

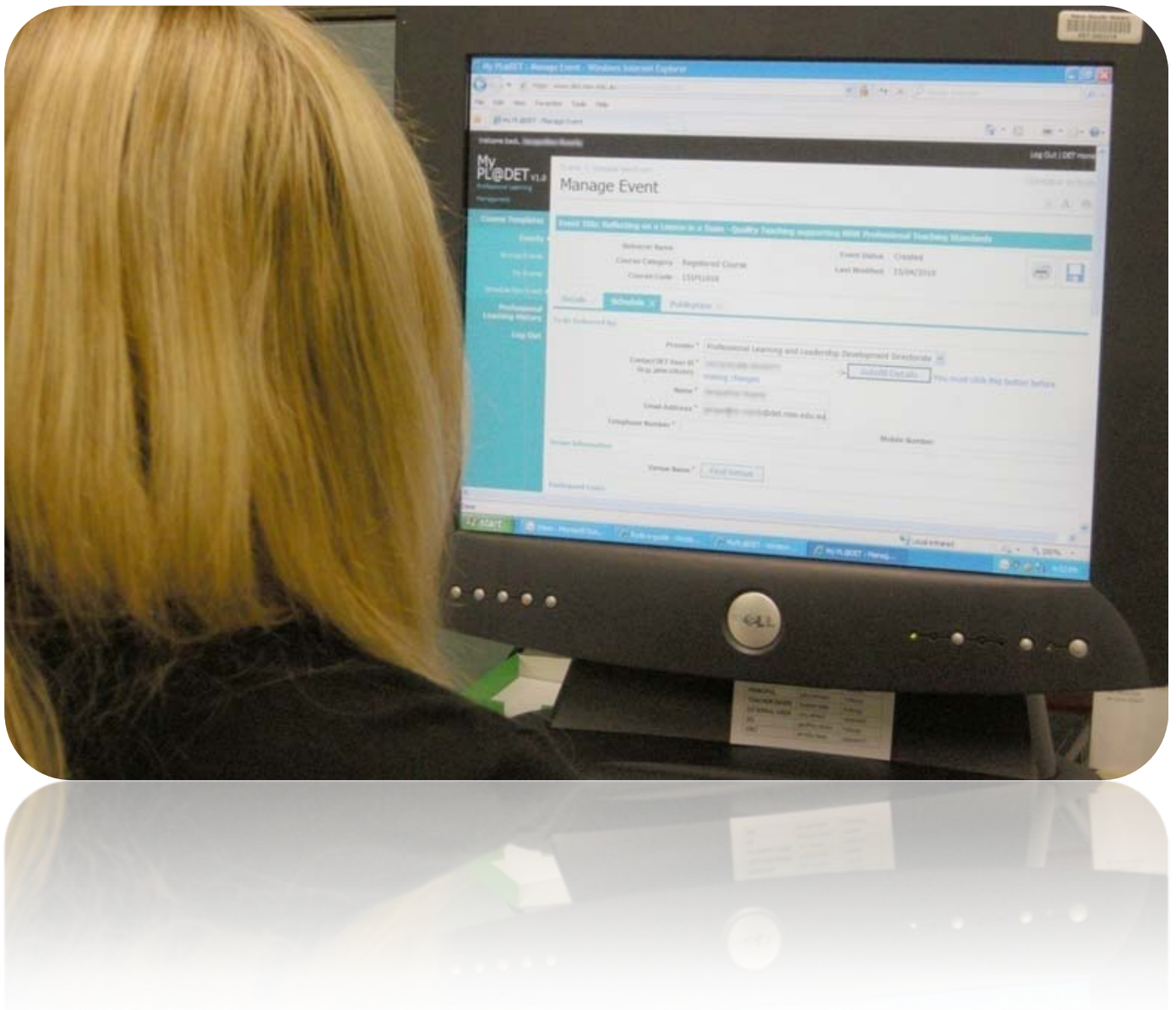


Education
& Training

DELIVERERS

How to ***schedule*** an *Event* via *My PL@DET*

Professional Learning and Leadership Development Directorate



DELIVERERS:

How to schedule an *Event*

The following instructions describe the steps for *Deliverers* to schedule and publish for advertisement a course or program *Event* through *My PL @DET*.

1. To schedule an *Event*, *Deliverer* access is required. School principals have *Deliverer* access.

For instructions on how the principal of your school can **delegate** *Deliverer* status, go to the *Professional Learning and Leadership Development Directorate* webpage,

[Tutorials for Principals or their delegates](#)

(URL: www.det.nsw.edu.au/proflearn/areas/plp/mypl/tut1.htm)

2. Prior to scheduling an *Event* through *My PL @DET*, identify the course or program that you wish to schedule. (A *Course* is 10 hours or less and a *Program* is more than 10 hours).

Take note of the exact name of the course or program (or the specific course or program code) as this is necessary for the search in *My PL @DET*.

Contact the *Course Contact* to request approval to deliver the course or program.

Note:

Some courses and programs have already been approved for delivery by school personnel. If this is not the case for the course or program you wish to deliver, you **MUST** obtain approval from the *Course Contact* before scheduling the *Event*.

3. You have two options to access [My PL @DET](#) (URL: 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.

OR

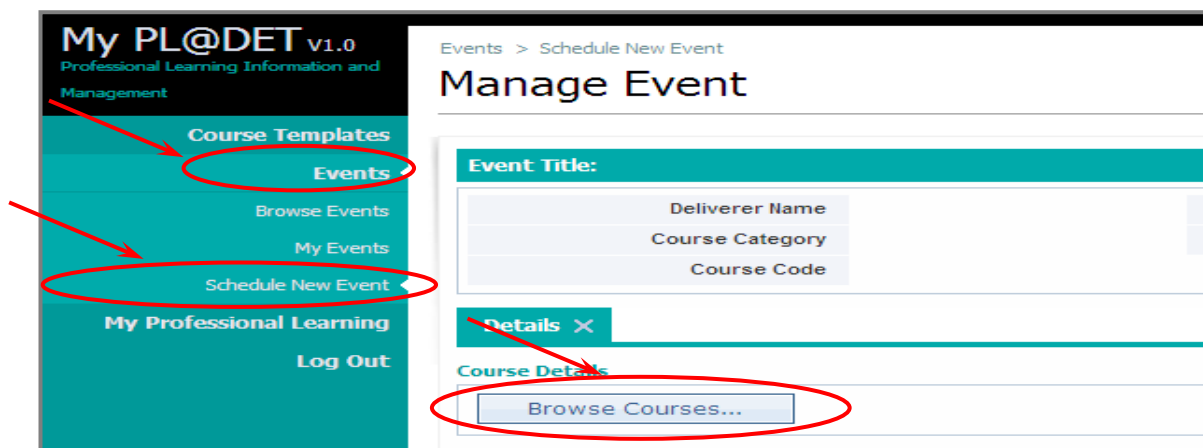
- II. Log in to your *Staff Portal*. Click on the *My Applications* TAB and scroll down the alphabetical list to find the link to *My PL @DET*. Use your normal *DET User ID* and password to log in.

4. Click on *Events* in the left-hand menu.
A detailed menu will drop down.
5. Click on *Schedule New Event*.

Note:

Each full delivery of a course or program should be scheduled as **one Event**. (One *Event* can incorporate a number of sessions or professional learning over an extended period of time).

6. Click on *Browse Courses* button



7. Search for the course or program by typing the *Course Title* (using keywords) or *Course Code* then click on the *Search* button. (My PL @DET will recognise partial names).

Note:

Ensure that you enter *Search Criteria* information correctly. The search engine in My PL @DET requires accurate spelling and word order, but not necessarily *complete* information. It is only necessary to include key words in your search.

8. A list of courses appears from your search.
Click on the course required. If choosing from a number of options, you should check to ensure that you make the correct selection. If necessary, you can refine your search by clicking *Search Again*.

Course Title	Category
Planning a lesson sequence- Quality Teaching to support the NSW Professional Teaching Standards	Registered Course

9. Three TABs can be seen: **Details**, **Schedule**, **Publication** marked with an X. Information on the course **Details** TAB will assist you to confirm that this is the course you wish to schedule. Click on *Next* at the bottom right hand side. This will take you to the **Schedule** TAB.

Events > Schedule New Event 08/04/2010 11:38:28

Manage Event

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

Deliverer Name	Registered Course	Event Status	Created
Course Category	151PLL014	Last Modified	

Details X Schedule X Publication X

Course Details

Course Title	Planning a lesson sequence- Quality Teaching to support the NSW Professional Teaching Standards
Description	This online course guides participants through the processes involved with planning a lesson sequence using the four key questions of the Quality Teaching model to maximise depth of student understanding. The course draws on the "backward design" approach to planning curriculum. Participants build the lesson sequence starting with the key concepts students will engage deeply with. Activities within the course highlight the importance of preparing and planning for student understanding
DET Learning Priority Area	Quality teaching, Support for new teachers
Available to DET employees only?	Yes
Target Group	All Teachers
NSW Institute of Teachers (NSWIT) Registered Course	Yes
Registered Hours	03:00
Further Details	

Select New Course...

Course Developed By:

Contact Name	Jennifer Smith
Contact Position	Manager, Teacher Learning Hub
Contact Email	jennifer.smith@det.nsw.edu.au
Contact Phone	0000 0000

Next >

Please be aware of the three tabs *Details*, *Schedule*, *Publication*
All required fields must be completed to ensure the scheduling process can continue.

If any required fields are missing, an error message will appear at the top of the page.

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.





10. On the **Schedule** TAB, in the *To Be Delivered By* section:

- I. Make the appropriate selection in the *Provider* drop down menu.
(This information relates to the *Deliverer's* location. School-based *Deliverers* should select their relevant region).
- II. If the contact person for the *Event* is another officer, you will need to know and amend the *Contact DET User ID* field before proceeding.
- III. Click on the *Autofill Details* button.
This will fill in the details of the course *Deliverer*. If information is incorrect, the form fields can be manually amended.

11. On the **Schedule** TAB in *Venue Information* section, click on the *Find Venue* button.

Events > Schedule New Event 08/04/2010 11:42:33

Manage Event

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

Deliverer Name	Event Status	Created
Course Category	Registered Course	Last Modified
Course Code	151PLL014	08/04/2010

Details Schedule Publication

To Be Delivered By:

Provider: Professional Learning and Leadership Development Directorate

Contact DET User ID (e.g. jane.citizen): 151PLL014 -> Autofill Details You must click this button before making changes

Name: Stephen O'garra

Email Address: stephen.o'garra@det.nsw.edu.au

Telephone Number: 02 9555 7708 Mobile Number:

Venue Information

Venue Name: Find Venue

12. In the *List Venue* section, type key words of the venue name into the *Venue Name* field. Click on the *Filter* button.

Note: If your venue is not on the list, you should contact your region's *My PL @DET Administrator*.

My PL@DET v1.0 Professional Learning Management

Events > Schedule New Event 14/04/2010 14:56:13

List Venue

Venue List

Region: [dropdown]

Venue Name: sarah redfern high

Suburb: [text field]

Postcode: [text field]

Filter Clear



13. Click on the correct *Venue Name*

Events > Schedule New Event 14/04/2010 14:56:13

List Venue

Venue List

Region: Suburb:
 Venue Name: sarah redfern high Postcode:

One item found.

Venue Name	Region	Address Line	Suburb	Postcode
Sarah Redfern High School	South Western Sydney	Pembroke Rd	MINTO	2566

14. When returning to the **Schedule** TAB, the *Venue Information* section will now be updated with the venue details.

Venue Information

Venue Name * Sarah Redfern High School

Pembroke Rd

MINTO, 2566

Region * South Western Sydney

15. Under the *Participant Costs* section, enter relevant costs for participants. At least one cost is required. You must enter "0" if there is no cost involved. The proposed participant cost is the amount nominated by the course or program *Developer*. It may or may not be relevant to your *Event*. You may enter an different participant cost.

Note:

Financial information is for notification purposes only. *My PL@DET* is not a financial management system. It is recommended that you include any clarifying payment information in the *Further Details* field.

Participant Costs

Actual Participant Cost (\$) * At least one cost is required

Government School (Incl. GST) \$ 0

Non-Government School (Incl. GST) \$

NSW DET non School-based (Excl. GST) \$

Student Teachers (Incl. GST) \$

Other Participants (Incl. GST) \$

Proposed Participant Cost (\$)

Government School (Incl. GST)	\$0.00
Non-Government School (Incl. GST)	\$999.00
NSW DET non School-based (Excl. GST)	\$0.00
Student Teachers (Incl. GST)	\$999.00
Other Participants (Incl. GST)	\$999.00

You must enter "0" if there is no cost



16. Complete all relevant information in the *Event Information* section. The *Local Event Code* is an optional field. You will need to check any relevant school/region/directorate policy about using this code.

In the *Further Details* field, enter any special information for participants or to restrict enrolment. For example: *This event is only available to teachers of (insert) school.*

17. Under the *Session Information* section, complete the relevant information. Multiple sessions can be added for one *Event*.

Note:

If the course or program will be facilitated over a number of sessions or for an extended period, tick the box beside *Course available all year*. The *Start Date* and *End Date* fields will autofill. The *Application Closing Date* in the *Event Information* section will also simultaneously autofill. This will enable flexible delivery and management of one course *Event*, accessible to participants at varying times throughout the year.

The screenshot shows a web form with two main sections: 'Event Information' and 'Session Information'. In the 'Event Information' section, the 'Maximum Participants' is set to 999, 'Application Closing Date' is 31/12/2010, and 'Local Event Code' is empty. The 'Minimum Participants' field is empty. The 'Further Details' field contains the text 'This event is only available to teachers at Sarah Redfern High School.' and is circled in red. A red arrow points from the 'Further Details' field to the 'Session Information' section. In the 'Session Information' section, the 'Course available all year' checkbox is checked and circled in red. Below this, the 'Start Date' is 14/04/2010, 'End Date' is 31/12/2010, and 'Time(s)' is set from 9:00 to 17:00.

18. It is recommended that a final check of all information is undertaken prior to publication.

A complete PDF version can be produced and printed by clicking the print icon on the top right of the screen.



19. Click on the *Next* button.
This will bring you to the **Publication** TAB.



20. Provided you have approval from the *Course Contact* (as outlined in step 2, page 1) on the **Publication** TAB, tick the first box, indicating that the event is endorsed by the *Course Contact*. (An email will be automatically sent to this person).

If participants need to enrol in the *Event*, it is recommended that you **DO NOT** tick the second box. (The *Event* will be open to public view so that participants can search for and enrol in the *Event*).

If it is preferred that the *Event* is not publicly advertised (such as in the case of an *Event* for staff at your school only) it is possible to send selected participants a direct hyperlink to the *Event*.

Complete and publish the event by clicking on the *Click Here to Publish this Event* button.

Events > Schedule New Event 08/04/2010 11:56:16

Manage Event

✕ • Publication is incomplete.
• Endorsement by the course developer is required.

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

Deliverer Name	Jennifer Morgan	Event Status	Created
Course Category	Registered Course	Last Modified	08/04/2010
Course Code	151PLL014		

Details ✓ Schedule ✓ Publication ✕

Publish Event

Before publishing this Event, make sure you have gained authorisation from the Course Contact:

Jennifer Morgan
(Manager, Teacher Learning, PL@DET)
Phone: 9555 7755
Email: jennifer.morgan@det.nsw.edu.au

☒ Tick this box to indicate that this event is endorsed by the course contact listed above.

☐ Tick this box to indicate that this event is not to be advertised for viewing or enrolment via the My PL@DET search engine. E.g. A local school event that is not open to others.

Do not tick this

[Click Here to Publish this Event](#)

< Previous

Your *Event* will now be accessible through the *My PL @DET* search engine.

21. The event has now been scheduled and published. Participants are now able to enrol.

Events > Schedule New Event 08/04/2010 11:56:16

Manage Event

✓ • Event Successfully Published

Event Title: A developed course 2

Deliverer Name	Jennifer Morgan	Event Status	Published
Course Category	Developed Course	Last Modified	30/03/2010
Course Code	DEV125		

Details ✓ Schedule ✓ Publication ✓ Enrolment ✓ Materials ✓ Participation ✓ Evaluation ✓

Publish Event

Before publishing this Event, make sure you have gained authorisation from the Course Contact:

Jennifer Morgan
(Manager, Teacher Learning, PL@DET)
Phone: 9555 7755
Email: jennifer.morgan@det.nsw.edu.au

☒ Tick this box to indicate that this event is endorsed by the course contact listed above.

☐ Tick this box to indicate that this event is not to be advertised for viewing or enrolment via the My PL@DET search engine. E.g. A local school event that is not open to others.

[Click Here to Re-publish this Event](#) [Withdraw this Event](#)



Note:

Although *Deliverers* can manually enrol participants, it is preferable that participants personally enrol to provide specific information and/or dietary requirements.

If you wish to advertise your *Event* or you choose not to publish in the public search engine (by ticking the *do not advertise* option) you can provide participants the direct link to the enrolment form.

The stem of the link is always the same:

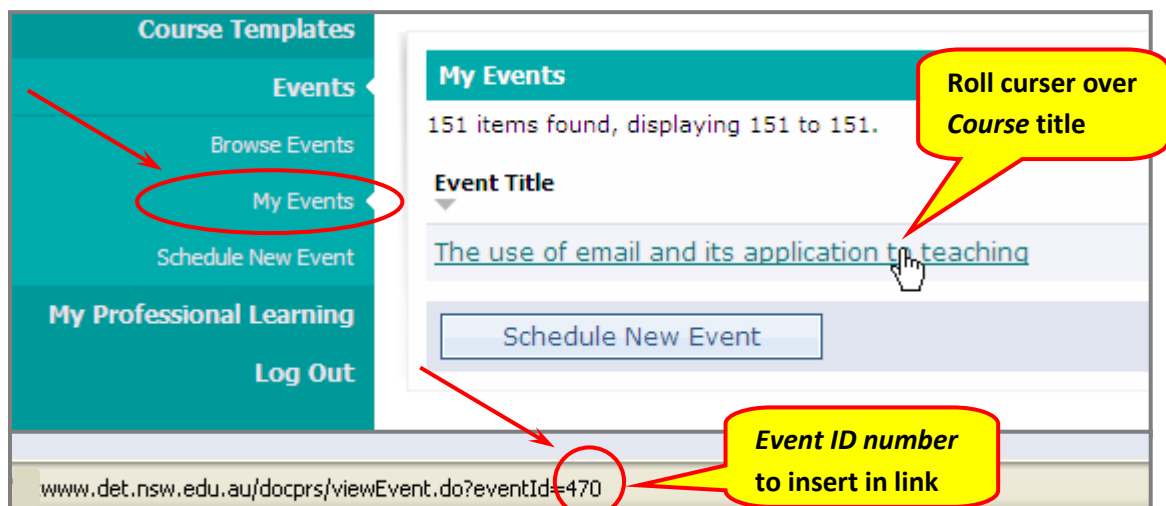
<https://www.det.nsw.edu.au/docprs/publicViewEvent.do?eventId=>

Click on *Events* on the left-hand side navigation bar. Take note of the particular *Event ID* by rolling over the name of the *Event* and noting the *ID number* on the bottom of the screen. Add the *Event ID number* to the end of the above stem.

Participants can then click the link to go straight to the *Event* enrolment form in *My PL @DET*.

In the following example, the *Event ID* is 470 so that the direct link to the *Event* is:

<https://www.det.nsw.edu.au/docprs/publicViewEvent.do?eventId=470>



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