



Schools' Choice CPD Online

CPD Leader User Guide

Contents

Access the Site	2
Managing your account in 'My CPD'	3
Searching for events.....	5
Making a booking on behalf of a Colleague	11
Authorising event bookings in 'My CPD'.....	16
Events you have booked for Colleagues	17
Events Colleagues are due to attend	19
Events attended by Colleagues	20
Other Events attended by Colleagues.....	21
CPD Leader Reports.....	22

Access the Site

- To access the site visit the following URL: <http://cpd4-schoolschoice.test.local/cpd/default.asp>
Click 'Log in' to continue



[Home](#)
[CPD Home](#)
[Estore](#)
[Search Events](#)
[Search Expertise](#)
[Help ▾](#)

[About Schools' Choice CPD](#)

[Contact Us](#)

[General Enquiry](#)

[Printed Directory](#)

Welcome to Schools Choice

Professional development and training for Schools' Choice Children's workforce

Latest News

There are no current news items

[Log in](#)

Search Events

Keyword
 Event
 Event Code NEW!

[Search](#)

[Today's Events](#)

Event Calendar

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

- Select the hyperlink at the bottom of the page to create a new account.



[Home](#)
[CPD Home](#)
[Estore](#)
[Search Events](#)
[Search Expertise](#)
[Help ▾](#)

Sign in

Enter your user details to log in.

Username

Password [Forgotten it?](#)

Don't have an account?
 Sign up here for your FREE Schools' Choice Schools Choice CPD Online account today!

[Log In](#)
[Cancel](#)

- If you have forgotten your login details click on the 'Forgotten Password' link. Enter your email address and click 'Enter' to receive an email reminder of your password details.



Forgotten login details

If you have forgotten your login details please enter your email address below. We will email a copy of your account details, including your password, to the address you enter.

Enter your email address:

Enter

[Back to Top](#)

Managing your account in 'My CPD'

1. When you are logged in you will have access to 'My CPD' within the top menu tabs. This is where you can manage your account, your online bookings and track event bookings your colleagues have made.



[Home](#) [CPD Home](#) [Estore](#) **[My CPD](#)** [Search Events](#) [Search Expertise](#) [Help](#) [Log Out](#)

[About Schools' Choice CPD](#)

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[General Enquiry](#)

[Printed Directory](#)

Welcome to Schools Choice

Professional development and training for Schools' Choice Children's workforce

Please review and update your email preferences

Latest News

There are no current news items


















Search Events

Keyword
Event
Event Code **NEW!**

Search

[Today's Events](#)

My CPD Online

My Account			
			
change username & password	change contact details	My Email Alerts/Newsletters	update your equal opportunity responses
Events			
			
events due to attend and booking status	cancel a booking	events attended	saved events
CPD Leader Tools			
			
events I have booked for colleagues	events colleagues are due to attend	events attended by colleagues	
			
event reports	colleague report	unauthorised booking requests	
Other CPD Events			
			
view other events	add event	other events attended by colleagues	

2. Within 'My CPD' you can:

- Change your username and password within 'Change username & password'
- Change your contact details within 'Change contact details'
- Update your event email alert preferences within 'Update your email alerts'. This is where you can select which types of event you would like to receive event alert emails for. Event alerts are sent weekly on a Friday evening for any new courses that you may be interested in.
- Update your Equal Opportunity monitoring responses within 'Update your equal opportunity responses'
- Track booking statuses for bookings you have made within 'Events due to attend and booking status'
- Cancel bookings you have made within 'Cancel a booking', this can also be completed by following the 'Cancel booking' link within the top menu
- Track your events attended within 'Events attended'
- View events you have saved in 'Saved events'
- Create and manage other events you have attended outside of CPD Online in 'Other events'
- View all events you have booked for colleagues and track the booking status of their bookings in 'Events I have booked for colleagues'
- View and track events all colleagues are due to attend in 'Events colleagues are due to attend'
- View events all colleagues have attended in 'Events attended by Colleagues'
- View and download Colleague and Event Attendance history reports within 'Colleague report'
- Authorise booking requests within 'Unauthorised booking requests'. This will appear in red font if there are any outstanding requests for you to authorise.



- 2.1. If you are a CPD Leader at more than one establishment you will see an option to 'Choose establishment to manage' in 'My CPD'. This is where you can change establishments to view bookings made.

[Back to Top](#)

Searching for events

1. Events can be searched for in three ways:

- 1.1. Select 'Search Events' in the top menu

The screenshot shows the Schools' Choice homepage. The top navigation menu includes links for Home, CPD Home, Estore, My CPD, Search Events (highlighted with a red box), Search Expertise, Help, and Log Out. On the left sidebar, there are links for About Schools' Choice CPD, Contact Us, General Enquiry, and Printed Directory. The main content area features a 'Welcome to Schools Choice' message, a professional development and training description, a blue banner to review email preferences, and a 'Latest News' section stating there are no current news items. On the right, there is a 'Search Events' sidebar with input fields for Keyword, Event (set to All Events), and Event Code, along with a 'Search' button and a 'NEW!' badge. A link for 'Today's Events' is also present.

- 1.2. Alternatively if you know the date of the event you are looking for, click on the date in the Event Calendar on the homepage

The screenshot shows the 'Event Calendar' for January 2015. The calendar is a grid with days of the week (S, M, T, W, T, F, S) and dates. The date 27 is highlighted with a red box. Below the calendar, there is a blue link that says 'Use this calendar to display events based on start date.'

- 1.3. You can also enter a search term on the homepage in the search events box.

Search Events

Keyword

Event

All Events ▼

Event Code

NEW!

Search

Today's Events

2. You will be taken to the 'Search Events' page

[Home](#)
[CPD Home](#)
[Estore](#)
[My CPD](#)
[Search Events](#)
[Search Expertise](#)
[Help ▼](#)
[Log Out](#)

Development Opportunities

Keyword		Event Code	
Starts during or after	Today ▼	Area	Select ▼
Channel	Select ▼	Subject	All Subjects ▼
Target Audience	Select a target audience ▼	Event type	All Events ▼
Key Stage	EYFS <input type="checkbox"/> KS1 <input type="checkbox"/> KS2 <input type="checkbox"/> KS3 <input type="checkbox"/> KS4 <input type="checkbox"/> Post 16 <input type="checkbox"/>		
Search			

3. If you wish to find events that start during or after a certain month select a month from the 'Starts during or after' drop down.

Development Opportunities

Keyword	<input type="text"/>	Event Code	<input type="text"/>
Starts during or after	<div>Today ▾</div>	Area	<div>Select ▾</div>
Channel	<div>Select ▾</div>	Subject	<div>All Subjects ▾</div>
Target Audience	<div>Select a target audience ▾</div>	Event type	<div>All Events ▾</div>
Key Stage	EYFS <input type="checkbox"/> KS1 <input type="checkbox"/> KS2 <input type="checkbox"/> KS3 <input type="checkbox"/> KS4 <input type="checkbox"/> Post 16 <input type="checkbox"/>		

Search

- Enter your search criteria and click the 'Search' button to search for events
- Results will be displayed on screen that match your criteria, as per the example below

Working Together to Safeguard Children - Inter-agency Training

Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

Appropriate for Safeguarding Levels/Groups 3 refresher training

PLEASE NOTE LUNCH WILL NOT BE PROVIDED

Course Code: WT 0127

Session	Date	Time	Venue	Parking	Map
Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map

- [Request a place](#)
- [Full details](#)
- [Print event](#)
- [Save event](#)

2 attached documents

- If there are any documents attached to the event you will see an 'Additional Document(s)' icon

Working Together to Safeguard Children - Inter-agency Training

Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

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Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map

- Request a place
- Full details
- Print event
- Save event

2 attached documents

- To view the full details of an event click on the 'Full details' link on the right hand side and you will be taken to a page with the full event information.

Working Together to Safeguard Children - Inter-agency Training

Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

Appropriate for Safeguarding Levels/Groups 3 refresher training

PLEASE NOTE LUNCH WILL NOT BE PROVIDED

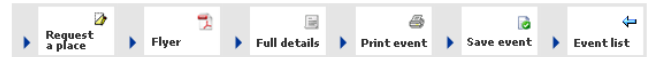
Course Code: WT 0127

Session	Date	Time	Venue	Parking	Map
Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map

- Request a place
- Full details
- Print event
- Save event

2 attached documents

View Details



2 attached documents

Working Together to Safeguard Children - Inter-agency Training	
Event Code	WT 0127
Training Provider	SCG ACS & CYP WFD Team
Event Description	<p>Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.</p> <p>Appropriate for Safeguarding Levels/Groups 3 refresher training</p> <p>PLEASE NOTE LUNCH WILL NOT BE PROVIDED</p>
Training Objectives	<p>Identify, assess & meet the needs of children where there are safeguarding concerns.</p> <p>The impact of parenting issues, such as domestic abuse, substance misuse & Mental illness on parenting capacity.</p> <p>Working with children and family members, including addressing lack of co-operation within the context of role. Section 47 enquiries, roles, responsibilities and collaborative practice.</p> <p>Using professional judgements to make decisions as to whether a child is suffering significant harm.</p> <p>Taking emergency action.</p> <p>Communicating with children in line with interviewing vulnerable witness guidance.</p>
Key Stages	
Subject Areas	Safeguarding Levels/Groups 2 and/or 3 and/or 4
Target Audience	Practitioner
Dress Code	
Course Pre-requisites	Candidates MUST have received the following training before attending this course: Introduction to Safeguarding Children (Groups 1 & 2) Senior Designated Professional training (School Staff)

8. To print the details of an event, click on the 'Print Event' link.

Working Together to Safeguard Children - Inter-agency Training

Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

Appropriate for Safeguarding Levels/Groups 3 refresher training

PLEASE NOTE LUNCH WILL NOT BE PROVIDED

Course Code: WT 0127

Session	Date	Time	Venue	Parking	Map
Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map

Request a place

Full details

Print event

Save event

2 attached documents

9. To save the details of an event click on the 'Save event' link. The event will be saved in your 'Saved Events' page within 'My CPD'.

Working Together to Safeguard Children - Inter-agency Training

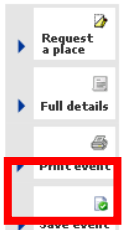
Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

Appropriate for Safeguarding Levels/Groups 3 refresher training

PLEASE NOTE LUNCH WILL NOT BE PROVIDED

Course Code: WT 0127

Session	Date	Time	Venue	Parking	Map
Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map



2 attached documents

The page at cpd4-schoolschoice.test.local says:

The event has been saved. To view your saved events click on My CPD Online

OK

10. If an event has a charge or parking notes then this will be displayed on the event.

Build Your Assessment System for the Future 2

Currently schools must decide for themselves how they will assess their pupils between the ends of the key stages. Ofsted will expect that a school's assessment system is clearly and concisely expressed; also it is likely that a school will need to summarise this for parents in brochures and on their website.

What will you do when the choice is yours? What will be your guiding principles? How can your system ensure quality teaching and deep, lasting learning? How can your system be valid, reliable, manageable?

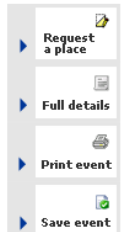
This course will help participants answer these questions and build a sound and ...

Course Code: LIS 14/333

Please read parking/location notes per session.

Session	Date	Time	Venue	Parking	Map
Session 1	TBA	9.30 - 15.30	BrightSpace	Click here	Map

There may be a charge for this event - [view full event details](#).



10.1. Click 'Full Details' to view the details of the linked notes.

Build Your Assessment System for the Future 2

Currently schools must decide for themselves how they will assess their pupils between the ends of the key stages. Ofsted will expect that a school's assessment system is clearly and concisely expressed; also it is likely that a school will need to summarise this for parents in brochures and on their website.

What will you do when the choice is yours? What will be your guiding principles? How can your system ensure quality teaching and deep, lasting learning? How can your system be valid, reliable, manageable?

This course will help participants answer these questions and build a sound and ...

Course Code: LIS 14/333

Please read parking/location notes per session.

Session	Date	Time	Venue	Parking	Map
Session 1	TBA	9.30 - 15.30	Bright Space	Click here	Map

There may be a charge for this event - [view full event details.](#)

- Request a place
- Full details
- Print event
- Save event

10.2. This will display all of the details about the event and the notes attached to it.

View Details

- Request a place
- Flyer
- Full details
- Print event
- Save event
- Event list

DEMAND LED COURSE A Practical Guide to Change Management

Event Code	CMT024A
Training Provider	
Event Description	<p>Suitable for those involved in the leadership of change, whether delivering services to children and young people within the community or in schools.</p> <p>Delegates will use tools which support change management. Time will be devoted to group activities based on real examples brought by the course participants which will equip them to manage change more effectively and positively.</p> <p>This course is being offered on a demand led basis which means all applicants will be contacted with a date once minimum numbers have been reached.</p>
Training Objectives	<p>To become conversant with a range of tools which support change management;</p> <p>To develop techniques which actively involve the workforce in the change process;</p> <p>To plan effectively for the range of responses to change.</p>
Key Stages	
Subject Areas	Change Management
Target Audience	
Dress Code	
Course Pre-requisites	
Resulting Qualification	

[Back to Top](#)

Making a booking on behalf of a Colleague

1. When you have found an event select 'Request a Place'.

Working Together to Safeguard Children - Inter-agency Training

Working Together to Safeguard Children and Young People - Groups 3 and 4 - a multi agency one day course addressing history, legislation, referral, strategy meetings, S.47 investigations, initial case conferences, core groups & serious case reviews.

Appropriate for Safeguarding Levels/Groups 3 refresher training

PLEASE NOTE LUNCH WILL NOT BE PROVIDED

Course Code: WT 0127

Session	Date	Time	Venue	Parking	Map
Session 1	Tuesday 27 January 2015	9:30 - 16:30	IP-City Centre - Ipswich	No info available	Map

[Request a place](#)
[Full details](#)
[Print event](#)
[Save event](#)

2 attached documents

- To request a place on behalf of a colleague click on the 'Request a place on behalf of a colleague' link

Request a Place

[Request a place](#)
[Flyer](#)
[Full details](#)
[Print event](#)
[Save event](#)
[Event list](#)

Complete the form below to request a place on the event

[Click here if you would like to request a place on behalf of a colleague](#)

Event Title	TEST Document Event (LIS 15/014)
Venue	Webbased, 1, pc Map
Start time and date	9:00 Saturday 10 January 2015
Your name	Mario Poe
	Request a place on behalf of a colleague
Your email address	someone@webbased.co.uk
Your Establishment	TEST Establishment
CPD Leader	Select CPD Leader ▼ * If your CPD leader does not appear on the above drop down list for your organisation/team/school please contact the Event support team on for assistance.
Cost	Please check with the administrator of this course - Fiona Denny (01473 264851/cpd-test@support.webbased.co.uk)
Booking Requirements	<p style="color: red;">Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p>(Please leave blank if not applicable)</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>

- Select a colleague from the 'Colleague's name' drop down list

Request a Place

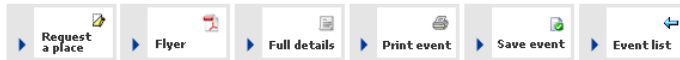


Complete the form below to request a place on the event for a colleague.

Event Title	TEST Document Event (LIS 15/014)
Venue	Webbased, 1, po Map
Start time and date	9:00 Saturday 10 January 2015
Colleague's department	TEST Establishment ▼ *
Colleague's name	<div style="border: 1px solid red; padding: 2px;"> Anderson, Lucy Day, Sienna Delete, TEST Doe, John Plum, Alice </div> (Hold down Ctrl to select more than one) * Click here to add a colleague
CPD Leader	Poe, Mario ▼ *
Cost	Please check with the administrator of this course - Fiona Denny (01473 264851/ cpd-test@support.webbased.co.uk)
Booking Requirements	Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.

4. If the colleague does not appear in the list, this could be due to the following reasons:
 - 4.1. The colleague already has a place on the course; you can track this in 'Events Colleagues are due to attend' within 'My CPD'.
 - 4.2. The colleague has already requested a place on the event but has previously had their place denied.
 - 4.3. The colleague does not already have an account in CPD Online.
5. If the colleague does not already have an account on the site, you can create one for them by clicking 'Click here to add a colleague to CPD Online'

Request a Place



Complete the form below to request a place on the event for a colleague.

Event Title	TEST Document Event (LIS 15/014)
Venue	Webbased, 1, pc Map
Start time and date	9:00 Saturday 10 January 2015
Colleague's department	TEST Establishment * <input type="text"/>
Colleague's name	<div> <div>Anderson, Lucy</div> <div>Day, Sienna</div> <div>Delete, TEST</div> <div>Doe, John</div> <div>Plum, Alice</div> </div> <div>(Hold down Ctrl to select more than one) *</div> <div>Click here to add a colleague</div>
CPD Leader	Poe, Mario *
Cost	Please check with the administrator of this course - Fiona Denny (01473 264851/cpd-test@support.webbased.co.uk)
Booking Requirements	<p>Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p>

6. Enter the colleague's details and click 'Submit'

Event Title	TEST Document Event (LIS 15/014)
Venue	Webbased, 1, pc Map
Start time and date	9:00 Saturday 10 January 2015
Colleague's department	TEST Establishment * <input type="text"/>
Colleague's name	<div> <div>Anderson, Lucy</div> <div>Day, Sienna</div> <div>Delete, TEST</div> <div>Doe, John</div> <div>Plum, Alice</div> </div> <div>(Hold down Ctrl to select more than one) *</div> <div>Click here to add a colleague</div>
CPD Leader	Poe, Mario *
Cost	Please check with the administrator of this course - Fiona Denny (01473 264851/cpd-test@support.webbased.co.uk)
Booking Requirements	<p>Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p>(Please leave blank if not applicable)</p> <div></div>
Who would you like to receive email messages regarding this event	<input checked="" type="checkbox"/> Colleague <input type="checkbox"/> Me
	<input checked="" type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions

6.1. You will then be taken back to the request a place page where the staff member will be shown in the colleague drop down list. The staff member will receive an email containing their log in details.

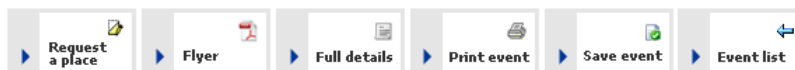
7. You can select who you wish to receive email messages regarding the event by choosing 'Me' and/or 'Colleague'

Who would you like to receive email messages regarding this event	<input checked="" type="checkbox"/> Colleague <input type="checkbox"/> Me
---	--

8. Agree to the Terms and Conditions and click 'Submit'

9. A confirmation message will be displayed on screen

Request a Place



▶ You have successfully added John Doe from TEST Establishment to TEST Document Event


▶ Booking reference number is: 143218

▶ [Add another participant to this event](#)

10. The booking will need to be confirmed by an Administrator. An email will be sent to the Event Admin contact for the event to let them know that a booking has been made. The user will receive an email once their place has been confirmed.

11. You can follow the progress of this booking from within 'My CPD' > 'Events I have booked for colleagues'

CPD Leader Tools



events I have booked for colleagues

Events I have booked on behalf of colleagues

[Back to My CPD Online](#)

This list shows all events that are due to run that you have booked on behalf of colleagues.

1 event found

Page 1 of 1

Participant: John Doe	
TEST Document Event	Code: LIS 15/014
Date and time: Saturday 10 January 2015 9:00	
Webbased, 1, po Map	
Show details Download documents Cancel booking	

[Back to Top](#)

Authorising event bookings in 'My CPD'

1. If your establishment requires bookings to be authorised as a CPD Leader it is your responsibility to authorise the booking requests of colleagues at your establishment.
2. When a colleague has requested a place on an event you will receive an email to notify you of the request. There will be links in the email to approve or decline this request, as per the example below. The email will contain the event details.

Dear Amber Red,

Laura Parker has requested a place on the event below.

To APPROVE this request, click [here](#)
 (Please check the [Full details](#) to find out if there are any costs related to this event/course. If you are not responsible for the training budget for your staff please ensure this cost is agreed before you approve the request.)

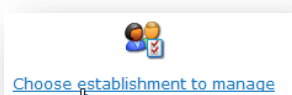
or

To DECLINE this request, click [here](#)

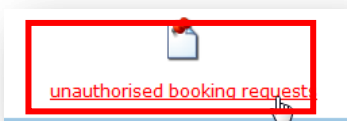
Once you have approved or declined this request the applicant will receive an email informing them of the decision.

Event/Course Information
 Event/Course Title: Groupwork skills
 Booking Ref: SCB/12744

3. You can authorise or decline the request by clicking on the appropriate link in the email or by managing the requests via 'My CPD' > 'Unauthorised booking requests'
4. If you are a CPD Leader at more than one establishment/department you can select which establishment to manage bookings within by clicking 'Choose establishment to manage'



5. To manage unauthorised booking requests click 'My CPD' > 'Unauthorised booking requests'. This will be highlighted in red font if there are any outstanding booking requests for you to review.



6. To authorise a request tick the box next to the booking(s) you would like to authorise and select 'Authorise selected requests' at the bottom of the page.

☐ Select all

exec wb_getallunauthorised_school_uid 41162

<input type="checkbox"/> Aaron Evans (someone@webbased.co.uk)	Booking received: Thursday 8 January 2015
Adviser - TEST Establishment	
CPD Leader: Sienna Day	Booking Reference: 143217
Invoice address: . Update Invoice Address	
Event: TEST Document Event	
Event code: LIS 15/014	
Starts: Saturday 10 January 2015	
Venue: Webbased, 1, , , pc	
<input type="button" value="Authorise selected requests"/> <input type="button" value="Next"/>	

7. To deny a request tick the box next to the booking(s) you would like to deny and select 'Deny selected requests' at the bottom of the page

Outstanding Event Requests

[Back to My CPD Online](#)

[Show my team's bookings](#)

[Showing all bookings for the wider team](#)

☐ Select all

exec wb_getallunauthorised_school_uid 41162

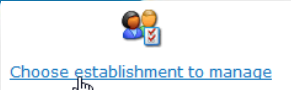
<input type="checkbox"/> Aaron Evans (someone@webbased.co.uk)	Booking received: Thursday 8 January 2015
Adviser - TEST Establishment	
CPD Leader: Sienna Day	Booking Reference: 143217
Invoice address: . Update Invoice Address	
Event: TEST Document Event	
Event code: LIS 15/014	
Starts: Saturday 10 January 2015	
Venue: Webbased, 1, , , pc	
<input type="button" value="Deny selected requests"/> <input type="button" value="Next"/>	

8. When a booking is authorised the booking request will be sent to the Event Administrator to let them know a booking has been made. The user will be emailed when their booking has been confirmed.

[Back to Top](#)

Events you have booked for Colleagues

1. If you are a CPD Leader at more than one establishment/department you can select which establishment to manage bookings within by clicking 'choose establishment to manage'.



- To view events that you have booked on behalf of your colleagues click on the 'Events I have booked for Colleagues' link.

CPD Leader Tools



[events I have booked for colleagues](#)

- Click 'Show Details' to view the full event details.

Events I have booked on behalf of colleagues

[Back to My CPD Online](#)

This list shows all events that are due to run that you have booked on behalf of colleagues.

1 event found

Page 1 of 1

Participant: John Doe	
TEST Document Event	Code: LIS 15/014
Date and time: Saturday 10 January 2015 9:00	
Webbased, 1, pc Map	
Show details Download documents Cancel booking	

- To cancel a colleagues booking you have made click 'Cancel Booking'. You will be prompted to fill in a cancellation request and this will be sent to the Event Contact

Events I have booked on behalf of colleagues

[Back to My CPD Online](#)


This list shows all events that are due to run that you have booked on behalf of colleagues.

1 event found

Page 1 of 1

Participant: John Doe	
TEST Document Event	Code: LIS 15/014
Date and time: Saturday 10 January 2015 9:00	
Webbased, 1, pc Map	
Show details Download documents Cancel booking	

Cancel Request

Your name	<input type="text" value="John Doe"/> *
Your Establishment	<input type="text" value="TEST Establishment"/> *
Your e-mail Address	<input type="text" value="someone@webbased.co.uk"/>
Your Telephone	<input type="text"/>
Event Title	<input type="text" value="TEST Document Event"/> *
Event Start Date	<input type="text" value="10 January 2015"/> *
Reason for Cancellation	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>You have 150 characters remaining for cancellation reason.</p>
Enter the code exactly as you see it in the image	<div style="display: flex; align-items: center;">  <input type="text" value=""/> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="button" value="Refresh"/> </div>
<p style="color: red; font-size: small;">Cancellation of this booking will not incur a charge. Please note that by clicking 'Send', you are confirming your request for your place on this event to be released.</p> <p><input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy </p>	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

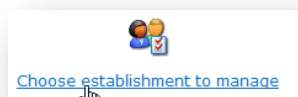
Cancel Request

Your cancellation request has been sent.

[Back to Top](#)

Events Colleagues are due to attend

1. If you are a CPD Leader at more than one establishment/department you can select which establishment to manage bookings by clicking 'choose establishment to manage'



2. To view upcoming events for staff at your establishment click 'Events Colleagues are due to attend'. This contains a mix of bookings you have specifically made for a user and bookings a user has made on an event.

CPD Leader Tools	
	
events I have booked for colleagues	events colleagues are due to attend

Events your colleagues are due to attend

[Back to My CPD Online](#)

2 bookings found

Page 1 of 1

Event: TEST Document Event		 Show details
Date and time: Saturday 10 January 2015 9:00		Code: LIS 15/014
Venue: Webbased, 1, po Map 		
John Doe - TEST Establishment		Booking status: Unconfirmed
Mario Poe - TEST Establishment		Booking status: Confirmed

- Bookings highlighted in red are bookings that have not yet been confirmed by an Administrator. The booking status will display next to each booking
- For full event details click on the 'Show Details' link

Events your colleagues are due to attend

[Back to My CPD Online](#)

2 bookings found

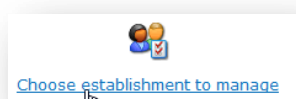
Page 1 of 1

Event: TEST Document Event		 Show details
Date and time: Saturday 10 January 2015 9:00		Code: LIS 15/014
Venue: Webbased, 1, po Map 		
John Doe - TEST Establishment		Booking status: Unconfirmed
Mario Poe - TEST Establishment		Booking status: Confirmed

[Back to Top](#)

Events attended by Colleagues

- If you are a CPD Leader at more than one establishment/department you can select which establishment to manage bookings by clicking 'choose establishment to manage'



- To view events colleagues have attended click on 'Events attended by Colleagues' in 'My CPD'

CPD Leader Tools



events I have booked for colleagues



events colleagues are due to attend



events attended by colleagues

Events attended by your colleagues

[Back to My CPD Online](#)

4 bookings found

Page 1 of 1

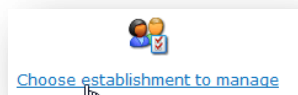
Event: TEST Document Event		Show details
Date and time: Saturday 10 January 2015 9:00		Code: LIS 15/014
Venue: Webbased, 1, pc Map		
Lucy Anderson - TEST Establishment		Booking status: Confirmed
Sienna Day - TEST Establishment		Booking status: Confirmed
John Doe - TEST Establishment		Booking status: Confirmed
Alice Plum - TEST Establishment		Booking status: Confirmed

3. This shows a mix of events where users have been marked as attended

[Back to Top](#)



Other Events attended by Colleagues

1. If you are a CPD Leader at more than one establishment/department you can select which establishment to manage bookings by clicking 'choose establishment to manage'



2. Other events are events that staff have manually added to their 'My CPD' > 'Other Events' area that were attended outside of the CPD Online system.
3. Click 'Other events attended by colleagues'

Other CPD Events

		
view other events	add event	other events attended by colleagues

- Select a date range to search between (you can also search by surname if you are looking for a particular colleague's events) and click 'Search'

Other events attended by your colleagues

[Back to My CPD Online](#)

The list of events below show other events your colleagues have attended

Surname	<input type="text"/>	(Leave blank to search all)
Between	<input type="text" value="7 January 2015"/>	<input type="text" value="7 January 2016"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>		

- Click 'Show details' to view full details. You can also print or download these results

Other events attended by your colleagues

[Back to My CPD Online](#)

The list of events below show other events your colleagues have attended

Surname	<input type="text"/>	(Leave blank to search all)
Between	<input type="text" value="9 January 2015"/>	<input type="text" value="9 January 2016"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>		

2 members of staff found

Page 1 of 1

[Print](#) | [Download to Excel \(this page\)](#) | [Download to Excel \(all pages\)](#)

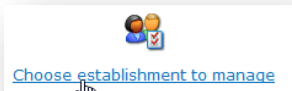
Lucy Anderson	
Event Title: Test Other Event ddvads\	
Course ID:	Venue: fdvz
Event Date: Friday 9 January 2015	End Date: Friday 9 January 2015
Show details	

[Back to Top](#)

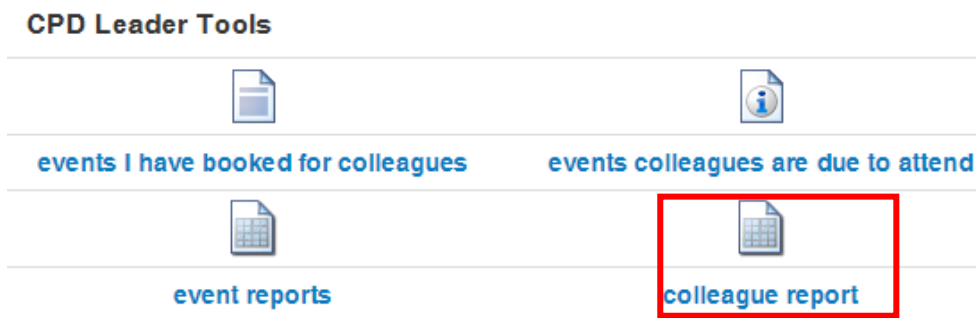
CPD Leader Reports

- You can run event attendance history and colleague booking total reports within the 'My CPD' page.

- If you are a CPD Leader at more than one establishment/department you can select which establishment to view bookings within by clicking 'choose establishment to manage'



- For the event attendance history report click 'Colleague Report' in 'My CPD'.



- Select 'Event attendance history' from the report type drop down



- Select your report criteria and click 'Submit'. You can view colleague event attendance history between a certain date range period by selecting a date range, and can filter further to order results by participant name, start date or event title

Report	Event Attendance History ▼
LA	Suffolk
Establishment	TEST Establishment
Date range	Anytime ▼ to Anytime ▼
Event subjects	<div> Able, Gifted and Talented APP Applied & Vocational Education Art & Design Aspirations Assessment Assessment for Learning Behaviour and Attendance Behaviour for Learning Capability Procedures </div> (Hold down Ctrl to select more than one subject)
Target Audience	<div> Academies Adviser Business Support Leader/Manager Practitioner Teacher Teaching Assistant Technical/Infrastructure </div> (Hold down Ctrl to select more than one target audience)
Order results by	Participant name ▼
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

6. The results will be shown on screen, as per the example below

3 records found

[Printer friendly](#) | [Download to Excel](#)

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
John	Doe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Aaron	Evans	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Mario	Poe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00

7. Click on the event title to view the full event information

3 records found

|  [Printer friendly](#) |  [Download to Excel](#) |

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
John	Doe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Aaron	Evans	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Mario	Poe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00

8. Click 'Download to Excel' to generate the data into Excel format

3 records found

|  [Printer friendly](#) |  [Download to Excel](#) |

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
John	Doe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Aaron	Evans	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00
Mario	Poe	Not marked	TEST Establishment	TEST Document Event	Aspirations	Saturday 10 January 2015	9:00

9. For the Colleague Booking Totals Report choose the 'Colleague Report' option in the drop down

View Details

Report

Colleague Report ▼

10. Select your search criteria and click 'Submit'. You can select to filter by all bookings, attended bookings or non-attended bookings

Report	Colleague Report ▼
LA	Suffolk
Establishment	TEST Establishment
Date range	Anytime ▼ to Anytime ▼
Event subjects	<div> Able, Gifted and Talented APP Applied & Vocational Education Art & Design Aspirations Assessment Assessment for Learning Behaviour and Attendance Behaviour for Learning Capability Procedures </div> (Hold down Ctrl to select more than one subject)
Target Audience	<div> Academies Adviser Business Support Leader/Manager Practitioner Teacher Teaching Assistant Technical/Infrastructure </div> (Hold down Ctrl to select more than one target audience)
Attendance	All bookings ▼
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

11. The results will be shown on screen and can be downloaded into Excel format by clicking 'Excel Version'

6 colleagues found

 [Excel Version](#) (6 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Lucy	Anderson	1	 Show details
Sienna	Day	1	 Show details
TEST	Delete	1	 Show details
John	Doe	1	 Show details
Aaron	Evans	1	 Show details
Alice	Plum	1	 Show details

12. Click 'Show Details' to view the bookings for the user

Lucy	Anderson	1	 Show details
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View Details

1 event found

[| Back to reports |](#)

Page 1 of 1

Event title	Event start date
TEST Document Event	Saturday 10 January 2015

[Back to Top](#)