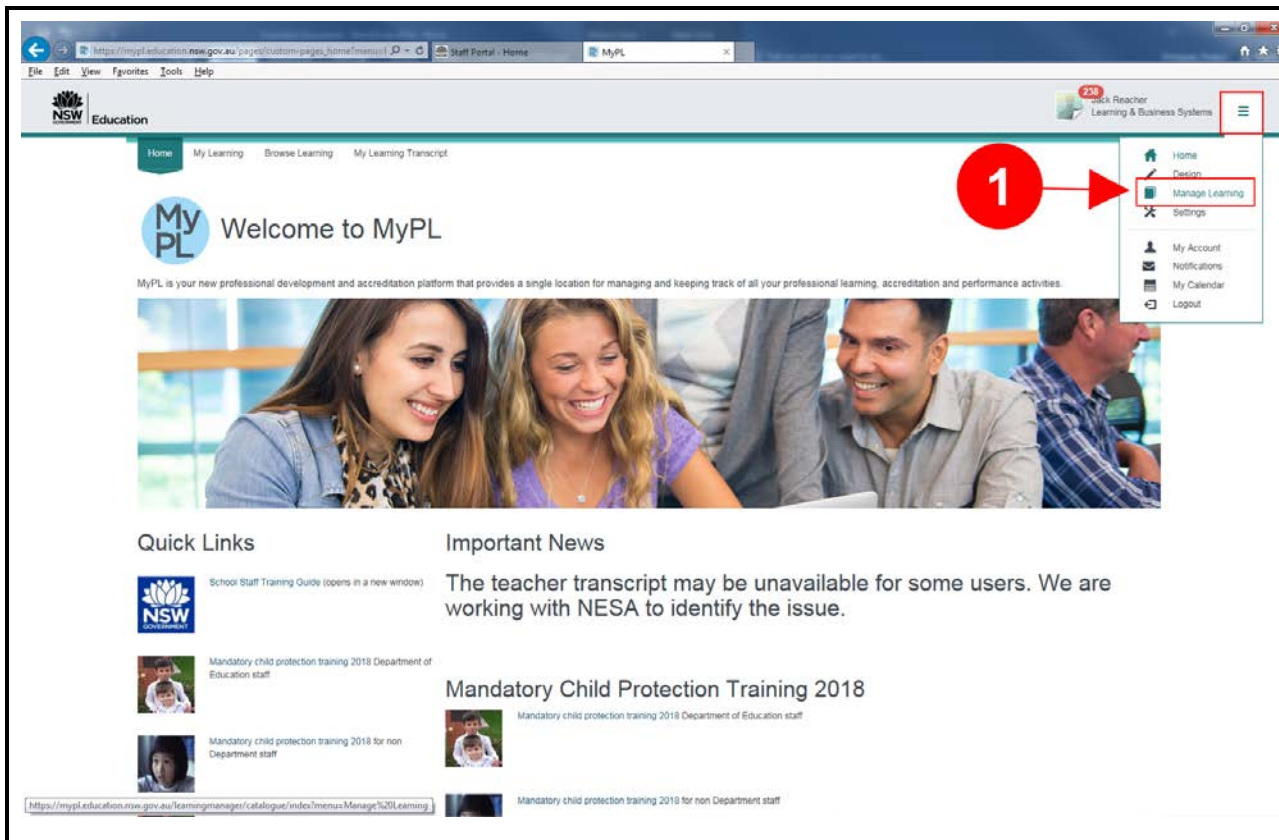
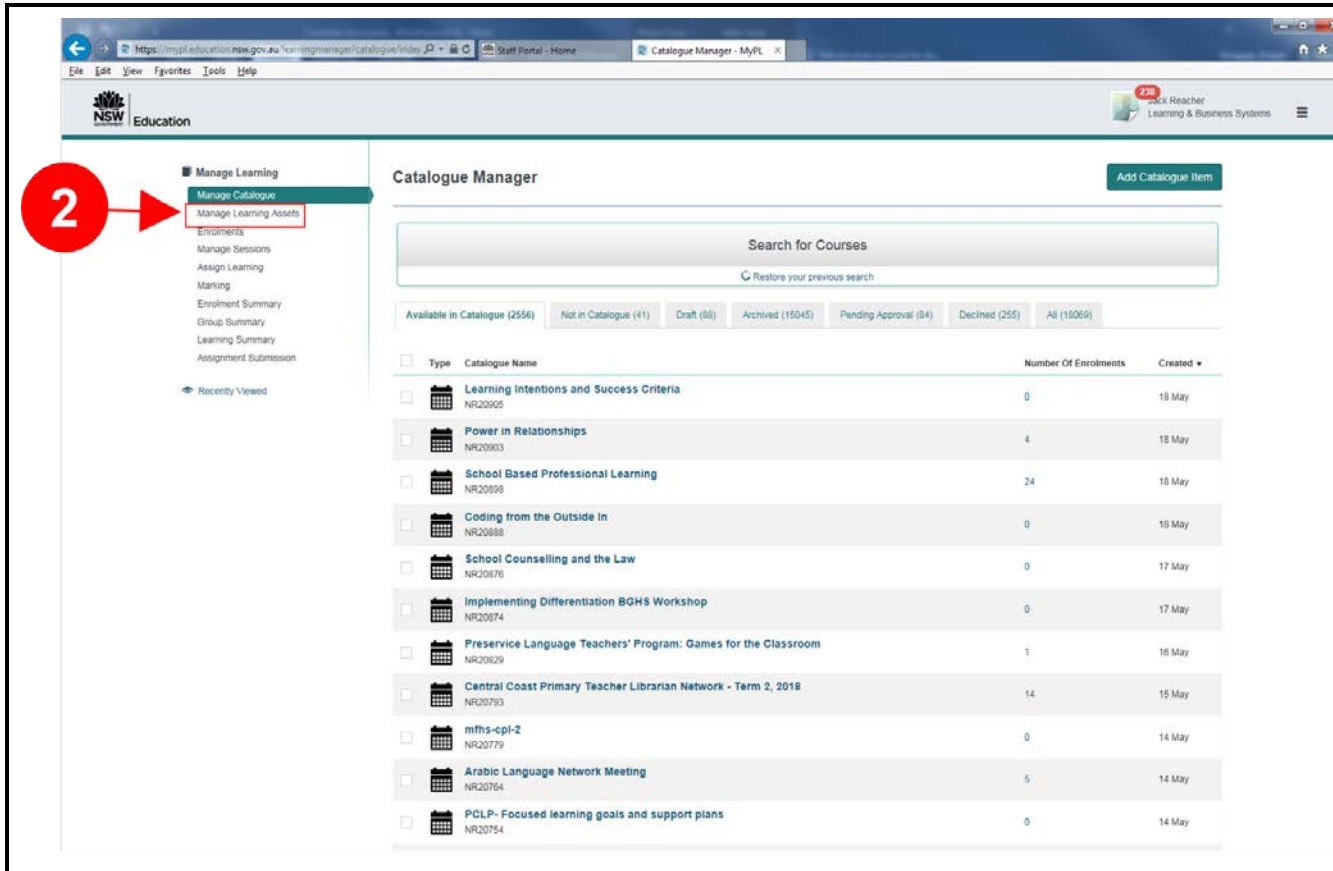


Creating a New Other Learning Asset

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 Assets

Catalogue Manager

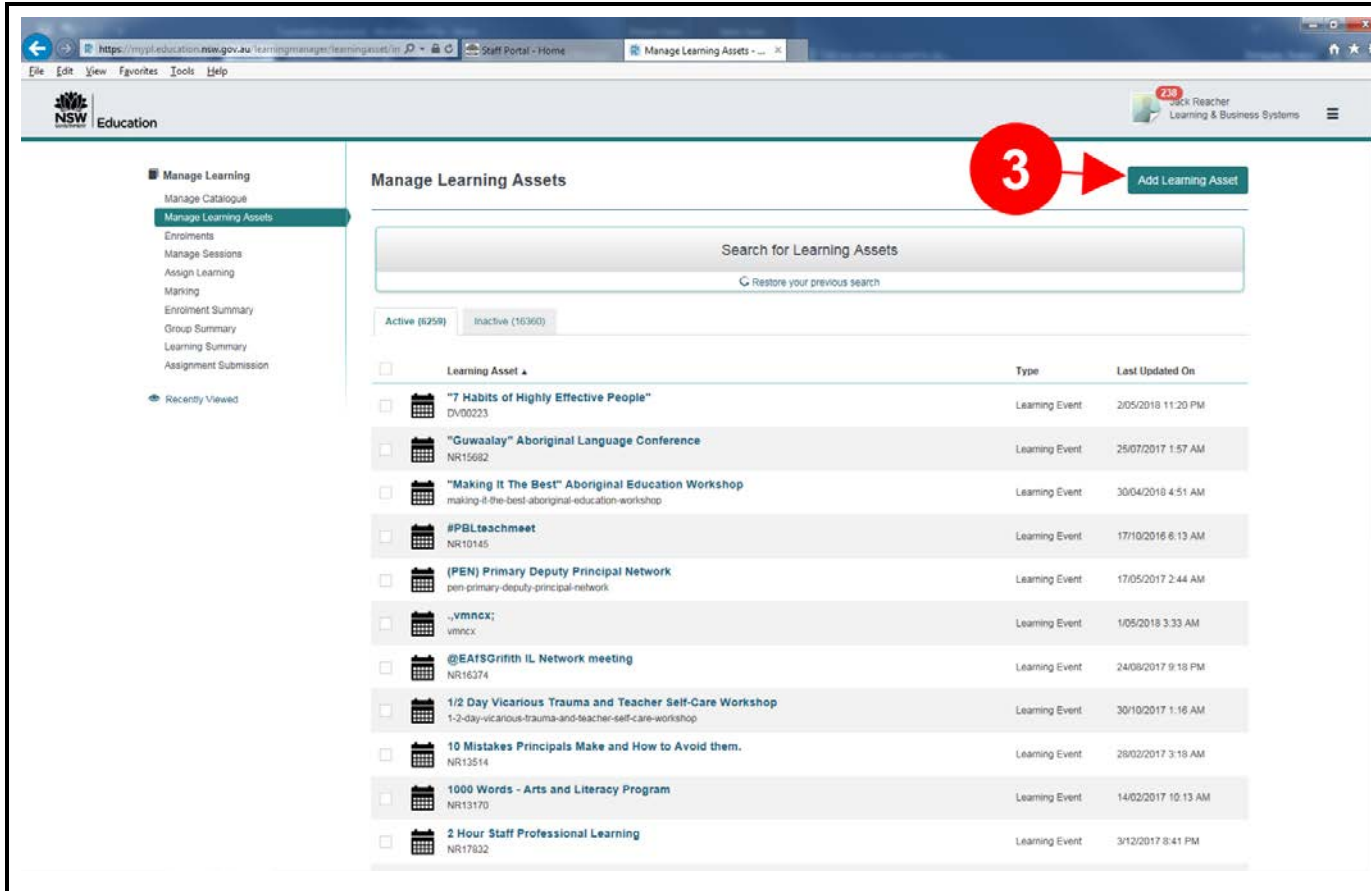
Search for Courses

Restore your previous search

Available in Catalogue (2556) | Not in Catalogue (41) | Draft (08) | Archived (15045) | Pending Approval (84) | Declined (255) | All (110659)

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

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



Manage Learning Assets

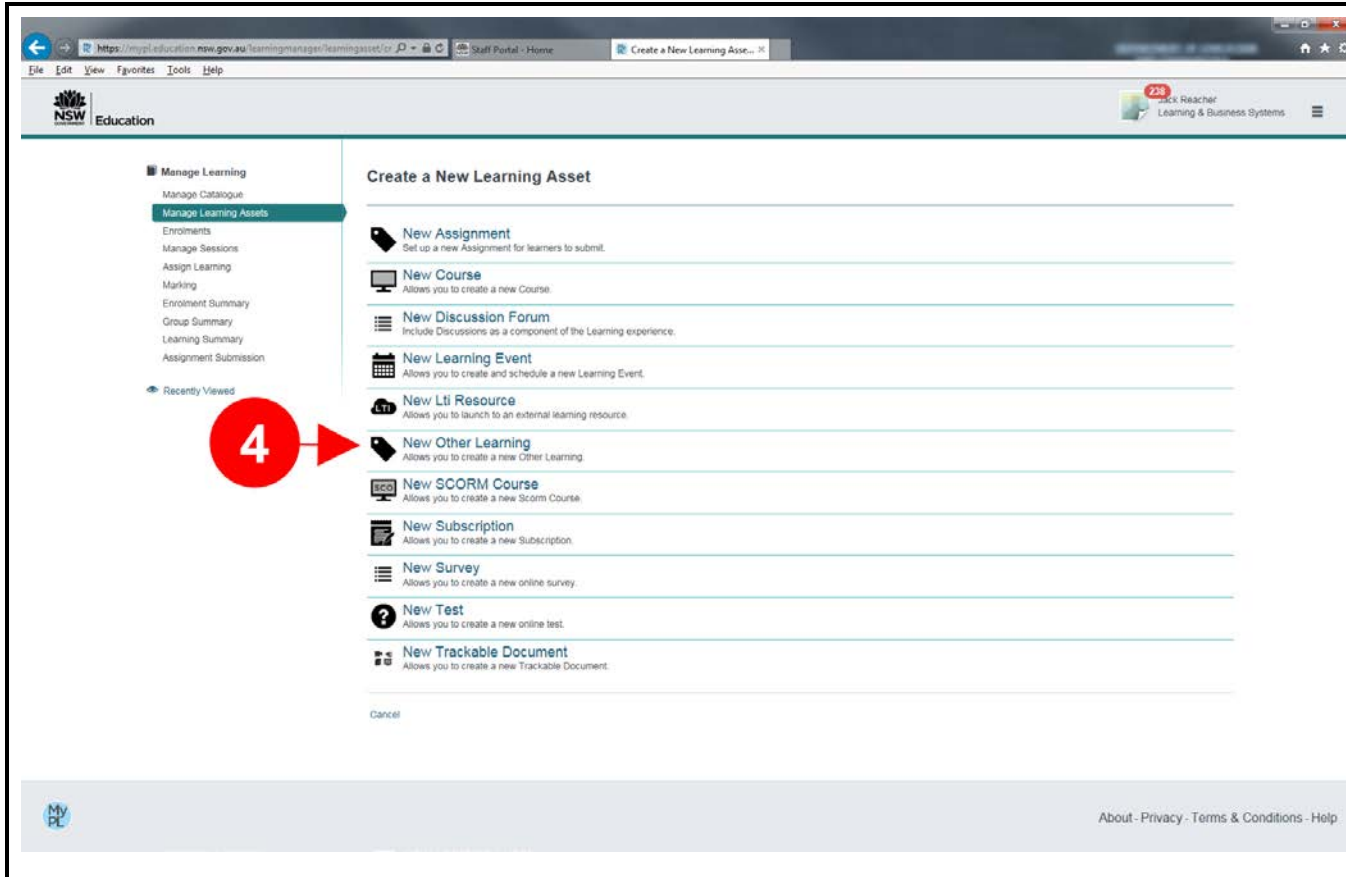
Search for Learning Assets

Restore your previous search

Active (6259) Inactive (16360)

<input type="checkbox"/>	Learning Asset	Type	Last Updated On
<input type="checkbox"/>	"7 Habits of Highly Effective People" DV00223	Learning Event	2/05/2018 11:20 PM
<input type="checkbox"/>	"Guwaalay" Aboriginal Language Conference NR15682	Learning Event	25/07/2017 1:57 AM
<input type="checkbox"/>	"Making It The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
<input type="checkbox"/>	#PBLteachmeet NR10145	Learning Event	17/10/2018 6:13 AM
<input type="checkbox"/>	(PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
<input type="checkbox"/>	-.vmeqx; vmeqx	Learning Event	1/05/2018 3:33 AM
<input type="checkbox"/>	@EATSCGriffith IL Network meeting NR16374	Learning Event	24/09/2017 9:18 PM
<input type="checkbox"/>	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
<input type="checkbox"/>	10 Mistakes Principals Make and How to Avoid them. NR12514	Learning Event	28/02/2017 3:18 AM
<input type="checkbox"/>	1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
<input type="checkbox"/>	2 Hour Staff Professional Learning NR17822	Learning Event	3/12/2017 8:41 PM

Step 3: Select Add Learning Asset button.



https://mypl.education.nsw.gov.au/learningmanager/learningasset/... Staff Portal - Home Create a New Learning Asse...

NSW Education 220 Blackboard Raiser Learning & Business Systems

4

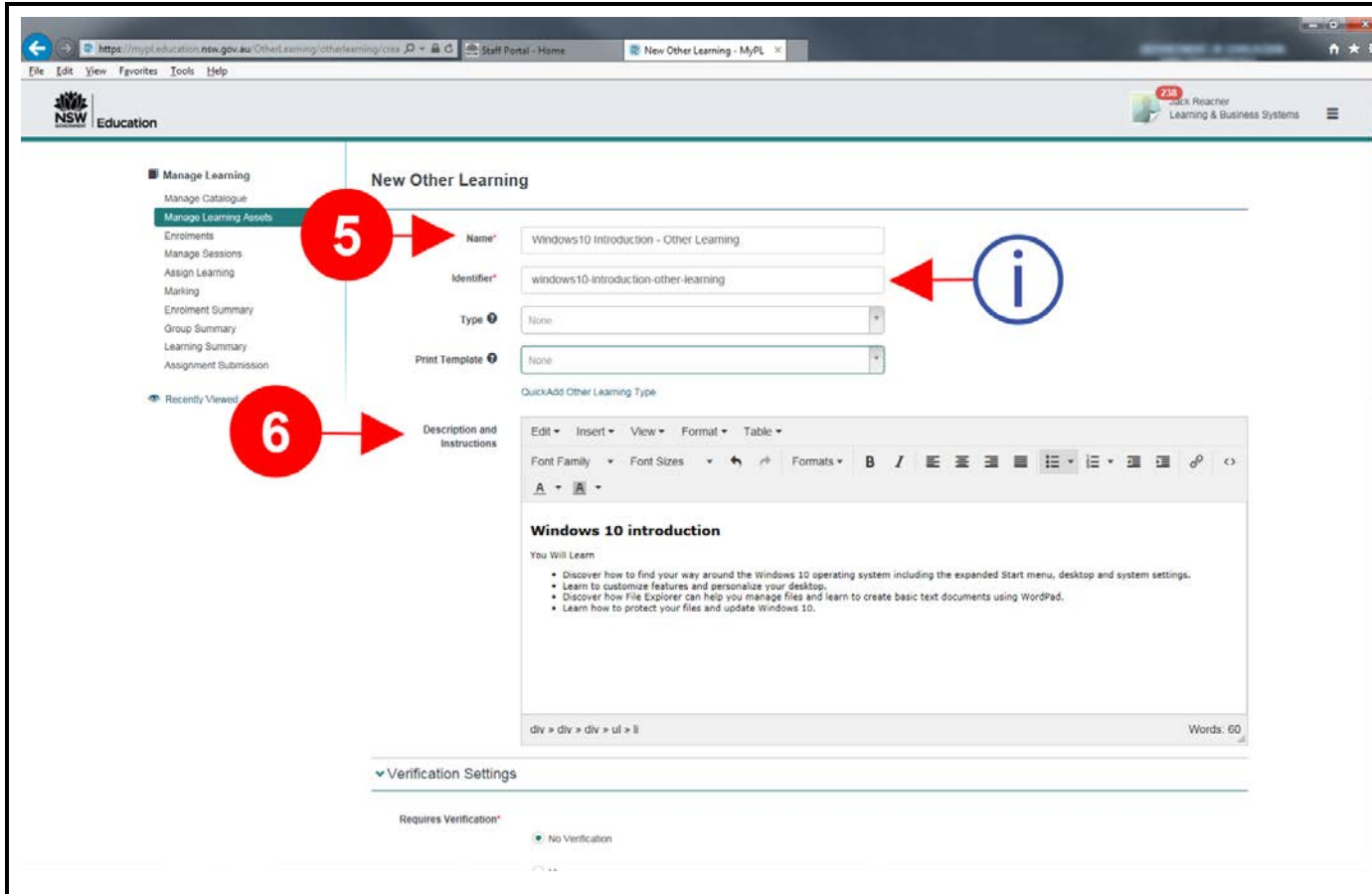
Create a New Learning Asset

- New Assignment**
Get up a new Assignment for learners to submit.
- New Course**
Allows you to create a new Course.
- New Discussion Forum**
Include Discussions as a component of the Learning experience.
- New Learning Event**
Allows you to create and schedule a new Learning Event.
- New Lti Resource**
Allows you to launch to an external learning resource.
- New Other Learning**
Allows you to create a new Other Learning.
- New SCORM Course**
Allows you to create a new SCORM Course.
- New Subscription**
Allows you to create a new Subscription.
- New Survey**
Allows you to create a new online survey.
- New Test**
Allows you to create a new online test.
- New Trackable Document**
Allows you to create a new Trackable Document.

Cancel

My PL About - Privacy - Terms & Conditions - Help


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



The screenshot shows the 'New Other Learning' form in the MyPL system. The form includes the following fields and sections:

- Name:** Windows10 Introduction - Other Learning (indicated by a red circle with the number 5).
- Identifier:** windows10-introduction-other-learning (indicated by a blue circle with an 'i' icon).
- Type:** None
- Print Template:** None
- QuickAdd Other Learning Type:** Edit, Insert, View, Format, Table
- Description and Instructions:** A rich text editor containing the text 'Windows 10 introduction' and a bulleted list of learning objectives (indicated by a red circle with the number 6).
- Verification Settings:** Requires Verification* (No Verification selected).

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

7 Manager

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

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

Allow Provider

Allow Title

9 Allow file upload of evidence

10 File upload of evidence is mandatory

Requires Valid To / Expiry Date

Caption

Requires Completion / Qualification Date

Caption

Requires Certificate / Registration Number

Caption

Allow Accreditation Number ?


Caption

Custom Attribute Set ?

Allow tag links ?


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

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


 Leave default settings.


Contacts

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

Name	Role	Actions
<input type="text" value="Type Existing User or Contact name"/>	<input type="text" value="Select Roles"/>	 <input type="button" value="Add"/>

Add External Contact


 or Cancel

 Leave default settings.

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**

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


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

 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.

