Course Endorsement

Transcript

[Title screen - 'How to use endorse a course.]

Narrator: If a catalogue item requires your attention, you can select the notification email and select the link.

[The email opens in the main body of the Outlook Web App main page by selecting the notification from the middle column. The course is accessed by selecting the link in the email.]

Narrator: Or, if you are already in MyPL, you can select the notification icon and select the Notification link.

[Alternatively, selecting the notification icon in MyPL displays a list of notifications and the required notification is selected from the list.]

Narrator: From here you can select the link and navigate directly to the catalogue item.

[The course is accessed by selecting the link in the dialogue box that appears.]

Narrator: Checking the course information is simple.

Review the Summary and Description of the course. It should be sufficiently detailed so that if a user browses your course in the catalogue, they have enough information to decide if they wish to invest their time in this item of professional development.

If you are running a staff development day, the agenda would be a good start to add to this section. List the topics or activities the staff will be engaged in.

A one sentence description for a 5 hour course will be sent back to the Learning Author requesting more detail to be added to this section.

[Detailed information for the course is displayed in the main body of the page. The Summary or Description section of the course information is highlighted.]

Narrator: You will also need to check the rationale. This will be 2-3 sentences that provides the reasons why you are developing the course.

[The Rationale section of the course information is highlighted.]

Narrator: This next section captures the search criteria and tags that will help someone locate the course. To make any changes, click the edit icon, then scroll down and edit the details as required.

[The Search criteria and tags section of the course information is highlighted. The Edit icon to the right of the Search criteria and tags heading is selected and additional details are revealed using the right scroll bar to navigate.]

Narrator: 'Compliance Course' refers to courses staff may have to complete in order to maintain employment. An example of a compliance course would be Mandatory Child Protection.

[Under the Search criteria and tags section, the Compliance Course field is highlighted.]

Narrator: The 'System use only - transfer online course completions to NESA' field is used by MyPL administrators and should be left blank.

[The System use only - transfer online course completions to NESA field is highlighted.]

Narrator: In the 'Teacher setting' field, simply choose the best fit for the course.

[The Teacher setting field is highlighted. The Primary option is the pre-selected value displayed in this field.]

Narrator: 'Non DoE Premium' is a setting that allows you to charge a percentage premium for any non-DoE users who enrol in your course.

[The Non DoE Premium field is highlighted. Zero percentage is the value displayed in this field.]

Narrator: Let's scroll down to review the rest of this section. In the 'Stage' field, choose the best fit for your course. Multiple values can be selected here.

[Additional details are revealed using the right scroll bar to navigate. The Stage field is highlighted. Stages 1, 2 and 3 are the pre-selected values displayed in this field.]

Narrator: 'Career stage' refers to the level of accreditation your course relates to. Only choose 1 value here.

[The Career stage field is highlighted. Not Applicable or N/A is the pre-selected value displayed in this field.]

Narrator: For the 'Key Learning Area', choose the best fit for your course. Multiple values can be selected here.

[The Key Learning Area field is highlighted. Not Applicable is the pre-selected value displayed in this field.]

Narrator: If your course directly relates to a teaching syllabus, select it from the list. Otherwise choose 'Not Applicable".

[The Syllabus field is highlighted. Not Applicable is the pre-selected value displayed in this field.]

Narrator: In this example, we'll edit the 'Stage' and 'Career stage' fields. Now that we're done with the changes, select Save.

[The values in the Stage and Career stage fields are edited and the Save button is then selected.]

Narrator: We can now check the 'Additional Course Info' is correct. Select the heading, then scroll down and select the edit icon.

[The Additional Course Info section of the course information is expanded by selecting the heading and additional details are revealed using the right scroll bar to navigate. The Edit icon to the right of the Course content, career stage and standard descriptors sub-heading is selected.]

Narrator: In this example, we'll edit the target group. When you are done, click Save.

[The Primary Teachers option is selected from the drop down list generated by selecting the drop down arrow to the right of the Target Group field. When done, the Save button is then selected.]

Narrator: Let's scroll back up and select Edit Catalogue Item.

[The Edit Catalogue Item button is selected after navigating to the top of the page using the right scroll bar.]

Narrator: From here we can edit the Summary and Description section or we can select the second tab to edit the Rationale.

[The Edit Catalogue Item section appears. The Summary and Description tab displays editable course information details. The Rationale tab is selected.]

Narrator: Scroll down. From here you can edit the Basic Settings (such as the course duration).

[Using the right scroll bar, the cursor navigates to the Basic Settings sub-heading under the Rationale tab. The details in the Duration field are edited.]

Narrator: Scroll down. If you need to edit the self-enrolment settings, simply select the heading and scroll down to make any required edits. However, the default settings shown here work perfectly for nearly all courses.

[Additional details are revealed using the right scroll bar to navigate. The Self-Enrolment Settings sub-heading is expanded by selecting the sub-heading.]

Narrator: You can do the same for the Additional Enrolment Settings.

[The Additional Enrolment Settings sub-heading is expanded by selecting the sub-heading.]

Narrator: Once you've made the required changes, scroll down and click Save Catalogue Item.

[Additional details are revealed using the right scroll bar to navigate. The Save Catalogue Item button is selected.]

Narrator: Now that we have checked the details, we can move this catalogue item into the next status. Select the Change button.

[A Pending Endorsement status is displayed in the Status row. The Change button to the right of the Status row is selected.]

Narrator: From here, you can either send the item back to the author with a note requesting changes to be made or decline the course endorsement or endorse the course by selecting Send for final approval.

[In the drop down list, the three options are highlighted before the Send for final approval option is selected.]

Narrator: You can attach a note to your approval or simply select Yes.

[A dialogue box appears with a text field for attaching an approval note. The Yes button is selected.]

Narrator: The course is now endorsed and is sitting with the appropriate team for final review before publication.

[In the Status row, the Pending Endorsement status is changed to Pending Final Approval.]