

Ealing CPD Online

Facilitator/Trainer User Guide

1st Draft - June 2011

www.ealingcpd.org.uk



Ealing CPD Online is a website which provides access to Ealing’s directory of courses and support for the Children’s Services’ workforce. It enables individuals to search for and book training and development, for nominated CPD Leaders to authorise training requests online and for trainers and facilitators to upload their course details and monitor bookings.

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Please note that, due to constant improvements with Ealing CPD Online, particularly in these early stages of site development, the information in this document may not always reflect the latest developments.

The most recent version will always be available to download from the site itself.



Ealing CPD Online

Facilitator/Trainer User Guide

1) Access the Site

- a) To access the site use the following URL: <http://www.ealingcpd.org.uk>



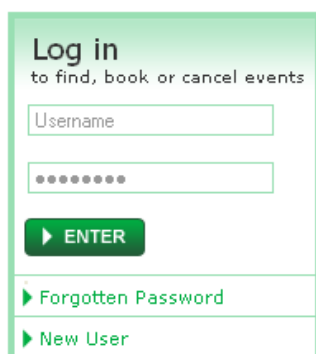
The screenshot shows the homepage of the Ealing CPD Online website. At the top, there is a banner with the Ealing logo and the text 'Welcome to Ealing CPD online' and 'Developing the children's workforce'. Below the banner is a navigation menu with 'Home' and 'Help'. On the left, there are links for 'About (BETA) Ealing CPD Online' and 'Contact Us', along with the Ealing Grid for Learning (Egfl) logo. The main content area is titled 'Professional development and training for Ealing children's workforce' and features several categories with icons and brief descriptions:

- Schools**: Search the online directory of professional development and support packages available to schools and book training easily online.
- Ealing safeguarding children board**: Search the online directory of courses and book easily online.
- Governors**: Search the online directory of courses and book easily online.
- Social care**: Search the online directory of courses and book easily online.
- Early years**: Search the online directory of courses and book places easily online.
- Multi agency**: Search the online directory of courses and book easily online.
- Private, voluntary and independent sector**: Search the online directory of courses and book easily online.

At the bottom, there is a footer with 'Ealing CPD Online © 2011' and links for 'Terms & Conditions', 'Privacy Policy', and 'Contact Us'.

2) Log In

- a) Select the portal you wish to enter, for example 'Schools'. You will be taken to the home page for that portal. Type in your username and password and then either press enter on your keyboard or select **ENTER** on the page.



The screenshot shows a login form with the following elements:

- Log in** header.
- Subtext: 'to find, book or cancel events'.
- Username input field.
- Password input field (masked with dots).
- ENTER** button.
- Links for 'Forgotten Password' and 'New User'.



b) You will then be logged in to the site and this page will be shown:



The screenshot shows the Ealing CPD online website home page. The header includes the Ealing logo and the text 'Welcome to Ealing CPD online' and 'Developing the children's workforce'. The main navigation bar contains links for Home, Schools Home, My CPD Online, Search Events, Event Admin, Documents, Help, and Log Out. The page is divided into several sections: a left sidebar with navigation links, a main content area with 'Latest News' and 'Professional development, training & support for Schools', and a right sidebar with 'Search Events' and 'Events Calendar'.

Search Events

Keyword:

All Events

Today's Events

Events Calendar

June 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		

Show events by subject and month

Latest News

Ealing schools and settings embrace the new online ...
Since the launch of Ealing CPD Online at www.ealingcpd.org.uk 64 school/setting CPD Leaders (or their colleagues who will have responsibility for authorising their school's course applicat
[More](#)

Welcome to CPD online in Ealing schools and Early ...
This website provides access to Ealing's directory of courses and support for the Children's Services' workforce. You will find our interim programme of professional development opportunitie
[More](#)

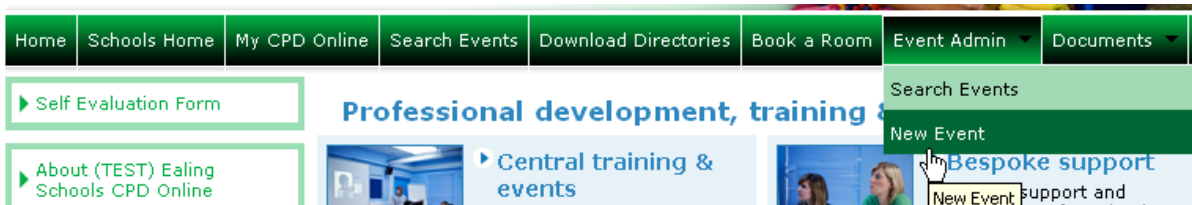
Making it easier to access Ealing's training for C ...
What you need to do now If we have already registered you as a user – because you previously booked onto a course which is starting in summer term – we will be contacting you to let
[More](#)

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

3) Events

a) Create an event

i) Create an event by clicking on **Event Admin** > **New Event** in the top menu bar



The screenshot shows the Ealing CPD online website with the 'Event Admin' dropdown menu open. The menu options are 'Search Events', 'New Event', and 'Bespoke support'. The 'New Event' option is highlighted by a mouse cursor.

Home Schools Home My CPD Online Search Events Download Directories Book a Room **Event Admin** Documents

Self Evaluation Form

About (TEST) Ealing Schools CPD Online

Professional development, training & support for Schools

Central training & events

Bespoke support

New Event Support and

ii) This will take you to the 'Add an Event' page.

iii) Complete the details as required. Ensure all fields with a * are completed. The click on **Save**.



Add an Event

Event/Course name	<input type="text"/> *
	120 characters remaining...
Event code	Year: <input type="text" value="2011"/> <input type="button" value="v"/> (An event code will be automatically generated in the format SCH YY/NNN, where YY = year and NNN = sequence number)
Provider	Ealing LA <input checked="" type="radio"/> School <input type="radio"/> External/Other Provider <input type="radio"/>
Event type	<input type="checkbox"/> Briefing <input type="checkbox"/> Conference <input type="checkbox"/> Consultancy <input type="checkbox"/> E-learning <input type="checkbox"/> Learning walk <input type="checkbox"/> Meeting <input type="checkbox"/> Multi-date training <input type="checkbox"/> Network Meeting/Forum <input type="checkbox"/> One-off training <input type="checkbox"/> Practice sharing <input type="checkbox"/> Repeated training <input type="checkbox"/> Residential conference <input type="checkbox"/> School-based requested training <input type="checkbox"/> Workshop <input type="checkbox"/> Presentation <input type="checkbox"/> Drop-in session *
Key Stages	Select All <input type="checkbox"/> 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"/> * N/A <input type="checkbox"/>
Event description	<input type="text"/> * You have 6000 characters remaining for Event description...
Objectives/Outcomes	<input type="text"/> You have 6000 characters remaining for Training objectives...
Subject areas	<input type="text"/> * Adult basic skills literacy/numeracy Art Assessment and data analysis and interpretation and RaiseOnline Assessment for learning/APP Audits and reviews Behaviour and attendance Behaviour management in the classroom Business administration and management Careers Child and young person development
Target Audience	<input type="text"/> * After school club play workers All classroom support staff All school staff (teaching and non teaching) All school support staff All staff working with children and families in Ealing Aspiring deputy headteachers Aspiring senior leaders Bilingual support assistant Bursars Caretakers



Target Group	<input type="text"/>
	You have 6000 characters remaining for Target Group...
SEF Reference	<input type="checkbox"/> A2.1 <input type="checkbox"/> A2.2 <input type="checkbox"/> A2.3 <input type="checkbox"/> A2.4 <input type="checkbox"/> A2.5 <input type="checkbox"/> A2.6 <input type="checkbox"/> A2.7 <input type="checkbox"/> A2.8 <input type="checkbox"/> A2.9 <input type="checkbox"/> A2.10 <input type="checkbox"/> A2.11 <input type="checkbox"/> A3.1 <input type="checkbox"/> A3.2 <input type="checkbox"/> A3.3 <input type="checkbox"/> A3.4 <input type="checkbox"/> A4.1 <input type="checkbox"/> A4.2 <input type="checkbox"/> A4.3 <input type="checkbox"/> A4.4 <input type="checkbox"/> A4.5 <input type="checkbox"/> A4.6 <input type="checkbox"/> A4.7 <input type="checkbox"/> A4.8 <input type="checkbox"/> A4.9 <input type="checkbox"/> A5.1 <input type="checkbox"/> A5.2 <input type="checkbox"/> A5.3 <input type="checkbox"/> A5.4 <input type="checkbox"/> A6.1 <input type="checkbox"/> A6.2 <input type="checkbox"/> A6.3 <input type="checkbox"/> A6.4 <input type="checkbox"/> A8.1 <input type="checkbox"/> A8.2 <input type="checkbox"/> A8.3 <input type="checkbox"/> A8.4
	Choose up to three key areas your training/support will help the school or setting to address
Professional Standards	<input type="text" value="No Professional Standards linked"/> <input type="text" value="Select Professional Standard"/> <input type="button" value="Add"/>
Venue	<input type="text" value="Select an Establishment"/> *
Course Director	<input type="text" value="Select a director"/>
Tutor(s)/Facilitator(s)	<input type="text" value="Allan, Margaret"/> <input type="text" value="Anderson, Bob"/> <input type="text" value="Ant, Adam"/> <input type="text" value="BABCOCK 4S, -"/> <input type="text" value="Bennett, Alison"/> <input type="text" value="Benson, Sue"/> <input type="text" value="Birch, Tina"/> <input type="text" value="Bolán, Bernadette"/> <input type="text" value="Borg, Gill"/> <input type="text" value="Brown, Opal"/> *
Tutor Agreed Fee	£ <input type="text"/>
Admin contact	<input type="text" value="Select a contact"/> * (The contact will receive automatic emails when places are requested)
Advertise event on	<input checked="" type="checkbox"/> Schools <input type="checkbox"/> Early years <input type="checkbox"/> Governors <input type="checkbox"/> Multi agency <input type="checkbox"/> Social care <input type="checkbox"/> Private, voluntary and independent sector <input type="checkbox"/> Ealing safeguarding children board
Cost Code	<input type="text"/>
SLA Charging Arrangements	<input type="checkbox"/> add SLA cost
EYFS Charging Arrangements	<input type="checkbox"/> add NEG cost
Start date	<input type="text" value="21"/> / <input type="text" value="Jun"/> / <input type="text" value="2011"/> or <input type="checkbox"/> TBA (start and closing date will be ignored) <input type="button" value="Date checker"/>
End date	<input type="text" value="21"/> / <input type="text" value="Jun"/> / <input type="text" value="2011"/>
Closing date	<input type="text" value="16"/> / <input type="text" value="Jun"/> / <input type="text" value="2011"/> <input type="checkbox"/> set to 5 days before start date
Publish date	<input type="text" value="21"/> / <input type="text" value="Jun"/> / <input type="text" value="2011"/> (date when event information is available to public users)
Times	Start time <input type="text" value="09"/> : <input type="text" value="00"/> Finish time <input type="text" value="09"/> : <input type="text" value="30"/>
Session length	<input type="radio"/> All Day <input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> Twilight <input type="radio"/> Evening <input type="radio"/> Weekend
Is cancelled?	<input type="checkbox"/>
Is rescheduled?	<input type="checkbox"/>
Is archived / Date archived	<input type="checkbox"/>
Max Places	<input type="text" value="25"/> *
Min Places	<input type="text" value="6"/> *
Number of sessions	<input type="text" value="1"/>
Publication status	<input type="checkbox"/> Publish this event
Allow online bookings	<input checked="" type="checkbox"/>
Include event in public search results	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Please note the following:

- The start date is the first day of the event.
- The end date is the last day of the event (if it is a one day course it would be the same date as the start date).
- The closing date is the last date that bookings will be taken.
- The 'publish this event' request is to ask the administrator to publish the



event so that it can be viewed on the website.

b) Financial Planning

- i) Once the event details have been completed, you will be taken to the Financial Planning page where you can add cost items to the event and calculate/set how much you are going to charge per head for the event.

Financial Planning

[| Edit](#) | [| Replicate](#) | [| Financial Planning](#) | [| Profit and Loss](#) | [| Details](#) | [| Add Documents](#) | [| Print](#) | [| Cancel Event](#) | [| Delete](#) | [| Manage Bookings](#) | [| View Bookings](#) | [| Evaluations](#) | [| Add/Edit Room Booking\(s\)](#) | [| **Event List**](#) |

Title	Art for Art's Sake (SCH 11/485)
Venue	Webbased
Start date and time	17 May 2011 (-)

Estimate	<input type="checkbox"/>	Actual	<input type="checkbox"/>
-----------------	--------------------------	---------------	--------------------------

Maximum places	<input type="text" value="20"/>	*
Minimum places	<input type="text" value="8"/>	*

Session 1

[| Add new cost item to session 1](#) |

Catering Items Refreshments			 Edit Delete
Charge:	£1.5	<input checked="" type="checkbox"/> per person <input type="checkbox"/> one off	
Notes:			

Lunch			 Edit Delete
Charge:	£6.5	<input checked="" type="checkbox"/> per person <input type="checkbox"/> one off	
Notes:			

Room Hire			 Edit Delete
Charge:	£200	<input type="checkbox"/> per person <input checked="" type="checkbox"/> one off	
Notes:			

Calculate

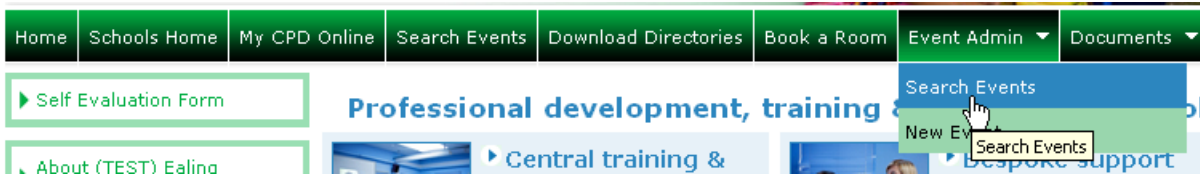
Recommended cost per head	£ 0.00
Full Course cost	£ <input type="text" value="150.00"/>
LA Course cost	£ <input type="text" value="100.00"/>

Notes



c) Manage Events

- i) Select **Event Admin** > **Search Events** from the top menu bar.



- ii) The events displayed are only those created by the event facilitator and once publication has been authorised by the Event Admin, the Event Facilitator can view all bookings made for the course by selecting View Bookings

Information Sharing **SCH 11/527**

Starts: Sunday 10 April 2011 (09:00 - 09:30)

Venue: Webbased

Publication status: Event published

| 0 confirmed (25 places remaining) | 0 un-confirmed | 0 cancelled | 0 reserve list |

| [Replicate](#) | [Details](#) | [Print](#) | [View Bookings](#) | [Evaluations](#) |

d) View Bookings

- i) You will be taken to the View Event Bookings page.

View Event Bookings

| [Replicate](#) | [Details](#) | [Print](#) | [View Bookings](#) | [Evaluations](#) | [Event List](#) |

Event Title	Information Sharing(SCH 11/527)
Venue	Webbased
Start date and time	Sunday 10 April 2011 (09:00 - 09:30)
Booking Information	2 confirmed (23 places remaining) 0 un-confirmed 0 cancelled 0 reserve list

2 bookings found

Select all | [Print Special Requirements](#) | [Print Participants](#) | [Print Register](#) | [Download to Excel](#) |

Request updated: Thursday 10 March 2011 15:11

<input type="checkbox"/> Christine Clarke (christine.clarke@webbased.co.uk)	Booking received: Thursday 10 March 2011 15:11
Webbased, Plymouth	
CPD Leader: Simon Webster	Booking made by: Rosie Ramshaw
Booking Payment Method: Journal	
Booking Reference: 11424	

Request updated: Thursday 10 March 2011 15:12

<input type="checkbox"/> Rosie Ramshaw (suzanne.french@webbased.co.uk)	Booking received: Thursday 10 March 2011 15:12
Webbased, Plymouth	
CPD Leader: Simon Webster	Booking made by: Rosie Ramshaw
Booking Payment Method: Journal	
Booking Reference: 11425	

Select an option



- ii) From here you can print participant lists, print special requirements, print registers and download information to Excel.

| [Print Special Requirements](#) | [Print Participants](#) | [Print Register](#) | [Download to Excel](#) |

- iii) To send an email to participants of an event, tick the box next to their name, select 'Bulk email selected participants' from the drop down at the bottom of the page and click **Submit**.

Request updated: Thursday 10 March 2011 15:11	
<input checked="" type="checkbox"/> Christine Clarke (christine.clarke@webbased.co.uk)	Booking received: Thursday 10 March 2011 15:11
Webbased, Plymouth	
CPD Leader: Simon Webster	Booking made by: Rosie Ramshaw
Booking Payment Method: Journal	
Booking Reference: 11424	
Request updated: Thursday 10 March 2011 15:12	
<input checked="" type="checkbox"/> Rosie Ramshaw (suzanne.french@webbased.co.uk)	Booking received: Thursday 10 March 2011 15:12
Webbased, Plymouth	
CPD Leader: Simon Webster	Booking made by: Rosie Ramshaw
Booking Payment Method: Journal	
Booking Reference: 11425	
Select an option	Submit
Select an option	
Bulk email selected participants	

- iv) Enter your message in the 'Email message' box and click 'Send'.

Bulk Email Selected Participants					
Replicate Details Print View Bookings Evaluations Print Evaluation Event List					
Information Sharing (SCH 11/527)					
Reply to	simon.webster@webbased.co.uk				
Email Subject	Information Sharing				
Email message	<p>Starts: Sunday 10 April 2011 Time: 09:00 - 09:30</p> <p>-----More Information----- If you would like more information about this event, or further assistance please contact Simon Webster (mailto:simon.webster@webbased.co.uk)</p>				
Recipients	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Christine Clarke</td> <td>Booking received: Thursday 10 March 2011 15:11</td> </tr> <tr> <td><input checked="" type="checkbox"/> Rosie Ramshaw</td> <td>Booking received: Thursday 10 March 2011 15:12</td> </tr> </table>	<input checked="" type="checkbox"/> Christine Clarke	Booking received: Thursday 10 March 2011 15:11	<input checked="" type="checkbox"/> Rosie Ramshaw	Booking received: Thursday 10 March 2011 15:12
<input checked="" type="checkbox"/> Christine Clarke	Booking received: Thursday 10 March 2011 15:11				
<input checked="" type="checkbox"/> Rosie Ramshaw	Booking received: Thursday 10 March 2011 15:12				
<input type="button" value="Send"/> <input type="button" value="Do not send"/>					



e) **Replicate an event**

- i) If there is an event already on the system that you have created with details that are the same or very similar to the one you want to create, the event can be replicated from the one that already exists.
- ii) Find the event you want to replicate from the **Event Admin** > **Search Events** page.
- iii) Click on the 'Replicate' link; this will take you into a copy of the original event.

Information Sharing **SCH 11/527**

Starts: Sunday 10 April 2011 (09:00 - 09:30)

Venue: Webbased

Publication status: Event published

| 2 confirmed (23 places remaining) | 0 un-confirmed | 0 cancelled | 0 reserve list |

| [Replicate](#) | [Details](#) | [Print](#) | [View Bookings](#) | [Evaluations](#) |

↑
replicate course

- iv) Make the required changes to the new event, click on **Save** to create a new event.

f) **Edit an event**

- i) Find the event you want to edit from the **Event Admin** > **Search Events** page (as a tutor you will only be able to edit events that you have created and which have not been submitted for publication).
- ii) Select the 'Edit' link beneath the course.



CIEH Level 1 Award in Food Safety Awareness in Catering

SCH 11/529

Starts: Sunday 10 April 2011 (09:00 - 09:30)

Venue: Webbased

Publication status: Not published by event author

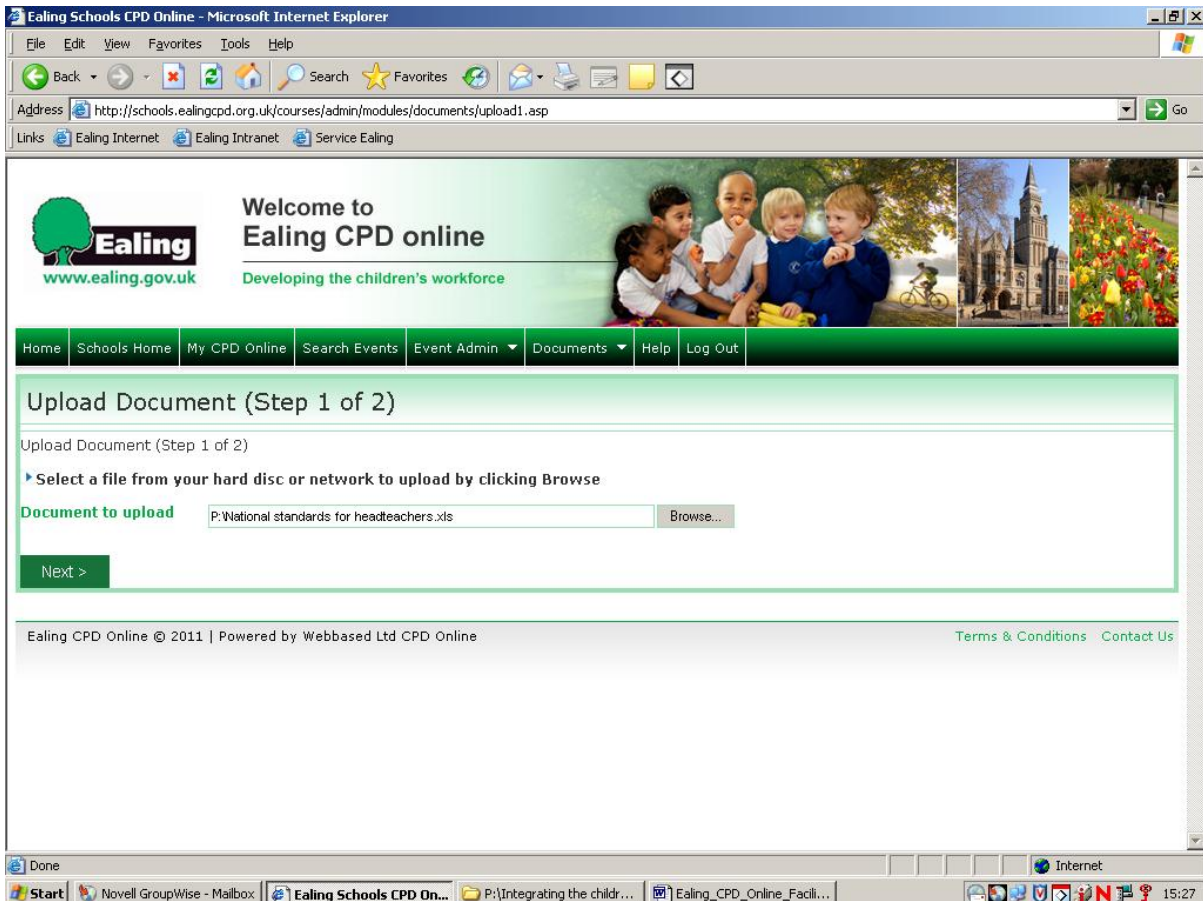
| 0 confirmed (25 places remaining) | 0 un-confirmed | 0 cancelled | 0 reserve list |

| [Edit](#) | [Replicate](#) | [Financial Planning](#) | [Profit and Loss](#) | [Details](#) | [Add Documents](#) | [Print](#) | [Evaluations](#) |

iii) Make the changes that are required and click on **Save** when finished.

g) Add a document

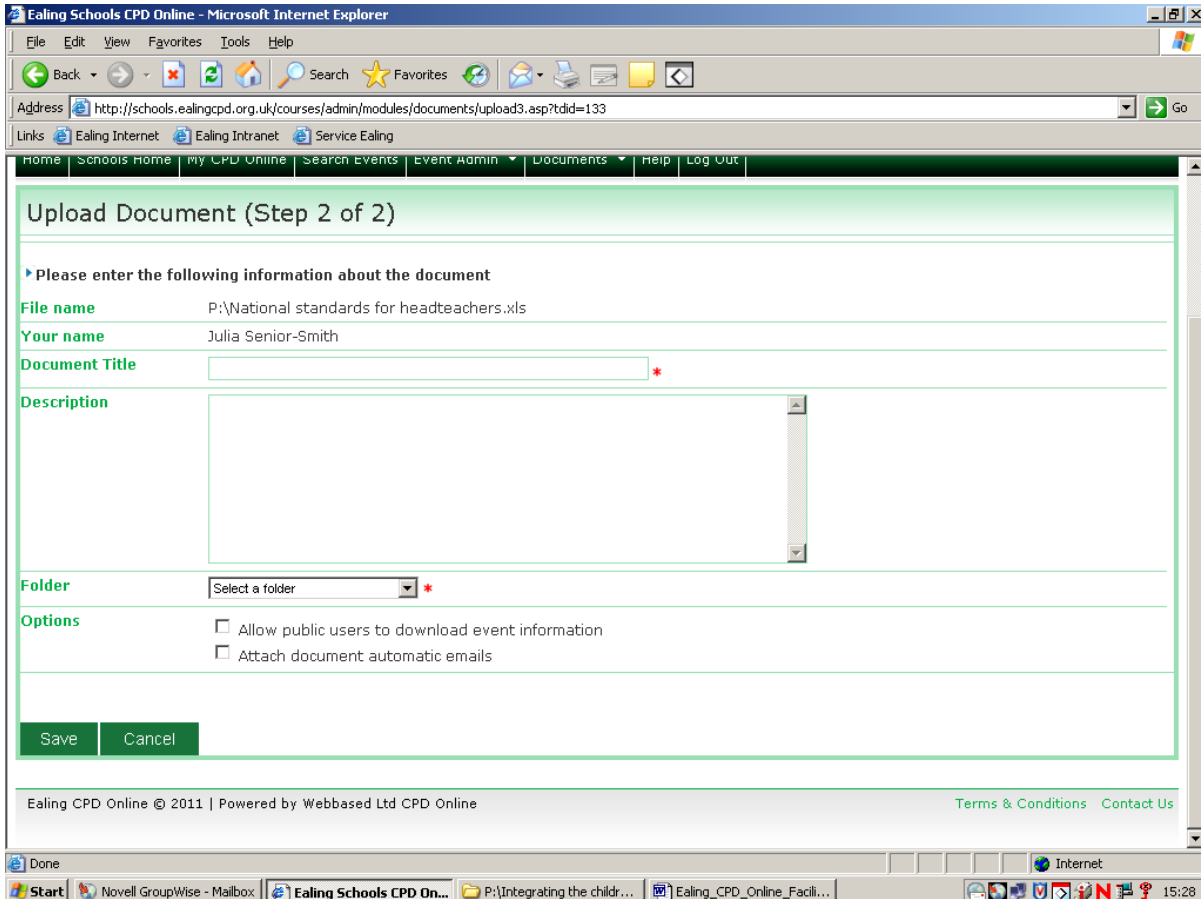
- i) As a trainer/facilitator you will have a document folder automatically set up for you. To add a document to a course so that delegates can download it before the course begins click on the Documents tab, and click 'upload document' to upload the document to your folder. Browse for the document that you want to upload and then click **Next**.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Ealing Schools CPD Online website. The address bar shows the URL: <http://schools.ealingcpd.org.uk/courses/admin/modules/documents/upload1.asp>. The website header includes the Ealing logo and the text "Welcome to Ealing CPD online" and "Developing the children's workforce". The navigation menu includes: Home, Schools Home, My CPD Online, Search Events, Event Admin, Documents, Help, and Log Out. The main content area is titled "Upload Document (Step 1 of 2)". Below the title, it says "Upload Document (Step 1 of 2)" and "Select a file from your hard disc or network to upload by clicking Browse". There is a text input field labeled "Document to upload" containing the file path "P:\National standards for headteachers.xls" and a "Browse..." button. A "Next >" button is located below the input field. The footer of the page contains "Ealing CPD Online © 2011 | Powered by Webbased Ltd CPD Online" and links for "Terms & Conditions" and "Contact Us". The Windows taskbar at the bottom shows the Start button, several open applications including "Novell GroupWise - Mailbox" and "Ealing Schools CPD On...", and the system tray with the time "15:27".



- ii) Complete the Upload Document (Step 2 of 2) page, by entering in the document title, description and folder where you want the document to be stored. Click on the 'Attach documents to automatic emails' box to allow for the delegates on your course to receive the document by email. Click **Save**.



The screenshot shows a web browser window titled 'Ealing Schools CPD Online - Microsoft Internet Explorer'. The address bar shows the URL: <http://schools.ealingcpd.org.uk/courses/admin/modules/documents/upload3.asp?tid=133>. The page content is titled 'Upload Document (Step 2 of 2)'. Below the title, there is a section 'Please enter the following information about the document'. The form fields are as follows:

- File name:** P:\National standards for headteachers.xls
- Your name:** Julia Senior-Smith
- Document Title:** (Empty text box with a red asterisk indicating it is required)
- Description:** (Large empty text area)
- Folder:** (Dropdown menu showing 'Select a folder' with a red asterisk)
- Options:**
 - Allow public users to download event information
 - Attach document automatic emails

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads 'Ealing CPD Online © 2011 | Powered by Webbased Ltd CPD Online' and includes links for 'Terms & Conditions' and 'Contact Us'.

- iii) Next go to **Event Admin**, **Search Events** and find the course you wish to attach the document to. Once you have found the course click on Add documents.
- iv) On the Attached Documents page, open up your folder by clicking on the drop down menu named 'all folders'. Once you have found your folder click on **Search**.
- v) Tick against the document that you wish to attach to your course and then click on **Submit**.