

## **Uploading Other Learning Participant Submission**

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

Education My Learning My Learning Transcipt Helpdesk	Non Doe: Bart.	Step 1: Select the "My Learning" tab.
All Current In progress Not started Completed Overdae Expired Unsuccessful	Step 2: Select the relevant course.	
Windows 10 Code of Conduct Update 2014-15 Browse Learning		
2 Status: Not Attempted Status: Not Attempted Launch Edit More Launch Edit More Browse Mo		
<ul> <li>Provide the reason(s) why you have developed this course</li> </ul>	-	Step 3: Launch the relevant Learning.
This is a test course to investigate the different types of learning assets in MyPL		
Windows10 Introduction Document 0% Launch		
Windows 10 Wikipedia Page 0% Launch		
Windows 10 No session selected 0% Sessions		
Windows10 Introduction Online Module 0% Laurch		
Windows10 Introduction Assignment 0% Launch		
Windows10 Introduction - Other Learning 0% Launch	<b>→</b> 3	
Windows10 Discussion Forum Not Attempted		





	Other Learning: Windows10 Introduction - Other Learning In Windows 10		<b>Step 4:</b> Upload the relevant file you wish to submit by selecting the " <b>Select files</b> " button, locate and attach your document.	
	Status	• Not Started 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.	<ul> <li>Check that you have the correct supervisor prior to making a submission.</li> <li>If you the incorrect supervisor details are displaying contact MyPL.</li> </ul>	
4	Learner Submission Notes 😡 Upload File	Select files		
(j)	Approvers Select who you would like to ap Approver • Save & Submit or Car	Evelyn Enriquez *		





	Other Learning: Windows10 Introduction - Other Learning		() Note: your submission will be visible here once successfully uploaded.
	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.	Step 5: Select the " <b>Save &amp; Submit</b> " button.
	Learner Submission Notes 🕑		
	Upload File	Select files Done	
	Approvers		
	Select who you would like to approve this learning.		
	Approver 🚱	Evelyn Enriquez	
5	Save & Submit or Can	cel	





	Other Learning: In Windows 10	Windows10 Introduction - Other Learning	(j) Note: Status now displays "Pending Verification". If you need to recall your submission please contact MyPL.
()-	Status	Pending Verification           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 Approver Go Back		

