Norfolk County Council
@ your service

Children's Services
Professional Development Centre

Professional Learning and Development

E-Training Website Guidance

every child matters
a brighter future for Norfolk's young people

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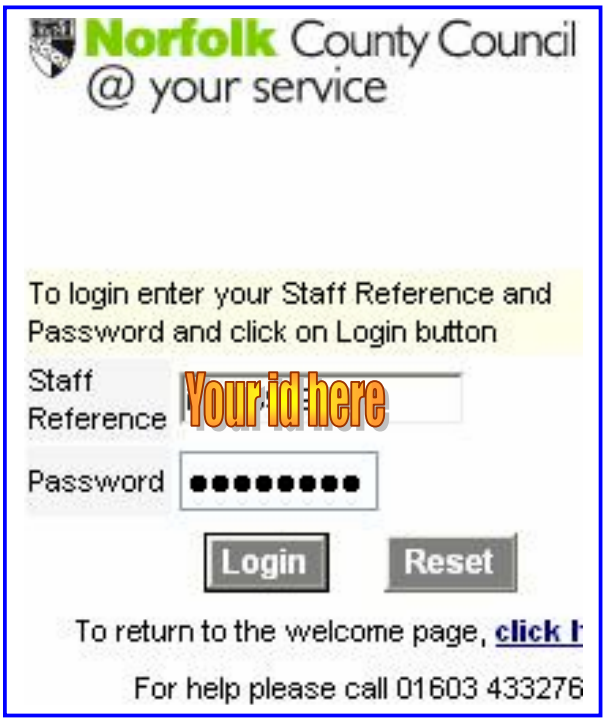
Accessing the Website

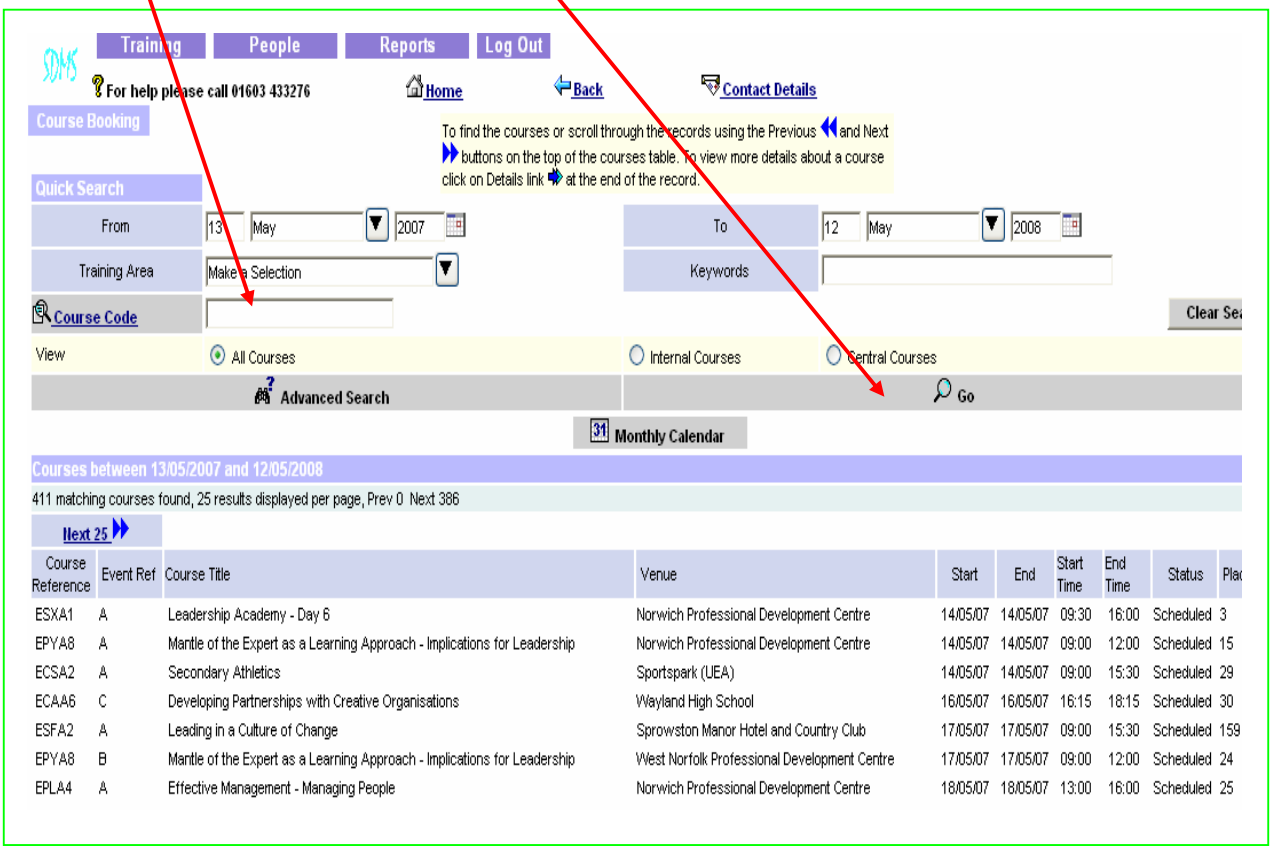
- Open a browser window (Internet Explorer), 'copy & paste' or click on this link http://www.cpd.norfolk.gov.uk/sdms/
- I would suggest you add this link to your **Favourites**.
- This opens the E-training page where you can either log directly into the **'E-training'** system to view and book delegates onto courses or go into the **'Practice Area'** first.
  Registered Users: All schools and those Governors who have been issued with access codes to view and enrol onto courses.
  Unregistered Users: All teachers/individuals who can view courses.



Enter your school's Staff Reference and Password.
If you do not have this information email:
advisory.service@norfolk.gov.uk

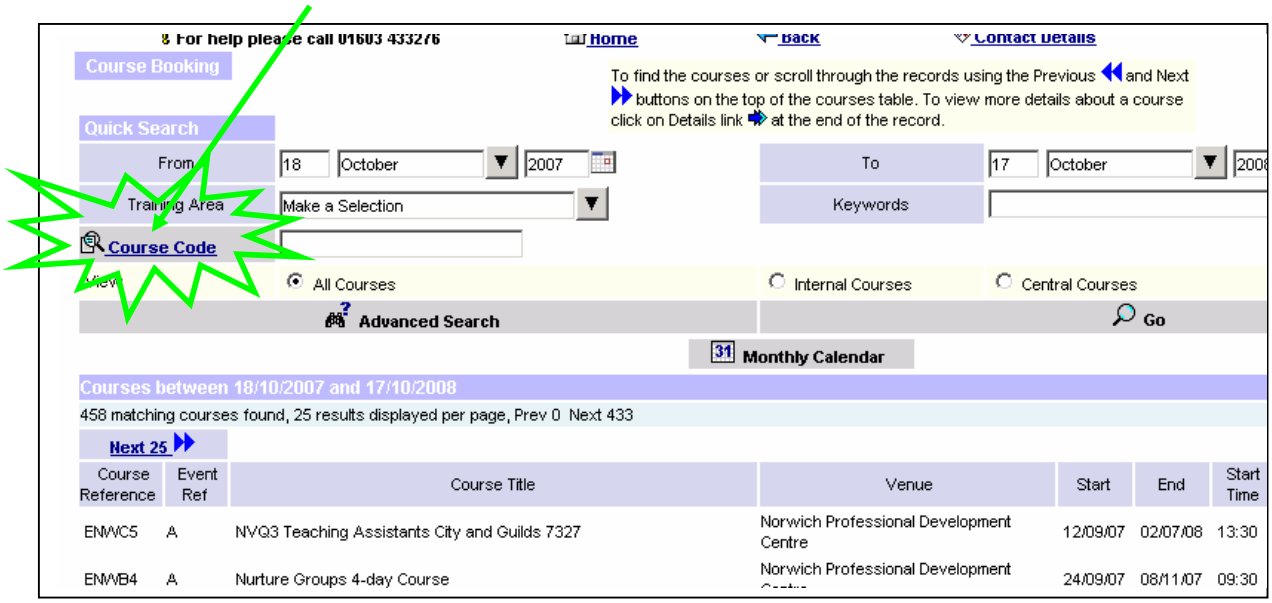
Finding a Course - with a Known Course Code

- If you know the **Course Code** i.e. EPCA3 (**5 characters ONLY)** type it into the **'Course Code'** field and click on the **'Go'** field. **Now proceed to 'Course Details' on page 6**.



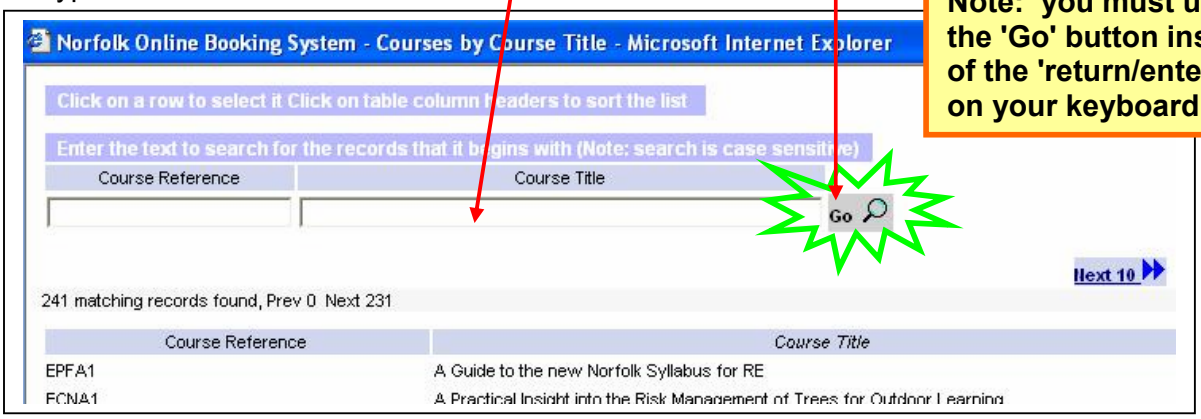
Finding a Course – without the Course Code

- If you do not know the Course Code or the full title, you can search by the first word of the course title.
- Click the **Course Code** link.

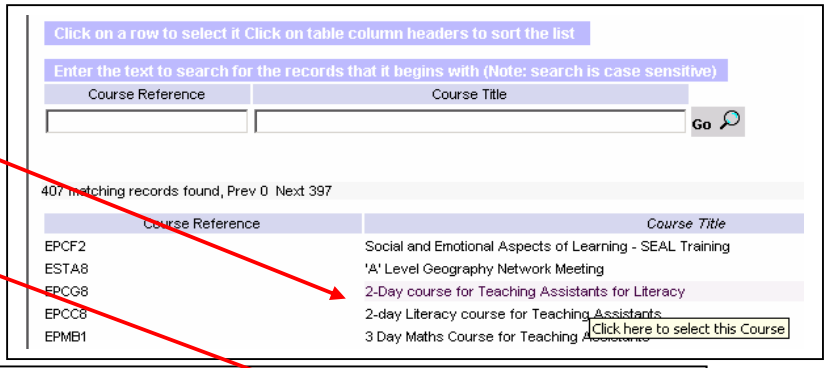


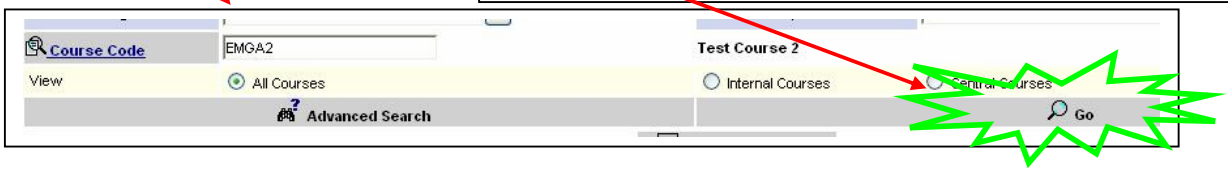
- You can now see the **'Courses by Course Title'** screen.
- Type in the first word of the **'Course Title'** and click on **'GO'**

Note: you must use the 'Go' button instead of the 'return/enter' key on your keyboard



- When you find the course, click on the course title.
- This brings you back to the main screen. Notice the **'course code'** is in the Course Code field. Click **'Go'**. **Now proceed to 'Course Details' on Page 6**

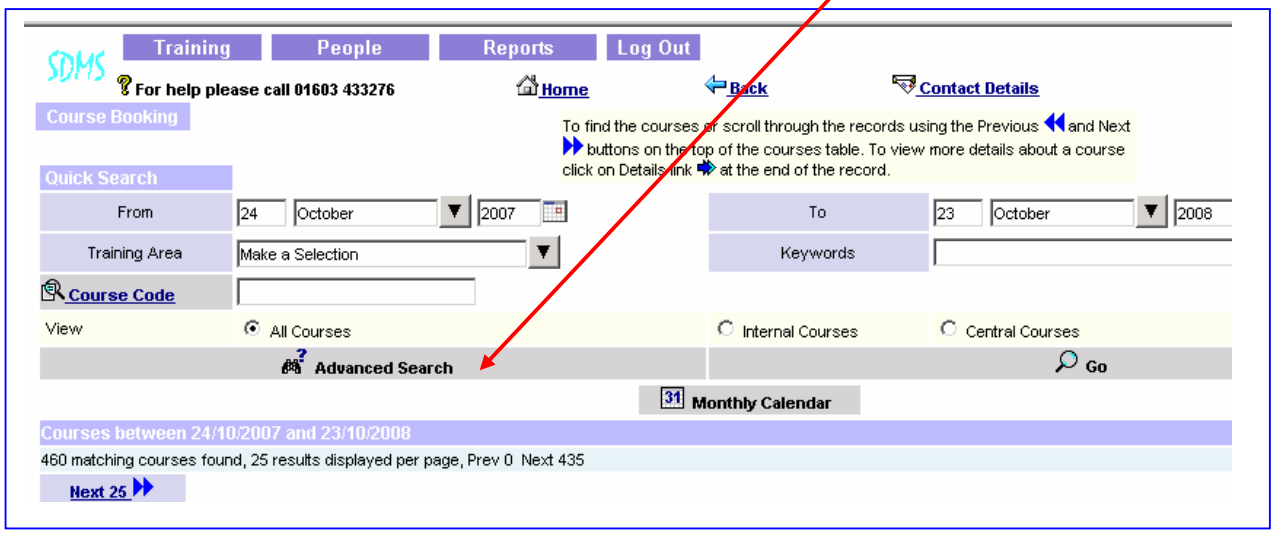




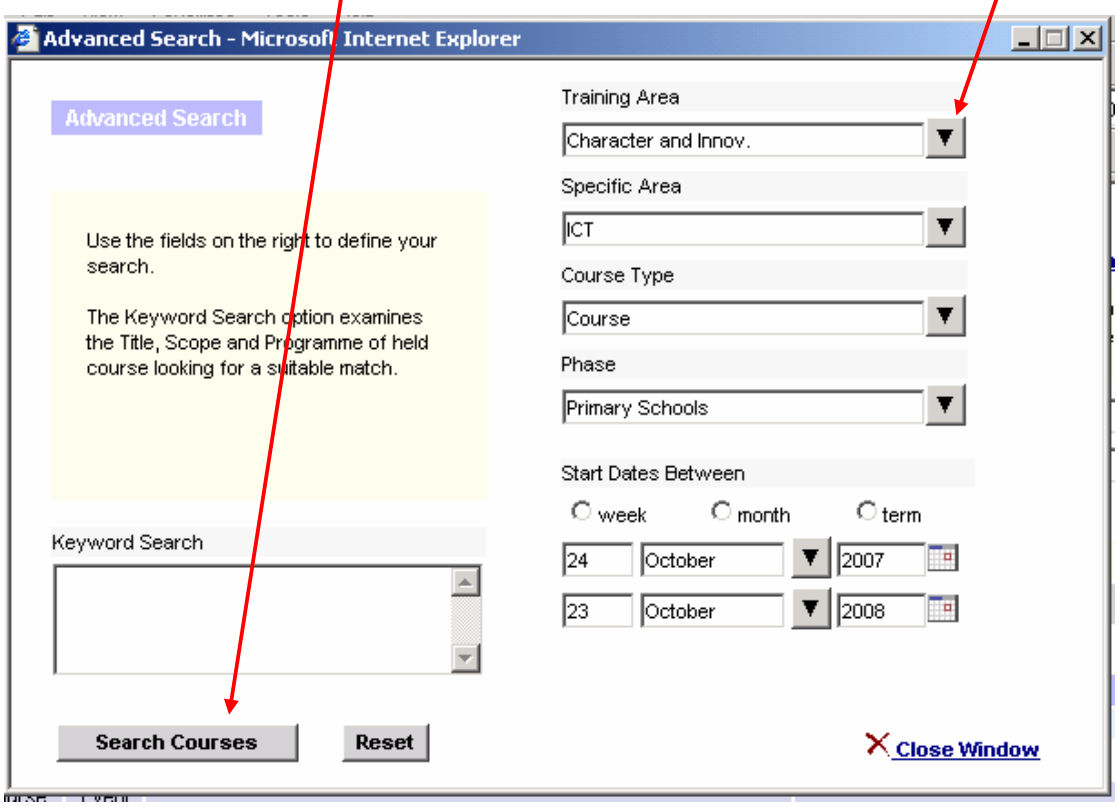
Finding a Course by Specific Area

The **Advanced Search** facility enables you to find a course by Training Area, Specific Subject Area and Phase.

- From the Course Booking screen click on the **'Advanced Search'** button

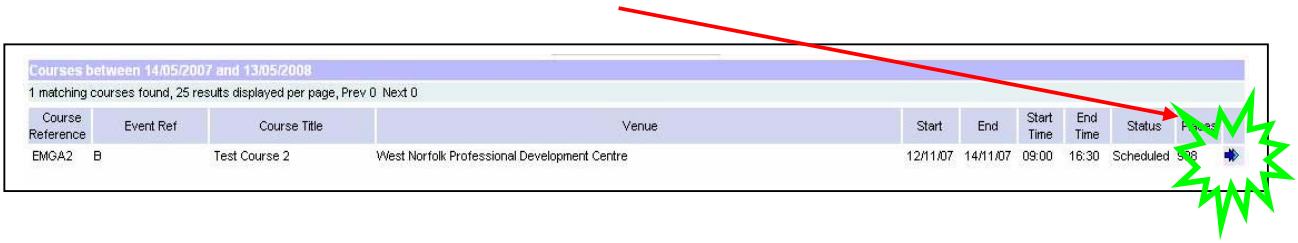


- The search screen opens allowing you to select from the drop-down lists, the Training Area, Specific Area, Course Type, Phase and date range you are interested in.
- Click on **'Search Courses'**

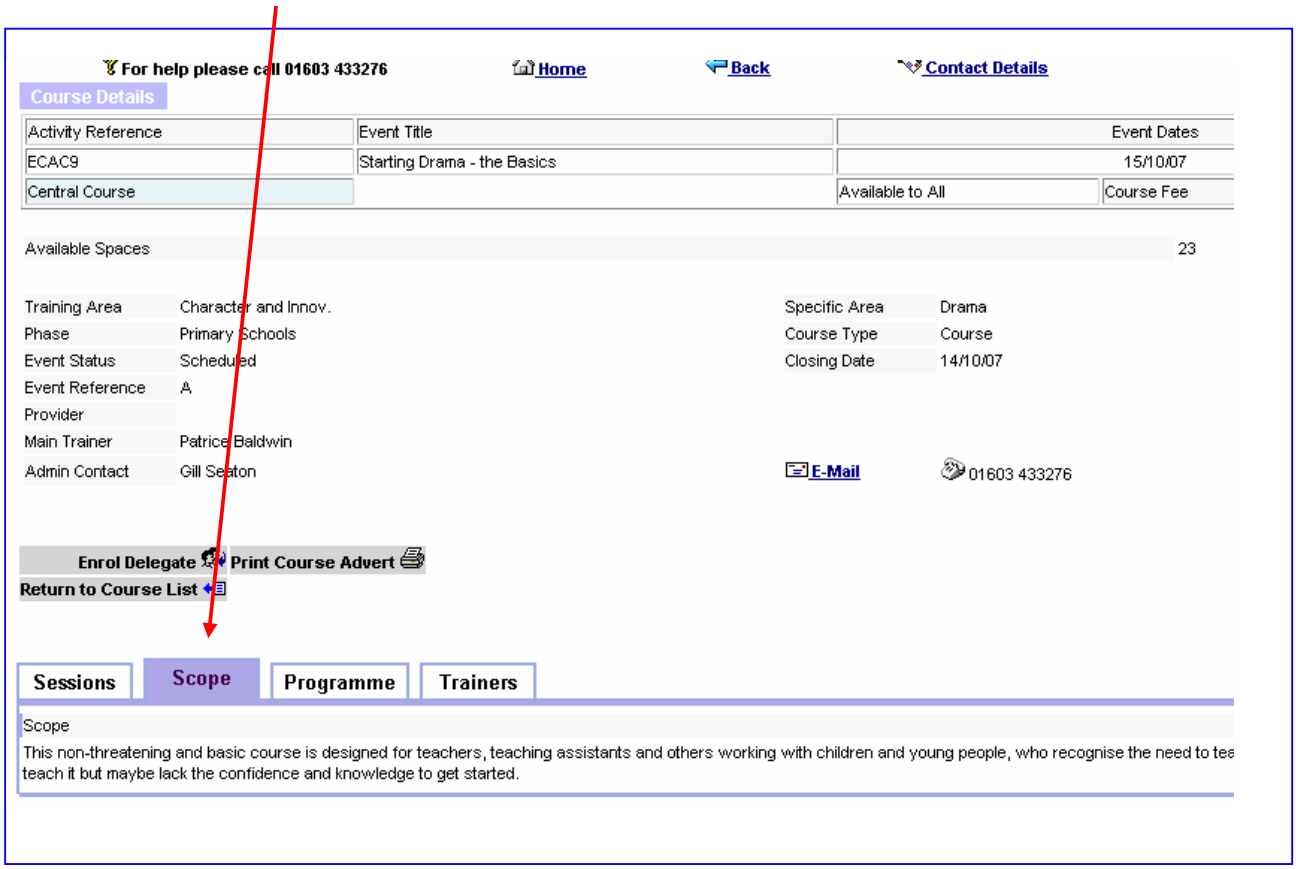


Course Details

- This screen displays the course reference, event reference, course title, venue, start and end dates, time, status and number of available places.
- Click on the **'blue arrow'** to view further course details.

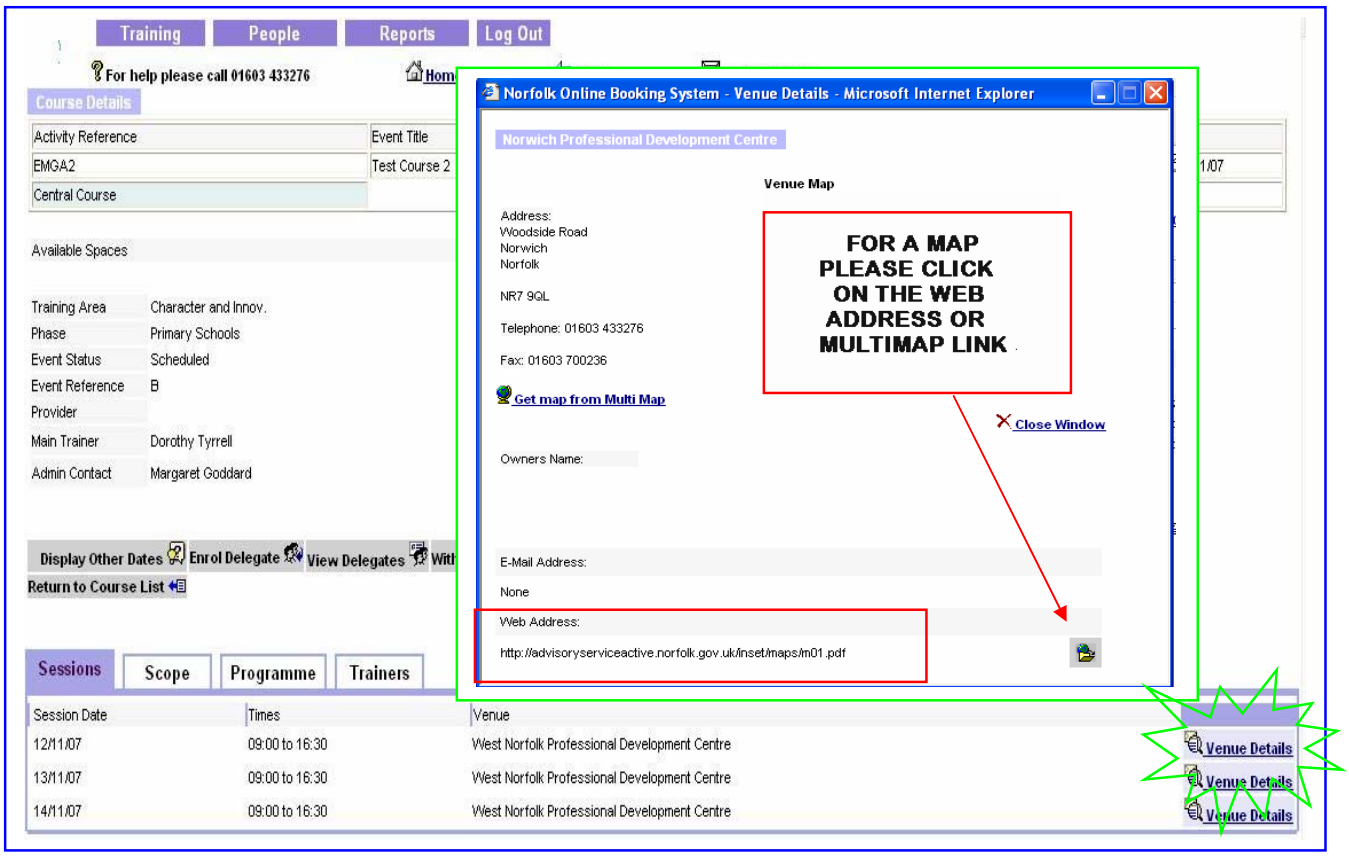


- Click on the **'Scope'** tab below to view course context and target audience and the '**Programme**' tab to view the course objectives.

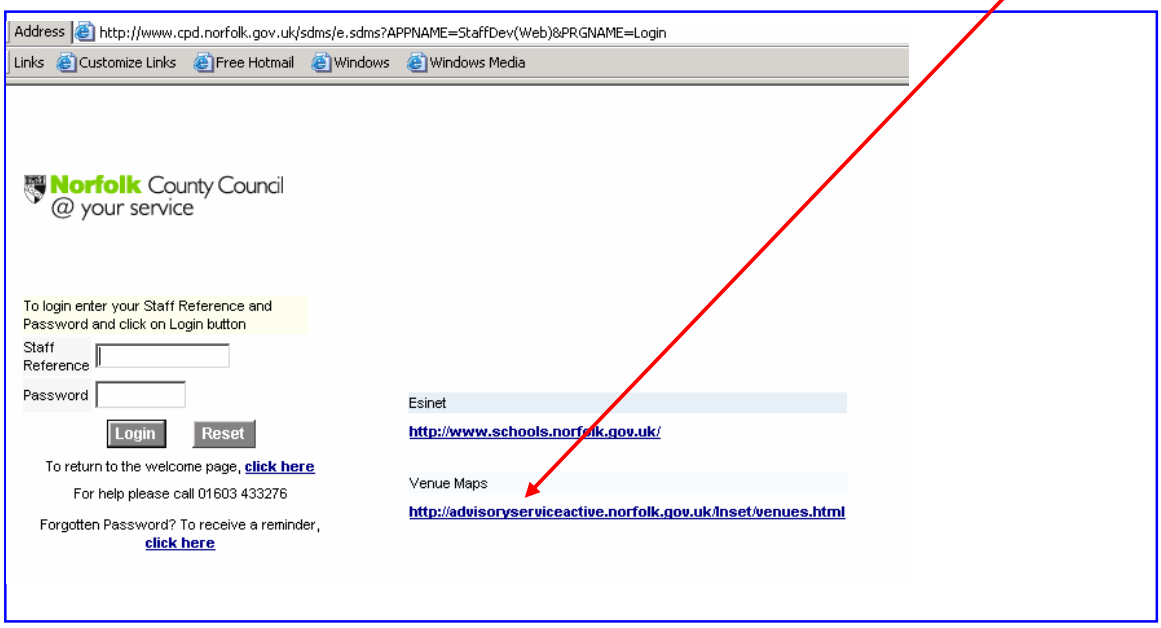


Venue Maps

- View location maps by clicking the **'Sessions'** tab and then click **'Venue Details'.**
- Click on the web address link for a map in PDF format or click on the Multi Map link.

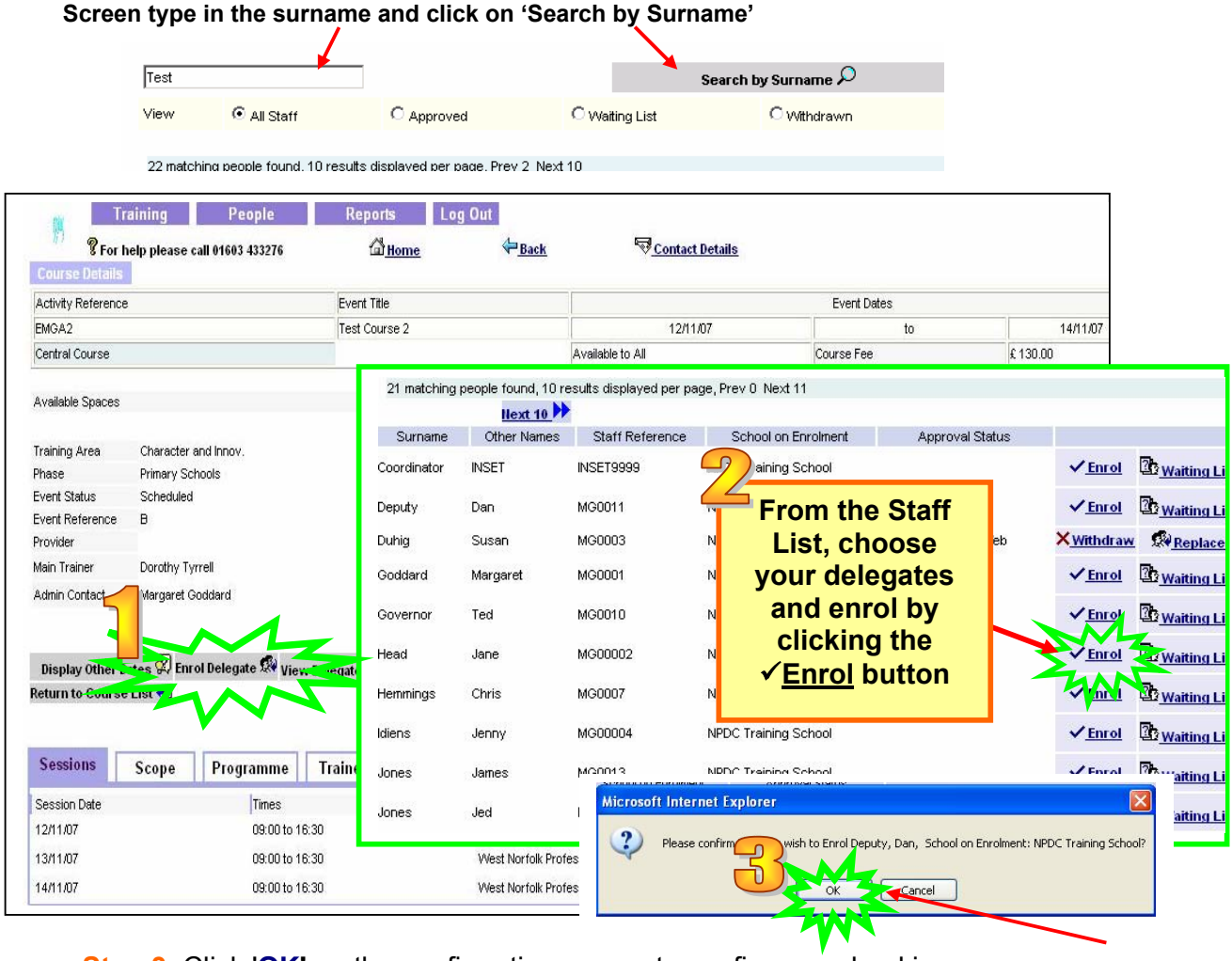


Venue Maps can also be obtained from the '**Login'** screen by clicking on the **website link** and selecting the appropriate venue. Maps will be presented in PDF format for printing.



Enrolling a Delegate (Registered Users only)

- **Step 1.** From the **'Course Details'** screen, click on the **'Enrol Delegate'** button.
- **Step 2.** From the staff list find your delegate and click on the ✓Enrol button next to their name. **TIP: Find your staff member quickly by searching by surname. From the Enrolment Screen type in the surname and click on 'Search by Surname'**



- **Step 3.** Click **'OK'** on the confirmation screen to confirm your booking.

- Once enrolled, a PINK notification will appear in the middle of the **Course Details** screen thanking you for your booking and confirming the booking has been approved via the website. The booking is now complete and you will receive an automatic email back.

- You can now enrol another delegate or return to the Course Details screen.

Please Note: Once a delegate has been enrolled the ✓Enrol button will change to **XWithdraw** which will then enable you to **Withdraw** or **Replace** a delegate at a later date if necessary.

Staff List: If your staff list is not up-to-date, please email margaret.goddard@norfolk.gov.uk or the advisory.service@norfolk.gov.uk with the necessary changes.

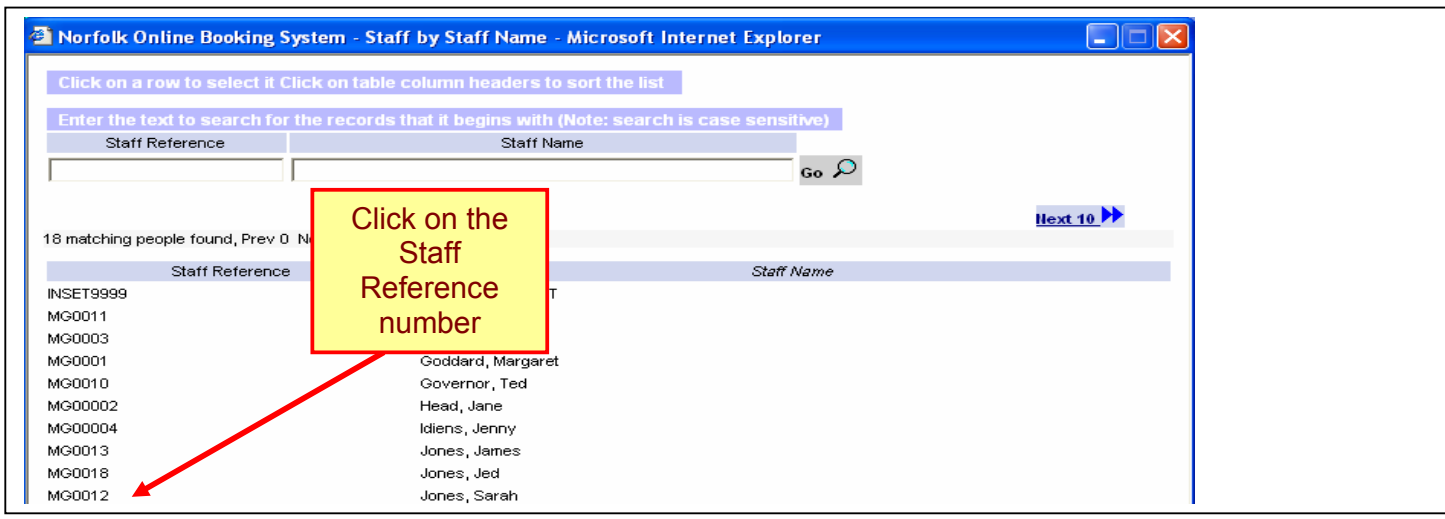
Replacing a Delegate

- From the **Enrol Delegates Screen** – find the enrolled delegate and click on '**Replace**'.
- You will be asked to confirm your actions - click '**OK**'

- You will now be able to pick the replacement from your list of delegates.

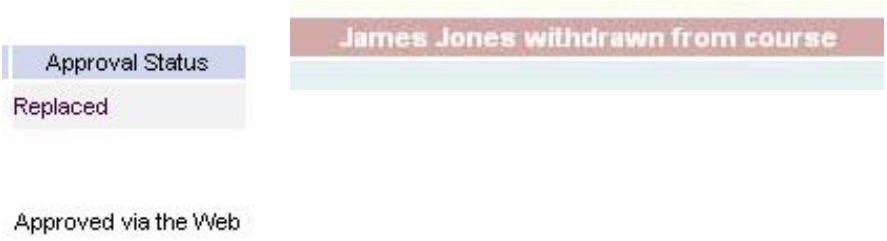
- Click the '**List**' button to display your staff list.

- Select the person by clicking on their **'Staff Reference'** number.



- Click the **'Enrol'** button and click **'OK'** on the confirmation screen if the selection is correct.

- This brings you back to the **'Enrol Delegates'** screen where the transaction is confirmed in the 'Approval Status' field and in the pink bar displayed in the centre of the screen.



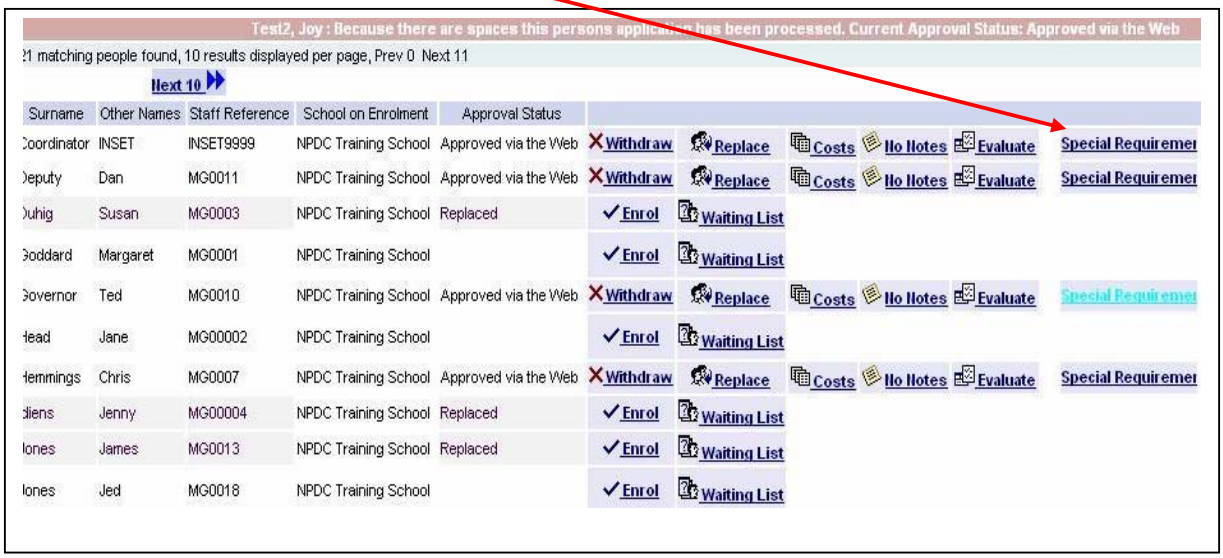
Withdrawing a Delegate

- From the **'Enrol Delegates' Screen** – find your delegate and click on 'X**Withdraw**' beside the delegate's name – then click **'OK'** on the confirmation screen if the selection is correct.
- A confirmation of the withdrawn delegate will be displayed in the pink bar in the centre of the screen and the Approval Status for the delegate will show 'Withdrawn'.

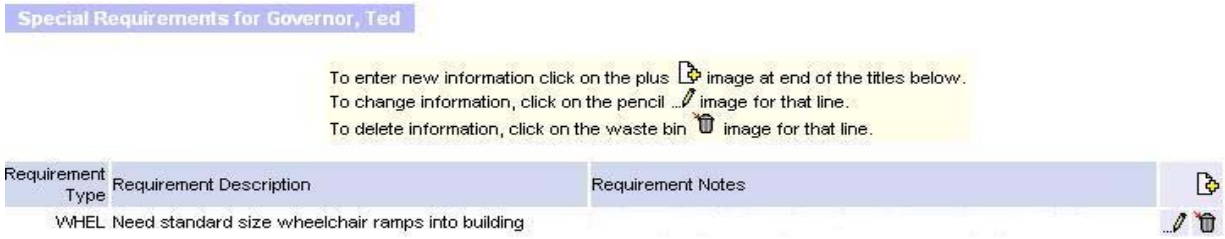
Special Requirements

After you have made an enrolment you may record any **'Special Requirements'** that a delegate may have i.e. dietary requirements, hearing loop or wheelchair access.

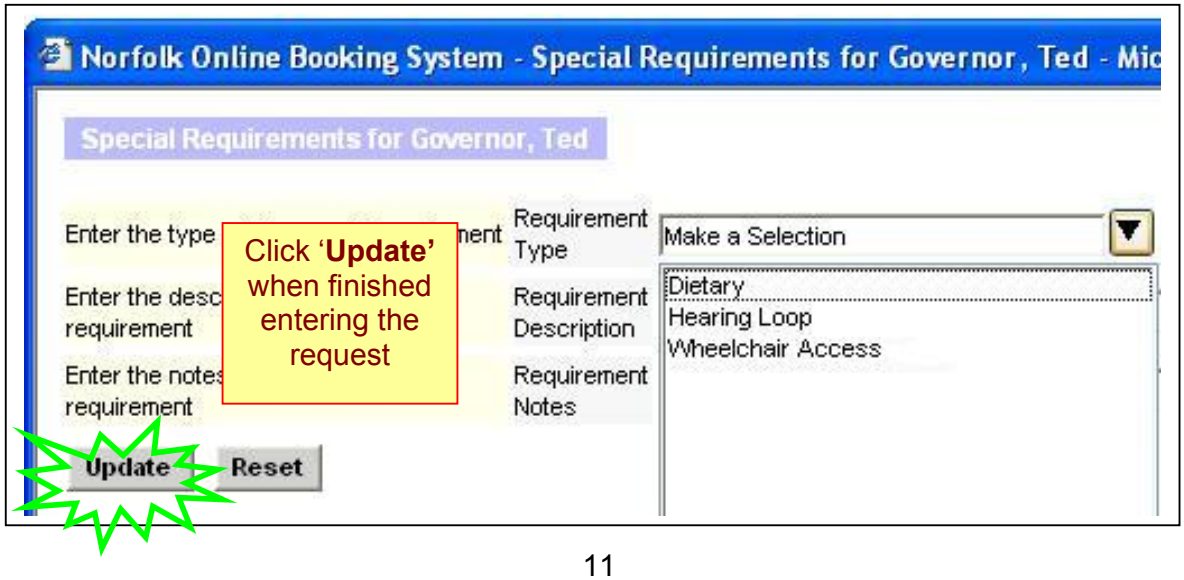
- Click on the **'Special Requirements'** button alongside the delegates name.



- Follow the instructions on the screen to add, delete or edit a **special requirement.**

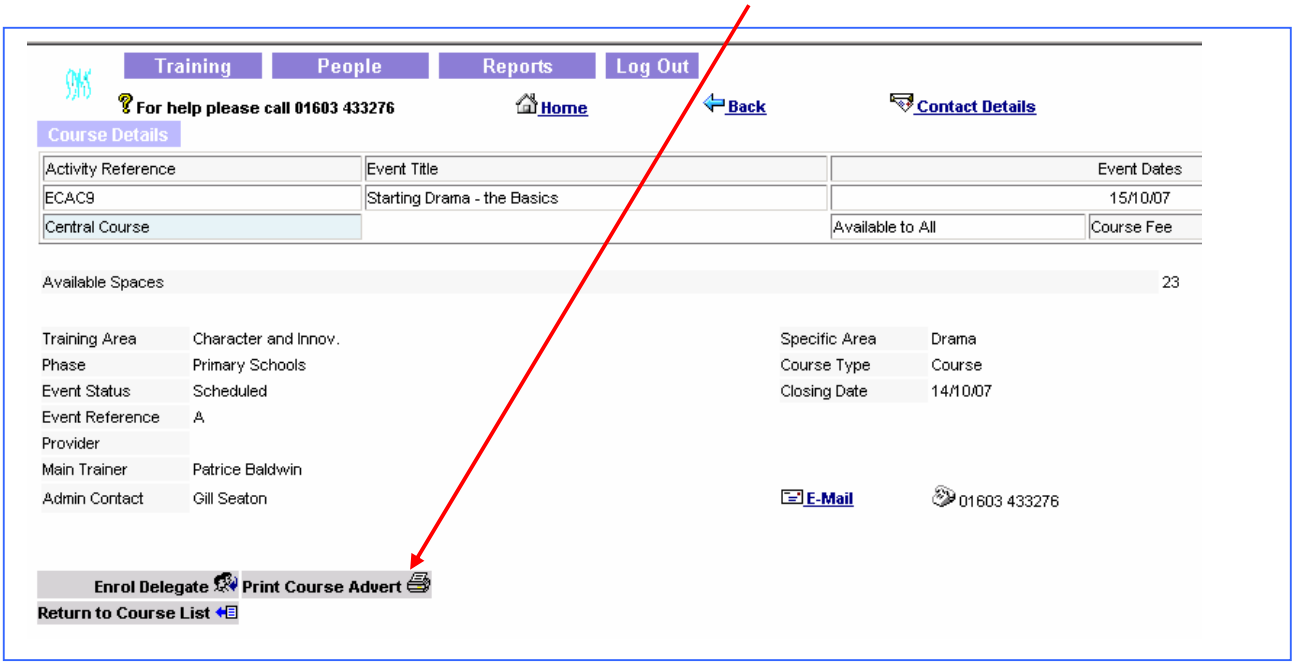


- When you have finished entering the request, click **'Update'** and when prompted click on **'Close Window'.**

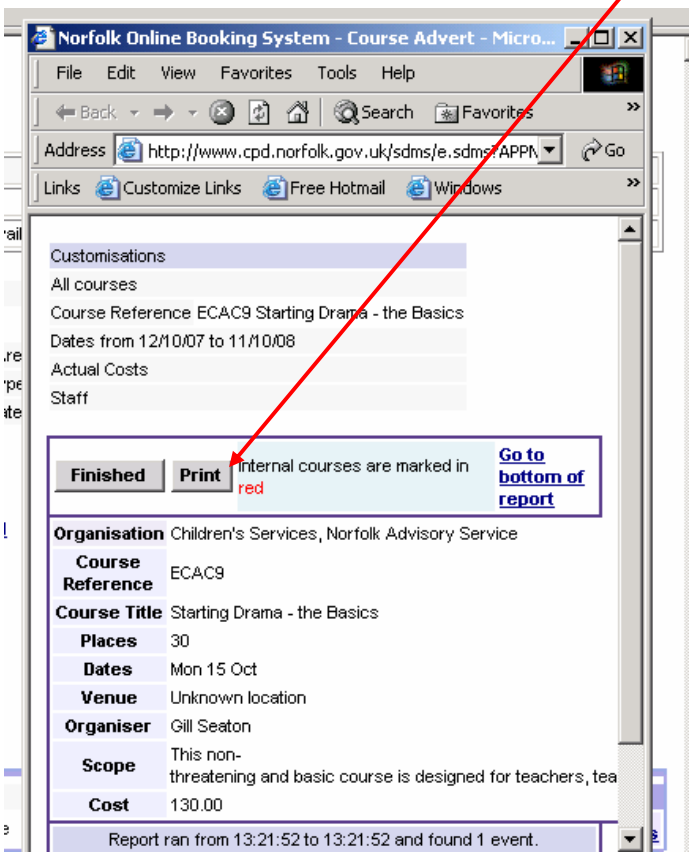


Print Course Details (Advert)

- From the **'Course Details'** screen click on the **'Print Course Advert'** button.

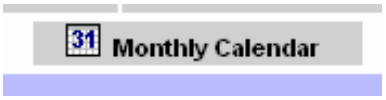


- The following screen will appear - click on the **'Print'** button to open your usual print options screen.

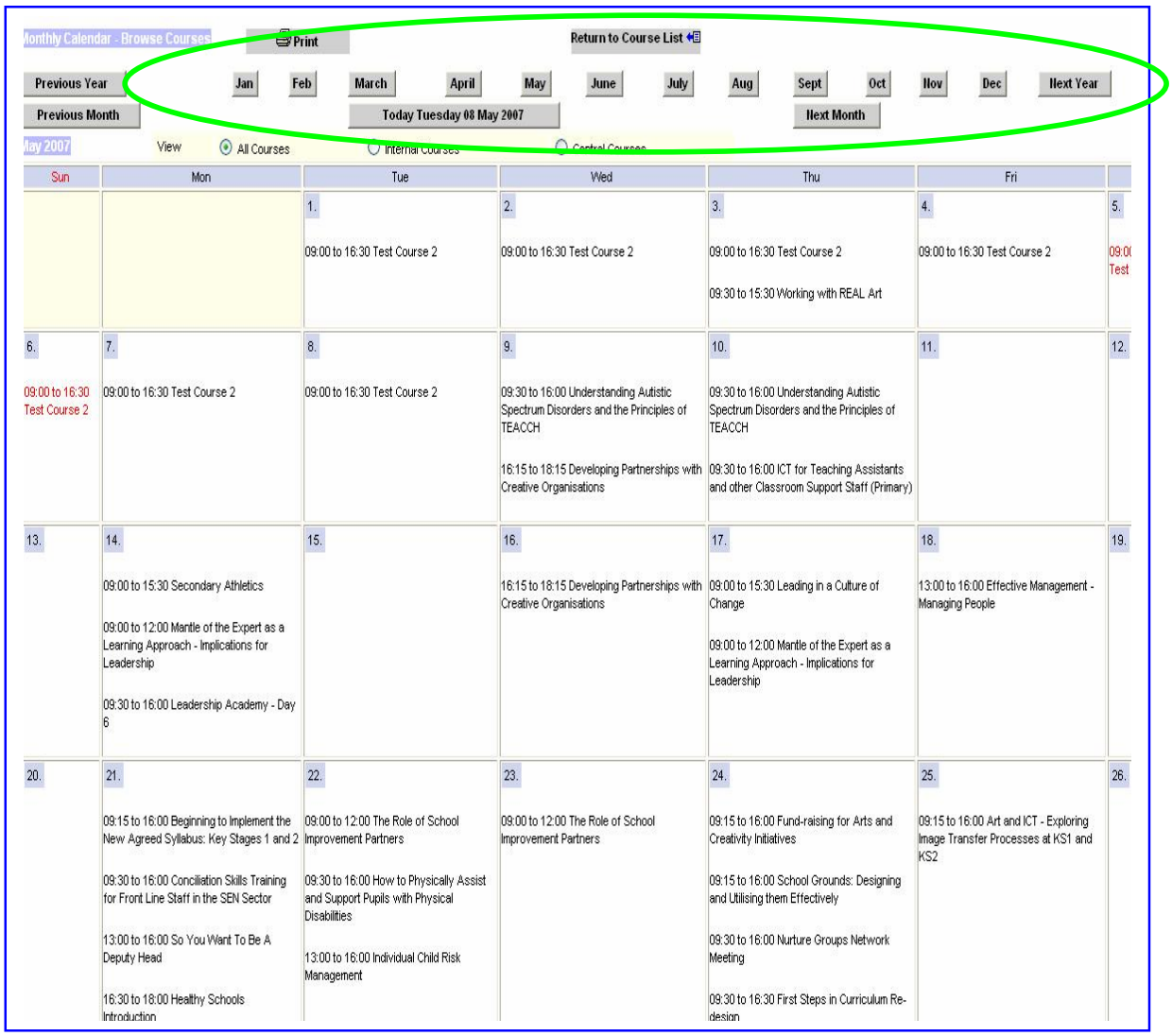


Monthly Calendar

- If you wish to view courses by month, click on the **'Monthly Calendar'** button found in the middle of the Course Booking/Listing screen.



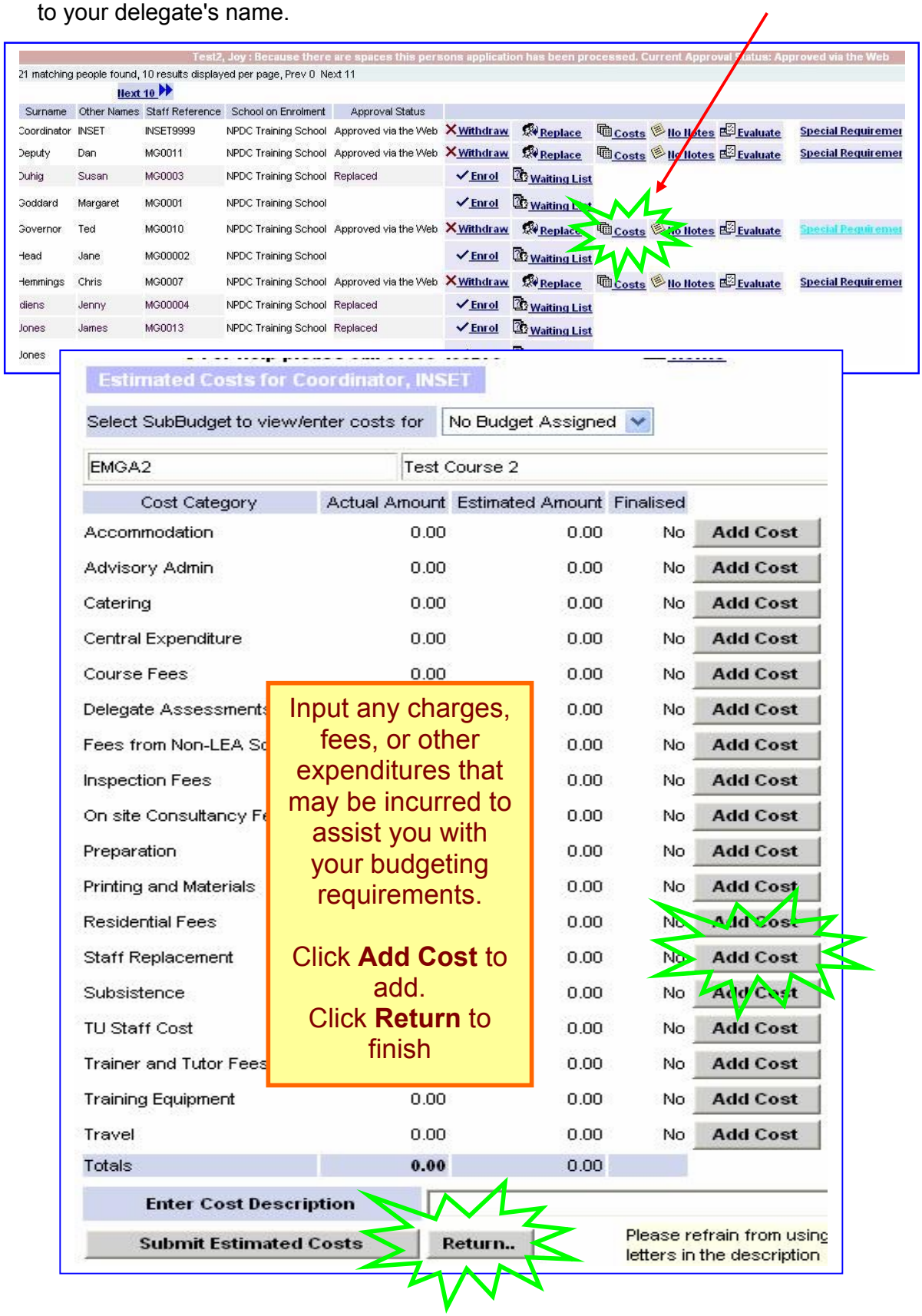
- Search by clicking on the month buttons at the top of the calendar. Each day can be viewed by scrolling down the page.



- To view a course select the course by clicking on it and you will be taken to the Course Details screen. Refer to the appropriate sections to enrol delegates or view the course details (Page 8).

Costs

- You can also record financial information per delegate by clicking the '**Costs**' button next to your delegate's name.

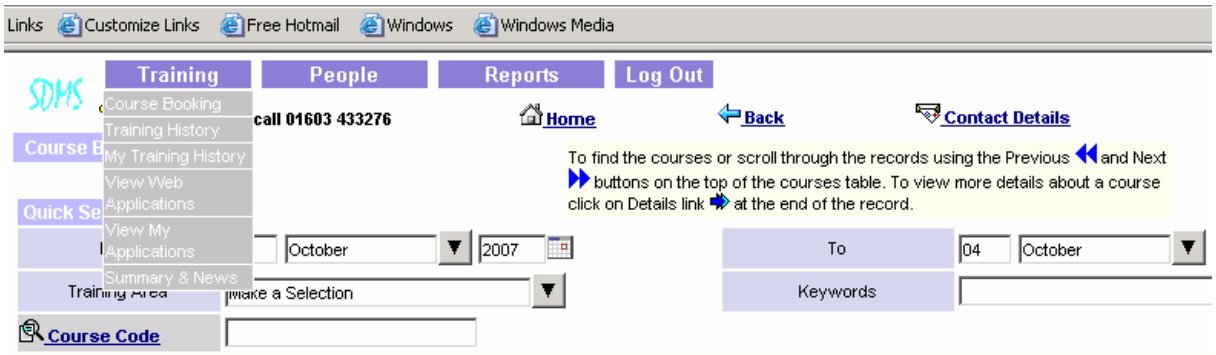


Menu Navigation

By hovering over the drop down menus you can access various reports including Training History, Web Applications, Staff List, Weekly Events Lists etc.

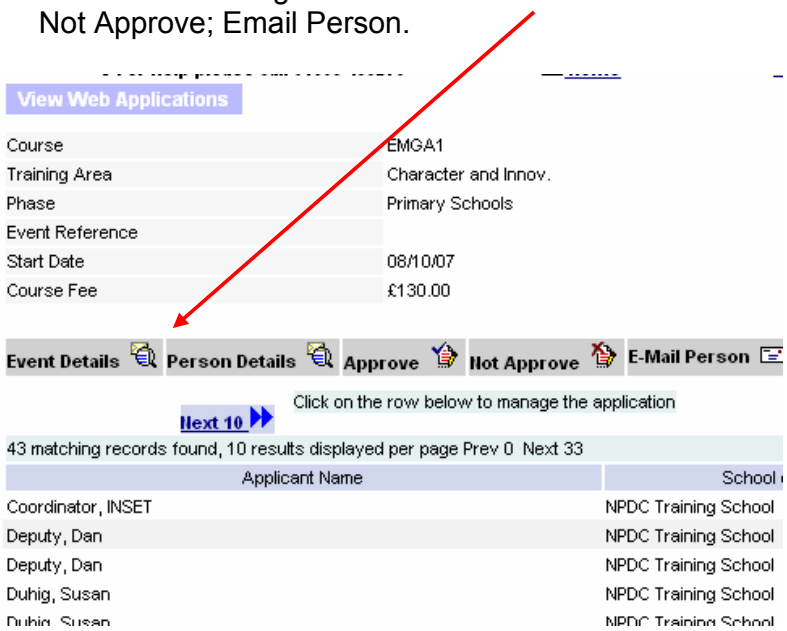
Training Menu

- From the **Training** menu, you can navigate to the Course Booking screen; search the Training History of your staff and View Web Applications.



View Web Applications

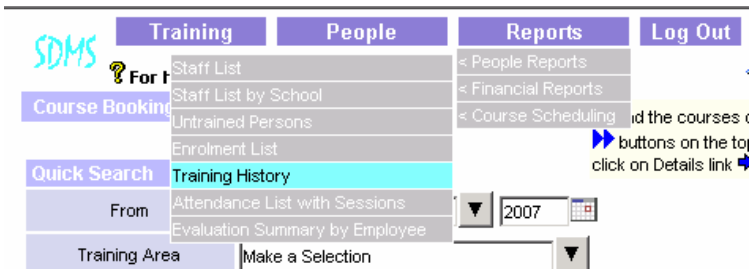
- From the **'Training'** drop down list choose **'View Web Applications'**. After clicking on a name the following choices become available: Event Details; Person Details; Approve; Not Approve; Email Person.



Reports Menu

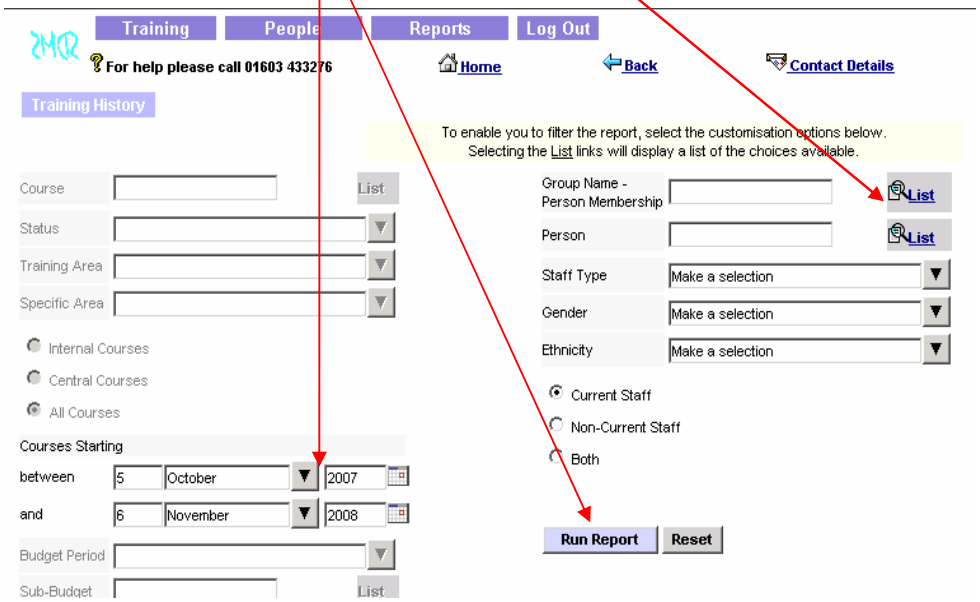
Training History

- From **Reports Menu** select **People Reports> Training History.**

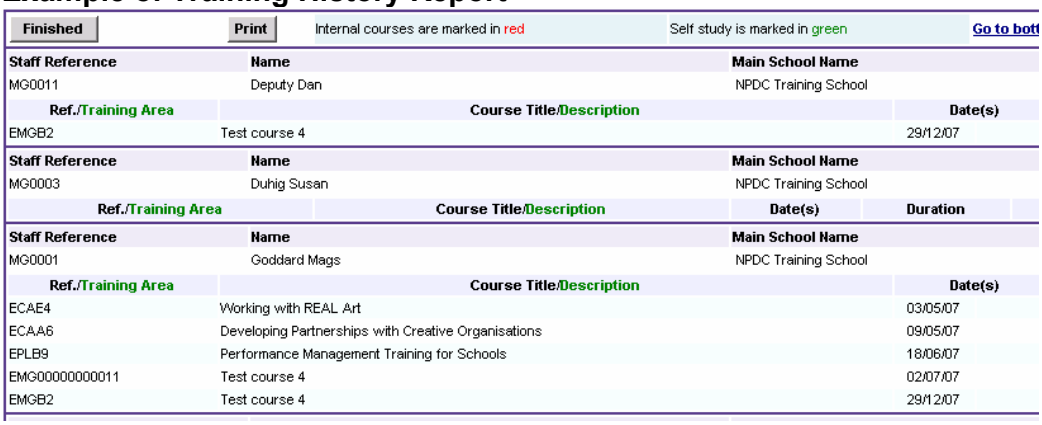


- You will be presented with the following search screen where you can search for the Training History for all staff members or for an individual.

- Step 1. Select the appropriate '**List' link** and select the school or person from the list.
- Step 2. Check the **dates** are appropriate for your needs, especially the year.
- Step 3. Click on **Run Report.**



Example of Training History Report



Finished | Print | Internal courses are marked in red | Self study is marked in green | Go to bott

Staff Reference	Name	Main School Name
MG0011	Deputy Dan	NPDC Training School

Ref./Training Area	Course Title/Description	Date(s)
EMGB2	Test course 4	29/12/07

Staff Reference	Name	Main School Name
MG0003	Duhig Susan	NPDC Training School

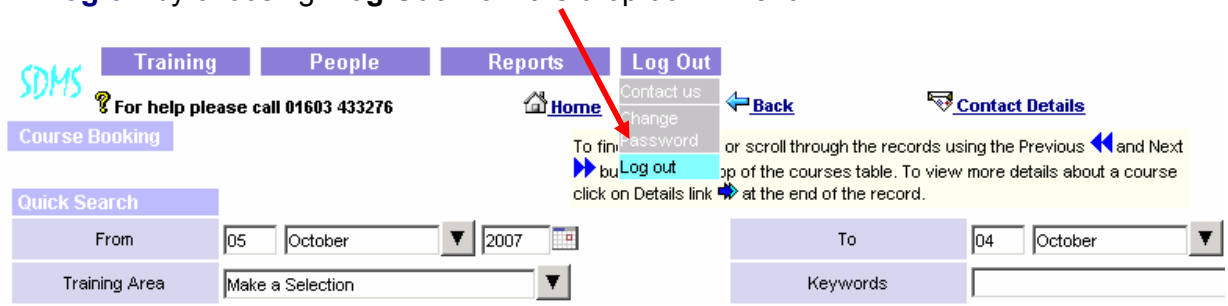
Ref./Training Area	Course Title/Description	Date(s)	Duration

Staff Reference	Name	Main School Name
MG0001	Goddard Mags	NPDC Training School

Ref./Training Area	Course Title/Description	Date(s)
ECAE4	Working with REAL Art	03/05/07
ECAA6	Developing Partnerships with Creative Organisations	09/05/07
EPLB9	Performance Management Training for Schools	18/06/07
EMG00000000011	Test course 4	02/07/07
EMGB2	Test course 4	29/12/07

Logging Out

- **Log off** by choosing '**Log Out**' from the drop down menu.



Frequently Asked Questions

Q1. Where do I find my Staff Reference and Password?
A1. *Email: margaret.goddard@norfolk.gov.uk or advisory.service@norfolk.gov.uk*

Q2. The system can't find my course – what am I doing wrong?
A2. *Check you have the correct **5 digit** Course Code and you have clicked on the '**GO**' field. Check the from and to dates on your search screen are correct and cover the period in which the course takes place.*

Q3. I have the correct 5 digit code but why do I still get 'No Results Found'?
A3. Possible reasons:
- *Some Literacy/Numeracy courses are marked for Specific School bands only – check the course is available to your school band.*
- *You may have been 'timed out' before the system completed it's search.*
- *The course may not be on the website – contact the course organiser or fax a booking form in.*

Q4. The course is visible on the website but why doesn't it allow me to enrol?
A4. Some courses require certain criteria to be met or special hardcopy application forms to be completed – contact the course organiser.

Q5. How do I update my staff list?
A5. *Email: margaret.goddard@norfolk.gov.uk or advisory.service@norfolk.gov.uk with your changes.*

Q6. When I enrol a delegate onto a course should I get an automatic email back?
A6. Yes – if you don't receive one please email the organiser of the course to confirm your place and to check we have the correct email address for your school.

Q7. After enrolling a delegate the wording 'XWithdraw' appears beside their name – is this correct?
A7. Yes – you then have the option to Withdraw or Replace that delegate at a later stage if you wish to do so.