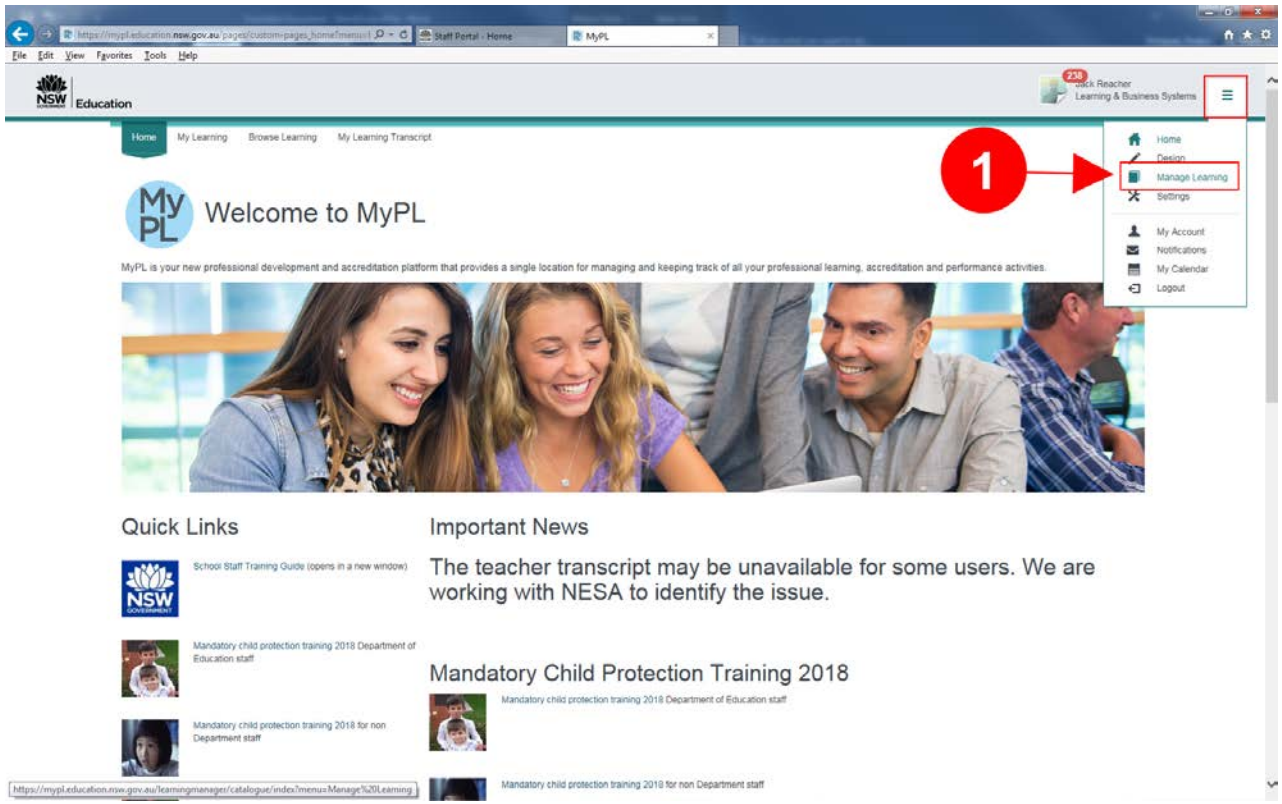
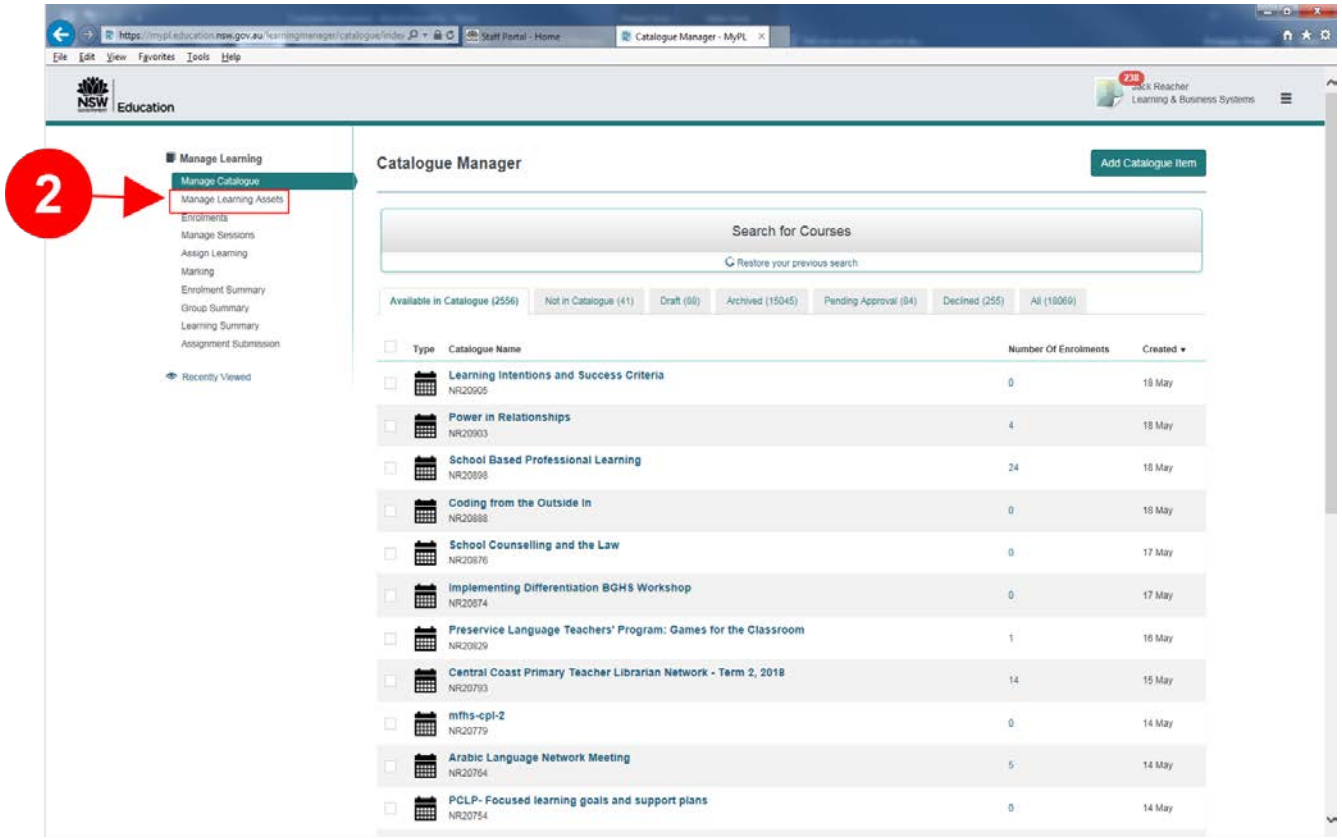
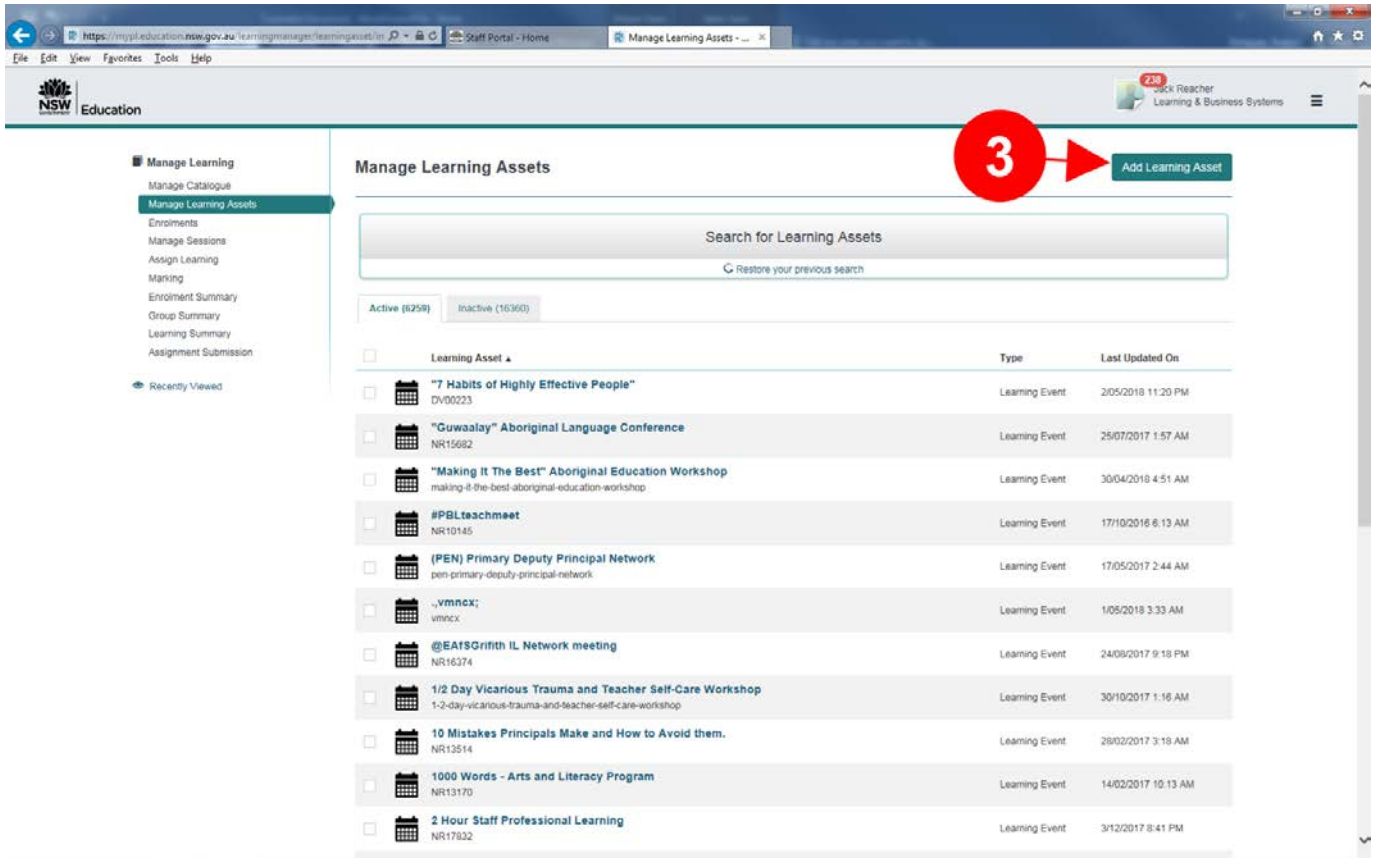
Creating a New Other Learning Asset

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.

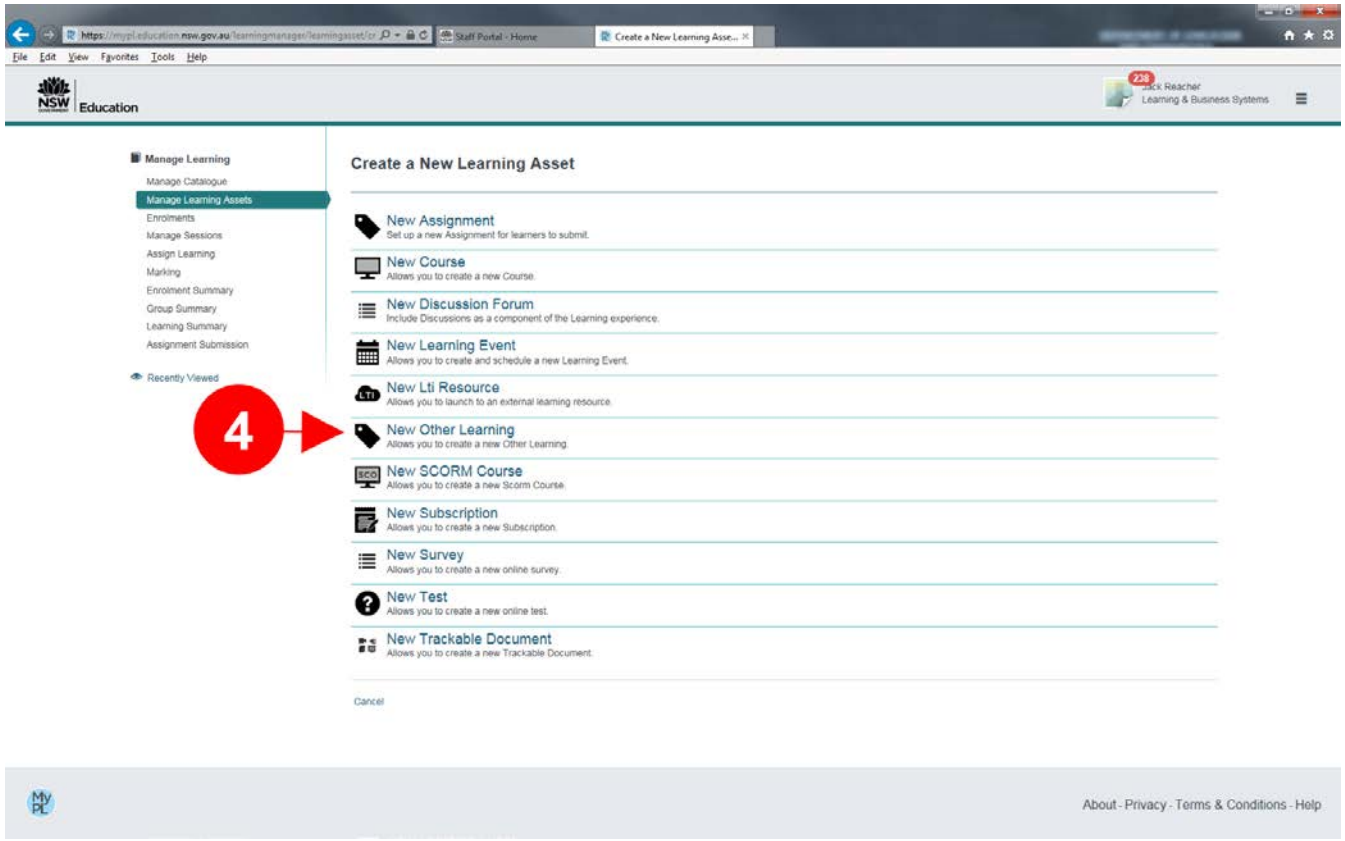
	Step 1: Go to the hamburger menu (top right hand corner of the screen) and select **Manage Learning**.



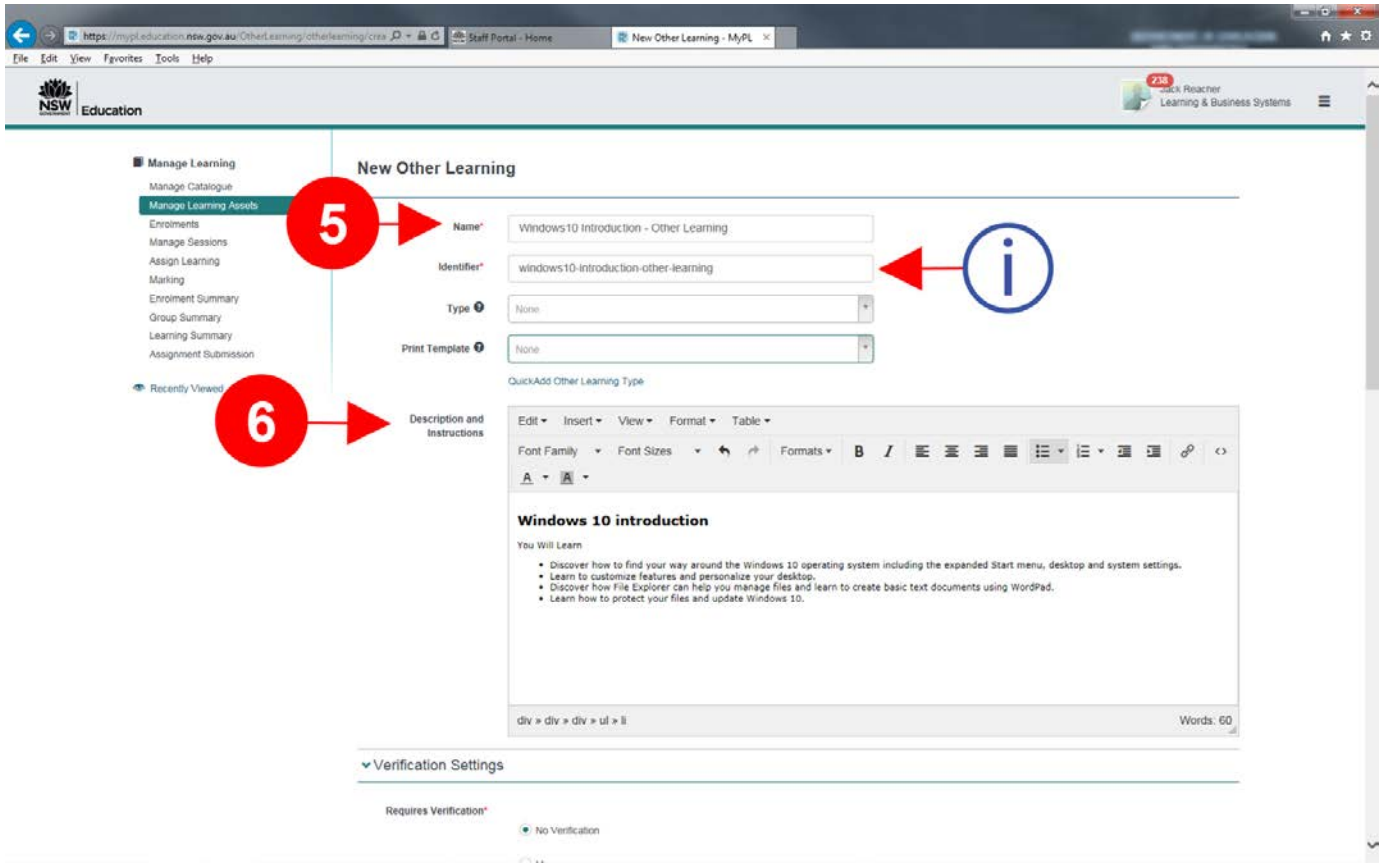
Step 2: Select **Manage Learning Assets**.



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



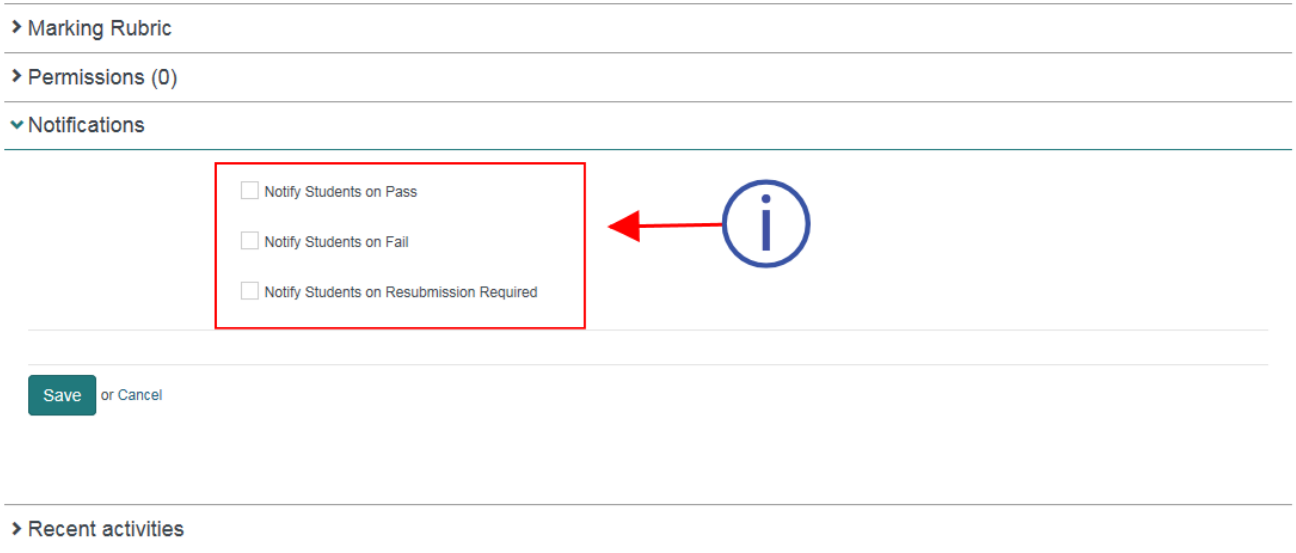
Step 4: Select **New Other Learning**.



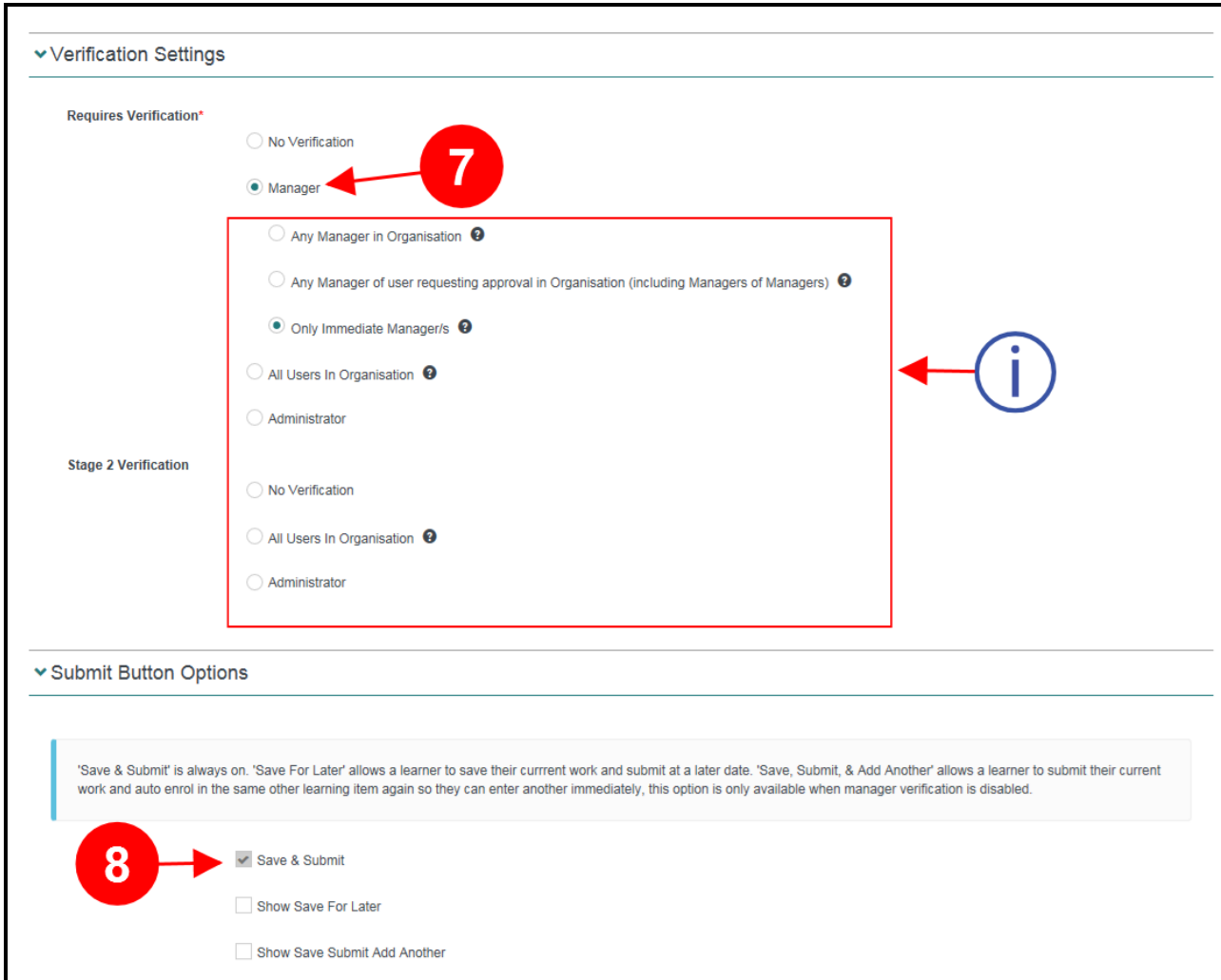
Step 5: Type the Asset name in the **Name** dialogue box.

The Identifier will be auto generated.

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



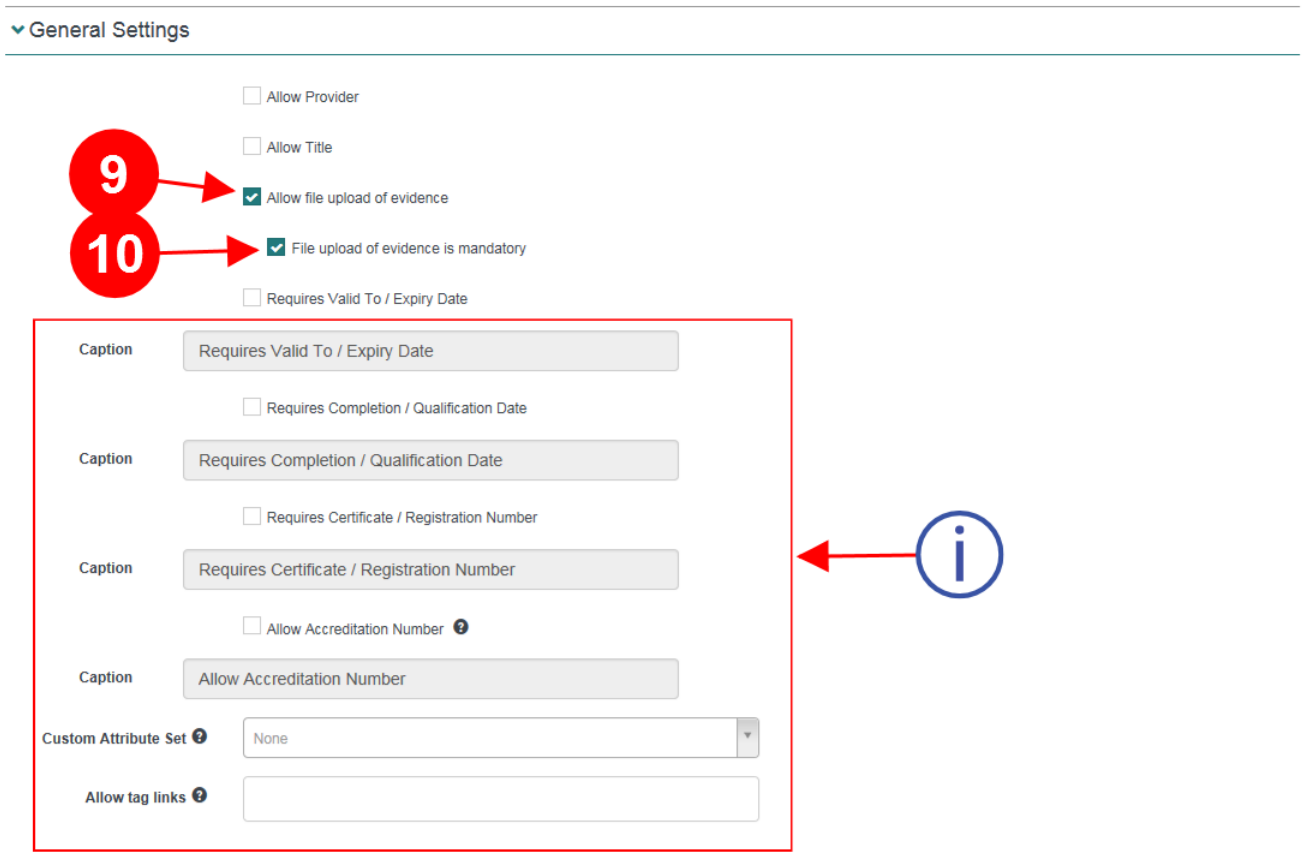
Leave default settings.



Step 7: Select **Manager**.

ⓘ Leave default settings.

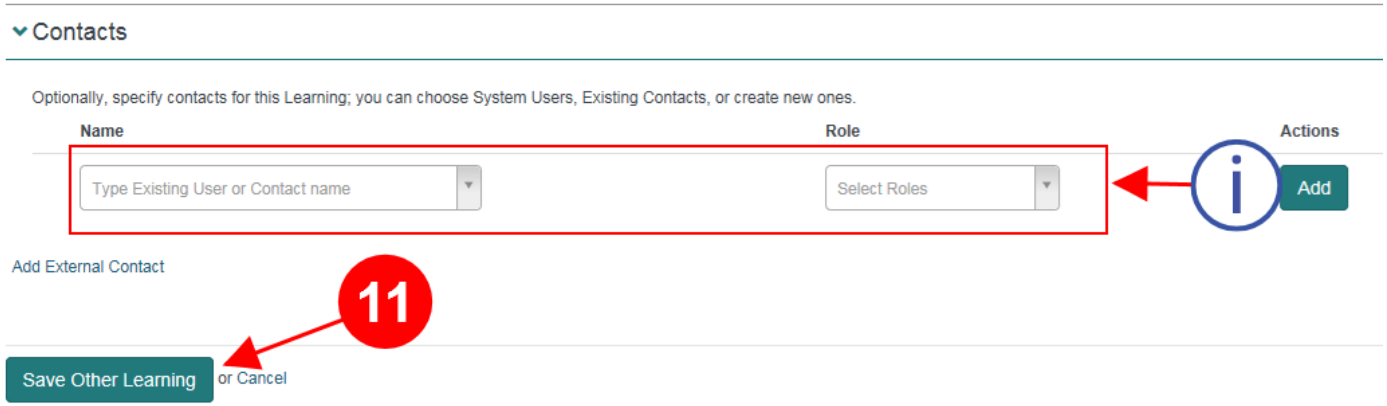
Step 8: Tick **Save & Submit**.



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

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

Leave default settings.



Leave default settings.

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

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.