




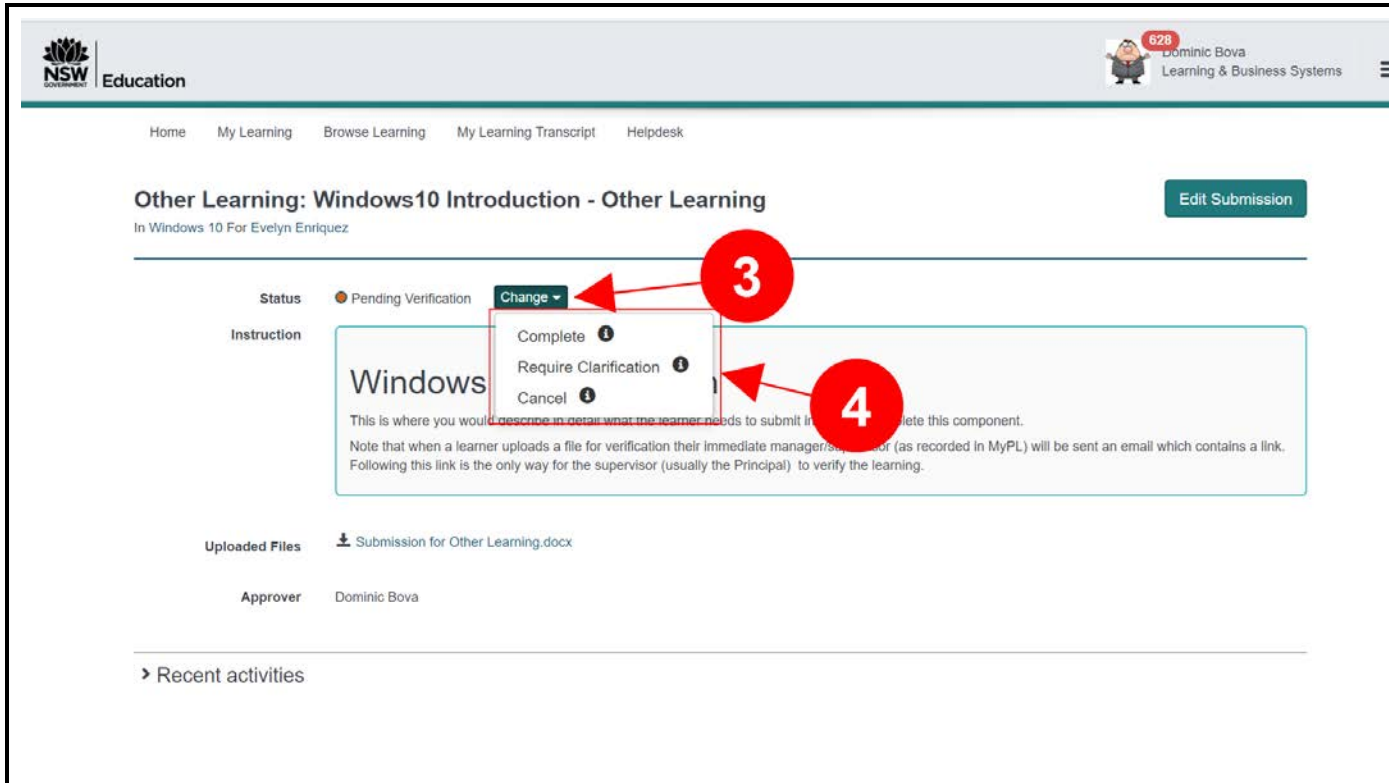


Marking Other Learning Participant Submission

This reference guide provides instructions for supervisors (usually principals) to review and mark a participant's submitted work.

 <p>From: No-reply-MyPL@det.nsw.edu.au <No-reply-MyPL@det.nsw.edu.au> Sent: Wednesday, 12 September 2018 3:41 PM To: Dominic Bova <Dominic.Bova@det.nsw.edu.au> Subject: Windows10 Introduction - Other Learning submission requires verification</p> <p>Evelyn Enriquez has submitted details for Windows10 Introduction - Other Learning which requires your verification.</p> <p>Click the link below to make the required verification.</p> <p>Windows10 Introduction - Other Learning </p>	 MyPL sends an email to your DoE email address advising you a participant has submitted work for verification. <p>Step 1: Select the link contained in the email notification advising a submission from a course participant has been uploaded to MyPL.</p>
 <p>Home My Learning Browse Learning My Learning Transcript Helpdesk</p> <p>Other Learning: Windows10 Introduction - Other Learning Edit Submission</p> <p>In Windows 10 For Evelyn Enriquez</p> <p>Status ● Pending Verification Change</p> <p>Instruction</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Windows 10 introduction</p> <p>This is where you would describe in detail what the learner needs to submit in order to complete this component.</p> <p>Note that when a learner uploads a file for verification their immediate manager/supervisor (as recorded in MyPL) will be sent an email which contains a link. Following this link is the only way for the supervisor (usually the Principal) to verify the learning.</p> </div> <p>Uploaded Files Submission for Other Learning.docx </p> <p>Approver: Dominic Bova</p> <p>Recent activities</p>	<p>Step 2: Download the submission by clicking the link as shown.</p>



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Home My Learning Browse Learning My Learning Transcript Helpdesk

Other Learning: Windows10 Introduction - Other Learning
[Edit Submission](#)

In Windows 10 For Evelyn Enriquez

Status: Pending Verification **Change**

Instruction:

Windows

Complete
 Require Clarification
 Cancel

This is where you would describe in detail what the learner needs to submit in order to complete this component.
 Note that when a learner uploads a file for verification their immediate manager/supervisor (as recorded in MyPL) will be sent an email which contains a link. Following this link is the only way for the supervisor (usually the Principal) to verify the learning.

Uploaded Files: Submission for Other Learning.docx

Approver: Dominic Bova

> Recent activities

Step 3: Select the "Change" drop down menu.

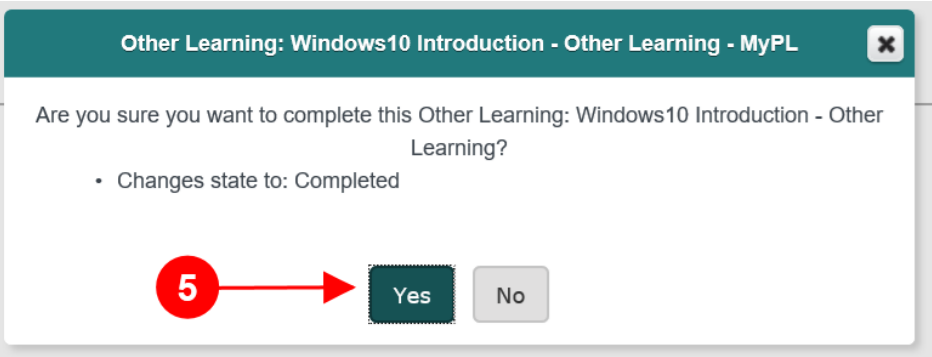
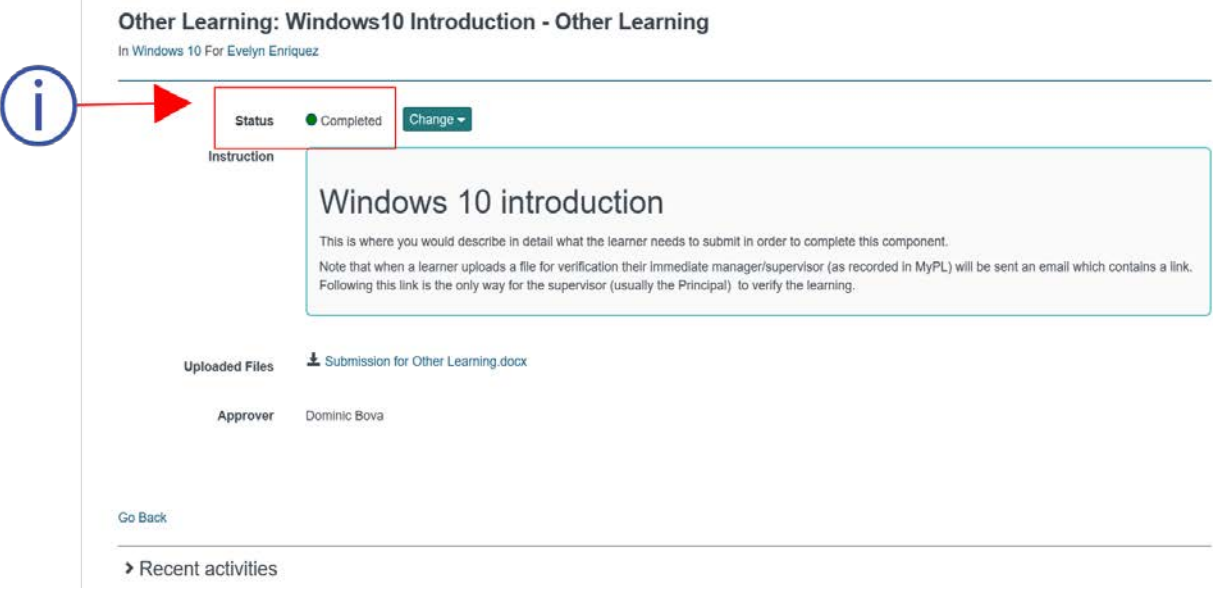

Step 4: Select the applicable status you wish to assign.

Note: Hover over the Information icons to view the status description.

"Complete" changes state to "Completed". Select this status to confirm this Learning has been verified.

"Require Clarification" changes state to: "Clarification Required". Select this status to send the submission back to the Learner for provision of further notes, clarification or other supporting evidence.

"Cancel" changes state to "Cancel". Select this status to cancel this Other Learning.

	<p>Step 5: Select "Yes" to confirm this Learning has been verified.</p>
	<p> Note that the Status now shows "Completed".</p>