



Suffolk CPD Online

CPD Leader User Guide

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Suffolk CPD Online

CPD Leader User Guide

1) Access the Site

- To access the LIVE site use the following URL: www.suffolkcpd.co.uk/
- This will take you to the screen below:



The screenshot shows the Suffolk CPD Online website home page. At the top, there is a navigation bar with 'Home' and 'Help' dropdown menus. Below this is a sidebar with links for 'About Suffolk CPD Online', 'Contact Us', and 'General Enquiry'. The main content area features a large green header with the Suffolk CPD logo and tagline. Below the header, there are four main navigation buttons: 'Early Years & Childcare' (red), 'Multi Agency' (orange), 'Schools & FE' (teal), and 'Social Care' (purple). Each button is accompanied by a stylized tree logo. At the bottom of the page, there is a footer with copyright information: 'Suffolk CPD Online © 2011 | Powered by WebBased Ltd CPD Online' and 'Privacy Policy Contact Us Version 4.00'.

2) Log In

- Select the channel you wish to enter. You will be taken to the home page for that channel. Type in your username and password and then either press enter on your keyboard or select 'Enter' on the page.

Logon

Username

Password



b) This will take you to the screen overleaf:

Home Schools & FE Home My CPD Online Search Events Search Expertise Help Log Out

About Suffolk Schools & FE CPD Online
Contact Us
General Enquiry

Early Years & Childcare
Multi Agency
Schools & FE
Social Care

Welcome to Schools & FE

Professional development and training for Suffolk Children's workforce

Latest News

Anti Bullying Conference
Anti-bullying Week 2011 Annual Conference for Suffolk schools at Trinity Park, Ipswich 14th November This conference is for staff and students in Y7 and above ...
[More](#)

Expertise Directory LAUNCH
There are now nearly 200 individuals on this site, with profiles and expertise for you to view. Click on "Search Expertise" and "Search" to see the full list, or select any ...
[More](#)

CPD Leader info - how to book colleagues on events
Any number of staff in your school can get "CPD leader" rights, which will allow them to book colleagues on events, and authorise all bookings made by ...
[More](#)

Acting Headteacher Opportunities Scheme
We are inviting applications for this scheme up until Friday October 14th. All information can be found on the Suffolk Learning Hub ...
[More](#)

1 2 More News >>

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

Search Events
Keyword:
Event: All Events
SEARCH
Today's Events

Event Calendar
October 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 events based on start date.

Suffolk CPD Online © 2011 | Powered by WebBased Ltd CPD Online Privacy Policy Contact Us Version 4.00

3) Making a Booking For a Colleague

a) Click 'Search Events' on the top menu.



b) This will take you to the Search Events page.



Development Opportunities

Keyword **Event Code**
Starts during or after Today **Area** Select
Channel Select **Subject** All Subjects
Target Audience Select a target audience **Event type** All Events
Key Stage EYFS KS1 KS2 KS3 KS4 Post 16

Event Calendar

October 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 events based on start date.

- c) Select your search criteria and click the 'Search' button to search for events. Alternatively if you know the date of the event you are looking for you can click on that date in the event calendar and you will be shown all the events on that day.
- d) When you have found an event you would like to request a place on, select 'Request a place'.

Secondary ICT Teacher Network Meeting

This is a termly meeting to support secondary ICT Teachers to stay informed of local, national and international developments in ICT learning and teaching at Key Stages 3 and 4. There will be opportunities to network with colleagues, discuss areas of common interest and share good practice. There will be no charge for this meeting as BT are generously hosting us but delegates will be expected to provide their own lunch and refreshments. Light lunches and refreshments can be purchased at the venue.

Course Code: LIS 11/575

Session	Session Date	Session Time	Session Venue	Map
Session 1	Monday 7 November 2011	09:30 - 15:30	Adastral Park	<input type="button" value="Map"/>

- e) You will be taken to the request a place page.



Request a Place

Home [Request a place](#)

- ▶ Complete the form below to request a place on the event
- ▶ [Click here if you would like to request a place on behalf of a colleague](#)

Event Title	Secondary ICT Teacher Network Meeting (LIS 11/575)
Venue	Adastral Park, Martlesham Heath, IP5 3RE Map
Start time and date	09:30 - 15:30 Monday 7 November 2011
Your name	Henry Smith Request a place on behalf of a colleague
Your email address	liz.pitkeathly@webbased.co.uk
Your Establishment	Tamar School
Cost	£0
Booking Requirements	<p>Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below. (Please leave blank if not applicable)</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions	

- Click on the 'Request a place on behalf of a colleague' link.
- Select a colleague from the 'Colleague's name' drop down list.
- If your colleague does not already have an account on the site you can create one for them by clicking on the 'Click here to add a colleague' link. Fill in their details on this page and click 'Submit'. You will be taken back to the request a place page where your colleague will now be shown in the drop down list.

Add a colleague to Suffolk Schools & FE Online

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

Title

Firstname

Lastname

Job Title

Establishment Tamar School

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)

- To read the booking terms and conditions click on the 'Terms and Conditions' link and a popup will appear. If you agree to these terms and conditions click on the box on the request a place page.
- Click 'Submit' to request a place for your selected colleague.



Request a Place

Home [Request a place](#)

[Request a place](#) | [Full details](#) | [Print event](#) | [Save event](#) | [Event list](#)

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

Event Title	Secondary ICT Teacher Network Meeting (LIS 11/575)
Venue	Adastral Park, Martlesham Heath, IP5 3RE Map
Start time and date	09:30 - 15:30 Monday 7 November 2011
Colleague's department	Tamar School * <input type="text"/>
Colleague's name	Pitkeathly, Shirley - Tamar School * <input type="text"/> Click here to add a colleague
Participant email address	liz.pitkeathly@webbased.co.uk
Cost	£0
Booking Requirements	<p style="color: red; font-weight: bold;">Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p>(Please leave blank if not applicable)</p> <input style="width: 100%; height: 40px;" type="text"/>
Who would you like to receive email messages regarding this event	<input checked="" type="checkbox"/> Colleague <input type="checkbox"/> Me <input checked="" type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions

▶ [SUBMIT](#) ▶ [CANCEL](#)

k) A confirmation message will be displayed. If your establishment requires booking authorisation you will be sent an email prompting you to authorise this booking.

Request a Place

Home [Request a place](#)

[Request a place](#) | [Full details](#) | [Print event](#) | [Save event](#) | [Event list](#)

▶ You have successfully added Shirley Pitkeathly from Tamar School to Secondary ICT Teacher Network Meeting

▶ Booking reference number is: 12638

▶ Add another participant to this event

l) 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

4) My CPD Online

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







b) This is the main page where you will be able to carry out CPD Leader tasks.







My CPD Online







My CPD Online - My Account

 change username & password	 change contact details	 update your email alerts	 update your equal opportunity responses
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
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
 event reports	 colleague report	 unauthorised booking requests



Other CPD Events

 view other events	 add event	 other events attended by colleagues
--	--	--

c) CPD Leader at more than one establishment

- i) If a CPD Leader has more than one establishment, an extra link "set default department" will appear in CPD Leader Tool on the right hand side
- ii) Click on the icon and select the establishment from the list of colleagues' bookings you wish to view.

CPD Leader Tools

 events I have booked for colleagues	 events colleagues are due to attend	 events attended by colleagues
 event reports	 colleague report	 unauthorised booking requests
 set default department		

d) Authorising Event Bookings

- i) If your establishment requires bookings to be authorised (which most do) then as a CPD Leader it is your responsibility to authorise the booking requests of colleagues at your establishment.
- ii) When a colleague requests a place on an event you will be sent an email notifying you of the request; there will be links in the email to approve or decline this request.
- iii) The requests can also be approved or declined via the 'unauthorised booking requests' link which will take you to this page.



Outstanding event requests

[Back to My CPD Online](#)

Select all

Hamish Bell (liz.pitkeathly@webbased.co.uk)
Attendance Officer - Tamar School
CPD Leader: Henry Smith

Booking received: Friday 7 October 2011

Booking Reference: 12640

Event: Secondary ICT Teacher Network Meeting
Starts: Monday 7 November 2011
Venue: Adastral Park, Martlesham Heath, , , IP5 3RE

Willow Jones (liz.pitkeathly@webbased.co.uk)
Administrator / Clerk - Tamar School
CPD Leader: Henry Smith

Booking received: Friday 7 October 2011

Booking Reference: 12639

Event: Secondary ICT Teacher Network Meeting
Starts: Monday 7 November 2011
Venue: Adastral Park, Martlesham Heath, , , IP5 3RE

Authorise selected requests

- iv) Tick the box next to the booking you would like to authorise/deny and then select the relevant option from the drop down menu at the bottom of the page and click 'Next'.

e) Events I Have Booked For Colleagues

- i) To view events that you have booked on behalf of your colleagues click on the 'events I have booked for colleagues' link and you will be taken to this page.

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](#)

1 event found

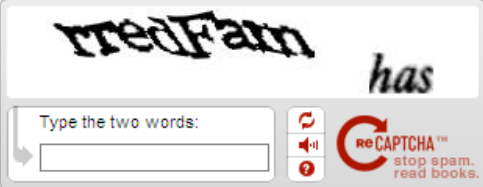
1

Participant: Shirley Pitkeathly	
Secondary ICT Teacher Network Meeting	Code: LIS 11/575
Date and time: Monday 7 November 2011 09:30 - 15:30	
Adastral Park, Martlesham Heath, IP5 3RE Map	
Show details Download documents Cancel booking	

- ii) To view full details of the event, including delegate charges, click on the 'Show details' link and a popup will appear showing the full event details.
- iii) To cancel the booking, click on the 'Cancel Booking' link. You will be prompted to fill in a cancellation request and this will be sent to the event 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 *
Your Establishment *
Your e-mail Address
Your Telephone
Event Title *
Event Start Date *
Reason for Cancellation *
 You have **150** characters remaining for cancellation reason.
Enter the code exactly as you see it in the image (Cookies must be enabled)

 I have read and agree to the cancellation policy | [Cancellation Policy](#) |

f) **Events Colleagues are Due to Attend**

- i) To view upcoming events for colleagues at your establishment click on the 'events colleagues are due to attend' link which will take you to this page.

Events your colleagues are due to attend		Back to My CPD Online
2 bookings found		◀ 1 ▶
Event: Secondary ICT Teacher Network Meeting		Show details
Date and time: Monday 7 November 2011 09:30 - 15:30		Code: LIS 11/575
Venue: Adastral Park, Martlesham Heath, IP5 3RE Map		
Willow Jones - Tamar School		Booking status: Unconfirmed
Shirley Pitkeathly - Tamar School		Booking status: Confirmed

Please note: Once a booking has been authorised by a CPD leader, the status of the delegate is marked "unconfirmed". Once the event administrator has issued the confirmation email/joining instructions to the delegate and their CPD Leader, the status is updated to "confirmed". If there is any delay in receiving the confirmation, please contact the administrator for that particular event by clicking on "Show details" to view their email address.

- ii) For full details of the event click on the 'Show details' link. This will open a popup containing the full event details.



g) **Events Attended By Colleagues**

- i) To view events colleagues at your establishment have attended click on the 'events attended by colleagues' link which will take you to this page.

Events attended by your colleagues											
Back to My CPD Online											
2 bookings found											
◀ 1 ▶											
<table border="1"> <tr> <td>Event: Secondary ICT Teacher Network Meeting</td> <td style="text-align: right;"> Show details </td> </tr> <tr> <td>Date and time: Monday 7 November 2011 09:30 - 15:30</td> <td style="text-align: right;">Code: LIS 11/575</td> </tr> <tr> <td colspan="2">Venue: Adastral Park, Martlesham Heath, IP5 3RE Map </td> </tr> <tr> <td>Willow Jones - Tamar School</td> <td>Booking status: Confirmed</td> </tr> <tr> <td>Shirley Pitkeathly - Tamar School</td> <td>Booking status: Confirmed</td> </tr> </table>		Event: Secondary ICT Teacher Network Meeting	Show details	Date and time: Monday 7 November 2011 09:30 - 15:30	Code: LIS 11/575	Venue: Adastral Park, Martlesham Heath, IP5 3RE Map		Willow Jones - Tamar School	Booking status: Confirmed	Shirley Pitkeathly - Tamar School	Booking status: Confirmed
Event: Secondary ICT Teacher Network Meeting	Show details										
Date and time: Monday 7 November 2011 09:30 - 15:30	Code: LIS 11/575										
Venue: Adastral Park, Martlesham Heath, IP5 3RE Map											
Willow Jones - Tamar School	Booking status: Confirmed										
Shirley Pitkeathly - Tamar School	Booking status: Confirmed										

- ii) To view full details of the event click on the 'Show details' link and a popup will appear showing the full event details (in the same way as it does for events colleagues are due to attend).

h) **Other Events Attended By Colleagues**

- i) Other events are events that colleagues have manually added to their 'my CPD online > other events' areas. To view these click on the 'other events attended by colleagues' link and you will be taken to this page.
- ii) Select a date range to search between (you can also search by surname if you are looking for a particular colleague's events) and click 'Search'
- iii) To view the full details of the event click on the 'Show details' link and a popup will be displayed. You can also print or download these results as a spreadsheet.

5) CPD Leader Reports

- a) CPD Leader reports are available from the My CPD Online page.
- b) For the event report click on the 'event reports' link and you will be taken to this page.



CPD Leader Reports

| [Back to My CPD Online](#) |

Report

LA Suffolk

Establishment Tamar School

Date range to

Event subjects

- Adoption
- AEN
- Art & Design
- Autism Spectrum Disorder (ASD)
- Behaviour and Attendance
- Child Protection
- Citizenship
- Contact Point
- Creativity
- Cross Curricular Development

(Hold down Ctrl to select more than one subject)



Target Audience

- Admin Officer
- Adviser/Consultant
- All School Staff
- Assistant Education Psychologist
- Breakfast Club/After School Club Practitioner
- Breakfast/After School Club Manager
- Bursar
- Business Manager
- Career Adviser
- Caretaker

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

Order results by

i) Select your report criteria and click 'Submit' results will then be shown below.

3 records found |  Printer friendly |  Download to Excel |

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Hamish	Bell	Did not attend	Tamar School	Secondary ICT Teacher Network Meeting	ICT	Monday 7 November 2011	09:30 - 15:30
Willow	Jones	Attended	Tamar School	Secondary ICT Teacher Network Meeting	ICT	Monday 7 November 2011	09:30 - 15:30
Shirley	Pitkeathly	Attended	Tamar School	Secondary ICT Teacher Network Meeting	ICT	Monday 7 November 2011	09:30 - 15:30

ii) To view the event details click on the event title and the event details will be shown in a popup.

c) For the colleague report, click on the 'colleague reports' link and you will be taken to this page.



CPD Leader Reports

| [Back to My CPD Online](#) |

Report

LA Suffolk

Establishment Tamar School

Date range to

Event subjects

- Adoption
- AEN
- Art & Design
- Autism Spectrum Disorder (ASD)
- Behaviour and Attendance
- Child Protection
- Citizenship
- Contact Point
- Creativity
- Cross Curricular Development

(Hold down Ctrl to select more than one subject)

Target Audience

- Assistant Education Psychologist
- Breakfast Club/After School Club Practitioner
- Breakfast/After School Club Manager
- Bursar
- Business Manager
- Career Adviser
- Caretaker
- Catering Manager
- CDT Technicians
- Children's Centre Managers/Team Leaders

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

Attendance

i) Select your report criteria and click 'Submit' results will then be shown below.

3 colleagues found Excel Version (3 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Hamish	Bell	1	Show details
Willow	Jones	1	Show details
Shirley	Pitkeathly	1	Show details

ii) For full details of the event click on the 'Show details' link. This will open a popup containing the full event details.