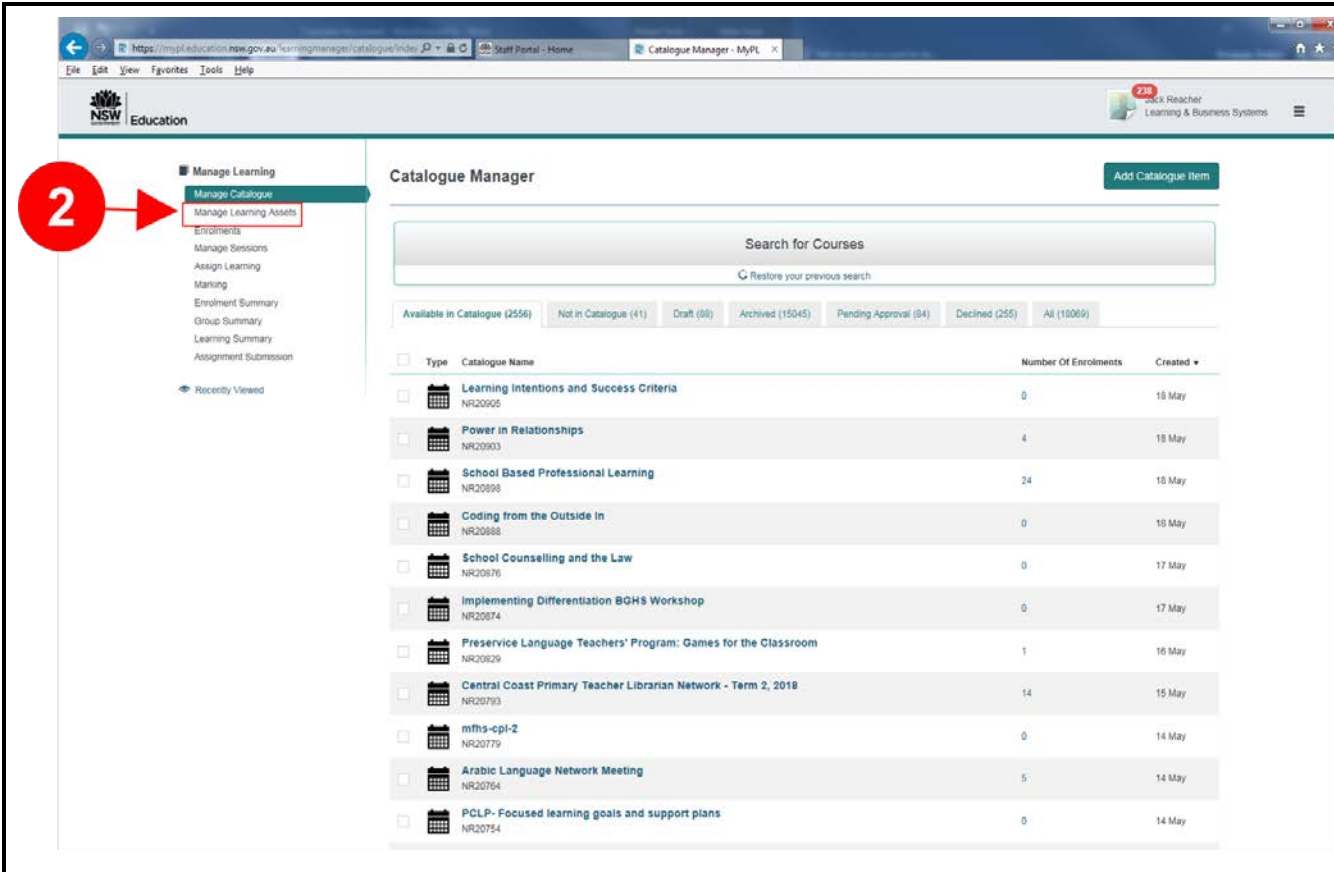


Creating a New Other Learning Asset

This reference guide describes how to set up a New Other Learning Asset to use as a way for learners to submit an assignment that will be directly submitted to, and marked by their supervisor.



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



2

Manage Learning

- Manage Catalogue
- Manage Learning Assets**
- Enrolments
- Manage Sessions
- Assign Learning
- Marking
- Enrolment Summary
- Group Summary
- Learning Summary
- Assignment Submission

Recently Viewed

Catalogue Manager

Add Catalogue Item

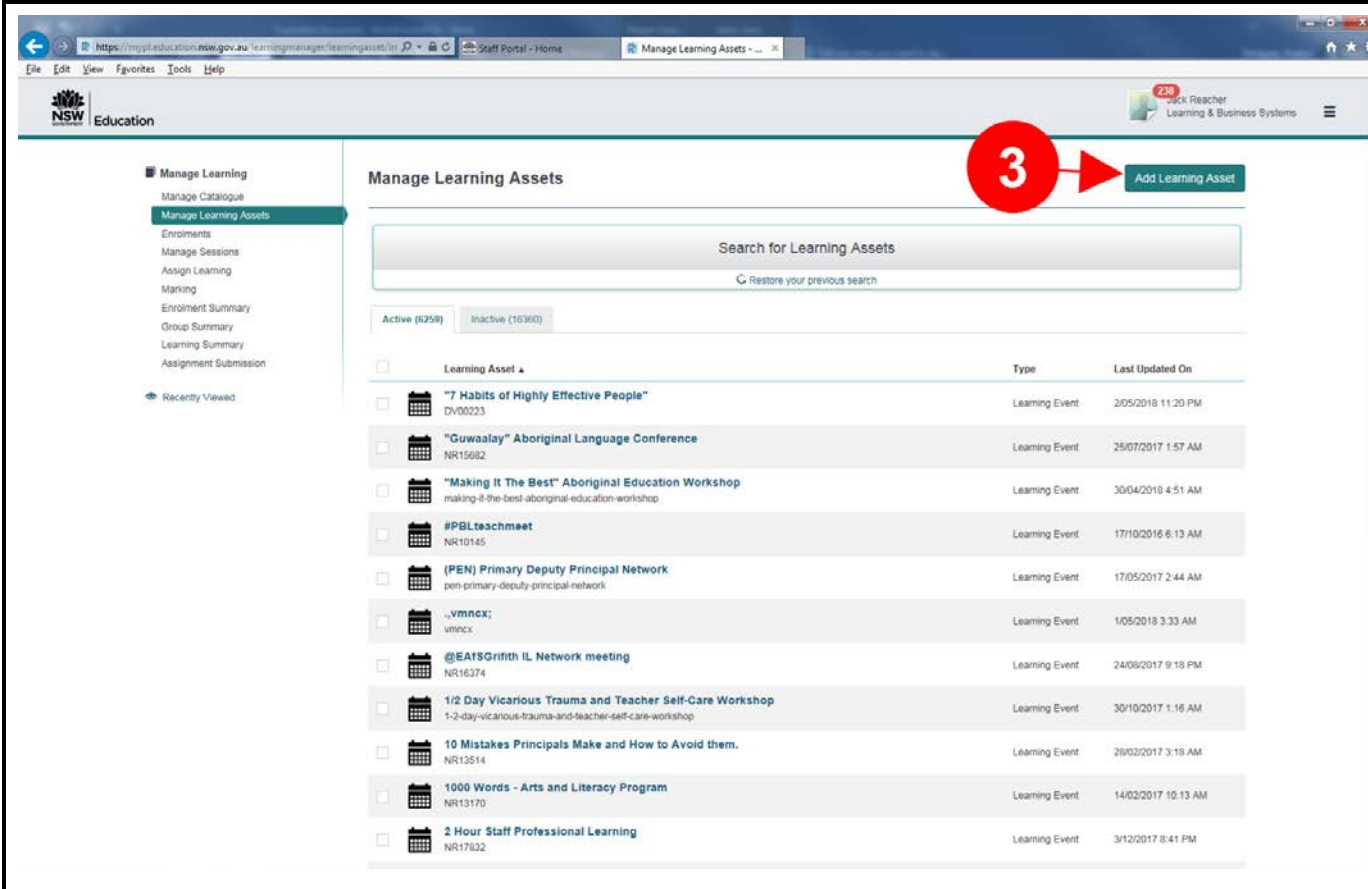
Search for Courses

Restore your previous search

Available in Catalogue (2556) Not in Catalogue (41) Draft (88) Archived (15045) Pending Approval (84) Declined (255) All (10069)

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
☐	mths-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.

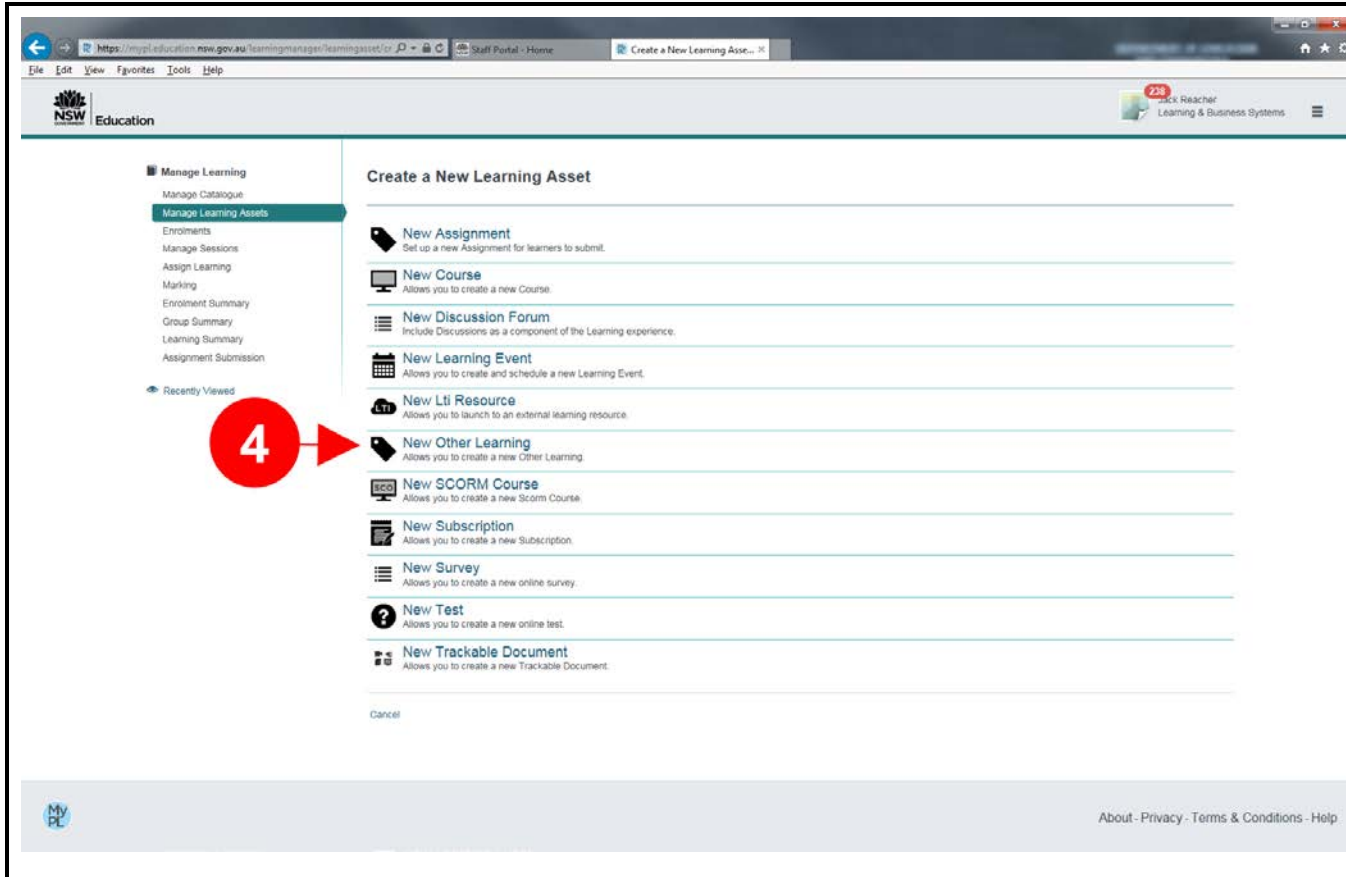
Manage Learning Assets

Search for Learning Assets

Restore your previous search

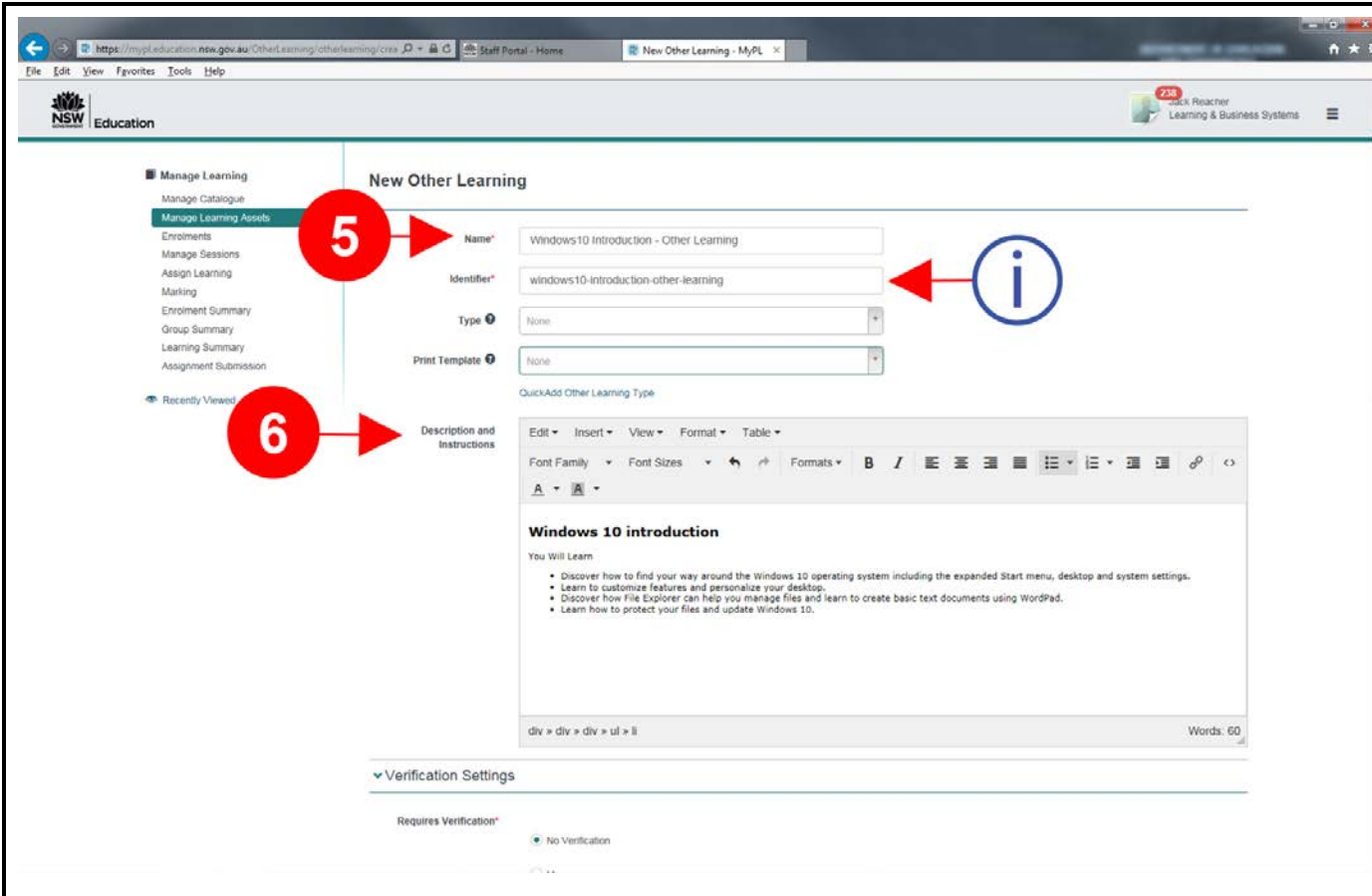
Active (6259) Inactive (16300)

☐	Learning Asset	Type	Last Updated On
☐	"7 Habits of Highly Effective People" DV00223	Learning Event	2/05/2018 11:20 PM
☐	"Guwaalay" Aboriginal Language Conference NR15682	Learning Event	25/07/2017 1:57 AM
☐	"Making It The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
☐	#PBLteachmeet NR10145	Learning Event	17/10/2016 6:13 AM
☐	(PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
☐	.vmnec; vmnecx	Learning Event	1/05/2018 3:33 AM
☐	@EATSGriffith IL Network meeting NR16374	Learning Event	24/06/2017 9:18 PM
☐	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
☐	10 Mistakes Principals Make and How to Avoid them. NR13514	Learning Event	28/02/2017 3:18 AM
☐	1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
☐	2 Hour Staff Professional Learning NR17832	Learning Event	3/12/2017 8:41 PM



The screenshot shows the 'Create a New Learning Asset' page in the MyPL Education system. The left sidebar contains a 'Manage Learning' menu with 'Manage Learning Assets' highlighted. The main content area lists various asset types: 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. A red circle with the number '4' and an arrow points to the 'New Other Learning' option.

Step 4: Select **New Other Learning**.



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

 The Identifier will be auto generated.

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

› Marking Rubric › Permissions (0) ▼ Notifications ☐ Notify Students on Pass ☐ Notify Students on Fail ☐ Notify Students on Resubmission Required  Save or Cancel › Recent activities	 Leave default settings.
---	--

▼ Verification Settings Requires Verification* ☐ No Verification ☒ Manager 7 ☐ Any Manager in Organisation ? ☐ Any Manager of user requesting approval in Organisation (including Managers of Managers) ? ☒ Only Immediate Manager/s ? ☐ All Users In Organisation ? ☐ Administrator Stage 2 Verification ☐ No Verification ☐ All Users In Organisation ? ☐ Administrator ▼ Submit Button Options 'Save & Submit' is always on. 'Save For Later' allows a learner to save their current work and submit at a later date. 'Save, Submit, & Add Another' allows a learner to submit their current work and auto enrol in the same other learning item again so they can enter another immediately, this option is only available when manager verification is disabled. 8 ☒ Save & Submit ☐ Show Save For Later ☐ Show Save Submit Add Another	Step 7: Select Manager. i Leave default settings. Step 8: Tick Save & Submit.
---	---

General Settings

9

10

☐ Allow Provider

☐ Allow Title

☒ Allow file upload of evidence

☒ File upload of evidence is mandatory

☐ Requires Valid To / Expiry Date

Caption

Requires Valid To / Expiry Date

☐ Requires Completion / Qualification Date

Caption

Requires Completion / Qualification Date

☐ Requires Certificate / Registration Number

Caption

Requires Certificate / Registration Number

☐ Allow Accreditation Number ?

Caption

Allow Accreditation Number

Custom Attribute Set ?

None

Allow tag links ?

i

Step 9: Select **Allow file upload of evidence**.

Step 10: Select **File upload of evidence is mandatory**.

i

 Leave default settings.

▼ **Contacts**

Optionally, specify contacts for this Learning; you can choose System Users, Existing Contacts, or create new ones.

Name	Role	Actions
Type Existing User or Contact name	Select Roles	

Add External Contact

Save Other Learning

or Cancel

Step 9: Select **Save Other Learning** button.

Manage Learning

Manage Catalogue

Manage Learning Assets

Enrolments

Manage Sessions

Assign Learning

Approve Learning

Marking

Enrolment Summary

Group Summary

Learning Summary

Assignment Submission

Payment Transactions

Manage Tags

Customisable Reports

Report APIs

Report APIs

Token Orders

Recently Viewed

Other Learning: Windows10 Introduction - Other Learning

Edit Other Learning

i

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

Add it now

Name	Windows10 Introduction - Other Learning
Identifier	windows10-introduction-other-learning
Description	Windows 10 introduction 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.

☒ Active

