



Integra Schools CPD Online

Facilitator Quick Start Guide

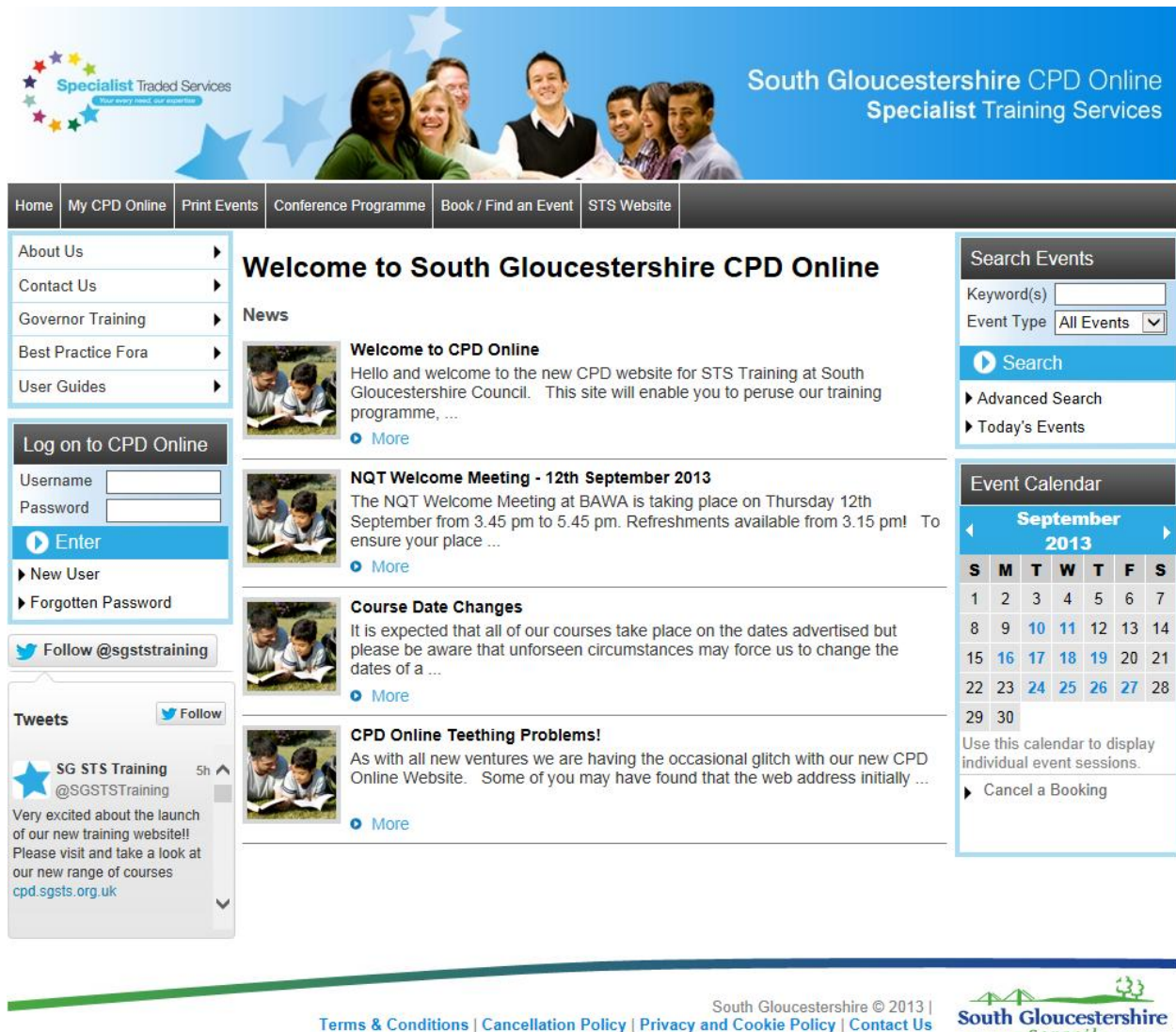
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Access the Site

1. Go to: <http://www.sgsts.org.uk/training>



The screenshot shows the homepage of the South Gloucestershire CPD Online Specialist Training Services website. The header features the 'Specialist Traded Services' logo and the text 'South Gloucestershire CPD Online Specialist Training Services'. A navigation menu includes 'Home', 'My CPD Online', 'Print Events', 'Conference Programme', 'Book / Find an Event', and 'STS Website'. The main content area is titled 'Welcome to South Gloucestershire CPD Online' and contains a 'News' section with three items: 'Welcome to CPD Online', 'NQT Welcome Meeting - 12th September 2013', and 'Course Date Changes'. A 'Log on to CPD Online' box is on the left, and a search and event calendar section is on the right. A Twitter feed is also visible at the bottom left.

Search Events

Keyword(s)

Event Type

Search

▶ Advanced Search

▶ Today's Events

Event Calendar

September 2013

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					

Use this calendar to display individual event sessions.

▶ Cancel a Booking

South Gloucestershire © 2013 | [Terms & Conditions](#) | [Cancellation Policy](#) | [Privacy and Cookie Policy](#) | [Contact Us](#)

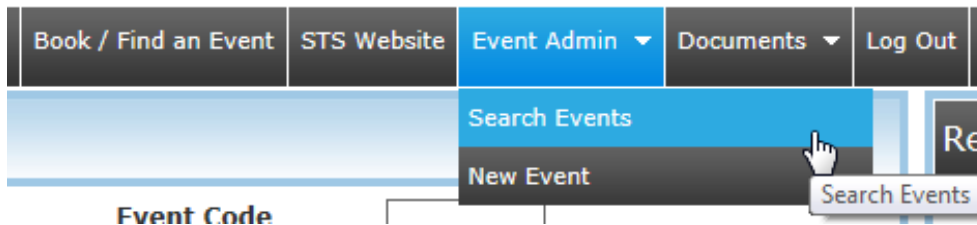
South Gloucestershire Council

2. Enter your username and password into the 'Log on to CPD Online' box and then either press enter on your keyboard or select 'Enter' on the page.



Managing Events

1. Facilitators can add events and view events they are a facilitator for.
2. You can search for events by clicking 'Event Admin' > 'Search Events'.



3. Enter your search criteria and click 'Search' or use the calendar to the right and click on the date of the session.

Admin Events Search

Keyword(s) <input type="text"/>	Event Code <input type="text"/>
Starts during or after <input type="text" value="Today"/>	Include archived <input type="checkbox"/>
Event Type <input type="text" value="All Events"/>	
Event Categories <input checked="" type="checkbox"/> All Categories <input type="checkbox"/> Best Practice Fora <input type="checkbox"/> EYFS / Primary <input type="checkbox"/> Leadership & Management <input type="checkbox"/> NQT / Early Career / Returning to Teaching <input type="checkbox"/> Secondary <input type="checkbox"/> Special Educational Needs, Disabilities, Inclusion & Behaviour <input type="checkbox"/> Support and Administration <input type="checkbox"/> Teaching, Learning & Curriculum	
Target Audience <input type="text" value="Select a target audience"/>	Subject <input type="text" value="All Subjects"/>
Facilitator <input type="text" value="Select a facilitator"/>	Show only my events <input type="checkbox"/>
Results per page <input type="text" value="10"/>	Sort by Event Name <input checked="" type="radio"/> Event Code <input type="radio"/>
<input type="button" value="Search"/>	

4. Results will be shown as below, depending on the publication status:

ADC/14/004	Starts: Thursday 3 October 2013 09:00 - 16:40
Emergency First Aid	Venue: WebBased
Publication status: Event published	
1 confirmed (9 places remaining) 0 un-confirmed 0 cancelled 0 reserve list	
1 attached document	
 Replicate Venue Details Add Documents Print View Bookings Emails Sent	



- Please note that Facilitators can only view events which they are a facilitator for.

Adding an Event

- To create a new event click 'Event Admin' > 'New Event'



- Complete the fields as required and select 'Save'.
- Once all the details have been entered a confirmation message will then display to show the process is complete.
- Events that are added by Facilitators will be need to be published by a System Admin before the event can become available to the public.
- When you are ready for the event to be published ensure that the 'draft' box is un-ticked and 'Allow publication when publish date reached' box is ticked. The STS Training Team will receive an alert and will check and publish your course as soon as possible. If there are any queries they will contact you before publishing the event.

Allow publication when publish date reached **Submit this event**

- When searching for your event, a message will display to inform you that the event is awaiting authorisation.

ADC/13/080	Starts: Thursday 20 June 2013 09:00 - 15:30
Emergency First Aid at Work	Venue: Abbotswood Primary School
Publication status: Publication requested by Event Author - awaiting Event Admin authorisation	
0 confirmed (25 places remaining) 0 un-confirmed 0 cancelled 0 reserve list	
Replicate Details Add Documents Print	

- When the event has been published, the event will display on the Public side as shown below.



Emergency First Aid at Work				
Course Code: ADC/13/080				
Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 20 June 2013	09:00 - 15:30	Abbotswood Primary School	Map

[Request a place](#)

[Full details](#)

[Print event](#)

[Save event](#)

Managing Event Bookings - Viewing Bookings

1. You can view bookings on your events by clicking on the 'View Bookings' link.

ADC/13/080	Starts: Thursday 20 June 2013 09:00 - 15:30
Emergency First Aid at Work	Venue: Abbotswood Primary School
Publication status: Event published	
1 confirmed (24 places remaining) 1 un-confirmed 0 cancelled 0 reserve list 1 un-authorized	
Replicate Details Add Documents Print View Bookings	

2. From here you can view and email the event participants, and print or download the event register, and special requirements.

View Event Bookings

| [Replicate](#) | [Venue](#) | [Details](#) | [Add Documents](#) | [Print](#) | [View Bookings](#) | [Emails Sent](#) | [Event List](#) |

Event Title	Emergency First Aid(ADC/14/004)		
Venue	WebBased		
Start date and time	Thursday 3 October 2013 09:00 - 16:40		
Booking Information	1 confirmed (9 places remaining) 0 un-confirmed 0 cancelled 0 reserve list		

1 booking found

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

Request updated: Tuesday 3 September 2013 14:56

<input type="checkbox"/> Adam Robinson (cpd-test@support.webbased.co.uk)	Booking received: Tuesday 3 September 2013 14:56
WebBased, Plymouth	
CPD Leader(s): Cpd Leader Pitkeathly (Tel: 123) Adam Robinson (Tel: 01722797131)	Booking made by: Webbased Admin
Booking Reference: 100056	

Select an option

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



Request updated: Tuesday 21 May 2013 8:37	
<input checked="" type="checkbox"/> Vince Bloggs (liz.pitkeathly@webbased.co.uk)	Booking received: Tuesday 21 May 2013 8:37
WebBased School, Plymouth	
CPD Leader(s): Billie Bloggs (Tel: 123)	Booking made by: System Admin Pitkeathly
Booking Reference: 100027	
Request updated: Tuesday 21 May 2013 8:37	
<input checked="" type="checkbox"/> Poppy Bloggs (liz.pitkeathly@webbased.co.uk)	Booking received: Tuesday 21 May 2013 8:37
WebBased School, Plymouth	
CPD Leader(s): Billie Bloggs (Tel: 123)	Booking made by: System Admin Pitkeathly
Booking Reference: 100028	
Bulk email selected participants ▾	<input type="button" value="Submit"/>

- Enter your email address in the 'Reply to' box. If a delegate responds to your email to give their apologies please forward to ststraining@southglos.gov.uk

Ensure you change the 'Email Subject' to something relevant to your email.

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

Bulk Email Selected Participants	
 Replicate Venue Details Add Documents Print View Bookings Emails Sent Event List	
Emergency First Aid (ADC/14/004)	
Reply to	<input type="text"/>
CC:	<input type="text"/>
Email Subject	<input type="text" value="Emergency First Aid"/>
Attachments:	<input type="checkbox"/> A TEST DOC 12.7kb Total attachment size: 12.7kb
Email message	<div style="border: 1px solid #ccc; padding: 5px;"> <p>-----Event Information----- Event Title: Emergency First Aid Starts: Thursday 3 October 2013 Time: 09:00 - 16:40</p> </div>
Recipients	<input checked="" type="checkbox"/> Adam Robinson (cpd-test@support.webbased.co.uk) Booking received: Tuesday 3 September 2013 14:56
<input type="button" value="Send"/> <input type="button" value="Do not send"/>	



- You can also attach any documents that you have added to the event to the emails from this screen by entering a tick into the box next to the relevant document. Please ensure you untick any attachments that are not relevant to your email.

Replicate an Event

- If there is an event already on the system 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.
- Click 'Event Admin' > 'Search Events'.
- Click 'Replicate'

ADC/14/004	Starts: Thursday 3 October 2013 09:00 - 16:40
Emergency First Aid	Venue: WebBased
Publication status: Event published	
1 confirmed (9 places remaining) 0 un-confirmed 0 cancelled 0 reserve list	
1 attached document	
Replicate Venue Details Add Documents Print View Bookings Emails Sent	

- This will take you into a copy of the original event.

Replicate Event

[Replicate](#) | [Venue](#) | [Details](#) | [Add Documents](#) | [Print](#) |
[View Bookings](#) | [Emails Sent](#) | **Event List**

Draft

Event name *

Event code Year:
(An event code will be automatically generated in the format ADC/14/NNN, where NNN = sequence number)

Event type

<input checked="" type="checkbox"/> Accredited Training	<input type="checkbox"/> Best Practice Fora
<input checked="" type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Conference
<input checked="" type="checkbox"/> Course	<input type="checkbox"/> Network Meeting
<input checked="" type="checkbox"/> Workshop	*

Event description

- State the role of the Emergency First Aider
- Perform a primary survey of a casualty
- Demonstrate how to place an unconscious casualty into the recovery position
- Perform effective CPR to current Resuscitation Council guidelines

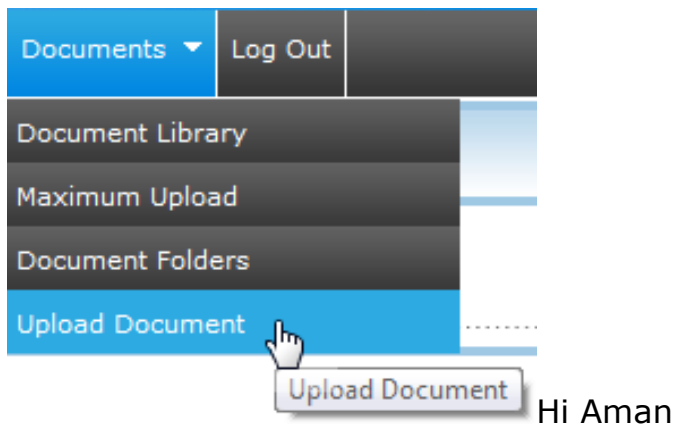
You have 380 characters remaining for Event Description...

- Make the required changes to the event and click 'Save' to create a new event.
- The original copy of the event will remain the same and will not be affected.

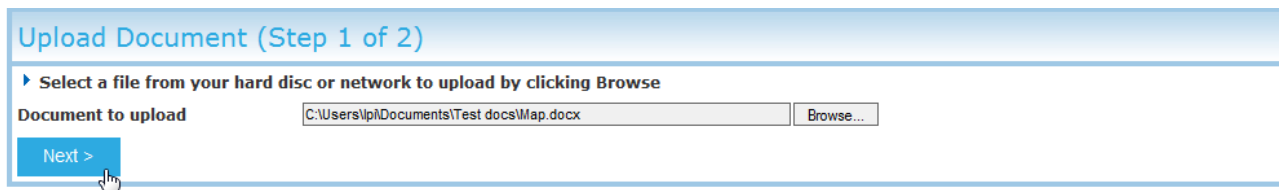


Attaching Documents to an Event

1. Click 'Documents' > 'Upload Document'.



2. Select a file and click 'Next'.



3. Enter the document details and select the folder for the course in question.
4. Allow public users to download event information – if this is ticked, when you attach the document to an event it will be available for users to download from the public side. Do not tick this box if the document you are downloading is for attending delegates only (for example copies of resources etc)



5. Attach document automatic emails – This should always be ticked. Click 'Save'.

Upload Document (Step 2 of 2)

▶ Please enter the following information about the document

File name C:\fakepath\Map.docx

Your name Facilitator 1 Pitkeathly

Document Title *

Description

Folder Select a folder ▼ *

Options

Allow public users to download event information

Attach document automatic emails

6. To attach a document to an event, click 'Event Admin' > 'Search Events'.

7. Search for your event and click 'Add Documents'

ADC/13/080	Starts: Thursday 20 June 2013 09:00 - 15:30
Emergency First Aid at Work	Venue: Abbotswood Primary School
Publication status: Event published	
1 confirmed (24 places remaining) 1 un-confirmed 0 cancelled 0 reserve list 1 un-authorised	
Replicate Details Add Documents Print View Bookings	

Page 1 of 1



8. Search for your document and click 'Submit'.

Attached Documents

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

▶ There are no documents attached to **Emergency First Aid at Work**, 20 June 2013

▶ Select new documents to attach to **Emergency First Aid at Work**, 20June2013

Search for in order by

1 document found | Page 1 of 1 |

<input checked="" type="checkbox"/>	Map (10KB)		Folder: Tutor Folder (Facilitator 1 Pitkeathly)
			Uploaded by: Facilitator 1 Pitkeathly 21 May 2013

This document has been attached to 0 events

Public users can download | Attached to emails |

[Details](#) |

Tick this box if you would like to attach the selected document(s) to other events

9. The document will now be automatically listed as an attachment when sending an email for this course and also available for view by the public if 'Allow public users to download event information' has been ticked.

Emergency First Aid

- State the role of the Emergency First Aider
- Perform a primary survey of a casualty
- Demonstrate how to place an unconscious casualty into the recovery position
- Perform effective CPR to current Resuscitation Council guidelines
- Show how to deal with minor & major cases of bleeding
- State how to recognise and treat a patient suffering from medical shock

Course Code: **ADC/14/004**

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 3 October 2013	09:00 - 16:40	WebBased	<input type="button" value="Map"/>

1 attached document