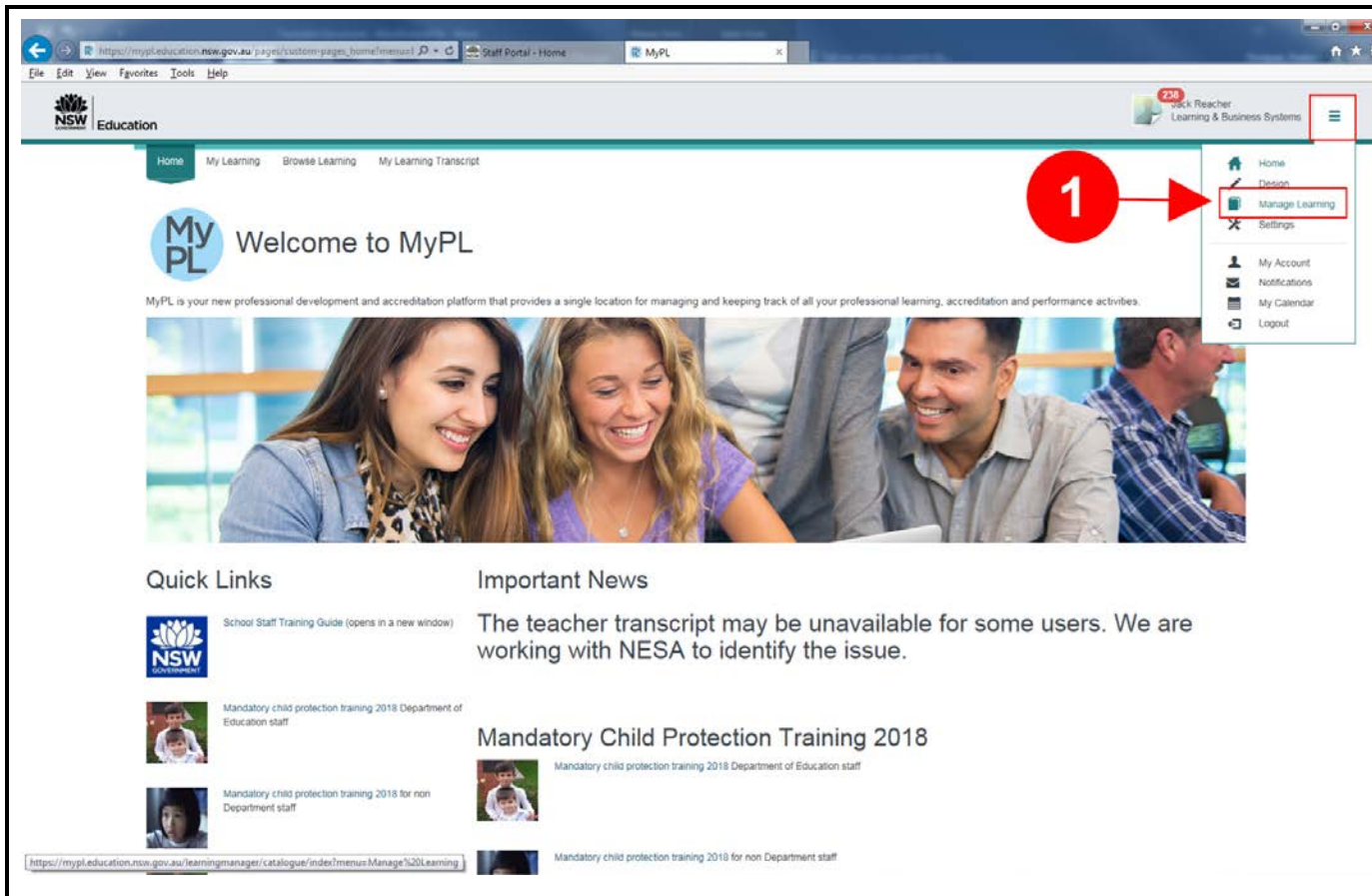
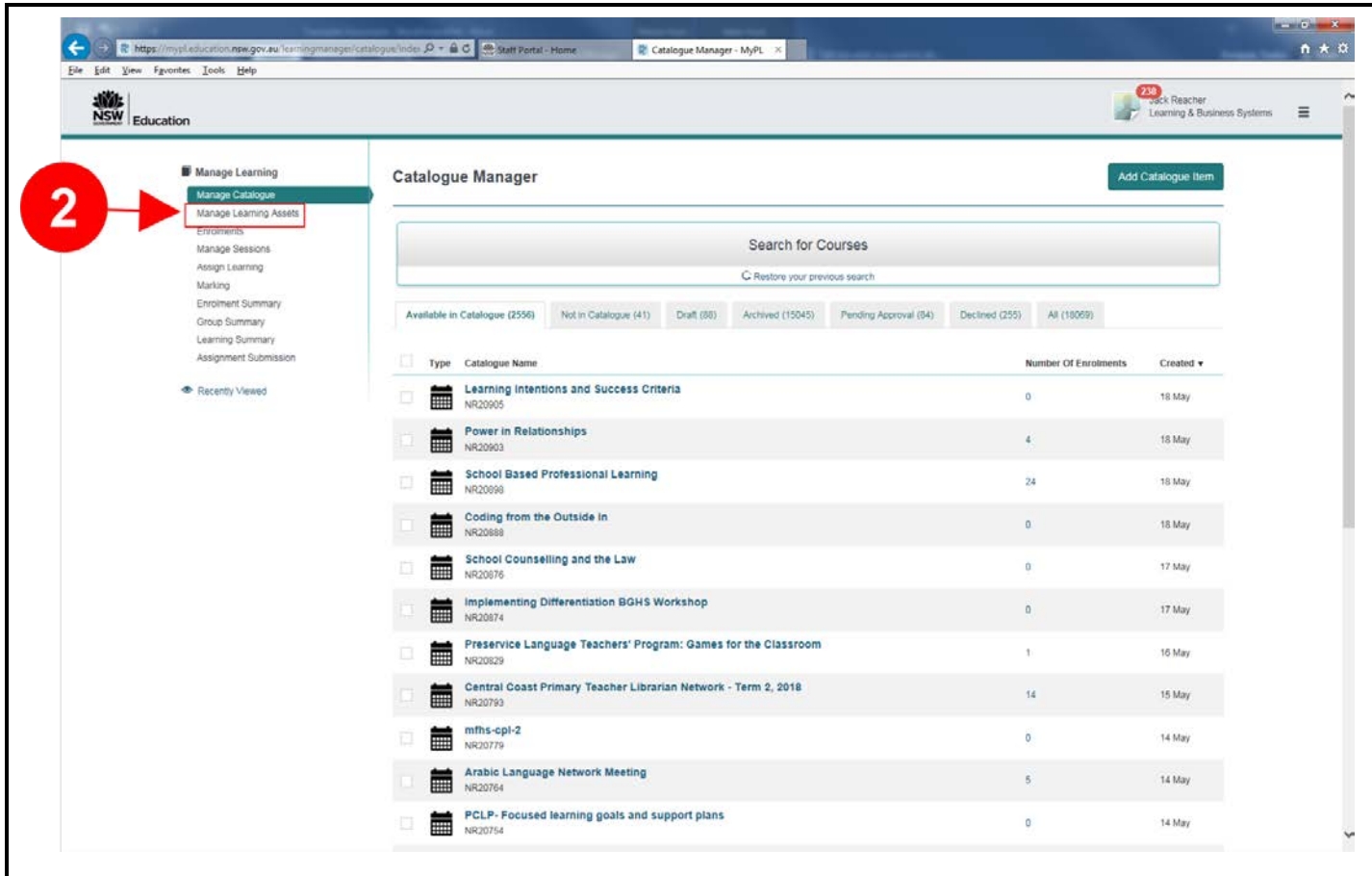


## Creating a New Assignment Asset

This reference guide describes how to set up a new Assignment for learners to submit.



Step 1: Go to the hamburger menu (top right hand corner of the screen) and select **Manage Learning**.



**2** → Manage Learning Assets

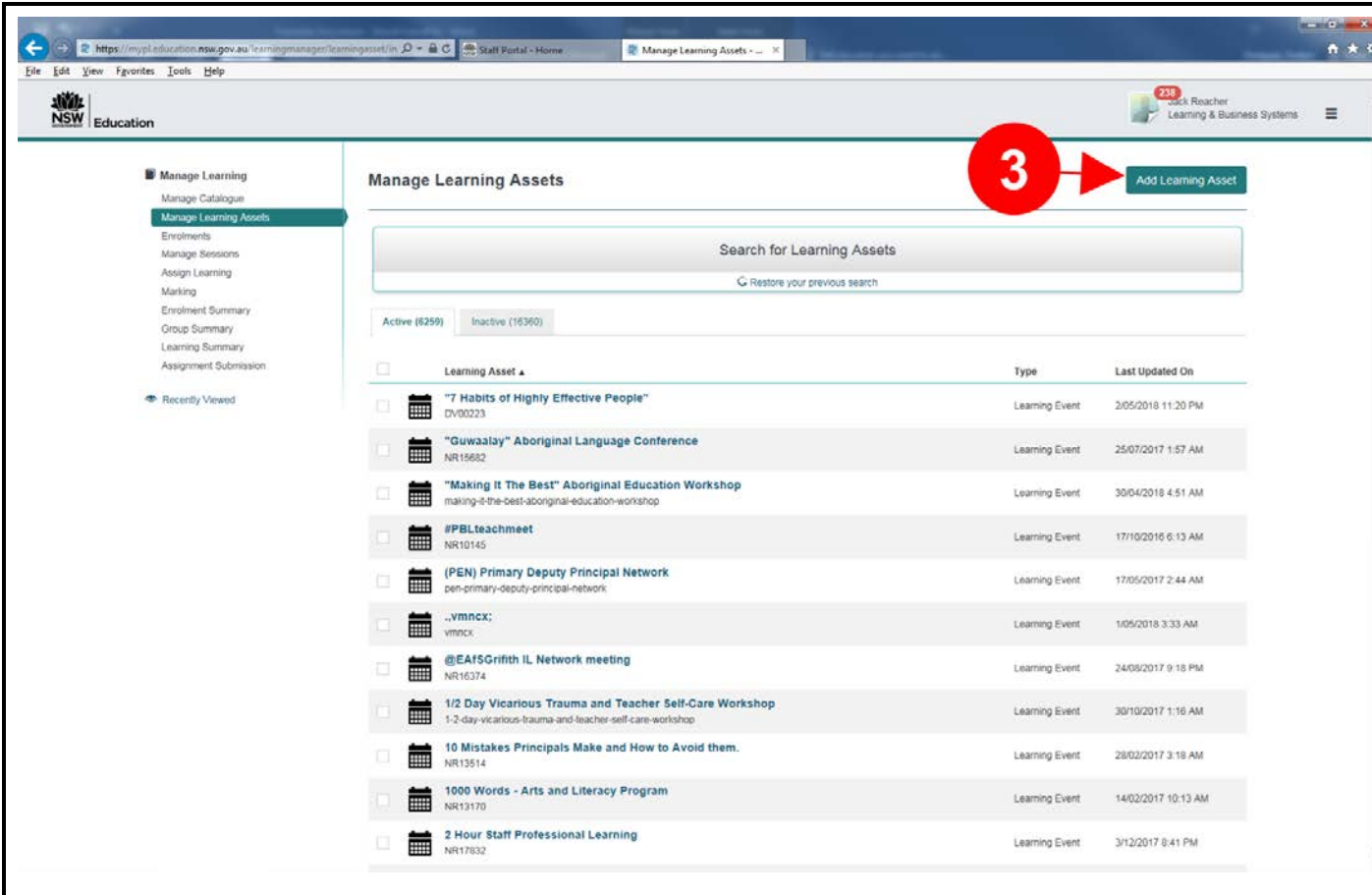
### Catalogue Manager

Search for Courses  
Restore your previous search

Available in Catalogue (2556) | Not in Catalogue (41) | Draft (86) | Archived (15045) | Pending Approval (84) | Declined (255) | All (18059)

<input type="checkbox"/>	Type	Catalogue Name	Number Of Enrolments	Created
<input type="checkbox"/>	Calendar	Learning Intentions and Success Criteria NR20905	0	18 May
<input type="checkbox"/>	Calendar	Power in Relationships NR20903	4	18 May
<input type="checkbox"/>	Calendar	School Based Professional Learning NR20898	24	18 May
<input type="checkbox"/>	Calendar	Coding from the Outside in NR20888	0	18 May
<input type="checkbox"/>	Calendar	School Counselling and the Law NR20876	0	17 May
<input type="checkbox"/>	Calendar	Implementing Differentiation BGHS Workshop NR20874	0	17 May
<input type="checkbox"/>	Calendar	Preservice Language Teachers' Program: Games for the Classroom NR20829	1	16 May
<input type="checkbox"/>	Calendar	Central Coast Primary Teacher Librarian Network - Term 2, 2018 NR20793	14	15 May
<input type="checkbox"/>	Calendar	mfts-cpl-2 NR20779	0	14 May
<input type="checkbox"/>	Calendar	Arabic Language Network Meeting NR20764	5	14 May
<input type="checkbox"/>	Calendar	PCLP: Focused learning goals and support plans NR20754	0	14 May

Step 2: Select **Manage Learning Assets**.














Manage Learning Assets

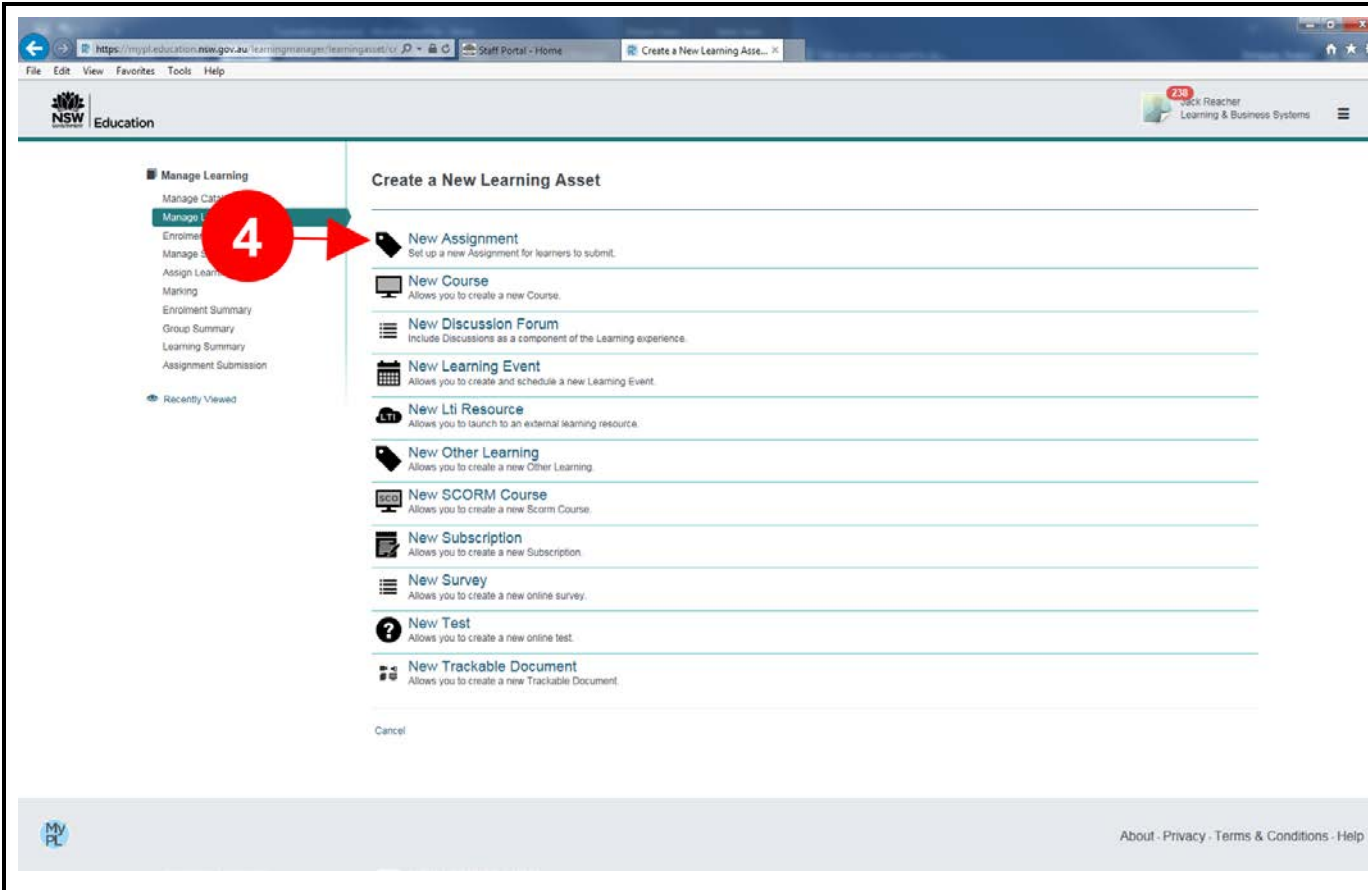
Search for Learning Assets

Restore your previous search

Active (6259) Inactive (16360)

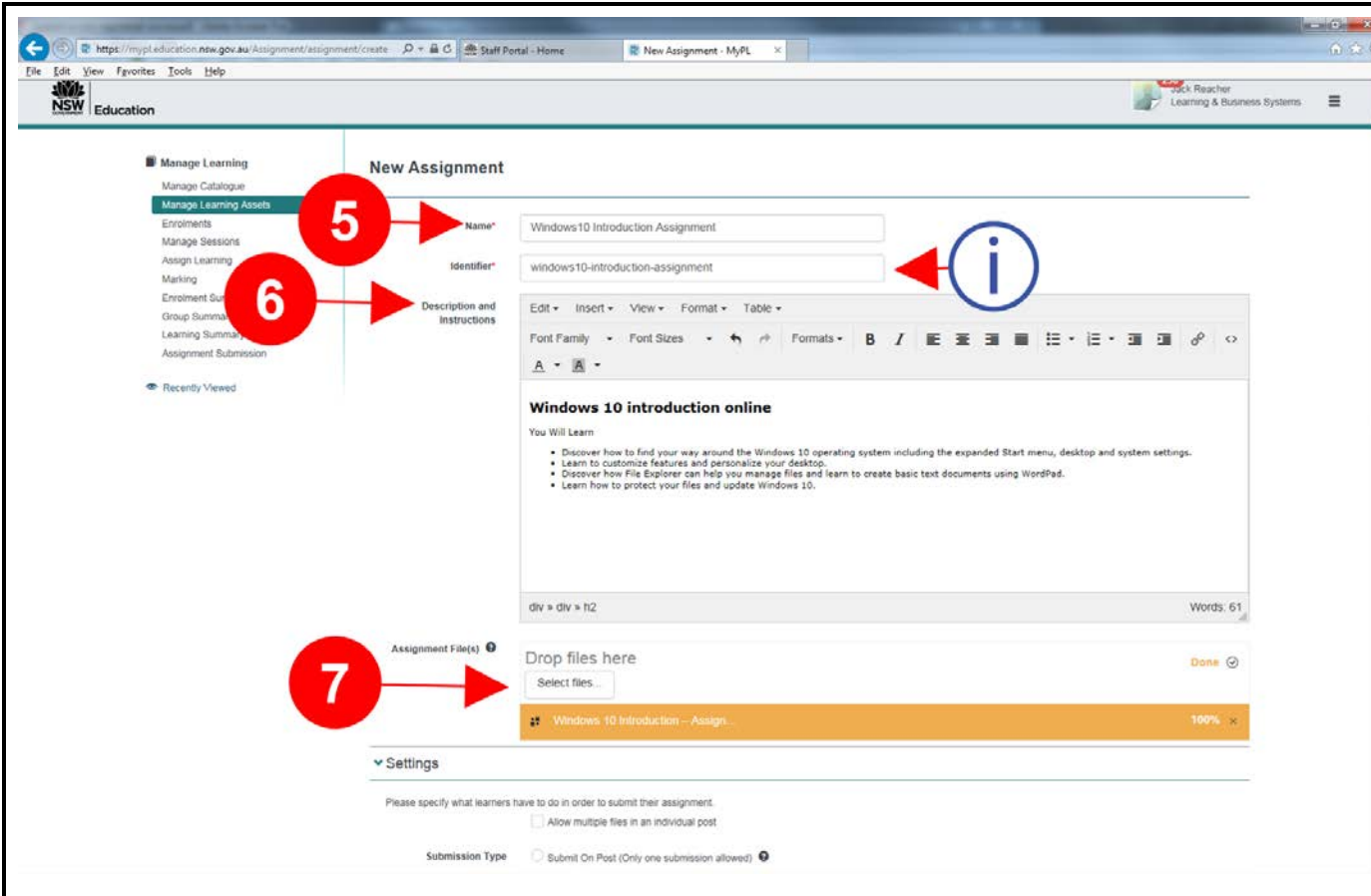
<input type="checkbox"/>	Learning Asset	Type	Last Updated On
<input type="checkbox"/>	 "7 Habits of Highly Effective People" DV00223	Learning Event	2/05/2018 11:20 PM
<input type="checkbox"/>	 "Guwaalay" Aboriginal Language Conference NR15682	Learning Event	25/07/2017 1:57 AM
<input type="checkbox"/>	 "Making It The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
<input type="checkbox"/>	 #PBLteachmeet NR10145	Learning Event	17/10/2016 6:13 AM
<input type="checkbox"/>	 (PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
<input type="checkbox"/>	 .vmncx; vmncx	Learning Event	1/05/2018 3:33 AM
<input type="checkbox"/>	 @EATGriffith IL Network meeting NR16374	Learning Event	24/09/2017 9:18 PM
<input type="checkbox"/>	 1/2 Day Vicarious Trauma and Teacher Self-Care Workshop 1-2-day-vicarious-trauma-and-teacher-self-care-workshop	Learning Event	30/10/2017 1:16 AM
<input type="checkbox"/>	 10 Mistakes Principals Make and How to Avoid them. NR13514	Learning Event	28/02/2017 3:18 AM
<input type="checkbox"/>	 1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
<input type="checkbox"/>	 2 Hour Staff Professional Learning NR17832	Learning Event	3/12/2017 8:41 PM

Step 3: Select **Add Learning Asset** button.



The screenshot shows the 'Create a New Learning Asset' page in the MyPL system. The page title is 'Create a New Learning Asset'. On the left, there is a navigation menu with 'Manage Learning' expanded. A red circle with the number '4' and a red arrow points to the 'New Assignment' option in the main content area. The 'New Assignment' option is highlighted with a green bar. Below it are other options: 'New Course', 'New Discussion Forum', 'New Learning Event', 'New Lti Resource', 'New Other Learning', 'New SCORM Course', 'New Subscription', 'New Survey', 'New Test', and 'New Trackable Document'. Each option has a brief description. At the bottom left of the page is the 'My PL' logo, and at the bottom right are links for 'About - Privacy - Terms & Conditions - Help'.


Step 4: Select **New Assignment** to set up a new assignment for learners to submit.



The screenshot shows the 'New Assignment' form in the MyPL system. The form is titled 'New Assignment' and has a left-hand navigation menu with 'Manage Learning Assets' selected. The form fields are as follows:

- Name:** Windows 10 Introduction Assignment (Callout 5 points to this field)
- Identifier:** windows10-introduction-assignment (Callout 6 points to this field)
- Description and Instructions:** A rich text editor containing the text 'Windows 10 introduction online' and a bulleted list of learning objectives. Callout 6 also points to this field.
- Assignment File(s):** A file upload area with a 'Drop files here' box and a 'Select files...' button. A file named 'Windows 10 Introduction - Assign...' is shown with a 100% upload progress. Callout 7 points to this section.
- Settings:** A section for specifying learner requirements, including checkboxes for 'Allow multiple files in an individual post' and 'Submit On Post (Only one submission allowed)'.

Step 5: Type the Assignment name in the **Name** dialogue box.

 The Identifier will be auto generated.

Step 6: Give a brief description and outline of this Assignment in the description text field.

Step 7: Browse and select applicable files to upload by clicking **Select file** e.g. files used by the learner to complete the assignment.

▼ Settings
8

Please specify what learners have to do in order to submit their assignment.

Allow multiple files in an individual post

**Submission Type**

Submit On Post (Only one submission allowed) ?

Submit on Post (Multiple submissions allowed) ?

Multiple Posts with Separate Submit ?

Allow Submit for Review ?

**Release of marks\***

Release as soon as marked ?

Require explicit action to release ?

Step 8: Expand **Settings** and select the applicable settings.

**Allow multiple files in an individual post:** Tick if applicable.

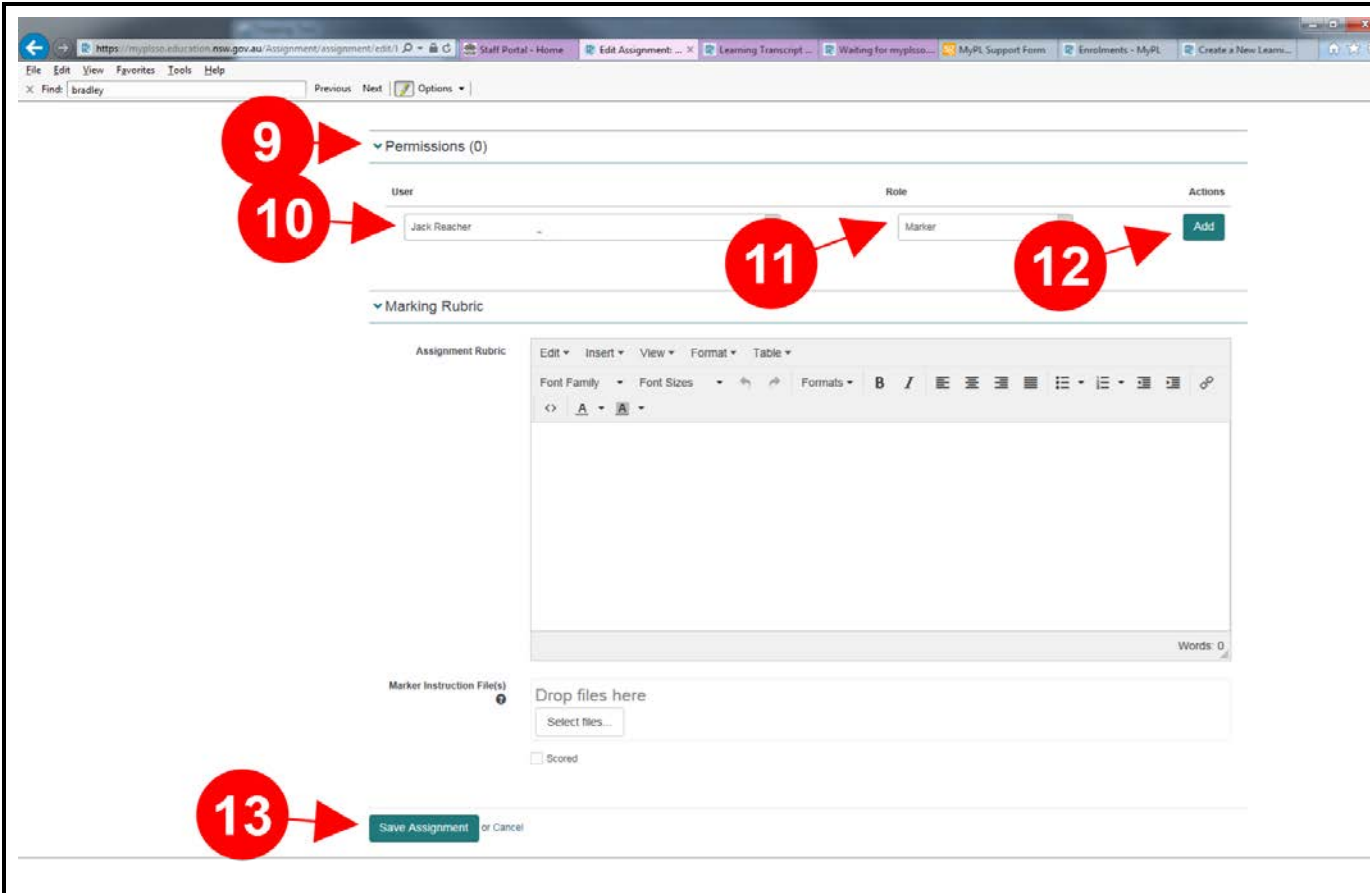
**Submission Type:**

Only one submission from the learner will be allowed. When assignment is submitted it is automatically included in the marking queue.

Multiple submissions are allowed. The assignment will be automatically included in the marking queue after the first submission, however the learner can continue to make updates.

Multiple submissions are allowed until submitted. Learners must manually click a separate "Submit" button for inclusion of the assignment into the marking queue. Once submitted no further updates are allowed.

Marks will be released to a learner as soon as a submission is marked.



The screenshot shows the 'Permissions' section of the MyPL Assignment Editor. It features a table with columns for 'User', 'Role', and 'Actions'. A red circle with the number '9' points to the 'Permissions (0)' header. A red circle with the number '10' points to the 'User' dropdown menu, which currently displays 'Jack Reacher'. A red circle with the number '11' points to the 'Role' dropdown menu, which currently displays 'Marker'. A red circle with the number '12' points to the 'Add' button in the 'Actions' column. Below the table is a 'Marking Rubric' section with a rich text editor and a 'Marker Instruction File(s)' section with a 'Drop files here' area. At the bottom, a red circle with the number '13' points to the 'Save Assignment' button.

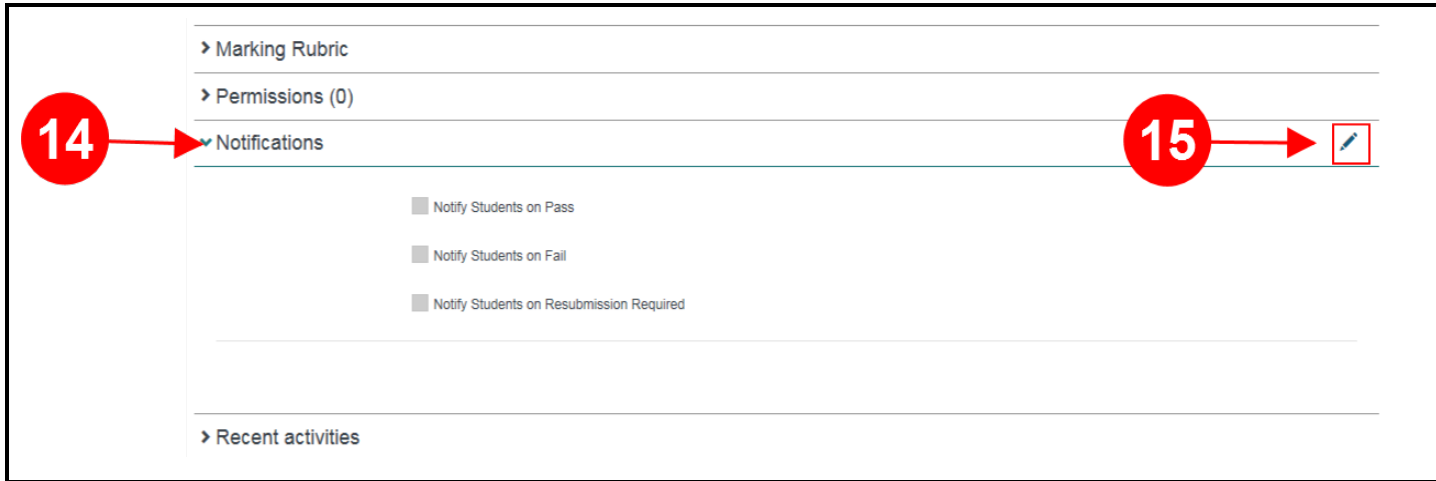
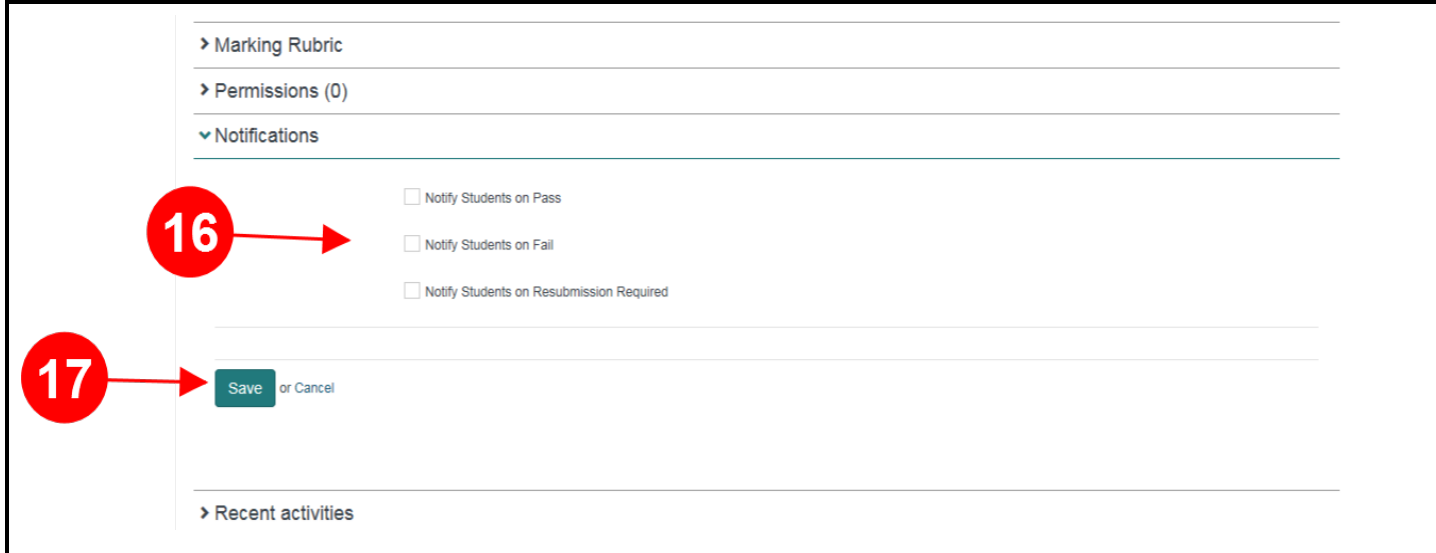
Step 9: **Expand Session Permissions.**

Step 10: Select the applicable staff member marking the assignment by entering the email address from the **User** drop down.

Step 11: Select **Marker** role.

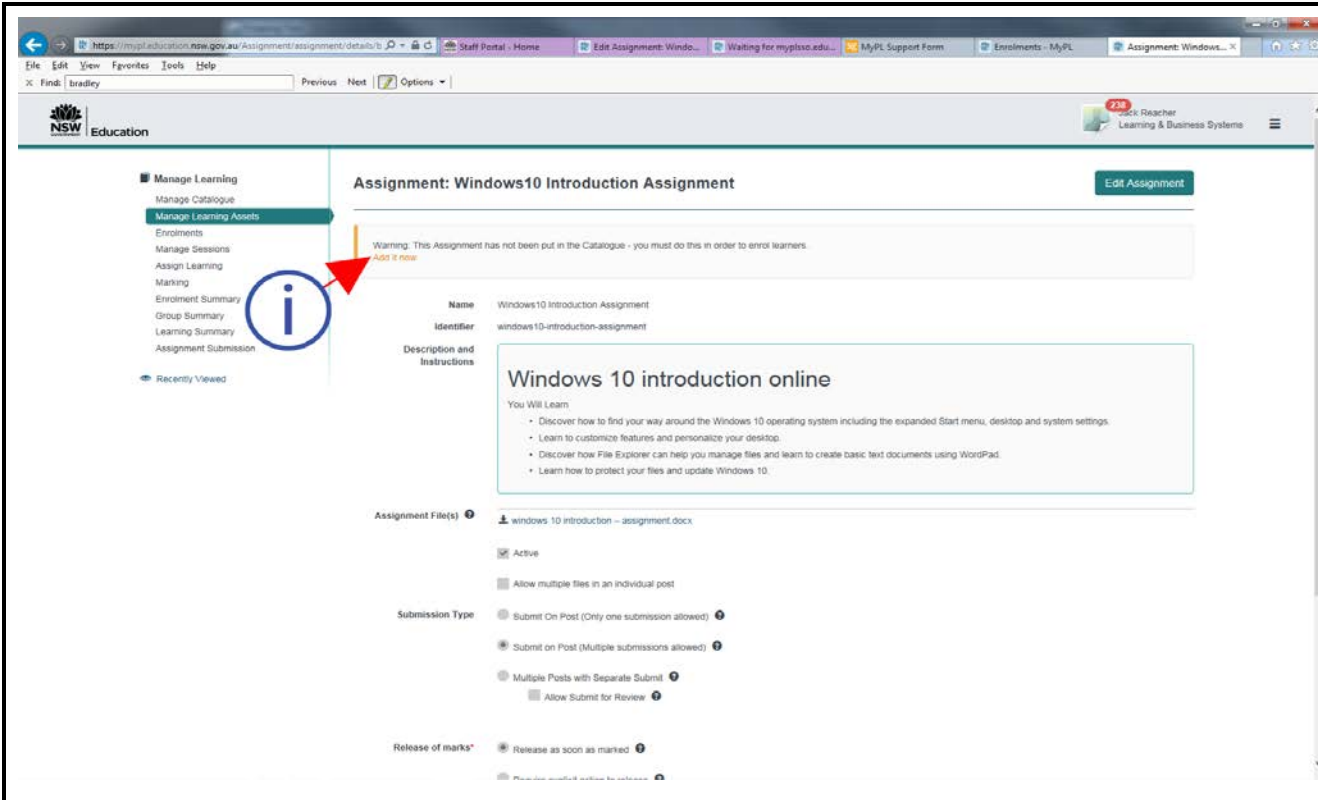
Step 12: Select the **Add** button. You can add more than one Marker.

Step 13: Select **Save Assignment** button.

	<p>Step 14: Expand <b>Notifications</b>.</p> <p>Step 15: Select the pencil/edit icon.</p>
	<p>Step 16: Select the applicable notification setting/s.</p> <p>Step 17: Select the <b>Save</b> button.</p>








The screenshot shows the MyPL Education interface for an assignment titled "Assignment: Windows10 Introduction Assignment". A warning message states: "Warning: This Assignment has not been put in the Catalogue - you must do this in order to enrol learners." Below the warning is a red "Add it now" link. A red arrow points to this link. A blue information icon (i) is also present. The assignment details include:

- Name:** Windows10 Introduction Assignment
- Identifier:** windows10-introduction-assignment
- Description and Instructions:** Windows 10 introduction online. You Will Learn:
  - Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.
  - Learn to customize features and personalize your desktop.
  - Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.
  - Learn how to protect your files and update Windows 10.
- Assignment File(s):** windows 10 introduction - assignment.docx
- Submission Type:** Submit on Post (Multiple submissions allowed)
- Release of marks:** Release as soon as marked

 Select **Add it now** if you would like to add this asset to a Catalogue otherwise continue creating additional assets that will comprise your course.