



Cornwall CPD Online

CPD Leader User Guide

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Cornwall CPD Online

CPD Leader User Guide

1) Access the site

a) To access the site use the following URL: <http://www.cornwallcpdcourses.co.uk>

Text Size: | [Small](#) | [Medium](#) | [Large](#) |

The screenshot shows the Cornwall Learning Online website. At the top left is the 'Cornwall Learning' logo. Below it is a navigation menu with items: 'cpd home', 'course catalogue', 'general enquiry', 'find course', 'today's courses', 'advanced search', and 'cancel request'. The main content area is titled 'Welcome to Cornwall Learning Online supporting the future' and 'News'. It lists several news items with 'More...' links: 'Cancellation of G011 and G013', 'New Course - From Good to Outstanding', 'Early Years conference exploring the emotional well-being and involvement of children; raising quality to new levels in Cornwall', 'New Terms and Conditions', and 'Assessing Pupil Progress Moderation Meetings (APP)'. On the right side, there is a search bar with a 'GO' button, a 'Search for courses' section with a 'Keyword' field and a 'Course' dropdown menu, and a 'Calendar' for October 2010. At the bottom of the page, there is a footer with 'Home', 'WebBased CPD Online Version 1.07', and 'Cornwall Learning | Better outcomes for Children, Schools and Families'.

2) Log in

a) Type in your username and password and then either press 'Enter' on your keyboard or select 'Log In' on the screen.

The screenshot shows a 'Logon' form. It has a title 'Logon' in a grey box. Below it are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a red 'LOGON' button. At the bottom of the form are two links: 'Forgotten Password' and 'New User?'.

b) This will take you to the following screen:



Text Size: | [Small](#) | [Medium](#) | [Large](#) |

Cornwall Learning

Search Courses [GO](#)

- cpd home
- course catalogue
- general enquiry
- contact us
- user guides
- find course
- today's courses
- advanced search
- cancel request
- course reports
- my cpd online
- log out

You are logged in as Brad Clarke

Welcome to Cornwall Learning Online (TEST)
supporting the future

System Messages

There is 1 un-authorized course request. Click [here](#) to view the requests.

News

Please check your account has a valid email address as communications are sent via email to update please click on My cpd online and then update contact details and special requirements.

New Terms and Conditions
Please be aware of our new terms and conditions when booking places on our courses.

Search for courses

Keyword

Course [All courses](#)

[SEARCH](#)

[Today's courses](#)

Calendar

<< August 2011 >>

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Use this calendar to display courses based on start date.

[Show courses by subject and month](#)

- c) Select 'Find Course' on the left menu and from here you can search for courses to book on to.

cpd home

course catalogue

general enquiry

contact us

user guides

find course

today's courses

advanced search

cancel request

course reports

my cpd online

log out

You are logged in as Brad Clarke

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Find Course

Keyword

Starts during or after

Course Code

Subject [All subjects](#)

Course type [All courses](#)

Other categories

14-19

Secondary National Strategy

Primary National Strategy

Include courses without a start date

[Submit](#)

Calendar

<< August 2011 >>

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Use this calendar to display courses based on start date.

[Show courses by subject and month](#)

3) Search Events

- a) Enter the search criteria for a specific course, or leave blank to view all courses.
- b) You can also search by the start date of the course, by using the course calendar.

<< [PREVIOUS](#) >>

Induction for New Governors - Part Two

Starts: Thursday 13 October 2011 09:30-16:00 **Code:** GO2

Venue: Sands Resort Hotel, Watergate Road, Porth, TR7 3LX | [Map](#) |

About this course

For all new governors who have attended Course GO1 Induction for New Governors - Part One. It is recommended that a period of approximately one term be allowed between attending Part 1 and Part 2.

[Request a place](#) | [Full Details](#) | [Print Course](#) | [Save Course](#) |



- c) Once you have found a course, the course(s) will be shown as above.
- d) There are links below that will enable you to do the following:
 - i) **Full details**
This will bring up a screen showing all the details of the course.
 - ii) **Print course**
This will bring up the option for you to print the course.
 - iii) **Save course**
This will save course details to your 'My CPD Online' area for you to look over at a later date.
 - iv) **Request a place**
From here you can book yourself onto the course.

4) Make a booking for yourself

- a) Select the 'Request a place' link
- b) This will take you to the 'Request a place' screen.
- c) Your details will already be in place.

Request a place on a course

[Request a place](#) | [Full Details](#) | [Print Course](#) | [Save Course](#) | [Course List](#)

• Complete the form below to request a place on the course
• Click here if you would like to request a place on behalf of a colleague

Course Title	Induction for New Governors - Part Two (GO2)
Venue	Sands Resort Hotel, Watergate Road, TR7 3LX Map
Start time and date	09:30-16:00 Thursday 13 October 2011
Price	0
Your name	Brad Clarke Request a place on behalf of a colleague
Your email address	christine.clarke@webbased.co.uk
Your establishment	WebBased Ltd
Special dietary or access requirements	<input type="text"/>
	<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions

- d) Once you have completed the form, select 'Save' to book yourself on to the course.
- e) A confirmation message will display to confirm the process is complete.



Request a place on a course

[Request a place](#) | [Full Details](#) | [Print Course](#) | [Save Course](#) | [Course List](#)

- Your booking reference number is: SCPD/76059
- Please note that this does not confirm your place on Induction for New Governors - Part Two.
- Your request for a place on Induction for New Governors - Part Two is being processed.

- Request another place on Induction for New Governors - Part Two
- Back to course list
- This course also runs on

14 November 2011 at 09:30-16:00

f) You will receive an email when your place has been confirmed.

5) Make a booking on behalf of a colleague

- From the 'Request a place' page, select [Request a place on behalf of a colleague](#)
- The following form will be displayed for you to complete on their behalf:

Request a place on a course

[Request a place](#) | [Full Details](#) | [Print Course](#) | [Save Course](#) | [Course List](#)

- Complete the form below to request a place on the course for a colleague

Course Title	Induction for New Governors - Part Two (GO2)
Venue	Sands Resort Hotel, Watergate Road, TR7 3LX Map
Start time and date	09:30-16:00 Thursday 13 October 2011
Price	0
Colleagues name	<input type="text" value="Select a colleague"/> * Click here to add a new colleague
Your email address	christine.clarke@webbased.co.uk
Special dietary or access requirements	<input type="text"/>
Would you like to receive copies of messages regarding this course?	<input checked="" type="checkbox"/>
	<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Select your colleague's name from the drop down and complete the form.
- Click on 'Save' to book your colleague onto the course.

6) My CPD Online




- Select the 'My CPD Online' tab on the left hand menu to bring you to the screen shown.







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My CPD Online

Your CPD Online account



 [change username & password](#)  [contact details and special requirements](#)  [update your user profile](#)

CPD Courses

 [courses due to attend and booking status](#)  [cancel a booking](#)  [courses attended](#)  [saved courses](#)

 [courses I have booked for colleagues](#)  [courses colleagues are due to attend](#)  [courses attended by colleagues](#)




CPD Leader Tools

 [colleagues](#)  [switch off email notifications](#)

7) Your Cornwall CPD Online account

a) This is where you have access to your own account details.

Your CPD Online account

 [change username & password](#)  [contact details and special requirements](#)  [update your user profile](#)

i) **Change username and password**

Select this to change your username and password.

ii) **Contact details and special requirements**

Select this to edit or change your basic details.

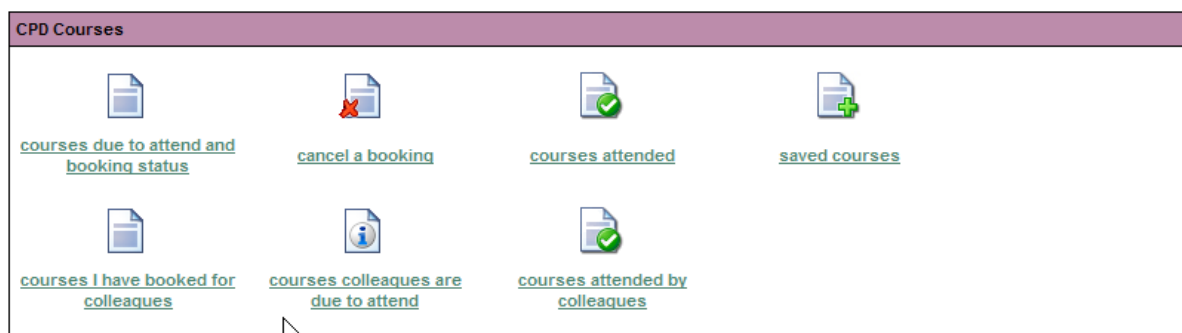
iii) **Update your user profile**

Select this to change the way you are updated with course information.



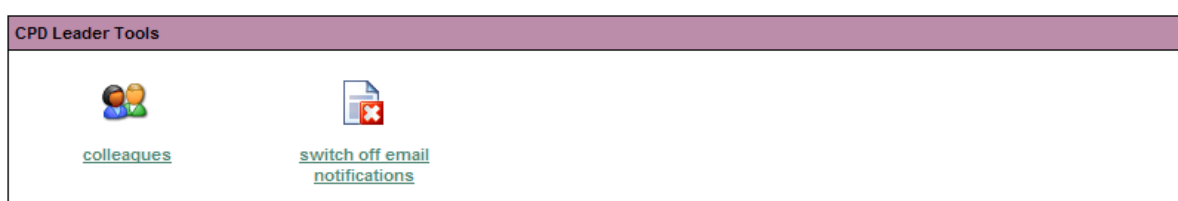
8) CPD Courses

- a) This is where you have access to your own course activity as well as your colleagues'.



- i) **Courses due to attend and booking status**
This is where you can see a list of courses you are due to attend.
- ii) **Cancel a booking**
This is where you can cancel bookings for courses that you are due to attend.
- iii) **Courses attended**
This is where you can see a list of courses you have attended.
- iv) **Saved courses**
This is where you can see a list of courses that you have saved to review later.
- v) **Courses I have booked for colleagues**
This is where you can see a list of courses you have booked for colleagues.
- vi) **Courses colleagues are due to attend**
This shows a list of courses colleagues are due to attend.
- vii) **Courses attended by colleagues**
A list of courses attended by colleagues

9) CPD Leader Tools



- a) Colleagues

Select the "colleagues" link to view colleagues listed at your establishment with access to their user and training profiles



Establishment: WebBased Ltd		Add new colleague
Duplicate Account	View user profile Edit user profile View cpd profile Training Profile	
Duplicate Account	View user profile Edit user profile View cpd profile Training Profile	
Duplicate Account	View user profile Edit user profile View cpd profile Training Profile	
Duplicate Account	View user profile Edit user profile View cpd profile Training Profile	
jess bloggs	View user profile Edit user profile View cpd profile Training Profile	
jess bloggs	View user profile Edit user profile View cpd profile Training Profile	
jess bloggs	View user profile Edit user profile View cpd profile Training Profile	
Joe Bloggs	View user profile Edit user profile View cpd profile Training Profile	

b) Switch off email notifications

You can switch off alerts to yourself if there is at least one other CPD Leader receiving these.

10) Course Reports

- a) To run a course attendance report for your colleagues, select 'Course Reports' from the left hand menu.
- b) The below screen will then display.

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Course Reports

Report Course Attendance History

LA Cornwall

Establishment name WebBased Ltd

Date range Anytime to Anytime

Course subjects
Applied Art and Design
Art
Assessment
Behaviour and Attendance
Business Studies
(Hold down Ctrl to select more than one subject)

Target Audience
Administrators - Local Authority
Administrators - Other
Administrators - School
Advanced Skills Teachers
Aspiring Leaders, existing Headteachers and Governors
(Hold down Ctrl to select more than one target audience)

Order results by Participant name

Submit Reset

- c) Select the filters as required and select 'Search' to run the report.