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.
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.
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.
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).

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.

**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).

![Add Learning Event Asset](image.png)

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.

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.

Include the price when scheduling a session.
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.

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.

Leaving this field blank will allow all DoE and non-DoE community members to enrol.
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 NESA 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.
Step 24: Expand \textit{Self-enrolment Settings}.

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

Step 26: The \textit{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.

\begin{itemize}
  \item Users with extra roles over this item is used in the process of quality assuring a Registered course. Leave this field blank.
  \item Leave this field blank.
\end{itemize}
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.
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.
Step 32: Select the pencil / edit icon for **Search criteria and tags**.

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.

- **Search criteria and tags (1)**
- 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.
**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.

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