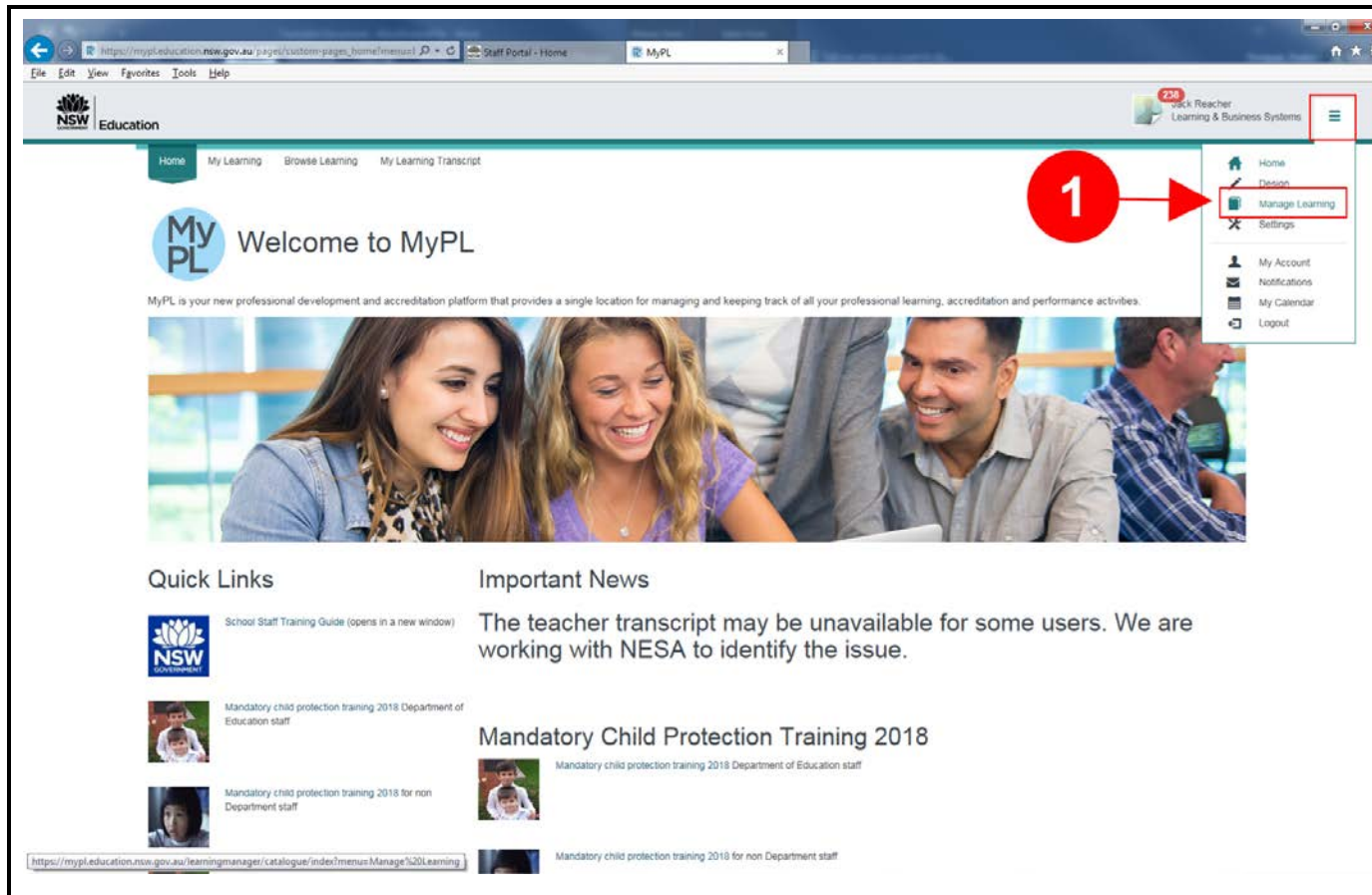
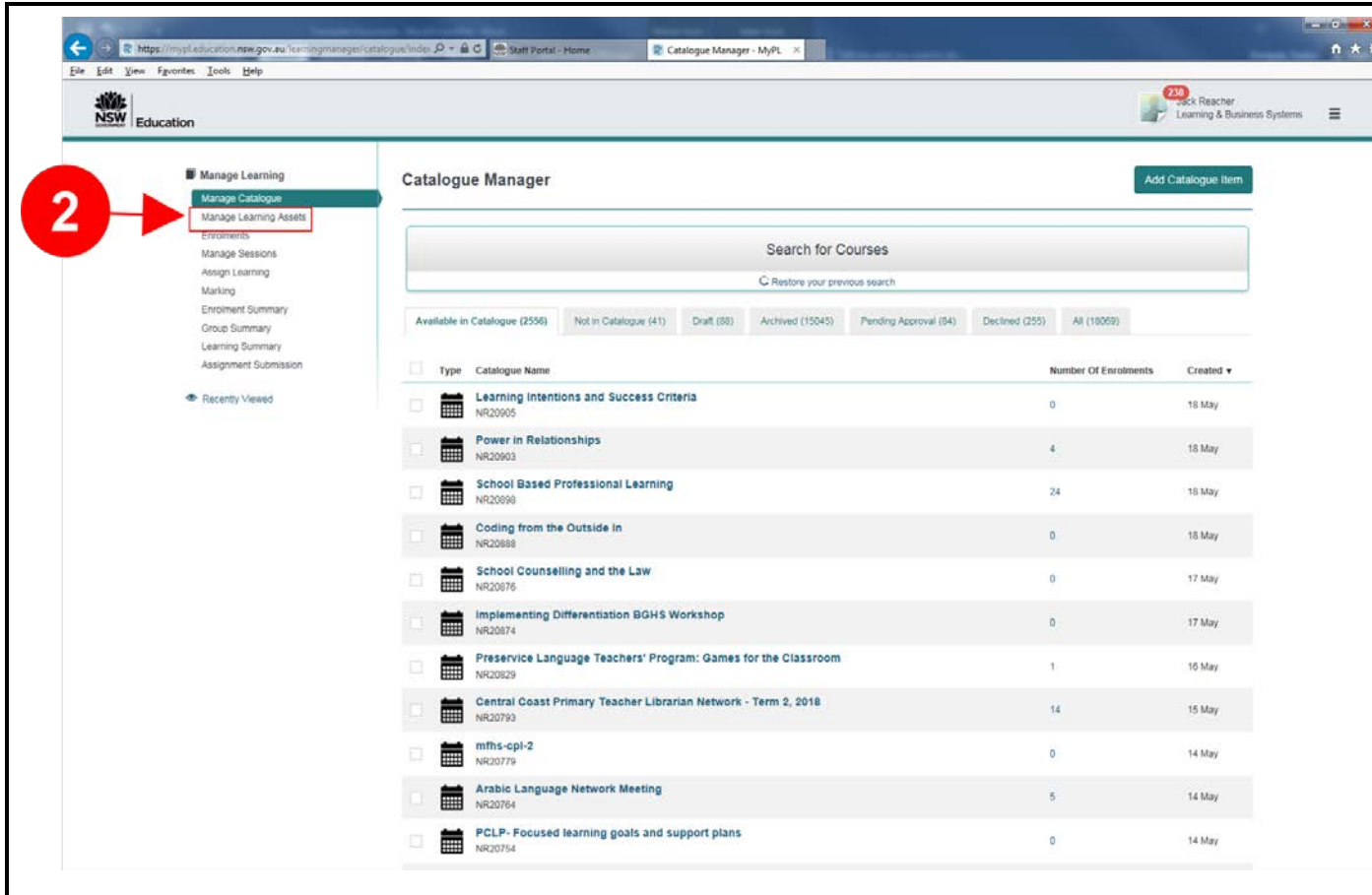


Creating a New Assignment Asset

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

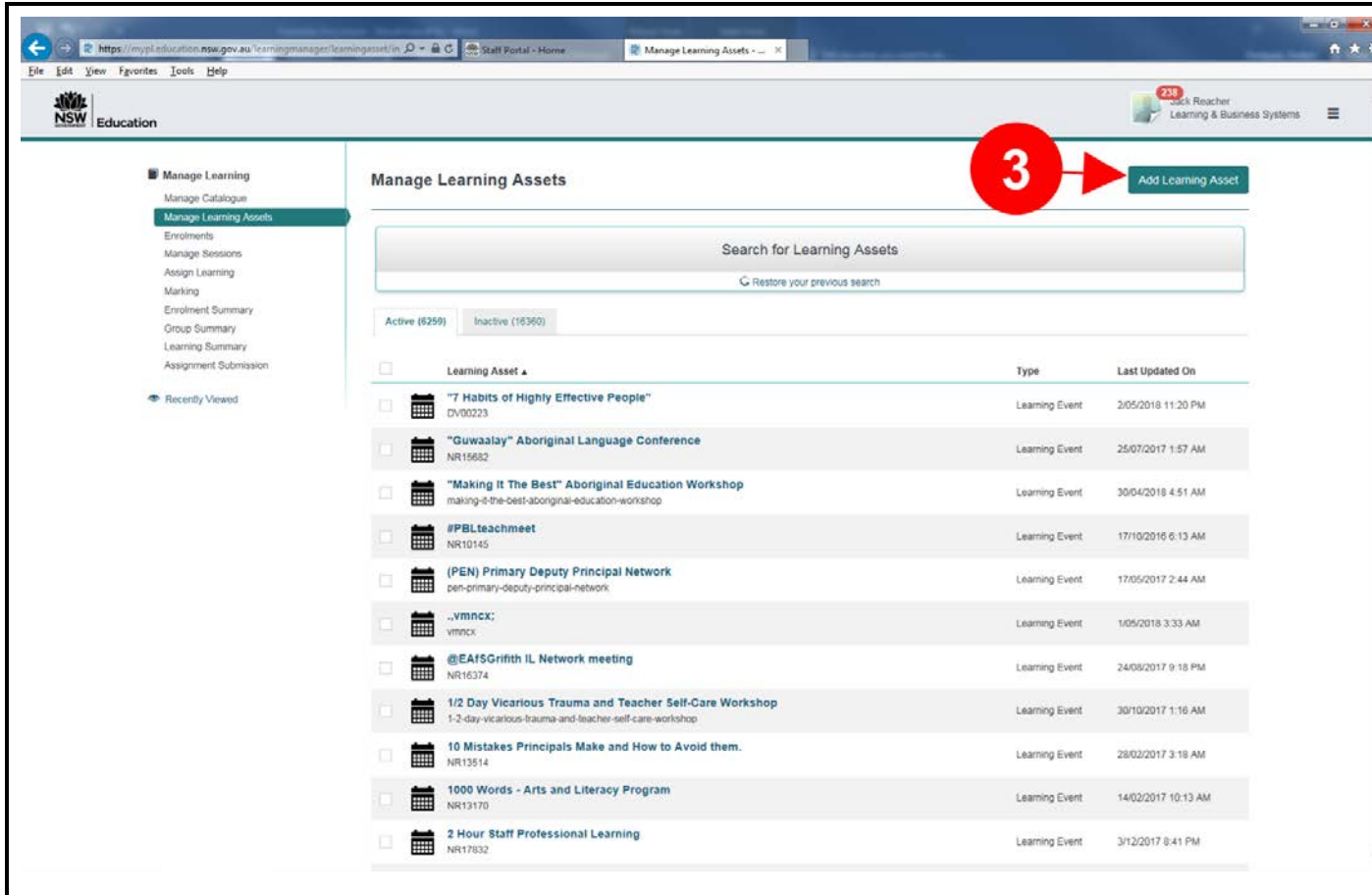
Catalogue Manager

Search for Courses

Available in Catalogue (2556) Not in Catalogue (41) Draft (88) Archived (15045) Pending Approval (84) Declined (255) All (10059)

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

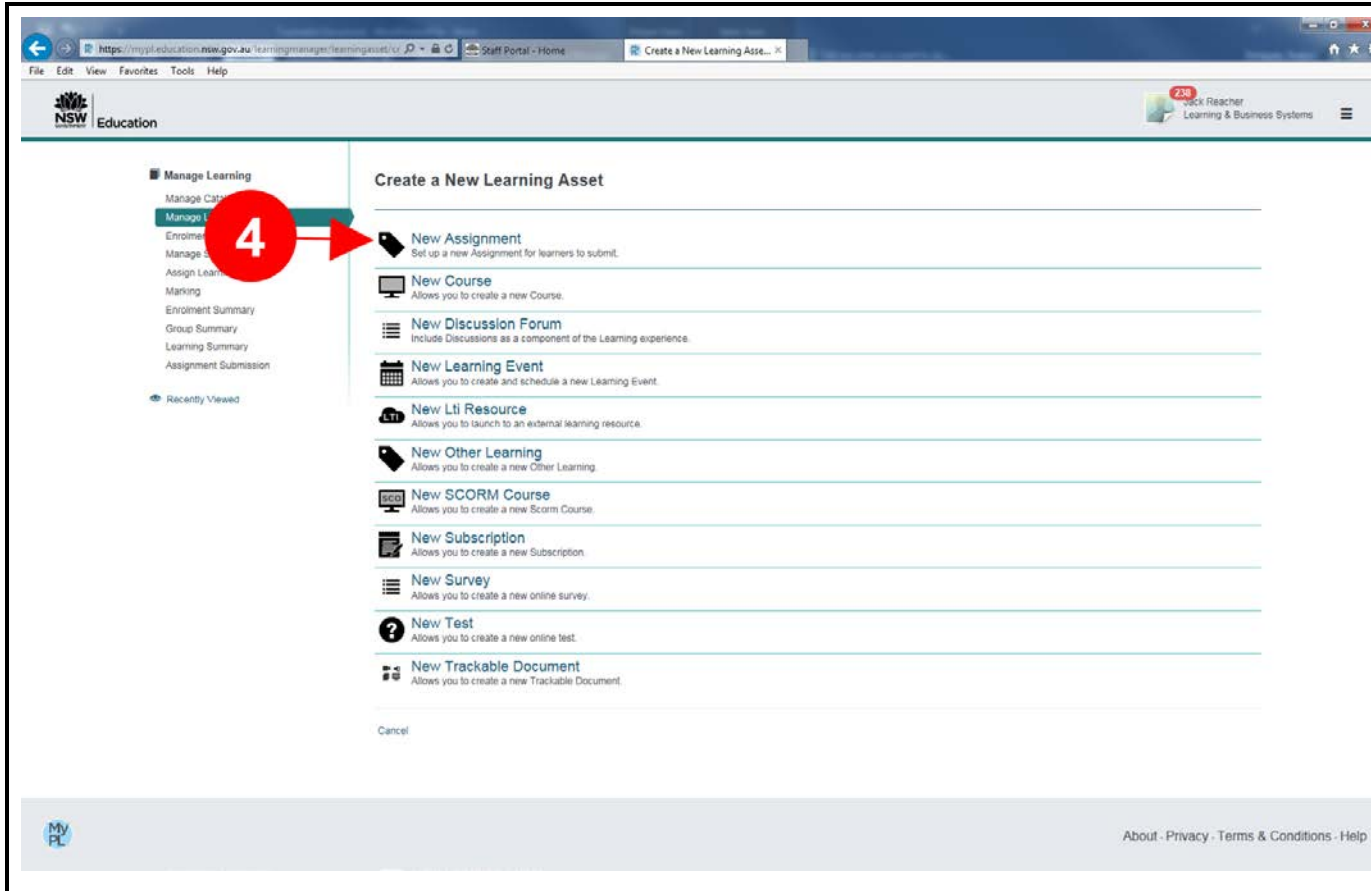
Step 2: Select **Manage Learning Assets**.



Step 3: Select Add Learning Asset button.

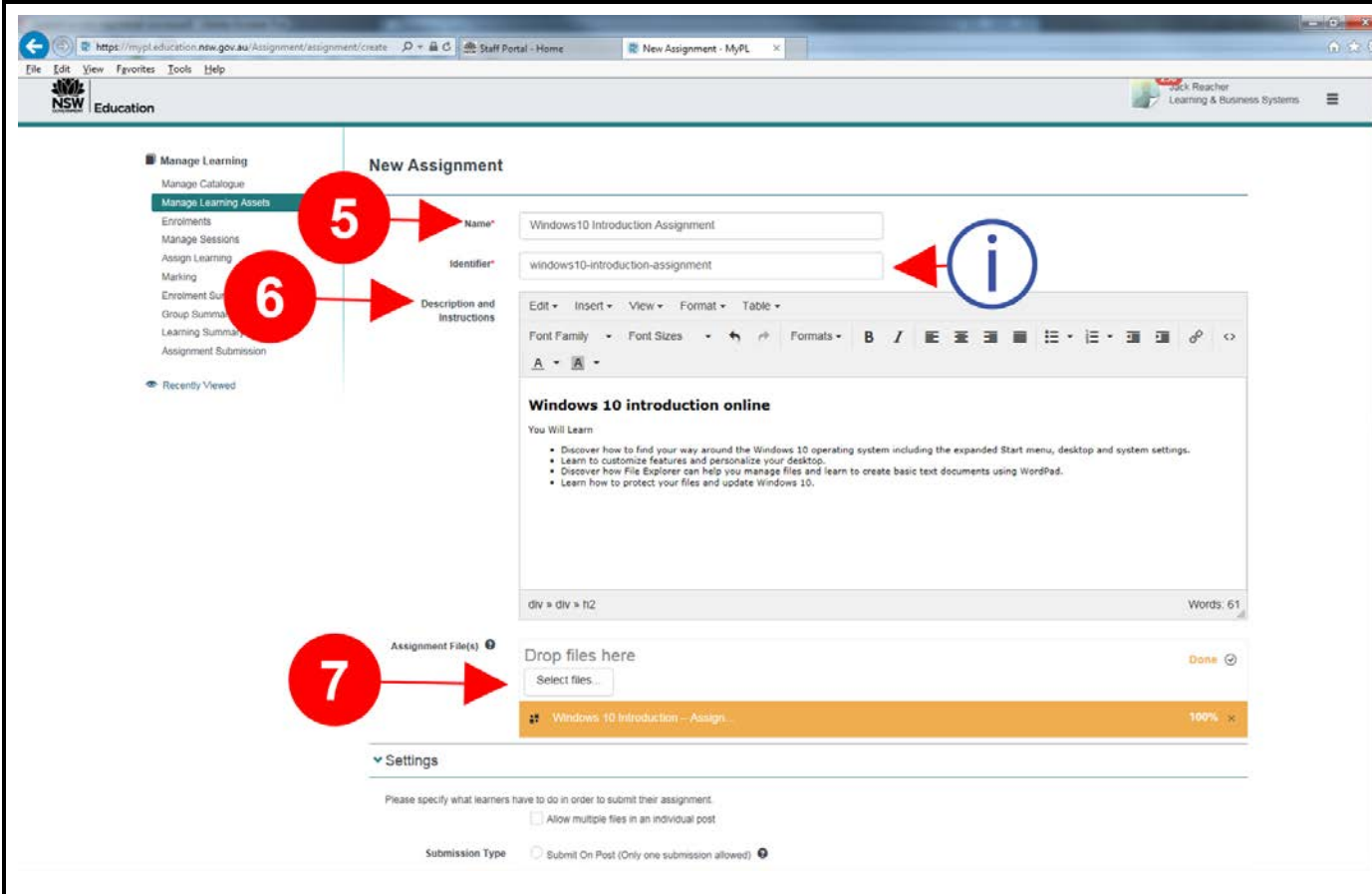
The screenshot shows the 'Manage Learning Assets' page. The left sidebar contains a menu with 'Manage Learning' and 'Manage Learning Assets' (highlighted). The main content area has a search bar and a table of learning assets. The table has columns for 'Learning Asset', 'Type', and 'Last Updated On'. The assets listed are:

Learning Asset	Type	Last Updated On
"7 Habits of Highly Effective People"	Learning Event	2/05/2018 11:20 PM
"Guwaalay" Aboriginal Language Conference	Learning Event	25/07/2017 1:57 AM
"Making It The Best" Aboriginal Education Workshop	Learning Event	30/04/2018 4:51 AM
#PBLteachmeet	Learning Event	17/10/2016 6:13 AM
(PEN) Primary Deputy Principal Network	Learning Event	17/05/2017 2:44 AM
..vmnck;	Learning Event	1/05/2018 3:33 AM
@EATSGriffith IL Network meeting	Learning Event	24/05/2017 9:18 PM
1/2 Day Vicarious Trauma and Teacher Self-Care Workshop	Learning Event	30/10/2017 1:16 AM
10 Mistakes Principals Make and How to Avoid them.	Learning Event	28/02/2017 3:18 AM
1000 Words - Arts and Literacy Program	Learning Event	14/02/2017 10:13 AM
2 Hour Staff Professional Learning	Learning Event	3/12/2017 8:41 PM



The screenshot shows the 'Create a New Learning Asset' page in the NSW Education system. The left-hand menu is expanded, and a red circle with the number '4' and a red arrow points to the 'New Assignment' option. The main content area lists various learning assets: New Assignment, 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 of its function.

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



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

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.

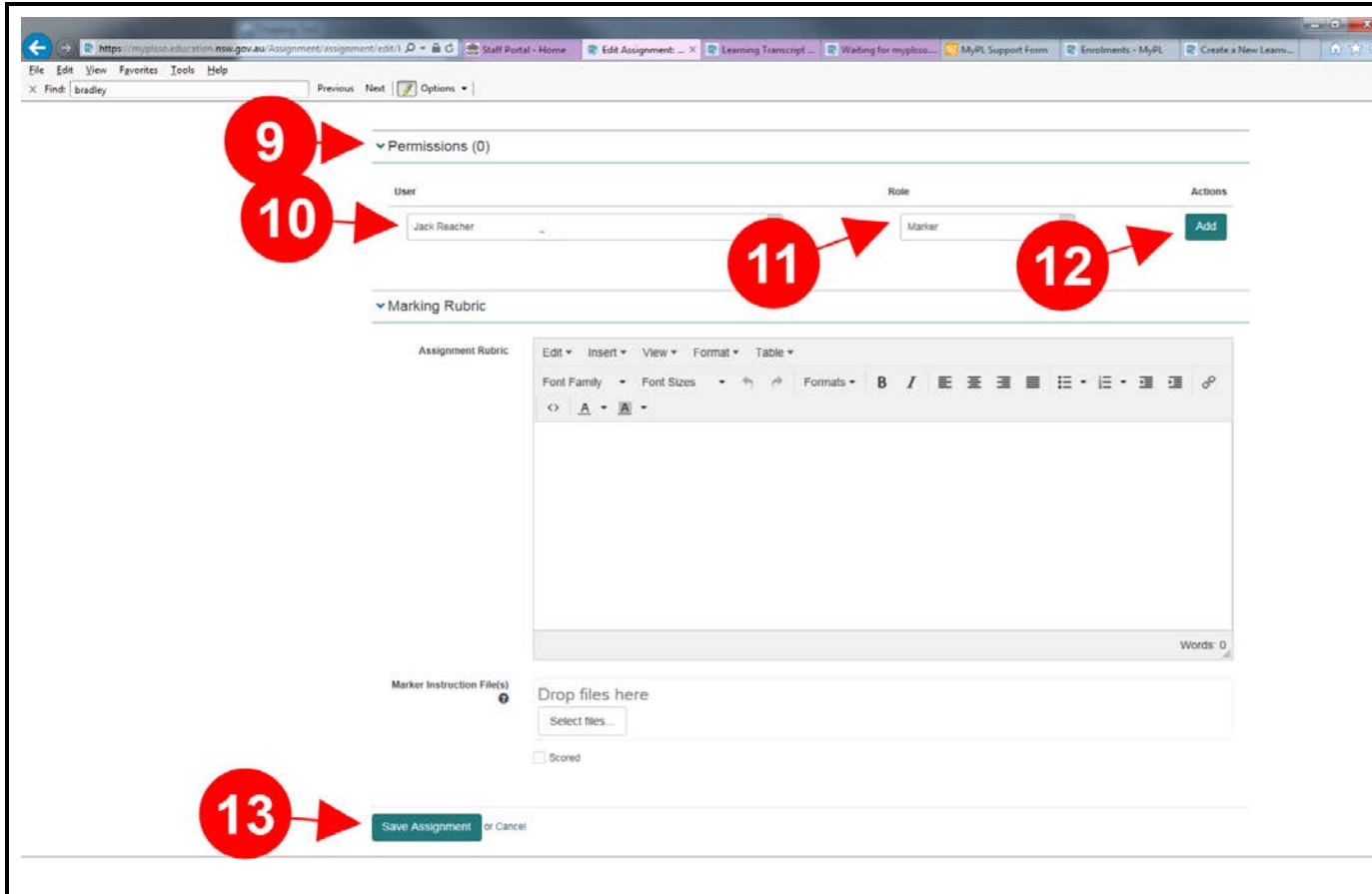
Step 5: Type the Assignment name in the **Name** dialogue box.

 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 'Edit Assignment' page in the MyPL system. The interface includes a 'Permissions' section with a table for adding users and roles. Below this is a 'Marking Rubric' section with a rich text editor. At the bottom, there is a 'Marker Instruction File(s)' section and a 'Save Assignment' button. Red circles with numbers 9 through 13 and arrows indicate the following steps:

- 9**: Click the 'Permissions (0)' dropdown arrow.
- 10**: Click the 'User' dropdown menu.
- 11**: Click the 'Role' dropdown menu.
- 12**: Click the 'Add' button.
- 13**: Click the 'Save Assignment' button.

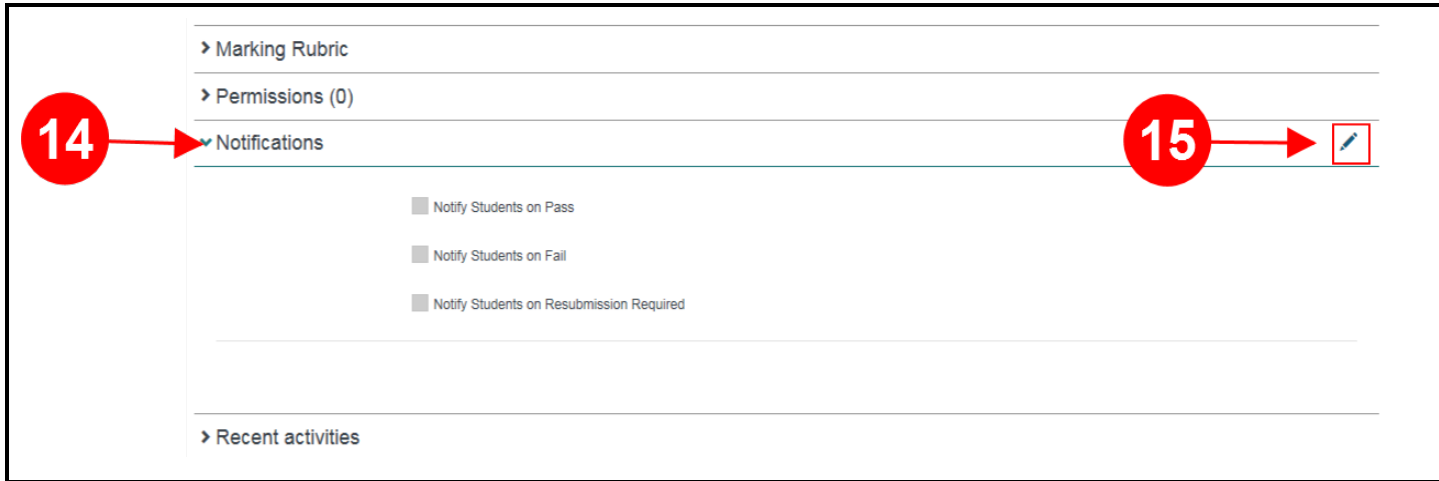
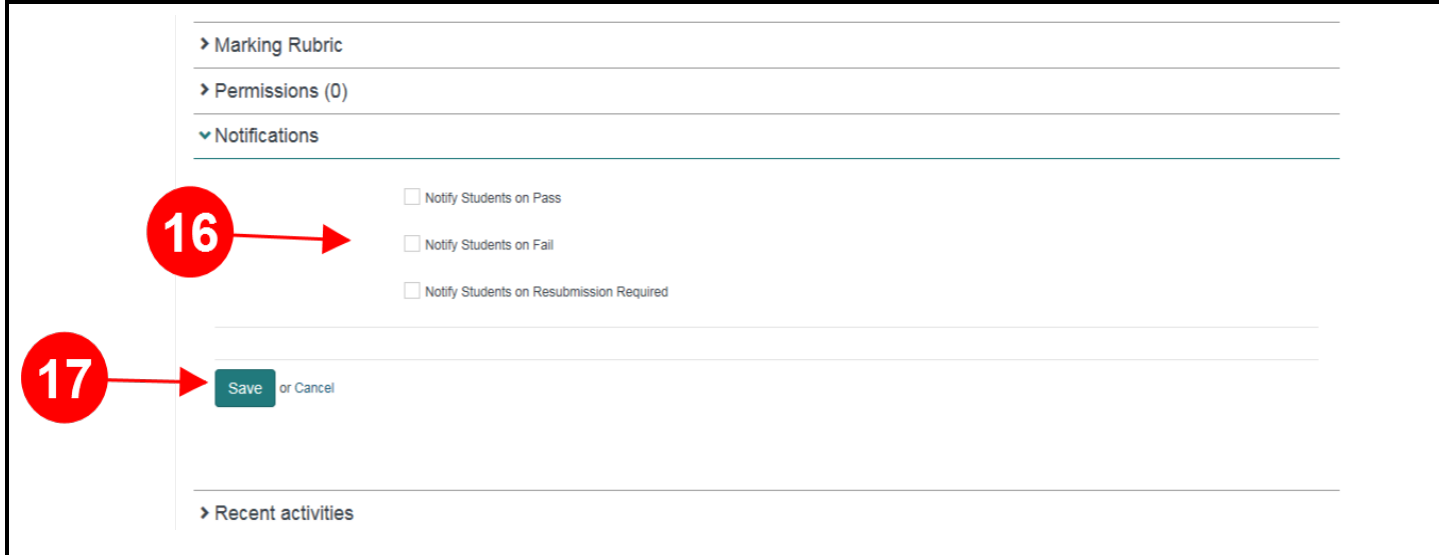
Step 9: **Expand Session Permissions.**

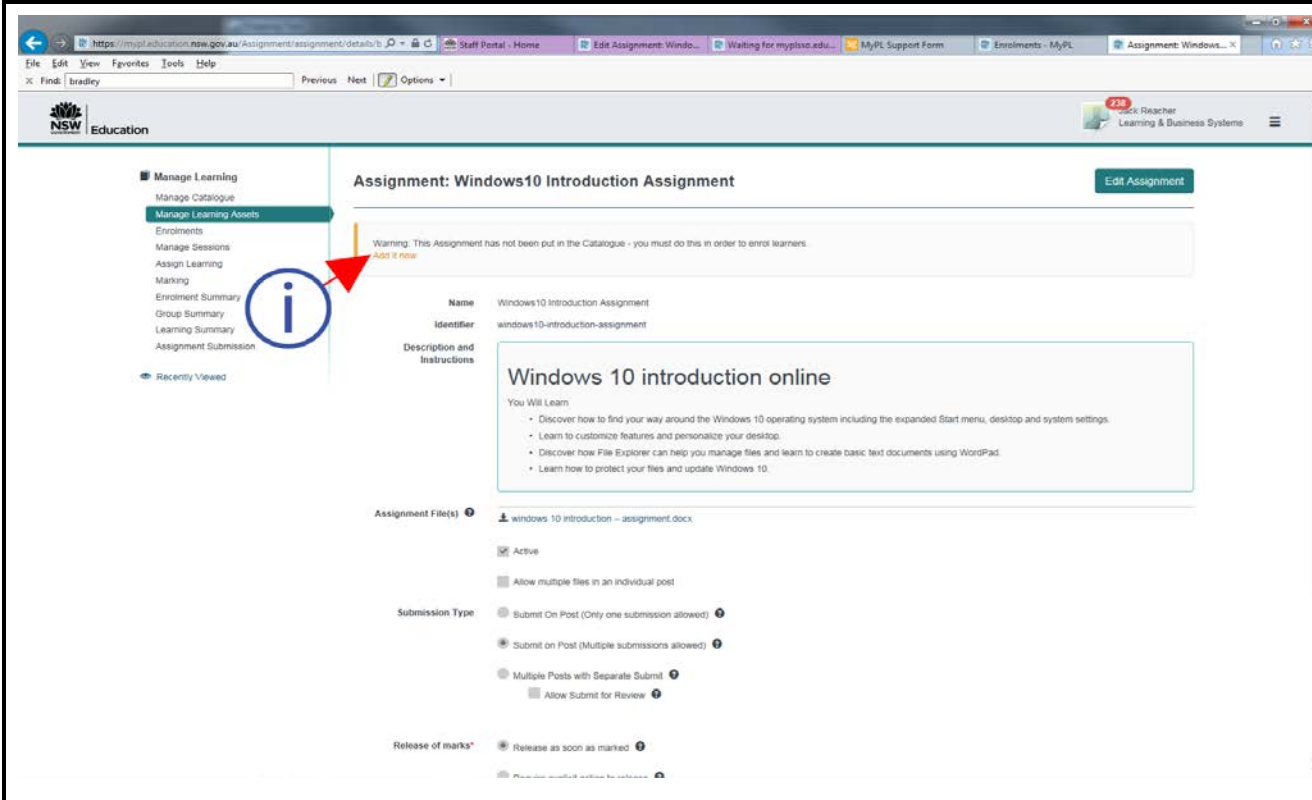
Step 10: Select the applicable staff member marking the assignment by entering the email address from the **User** drop down.

Step 11: Select **Marker** role.

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

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

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



Assignment: Windows10 Introduction Assignment

Warning: This Assignment has not been put in the Catalogue - you must do this in order to enrol learners.

[Add it now](#)

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

☒ Active

☐ 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

☐ Release marks after a set period

 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.