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

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**.

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

Managing your account in My CPD Online

1. Once logged in **My CPD Online** can be seen on the top menu tab. his is here 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

3. If you are a CPD Leader at more than one establishment/department you can select which depart ent to anage 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

Select your default department

▸ As a CPD Leader at more than one department, you must select the department to be used within My CPD Online.

○ Ealing Internal
○ Ealing External
◉ Ealing Primary School

Save   Cancel

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**

CPD Leader Tools

📄

Events I have booked for colleagues   Ev

📄

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

Outstanding event requests for your establishment

▸ BACK TO MY CPD ONLINE

☐ Select all

☐ Jack Smith (lauren.palmer@webbased.co.uk)   Booking received: Wednesday 15 January 2014

- Other/To be advised - Ealing Primary School

CPD Leader: Amber Red   Booking Reference: 14459

Event: NCSL WAVE 5 TARGETED SUPPORT PROGRAMME FOR ASPIRING SCHOOL LEADERS
Starts: Wednesday 28 September 2011
Venue: TO BE ADVISED, , , , ,

Authorise selected requests ▾   Next
Authorise selected requests
Delete selected requests
Deny selected requests

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

Ealing
www.ealing.gov.uk

Events booked for colleagues
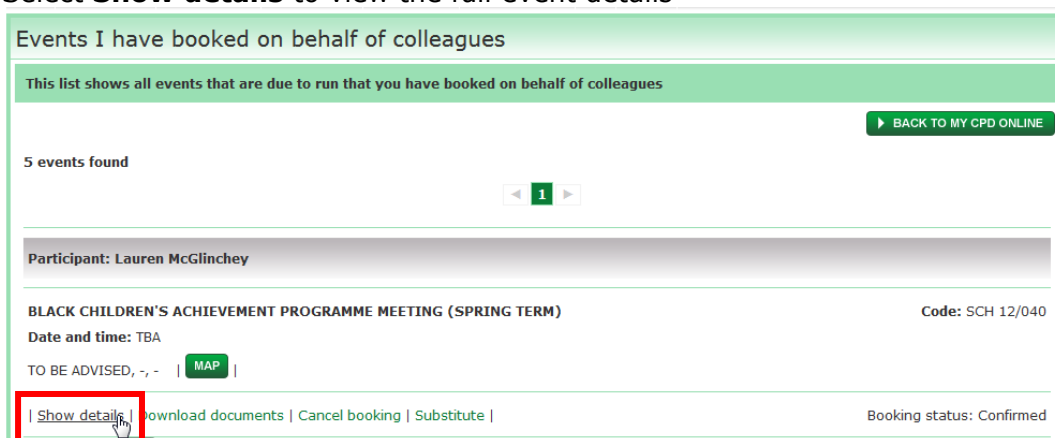
If you are a CPD Leader at more than one establishment/department you can select which department to manage by selecting Set Default Department.
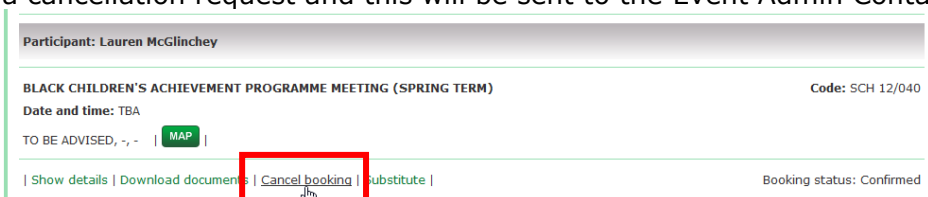
1. To view events that you have booked on behalf of your colleagues select
   Events I have booked for colleagues
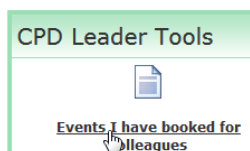
2. Select **Show details** to view the full event details

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

www.ealing.gov.uk

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.

2. Bookings highlighted in red have not yet been confirmed by an administrator

3. For full event details select on **Show details** button

Ealing
www.ealing.gov.uk

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

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

Ealing
www.ealing.gov.uk

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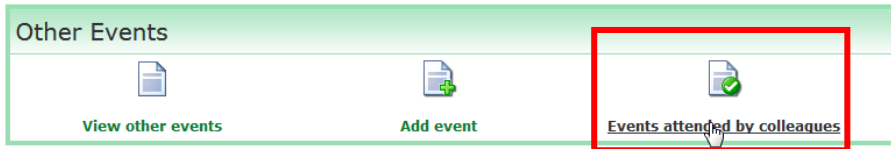
2. Select a date range to search between. You can also search by surname if you are looking for a particular colleague's events, and select **Search**

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

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

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**

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

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

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

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**

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**

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

www.ealing.gov.uk

13. A confirmation message will be displayed.

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

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

www.ealing.gov.uk

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

Cancel Request

Your name	Joe Adams	*
Your Establishment	Ealing Primary School ▼	*
Your e-mail Address	cpd-test@support.webbased.co.uk	
Your Telephone		
Event Title	GOVERNORS' ESSENTIALS	*
Event Start Date	15 February 2014	*
Reason for Cancellation		*

You have **150** characters remaining for cancellation reason.

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.

☐ I have read and agree to the cancellation policy | Cancellation Policy |

Send   Cancel

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

2. A pop up window will appear allowing you to select a new participant from a drop down list

3.   elect the participant name then select **Save**

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

www.ealing.gov.uk

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**

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

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

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

10 colleagues found Excel Version (10 colleagues)

Page 1 of 1

www.ealing.gov.uk

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

Ealing
www.ealing.gov.uk

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

Submit   Reset

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

records found | 🖶 Printer friendly | 📊 Download to Excel |

Page 1 of 4   Next page >>

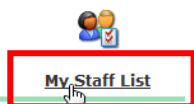| First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Joe	Adams	Not marked	Ealing Primary School	CANCELLATION EVENT TESTING		Saturday 5 October 2013	09:00 - 13:30
Richard	Clarke	Not marked	Ealing Primary School	NEW EVENT TO TEST CANCELLING - MORE THAN 4 DAYS 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

© WebBased Ltd

www.ealing.gov.uk

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

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

4. To create a member of staff for your establishment select '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	☐ *
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	☐
Add User Cancel	

Help

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