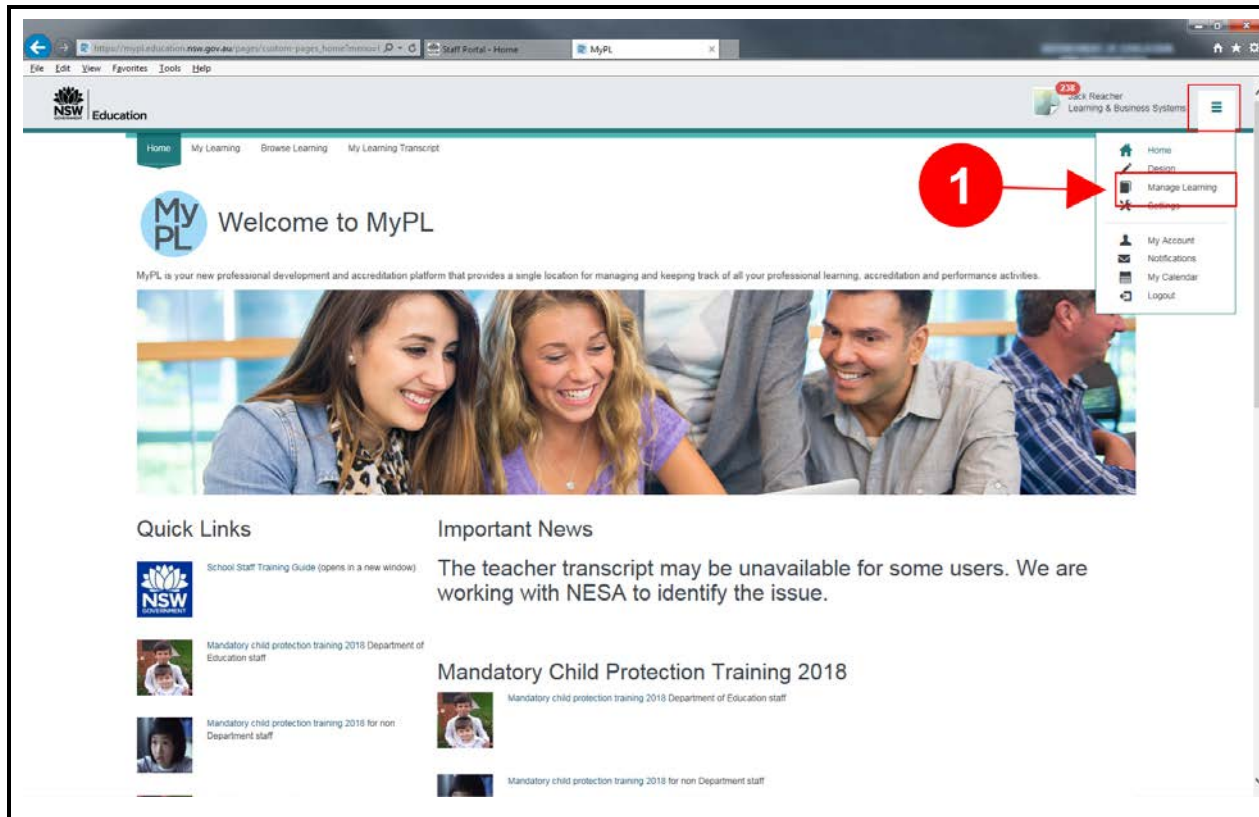
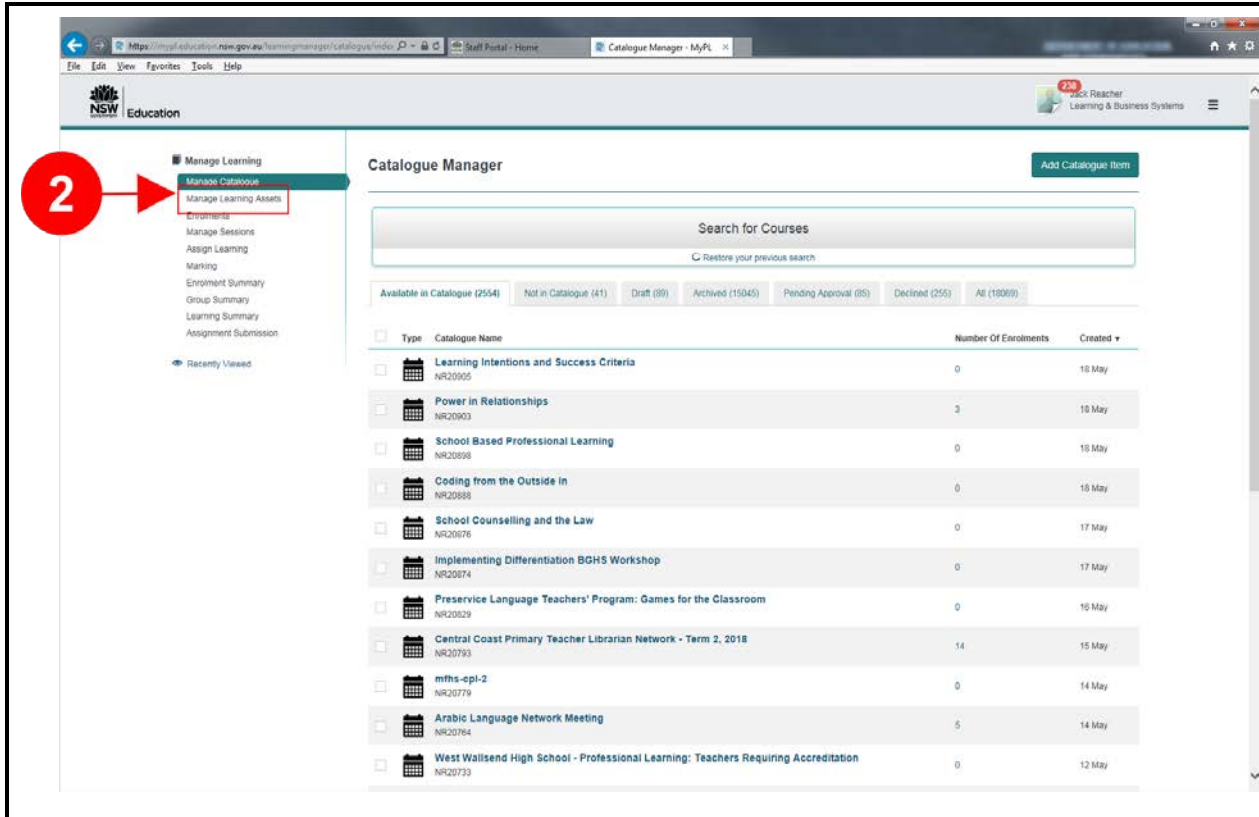


Creating a New Trackable Document Asset

This reference guide describes how to create a New Trackable Document Asset.



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



2 → Manage Learning Assets

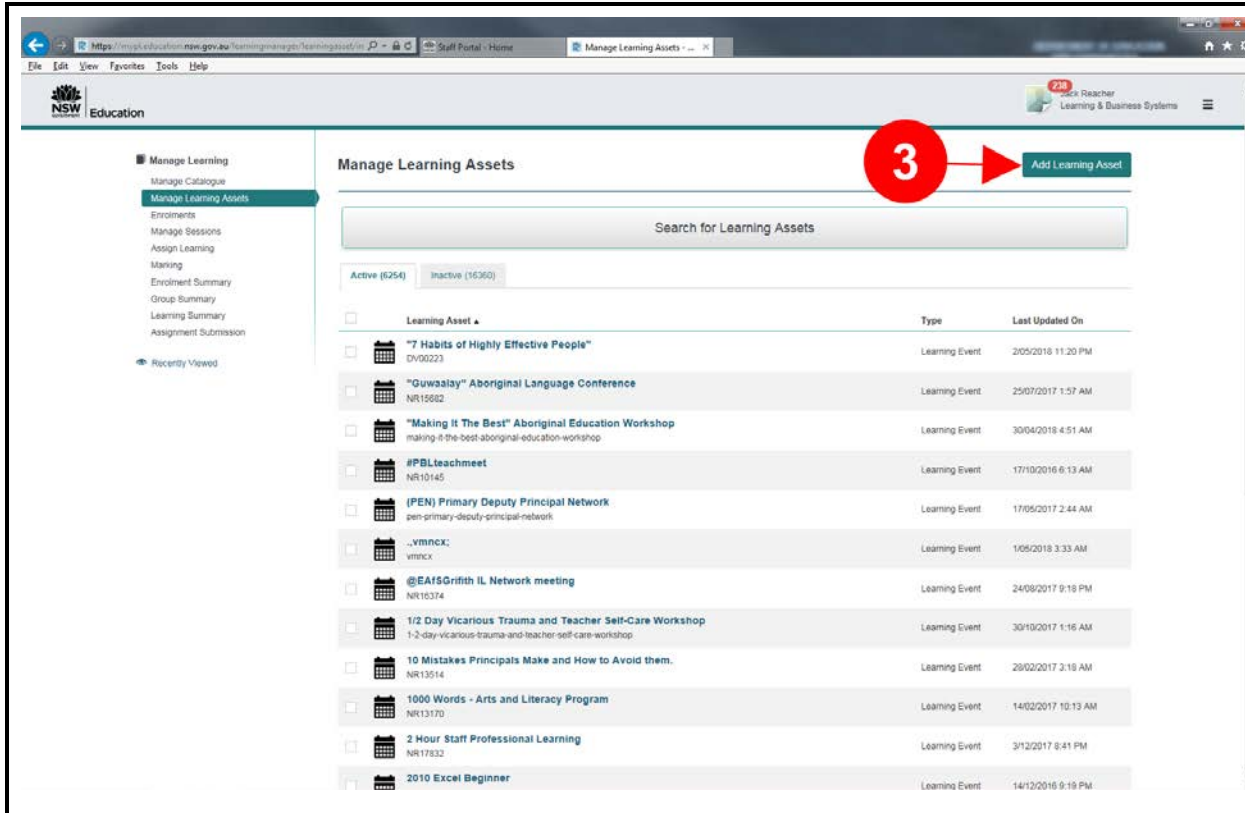
Catalogue Manager

Search for Courses
 [Restore your previous search](#)

Available in Catalogue (2554) | Not in Catalogue (41) | Draft (89) | Archived (15045) | Pending Approval (85) | Declined (255) | All (15069)

☐	Type	Catalogue Name	Number Of Enrolments	Created
☐	Calendar	Learning Intentions and Success Criteria NR20905	0	18 May
☐	Calendar	Power in Relationships NR20903	3	18 May
☐	Calendar	School Based Professional Learning NR20898	0	18 May
☐	Calendar	Coding from the Outside In NR20888	0	18 May
☐	Calendar	School Counselling and the Law NR20876	0	17 May
☐	Calendar	Implementing Differentiation BGHS Workshop NR20874	0	17 May
☐	Calendar	Preservice Language Teachers' Program: Games for the Classroom NR20829	0	16 May
☐	Calendar	Central Coast Primary Teacher Librarian Network - Term 2, 2018 NR20793	14	15 May
☐	Calendar	mfts-epi-2 NR20779	0	14 May
☐	Calendar	Arabic Language Network Meeting NR20764	5	14 May
☐	Calendar	West Wallsend High School - Professional Learning: Teachers Requiring Accreditation NR20732	0	12 May

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



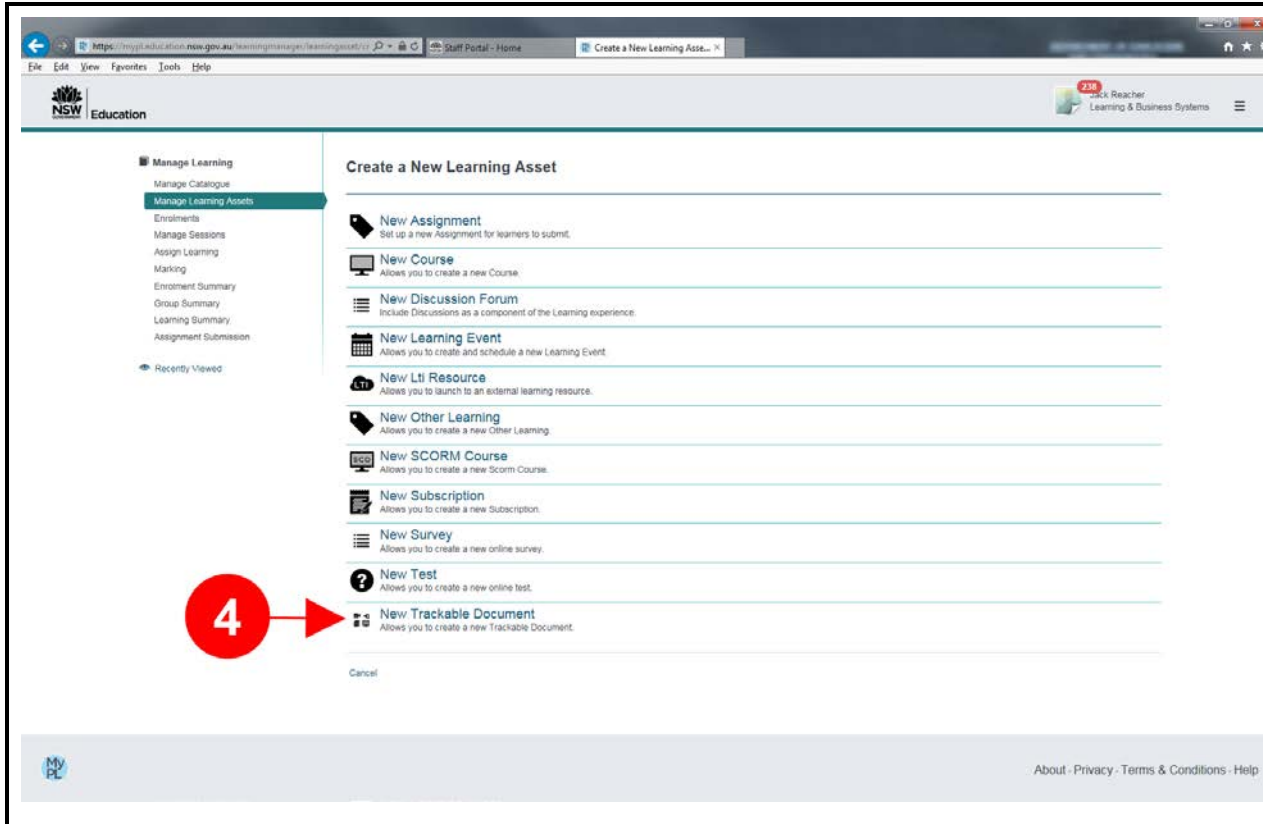
Manage Learning Assets

Search for Learning Assets

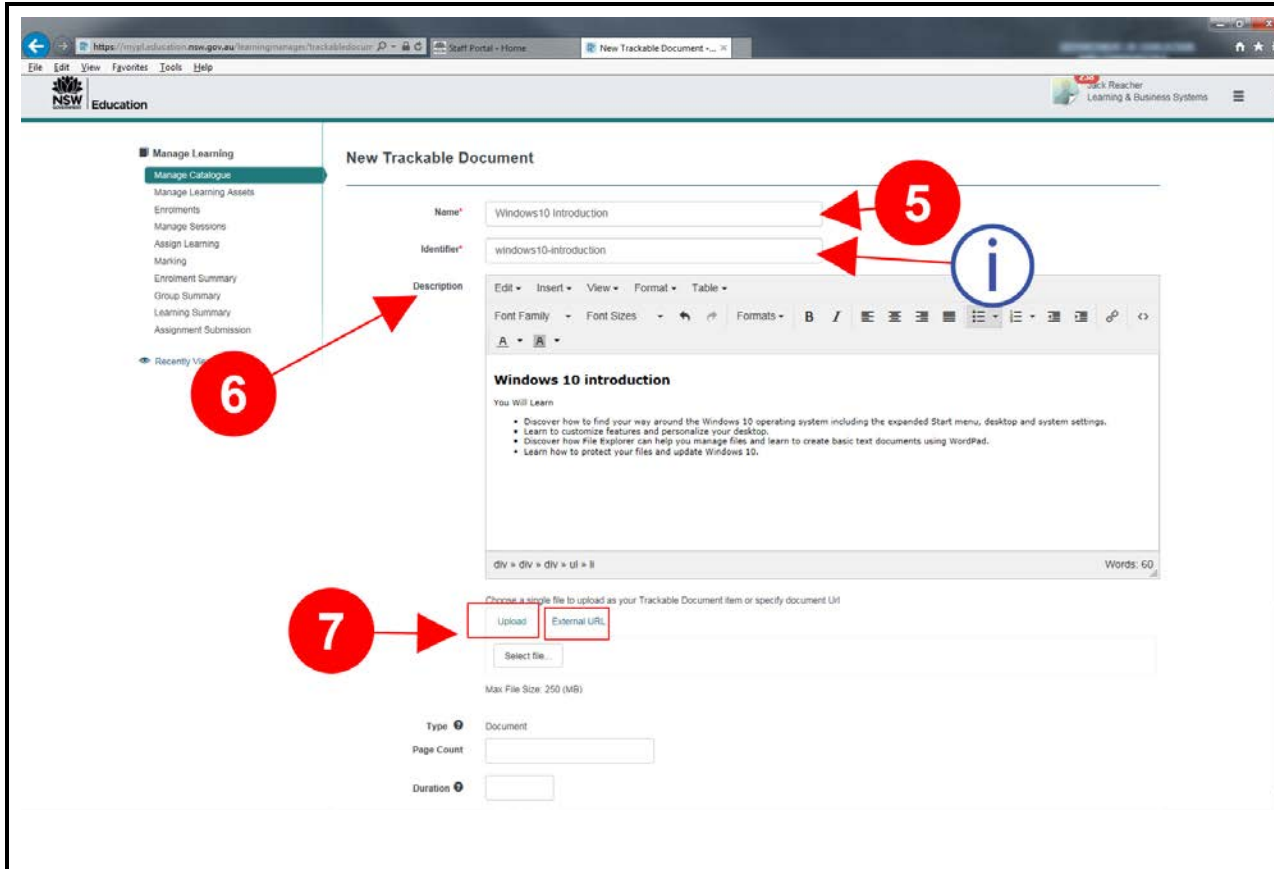
Active (6254) Inactive (16360)

Learning Asset	Type	Last Updated On
☐ "7 Habits of Highly Effective People" DV00223	Learning Event	2/05/2016 11:20 PM
☐ "Guwaalay" Aboriginal Language Conference NR15602	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
☐ ..vmnck; vmnck	Learning Event	1/05/2018 3:33 AM
☐ @EA15Griffith IL Network meeting NR16374	Learning Event	24/09/2017 9:19 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 3:19 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
☐ 2010 Excel Beginner	Learning Event	14/12/2016 9:19 PM

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



Step 4: Select **New Trackable Document**



The screenshot shows the 'New Trackable Document' form in a web browser. The form is titled 'New Trackable Document' and has a sidebar on the left with a 'Manage Learning' menu. The main form area has three sections: 'Name', 'Identifier', and 'Description'. The 'Name' field contains 'Windows10 Introduction' and the 'Identifier' field contains 'windows10-introduction'. The 'Description' field contains a rich text editor with the title 'Windows 10 introduction' and a list of bullet points. At the bottom of the form, there are two buttons: 'Upload' and 'External URL'. Red arrows and numbers indicate the steps: 5 points to the Name and Identifier fields, 6 points to the Description field, and 7 points to the Upload and External URL buttons.

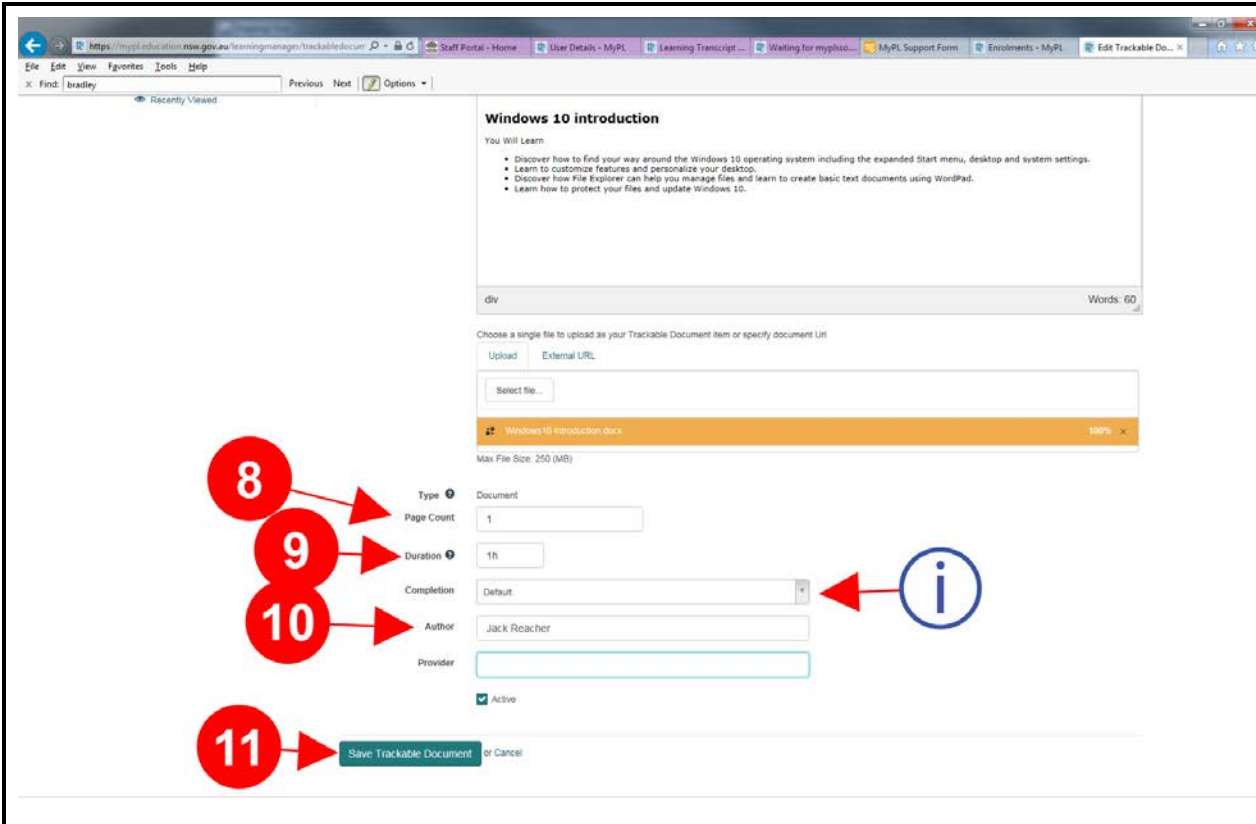
Step 5: Type the Asset name in the **Name** dialogue box.

 The Identifier will be auto generated.

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

Step 7: Browse and select the document to upload by clicking **Select file** e.g. PDF document, audio, video.

Alternatively, select **External URL** to add applicable web link to a web page or You Tube.



The screenshot shows the 'Windows 10 introduction' document in the MyPL system. Red circles with numbers 8 through 11 and arrows point to the following fields:

- 8** points to the **Type** dropdown menu (set to 'Document').
- 9** points to the **Page Count** input field (set to '1').
- 10** points to the **Duration** input field (set to '1h').
- 11** points to the **Save Trackable Document** button.

Other visible fields include:

- Completion**: Default (dropdown menu).
- Author**: Jack Reacher (text input).
- Provider**: (empty text input).
- Active**: ☒ (checkbox).

A blue information icon (i) is located to the right of the Completion dropdown menu.

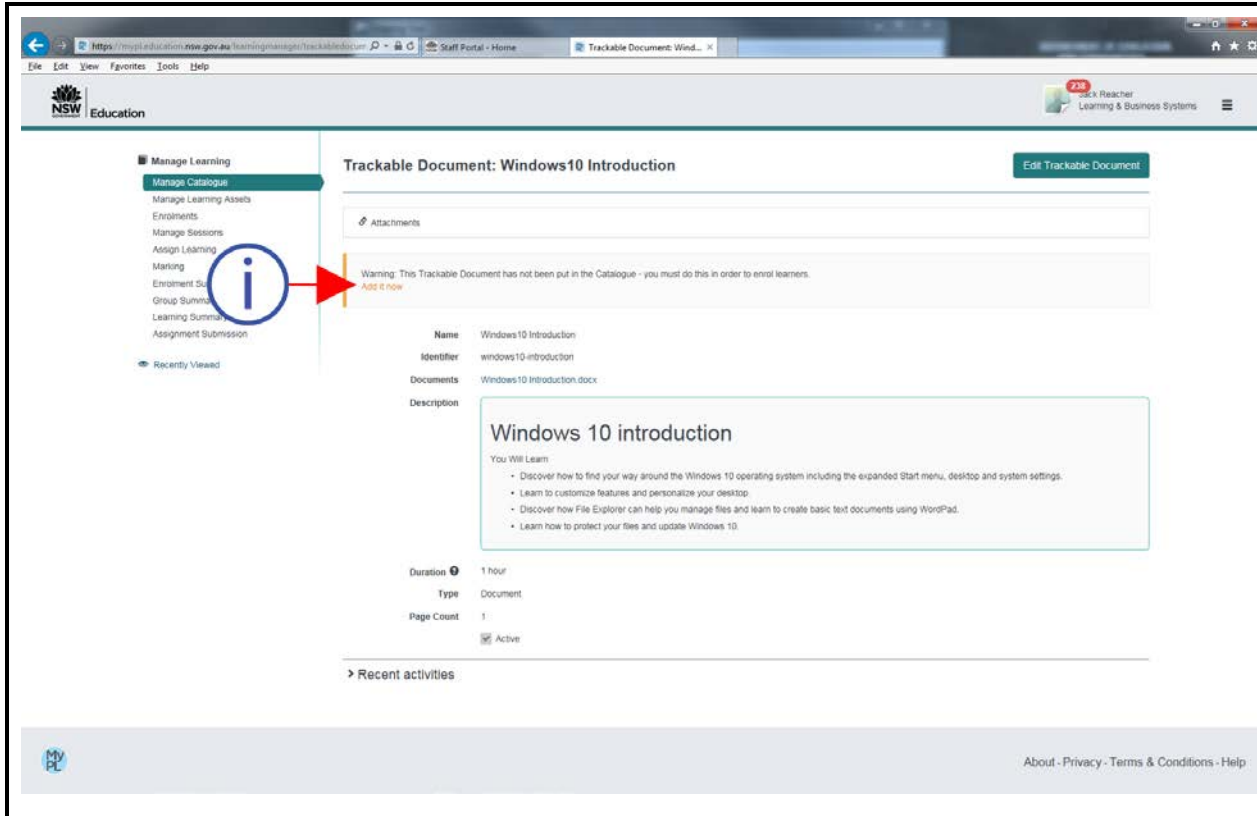
Step 8: Enter **Page Counter** if appropriate.

Step 9: Enter **Duration** e.g. estimated reading time.

 You can add a verification step where the learner must access the document then click a checkbox declaring they have read and understood it. To do so, click and select **Verification Checkbox** from the drop down menu.

Step 10: Enter the document **Author**.

Step 11: Select **Save Trackable Document**.



The screenshot shows the NSW Education LMS interface. On the left, a sidebar contains a 'Manage Learning' menu with an information icon circled in blue. A red arrow points from this icon to a warning message in the main content area. The main content area is titled 'Trackable Document: Windows10 Introduction' and includes an 'Edit Trackable Document' button. Below the title, there is a section for 'Attachments' and a 'Description' box containing the text 'Windows 10 introduction' and a list of learning objectives. At the bottom, there are fields for 'Duration' (1 hour), 'Type' (Document), 'Page Count' (1), and an 'Active' checkbox.

 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.