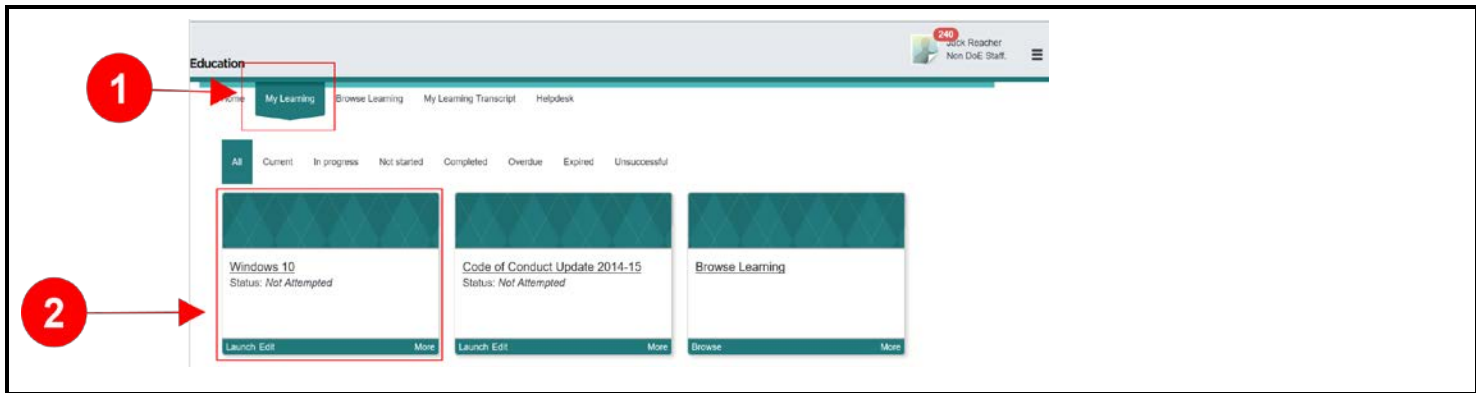
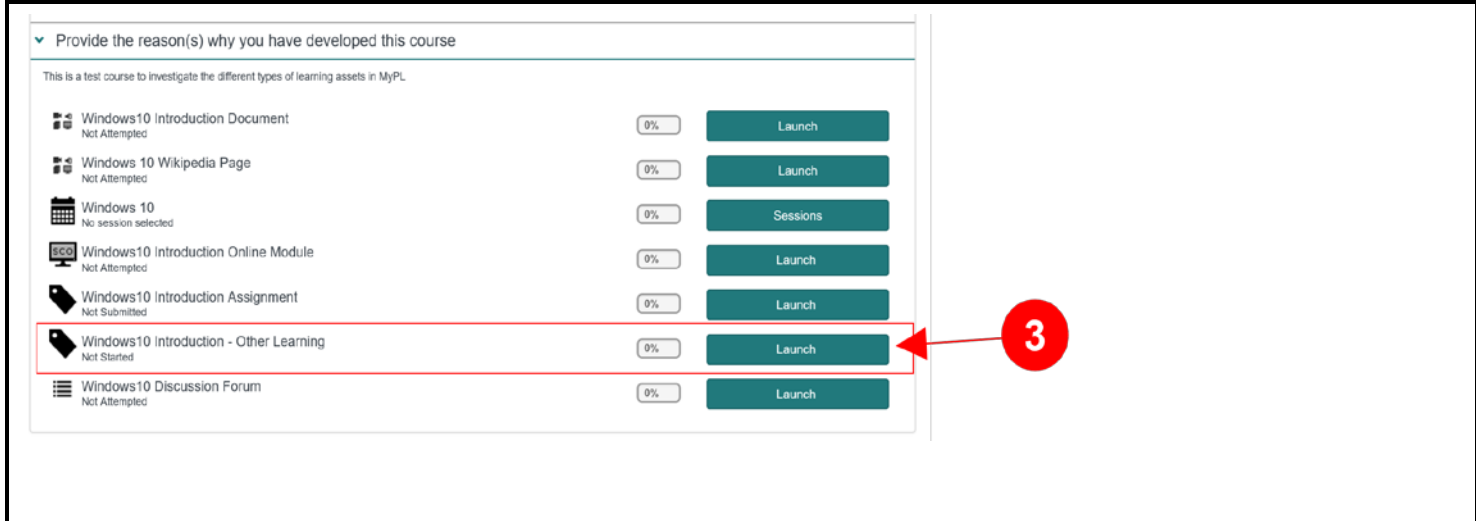


Uploading Other Learning Participant Submission

This reference guide provides instructions for Other Learning participants to upload submissions for marking or verification by their supervisor.

	<p>Step 1: Select the "My Learning" tab.</p> <p>Step 2: Select the relevant course.</p>
	<p>Step 3: Launch the relevant Learning.</p>



Other Learning: Windows10 Introduction - Other Learning

In Windows 10

Status ● Not Started

Instruction

Windows 10 introduction

This is where you would describe in detail what the learner needs to submit in order to complete this component.

Note that when a learner uploads a file for verification their immediate manager/supervisor (as recorded in MyPL) will be sent an email which contains a link. Following this link is the only way for the supervisor (usually the Principal) to verify the learning.

Learner Submission Notes ?

4 → **Upload File**

Approvers

Select who you would like to approve this learning.

i → **Approver** ? Evelyn Enriquez

or

Step 4: Upload the relevant file you wish to submit by selecting the **"Select files"** button, locate and attach your document.

i Check that you have the correct supervisor prior to making a submission. If you the incorrect supervisor details are displaying contact MyPL.



Other Learning: Windows10 Introduction - Other Learning

In Windows 10

Status ● Not Started

Instruction

Windows 10 introduction

This is where you would describe in detail what the learner needs to submit in order to complete this component.
Note that when a learner uploads a file for verification their immediate manager/supervisor (as recorded in MyPL) will be sent an email which contains a link. Following this link is the only way for the supervisor (usually the Principal) to verify the learning.

Learner Submission
Notes ⓘ

Upload File

Select files... Done ✓

Submission for Other Learning.docx 100% x

Approvers
Select who you would like to approve this learning.

Approver ⓘ Evelyn Enriquez

5 → Save & Submit or Cancel


i **Note:** your submission will be visible here once successfully uploaded.

Step 5: Select the **"Save & Submit"** button.



Other Learning: Windows10 Introduction - Other Learning

In Windows 10

 **Status** ● Pending Verification

Instruction

Windows 10 introduction


This is where you would describe in detail what the learner needs to submit in order to complete this component.

Note that when a learner uploads a file for verification their immediate manager/supervisor (as recorded in MyPL) will be sent an email which contains a link. Following this link is the only way for the supervisor (usually the Principal) to verify the learning.

Uploaded Files [Submission for Other Learning.docx](#)

Approver Evelyn Enriquez

[Go Back](#)

 **Note:** Status now displays "**Pending Verification**". If you need to recall your submission please contact MyPL.