

Submitting a TIPD or Corporate Non Teaching Course

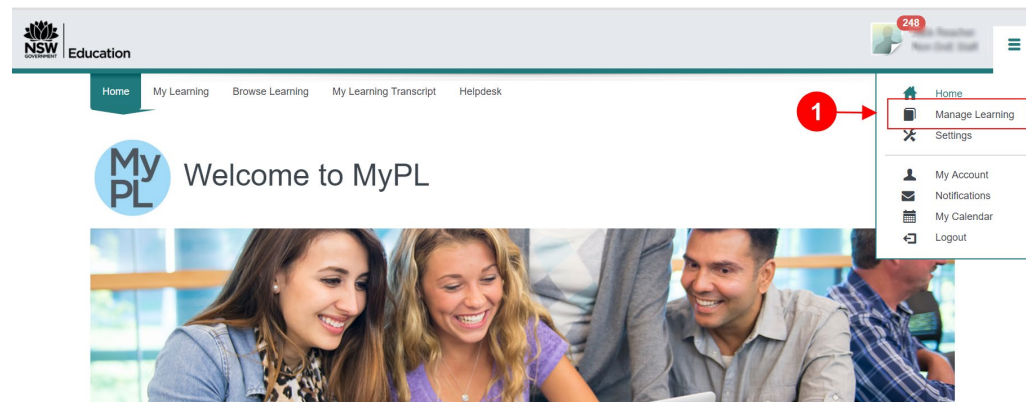
This reference guide describes in detail how to submit a simple face to face TIPD or Corporate Non Teaching course in the MyPL system.

Checklist before starting:

- Do you have the correct **Learning Author** access?
- Have you checked the MyPL Catalogue if you can use an existing course?
- Are you authoring a TIPD course, or a Corporate Non Teaching course?
- Have you checked your MyPL profile to see who you report to? Is this the person who will endorse your course?
- Have you finalised your course title?
- Have you finalised your course description? The course description describes the training that will take place.
- Have you finalised your Rationale? The Rationale explains the reason/s for putting the course together.

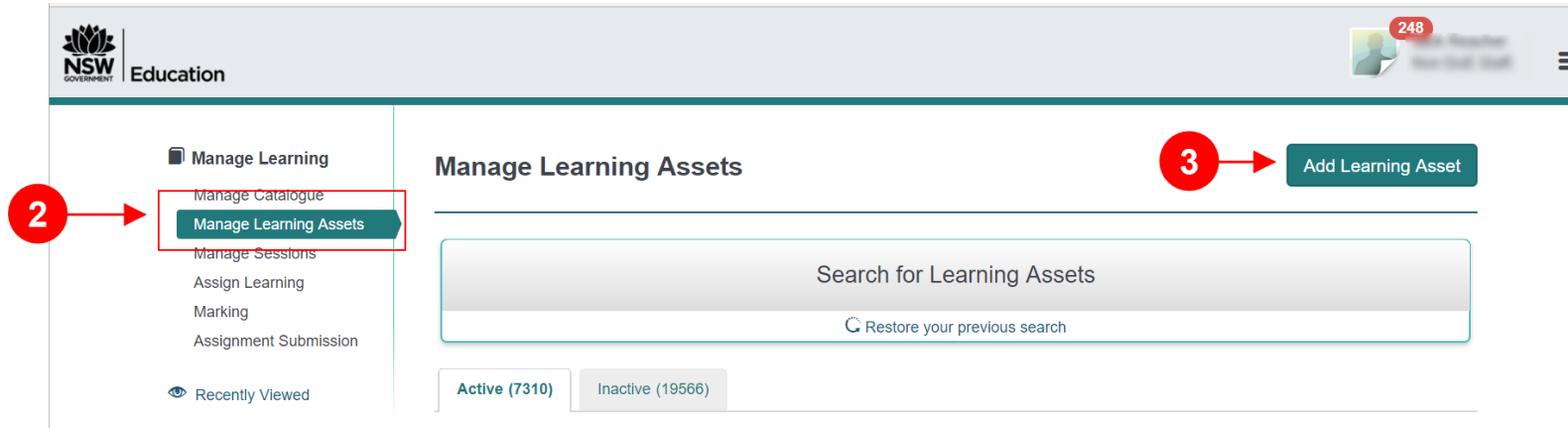
TIP: have the above items ready for copy and paste.

Step 1: Go to the hamburger menu (top right hand corner of your screen) and select **Manage Learning**.



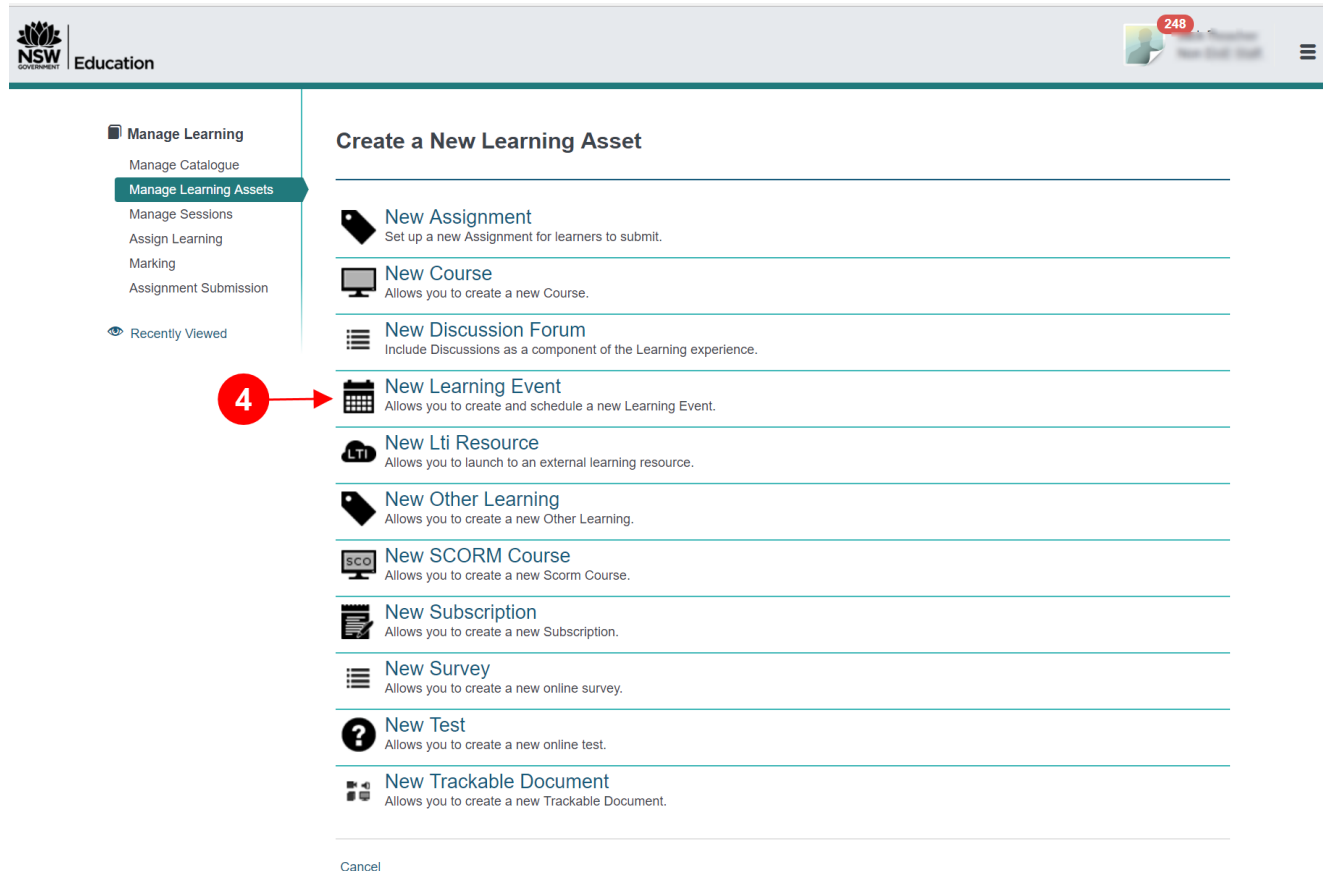
Step 2: Select **Manage Learning Assets**.

Step 3: Select **Add Learning Asset** button.



The screenshot shows the 'Manage Learning Assets' page in the NSW Education system. A red circle with the number '2' points to the 'Manage Learning Assets' menu item in the left sidebar. A red circle with the number '3' points to the 'Add Learning Asset' button in the top right corner of the main content area. The main content area includes a search bar with the text 'Search for Learning Assets' and a 'Restore your previous search' link. Below the search bar are two tabs: 'Active (7310)' and 'Inactive (19566)'. The top right of the page shows a user profile icon with a '248' notification badge and a hamburger menu icon.

Step 4: Select **New Learning Event**. This is for a face to face course and will be the container to hold individual sessions. If you require a more complicated blended type course, please contact MyPL (mypl@det.nsw.edu.au) for assistance.



The screenshot shows the 'Create a New Learning Asset' page in the MyPL system. The left sidebar contains a navigation menu with 'Manage Learning Assets' selected. The main content area lists various asset types, each with an icon and a brief description. A red circle with the number '4' and an arrow points to the 'New Learning Event' option.

- Manage Learning**
 - Manage Catalogue
 - Manage Learning Assets**
 - Manage Sessions
 - Assign Learning
 - Marking
 - Assignment Submission
- Recently Viewed

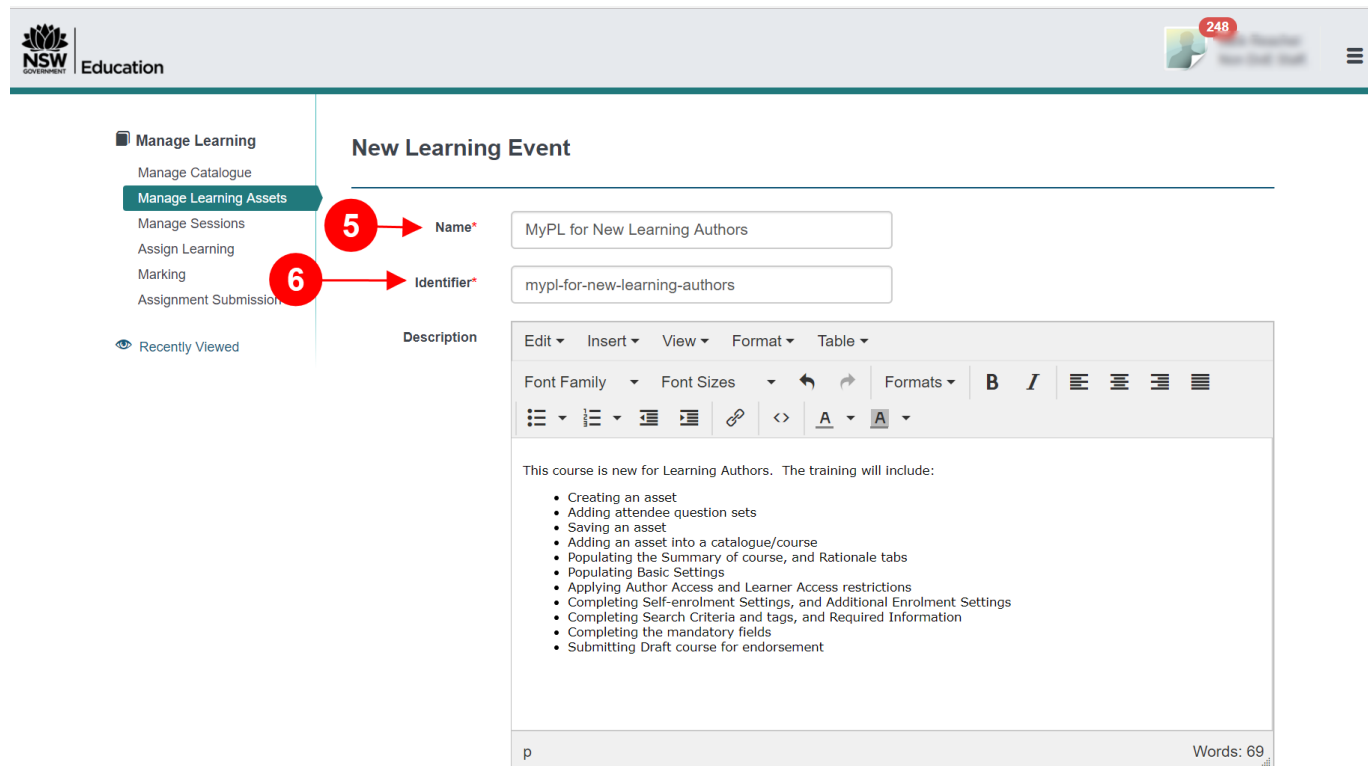
Create a New Learning Asset

- New Assignment**
Set up a new Assignment for learners to submit.
- New Course**
Allows you to create a new Course.
- New Discussion Forum**
Include Discussions as a component of the Learning experience.
- New Learning Event**
Allows you to create and schedule a new Learning Event.
- New Lti Resource**
Allows you to launch to an external learning resource.
- New Other Learning**
Allows you to create a new Other Learning.
- New SCORM Course**
Allows you to create a new Scorm Course.
- New Subscription**
Allows you to create a new Subscription.
- New Survey**
Allows you to create a new online survey.
- New Test**
Allows you to create a new online test.
- New Trackable Document**
Allows you to create a new Trackable Document.

Cancel

Step 5: Type course name in the **Name** dialogue box. Copy and paste this name as you will need it again as you progress through the course creation process.

Step 6: Give a brief description and outline of this Learning Event in the Description text field. Copy and paste this description as you will need it again as you progress through the course creation process. The description should be detailed enough to allow learners to decide if they want to attempt this course. Do not submit a 1 line description as this will be returned to you to add more detail.



New Learning Event

Name* MyPL for New Learning Authors

Identifier* mypl-for-new-learning-authors

Description

This course is new for Learning Authors. The training will include:

- Creating an asset
- Adding attendee question sets
- Saving an asset
- Adding an asset into a catalogue/course
- Populating the Summary of course, and Rationale tabs
- Populating Basic Settings
- Applying Author Access and Learner Access restrictions
- Completing Self-enrolment Settings, and Additional Enrolment Settings
- Completing Search Criteria and tags, and Required Information
- Completing the mandatory fields
- Submitting Draft course for endorsement

Words: 69

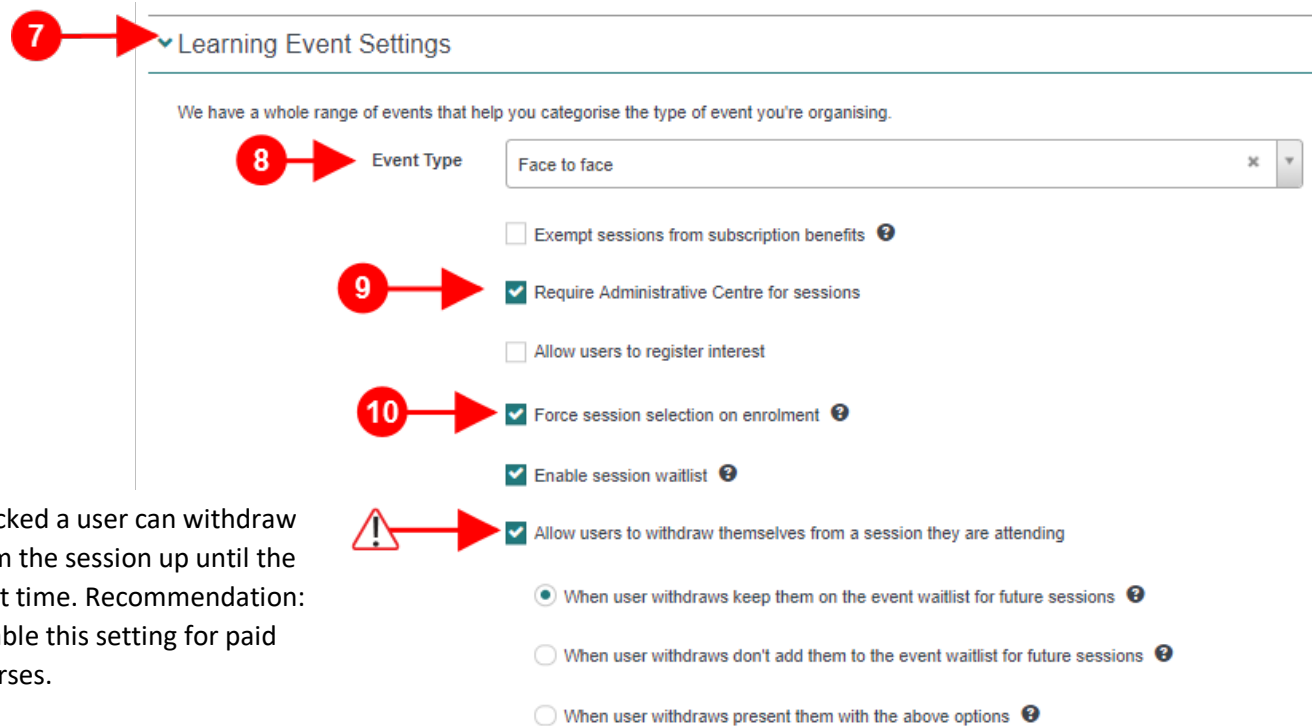


Step 7: Expand Learning Event Settings.

Step 8: Make a selection from the **Event Type** drop down list. The **Event Type** will most often be **Face to Face**.

Step 9: Tick the checkbox for **Require Administrative Centre for sessions**.

Step 10: Tick **Force session selection on enrolment**. If left unticked, your attendees will not be forced to select a session (start date, end date, venue). They will be able to enrol in the course but will not receive the relevant session information (attendees will be in the course Wait List).



7 → Learning Event Settings

We have a whole range of events that help you categorise the type of event you're organising.

8 → Event Type: Face to face

9 → Require Administrative Centre for sessions

Exempt sessions from subscription benefits ?

Allow users to register interest

10 → Force session selection on enrolment ?

Enable session waitlist ?

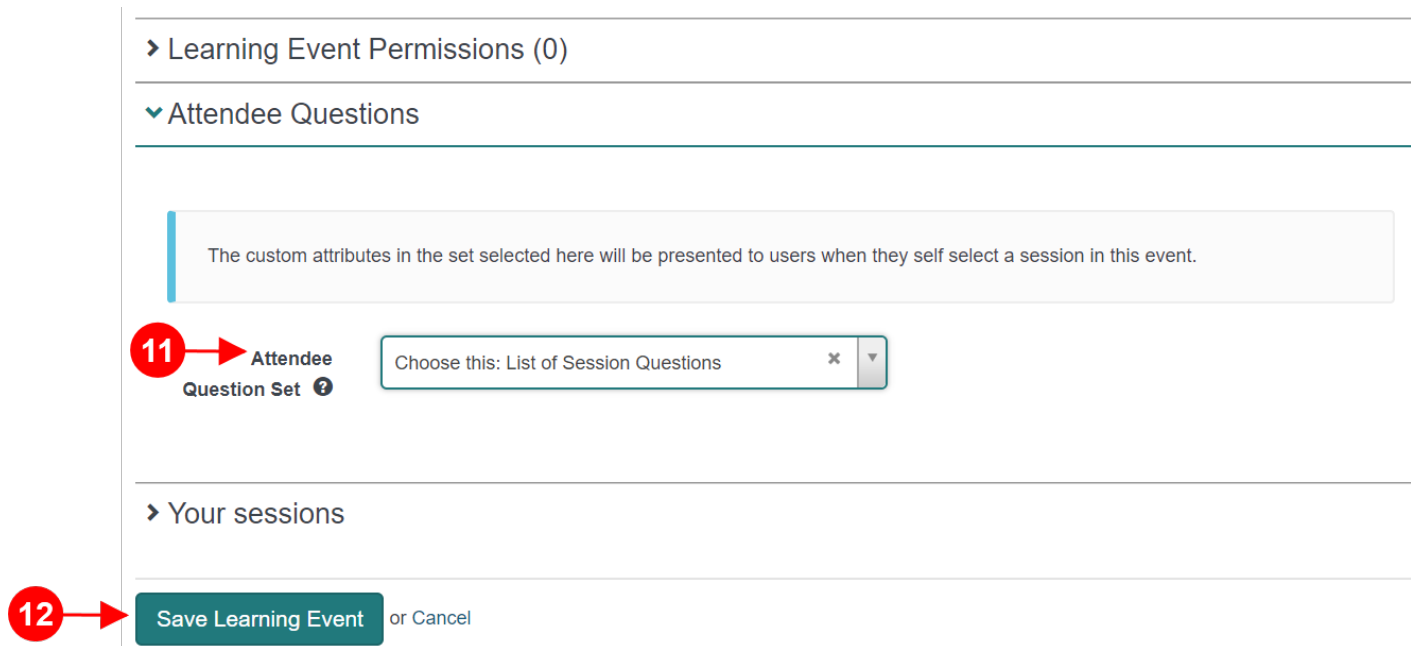
! → Allow users to withdraw themselves from a session they are attending

- When user withdraws keep them on the event waitlist for future sessions ?
- When user withdraws don't add them to the event waitlist for future sessions ?
- When user withdraws present them with the above options ?

If ticked a user can withdraw from the session up until the start time. Recommendation: disable this setting for paid courses.

Step 11: Select only **Choose this: List of Session Questions**. This setting forces the user to confirm they have permission from their principal/manager to apply for enrolment. It also gives the user the opportunity to advise if they have any special requirements e.g. dietary requirements, accessibility requirements.

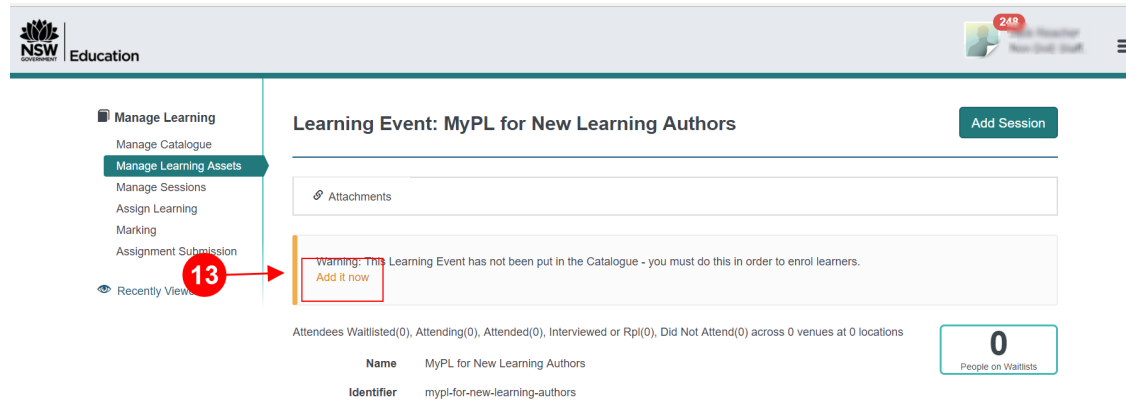
Step 12: Select **Save Learning Event**. This will save the asset/component that will make up your course.



The screenshot shows a web interface for configuring a Learning Event. It features several sections: 'Learning Event Permissions (0)', 'Attendee Questions', and 'Your sessions'. A text box explains that custom attributes in the selected set will be presented to users. A dropdown menu for 'Attendee Question Set' is highlighted with a red circle and arrow labeled '11', showing the selection 'Choose this: List of Session Questions'. At the bottom, a 'Save Learning Event' button is highlighted with a red circle and arrow labeled '12', with 'or Cancel' text next to it.

Note: You have not yet created a course/catalogue item. At this point you have only created your asset/component that must be added to a course/catalogue item. You will not be able to edit the asset from this point. Please contact MyPL if you need to edit the asset.

Step 13: Scroll towards the top of the page, and select **Add it now** to add the Learning Event asset to a Course (Catalogue Item).

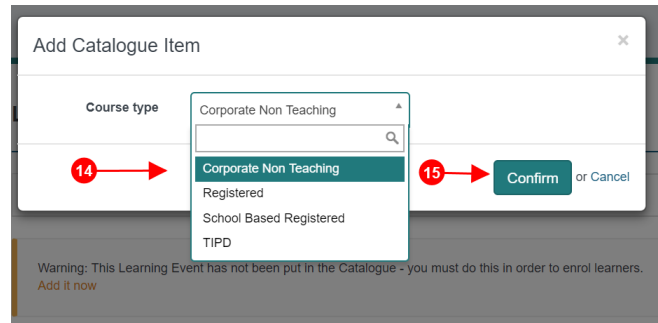


The screenshot shows the NSW Education system interface. The main heading is "Learning Event: MyPL for New Learning Authors". A warning message states: "Warning: This Learning Event has not been put in the Catalogue - you must do this in order to enrol learners." Below the warning is a red-bordered button labeled "Add it now". A red circle with the number "13" and an arrow points to this button. Other elements include a sidebar with "Manage Learning Assets" selected, an "Add Session" button, and a summary box showing "0 People on Waitlists".

Step 14: Select the relevant **Course type: Corporate Non Teaching** or **TIPD**. Select Corporate if your intended audience is only corporate employees. Select TIPD if your intended audience is teachers.

Step 15: Select the **Confirm** button. The NT or NR Identifier will be assigned to your course e.g. NT00105 for Corporate Non Teaching, NR182777 for TIPD (Teacher Identified Professional Development).

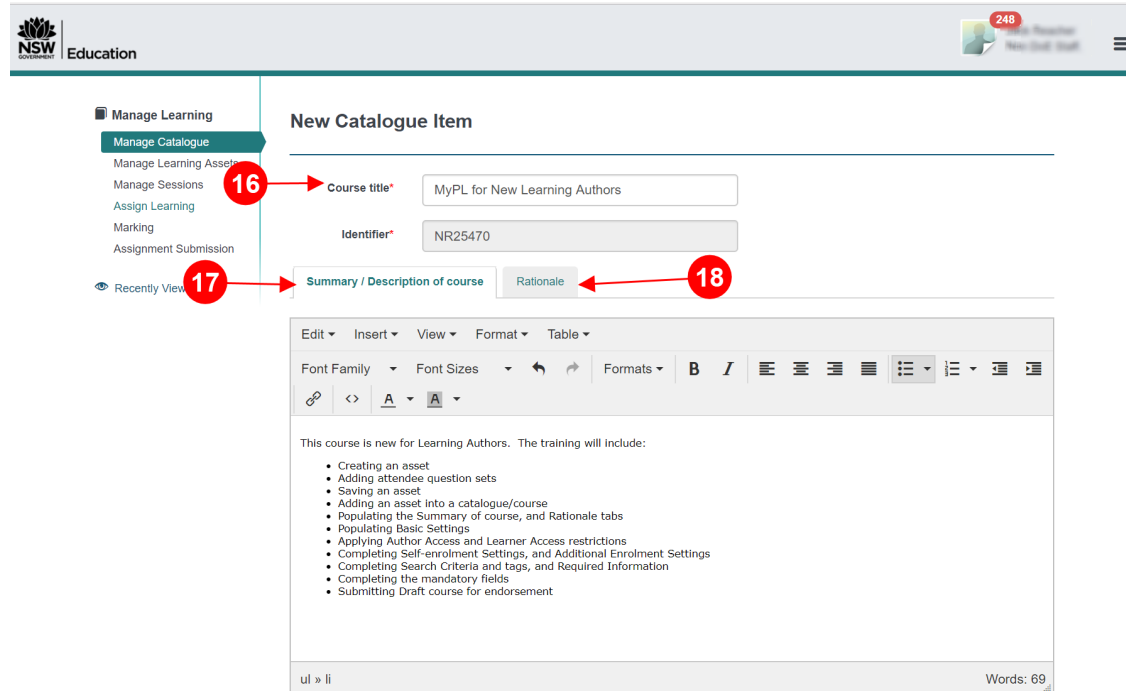




Step 16: Copy the name of the Learning Event Asset created earlier, paste into the **Course title** field.

Step 17: Summary / Description of course describes the content to be delivered. This needs to be descriptive enough so that any user browsing the catalogue can determine if they wish to attend. It should also include the recommended cost for a course if there is one. This can be copied from the Learning Asset description created earlier.

Step 18: Provide the reason/s why you developed this course in the **Rationale** text field.



Step 19: Choose the centre you belong to from the **Administrative centre** drop down list. This will be the school services area who supports your school or the directorate where you are employed e.g. School Services Ultimo, School Services Macquarie Park, Secondary Education Directorate, Specialist Programs.

Contact the MyPL team if your Administrative centre is not listed.

Step 20: Assign the relevant **Author**. Select the drop down list and select the author of the course. If a name appears more than once, start typing the email address of the author to select the correct person.

Step 21: Enter the course duration in hours e.g. 2h 30m for a course running for 2 hours and 30 minutes. Break time/s should not be included in the course duration.



Step 22: Assign the relevant Contact person.

Basic Settings

Course type TIPD

19 → Administrative centre* Learning and Business Systems Directorate

20 → Author* Evelyn Enriquez

21 → Duration* 3h

22 → Contact person* Evelyn Enriquez

i → Archive Date

Price **Include the price when scheduling a session.**

i → Due Date* (None)

i → Has Certificate



The **Archive Date** is optional. Non-registered courses should not have an archive date longer than 3 years. If the course is a one off session, make the archive date sufficiently short.

The **Due Date** field can be left blank. This field can be useful if you wish to apply a time limit e.g. the learner has 5 weeks from enrolment date to complete the course.

Tick **Has Certificate** checkbox if you wish to use the generic certificate available. This can be left blank if no certificate is required.

Step 23: Learner Access Restrictions field allows you to limit who can enrol in your course. This may be useful if you want to limit enrolments to your own school or directorate. Type in your school name and select it from the list. Select “DoE” if you want to restrict your course to Department of Education staff only.

▼ Course restrictions

These optional controls allow you to restrict who can access your catalogue item. Restrictions are divided into restrictions for authors and restrictions for learners.
The user that created the catalogue item always has author and learner access. This cannot be removed.



Author Access Restrictions ?

Select Authors

Select org, org unit, group and/or user(s). When this is empty, all users with edit permissions and scope over the author will have author access

23

Learner Access Restrictions ?

Select Learners

Select org, org unit, group and/or user(s). When this is empty, all users will have self-enrolment access to this catalogue item

Leaving this field blank will allow all DoE and non-DoE community members to enrol.

Age Restriction ?

Select Age

Select the age a user must be to enrol. When this is zero or blank, all users will have self-enrolment access to this catalogue item



Author Access Restrictions allow you to select users or groups outside your school or directorate who can be given author access to your course. If you are collaborating with Learning Authors outside your school or directorate, please contact the MyPL team for assistance to use this functionality.



The **Course graphic / logo** can be left blank. This function allows you to add a thumbnail image that will appear in the Catalogue. Registered courses are automatically labelled with the NESAs logo. Please be mindful of copyright with any images selected and the recommended thumbnail image dimensions. If the image is too big it will not display on the course tile



> Course restrictions

> Course graphic / logo

For best results, always use images of the same aspect ratio. Double the resolution for high pixel density devices. For large thumbnails use 292px by 70px. For small thumbnails use 47px by 22px.

Large Thumbnail
URL

Select file...

Small Thumbnail
URL

Select file...

Step 24: Expand **Self-enrolment Settings**.

Step 25: Select **Default (Self-enrolment (Free))**.

Step 26: The **Re-enrolment option** section allows you to define whether learners can re-enrol in your course and at what times. Recommended to leave the default setting.

Users with extra roles over this item is used in the process of quality assuring a Registered course. Leave this field blank.



24

25

26

> Course graphic / logo

> Users with extra roles over this item (0)

▼ Self-enrolment Settings

This section controls whether learners are allowed to enrol or request enrolment at their own initiative.

Enrolment Method

Enrolment Question Set **Leave this field blank.**

Re-enrolment option

Never allow re-enrolment (a user can only complete this item once) ?

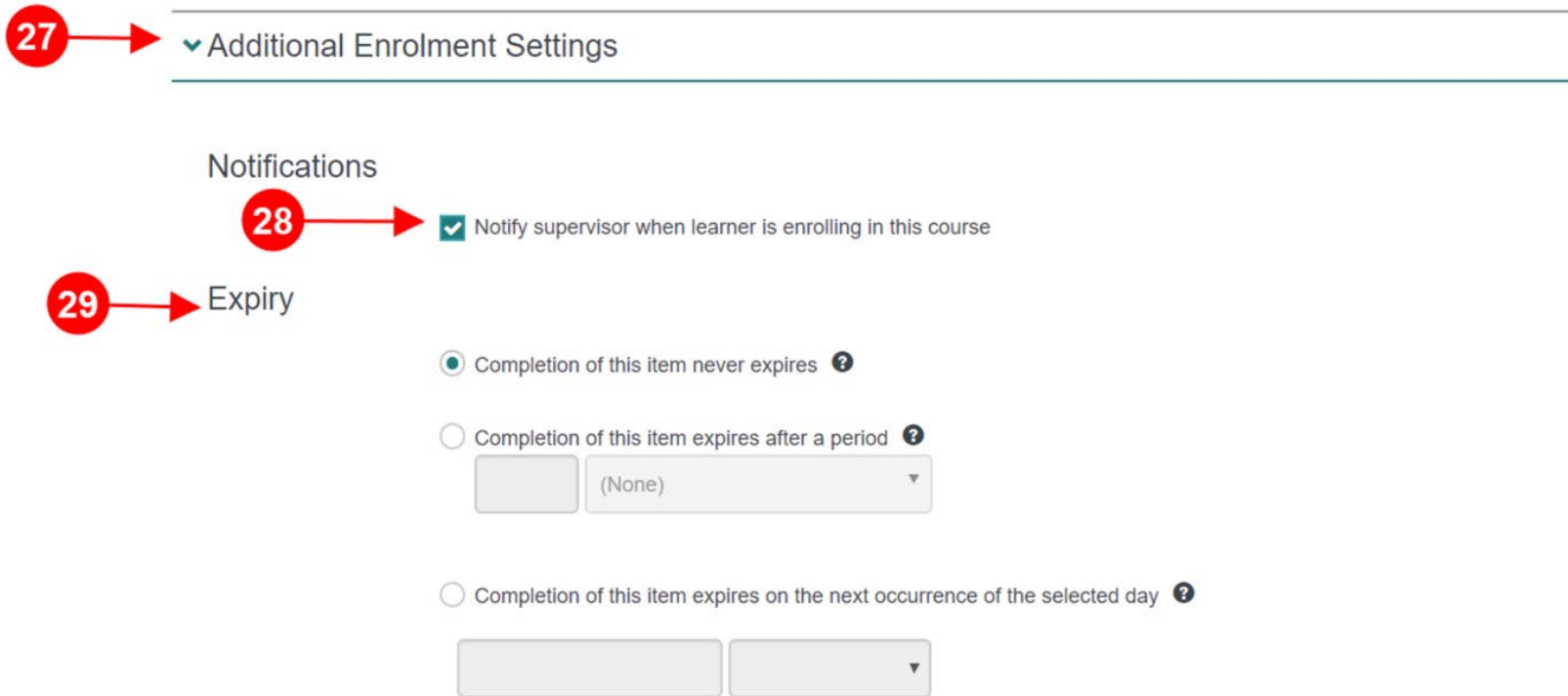
Allow re-enrolment at any time ?

Allow re-enrolment after a period ?

Step 27: Expand **Additional Enrolment Settings**.

Step 28: Tick the checkbox for **Notify supervisor when learner is enrolling in this course**.

Step 29: The **Expiry** section allows you to set a timeframe for how long your course is valid. This may be used for compliance courses that need to be re-done periodically.



27 → Additional Enrolment Settings

Notifications

28 → Notify supervisor when learner is enrolling in this course

29 → Expiry

Completion of this item never expires ?

Completion of this item expires after a period ?

(None) ▼

Completion of this item expires on the next occurrence of the selected day ?

▼

Step 30: The **Access Rules** section allows you to determine how long a learner has access to the course material after completion.

Step 31: Select **Save Catalogue Item**.

30 → Access Rules

- Users can access content of this item forever ?
- Users can only access content for a period after the due date
 (None) ▼
- Users can only access content for a period after enrolment created date
 (None) ▼
- Users can only access content for a period after they complete it
 (None) ▼

31 → **Save Catalogue Item** or Cancel

Step 32: Select the pencil / edit icon for **Search criteria and tags**.

Rationale

This training has been put together to provide new MyPL Learning Authors training to author non-registered courses e.g. TIPD, Corporate Non Teaching courses.

Learning Event mypl-for-new-learning-authors with Learning Event Sessions (0)MyPL for New Learning Authors

› Search criteria and tags (1)

32



› Users with extra roles over this item (0)

› Prerequisites for this course



▼ Additional course info

Step 33: From the **Compliance Course** drop down list, choose **Yes** or **No**. Examples of Compliance Courses are: Mandatory Child Protection Training 2019, Code of Conduct Training.

Step 34: Select inside the remaining mandatory fields (*) to choose the most appropriate value from the lists provided. Some fields will allow you to select multiple values.

Step 35: Select the **Save** button.

Learning Event mypl-for-new-learning-authors with Learning Event Sessions (0)MyPL for New Learning Authors

▼ Search criteria and tags (1)

Auto Tags

33 → **Compliance Course***

System use only - transfer online course completions to NESA **Leave this field blank.**

34 → **Teacher setting***

Non DoE Premium

35 → **Stage***

Key Learning Area*

Syllabus*

Other Tags

or Cancel



i **Prerequisites for this course** is where you can see pre-requisite courses that must be completed before a learner can enrol in your course e.g. a learner must complete "Basic First Aid" before they can enrol in "Advanced First Aid". In most cases this field can be left blank.

i Prerequisites for this course

Create one or more groups of prerequisite catalogue items. Groups can contain one or more catalogue items. To enrol in this catalogue item, the learner must have completed at least one item from each prerequisite group.

Add a prerequisite group

Group 1

Remove

Save or Cancel

Step 36: Select the pencil / edit icon for **Required Information**.

Course type TIPD

Required Information **36** 

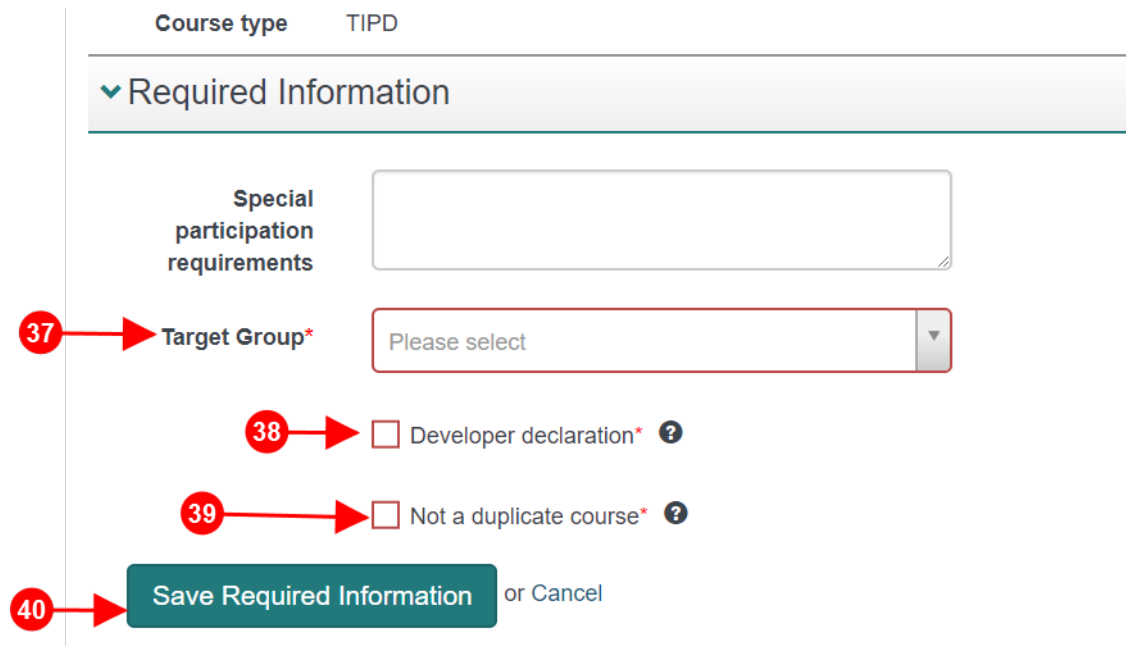
Recent activities

Step 37: Make a selection from the **Target Group** drop down list.

Step 38: Select the checkbox for **Developer declaration** to confirm you developed the content or have permission of the content owner to use the content.

Step 39: Select the checkbox for **Not a duplicate course** to advise you have checked and confirm this course does not replicate an existing course.

Step 40: Select **Save Required Information**.



Course type TIPD

▼ Required Information

Special participation requirements

37 → Target Group* Please select

38 → Developer declaration* ?

39 → Not a duplicate course* ?

40 → Save Required Information or Cancel

Course title	MyPL for New Learning Authors
Identifier	NR25470
Provider	Learning and Business Systems Directorate
Author ⓘ	Evelyn Enriquez
Duration ⓘ	3h
Contact Person ⓘ	Evelyn Enriquez
Details link ⓘ	https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/93eadbb2-5b57-e911-b49c-0003ff1537ec
Status	● Draft Change ▾ 41
Summary of course	<div><p>This co...ors. The training will include:</p><ul style="list-style-type: none">•</div>

Step 41: Update the **Status** by making a selection from the **Change** drop down list.

Submit draft - this selection will progress the course to your supervisor for further revision or progressed in the work flow. Please note the supervisor will receive an email notification with a link to the course submission.





Select the hamburger menu and choose **Manage Learning**, then **Manage Catalogue**. You can track your course through the following tabs:

Draft tab is where your course submission will be if you have not progressed it in the workflow.

Pending Approval tab displays course submissions that have **Pending Endorsement** status (awaiting endorsement from your supervisor), and **Pending Final Approval** status (awaiting final approval from MyPL / Network).


Schedule a session (start date, end date, venue) for attendees to enrol in once the course is **Available in Catalogue**.

Catalogue Manager

Search for Courses

Search Reset Search

Available in Catalogue (0) Not in Catalogue (0) Draft (1) Archived (0) Pending Approval (0) Declined (0) All (1)

Type	Catalogue Name	Status	Number Of Enrolments	Created
	MyPL for New Learning Authors NR25470	Draft	0	05 Apr

1 20 items per page 1 - 1 of 1 Items

