Schedule a Session for an Existing Course

This reference guide explains how to schedule a session of professional learning for a course already published in the Catalogue.

Checklist before starting:

- Do you have Learning Author access to schedule and manage a session?
- Is the course you are scheduling against available in the Catalogue?
- Do you have the exact course identifier, or course title?
- If you are unsure about the course identifier, or the course title, contact MyPL at mypl@det.nsw.edu.au

*Please see the Top tips section of this guide before scheduling a session.

Step 1: Select Manage Learning from the hamburger menu.
Step 2: Select **Manage Learning Assets**.

Step 3: Search by Course Identifier or by course title keyword/s.

Step 3: Select the **Search** button.

Step 5: Select the course by clicking the course title.
Step 6: Select the Add Session button.

Step 7: The Session Name field should help you and your attendees easily identify the session. You can use your own naming convention.

Session Name examples:
"For Carlton Public School Only" (to advise the session is restricted)
"Code of Conduct Carlton PS 2019 - 3" (to advise this is the 3rd session for the year)

The Session Name is visible in Browse Learning but not searchable.

Note that the Session Identifier field is auto-populated. This must be unique and can be modified. A simple naming convention formula can be: DV0913-EE-1 (course identifier-your initials-1). The counter can be incremented to make the Session Identifier unique.

IMPORTANT - The Session Identifier is only visible to you. Prospective attendees cannot search for the Session Identifier in Browse Learning.
**Step 8:** Set the **Start Date** and **Start Time** - this is the first day of training. Do not leave this field blank.

**Step 9:** Set the **End Date** and **End Time** - this is the last day of training. This date will be the "Completed" date recorded in the attendee's transcript. Do not leave this field blank.

**Step 10:** Choose a **Venue** for your session. Request MyPL to add a new venue if necessary. If your session based training is taking place via Skype or Adobe Connect, select "Online/Internet/VC" from the venue drop down list. Do not leave this field blank.

If any of these settings need to be edited, please seek advice from MyPL before making any changes.
**Step 11:** Set the Registration Open date and time. This is the first date and time you will allow prospective attendees to enrol. You can edit this date as required.

**Step 12:** Set the Registration Closed date and time. This is the last date and time you will allow prospective attendees to enrol. You can edit this date as required, moving it forward or back to either allow more enrolments or stop enrolments.

**Step 13:** Set the training Duration e.g. 1h 30m for training that runs for 1 hour and 30 minutes.

**Step 14:** Enter the values for minimum and maximum number of participants. You can edit these fields as required.

Use the calendar and clock icons to ensure dates and times are in the correct format.

Timetables, agendas, training documents can be added to the session.
Step 15: Any text entered in the Instructions field will be added to the email sent to users on completion of their enrolment. The information in this field will not be visible in the course description in Browse Learning.

A contact person, email address or phone number should be added here.

Add any information that will be useful for your attendees before they attend the training, while in training, and after the training if relevant.

Step 16: Choose the most appropriate Administrative Centre for your work location from the drop down list. Schools should select one of the 4 School Services areas: Ultimo, Macquarie Park, Tamworth, Wagga.
Step 17: Expand Session Permissions to add at least one Session Support Officer, or a session manager.

Step 18: Select the applicable User - type the full email address to locate and select the correct user.

Step 19: Select the Session Support Officer role.

Step 20: Select the Add button.
Step 21: Enter the price that will be charged to DoE staff for the session of professional development in the Price field.

Step 22: Select the Save Learning Event Session button.

If you receive this message box, it is recommended you select “Don’t notify users”.
Top tips for scheduling a session:

Shortly after saving the session you have scheduled, it is good practice to ensure you have visibility in the Manage Sessions space. If you cannot see the session in this space:

- Check the Setup or draft tab
- You may have forgotten to add yourself as Session Support Officer – request MyPL to add you as Session Support Officer
- Did you schedule against the correct course?
- The course may not yet be available in the Catalogue
Should you be presented with a scheduling message while scheduling your session, MyPL is simply advising you of all the different sessions scheduled in the same venue. Please proceed with your session scheduling.
The warning message below is advising you scheduled a session against a Learning Event that has not yet been added to a catalogue – the course is not yet ready. Contact MyPL for assistance if you receive the warning message below: mypl@det.nsw.edu.au.

**Learning Event: TEST Implementing the Science and Tech...**

- **Tasks**
- **Notes**
- **Attachments**

**Warning:** This Learning Event has not been put in the Catalogue - you must do this in order to enrol learners. Add it now

- Attendees Waitlisted(0), Attending(0), Attended(0), Interviewed or Rpl(0), Did Not Attend(0) across 1 venues at 1 locations
- **Name**: Implementing the Science and Technology K-6 syllabus
- **Identifier**: implementing-the-science-and-technology

**People on Waitlists**: 0
Be sure. Be accurate. Search for your course in **Catalogue Manager** – this is the space where you can see the course title, its corresponding course identifier, and its status.

Make sure your course is in the Available in Catalogue tab.

<table>
<thead>
<tr>
<th>Available in Catalogue (5112)</th>
<th>Not in Catalogue (118)</th>
<th>Draft (239)</th>
<th>Archived (17708)</th>
<th>Pending Approval (207)</th>
<th>Declined (2480)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlingford High School- Creating an Effective Feedback Culture</td>
<td>Available in Catalogue</td>
<td>0</td>
<td>18 Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underlying Collaborative Classrooms with a UDL Framework</td>
<td>Available in Catalogue</td>
<td>20</td>
<td>18 Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3 2019 NSW School of Languages Staff Development Day</td>
<td>Available in Catalogue</td>
<td>0</td>
<td>18 Jun</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
It is recommended that you search by course number or identifier for accuracy e.g. DV02913. Alternatively, search the exact course title. You may be presented with a number of search results, and potentially the incorrect asset may be selected when scheduling.

Searching for “Code of Conduct” displayed 5 Learning Event assets to choose from.