Submitting a Non-Registered Course - Workflow

Learning Author

Design course for target group → Create Learning Asset/s and Catalogue Item in MyPL → Submit Draft for Supervisor endorsement?

Submit Draft for Supervisor endorsement? — No → Abandon

Submit Draft for Supervisor endorsement? — Yes →

Make required changes

Schedule sessions for enrolment.

Supervisor

Review Learning Asset/s and Catalogue Item in MyPL → Endorse?

Send for resubmit.

Endorse? — No → Send for resubmit.

Endorse? — Yes → Submit for final approval

Endorse? — No → Decline

Declined courses can be reinstated by emailing a request to MyPL — Decline

MyPL / Network Administrators

Review Learning Asset/s and Catalogue Item in MyPL → Approve?

Send for resubmit.

Approve? — No → Send for resubmit.

Approve? — Yes → Publish

Approve? — No → Decline

My PL

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