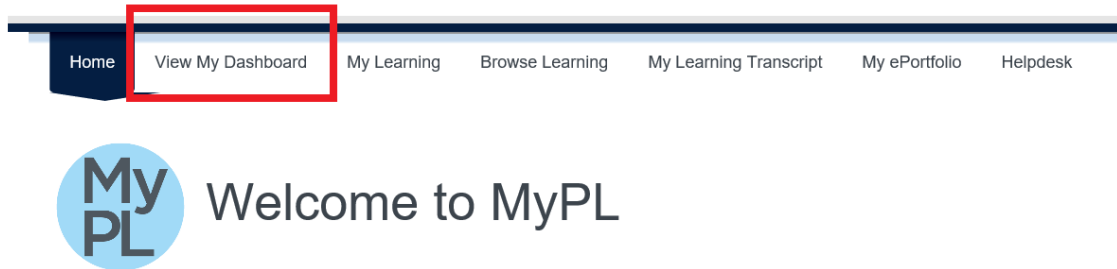


My Dashboard – Principals

This reference guide describes how to navigate My Dashboard for Principals.



After launching **View My Dashboard**, please note the default view presented will be **My Staff**. This page presents information relating to staff at your school.



Select **CREATE A NEW COURSE** to launch the Add Learning Wizard if you are authoring a new course.



Add Learning



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 *

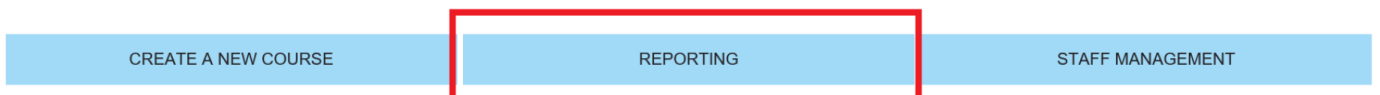
Name *

Identifier *

Next  or Cancel









Select **REPORTING** to access ready-to-run-reports.

Select the relevant report by clicking the report name. It is possible to export the report results in Excel.



Customisable Reports

Create a Report

Name	Class Type	Created by	Created on	Actions
Mandatory Child Protection Training 2019	Enrolment	Admin 01	31 Jan	 
Mandatory Child Protection corporate Training 2018	Enrolment	Admin 02	11 Jan	 
Corruption Prevention for Corporate Staff eLearning course	Enrolment	Admin 01	13 Sep 2018	 
Anaphylaxis e-Learning	Enrolment	Admin 01	13 Sep 2018	 



Mandatory Child Protection Training 2019

Mandatory Child Protection Training 2019 Created by Admin 01

It is possible to export the report results in Excel

[Refine Report](#)
[Save Report](#)
Export as Excel format (.xlsx) [Export](#)

Full Name	Email	First Name	Last Name	Org Unit	Course	Completed date	Expiry Date
Salma Alhindi	salma.alhindi@det.nsw.edu.au	Salma	Alhindi	Figtree High School	Mandatory Child Protection Training 2019	28/03/2019 3:11 PM	29/03/2020 12:00 AM
Mahmud Ali	mahmud.ali@det.nsw.edu.au	Mahmud	Ali	Blakehurst High School	Mandatory Child Protection Training 2019	30/01/2019 8:51 PM	31/01/2020 12:00 AM

Select **STAFF MANAGEMENT** to view users that report to you.

[CREATE A NEW COURSE](#)
[REPORTING](#)
STAFF MANAGEMENT

Manage People

Users

Recently Viewed

Users







Run Bulk Action

Search for Names, Email or Username

Created (after)

Created (before)

Search
Reset Search

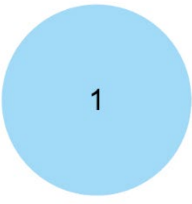
Name	Username	First Name	Last Name	Preferred Name	Organisation	Actions
 Jesse Calkins from Sylvania Heights Public School	3880546b-7a23-4021-b034-337a5057916a	Jesse	Calkins	Jesse	DoE	 
 Cassandra Tahir from Sylvania Heights Public School	496123a-59a-4823-a713-ba3a3a3a3a3a	Cassandra	Tahir	Cassandra	DoE	 



Select **Sessions I need to mark** to view sessions where attendance needs to be finalised.

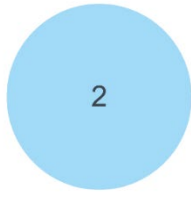
CREATE A NEW COURSE | REPORTING | STAFF MANAGEMENT

Sessions I need to mark



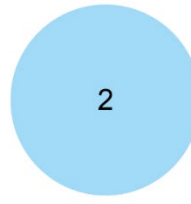
1

Courses pending endorsement



2

Assignments requiring approval



2

Manage Sessions

Add Learning Event Add Session

Search for Learning Event Sessions

[Restore your previous search](#)

Published (1) Completed (39) Setup (0)


Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
29/01/2019 9:00 AM	Grays Point Public School...	Reflecting on a lesson - Quality Teaching to support the Australian Standards for Teachers	Reflecting on a lesson - Quality Teaching to support the Australian Standards for Teachers 79	Attended(1) Attending(8) Did Not Attend(0)	   

[Click here to mark attendance](#)

Selecting **Courses pending endorsement** takes you to courses submitted by your staff requiring to review and endorsement. When you endorse a course submitted by your staff you will move it along the workflow (to Final Approval status).


CREATE A NEW COURSE | REPORTING | STAFF MANAGEMENT

Sessions I need to mark



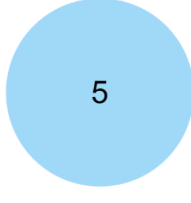
1

Courses pending endorsement



1

Assignments requiring approval



5

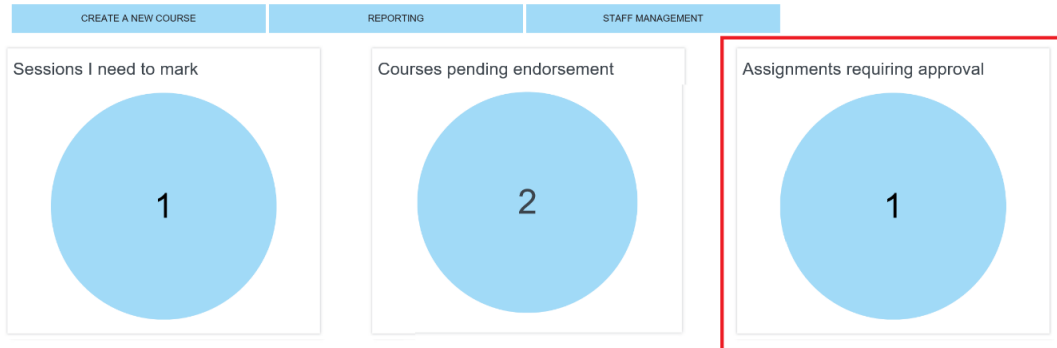


Courses pending approval

Title	Creator
PSSA School Sport Coordinator PL Newcastle City	Paul John

10 items per page 1 - 1 of 1 items

Selecting **Assignments requiring approval** will take you to tasks submitted by your staff for review and approval.



- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Enrolments
 - Manage Sessions
 - Assign Learning
 - Approve Learning
 - Marking
 - Assignment Submission
 - Customisable Reports
- Recently Viewed

Approve Learning

Search for Email Or Username

My Approval Required (4)
Requested (1)
Rejected (0)
Approved (1)

<input type="checkbox"/>	Name	Enrolment Name	Approval Type	Price	Next Approver	Date Requested	Due Date
<input type="checkbox"/>	MyPL Gordon Robinson	CESE publications: How schools can improve literacy and numeracy performance and why it (still) matters	Other Learning Verification		Clinton White	23 May	View more
<input type="checkbox"/>	MyPL Robinson	PDP - Teacher, Executive or Principal	Other Learning Verification		Clinton White	25 Mar 2018	View more

[Click here to access the submitted task](#)

Other Learning: CESE publications: Cognitive load theory in practice reflection task

In CESE publications: Cognitive load theory in practice For Belinda Robinson

Status ● Pending Verification Change ▾

Instruction

For each strategy out of these two questions:

- When have you used this strategy in your lessons?
- How could I use this strategy in future lessons?

You can write your responses in the 'Learner submission notes' box below, or upload a file. Your responses will be emailed directly to your supervisor for verification.

Note: Supervisor in this instance refers to your line manager in MyPL - if you are in a school this will be your principal. If you are a **casual teacher**, check the 'Reports to' field in your MyPL account. You will need a line manager recorded in this field for course completion to be verified. Should you encounter any difficulties with this, please contact the MyPL team on 1300 32 32 32 or mypl@det.nsw.edu.au.

When your supervisor marks off this task as complete your NESA Registered Professional Development hours from this course will be automatically transferred to your NESA online account.

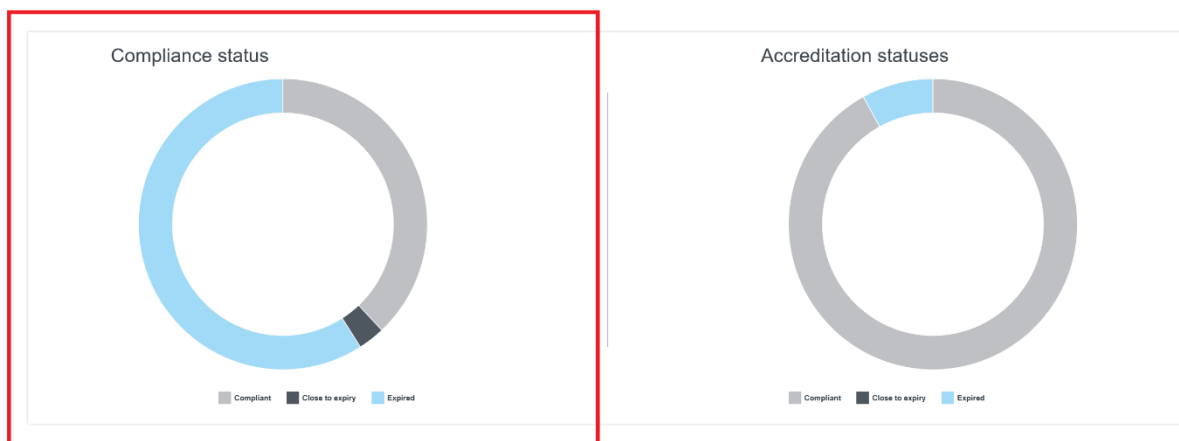
Uploaded Files 📎 Cognitive Load Theory in practice.docx

Approver



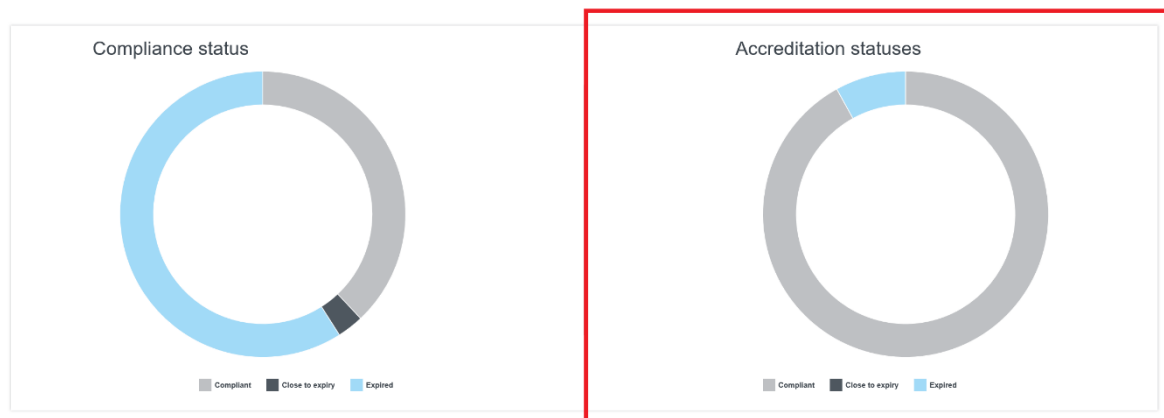
Selecting **Compliance status** will give you a list of staff members mandatory training status:

- Compliant
- Close to expiry
- Expired

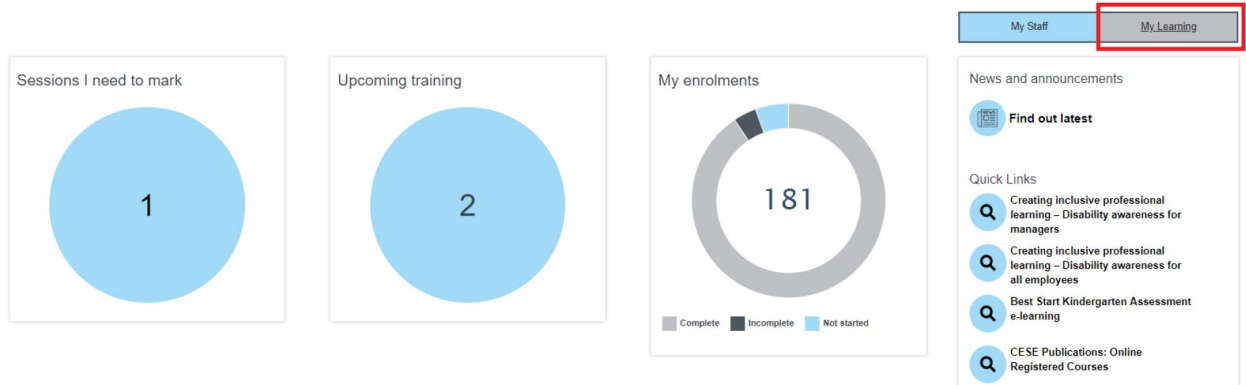


Selecting **Accreditation status** will give you a list of staff members NESA accreditation due date:

- Compliant
- Close to expiry
- Expired



To view your personal details, select **My Learning**. The information presented relates to you as a learner.



My Staff | **My Learning**

Sessions I need to mark: 1

Upcoming training: 2

My enrolments: 181

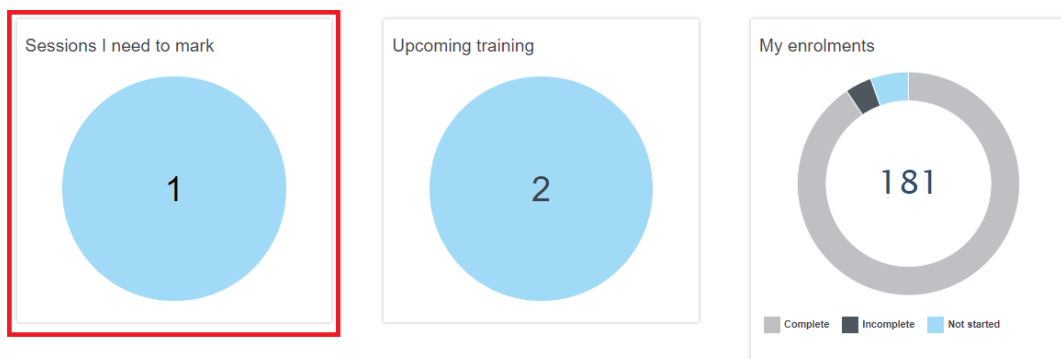
News and announcements

Find out latest

Quick Links

- Creating inclusive professional learning – Disability awareness for managers
- Creating inclusive professional learning – Disability awareness for all employees
- Best Start Kindergarten Assessment e-learning
- CESE Publications: Online Registered Courses

Select **Sessions I need to mark** to view sessions where attendance needs to be finalised.



Sessions I need to mark: 1

Upcoming training: 2

My enrolments: 181

Manage Sessions

Add Learning Event Add Session

Search for Learning Event Sessions

Restore your previous search

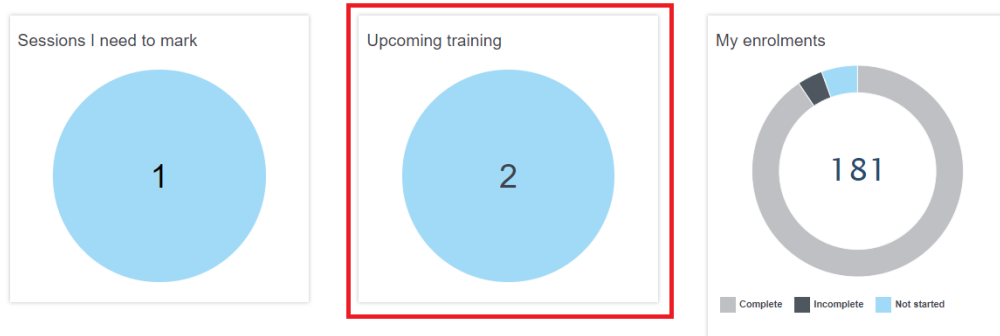
Published (1) Completed (39) Setup (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
29/01/2019 9:00 AM	Grays Point Public School...	Reflecting on a lesson - Quality Teaching to support the Australian Standards for Teachers	Reflecting on a lesson - Quality Teaching to support the Australian Standards for Teachers 79	Attended(1) .Attending(8), Did Not Attend(0)	   

Click here to mark attendance



To view courses you are scheduled to participate in, select **Upcoming training**.



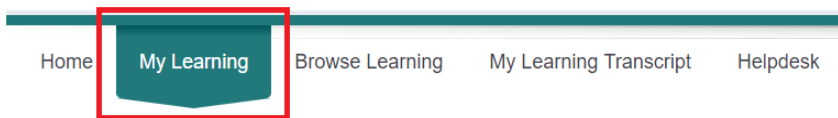
My Upcoming Training

Session Name	Location	Start Date
IOTF6 'More in Us Than We Know' Lindfield Learning Village	Lindfield Learning Village, 100 Eton Road, Lindfield, NSW, 2070, AU	17/08/2019

10 items per page | 1 - 1 of 1 items

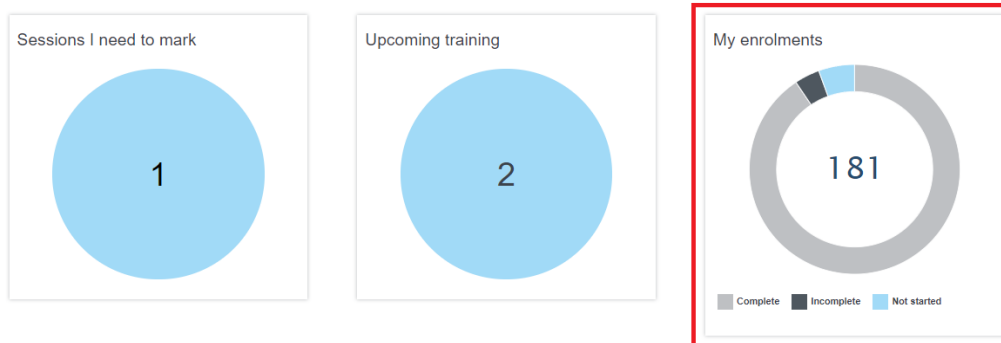
Close

Go to the **My Learning** menu item in the MyPL **Home** to view more details of your training e.g. start time, end time, specific training instructions, and attached documents.



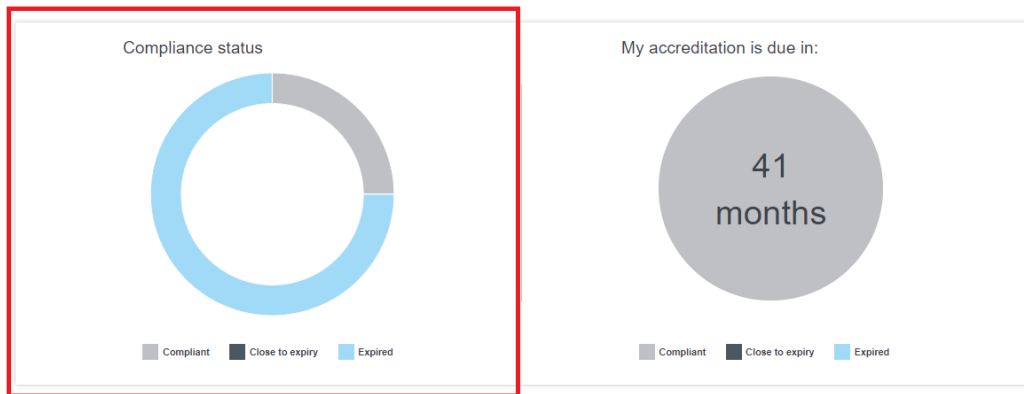
Selecting **My enrolments** will give you a list of your enrolments in the following groupings:

- Complete
- Incomplete
- Not started



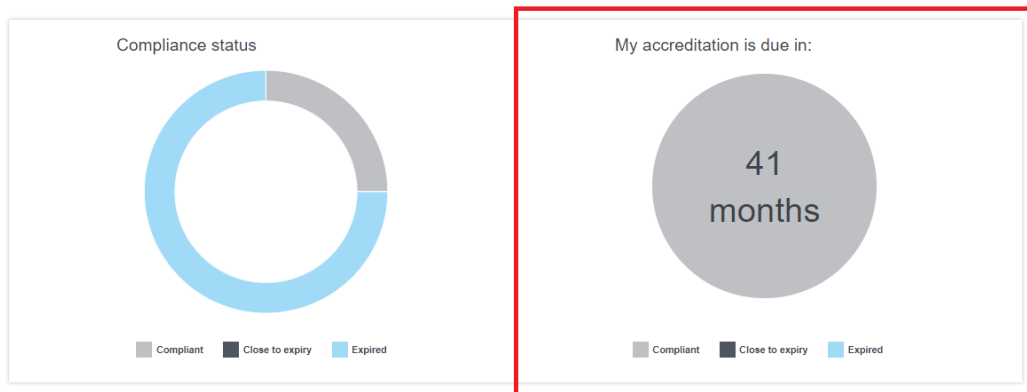
Selecting **Compliance status** will give you a list of your mandatory training status:

- Compliant
- Close to expiry
- Expired



Selecting **Accreditation status** will give you a list of your NESA accreditation status:

- Compliant
- Close to expiry
- Expired



In the above example, the user has 41 months before maintenance of accreditation is due.

News and announcements



Find out the latest

Quick Links



Creating inclusive professional learning – Disability awareness for managers



Creating inclusive professional learning – Disability awareness for all employees



Best Start Kindergarten Assessment e-learning



CESE Publications: Online Registered Courses

Registered Online Learning



Mandatory child protection training 2019 Department of Education staff



Mandatory child protection training 2018 Department of Education staff



Mandatory child protection training for corporate staff 2018



Corruption Prevention for Public Schools eLearning course



Corruption Prevention for Corporate Staff eLearning course

Popular workshops



August 27, 2019

Scout for Teachers - Workshop



September 26, 2019

Year End Management - All Schools



September 9, 2019

Youth in Distress: Managing Suicidality and Self-Harm

Find out the latest takes you back to the original MyPL landing page.

Quick Links displays all enrolment links for MyPL courses currently being promoted.

The **Registered Online Learning** displays enrolment links to compliance courses hosted in MyPL.

Popular workshops displays the enrolment links to the most popular courses currently hosted in MyPL.

