

Schedule a Session for an Existing Course

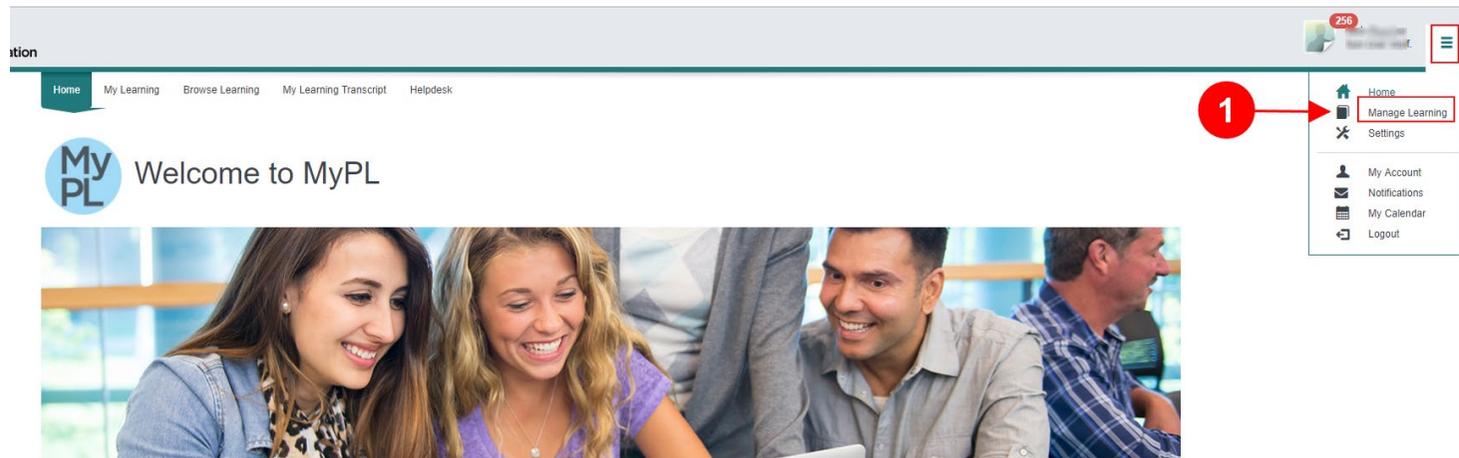
This reference guide explains how to schedule a session of professional learning for a course already published in the Catalogue.

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
- Do you have confirmed start-end dates for the session?
- Do you have all the instructions for the attendees?
- Check Manage Sessions to see if a session has already been scheduled by yourself or by a colleague to avoid displaying a duplicate session.

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

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

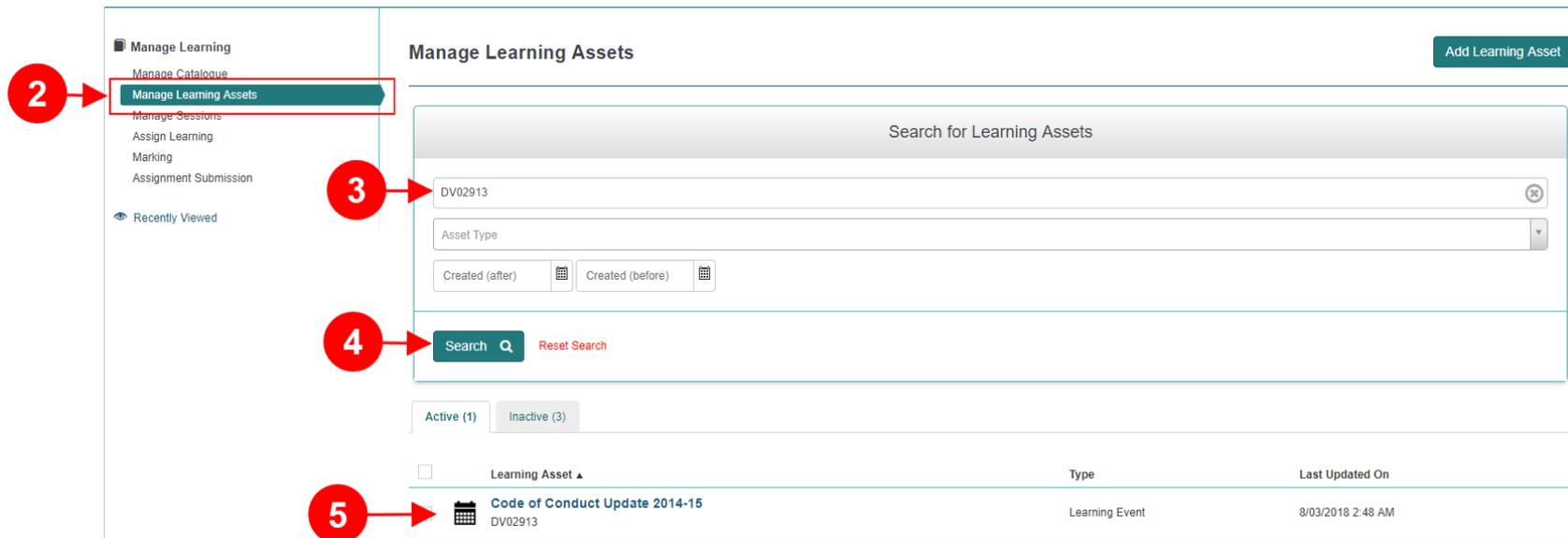


Step 2: Select **Manage Learning Assets**.

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

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

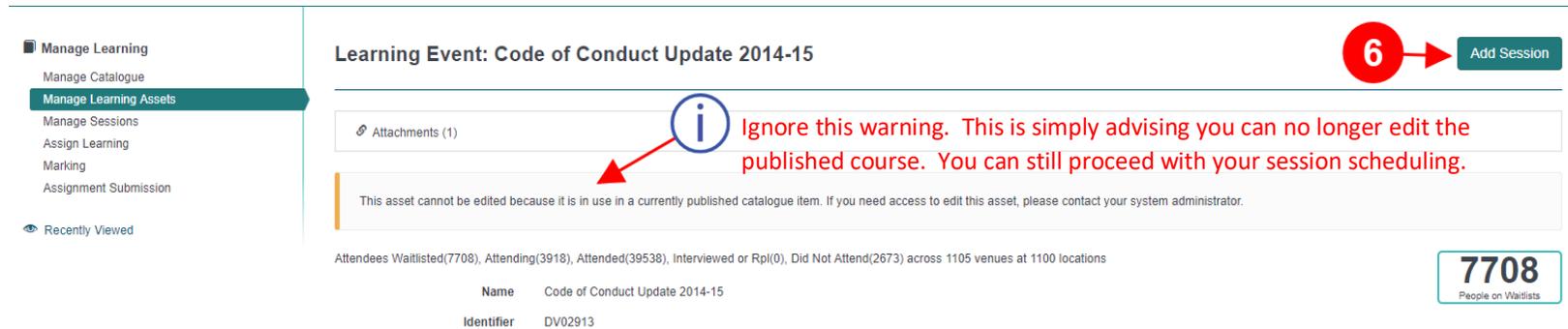
Step 5: Select the course by clicking the course title.



The screenshot shows the 'Manage Learning Assets' interface. On the left, a navigation menu has 'Manage Learning Assets' highlighted with a red box and a red circle containing the number 2. In the main content area, the search input field contains 'DV02913', with a red circle containing the number 3 pointing to it. Below the search field, the 'Search' button is highlighted with a red circle containing the number 4. At the bottom of the page, a table lists learning assets, with a red circle containing the number 5 pointing to the first row: 'Code of Conduct Update 2014-15' (ID: DV02913).

<input type="checkbox"/>	Learning Asset ▲	Type	Last Updated On
<input type="checkbox"/>	 Code of Conduct Update 2014-15 DV02913	Learning Event	8/03/2018 2:48 AM

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.

New Learning Event Session

For Learning Event Code of Conduct Update 2014-15

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.



"Setup" or draft status can be selected if you do not wish to publish your session yet.

i 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.

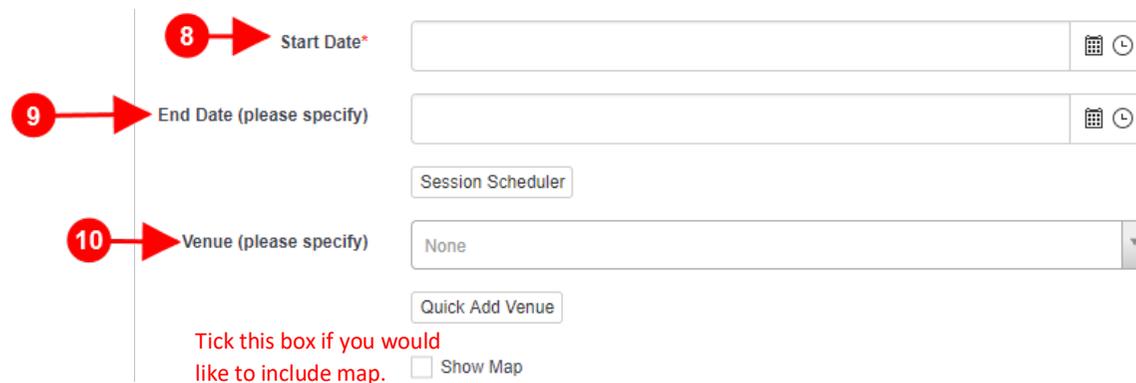
IMPORTANT - The **Session Identifier** is only visible to you. Prospective attendees cannot search for the Session Identifier in Browse Learning.



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.



The screenshot shows a form with three main input fields, each with a red callout circle and arrow pointing to it:

- 8** → **Start Date***: A date and time selection field with a calendar icon and a clock icon.
- 9** → **End Date (please specify)**: A date and time selection field with a calendar icon and a clock icon.
- 10** → **Venue (please specify)**: A dropdown menu currently showing "None", with a "Quick Add Venue" button below it.

Below the venue field, there is a checkbox labeled "Show Map" with the text "Tick this box if you would like to include map." to its left.

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.

Request MyPL to add a Presenter you cannot locate.

11 → Registration Open

12 → Registration Closed

13 → Duration

Min Attendance

14 → Max Attendance

Timetables, agendas, training documents can be added to the session.

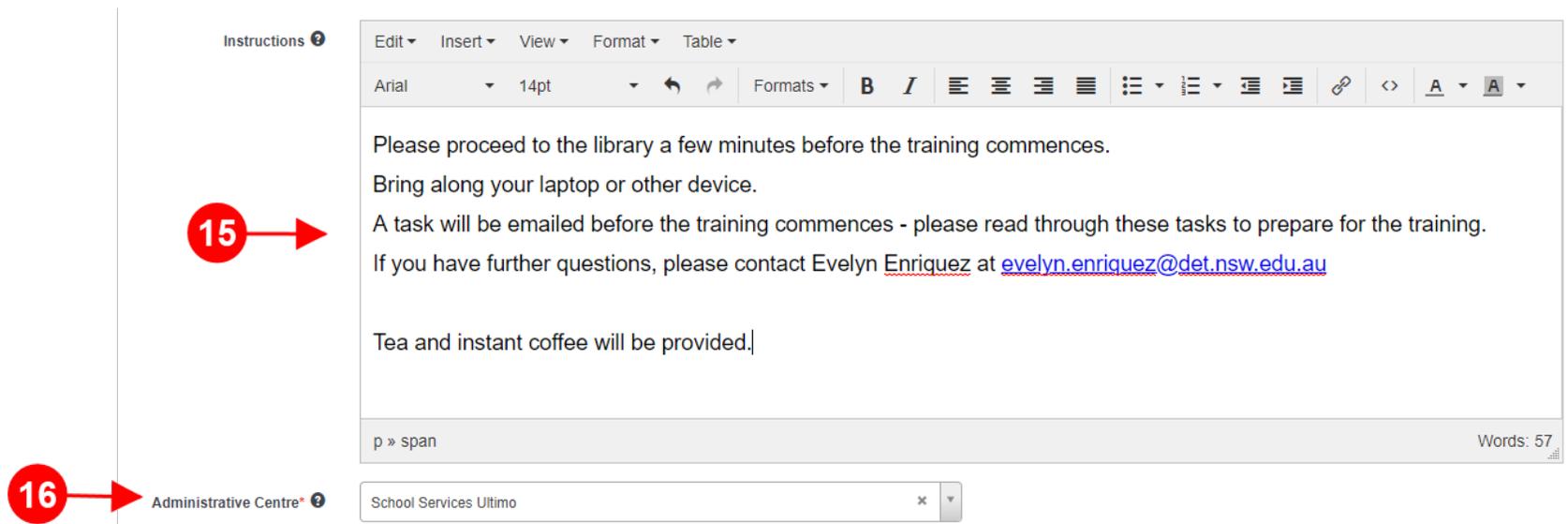
Use the calendar and clock icons to ensure dates and times are in the correct format.

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.



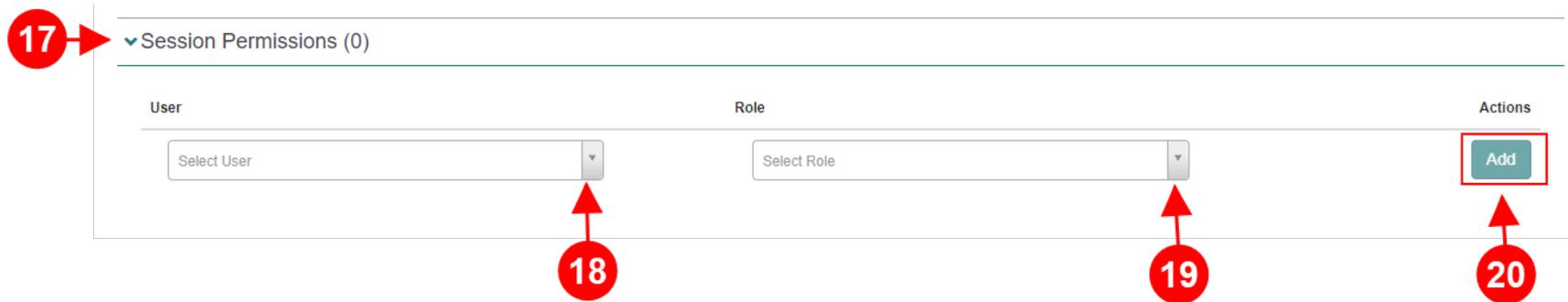
The screenshot shows a form with two main sections. The top section is titled 'Instructions' and contains a rich text editor with a toolbar. The text inside the editor reads: 'Please proceed to the library a few minutes before the training commences. Bring along your laptop or other device. A task will be emailed before the training commences - please read through these tasks to prepare for the training. If you have further questions, please contact Evelyn Enriquez at evelyn.enriquez@det.nsw.edu.au Tea and instant coffee will be provided.' A red circle with the number 15 and an arrow points to the text area. The bottom section is titled 'Administrative Centre' and features a dropdown menu with 'School Services Ultimo' selected. A red circle with the number 16 and an arrow points to this dropdown menu.

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.



The screenshot shows a web interface for managing session permissions. At the top, there is a section titled "Session Permissions (0)" with a downward arrow. Below this, there are three columns: "User", "Role", and "Actions". Under the "User" column, there is a dropdown menu labeled "Select User" with a red circle containing the number 18 pointing to it. Under the "Role" column, there is a dropdown menu labeled "Select Role" with a red circle containing the number 19 pointing to it. Under the "Actions" column, there is a green "Add" button with a red circle containing the number 20 pointing to it. A red circle containing the number 17 with an arrow points to the "Session Permissions (0)" header.

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

22 Step 22: Select the **Save Learning Event Session** button.

▼ Pricing

21 → Price

Payment Method

Do not tick this box. Exempt this session from subscription benefits

▼ Extended Information
Must be filled in completely for the system to recover costs. If not completed no cost recovery will be attempted for this session

GL

WBS

Cost Centre

Fund

22 → or

Notify users of update?

Would you like to notify active users of the changes that were just made to this session?

Reason for notification

You are receiving this message because important information about this learning session has changed

Send notification to 7712 waitlisted user(s)

Send notification to 0 attending user(s)

Send notification to 0 presenter user(s)

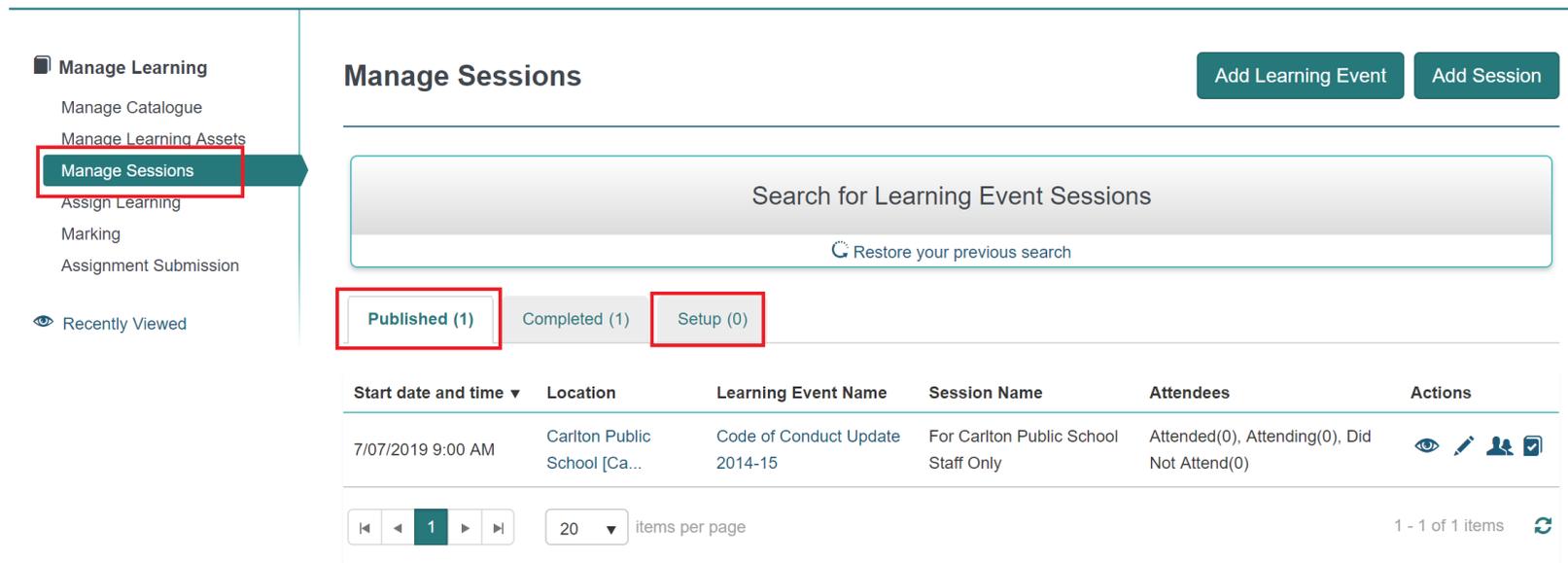
If you receive this message box, it is recommended you select "Don't notify users".



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



Manage Sessions Add Learning Event Add Session

Search for Learning Event Sessions
[Restore your previous search](#)

Published (1) **Completed (1)** **Setup (0)**

Start date and time ▼	Location	Learning Event Name	Session Name	Attendees	Actions
7/07/2019 9:00 AM	Carlton Public School [Ca...	Code of Conduct Update 2014-15	For Carlton Public School Staff Only	Attended(0), Attending(0), Did Not Attend(0)	   

1 - 1 of 1 items 

Manage Learning

Manage Catalogue

Manage Learning Assets

Manage Sessions

Assign Learning

Marking

Assignment Submission

Recently Viewed

Edit Learning Event Session: For Carlton Public School Staff Only

For Learning Event Code of Conduct Update 2014-15

Status	<input type="text" value="Published"/>
Name*	<input type="text" value="For Carlton Public School Staff Only"/>
Identifier*	<input type="text" value="for-carlton-public-school-staff-only"/>
Time Zone	<input type="text" value="(UTC+10:00) Canberra, Melbourne, Sydney"/>

There are other events scheduled for this venue for the same time. Scheduling details are as follows:

- 15/02/2019 9:00:00 AM - 13/09/2019 5:00:00 PM
- 21/05/2019 3:30:00 PM - 19/11/2019 5:30:00 PM
- 7/07/2019 9:00:00 AM - 7/07/2019 10:30:00 AM

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...

[Edit Learning Event](#)[Add Session](#)

✓ 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

0

People on Waitlists

Name Implementing the Science and Technology K-6 syllabus

Identifier implementing-the-science-and-technology



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.

Catalogue Manager

Add Catalogue Item

Import Course Search criteria and tags

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

Search for Courses

Restore your previous search

Available in Catalogue (5112)

Not in Catalogue (118)

Draft (239)

Archived (17708)

Pending Approval (207)

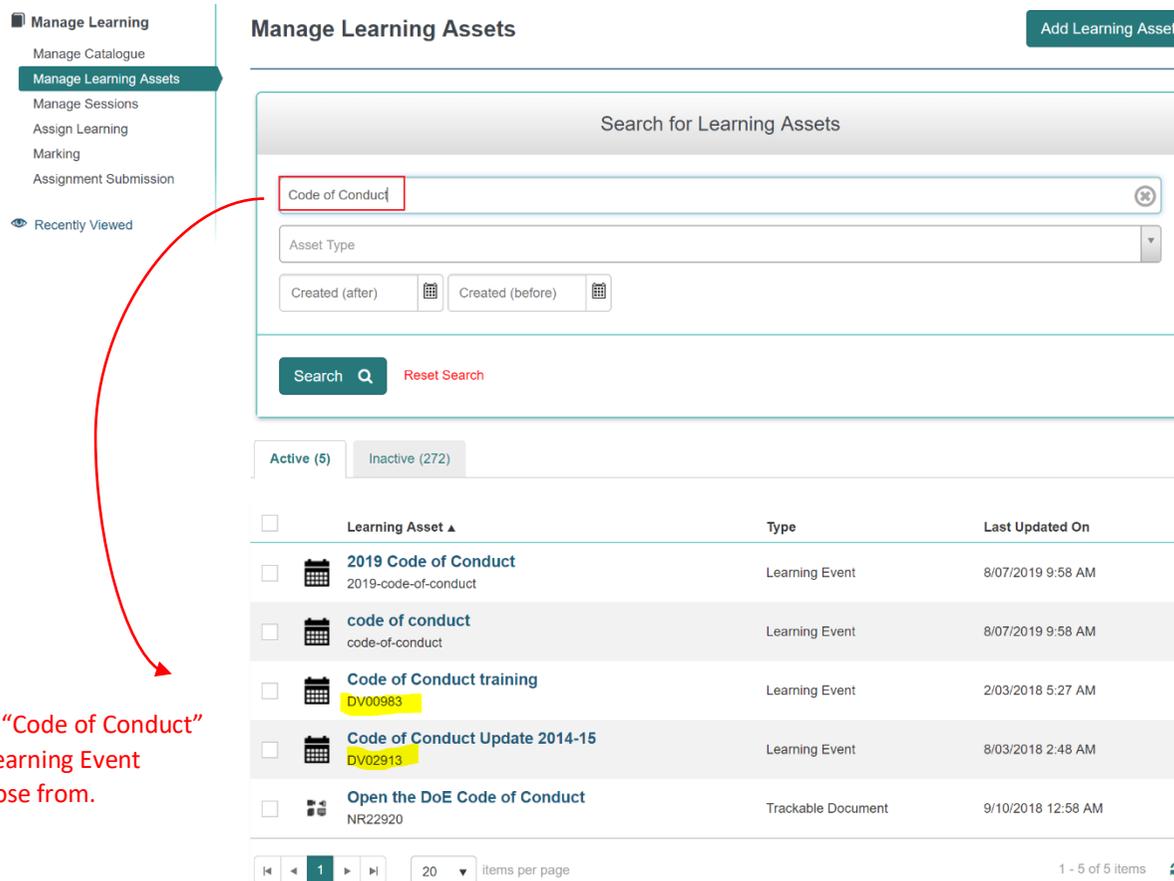
Declined (2480)

All (25865)

<input type="checkbox"/>	Type	Catalogue Name	Status	Number Of Enrolments	Created ▼
<input type="checkbox"/>		Carlingford High School- Creating an Effective Feedback Culture RG05214	Available in Catalogue	0	18 Jun
<input type="checkbox"/>		Underlying Collaborative Classrooms with a UDL Framework NR26035	Available in Catalogue	20	18 Jun
<input type="checkbox"/>		Term 3 2019 NSW School of Languages Staff Development Day SR00388	Available in Catalogue	0	18 Jun



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.



Manage Learning Assets Add Learning Asset

Search for Learning Assets

Code of Conduct

Asset Type

Created (after) Created (before)

Search Reset Search

Active (5) Inactive (272)

<input type="checkbox"/>	Learning Asset ▲	Type	Last Updated On
<input type="checkbox"/>	2019 Code of Conduct 2019-code-of-conduct	Learning Event	8/07/2019 9:58 AM
<input type="checkbox"/>	code of conduct code-of-conduct	Learning Event	8/07/2019 9:58 AM
<input type="checkbox"/>	Code of Conduct training DV00983	Learning Event	2/03/2018 5:27 AM
<input type="checkbox"/>	Code of Conduct Update 2014-15 DV02913	Learning Event	8/03/2018 2:48 AM
<input type="checkbox"/>	Open the DoE Code of Conduct NR22920	Trackable Document	9/10/2018 12:58 AM

1 - 5 of 5 items

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