

Updating the Approver/supervisor for submitted tasks

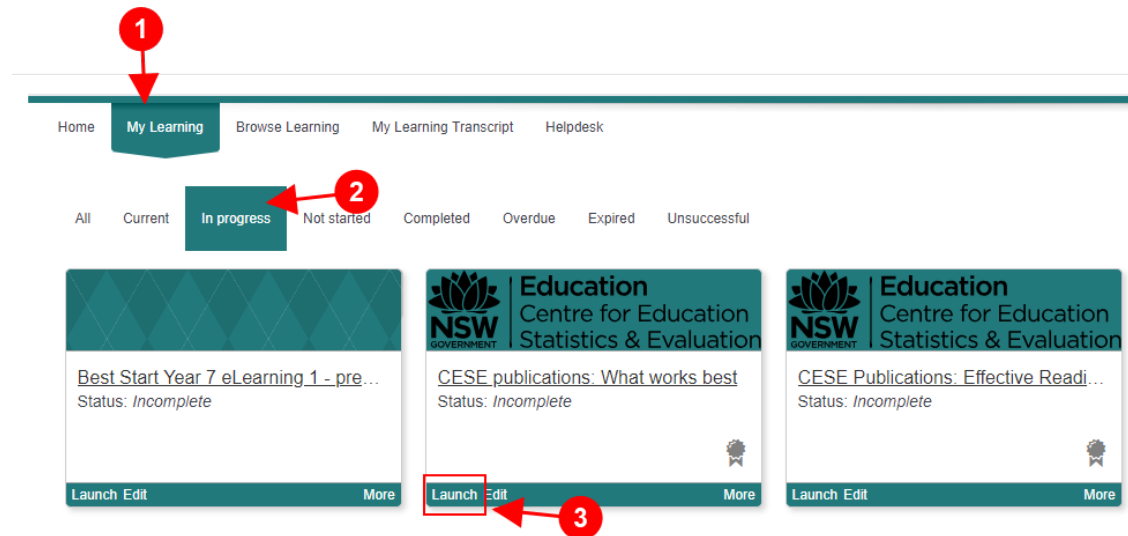
This reference guide provides instructions for Other Learning participants to update the Approver/supervisor for submissions ready for marking or verification.

Before updating the Approver/supervisor for your submitted task, check the **Reports To** field in your MyPL profile. Below is the link to the guide if you need to update your MyPL profile: [Changing your work location or supervisor](#) . Alternatively, contact mypl@det.nsw.edu.au to request the change.

Step 1: Select the **My Learning** tab.

Step 2: Select the **In progress** filter.

Step 3: Launch the relevant course.




The screenshot shows the My Learning interface with three numbered steps:

- Step 1:** A red arrow points to the **My Learning** tab in the top navigation bar.
- Step 2:** A red arrow points to the **In progress** filter in the course status menu.
- Step 3:** A red arrow points to the **Launch** button on the course card for "CESE publications: What works best".

The interface displays a navigation bar with "Home", "My Learning", "Browse Learning", "My Learning Transcript", and "Helpdesk". Below the navigation bar is a filter menu with "All", "Current", "In progress", "Not started", "Completed", "Overdue", "Expired", and "Unsuccessful". The main content area shows three course cards from the "Education Centre for Education Statistics & Evaluation". Each card displays the course title, status (e.g., "Incomplete"), and buttons for "Launch", "Edit", and "More".

Step 4: Launch the task that requires clarification by selecting the **Launch** button.

[Home](#)
[My Learning](#)
[Browse Learning](#)
[My Learning Transcript](#)
[Helpdesk](#)



CESE publications: What works best

● Status: **Incomplete**
 Registered
 Provider: **Centre for Education Statistics and Evaluation** ⌚ Approximate Duration: **2 hours**

50%

Overview

This course focuses on the participant connecting educational theory and research content with their context. The publication brings together seven themes from the growing bank of evidence we have for what works to improve student outcomes. You will need to complete three activities:

- read the publication
- complete the survey
- complete the reflection task.

Note: to complete this course, you will need to have your reflection responses marked off by a supervisor. This refers to your line manager in MyPL - if you are in a school this will be your principal. Principals can also delegate MyPL supervision. If you are a **casual teacher**, check the 'Reports to' field in your MyPL User Account. You will need a line manager recorded in this field in order for course completion to be verified. Should you encounter any difficulties with this, please contact the MyPL team at mypl@det.nsw.edu.au

Provide the reason(s) why you have developed this course

Evidence-based practice is critical for continuous improvement. CESE publications provide research-based insights into education across NSW Government schools. The course allows educators to engage with contemporary literature and connect it to their own practices, within their own context.

<div style="margin-bottom: 5px;"> CESE publications: What works best Completed, 100%, Started 15 Oct 2018, Completed 15 Oct 2018 </div> <div style="margin-bottom: 5px;"> CESE publications: What works best - survey Completed, 100%, Started 19 Feb, Completed 19 Feb </div> <div> CESE Publications: What works best reflection task Clarification Required </div>	<div style="margin-bottom: 5px;"> <div style="width: 40px; height: 10px; background-color: #ccc; margin-bottom: 2px;"></div> <div style="width: 40px; height: 10px; background-color: #007060; margin-bottom: 2px;"></div> <div style="text-align: right; font-size: x-small;">100%</div> <div style="text-align: right; font-size: x-small;">Launch</div> </div> <div style="margin-bottom: 5px;"> <div style="width: 40px; height: 10px; background-color: #ccc; margin-bottom: 2px;"></div> <div style="width: 40px; height: 10px; background-color: #007060; margin-bottom: 2px;"></div> <div style="text-align: right; font-size: x-small;">100%</div> <div style="text-align: right; font-size: x-small;">Launch</div> </div> <div> <div style="width: 40px; height: 10px; background-color: #ccc; margin-bottom: 2px;"></div> <div style="width: 40px; height: 10px; background-color: #007060; margin-bottom: 2px;"></div> <div style="text-align: right; font-size: x-small;">0%</div> <div style="text-align: right; font-size: x-small;">Launch</div> </div>
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4



Step 5: Select the Edit button

Home My Learning Browse Learning My Learning Transcript Helpdesk

5

Edit

Other Learning: CESE Publications: What works best reflection task
In CESE publications: What works best

Status ● Clarification Required

Instruction

Write your responses in the '**Learner submission notes**' below. Alternatively, compose your responses in a word document and upload the 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 User 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.

Reflection questions

1. What are the major points being made in this publication? Name at least two that stand out strongly to you.
2. Where did you find yourself thinking of your own experiences and what were those experiences?
3. What are the implications of what you have read for your work as a teacher or in school planning?
4. What questions does the report raise for you?
5. What will you do differently in your day to day practice as a result of reading this report?

Notes/Comments

4. CESE reflections from 'What works best: evidence-based practice to help improve NSW student performance':

- Linking personal and professional goals of staff to the creation of a school culture of high expectations of students, to promote students to have high aspirations (and student outcomes). Reluctance from more mature members of staff to engage in professional learning, especially in the areas of pedagogical change, is a potential challenge. Showing students clearly what to do and how to do it is best practice, including effective proactive classroom management structures and routines.
- Through collaboration, a more structured mentoring and induction process is beneficial (such as MET program). This could drill down on challenging areas such as curriculum differentiation, explicit teaching, high expectations and feedback.
- As staff members alter their mindset from 'behaviour management' to 'support for learning' (or classroom management) students will engage more in lessons and learn lifelong skills to assist them in learning and wellbeing situations. Creating a positive whole-school culture toward supporting students with their learning will heighten teacher and students expectations and display a more consistent and effective approach that students will positively react to. A challenge that may be faced is staff perception of a lack of consistency when dealing with these students. A common language for classroom management is needed for the students facing these challenges (such as PBL) to ensure teaching time and attrition rates are maximised. A school-wide approach to behaviour management is needed – getting all staff to 'buy in' may be an issue.

Higher levels of wellbeing is better for student outcomes to mental health and life choices. Having a consistent and proactive whole-school approach to wellbeing and attendance is essential. Student engagement depends on level of wellbeing. Students with a poor sense of belonging and wellbeing often have attendance issues and this is something I would like to investigate further, in conjunction with appropriate staff.

Uploaded Files No Attachments

Approver Step Wright **The incorrect Approver/supervisor will be visible here.**

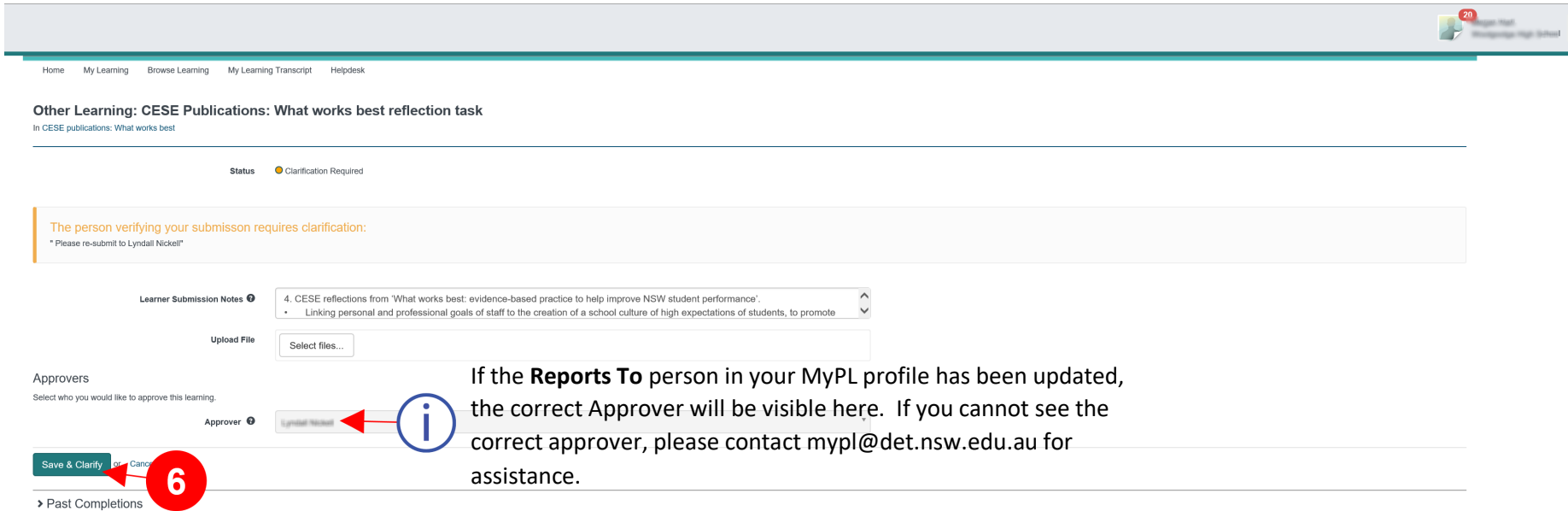
› Contacts

› Past Completions

› Recent activities



Step 6: Select the **Save & Clarify** button.



Home My Learning Browse Learning My Learning Transcript Helpdesk

Other Learning: CESE Publications: What works best reflection task
In CESE publications: What works best

Status ● Clarification Required

The person verifying your submission requires clarification:
* Please re-submit to Lyndall Nickell

Learner Submission Notes 4. CESE reflections from 'What works best: evidence-based practice to help improve NSW student performance'.
• Linking personal and professional goals of staff to the creation of a school culture of high expectations of students, to promote

Upload File

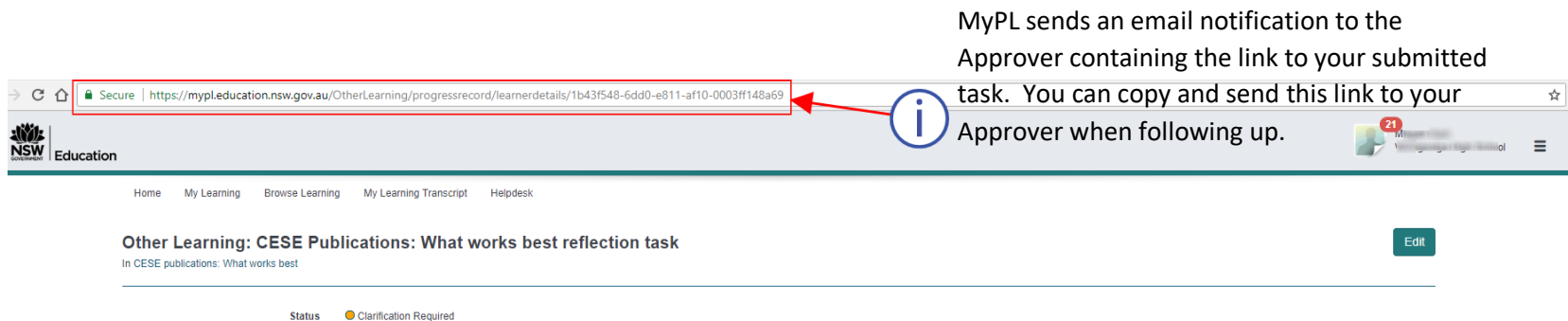
Approvers
Select who you would like to approve this learning.

Approver Lyndall Nickell

6 Save & Clarify or Cancel

> Past Completions

If the **Reports To** person in your MyPL profile has been updated, the correct Approver will be visible here. If you cannot see the correct approver, please contact mypl@det.nsw.edu.au for assistance.



Secure | <https://mypl.education.nsw.gov.au/OtherLearning/progressrecord/learnerdetails/1b43f548-6dd0-e811-af10-0003ff148a69>

NSW Education

Home My Learning Browse Learning My Learning Transcript Helpdesk

Other Learning: CESE Publications: What works best reflection task Edit
In CESE publications: What works best

Status ● Clarification Required

MyPL sends an email notification to the Approver containing the link to your submitted task. You can copy and send this link to your Approver when following up.

