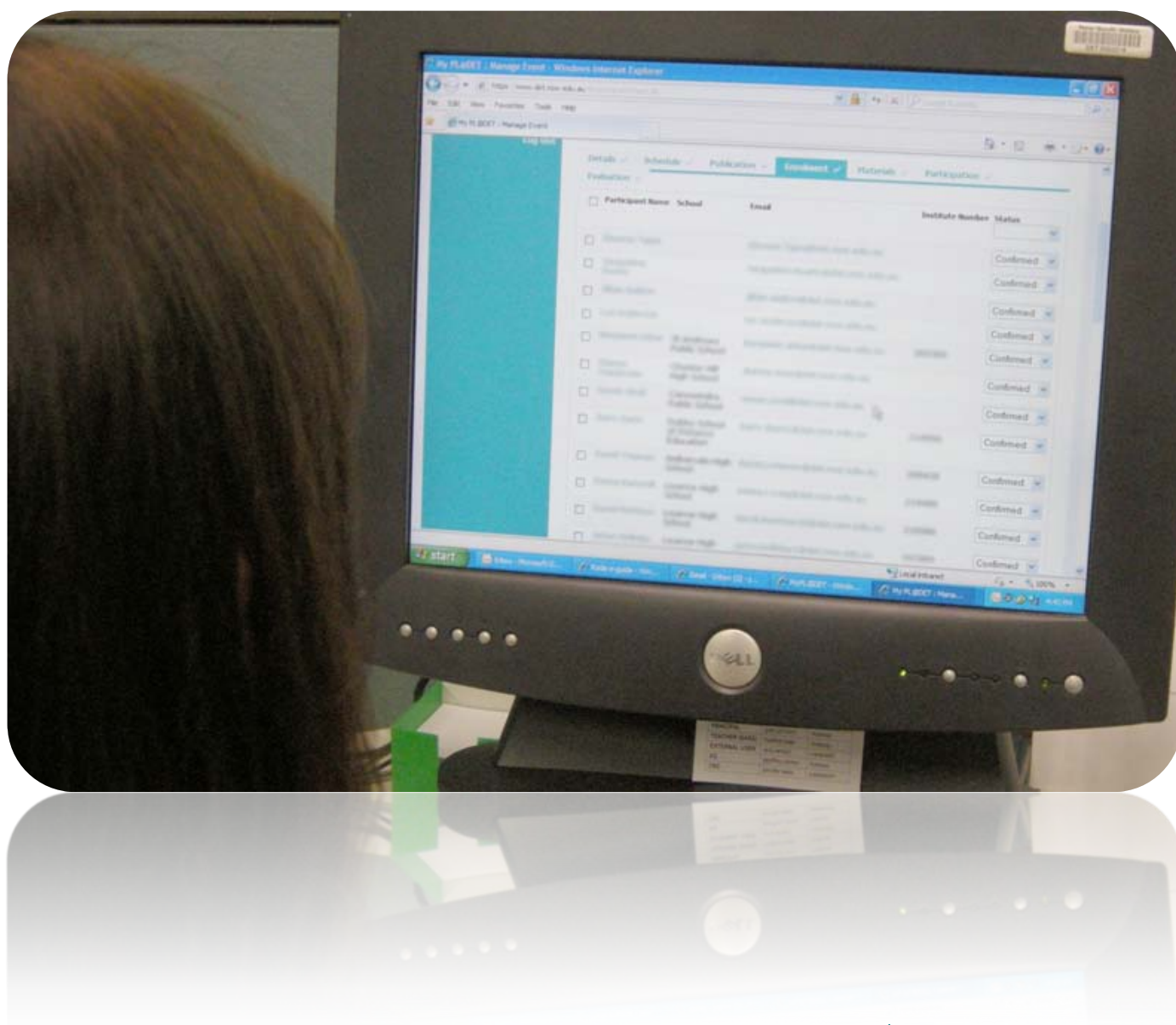


## DELIVERERS

## How to *manage* an *Event* via My PL@DET

Professional Learning and Leadership Development Directorate



## **DELIVERERS:**

### **How to manage an Event**

The following instructions describe the steps for *Deliverers* to manage a previously scheduled course or program *Event* through *My PL@DET*.

Further information about scheduling and publishing course *Events* can be found in the user guide: *DELIVERERS: How to schedule an Event via My PL@DET*.

#### **MANAGING COURSE OR PROGRAM ENROLMENT INFORMATION**

1. You have two options to access [My PL@DET](http://www.det.nsw.edu.au/docprs/welcome.do) (URL: [www.det.nsw.edu.au/docprs/welcome.do](http://www.det.nsw.edu.au/docprs/welcome.do))

- I. Access the *Logon* screen via the internet at [www.det.nsw.edu.au/docprs/welcome.do](http://www.det.nsw.edu.au/docprs/welcome.do)

**OR**

- II. Login to your *Staff Portal*. Click on the *My Applications* TAB and scroll down the alphabetical list to find the link to *My PL@DET*. Use your normal *DET User ID* and password to login.

2. After login, click on *My Professional Learning* in the left-hand menu. A detailed menu will drop down.
3. Click on *My Events* and locate the particular course *Event* to be managed.  
[www.det.nsw.edu.au/docprs/welcome.do](http://www.det.nsw.edu.au/docprs/welcome.do)
4. Click on the *Manage* button.

**Please note:**

My PL @DET will automatically log you out after a period of inactivity and any unsaved information will be lost.

MY PL @DET will autosave as you move between TABs, but it is recommended that you regularly click Save in the top right-hand corner as you add or edit information.

Save



5. Click on the **Enrolment** TAB.

There are three ways that enrolments can be facilitated for an event:

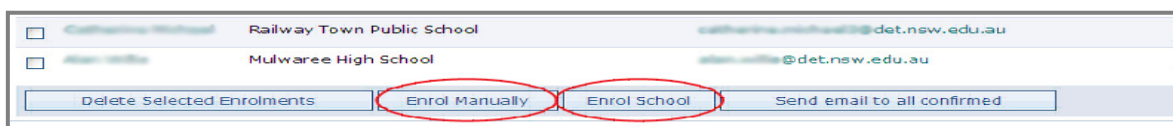
- I. *Participants* can self-enrol through the search engine or a direct link can be provided to the enrolment form.

Further information is available in the user guide: *DELIVERERS: How to schedule an Event via My PL @DET*.

- II. *Deliverers* can enrol participants *Manually* one person at a time.

- III. *Deliverers* can enrol participants via *Enrol School*

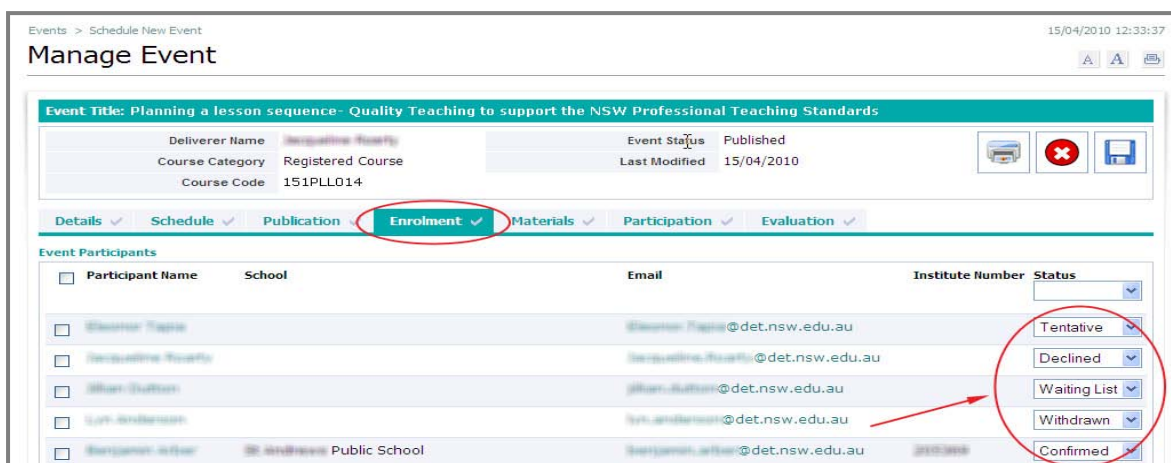
It is recommended that the *Enrol School* option is used if a number of staff from one school intend to complete a course or program.



6. By default, participants who apply online for an *Event* will be *Tentatively* enrolled in the course *Event*. There are five enrolment *Status* options available.

Confirm each participant's enrolment by clicking the drop-down menu beside each name and selecting *Confirmed*. You can also select and manage all participants concurrently by clicking the box beside the header *Participant Name* and the drop-down menu below the *Status* heading.

*Enrolment Application Confirmed* emails will be automatically generated and sent to each confirmed participant. The principal will also receive an email confirming each participant's enrolment.



You have now completed the necessary steps to enable enrolled participants to commence the course or program.



**Please note:** When participants have completed the professional learning and met all assessment requirements, the *Deliverer* will need to manage the participant completion data.

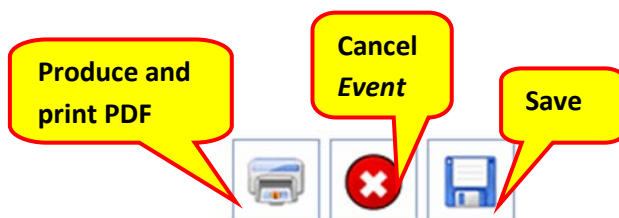
Instructions on how to *Manage Course Completion Information* are detailed on page 6.



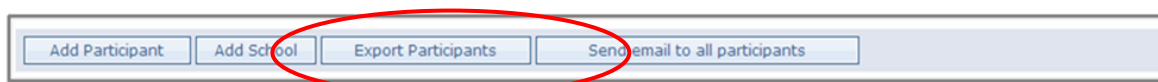
The following additional functions are available for *Deliverers*, if required.

1. Click the print icon on the top right of the screen to produce and print a complete PDF package of *Event* information.

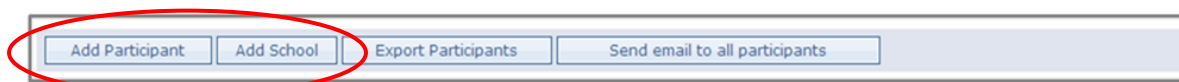
The package also includes a participant sign-on sheet, name tags and evaluation forms.



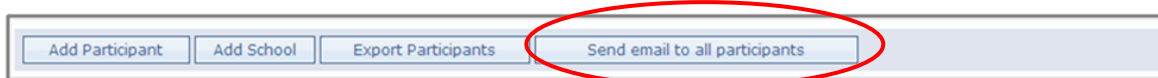
2. Click on the **Participation** TAB and *Export Participants* to produce a spreadsheet (.csv file) of all participant information. This information can be used to manage other tasks relating to the *Event* eg. financial organisation, catering etc.



3. Click on *Add Participants* or *Add School* to manually enrol additional participants not enrolled prior to the *Event*



4. For users with *Outlook* configured for DET email, click on *Send email to all participants* if you need to communicate further information to participants by email.



Users without *Outlook* configured for DET email, will need to refer to the [Professional Learning and Leadership Development](http://www.proflearn.nsw.edu.au/proflearn/areas/plp/mypl/index.htm) website for further advice.

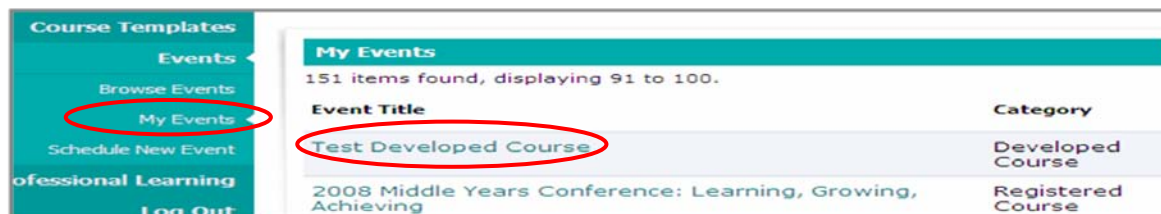
(URL: [www.det.nsw.edu.au/proflearn/areas/plp/mypl/index.htm](http://www.det.nsw.edu.au/proflearn/areas/plp/mypl/index.htm))



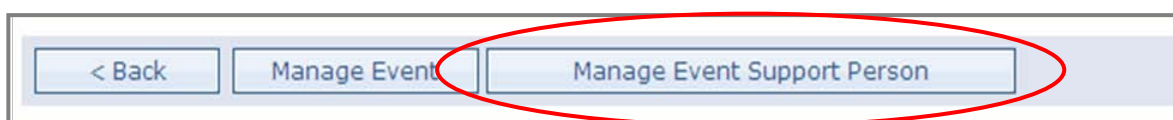
## To add supplementary *Event Support Person/s*:

You may require another person to be able to view and manage enrolments for your *Event*. To do so you can add *Event Support Person/s*.

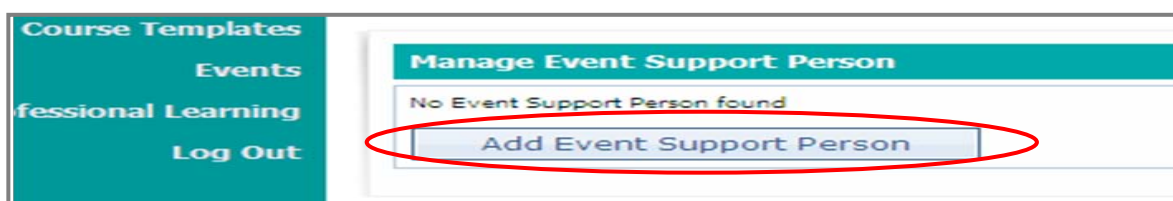
1. Return to *My Events* on the left hand navigation bar. Click the hyperlinked course *Event* title.



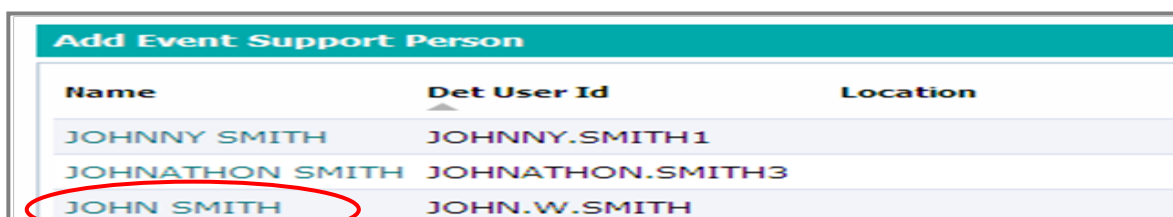
2. Click on *Manage Event Support Person* at the bottom of the screen.



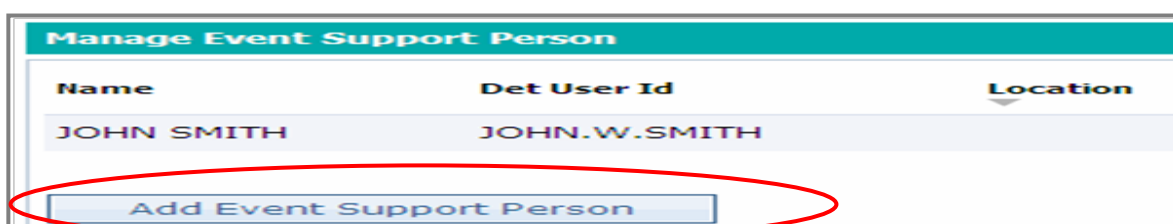
3. Click *Add Event Support Person*



4. Enter *First* and *Last Name* of the support person and *Search*  
You may need the *DET User Id* to identify the correct person.



5. Click the hyperlinked name and *Add Event Support Person*.  
The support person will now have full *Deliverer* access in *My PL @DET* and capacity to manage the nominated course *Event*.



6. Repeat process to add other *Event Support Person/s*.





## MANAGING COURSE COMPLETION INFORMATION

1. When participants complete the learning and assessment requirements, login to *My PL @DET*, click on *My Events* and locate the event to be managed.
2. Click on the **Participation** TAB.  
There are three *Status* options available.  
Confirm participants' course completion by clicking on the drop-down menu beside each name and selecting *Completed*. (or an alternative option if applicable). Again, you can also select and manage all participants concurrently by clicking the box beside the header *Participant Name* and the drop-down menu below the *Status* heading.

Events > Schedule New Event 15/04/2010 12:59:42

### Manage Event

Event Title: Planning a lesson sequence- Quality Teaching to support the NSW Professional Teaching Standards

Deliverer Name: Jacqueline Pearty Event Status: Published  
Course Category: Registered Course Last Modified: 15/04/2010  
Course Code: 151PLL014

Details Schedule Publication Enrolment Materials **Participation** Evaluation

Record Participants' Results

<input type="checkbox"/> Participant Name	School	Email	Institute Number	Status
<input type="checkbox"/> Lyn Anderson		lyn.anderson@det.nsw.edu.au		Completed
<input type="checkbox"/> Benjamin Arfai	St Andrews Public School	benjamin.arfai@det.nsw.edu.au	2015305	Did Not Attend
<input type="checkbox"/> Emma Barcroft	Science High School	emma.barcroft@det.nsw.edu.au	2015305	Did Not Complete
<input type="checkbox"/> Karen Canning	Orange Public School	karen.canning@det.nsw.edu.au	2015305	
<input type="checkbox"/> Melissa Clark	Manildra West Public School	melissa.clark@det.nsw.edu.au	2015305	

3. The finalised records from the **Participation** TAB generate the course completion data, which in the case of new scheme teachers accredited at Professional Competence, is automatically transferred from *My PL @DET* to the *NSW Institute of Teachers*' database.
4. If you have chosen to use the evaluation form produced by *My PL @DET*, you can now proceed to the *Evaluation* TAB and enter responses.
5. Please advise participants to allow at least **10 working days** for the course completion data to be transferred to the *NSW Institute of Teachers*.