



Enrolling in the Evaluation Essentials for School Leadership Workshop

Centre for Education Statistics and Evaluation

Guidelines produced by the Evaluation Capacity Building team March 2017

The following guidelines step you through how to enrol in the Evaluation Essentials for School Leadership Workshop (Registered).

Step 1 – Log in to the Staff Portal

NSW DEPARTMENT OF EDUCATION

Log in with your DoE account

Enter your user ID
Example: jane.citizen1

Enter your password

Log in

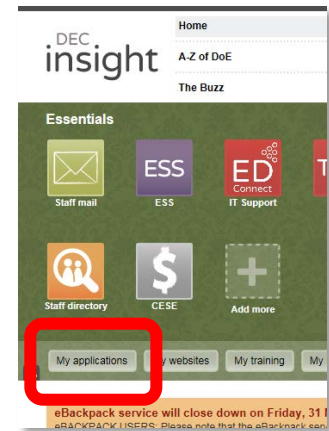
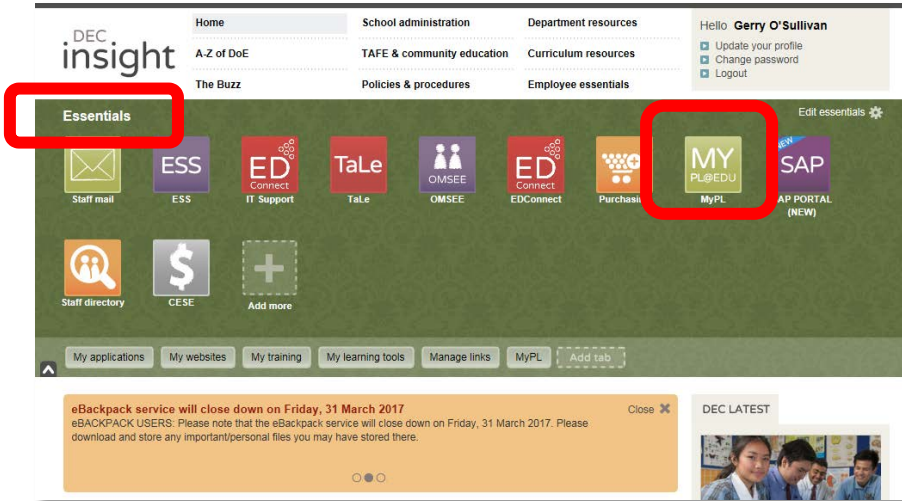
[Forgot your password?](#)

Have trouble logging in?
[Help for DoE/TAFE staff](#) [Help for TAFE students](#)

Step 2 – Find the link to MyPL

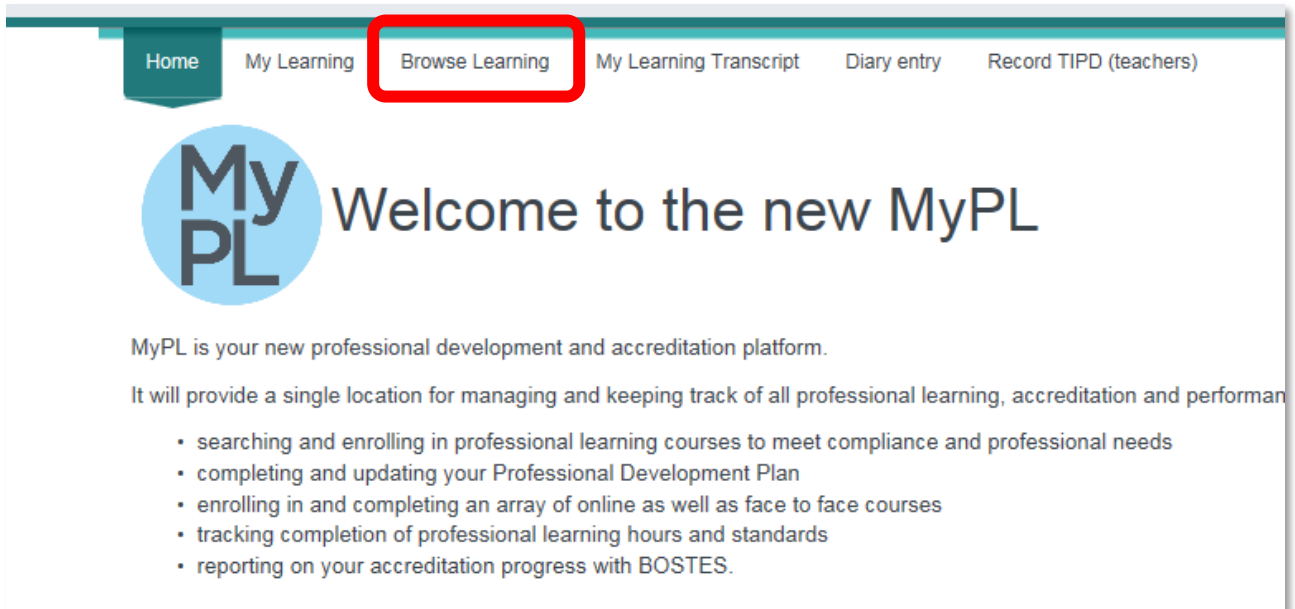
You may have the link in the **Essentials** bar,

OR if not, click on **My Applications** and scroll to find **MyPL**



Step 3 – Locate the Evaluation Essentials for School Leadership Workshop

From the MyPL landing page, click on the link to 'Browse learning'



The full catalogue list will be displayed. To search for the workshop, enter the workshop code into the search box and press enter. Alternatively, enter the first part of the name of the workshop (Evaluation Essentials).

Browse Learning My Learning Transcript Diary entry Record TIPD (teachers)

Full catalogue 1 - 10 of 3138 items

Sort: Compliance Course: Teacher setting: Course Type: Stage: Career stage: Syllabus: Standards:

Newest All All All All All All All

RG01452 x Q

New **An overview of literacy and numeracy support**
This 90 minute Adobe Connect will provide participants with an overview of the professional learning and resources available to support the effective...
Principals Networks Dubbo & Wagga Wagga
Not Enrolled

New **DDA and Your Responsibility for SAS Staff**
This workshop specifically for all SAS Staff will provide an introduction to the Wellbeing Framework and your responsibilities under the Disability Disc...
Learning & Engagement
Not Enrolled

New **K-2 network meeting. Armidale**
The network meeting is for K-2 teachers to share ideas, strategies and resources which they can use in their classrooms. Guest speakers are also in...
Principals Networks Tamworth & Coffs Harbour
Not Enrolled

Step 4 – Enrol in the workshop

Click on the Evaluation Essentials for School Leadership – Workshop (Registered) listing to go to the enrolment screen.

Home My Learning Browse Learning My Learning Transcript Diary entry Record TIPD (teachers)

Full catalogue 1 - 1 of 1 items

Sort: Compliance Course: Teacher setting: Course Type: Stage: Career stage: Syllabus: Standards:

Newest All All All All All All All

RG0152 x Q

New **Evaluation Essentials for School Leadership – Workshop (Registered)**
This full-day workshop provides school leaders with a rich introduction to key concepts of evaluation and the foundation for an evaluation action learn...
Centre for Education Statistics and Evaluation
Not Enrolled

Prev 1 Next

Here there is an overview of the workshop outcomes.

Home My Learning **Browse Learning** My Learning Transcript Diary entry Record TIPD (teachers)

Back to list
Full catalogue

Learning Event: Evaluation Essentials for School Leadership – Workshop (Registered)

This full-day workshop provides school leaders with a rich introduction to key concepts of evaluation and the foundation for an evaluation action learning project.

Outcomes:

- * Strengthen your skills in evaluation design and data analysis (qualitative and quantitative).
- * Identify strategies for strengthening the culture of evaluative practice in your school.
- * Gain insights into setting good evaluation milestones that you can use as you write your School Plan.

The workshop will be run in your local area by evaluation specialists. Schools can send two delegates, e.g. principal plus another person who will lead the evaluation action learning project that follows.

Rationale

Rationale -
This workshop forms part of an overall suite of professional learning targeted at school leaders with the aim of consolidating and strengthening evaluative thinking and practice. These skills are important across the range of leadership responsibilities including the development, implementation and evaluation of the strategic school plan.

Next, scroll through the list and find the workshop you wish to enrol in. Please note that there may be more than one event on the same date and more than one event at the same location. Choose carefully the event you wish to enrol in.

Click on the 'Attend Session' button to the right of the listing.

Below are all the upcoming sessions for this event.

Search for Sessions

When and where	Price	Register By	Places Available	
Moore Park Golf Club - Moore Park View Session Information Thursday March 16 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$40.00	15/03/2017 12:00 AM	No Limit	Attend Session
Goonellabah Public School - GOONELLABAH View Session Information Friday March 17 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$25.00	16/03/2017 12:00 AM	36	Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Monday March 27 2017 from 8:30 AM to 3:30 PM	AU \$0.00	27/03/2017 8:00 AM	No Limit	Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Tuesday March 28 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	28/03/2017 8:00 AM	No Limit	Attend Session

Step 5 – Confirmation of your enrolment

Check that you can see the **You're attending** message in green text.

Search for Sessions

When and where	Price	Register By	Places Available	
Moore Park Golf Club - Moore Park View Session Information Thursday March 16 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$40.00	15/03/2017 12:00 AM	No Limit	You're Attending Leave Session
Goonellabah Public School - GOONELLABAH View Session Information Friday March 17 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$25.00	16/03/2017 12:00 AM	36	Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Monday March 27 2017 from 8:30 AM to 3:30 PM	AU \$0.00	27/03/2017 8:00 AM	No Limit	Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Tuesday March 28 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	28/03/2017 8:00 AM	No Limit	Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Wednesday March 29 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	29/03/2017 8:00 AM	No Limit	Attend Session
Coffs Harbour Ex-Services Bowling Club - Coffs Harbour View Session Information Friday March 31 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	30/03/2017 12:00 AM	49	Attend Session
Charlestown Bowling Club - Charlestown View Session Information Tuesday April 04 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$0.00	24/03/2017 12:00 AM	36	Attend Session
Mercury Resort Hunter Valley Gardens - Pokolbin View Session Information Wednesday April 05 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$0.00	5/04/2017 8:00 AM	38	Attend Session
Banora Point High School - BANORA POINT View Session Information Thursday April 06 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$25.00	6/04/2017 8:00 AM	46	Attend Session

You're Attending
Leave Session

Within a minute or two, MyPL will send you an email confirming your enrolment:

Dear Jenny,

You have successfully been enrolled in the following session:

Name: Evaluation Essentials for School Leadership - Workshop (Registered)

Time: Thursday March 16 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)

Venue: Moore Park Golf Club, Moore Park Golf Club, Cnr. Cleveland St & Anzac Parade, Moore Park, NSW, 2033, Australia

Course Overview: This full-day workshop provides school leaders with a rich introduction to key concepts of evaluation and the foundation for an evaluation action learning project.

Outcomes:

- * Strengthen your skills in evaluation design and data analysis (qualitative and quantitative).
- * Identify strategies for strengthening the culture of evaluative practice in your school.
- * Gain insights into setting good evaluation milestones that you can use as you write your School Plan.

The workshop will be run in your local area by evaluation specialists. Schools can send two delegates, e.g. principal plus another person who will lead the evaluation action learning project that follows.

Regards

MyPL

Step 6 – Withdraw from the workshop

If, for any reason, you need to withdraw from the workshop click on the 'Leave Session' button:

When and where	Price	Register By	Places Available
Moore Park Golf Club - Moore Park View Session Information Thursday March 16 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$40.00	15/03/2017 12:00 AM	No Limit You're Attending Leave Session
Goonellabah Public School - GOONELLABAH View Session Information Friday March 17 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$25.00	16/03/2017 12:00 AM	36 Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Monday March 27 2017 from 8:30 AM to 3:30 PM	AU \$0.00	27/03/2017 8:00 AM	No Limit Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Tuesday March 28 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	28/03/2017 8:00 AM	No Limit Attend Session
St George Motor Boat Club - SANS SOUCI View Session Information Wednesday March 29 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	29/03/2017 8:00 AM	No Limit Attend Session
Coffs Harbour Ex-Services Bowling Club - Coffs Harbour View Session Information Friday March 31 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	30/03/2017 12:00 AM	49 Attend Session
Charlestown Bowling Club - Charlestown View Session Information Tuesday April 04 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$0.00	24/03/2017 12:00 AM	36 Attend Session
Mercure Resort Hunter Valley Gardens - Pokotbin View Session Information Wednesday April 05 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$0.00	5/04/2017 8:00 AM	38 Attend Session
Banora Point High School - BANORA POINT View Session Information Thursday April 06 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)	AU \$25.00	6/04/2017 8:00 AM	46 Attend Session

Within a minute or two, MyPL will send you an email confirming your withdrawal:

Dear Jenny,

You have been removed from the following session:

Name: Evaluation Essentials for School Leadership - Workshop (Registered)

Time: Thursday March 16 2017 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)

Venue: Moore Park Golf Club, Moore Park Golf Club, Cnr. Cleveland St & Anzac Parade, Moore Park, NSW, 2033, Australia

Regards

System Admin

What else do I need to do?

1. It is essential that you **sign the attendance roll at the event** so that your attendance will count towards the 100 hour requirement (over 5 years) for Professional Learning.
2. Please remember that if you informally turn up to the workshop without being registered your hours will not be included in your record. MyPL is a self-service system and the course presenters are unable to do the enrolment on your behalf.
3. Ensure you are enrolled before the event begins. You cannot enrol during the event.

