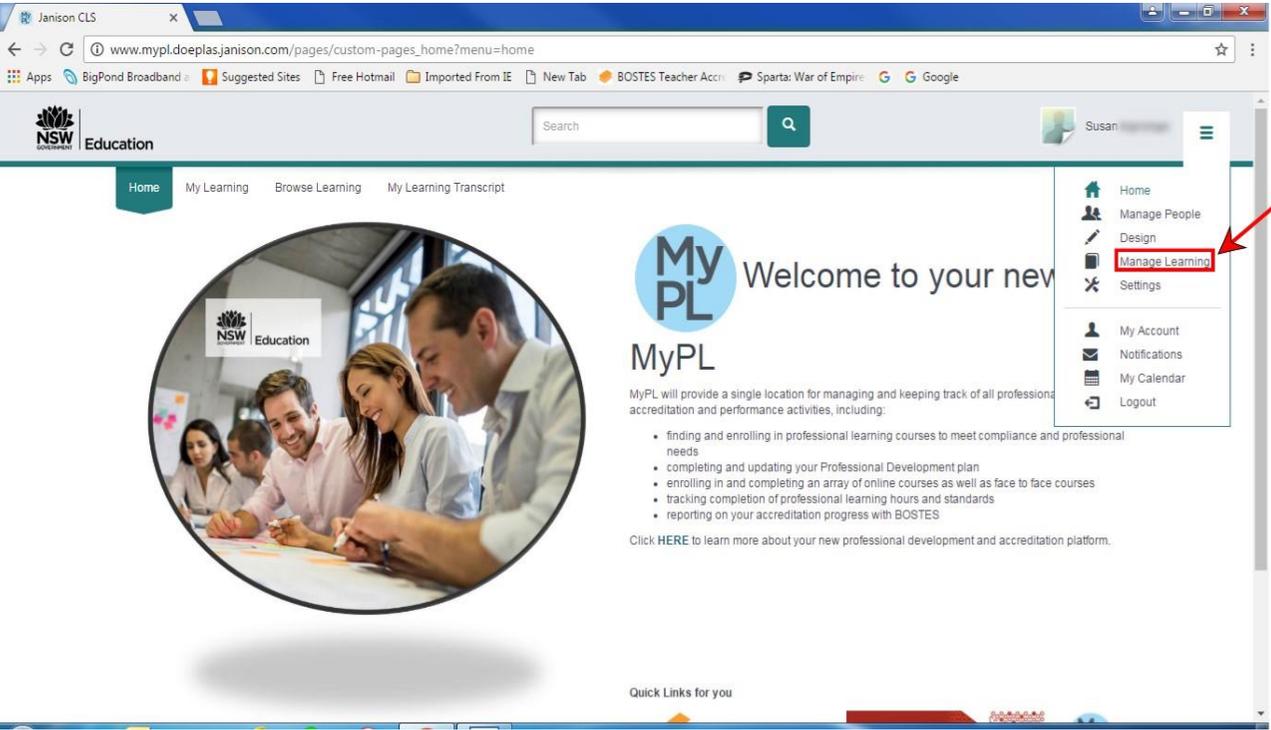


# Submit a Non-Registered Course

This reference guide describes in detail how to submit a Non-Registered course to the MyPL system



The screenshot shows a web browser window displaying the MyPL system interface. The browser's address bar shows the URL: [www.mypl.doepl.asjanison.com/pages/custom-pages\\_home?menu=home](http://www.mypl.doepl.asjanison.com/pages/custom-pages_home?menu=home). The page header includes the NSW Education logo and a search bar. The main navigation menu is visible, with the 'Manage Learning' option highlighted in a red box. A red circle with the number '1' and an arrow points to this option. The page content includes a circular image of a group of people in a meeting, the MyPL logo, and a welcome message: 'Welcome to your new MyPL'. Below this, there is a list of features and a link to learn more about the platform.

Step 1: Select the **Manage Learning** menu item from the hamburger menu in the top right hand corner of the screen.



Q

Susan Harriman

- Manage Learning
- Manage Catalogue
- Manage Learning Assets
- Enrolments
- Manage Sessions
- Approve Learning
- Marking
- Assignment Submission
- Payment Transactions
- Manage Tags
- Report APIs
- Token Orders
- Recently Viewed

### Catalogue Manager

Add Catalogue Item

Search for Courses

🔄 Restore your previous search

Available in Catalogue (6714)
Not in Catalogue (0)
Draft (2)
Archived (9307)
Pending Approval (2)
Declined (0)
All (16025)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		"7 Habits of Highly Effective People" DV00223	173	17 Oct
<input type="checkbox"/>		"Don't Get Left Behind" Running an effective incursion / excursion NR06038	10	17 Oct
<input type="checkbox"/>		"E" to the Power of 3 - Evaluating Schools' Pathways to Excellence NR10387	9	17 Oct
<input type="checkbox"/>		"How to" - the basics of using video conference applications - Polycom NR05837	8	17 Oct
<input type="checkbox"/>		"How to" - The basics of using video conference technology - Tandberg NR05820	21	17 Oct
<input type="checkbox"/>		"Keeping Careers Alive" Conference NR04456	29	17 Oct
<input type="checkbox"/>		"Professional Learning Strategy for Leaders Module 5: Feedback" NR07862	69	17 Oct
<input type="checkbox"/>		"Speed Dating" Engaging the disengaged NR06039	28	17 Oct
<input type="checkbox"/>		"Super Six" Literacy task NR05473	97	17 Oct
<input type="checkbox"/>		"Unlocking the Potential" - A student futures conference		

Step 2: Select the **Manage Learning Assets** link from the menu items listed.

2



NSW Education

Search

Susan Harriman

Manage Learning

- Manage Catalogue
- Manage Learning Assets**
- Enrolments
- Manage Sessions
- Approve Learning
- Marking
- Assignment Submission
- Payment Transactions
- Manage Tags
- Report APIs
- Token Orders

Recently Viewed

### Manage Learning Assets

[Add Learning Asset](#)

Search for Learning Assets

Active (6721) Inactive (9307)

<input type="checkbox"/>	Learning Asset	Type	Last Updated On
<input type="checkbox"/>	<b>"7 Habits of Highly Effective People"</b> DV00223	Learning Event	21/10/2016 2:05 AM
<input type="checkbox"/>	<b>"Don't Get Left Behind" Running an effective incursion / excursion</b> NR06038	Learning Event	17/10/2016 5:40 AM
<input type="checkbox"/>	<b>"E" to the Power of 3 - Evaluating Schools' Pathways to Excellence</b> NR10387	Learning Event	17/10/2016 5:38 AM
<input type="checkbox"/>	<b>"How to" - the basics of using video conference applications - Polycom</b> NR05837	Learning Event	17/10/2016 5:35 AM
<input type="checkbox"/>	<b>"How to" - The basics of using video conference technology - Tandberg</b> NR05820	Learning Event	17/10/2016 5:48 AM
<input type="checkbox"/>	<b>"Keeping Careers Alive" Conference</b> NR04456	Learning Event	17/10/2016 5:38 AM
<input type="checkbox"/>	<b>"Professional Learning Strategy for Leaders Module 5: Feedback"</b> NR07662	Learning Event	17/10/2016 5:57 AM
<input type="checkbox"/>	<b>"Speed Dating" Engaging the disengaged</b> NR06039	Learning Event	17/10/2016 6:09 AM
<input type="checkbox"/>	<b>"Super Six" Literacy task</b> NR05473	Learning Event	17/10/2016 6:02 AM
<input type="checkbox"/>	<b>"Unlocking the Potential" - A student futures conference</b> NR10382	Learning Event	17/10/2016 6:00 AM

3

Step 3: Click the **Add Learning Asset** button.

The screenshot displays the 'Create a New Learning Asset' interface in the MyPL system. The left sidebar contains a 'Manage Learning' menu with 'Manage Learning Assets' selected. The main content area lists various asset types, with 'New Learning Event' highlighted by a red box and a red arrow pointing from a red circle containing the number '4'. The user's name 'Susan Harriman' is visible in the top right corner.

Step 4: Select the **New Learning Event** asset from the list of learning assets presented. This is for a face to face course and will be the container to hold individual sessions.

Step 5: Type in the **Name** dialogue box the name of your course. For ease of use the name should be the same as the name of your Course.

Step 6: The **Identifier (Course Code)** is automatically generated.

Step 7: In the **Description** text field, give a brief description and outline of your course.



The screenshot shows the 'Learning Event Settings' and 'Learning Event Permissions' sections of the MyPL interface. Red callouts with numbers 8 through 14 point to specific elements:

- 8:** Points to the 'Learning Event Settings' section header.
- 9:** Points to the 'Event Type' dropdown menu, which is currently set to 'Face to face'.
- 10:** Points to the 'Require provider for sessions' checkbox, which is checked.
- 11:** Points to the 'Force session selection on enrolment' checkbox, which is checked.
- 12:** Points to the 'Allow users to withdraw themselves from a session they are attending' checkbox, which is unchecked.
- 13:** Points to the 'Learning Event Permissions (2)' section, specifically to the 'Add' button for a new permission entry.
- 14:** Points to the 'Save Learning Event' button at the bottom of the form.

The 'Learning Event Permissions' table shows one entry for 'Dominic' with the role 'Session Creator'. Below the table are dropdown menus for 'Select User' and 'Select Role', and an 'Add' button.

Step 8: Expand the **Learning Event Settings** section by clicking the drop down arrow.

Step 9: From the **Event Type** drop down list, make a selection. The Event Type will most often be **Face to Face**.

Step 10: Tick the checkbox for **Require Provider for sessions**.

Step 11: Tick the checkbox for **Force session selection on enrolment**.

Step 12: Be careful with the setting to allow users to withdraw from a session. If ticked a user can withdraw from the session right up until the start time. Recommended to not enable this setting for paid courses.

Step 13: Expand the **Learning Event Permissions** section by clicking the drop down arrow. This is where you can restrict who can schedule sessions against your course. If you leave it blank every Learning Author will have permission.

Assign the role **Session Creator** to restrict who can schedule sessions for this course.

Step 14: Copy the title of the Learning Event as we will use this in the next steps and click the **Save Learning Event** button to continue.

The screenshot shows a web interface for configuring 'Attendee Questions'. At the top, a red circle with the number '15' has an arrow pointing to the 'Attendee Questions' section header. Below this is a text box containing the instruction: 'The custom attributes in the set selected here will be presented to users when they self select a session in this event.' Underneath is a label 'Attendee Question Set' followed by a dropdown menu. A red circle with the number '16' has an arrow pointing to the dropdown menu, which currently displays 'Choose this: List of Session Questions'. At the bottom left, there is a 'Save' button and the text 'or Cancel'. A red circle with the number '17' has an arrow pointing to the 'Save' button.

Step 15: Expand the **Attendee Questions** section.

Step 16: From the **Attendee Question Set** drop down list, choose the question set labelled "Choose this: List of Session Questions".

Step 17: Click the **Save** button to continue.

The screenshot shows the MyPL Education interface. The top navigation bar includes the NSW Education logo, a search bar, and the user name 'Susan Harriman'. The left sidebar lists various management options, with 'Manage Learning Assets' highlighted. The main content area is titled 'Learning Event: Creating and Submitting a Non Registered Course' and includes buttons for 'Edit Learning Event' and 'Add Session'. A warning message states: 'Warning: This Learning Event has not been put in the Catalogue - you must do this in order to enrol learners.' Below this message is a red-bordered button labeled 'Add it now', which is highlighted by a red circle containing the number '18' and a red arrow. The page also displays statistics for attendees, a course description, and options for registration and withdrawal.

Step 17: Click the link **Add it now** to add this Learning Event asset to a Course (Catalogue Item)



The screenshot shows a modal window titled "Add Catalogue Item" with a close button (X) in the top right corner. Below the title bar, there is a label "Course type" followed by a dropdown menu. The dropdown menu is open, and "Non Registered" is selected. A red box highlights the dropdown menu, with a red arrow pointing to it from a red circle containing the number "19". Below the dropdown menu, there is a "Confirm" button and a "Cancel" button. The "Confirm" button is highlighted with a red box, and a red arrow points to it from a red circle containing the number "20".

Step 19: Select **Non Registered** from the **Course Type** drop down list.

Step 20: Click the **Confirm** button to continue.

The screenshot shows the 'Edit Catalogue Item' interface in a web browser. The browser address bar shows the URL: [www.mypl.doepl.as.janison.com/learningmanager/catalogue/edit/5b611d02-6599-e611-80c1-0003ff85fb1c](http://www.mypl.doepl.as.janison.com/learningmanager/catalogue/edit/5b611d02-6599-e611-80c1-0003ff85fb1c). The page has a left-hand navigation menu with options like 'Manage Learning Assets', 'Enrolments', 'Manage Sessions', etc. The main content area has a warning box at the top, followed by 'Name\*' and 'Identifier\*' text fields. Below these are two tabs: 'Summary / Description of course' and 'Rationale'. A rich text editor is active under the 'Summary / Description of course' tab, showing a menu with options like 'Edit', 'Insert', 'View', 'Format', and 'Table'. The text in the editor describes how to add a catalogue item to MyPL. Red callouts with numbers 21, 22, 23, and 24 are overlaid on the image, with arrows pointing to the Name field, Identifier field, Summary/Description of course tab, and Rationale tab respectively.

Step 21: Copy the title of your course in the **Name** text field. This should be the same name as the Learning Event Asset created earlier

Step 22: The **Identifier** should be automatically populated. This is the **Course Code**.

Step 23: **Summary / Description of course describes** the content to be delivered in this professional learning. This needs to be descriptive enough so that any user browsing the catalogue can determine if they wish to attend. It should also include the recommended cost for a course if there is one. This can be copied from the Learning Asset created earlier.

Step 24: Provide the reasons why you have developed this course in the **Rationale** text field.

▼ **Basic Settings**

Course type

Non Registered Change

Administrative centre\*

Duration of course\* ?

Contact Person

Archive Date

Price

Due Date ?

Has Certificate

Certificate Code

Certificate Template

Certificate of Completion.pdf (Download)

Step 25: From the **Administrative centre** drop down list, choose the centre that belongs to you. This will be either the school or directorate where you are employed. If your administrative centre is not listed please contact the MyPL team.

Step 26: In the **Duration of Course** Field enter the duration of the course in hours and minutes. For example 2h 30m would be a course running for 2 hours and 30 minutes.

Step 27: Choose a contact person from the **Contact Person** drop down list.

Step 28: Choose the calendar icon in the **Archive Date** field and select a date to automatically archive this course. Non-Registered courses should not have an archive date longer than 3 years. If the course is a one off session, make the archive date sufficiently short.

Step 29: Leave the **Price** field blank as the price for the course will be set at the session level.

Step 30: The **Due Date** field indicates how long learners have to complete the course after enrolment. This can be left blank

Step 31: Tick the **Has Certificate** checkbox if you wish to use the generic certificate available. This can be left blank if no certificate is needed.



32

Components

[Evaluation\_Sample\_1] Evaluation Sample 1 - Survey

+

Component	Prerequisite	Weight	Share progress	Actions
<b>Learning Event</b> Creating and Submitting a Non Registered Course	set full stop	100	<input checked="" type="checkbox"/>	+ -

33

Step 32: Expand the **Components** section.

Step 33: The Components Section will list the Learning Event asset created earlier. You can also add other learning assets at this stage, such as a Survey. There are 3 sample surveys that have been created for general use. Type "evaluation" in the component dialogue box and select one of the samples. Click the + button to add the survey to your course.

The screenshot shows the 'Course restrictions' section in MyPL. At the top, a red circle with the number 34 points to the 'Course restrictions' header. Below it is a light blue box with explanatory text: 'These optional controls allow you to restrict who can access your catalogue item. Restrictions are divided into restrictions for authors and restrictions for learners. The user that created the catalogue item always has author and learner access. This cannot be removed.' Below this are three fields: 'Author Access Restrictions' (with a red circle 35 pointing to it), 'Learner Access Restrictions' (with a red circle 36 pointing to it), and 'Age Restriction' (with a red circle 37 pointing to it). The 'Author Access Restrictions' field contains 'Select Authors'. The 'Learner Access Restrictions' field contains 'DoE [doe] - Organisation (152915)'. The 'Age Restriction' field contains 'Select Age'. Each field has a small help icon and a descriptive text below it.

Step 34: Expand the **Course Restrictions** section.

Step 35: The **Author Access Restrictions** field allows you to select users or groups outside your school or directorate who can be given author access to this course. This may be useful for collaboration with staff outside your workplace.

Step 36: The **Learner Access Restrictions** field will allow you to limit who can enrol in this course. This may be useful if you want to limit enrolments to your own school or directorate. Choose **DoE** if you wish to restrict this course to only Department of Education staff. You can type in your school name and select it from the list to limit enrolments to only your school.

Step 37: Leave the **Age Restriction** field blank as MyPL does not hold any information relating to ages.

38

▼ Course graphic / logo

For best results, always use images of the same aspect ratio. Double the resolution for high pixel density devices. For large thumbnails use 292px by 70px. For small thumbnails use 47px by 22px.

Large Thumbnail URL

Select file...

Small Thumbnail URL

Select file...

favicon coloured blue\_2.png

100% ×

39

Step 38: Expand the **Course Graphic / logo** section.

Step 39: You can add a thumbnail image to your course that will appear in the Catalogue. Registered courses automatically are labelled with the BOSTES logo. Please be mindful of copyright with any images selected. This field can always be left blank.

40

▼ Users with extra roles over this item (0)

User

Role

Actions

Select User

Select Role

Add

Step 40: The **Users with extra roles over this item** section should not be touched. It is used in the process of quality assuring a QTC Registered course.



41

### Self-enrolment Settings

This section controls whether learners are allowed to enrol or request enrolment at their own initiative.

Enrolment Method

Default (Self-enrolment (Free))

42

Enrolment Question Set

None

43

Re-enrolment option

Never allow re-enrolment (a user can only complete this item once)

Allow re-enrolment at any time

44

Allow re-enrolment after a period

(None)

Step 41: Expand the **Self-enrolment Settings** section.

Step 42: In the **Enrolment Method** field choose "Default (Self-enrolment (Free))" if the course does not attract a fee. Choose "Self-enrolment (Paid)" if the course attracts a fee. Please talk to the MyPL team if you wish to use the "1 Step Approval" enrolment method as this will invoke an approval process for all enrolments.

Step 43: Do not choose an Enrolment Question Set. This was selected when we created the Learning Event asset.

Step 44: The **Re-enrolment option** section allows you to define whether learners can re-enrol in your course and at what times. Recommended to leave the default setting.

45 Additional Enrolment Settings

Notifications

46  Notify supervisor when learner is enrolling in this course

Expiry

47  Completion of this item never expires ?

Completion of this item expires after a period ?

(None)

Access Rules

48  Users can access content of this item forever ?

Users can only access content for a period after the due date

(None)

Users can only access content for a period after enrolment created date

(None)

Users can only access content for a period after they complete it

(None)

Save Catalogue Item or Cancel 49

Step 45: Expand the **Additional Enrolment Settings** section

Step 46: Ensure the **Notify Supervisor** checkbox is ticked.

Step 47: The **Expiry** section allows you to set a timeframe for how long your course is valid. This may be used for compliance courses that need to be re-done periodically.

Step 48: The **Access Rules** section allows you to determine how long a learner has access to the course material after completion.

Step 49: Click the **Save Catalogue Item** button when you have made your changes and are ready to continue.

50

Learning Event creating and-submitting-a-non-registered-course with Learning Event Sessions (0)Creating and Submitting a Non Registered Course

> Users with extra roles over this item (0)

▼ Prerequisites for this course

Create one or more groups of prerequisite catalogue items. Groups can contain one or more catalogue items. To enrol in this catalogue item, the learner must have completed at least one item from each prerequisite group.

There are no prerequisite groups.

50

Step 50: Expand the section **Prerequisites for this course**. This is where you can set pre-requisite courses that must be completed before a learner can enrol in your course. For example, a learner must have completed "Basic First Aid", before they can enrol in "Advanced First Aid".



The screenshot shows a web interface for editing course information. It is divided into two main sections:

- Additional Course Info:** Contains a text box with the instruction "To change the catalogue template use the edit form" and a "Course type" dropdown menu currently set to "Non Registered".
- Course content, career stage and standard descriptors:** Contains several interactive elements:
  - Two checked checkboxes: "Developer declaration\*" and "Not a duplicate course\*", each with a help icon.
  - A "Target Group\*" dropdown menu currently showing "All DoE Staff".
  - A "Special participation requirements" text area containing the text "There are no special requirements for this course".
  - A "Save Course content, career stage and standard descriptors" button and a "Cancel" link.

Red callout boxes with numbers 51 through 56 and arrows point to the following elements:

- 51:** Points to the "Additional Course Info" section header.
- 52:** Points to the "Course content, career stage and standard descriptors" section header.
- 53:** Points to the "Developer declaration\*" checkbox.
- 54:** Points to the "Target Group\*" dropdown menu.
- 55:** Points to the "Special participation requirements" text area.
- 56:** Points to the "Save Course content, career stage and standard descriptors" button.

Step 51: Expand the **Additional Course Info** section.

Step 52: Expand the **Course Content, career stage and standard descriptors** section.

Step 53. The **Developer Declaration** and **Not a duplicate course** checkboxes must be checked to proceed.

Step 54: Choose the most appropriate target group from the **Target Group** drop down list

Step 55: The **Special participation requirements** text field can detail any requirements for learners participation in the course. For example, you may require learners to bring a laptop to the session they will attend.

Step 56: Make sure you click the **Save Course Content, career stage and standard descriptors** button before proceeding.

57

Search criteria and tags (9)

No - Compliance Course | General - Teacher setting | 0% - Non DoE Premium | All Stages - Stage | N/A - Career stage | Not Applicable - Key Learning Area | Not Applicable - Syllabus | 6.2.2 - Standards | Non Registered - Course Type

Step 57: Click the pencil icon in the **Search criteria and tags** section.

Search criteria and tags (9)

Auto Tags: Non Registered - Course Type

Compliance Course\*: No

Teacher setting\*: General

Non DoE Premium\*: 0%

Stage\*: All Stages

Career stage\*: N/A

Key Learning Area\*: Not Applicable

Syllabus\*: Not Applicable

Standards: 6.2.2

Save | Cancel

58

59

60

61

62

Step 58: From the **Compliance Course** drop down list, choose Yes or No.

Step 59: Click inside the **Teacher Setting** field and select the most appropriate value from the list provided.

The Non-DoE Premium field is a percentage premium that will be applied to Non-Department users where there is a cost for a session. The value here flows into all sessions scheduled.

Step 61: It is **NOT MANDATORY** to select standards for a non-registered course. This field can be left blank.

Step 62: Click the **Save** button to continue.



Course title	MyPL Basic User Training
Identifier	NR12033
Provider	Learning and Business Systems Directorate
Duration of course	1 hour
Contact person	Rob Wilkins
Archive Date	Friday, November 1, 2019
Status	<input checked="" type="radio"/> Draft <b>Change</b> ▾
Summary / Description of course	<input type="text" value="Online"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">         Submit draft ⓘ          Abandon ⓘ       </div>
Rationale	<input type="text" value="This course has been developed as one of a... to the system will complete the basic user onli hosted on the MyPL support website."/>

Step 63: When you are ready to progress the course submission, click the **Change** button and select

Catalogue Item: MyPL Basic User Training - Janison CLS
✕

Are you sure you want to submit draft this catalogue item: mypl basic user training?

- Changes state to: PendingEndorsement

Please specify a reason

Yes
No

Step 64: You can type in a message to be sent to your supervisor who is responsible for the next stage of the process. Click the **Yes** button to proceed.

Course title MyPL Basic User Training

Identifier NR12033

Provider Learning and Business Systems Directorate

Duration of course 1 hour

Contact person Rob [redacted]

Archive Date Friday, November 1, 2019

**Status** Pending Endorsement **Change** ▾

Summary / Description of course Online training

Step 65: The course has been progressed to your supervisor and is now awaiting to either be returned for further revision or progressed in the workflow. Please note, the supervisor will have received an email notification with a link to the course submission.

Catalogue Manager

Add Catalogue Item Import Course Search criteria a

Search for Courses

Restore your previous search

Available in Catalogue (6548) Not in Catalogue (9) Draft (12) Archived (9468) Pending Approval (3) Declined (0) All (16040)

- Home
- Manage People
- Design
- Manage Learning Settings
- My Account
- Notifications
- My Calendar
- Logout

66

Step 66: Click the hamburger menu in the top right hand corner and select the **Manage Learning** menu item.

Draft: this is where your course submissions will be listed that have not progressed in the workflow.

Pending Approval: This is where supervisors and Network Administrators can view courses that require attention to be progressed in the workflow. You will only ever see courses that are in your scope of operation.