

Ealing CPD Online

CPD Leader user guide

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 and for nominated CPD Leaders to authorise training requests online.

Contents

Access the site	2
Managing your account in My CPD Online	3
Authorising event bookings in My CPD Online	4
Events booked for colleagues	5
Events colleagues are due to attend	6
Events attended by colleagues	7
Other events attended by colleagues.....	8
Making a booking on behalf of a Colleague	9
Cancelling a colleagues booking.....	11
Substitute a colleagues booking.....	13
CPD Leader reports.....	13
My staff list	18
Help	18

Access the site

1. To access the site go to www.ealingcpd.org.uk



Note: Whenever an individual searches for a specific course, the website draws on information that matches the search criteria from any of the Children's Services' areas such as Schools, Early Years and Social Care.

2. Select the relevant service to be taken to the home page for that work channel. Enter your username and password and select **Enter**.

The screenshot shows the login form on the website. It has a title 'Log in' and a subtitle 'to find, book or cancel events'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a red button labeled 'Enter'. There are also links for 'Forgotten Password' and 'New User'.

3. If you have forgotten your login details select **Forgotten Password**. Enter your email address and select **Enter**

The screenshot shows the 'Forgotten Password' form. It has a title 'Forgotten Password' and a subtitle 'If you have forgotten your password please enter your email address below. We will email a copy of your account details, including your password, to the address you enter.' There is an input field for 'Enter your email address:' and a green button labeled 'Enter'.

Managing your account in My CPD Online


1. Once logged in **My CPD Online** can be seen on the top menu tab. This is where you can manage your account and track event bookings that you and your colleagues make.





2. This is where you can manage your account and carry out the following CPD Leader tasks:
 - View all events booked for colleagues
 - View events colleagues are due to attend
 - View events colleagues have attended
 - View and print event reports
 - Authorise booking requests
 - Substitute bookings
 - View and print certificates for events colleagues have attended


My CPD Online

My Account


 [Change username & password](#)


 [Change contact details](#)


 [Update your email alerts](#)


 [Update your equal opportunity responses](#)

My CPD Online - 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](#)


 [CPD Leader reports](#)


 [Booking requests pending approval](#)


 [Set default department](#)

 [My Staff List](#)

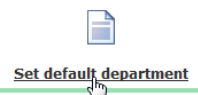
Other Events

 [View other events](#)

 [Add event](#)

 [Events attended by colleagues](#)

3. If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting **Set default department**



4. A pop up box will appear where you can select your establishment/department you wish to view bookings for. select to select your default department for which you wish to view bookings for

Authorising event bookings in 'My CPD Online'

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.

When a colleague requests a place on an event you will receive an email notifying you of the request, there will be links in the email to approve or decline this request

If you prefer, the requests can be approved or declined individually or in bulk via the 'Unauthorised Booking Requests' icon in My CPD Online.

1. To authorise or decline a booking request select **My CPD Online > Booking requests pending approval**



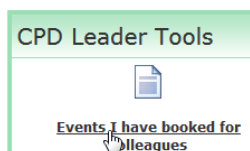
2. Tick the box next to the booking you would like to authorise/decline and select the relevant option from the drop down at the bottom of the page

3. The booking will be sent to an administrator to confirm the booking. The user will be emailed when their booking has been confirmed.

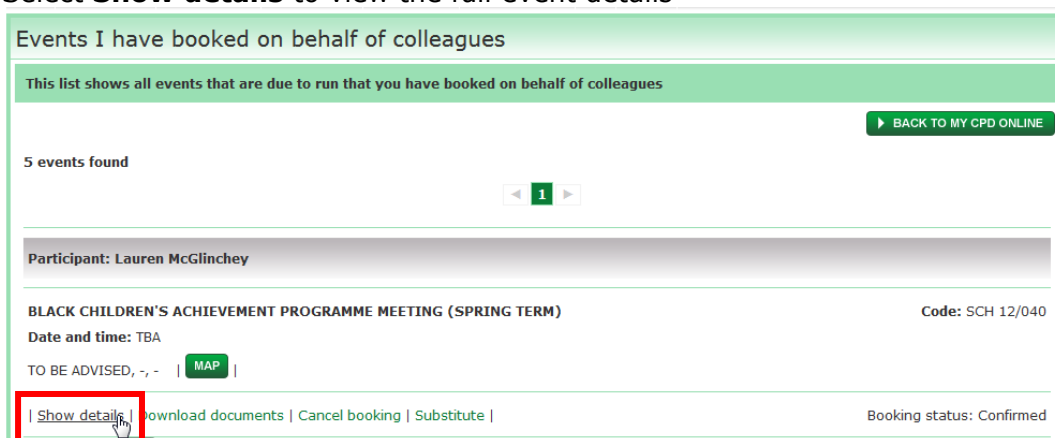
Events booked for colleagues

If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting Set Default Department.

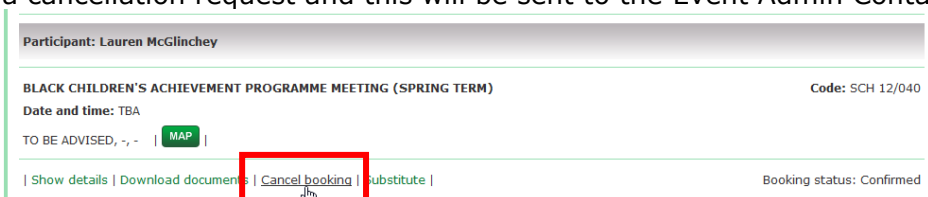
1. To view events that you have booked on behalf of your colleagues select **Events I have booked for colleagues**



2. Select **Show details** to view the full event details



3. To cancel a colleagues booking you have made select **Cancel booking**. You will be prompted to fill in a cancellation request and this will be sent to the Event Admin Contact



Events colleagues are due to attend

If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting **Set Default Department**

1. To view upcoming events for colleagues at your establishment select '**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.



Events colleagues are due to attend

2. Bookings highlighted in red have not yet been confirmed by an administrator
3. For full event details select on **Show details** button

Events attended by colleagues

If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting **Set Default Department**

1. To view events colleagues at your establishment have attended select **Events attended by Colleagues** in My CPD Online



Events attended by colleagues

Events attended by your colleagues

The list of events below show events your colleagues have attended

[BACK TO MY CPD ONLINE](#)

146 bookings found

1 2 3 4 5 6 7 8

Event: BLACK CHILDREN'S ACHIEVEMENT PROGRAMME MEETING (SPRING TERM)
[SHOW DETAILS](#)

Date and time: TBA
Code: SCH 12/040

Venue: TO BE ADVISED, -, -
[MAP](#)

Lauren Governor Test - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Lauren McGlinchey - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Lauren New Governor - Ealing Primary School	Cancel booking	Booking status: Not attended
Laurina Palmer - Ealing Primary School	Cancel booking	Booking status: Not attended
Amber Pink - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Jack Smith - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Joseph Smith - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Rachel Smith - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended

2. If the event contains a certificate you can download this on behalf of your colleague by selecting **Download Certificate**

Event: BLACK CHILDREN'S ACHIEVEMENT PROGRAMME MEETING (SPRING TERM)
[SHOW DETAILS](#)

Date and time: TBA
Code: SCH 12/040

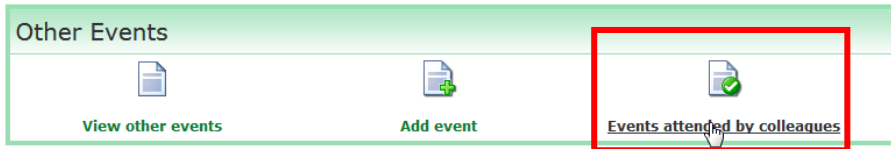
Venue: TO BE ADVISED, -, -
[MAP](#)

Lauren Governor Test - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Lauren McGlinchey - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended
Lauren New Governor - Ealing Primary School	Cancel booking	Booking status: Not attended
Laurina Palmer - Ealing Primary School	Cancel booking	Booking status: Not attended
Amber Pink - Ealing Primary School	Download Certificate Cancel booking	Booking status: Attended

Other events attended by colleagues

My CPD Online > Other Events are events that colleagues have added themselves and attended outside of the CPD system.

1. Select 'Events attended by colleagues' in the other events section



2. Select a date range to search between. You can also search by surname if you are looking for a particular colleague's events, and select **Search**

A screenshot of the search interface for 'Other events attended by your colleagues'. The page has a green header with the title. Below it, a message states 'The list of events below show other events your colleagues have attended'. There is a 'BACK TO MY CPD ONLINE' button. A search form includes a 'Surname' field with a placeholder '(Leave blank to search all)', a 'Between' date range selector showing '11/02/2013' and '11/02/2014', and 'Search' and 'Cancel' buttons.

3. Select **Show details** to view full event details. You can print or download the results as a spreadsheet.

A screenshot of the event details page for 'Laurina Palmer'. The page has a green header with the title. Below it, a message states 'The list of events below show other events your colleagues have attended'. There is a 'BACK TO MY CPD ONLINE' button. A search form is visible. Below the search form, it says '1 event found' and provides links for 'Print', 'Download to Excel (this page)', and 'Download to Excel (all pages)'. The event details for 'Laurina Palmer' are shown, including 'Event Date: Monday 4 February 2013' and 'Event Title: Diving Course'. A 'Show details' link is highlighted with a red rectangular box.

Making a booking on behalf of a colleague

1. To search for events select **Search Events** in the top menu. Alternatively if you know the date of the event you are looking for select on a date in the 'Event Calendar' on the homepage



2. This will take you to the Search Events page

The screenshot shows the 'Search Events' page. It has a search form with fields for Keyword, Event Code, Starts during or after (Today), Event type (All Events), Subject (All Subjects), Target Audience (Select a target audience), and Key Stage (EYFS, KS1, KS2, KS3, KS4, Post 16). A 'Search' button is highlighted with a red box. To the right is an 'Events Calendar' for February 2014, with the 15th highlighted. Below the search form, it says '2 events found.' and 'Page 1 of 1'. There's a 'Printer friendly' link. The first event listed is 'GOVERNORS' ESSENTIALS'.

3. Enter your search criteria and select the **Search** button to search for events. Alternatively if you know the date of the event you are looking for you can select on that date in the event calendar and you will be shown all the events on that day
4. When you have found an event you would like to book, select **Request a place**

The screenshot shows the details for the 'GOVERNORS' ESSENTIALS' event. It includes the start time (Saturday 15 February 2014 - 09:00-13:30), event code (SCH 14/092), and venue (Ealing Training Venue, 17 Research Way, Tamar Science Park, PL6 8BT). There's a 'Request a place' button highlighted with a red box. Below the event details is a section 'About this event' with a description of the session.

5. Select **Request a place on behalf of a colleague**

The screenshot shows the 'Request a Place' form. It has a breadcrumb trail 'Home > Request a place' and a navigation bar with links: Request a place, Full details, Print event, Save event, and Event list. Below the navigation bar is a section '1 attached document'. The form has a title 'GOVERNORS' ESSENTIALS (SCH 14/092)' and a venue 'Ealing Training Venue, 17 Research Way, Tamar Science Park, PL6 8BT'. The start time and date are '09:00 - 13:30 Saturday 15 February 2014'. The form has fields for 'Your name' (Amber Red), 'Your email address' (lauren.palmer@webbased.co.uk), and 'Your Establishment' (Select an Establishment). The 'Request a place on behalf of a colleague' checkbox is highlighted with a red box.

6. Select a colleague from the **Colleague's name** drop down list

Request a Place

Home > Request a place

Request a place Full details Print event Save event Event list

1 attached document

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

Event Title	GOVERNORS' ESSENTIALS (SCH 14/092)
Venue	Ealing Training Venue, 17 Research Way, Tamar Science Park, PL6 8BT MAP
Start time and date	09:00 - 13:30 Saturday 15 February 2014
Colleague's department	Ealing Primary School *
Colleague's name	<div> Select a colleague </div> <div> Joe Adams - Ealing Primary School Laney Boggs - Ealing Primary School Richard Clarke - Ealing Primary School </div>
Cost	

7. If you are a CPD Leader for more than one establishment/department, you will need to select the relevant establishment before you can select a colleague

Colleague's department	<div> Ealing Primary School </div> <div> Select a department Ealing Internal Ealing External Ealing Primary School </div>
Colleague's name	<div> ===Ealing Primary School Department, 17 Research Way =====Ealing Primary School Team, 17 Research Way </div>
Cost	

8. If the colleague does not already have an account on the site, you can create one for them by selecting **Click here to add a colleague**

Add a colleague to Ealing Schools Online

This process will allow you to book a place on behalf of a colleague. It will also create a (TEST) Ealing Schools CPD Online user account for your colleague.

Title	Select
Firstname	*
Lastname	*
Job Role	Select *
Establishment	Select an Establishment *
Email address	(Enter the participants email address-if an email address is not entered the participant will not be able to receive email communications confirming their place) *
Contact Number	
<input type="button" value="Add User"/> <input type="button" value="Cancel"/>	

9. Enter the colleague's details and select **Add user**
10. You will then be taken back to the request a place page where the staff member will now be shown in the drop down list. The staff member will receive an email to confirm that a user account has been created for them with their login details.
11. You can select who you wish to receive email messages regarding the event by choosing **Me** or **Colleague**

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

12. Agree to the Terms and Conditions and select **Request place**

13. A confirmation message will be displayed.

Request a Place

Home > Request a place

Request a place Full details Print event Save event Event list

1 attached document

You have successfully added Joe Adams from Ealing Primary School to GOVERNORS' ESSENTIALS

Booking reference number is: SCH/14491

Add another participant to this event

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



Events I have booked for colleagues

Cancelling a colleagues booking

1. To cancel a colleague's booking select **Events I have booked for colleagues** or **Events colleagues are due to attend** in My CPD Online

1. A **Cancel booking** link will be available next to bookings you have made for colleagues

Events I have booked on behalf of colleagues

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

BACK TO MY CPD ONLINE

6 events found

Participant: Joe Adams

GOVERNORS' ESSENTIALS Code: SCH 14/092

Date and time: Saturday 15 February 2014 09:00 - 13:30

Ealing Training Venue, 17 Research Way, PL6 8BT MAP

Show details | Download documents | **Cancel booking** | Substitute | Booking status: Unconfirmed

Events your colleagues are due to attend

The list of events below show events your colleagues are due to attend

BACK TO MY CPD ONLINE

248 bookings found

Event: CONFLICT MANAGEMENT - ONLINE TRAINING SHOW DETAILS

Date and time: TBA Code: SCH 11/276

Venue: SEE EVENT DESCRIPTION, - MAP

Jack Smith - Ealing Primary School | Substitute | **Cancel booking** | Booking status: Confirmed

3. Select **Cancel Booking** and you will be taken to the cancellation request screen

Cancel Request

Your name	<input type="text" value="Joe Adams"/>	*
Your Establishment	<input type="text" value="Ealing Primary School"/>	*
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>	
Your Telephone	<input type="text"/>	
Event Title	<input type="text" value="GOVERNORS' ESSENTIALS"/>	*
Event Start Date	<input type="text" value="15 February 2014"/>	*
Reason for Cancellation	<div><div></div><div>You have 150 characters remaining for cancellation reason.</div></div>	
<p>Any cancellations recieved via Ealing CPD Online more than 4 days prior to the course start date will not incur a cancellation charge unless the course details state otherwise.</p> <p><input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy </p> <p><input type="button" value="Send"/> <input type="button" value="Cancel"/></p>		

4. Enter the cancellation details and select **Send**. The request will be sent to the event contact and the cancellation will need to be processed.

Substitute a colleagues booking

1. To substitute a colleagues booking select **Substitute** link in **Events I have booked for colleagues** or **Events colleagues are due to attend**

Events I have booked on behalf of colleagues

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

6 events found

Participant: Joe Adams

GOVERNORS' ESSENTIALS Code: SCH 14/092

Date and time: Saturday 15 February 2014 09:00 - 13:30

Ealing Training Venue, 17 Research Way, PL6 8BT

MAP

Show details | Download documents | Cancel booking | **Substitute** |

Booking status: Unconfirmed

Events your colleagues are due to attend

The list of events below show events your colleagues are due to attend

248 bookings found

Event: **CONFLICT MANAGEMENT - ONLINE TRAINING**

Date and time: TBA

Venue: SEE EVENT DESCRIPTION, -

Jack Smith - Ealing Primary School

MAP

Substitute | Cancel booking | Booking status: Confirmed

2. A pop up window will appear allowing you to select a new participant from a drop down list
3. Select the participant name then select **Save**

Substitute Bookings

Course Title	CONFLICT MANAGEMENT - ONLINE TRAINING (SCH 11/276)
Venue	SEE EVENT DESCRIPTION
Start date and time	TBA (16:00 - 17:30)

Select a new participant from the list below

Establishment: Ealing Primary School

Participant name: Adams, Joe

Save Close

4. The booking will be replaced with the new participant selected

CPD Leader reports

If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting **Set Default Department**. You can run event attendance history and colleague booking total reports within My CPD Online.

1. For the event attendance history report select **CPD Leader Reports** in My CPD Online



CPD Leader reports

2. Select report type **Attendance**

CPD Leader Reports

Report

Select a report

Select a report

Attendance

Colleague Activity Report

Area

3. Enter your report criteria and select **Submit**. You can view colleague event attendance history between a date range and filter by viewing all booking attendance, attended or not attended

CPD Leader Reports

BACK TO MY CPD ONLINE

Report

Attendance

Area

Ealing

Establishment

Ealing Primary School

Date range

Anytime

to

Anytime

Event subjects

Assessment and data analysis and interpretation and RaiseOnline

Behaviour and attendance

Business administration and management

Child protection/safeguarding including e-safety

Curriculum development

EAL

Early Years Foundation Stage

Finance

Governor training

Health & Safety

(Hold down Ctrl to select more than one subject)

Target Audience

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

Childminders

(Hold down Ctrl to select more than one target audience)

Attendance

All bookings

Submit

Reset

4. The results will be shown on screen, see the example below:

10 colleagues found

Excel Version (10 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Leanne	Davies	5	Show details
Laurence	Davies	1	Show details
Rachel	Green	1	Show details

5. Select **Show details** to view the full event information attended/not attended by the user

First name	Last name	Bookings (all)	Options
Leanne	Davies	5	 Show details

Events for bookings attended/not attended by Lauren McGlinchey	
6 events found	 Back to reports
Page 1 of 1	
Event title	Event start date
QUALIFICATION COURSE	Friday 29 November 2013

6. Select Excel Version to generate the data into Excel format

10 colleagues found

Excel Version

(10 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Leanne	Davies	5	 Show details
Laurence	Davies	1	 Show details

7. For the Colleague Activity Report select **Colleague Activity Report** in the report type drop down

CPD Leader Reports	
	▶ BACK TO MY CPD ONLINE
Report	Colleague Activity Report
Area	Ealing

8. Enter your report criteria and select **Submit**. You can view colleague booking information between a date range, and order the results by Participant name, start date or event title

CPD Leader Reports

[▶ BACK TO MY CPD ONLINE](#)

Report Colleague Activity Report ▼

Area Ealing

Establishment Ealing Primary School

Date range August 2013 ▼ to December 2013 ▼

Event subjects

- Assessment and data analysis and interpretation and RaiseOnline
- Behaviour and attendance
- Business administration and management
- Child protection/safeguarding including e-safety
- Curriculum development
- EAL
- Early Years Foundation Stage
- Finance
- Governor training
- Health & Safety

(Hold down Ctrl to select more than one subject)

Target Audience

- 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
- Childminders

(Hold down Ctrl to select more than one target audience)

Order results by

- Participant name ▼
- Participant name
- Start date
- Event title

9. The results will be shown on screen and can be downloaded into Excel format by selecting **Download to Excel'**

1 records found

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

Page 1 of 4 [Next page >>](#)

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Joe	Adams	Not marked	Ealing Primary School	CANCELLATION EVENT TESTING		Saturday 5 October 2013	09:00 - 13:30
Richard	Clarke	Not marked	Ealing Primary School	NEW EVENT TO TEST CANCELLING - MORE THAN 4 DAYS AWAY		Sunday 20 October 2013	09:00 - 15:30
Richard	Clarke	Not marked	Ealing Primary School	LAUREN NEW CANCELLATION TESTING		Sunday 20 October 2013	09:00 - 16:30
Richard	Clarke	Not marked	Ealing Primary School	USER CANCELLING 3		Friday 18 October 2013	09:00 - 15:30
Richard	Clarke	Not marked	Ealing Primary School	NEW EVENT TO TEST CANCELLING - LESS THAN 4 DAYS AWAY		Friday 11 October 2013	09:00 - 14:30

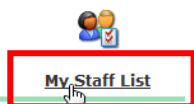
10. Select event title to view the full event information

Page 1 of 4 [Next page >>](#)

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Joe	Adams	Not marked	Ealing Primary School	CANCELLATION EVENT TESTING		Saturday 5 October 2013	09:00 - 13:30

My staff list

1. **My Staff List** allows new staff to be created and existing staff to be managed by setting an end date. Go to My CPD Online and select **My Staff List**



2. A full list of staff at your establishment will display on screen

Update your staff list

Surname Search Reset | [Back to My CPD Online](#) |

Active user accounts ☐

[Click here to add a new member of staff](#)

43 users found at Ealing Primary School

Ealing Primary School	Start Date	End Date	Job Role
Joe Adams	01/03/2012	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	
Laney Boggs	10/01/2014	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	Activity Leader / Coordinator
Richard Clarke	01/03/2012	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	
Scot D	14/08/2013	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	Admin Finance Officer
Laurence Davies	01/03/2012	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	Admin Finance Officer

3. If the member of staff no longer belongs to your establishment you can remove them by setting an end date and selecting **Save** at the bottom of the screen

Update your staff list

Surname Search Reset | [Back to My CPD Online](#) |

Active user accounts ☐

[Click here to add a new member of staff](#)

43 users found at Ealing Primary School

Ealing Primary School	Start Date	End Date	Job Role
Joe Adams	01/03/2012	<input type="text"/> 10 / 01 / 2014 (dd/mm/yyyy)	

4. To create a member of staff for your establishment select 'Click here to add a new member of staff'

Update your staff list

Surname Search Reset | [Back to My CPD Online](#) |

Active user accounts ☐

[Click here to add a new member of staff](#)

5. This will allow you to create a user account for your colleague

Add a colleague to Ealing Schools Online	
This process will allow you to book a place on behalf of a colleague. It will also create a (TEST) Ealing Schools CPD Online user account for your colleague.	
Title	Select ▼ *
Firstname	<input type="text"/> *
Lastname	<input type="text"/> *
Job Role	Select ▼ *
Establishment	Select an Establishment ▼ *
Email address	<input type="text"/> * (Enter the participants email address-if an email address is not entered the participant will not be able to receive email communications confirming their place)
Contact Number	<input type="text"/>
<input type="button" value="Add User"/> <input type="button" value="Cancel"/>	

Help

If you would like any further help with using the website please email eec@ealing.gov.uk or telephone 020 8578 6154.