



Cornwall CPD Online

General User Guide

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Cornwall CPD Online General 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 website homepage. At the top left is the 'Cornwall Learning' logo. To its right are four circular images showing people in educational settings. Further right is a search bar with the text 'Search Courses' and a 'GO' button. Below the header is a navigation menu with links: '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 features a 'News' section with three items: 'Cancellation of G011 and G013', 'New Course - From Good to Outstanding', and 'Early Years conference exploring the emotional well-being and involvement of children; raising quality to new levels in Cornwall'. A 'Logon' box is on the left with fields for 'Username' and 'Password', a 'LOGON' button, and links for 'Forgotten Password' and 'New User?'. On the right, there is a 'Search for courses' section with a 'Keyword' field, a 'Course' dropdown menu, and a 'SEARCH' button. Below that is a 'Calendar' for October 2010, showing dates from 1 to 31. At the bottom, there is a footer with 'Home' and 'WebBased CPD Online Version 1.07' on the left, and 'Cornwall Learning | Better outcomes for Children, Schools and Families' on the right.

2) Registration

a) If you do not already have a user account for the site you can sign up online.

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

Click on the 'New User' link in the logon box to begin creating your account. You will be taken to the new user page. Fill in your details and click 'Submit' to create your user account.



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New Cornwall Learning Online user account-Step 1

• Complete the form below to create your new Cornwall Learning Online account

Title	Mr <input type="button" value="v"/>
Firstname	<input type="text"/> *
Lastname	<input type="text"/> *
Job Title	Select a job title <input type="button" value="v"/> *
Local authority	Cornwall <input type="button" value="v"/>
Establishment	Select an establishment <input type="button" value="v"/> or <input type="checkbox"/> I am registering with my home address
Email address	<input type="text"/> * (You can use your work or a personal email address)
Username	<input type="text"/> *
Password	<input type="text"/> *
Confirm password	<input type="text"/> *
Special requirements	<input type="text"/> e.g. dietary and access requirements
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

You will then be taken to the update profile page where you can select whether to receive course alert emails and for which types of course. Tick the relevant boxes and 'Activate course alerts by email' then click 'Save' to activate course alerts.



I am interested in courses intended for	<input type="checkbox"/> Administrators - Local Authority	<input type="checkbox"/> Administrators - Other
	<input type="checkbox"/> Administrators - School	<input type="checkbox"/> Advanced Skills Teachers
	<input type="checkbox"/> Aspiring Leaders, existing Headteachers and Governors	<input type="checkbox"/> Assistant Headteacher
	<input type="checkbox"/> Bursars/Managers of Support Staff	<input type="checkbox"/> Chairs of Governors
	<input type="checkbox"/> Clerks to Governors	<input type="checkbox"/> Councillors
	<input type="checkbox"/> CPD Leaders	<input type="checkbox"/> Deputy Headteachers
	<input type="checkbox"/> Development Teacher	<input type="checkbox"/> Early Years Practitioners
	<input type="checkbox"/> Early Years Professionals	<input type="checkbox"/> Governors
	<input type="checkbox"/> Head of Department	<input type="checkbox"/> Headteachers
	<input type="checkbox"/> Headteachers and Chairs of Governors	<input type="checkbox"/> Higher Level Teaching Assistant (HLTA)
	<input type="checkbox"/> Induction Tutors	<input type="checkbox"/> LA Staff
	<input type="checkbox"/> Lead Teachers	<input type="checkbox"/> Learning Mentors
	<input type="checkbox"/> Newly Qualified Teachers	<input type="checkbox"/> Parent Support Advisers
	<input type="checkbox"/> Playworkers	<input type="checkbox"/> Primary Languages Coordinators
	<input type="checkbox"/> SENCO	<input type="checkbox"/> Senior Leaders
	<input type="checkbox"/> Senior Managers	<input type="checkbox"/> Senior Managers/ teaching staff responsible for conducting Lesson Observations
	<input type="checkbox"/> Social Workers	<input type="checkbox"/> Subject / Aspect Leaders
	<input type="checkbox"/> Subject Co-ordinators	<input type="checkbox"/> Supply Teachers
	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Teachers
	<input type="checkbox"/> Teachers in their second year of teaching	<input type="checkbox"/> Teachers/LSAs/TAs/Learning Mentors
	<input type="checkbox"/> Teaching Assistants	<input type="checkbox"/> Trainee Social Workers
	<input type="checkbox"/> Trainee Teachers	
Activate course alerts by email	<input type="checkbox"/>	
<input type="button" value="Save"/>		

Your account has now been created; you will be shown a confirmation message. Click on the 'Click here to login' link in the message to log in to the site.

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New Cornwall Learning Online (BETA) user account-Step 2

- Your user account has been created
- [Click here to log in](#)

3) Log In

- Type in your username and password and click 'LOGON' on the page.
- This will take you to the following page:



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](#)
- [my cpd online](#)
- [log out](#)

You are logged in as
Toby Clarke

Welcome to Cornwall Learning Online (TEST)
supporting the future

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.

Welcome to cornwallcpd. As this is the first time you have logged in click here to change your username and password.

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](#)

[Home](#) [Contact Us](#) [WebBased CPD Online](#) Version 1.07

Cornwall Learning | Better outcomes for Children, Schools and Families

4) My CPD Online

a) To access your 'My CPD Online' area click on the link in the left menu.

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

You are logged in as
Toby Clarke

b) From this page you will be able to manage your account and courses.



cpd home	cpd opportunities supporting the future
course catalogue	My CPD Online
general enquiry	Your CPD Online account
contact us	change username & password
user guides	contact details and special requirements
find course	update your user profile
today's courses	
advanced search	
cancel request	
my cpd online	
log out	
You are logged in as Toby Clarke	CPD Courses
	courses due to attend and booking status
	cancel a booking
	courses attended
	saved courses

5) Managing Your Account

- a) To change your username and/or password click on the 'change username & password' link. This will take you to the change username and password page; fill in your details and click 'Save' to update your username or password.

cpd opportunities supporting the future	
Change your cornwallcpdusername & password	
Username	<input type="text" value="swuser"/> *
Enter your current password	<input type="password"/> *
Enter your new password	<input type="password"/> *
Confirm your new password	<input type="password"/> *
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

- b) To change your contact details click on the 'change contact details' link. This will take you to the change contact details page; fill in your details and click 'Save' to update your contact details.



Title	Mr <input type="button" value="v"/>
Firstname	swuser *
Lastname	swuser *
Job Title	Teacher <input type="button" value="v"/> *
Local authority	Cornwall <input type="button" value="v"/>
Establishment	WebBased Ltd, asd <input type="button" value="v"/> or <input type="checkbox"/> I am registering with my home address
Email address	simon.webster@webbased.co.uk * (You can use your work or a personal email address)
Special requirements	<div style="border: 1px solid black; height: 50px; width: 100%;"></div> e.g. dietary and access requirements
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

c) To update your user profile click on the 'update your user profile' link. This will take you to the update profile page where you can select whether to receive course alert emails and for which types of course.

I am interested in courses intended for	<input type="checkbox"/> Administrators - Local Authority <input type="checkbox"/> Administrators - School <input type="checkbox"/> Aspiring Leaders, existing Headteachers and Governors <input type="checkbox"/> Bursars/Managers of Support Staff <input type="checkbox"/> Clerks to Governors <input type="checkbox"/> CPD Leaders <input type="checkbox"/> Development Teacher <input type="checkbox"/> Early Years Professionals <input type="checkbox"/> Head of Department <input type="checkbox"/> Headteachers and Chairs of Governors <input type="checkbox"/> Induction Tutors <input type="checkbox"/> Lead Teachers <input type="checkbox"/> Newly Qualified Teachers <input type="checkbox"/> Playworkers <input type="checkbox"/> SENCO <input type="checkbox"/> Senior Managers <input type="checkbox"/> Social Workers <input type="checkbox"/> Subject Co-ordinators <input type="checkbox"/> Support Staff <input type="checkbox"/> Teachers in their second year of teaching <input type="checkbox"/> Teaching Assistants <input type="checkbox"/> Trainee Teachers	<input type="checkbox"/> Administrators - Other <input type="checkbox"/> Advanced Skills Teachers <input type="checkbox"/> Assistant Headteacher <input type="checkbox"/> Chairs of Governors <input type="checkbox"/> Councillors <input type="checkbox"/> Deputy Headteachers <input type="checkbox"/> Early Years Practitioners <input type="checkbox"/> Governors <input type="checkbox"/> Headteachers <input type="checkbox"/> Higher Level Teaching Assistant (HLTA) <input type="checkbox"/> LA Staff <input type="checkbox"/> Learning Mentors <input type="checkbox"/> Parent Support Advisers <input type="checkbox"/> Primary Languages Coordinators <input type="checkbox"/> Senior Leaders <input type="checkbox"/> Senior Managers/ teaching staff responsible for conducting Lesson Observations <input type="checkbox"/> Subject / Aspect Leaders <input type="checkbox"/> Supply Teachers <input type="checkbox"/> Teachers <input type="checkbox"/> Teachers/LSAs/TAs/Learning Mentors <input type="checkbox"/> Trainee Social Workers
	Activate course alerts by email	<input type="checkbox"/>
<input type="button" value="Save"/>		



6) Course Catalogue

d) You can view or download all the courses on the site using the Course Catalogue.

Course Catalogue

Click on one of the links below to access courses currently on CPD Online.

Primary Courses

Display Primary Courses by Subject | Download Primary Courses by Subject |

Display Primary Courses by Role | Download Primary Courses by Role |

Secondary Courses

Display Secondary Courses by Subject | Download Secondary Courses by Subject |

Display Secondary Courses by Role | Download Secondary Courses by Role |

e) Click on the links to display or download relevant courses.

Applied Art and Design (1 Course)	Assessment (9 Courses)
Behaviour and Attendance (3 Courses)	Catering (1 Course)
Continuing Professional Development (1 Course)	Design & Technology (1 Course)
Early Professional Dev/1st Five Years in Teaching (11 Courses)	Early Years (30 Courses)
English (8 Courses)	Every Child Matters (1 Course)
Foundation Stage (1 Course)	Gifted and Talented (1 Course)
Governors (71 Courses)	Health, Safety and Well Being (1 Course)
ICT (13 Courses)	Leadership & Management (4 Courses)
Learning & Teaching (1 Course)	Literacy/Maths (5 Courses)
Modern Languages (5 Courses)	Music (2 Courses)
Personal Social Health & Economic Education (3 Courses)	Religious Education (2 Courses)
Science (4 Courses)	Society, Health and Development (1 Course)
Special Educational Needs (10 Courses)	Support Staff Training (6 Courses)
Teaching Assistants (9 Courses)	

ICT for Success - TWO DAY COURSE (SECOND DAY WILL BE 23/11/10)	Tuesday 16 November 2010	View details Request a place
Enabling every child to be a talker through Podium	Thursday 25 November 2010	View details Course closed
Effective use of IWB to enhance learning in line with the recommendations in the new primary curriculum	Monday 29 November 2010	View details Request a place
Enabling every child to be a talker through Podium	Thursday 27 January 2011	View details Request a place
Effective use of IWB to enhance learning in line with the recommendations in the new primary curriculum	Wednesday 9 February 2011	View details Request a place
Enabling every child to be a talker through Podium	Tuesday 15 February 2011	View details Request a place
An easy way to assess pupils' ICT in line with new Ofsted framework in the primary school	Monday 7 March 2011	View details Request a place
An easy way to assess pupils' ICT in line with new Ofsted framework in the primary school	Tuesday 8 March 2011	View details Request a place
Free ICT resources - providing access to the curriculum for all	Tuesday 22 March 2011	View details Request a place
Enabling every child to be a talker through Podium	Thursday 5 May 2011	View details Request a place
Enabling every child to be a talker through Podium	Tuesday 17 May 2011	View details Request a place
Effective use of IWB to enhance learning in line with the recommendations in the new primary curriculum	Tuesday 24 May 2011	View details Request a place
An easy way to assess pupils' ICT in line with new Ofsted framework in the primary school	Monday 13 June 2011	View details Request a place

f) From here you can view details of the course and request a place on the course.

7) Searching For Courses

a) There are a few different ways to search for courses. For a basic search, enter a keyword for a course you are looking for, eg SEN, into the search courses box and click 'GO'



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



Search Courses
SEN



b) This will take you to the Find Course page and results will be displayed.

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Find Course

Keyword

Starts during or after

Course Code

Subject

Course type

Other categories

14-19 Primary National Strategy

Secondary National Strategy

Include courses without a start date

43 courses found.

Calendar

<< **October 2010** >>

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](#)

(Page 1 of 5)
[1](#) [2](#) [3](#) [4](#) [5](#) [Next >>](#)

The National Award for SEN Coordination South West Consortium

Starts: Wednesday 15 September 2010 9:00 - 16:00 (first day is 14:00 - 16:00) (This course has sessions that are still to run see below) **Code:** SE1

Venue: The Berlewen Building, Pool, Trevenson Road, Pool, Redruth, TR15 3PL | [Map](#) |

About this course
The course is aimed at practising SEN coordinators who are new to the role since September 2008 (this qualification is a statutory requirement for colleagues new to the role since September 2009) qualified teacher status is a statutory pre-requisite for the role of SENCo.

Please note: this course is fully funded by the TDA for SENCos new to the role since September 2008, including university costs, supply cover and LA taught days.

c) You can also access the search page by clicking on 'find course' 'today's courses' or 'advanced search' from the left navigation menu. Select your search criteria and click the 'Search' button to search for courses. Alternatively, if you know the date of the course you are looking for you can click on that date in the calendar and you will be shown all the courses on that day.

d) Search results will be shown as above.

e) To view more information about a course, click on the 'Full details' link and you will be taken to a page with more information.



swtest1011

Starts: Thursday 10 November 2011 10:00 till 16:00 **Code:** swtest1011

Venue: Paradise Park, 16 Trelissick Road, Hayle, Cornwall, TR27 4HB | [Map](#) |

About this course
swtest1011

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


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

swtest1011	
Venue	Paradise Park, 16 Trelissick Road
Tutors	Simon Webster
Admin Contact	Simon Webster (simon.webster@webbased.co.uk)
Key Stages	Early Years ✗ KS 1 ✗ KS 2 ✗ KS 3 ✓ KS 4 ✗ Post 16 ✗
Target Audience	Administrators - Local Authority
Course Types	Course
Course Description	swtest1011
Course Objectives	swtest1011
Need for Course	An opportunity to meet and share issues and solutions to getting the best out of this course
Course Subject Area	Art
LA Subscribers Cost	£ 12
Non LA Subscribers Cost	£ 18
Start date	Thursday 10 November 2011
Times	10:00 till 16:00
Closing date	Thursday 10 November 2011
Other Categories	Secondary National Strategy
No of sessions	1

- f) To save the details of a course to your My CPD Online saved courses page click on the 'Save course' link.
- g) To view any documents attached to the course click on the 'x' attached document(s)' link and a pop-up will appear.
- h) To download the attached document, click on the link (the name of the attached document).

Attached Documents

- The following documents have been attached to the course you selected
- Click on the document to download to your computer

Course	swtest1011
Venue	Paradise Park, 16 Trelissick Road
Start date	Thursday 10 November 2011
Attached documents	 test (12KB) test

[Close](#)



8) Requesting A Place

- When you have found a course you would like to request a place on select 'Request a place'.
- You will be taken to the Request a Place page.

Request a place on a course

[Request a place](#) | [Full Details](#) | [Print Course](#) | [1 attached document](#) | [Save Course](#) | [Course List](#)

Complete the form below to request a place on the course

Course Title	swtest1011 (swtest1011)
Venue	Paradise Park, 16 Trelissick Road, TR27 4HB Map
Start time and date	10:00 till 16:00 Thursday 10 November 2011
Price	18
Your name	swuser swuser
Your email address	simon.webster@webbased.co.uk
Your establishment	WebBased Ltd
Special requirements	<input type="text"/> (eg access, dietary requirements)
	<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"/>	

- To read the booking terms and conditions click on the 'Terms and Conditions' link and a pop-up will appear. If you agree to these terms and conditions click on the box on the request a place page and click 'Submit' to request a place.
- A confirmation message will be displayed. If your establishment requires booking authorisation, your CPD Leader will be sent an email prompting them to authorise this booking.

Request a place on a course

[Request a place](#) | [Full Details](#) | [Print Course](#) | [1 attached document](#) | [Save Course](#) | [Course List](#)

- Your booking reference number is: SCPD/76037
- Please note that this does not confirm your place on swtest1011.
- Your request for a place on swtest1011 is being processed.
- [Request another place on swtest1011](#)
- [Back to course list](#)

- If your request for a place is authorised, the course admin for the course is notified (this will happen straight away if your establishment does not require booking authorisation).
- The course admin will then either confirm or cancel your place on the course; you will be notified by email when your booking is confirmed/cancelled.

9) Courses Due to Attend

- To view courses you are due to attend click on the 'courses due to attend and booking status' link in My CPD Online. From this page you can view the full details



of the course by clicking on the 'Show details' link, download attached documents by clicking on the 'Download documents' link and check the status of the booking.

Courses due to attend

[| Back to my cpd online |](#)

2 courses found

Page 1 of 1

swtest1309

Code: swtest1309

Date and time: TBA

Wadebridge School, Gonvena Hill, PL27 6BU | [Map](#) |

[| Show details](#) | [Download documents](#) |

Booking status: Confirmed

swtest1709sessions

Code: swtest1709sessions

Date and time: Saturday 17 September 2011 test

Brookdale Hotel, Tregolls Road, TR1 1JZ | [Map](#) |

[| Show details](#) | [Download documents](#) |

Booking status: Unconfirmed

10) Courses Attended

- a) To view courses you have attended click on the 'courses attended' link in My CPD Online. From this page you can view the full details of the course by clicking on the 'Show details' link, and download attached documents by clicking on the 'Download documents' link.

Courses attended

[| Back to my cpd online |](#)

1 course found

Page 1 of 1

swtest1309

Code: swtest1309

Date and time: Monday 13 September 2010 test

Wadebridge School, Gonvena Hill, PL27 6BU | [Map](#) |

[| Show details](#) | [Download documents](#) |

Booking status: Confirmed

11) Saved Courses

- a) To view courses you have saved click on the 'saved courses' link in My CPD Online. From this page you can view the full details of the course by clicking on the 'Show details' link, request a place on the course by clicking on the 'Request a place' link or remove the course from your saved courses page.



Saved Courses

[Back to my cpd online](#)

You have saved the following courses

4 courses found

Page 1 of 1

swtest1309 This course has already run Date and time: Monday 13 September 2010 test Wadebridge School, Gonvena Hill, PL27 6BU Map	Code: swtest1309
Show details Remove from saved courses	
swtest1709 This course has already run Date and time: Friday 17 September 2010 test Brookdale Hotel, Tregolls Road, TR1 1JZ Map	Code: swtest1709
Show details Remove from saved courses	
swtest17092 This course has already run Date and time: Friday 17 September 2010 test Brookdale Hotel, Tregolls Road, TR1 1JZ Map	Code: swtest17092
Show details Remove from saved courses	
swtest1709sessions Date and time: Saturday 17 September 2011 test Brookdale Hotel, Tregolls Road, TR1 1JZ Map	Code: swtest1709sessions
Show details Remove from saved courses	

12) Cancel a booking

- To cancel a booking click on the 'cancel a booking' link in My CPD Online. On this page you are shown a list of bookings for upcoming courses with the option to cancel a booking. To cancel a booking click on the 'Cancel booking' link.

Cancel booking

[Back to my cpd online](#)

1 course found


Page 1 of 1

swtest1709sessions Date and time: Saturday 17 September 2011 test Brookdale Hotel, Tregolls Road, TR1 1JZ Map	Code: swtest1709sessions
Show details Download documents Cancel booking	Booking status: Unconfirmed

- You will be prompted to fill in a cancellation request and this will be sent to the course admin. To view the cancellation policy click on the 'Cancellation Policy' link. If you agree to this, click the tick box at the bottom of the cancel request page and click send.




Cancel Request

Your Name	<input type="text" value="swuser swuser"/> *
Your LA	Cornwall <input type="button" value="v"/>
Your Establishment	Select an establishment <input type="button" value="v"/> *
Your Email Address	<input type="text" value="simon.webster@webbased.co.uk"/>
Your Telephone	<input type="text"/>
Course Title/Course Code	<input type="text" value="swtest1709sessions"/> *
Course Start Date	<input type="text" value="17 September 2011"/> *
Additional Information (including reason for cancellation)	<input type="text"/>
Enter the code exactly as you see it in the image (Cookies must be enabled)	 <input type="text"/> *
<input type="button" value="Send"/>	

13) General Enquiry

- a) To send an enquiry about CPD, click on the 'general enquiry' link in the left menu. Fill in your contact information and details of your enquiry then click send.

General Enquiry

Your Name	<input type="text"/> *
Your Telephone	<input type="text"/> *
Your Email Address	<input type="text"/> *
Preferred method of feedback	Email <input type="button" value="v"/> *
Your Enquiry	<input type="text"/> *
Enter the code exactly as you see it in the image (Cookies must be enabled)	 <input type="text"/> *
<input type="button" value="Send"/>	