Submit a Registered Course

This reference guide describes in detail how to submit a Registered course in the MyPL system.

**Step 1:** Go to the hamburger menu (top right hand corner of 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 would like to create a course that has more than one component e.g. the participants are required to attend a session-based training, as well as submit a task for verification, please contact MyPL for assistance: mypl@det.nsw.edu.au.
Step 5: Type the 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.
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**. Select the **Event Type** you require.

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

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).

The **Event Type** drop down list has the following options:
- Face to Face
- Conference
- Informal Session
- Lecture
- Mentoring
- Webinar
- Workshop

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.
Step 13: Scroll to the top of the page, and select **Add it now** to add the Learning Event asset to a Course (Catalogue Item).
Step 14: Select the relevant registered Course type: Registered or School Based Registered

Step 15: Select Confirm button. The RG or SR Identifier will be assigned to your course e.g. RG04971 for Registered, and SR00119 for School Based Registered.

Registered (Course code RG05259)
Registered courses are available for all teachers. They are usually developed at a State Office or Directorate level, designed to meet the department’s priorities.

School Based Registered (Course code SR00453)
These courses are designed or commissioned by the school and are tailored to meet the learning needs of teachers and students in that context.
The application process is the same for all NESA Registered courses.
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. Please do not exceed 200 words. 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.

"Implementing the Science and Technology K-6 Syllabus" workshop provides opportunities for teachers develop deep content knowledge of the outcomes and stands through the provision of face to face professional learning. Key aspects of the Science and Technology K-6 syllabus will be identified and explored as well as ideas for practical classroom application. Engaging quality teaching and learning activities provided in the workshop, supports teachers to understand the skills of working scientifically and design and production at each stage of learning across K-6.

Note: Do not exceed 200 words!
Step 19: Choose the centre you belong to from the Administrative centre drop down list. This will be the directorate where you are employed e.g. School Services Ultimo, Metropolitan North, Secondary Education Directorate, Specialist Programs.

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

Step 20: Assign the relevant Author. TIP: Select the drop down list and start typing the contact person’s email address to ensure the correct person is selected.

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. Select the drop down list and start typing the contact person’s email address to ensure the correct person is selected.

Author: person logged in to create the application

Contact person: person responsible for course management when the course has been delegated to them by the author

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: Expand Course Restrictions.

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. You choose DoE if you want to restrict your course to Department of Education staff only.

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: Expand Self-enrolment Settings.

Step 26: Select Default (Self-enrolment (Free)).

Step 27: 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 QTC Registered course. Leave this field blank.

Course graphic / logo allows you to add a thumbnail image that will appear in the Catalogue.

Registered courses are automatically labelled with the NESA logo.
Step 28: Expand Additional Enrolment Settings.

Step 29: Tick the checkbox for Notify supervisor when learner is enrolling in this course.

Step 30: 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 31: The Access Rules section allows you to determine how long a learner has access to the course material after completion.

Step 32: Select Save Catalogue Item.
Step 33: Select the pencil / edit icon for Search criteria and tags.

Summary of course

Implementing the Science and Technology K-6 Syllabus’ workshop provides opportunities for teachers to develop deep content knowledge of the outcomes and strands through the provision of face to face professional learning. Key aspects of the Science and Technology K-6 syllabus will be identified and explored as well as ideas for practical classroom application. Engaging quality teaching and learning activities provided in the workshop, supports teachers to understand the skills of working scientifically and design and production at each stage of learning across K-6.

Rationale

The Science and Technology K-6 syllabus is required to be taught in all NSW primary schools from 2019. The skills and knowledge promoted by this workshop supports teachers with successful implementation of the Science and Technology K-6 syllabus.

Learning Event Implementing the science and technology with Learning Event Sessions (0) TEST Implementing the Science and Technology K-6 syllabus

[Search criteria and tags] (3)
Step 34: 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 35: Select inside the remaining mandatory fields (*) to choose the most appropriate value from the list provided.

Step 36: Complete only one of the three NESA Search Tags fields.

Step 37: Select the **Save** button.
Step 38: Expand Additional Course Info.

Step 39: Select the pencil / edit icon for Required Information.

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".
Step 40: Make a selection from the Target Group drop down list.

Step 41: Select the checkbox for **Not a duplicate course** to advise you have checked and confirm this course does not replicate an existing course.

Step 42: Select the checkbox for **Copyright declaration** to confirm you developed the content or have permission of the content owner to use the content.

Step 43: Select **Save Required Information**.
Step 44: To add the course content, career stage and standard descriptors, re-select the pencil / edit icon for Required Information.

Step 45: Select Add Registered Course Information button.
Step 46: Choose the relevant **Career stage**. You can choose from the following settings: Proficient, Highly Accomplished, and Lead.

Step 47: Add the **Session Duration** hours. Session Duration is the length of time of each session. Divide your course into sequential sessions. If your course has only one session, describe it in the first row below. For a longer course describe each session on a new row. For each session enter the length of the session in hours and minutes e.g. 2h 30m.

Step 48: Populate the **Description Content and Activities** text box.

Step 49: Select the **Add Standard Descriptors** button.
**Step 50:** Select the relevant Standard Descriptor/s.

**Step 51:** Select the Select button.

### Standard Descriptors

<table>
<thead>
<tr>
<th>Standard</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.2</td>
<td></td>
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<td>3.1.2</td>
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</tr>
<tr>
<td>7.1.2</td>
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</tr>
</tbody>
</table>

**Step 50:** Select the relevant Standard Descriptor/s.

**Step 51:** Select the Select button.
**Step 52:** Select the Confirm Session button.

Select the Confirm Session button.

**Step 53:** Select the Return to main page button to save added Course content, career stage and Standard Descriptors.

Select the Add Standard Descriptors button if you need to add more Standard Descriptors. Complete a new row for every session in your course.
Step 54: Select Save Required Information button.

While the course is in Draft status it is possible to edit the course details. See the How to edit section of this guide if you would like to make changes.

If you are ready to submit your Draft course, see Step 55 – this will progress the course to your supervisor for further revision or progressed in the workflow. Please note: the supervisor will receive an email notification with a link to the course submission.
Step 55: Select **Submit draft** from the **Change** drop down menu.

Step 56: You can add a message in the text box for the course endorser, or simply select the **Yes** button to submit your draft course.
How to edit:

The **Edit Catalogue Item** button will be available while your course status is in Draft.
To edit the Search criteria and tags:

Rationale

Extending Mathematical Understanding (EMU) is a research-based intervention program developed by Dr Ann Gervasoni of Monash University. It has been shown to improve children’s knowledge and confidence with mathematics. The program offers intensive learning opportunities for students who are experiencing difficulty in learning mathematics in the early years and beyond. The professional learning offers individual or groups of teachers to develop expertise and leadership in mathematical learning.

Learning Event extending-mathematical-understanding-days-5-and-6 with Learning Event Sessions (0)Extending Mathematical Understanding Days 5 and 6

› Search criteria and tags (9)

› Prerequisites for this course

› Additional course info

› Recent activities
To edit the **Add Registered Course Information** details:

1. Expand Additional course info
2. Select the edit/pencil icon
3. Select the Add Registered Course Information button

- **Required Information**
  - Enter course content, career stage and standard descriptors
  - Target Group
  - Primary Teachers

- **Prerequisites for this course**

- **Search criteria and tags**

- To change the catalogue template use the edit form

Submit a Registered Course  Last Updated 13/08/2019
## Course content

Divide your course into sequential sessions. If your course has only one session, describe it in the first row below. For a longer course describe each session on a new row. Confirm the course content described in each session by clicking on the "+ Confirm Session".

For each session:
1. Enter the length of the session.
2. Describe the content that will be covered and the activities that will be undertaken by course participants during that session.
3. Choose the relevant Standard Descriptors that are addressed in the session.

<table>
<thead>
<tr>
<th>Session</th>
<th>Session Duration</th>
<th>Description of Content and Activities</th>
<th>Read More</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 hours</td>
<td>Welcome, Acknowledgement of Country, introductions, introduction to mentoring and collaboration</td>
<td></td>
</tr>
</tbody>
</table>

Participants will be introduced to mentoring, collaboration and networking techniques. The session will commence with introductions around the room where participants will state the reason they joined the ULMR and what they expect to get out of it. It will continue with an introduction to what is mentoring, why it is necessary for beginning, isolated language teachers and how it can be successfully achieved in the virtual space.

<table>
<thead>
<tr>
<th>Standard Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.2 - Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice.</td>
</tr>
<tr>
<td>7.4.2 - Participate in professional and community networks and forums to broaden knowledge and improve practice.</td>
</tr>
</tbody>
</table>

The edit/pencil icon will allow you to edit the following:
- **Session Duration**
- **Description of Content Activities**
- **Edit Standard Descriptors**

The minus icon will allow you to delete the entire row of Session details.
To edit the Standard Descriptors:

Select the **Edit Standard Descriptors** button.

Select the relevant Standard Descriptors. Even if there are no changes to the Standard Descriptors select this button to re-confirm the Standard Descriptors you have already selected.

Select the tick icon button.

Remember to save the changes you made!
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.