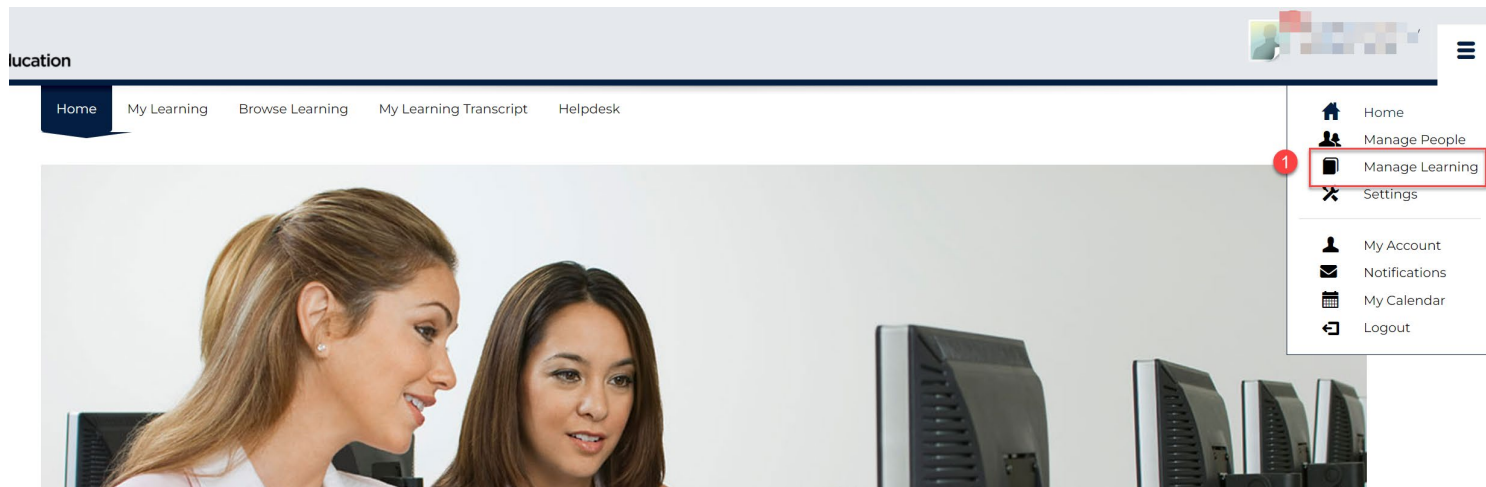# Add Learning Wizard

This reference guide describes how to use Add Learning Wizard to create and submit a simple face to face TIPD 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 an **Elective PD** 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 corner of your screen) and select **Manage Learning**.
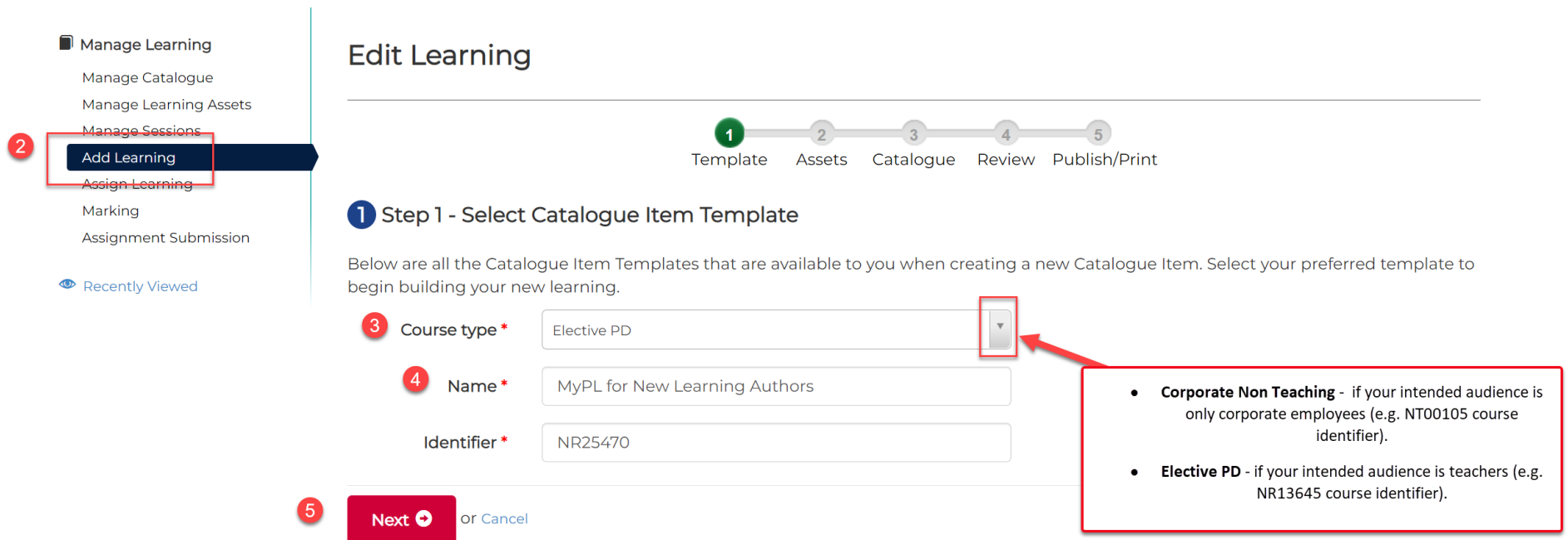
Step 2: Select the **Add Learning** function to Add Learning Wizard.

Step 3: Select the relevant **Course Type**

Step 4: Type the course name in the **Name** dialogue box. Typically this will be identical to the asset name if you are authoring a course with only one asset. Copy and paste this name as you will need it again as you progress through the course creation process.
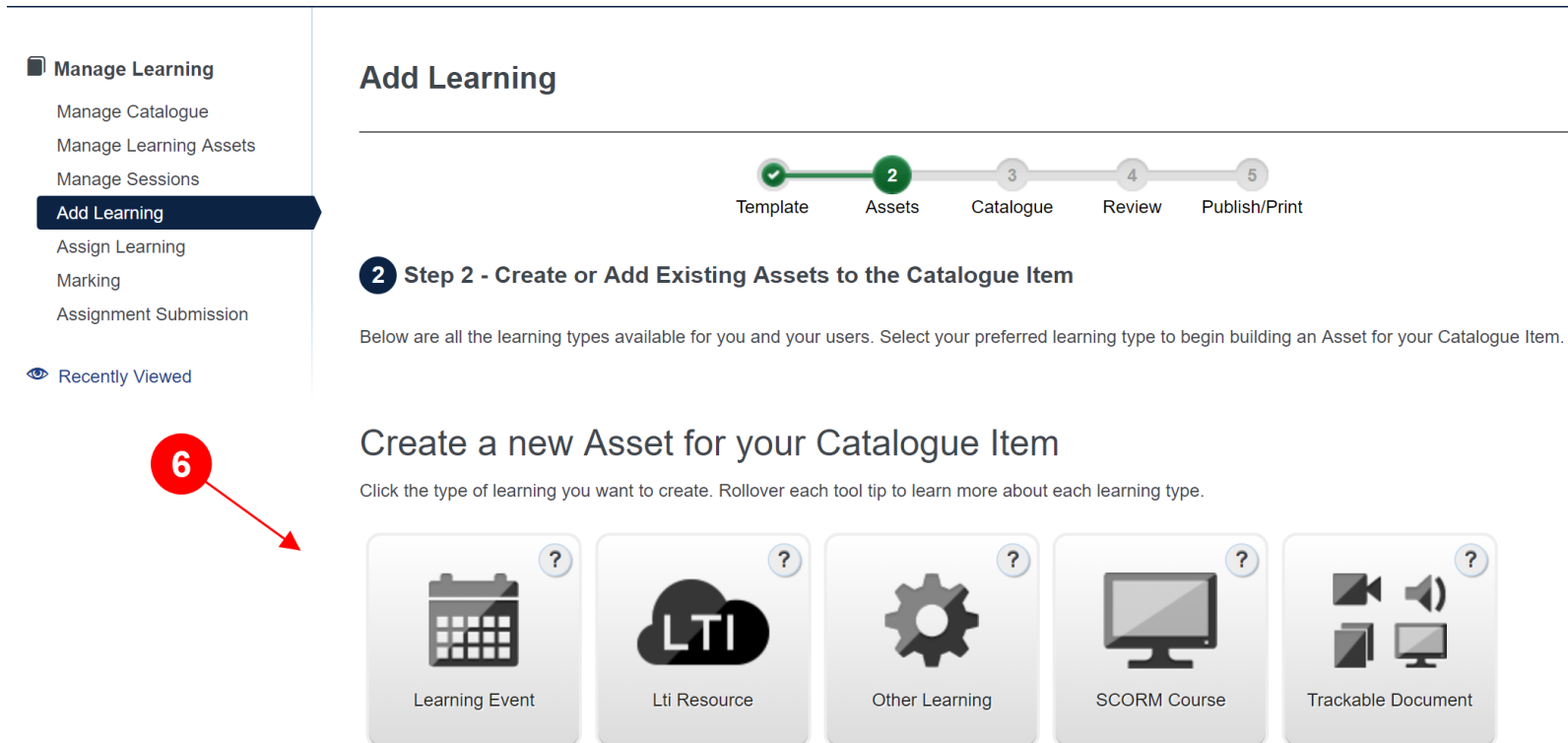
Step 5: Select the **Next** button.

Manage Learning
- Manage Catalogue
- Manage Learning Assets
- Manage Sessions
- **Add Learning**
- Assign Learning
- Marking
- Assignment Submission

Recently Viewed

Edit Learning

1 Template 2 Assets 3 Catalogue 4 Review 5 Publish/Print

1 Step 1 - Select Catalogue Item Template

Below are all the Catalogue Item Templates that are available to you when creating a new Catalogue Item. Select your preferred template to begin building your new learning.

Course type * Elective PD

Name * MyPL for New Learning Authors

Identifier * NR25470

Next or Cancel

- **Corporate Non Teaching** - if your intended audience is only corporate employees (e.g. NT00105 course identifier).

- **Elective PD** - if your intended audience is teachers (e.g. NR13645 course identifier).

Step 6: Select **New Learning Event**. This is a face to face, or a session-based course. If you require a more complicated blended type course, please contact MyPL (mypl@det.nsw.edu.au) for assistance.

Manage Learning

Manage Catalogue
Manage Learning Assets
Manage Sessions
Add Learning
Assign Learning
Marking
Assignment Submission

Recently Viewed

Add Learning

①———②———③———④———⑤
Template Assets Catalogue Review Publish/Print

② Step 2 - Create or Add Existing Assets to the Catalogue Item

Below are all the learning types available for you and your users. Select your preferred learning type to begin building an Asset for your Catalogue Item.

Create a new Asset for your Catalogue Item

Click the type of learning you want to create. Rollover each tool tip to learn more about each learning type.

⑥

| Learning Event | Lti Resource | Other Learning | SCORM Course | Trackable Document |

Step 7: Copy the course name, and paste into the Learning Event **Name** field.

Step 8: 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.

Create Learning Event Asset   ✕

7 ──→ **Name***   MyPL for New Learning Authors   ✓

Identifier*   mypl-for-new-learning-authors   ✓

Description

| Edit ▾ | Insert ▾ | View ▾ | Format ▾ | Table ▾ |

↶ ↷   Formats ▾   **B** *I*   ≡ ≡ ≡ ≡   • ▾   ≡ ▾   ≡ ≡   🔗   <>

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

8 ──→

ul » li   Words: 69

9 **Step 9:** Make a selection from the **Event Type** drop down list. The Event Type will most often be **Face to Face**.

10 **Step 10:** Tick the checkbox for **Require Provider** for sessions.

11 **Step 11:** 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).

❯ Learning Event Settings

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

9 ➤ **Event Type**   Face to face   ✕ ▼

☐ Exempt session from subscription benefits ❓

10 ➤ ☑ Require provider for sessions

☐ Allow users to register interest

11 ➤ ☑ Force session selection on enrolment ❓

☑ Enable session waitlist ❓

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

Step 12: Select <u>only</u> **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.

S**tep 13:** Select **Save Learning Event**. This will save the asset/component that will make up your course.

> Learning Event Permissions (0)

⌄ Attendee Questions

The custom attributes in the set selected here will be presented to users when they self select a session in this event.

Attendee Question
12 ➡ **Set** ❓   Choose this: List of Session Questions ✕ ▾

> Your Session

13 ➡ **Save Learning Event** or Cancel

Step 15: 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 16: Provide the reason/s why you developed this course in the **Rationale** text field.

Step 17: 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 18: 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 18: Assign the relevant **Contact** person.

Step 20: 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.

❤Basic Settings

(17) Administrative centre*	Learning and Business Systems Directorate
(18) Author *	Evelyn Enriquez
(19) Contact person *	Evelyn Enriquez
(20) Duration * ❓	3h
Archive Date	
Price	Include the price when scheduling a session.
Due Date ❓	(None)
☐ 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

Step 21: 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 22: 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.
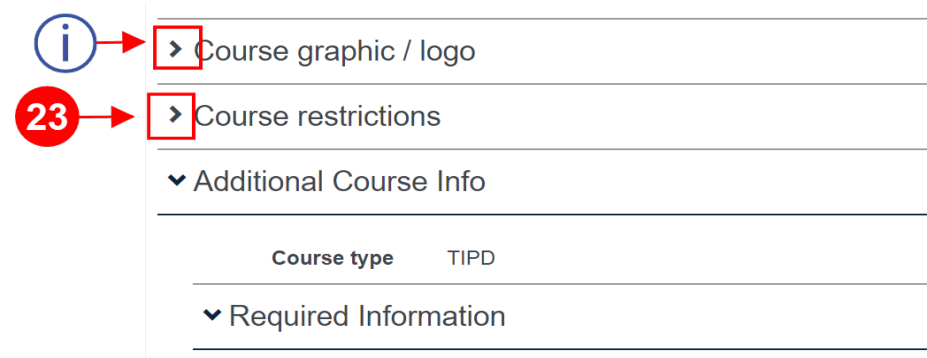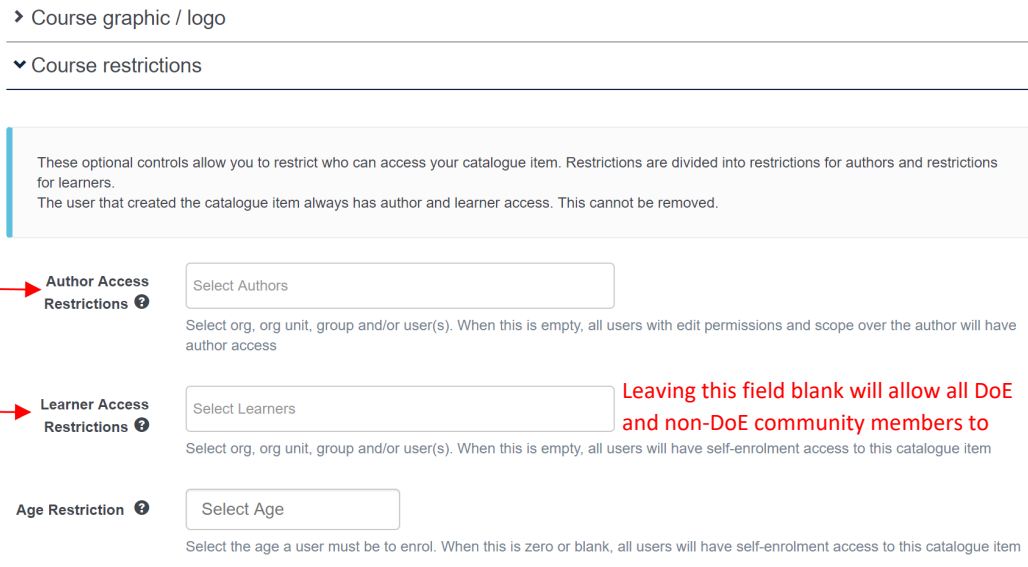
Step 23: Expand Learner Access Restrictions.

ⓘ 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.

> Course graphic / logo

> Course restrictions

❯ Additional Course Info

Course type   TIPD

❯ Required Information

Step 24: 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 graphic / logo

❯ 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

Learner Access Restrictions ❓

Select Learners

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

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

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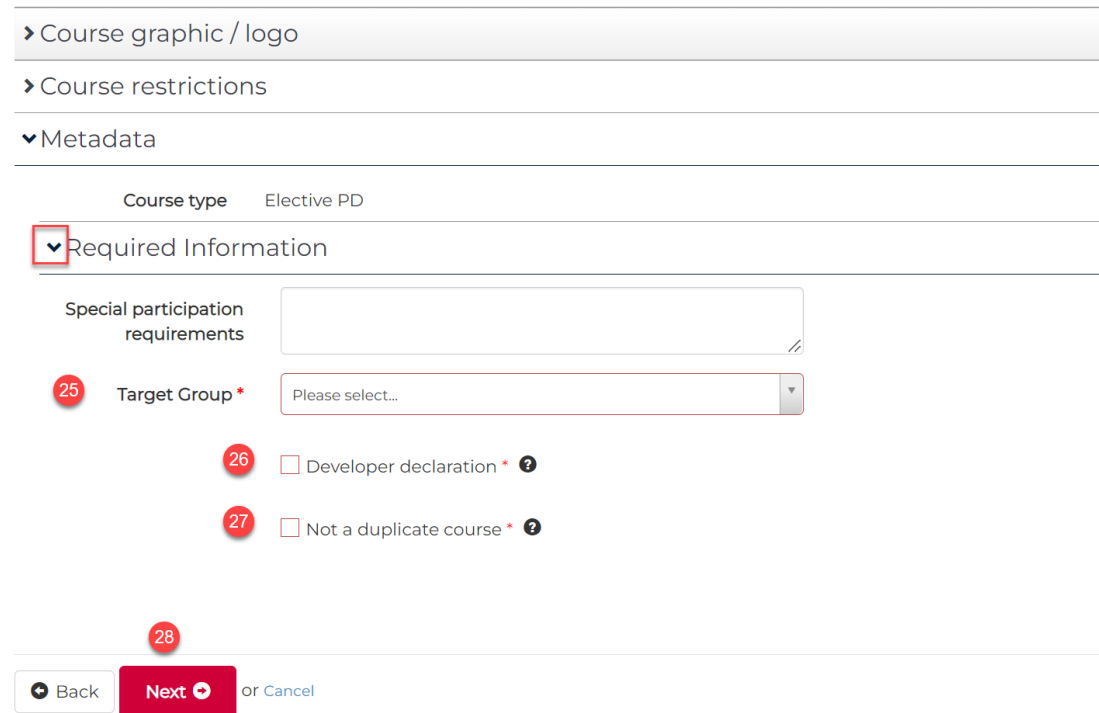
ⓘ **Author Access Restrictions** allows you to select users or groups outside your school or directorate who can be given author access to your course. If you are collaborating with Learning Authors outside your school or directorate, please contact the MyPL team for assistance to use this functionality.

Step 25: Make a selection from the **Target Group** drop down list.

Step 26: Select the checkbox for **Developer declaration** to confirm you developed the content or have permission of the content owner to use the content

Step 27: Select the checkbox for **Not a duplicate course** to advise you have checked and confirm this course does not replicate an existing course.

Step 28: Select the **Next** button.

> Course graphic / logo

> Course restrictions

⌄ Metadata

Course type	Elective PD

⌄ Required Information

Special participation requirements	
25 Target Group *	Please select... ▾

26 ☐ Developer declaration * ❓

27 ☐ Not a duplicate course * ❓

28

[◄ Back] [**Next ►**] or *Cancel*

Add Learning

You can review but not make changes here.

Template   Assets   Catalogue   Review   Publish/Print

4 Step 4 - Review and Save

|	
Name	MyPL for New Learning Authors
Identifier	NR25906
Administrative centre	Learning and Business Systems Directorate
Author	Evelyn Enriquez
Duration	3h
Contact person	Evelyn Enriquez
Has Certificate	No

Summary / Description of course

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

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.

Step 29: Select the **Save** button. You can select the **Back** button to make changes if necessary.
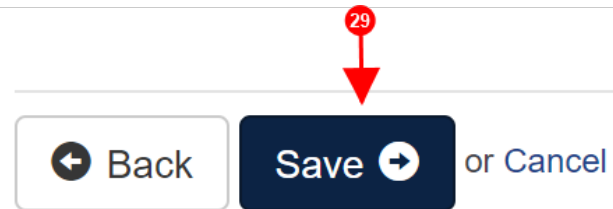
Back   Save   or Cancel

![NSW Government Education logo]

Manage Learning

Manage Catalogue
Manage Learning Assets
Manage Sessions
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Assignment Submission

Recently Viewed

Add Learning

Template   Assets   Catalogue   Review   Publish/Print
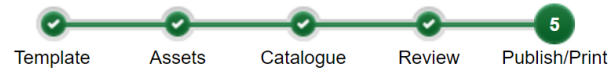
5 **Step 5 - Publish and Print**

Your Single Asset Catalogue Item has been created successfully

MyPL for New Learning Authors is currently in **Draft** status.

If you would like to change the status please use the following button   Change status ▾

If you would like a printable summary of the Catalogue Item please use the following button   Print

30 →   Finish ➡

It is possible to make changes as long as the course **Status** is in **Draft**. Editing is possible by selecting either the **Edit Catalogue Item** button, or the **Edit in Wizard** button.

Manage Learning

Manage Catalogue

Manage Learning Assets

Manage Sessions

Add Learning

Assign Learning

Marking

Assignment Submission

Recently Viewed

Catalogue Item: MyPL for New Learning Authors

[Edit Catalogue Item] [Edit in Wizard]

🔗 Attachments

Enrolled Users (0): Not Attempted (0), Incomplete (0), Completed (0).

Course title	MyPL for New Learning Authors
Identifier	NR25906
Provider	Learning and Business Systems Directorate
Author	Evelyn Enriquez
Duration ❓	3h
Contact Person	Evelyn Enriquez
Details link ❓	http://mypl.doeplas-uat.janison.com/mylearning/catalogue/details/e2767ee2-71ae-e911-bcce-0003ff499278 📋
Status	🔴 Draft [Change ▾]

Summary / Description of course

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

Step 31: 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.

Course title	MyPL for New Learning Authors
Identifier	NR25906
Provider	Learning and Business Systems Directorate
Author	Evelyn Enriquez
Duration ❓	3h
Contact Person	Evelyn Enriquez
Details link ❓	http://mypl.doeplas-uat.janison.com/mylearning/catalogue/details/e2767ee2-71ae-e911-bcce-0003ff499278 📄
Status	🟠 Draft [Change ▾] ← 31
	Submit draft ℹ
	Abandon ℹ
Summary / Description of course	This co... ...ors. The training will include:

Step 32: You will be presented with the text box below. You can add a "Please review and endorse" message, then select the **Yes** button.

Catalogue Item: MyPL for New Learning Authors - MyPL ✖

Are you sure you want to submit draft this Catalogue Item: MyPL for New Learning Authors?
- Changes state to: PendingEndorsement

Please specify a reason

32 → [Yes] [No]

(i) 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

NR25906 (×)

Catalogue Item Type ▼

Search Q ▼   Reset Search

| Available in Catalogue (4803) | Not in Catalogue (0) | Draft (1) | Archived (0) | Pending Approval (0) | Declined (0) | All (1) |

	Type	Catalogue Name	Status	Number Of Enrolments	Created ▼

|◄ ◄ **1** 2 3 4 5 ... ► ►| 20 ▼ items per page   1 - 20 of 4803 items ⟳