



Gateway CPD module

User Guide

August 2011

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Introduction

Purpose

- The CPD module allows staff to sign up for CPD either arranged centrally or within the school.

Managed by

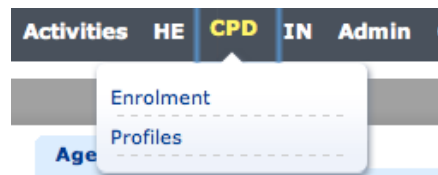
- SGA
- CPD coordinator

Access by

- Teachers
- Non-teaching staff

Access to module

- This module is available to all schools by default.
- Choose CPD from the Gateway menu bar.
 - Teacher view

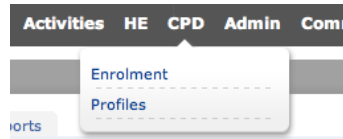


- Coordinator view



Teacher

- When a teacher chooses CPD they will see a choice of two options.



Enrolment

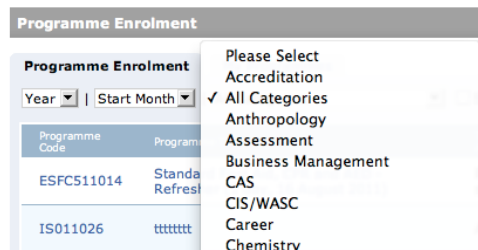
- This will show a list of all CPD items.

Programme Code	Programme Title	Target Audience	Enrolment Dates	Start Date	Quota	Vacant	
ESFC511014	Standard First Aid, CPR and AED - Refresher (1 day, 16 August 2011)	Primary/secondary	16/06/2011	16/08/2011 (08:30-15:30)	10	0	[View]
IS011026	ttttttt	All	05/08/2011	18/08/2011 (10:00-11:00)	5	4	[View Apply]
ESFC511015	Gateway changes - summer 2011	Primary/secondary	04/09/2011	14/09/2011 (08:00-17:30)	50	50	[View Apply]
ESFC011014	Moodle Moot (3:30-5:00pm)	All	20/09/2011	22/09/2011 (15:30-17:00)	30	27	[View Applied]
ESFC211071	IGCSE Physics Workshop	Secondary	24/09/2011	26/09/2011 (08:30-15:30)	20	20	[View Apply]

- To reduce the number of the items displayed:

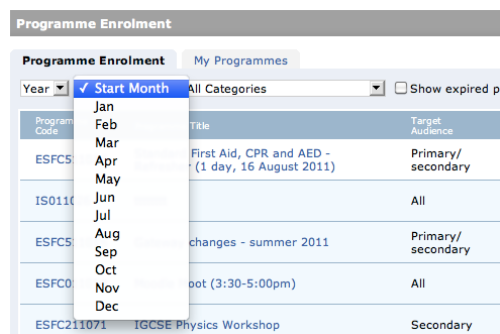
Select a category

- Choose a category from the drop down box at the top.



Select a date

- You can also select month and year if you know when the CPD will take place.



View

- Click on the name of a course to open up a section showing course details.

IS011026	ttttttt	All	05/08/2011
ESFC511015	Gateway changes - summer 2011	Primary/secondary	04/09/2011
ESFC011014	Moodle Moot (3:30-5:00pm)	All	20/09/2011

Process Category:	Learning Technology
Programme Period:	22/09/2011 - 22/09/2011
Max Number of Participants:	30
Any Costs:	
Max Places Offered To School:	30 from All School
Places Offered To Guest:	0
Venue:	ESF Centre
Session:	Scheduled Programme 1. 22/09/2011 Thu 15:30-17:00
Target Audience:	School: All School Phase: All
Short Description:	The Moodle Moot is an informal opportunity for colleagues to share

- Alternatively click on **view** on the right hand side to see details.

22/09/2011 (15:30-17:00)	30	27	[View Applied]
26/09/2011 (08:30-15:30)	20	20	[View Apply]
28/09/2011 (13:00-16:00)	30	30	[View Apply]
04/10/2011	30	30	[View Apply]

- This will show the same information relating to the selected CPD.

Programme Enrolment My Programmes

ESFC211071 - IGCSE Physics Workshop

Process Category :	Physics
Programme Period :	26/09/2011 - 26/09/2011
Max Number of Participants :	20
Any Costs :	
Max Places offered to schools :	20 from All Secondary
Places Offered To Guest :	0
Venue :	English Schools Foundation, 1063 King's Road
Session :	Scheduled Programme 1. 26/09/2011 Mon 08:30-15:30
Target Audience :	School: All Secondary Phase: Secondary
Programme Material :	-
Short Description :	1-day Edexcel workshop for teachers.
Programme Convener :	BOHM, Diane
Trainer :	-
Contact Person :	Diane Bohm
Email :	dbohm@esfcentre.edu.hk
Accreditation :	-
Enrolment Period :	22/06/2011 - 24/09/2011
Registered Currently :	0

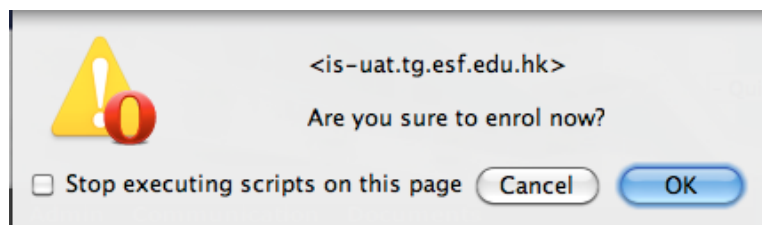
[Back](#)

- To go back to the previous page you can click on **back** at the bottom of the page or click on the **back to all programmes list**.

[Back to All Programmes List](#)

Apply

- When you have found a course for which you wish to apply click on the apply link on the right.



- You will be offered the chance to confirm you wish to enrol in the course or click on **cancel** if you do not wish to enrol.
- If you click on **ok** you will be taken to the *my programme* page showing you all courses for which you have applied and the status of your application.
- NB you have applied but have not yet been accepted for the course.

Programme Code	Programme Title	Venue	Start Date	Finish Date	No. of Sessions	Progress	
ESFC011014	Moodle Moot (3:30-5:00pm)	ESF Centre	22/09/2011 (15:30-17:00)	22/09/2011	1	Awaiting Approval	[View Withdraw]
ESFC211071	IGCSE Physics Workshop	English Schools Foundation, 1063 King's Road	26/09/2011 (08:30-15:30)	26/09/2011	1	Enrolled and Approved	[View Withdraw]

(1 - 2) Total 2

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- Once you have been accepted you will see that the status changes to **enrolled and approved**.

Withdraw

- Once you have applied for a course you can withdraw your application before it has been approved.
- You can also withdraw after you have been accepted up to a few days before the course takes place.

Manage

- CPD managers in schools will be able to setup and manage their own CPD.

All programmes

- Choose CPD and you will be taken to the *all programmes* page.

Programme Code	Programme Title	Start Date	Target Audience	Progress	
ESFC011026	testing by Cora	08/08/2011	All	Cancelled	[View]
ESFC511014	Standard First Aid, CPR and AED - Refresher (1 day, 16 August 2011)	16/08/2011	Primary/secondary	Ready	[View]
IS011026	ttttttt	18/08/2011	All	Ready	[View Edit Manage Copy as New]
IS011025	Testing	31/08/2011	All	Cancelled	[View Edit Manage Copy as New]
ESFC511016	Gateway changes - summer 2011	14/09/2011	Primary/secondary	Cancelled	[View]
ESFC511015	Gateway changes - summer 2011	14/09/2011	Primary/secondary	Ready	[View]

Edit

- You will see from the image above that two of the items have extra links allowing the user to *edit* and *manage* courses.
- Click on **edit** and you will see course details.

Edit Programme

Programme Convener: testing2, testing~2

Contact Person * Email *

School Code * Year *

Target Audience *

Programme Title *

Category *

Description *

Accreditation

Trainer

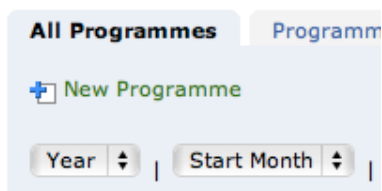
Venue

- Make any changes you want. Items marked with * must be filled in.
- Scroll to the bottom of the page.

- Click on:
 - **Submit** to save changes
 - **Reset** to stay on the page but undo all the changes you have just made
 - **Cancel** to return to the previous page without saving

Create

- At the top of the page click on new programme.



- You will be taken to a similar screen as you saw in the edit section.

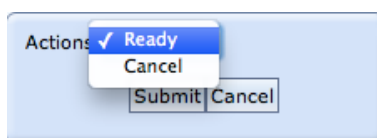
Manage

Cancel

- Notice that some items in the image are shown as ready and some as cancelled. Cancelled items will not be visible to staff.

Ready	[View Edit Manage C
Cancelled	[View Edit Manage C

- To change the status click on the **manage** link.



- Select **cancel** then click on **submit** to change the status of the course.

Copy as new

- Use this link to take all the details from the selected item which you can then edit and save as a new item.

Programme enrolment

- Click on the **programme enrolment** tab to see who has signed up for a course.
- As before click on the name of a course to show details.
- Click on **manage** on the right hand side.

Start Date ▲	Quota	Approved Applicants	Enrolment Management
16/08/2011 (08:30-15:30)	10	10	Manage
18/08/2011 (10:00-11:00)	5	1	Manage
14/09/2011 (08:00-17:30)	50	0	Manage
22/09/2011

- This will show staff in your school who have applied for the course.

Awaiting application approval

- Click on this tab to see any users who have applied for a course that your school has set up.

Staff Name	Programme Title	Programme Code	Start Date	Enrolment Closes	Current Status	
BAILEY, Derek	ttttttt	IS011026	18/08/2011	05/08/2011	Approval Pending	[Manage]
testing2, testing~2	Moodle Moot (3:30-5:00pm)	ESFC011014	22/09/2011	20/09/2011	Approval Pending	[Manage]
ANSON, Tom	Moodle Moot (3:30-5:00pm)	ESFC011014	22/09/2011	20/09/2011	Approval Pending	[Manage]
BAILEY, Derek	Moodle Moot (3:30-5:00pm)	ESFC011014	22/09/2011	20/09/2011	Approval Pending	[Manage]

(1 - 4) Total 4 Page 1 Display 50 /Page

- On the right you will see a column

Manage

- Click on **manage**.
- You will have the choice of accepting or rejecting the person for the course.

Date	Enrolment Closes	Current Status	
18/2011	05/08/2011	Approval Pending	[Manage]
19/2011	20/09/2011	Approval Pending	[Manage]
19/2011	20/09/2011	Approval Pending	[Manage]
19/2011	20/09/2011	Approval Pending	[Manage]

Actions: Approve [v]
 Approve
 Reject
 Cancel

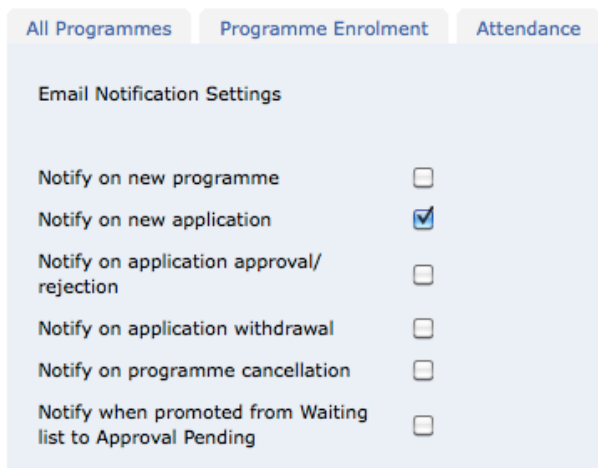
- Once you have selected the appropriate option click on **submit**. The name will disappear from the list.
- You can choose *programme enrolment* again to check who has been accepted for a course.

IS011026 - ttttttt [Show Details]

#	Staff Name	Registration Time	School	Approved
1	BAILEY, Derek	Aug 02 2011 02:53PM	Our School	✓
2	testing3, testing&3	Aug 02 2011 09:58AM	Our School	✓

Settings

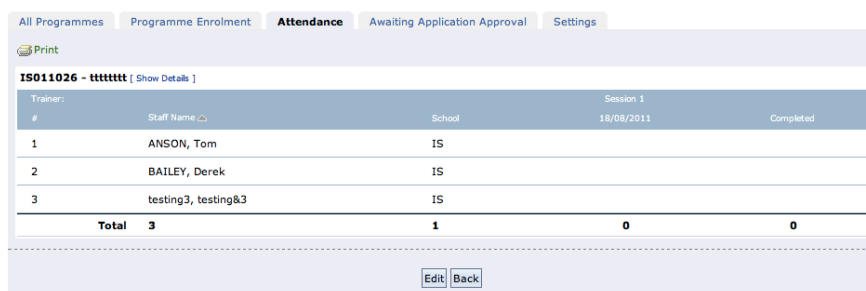
- You can set automatic notification to send emails to people in various circumstances.
- Click on the **settings** tab.



- Check boxes according to the notifications you require then click on **submit** at the bottom of the page to save.

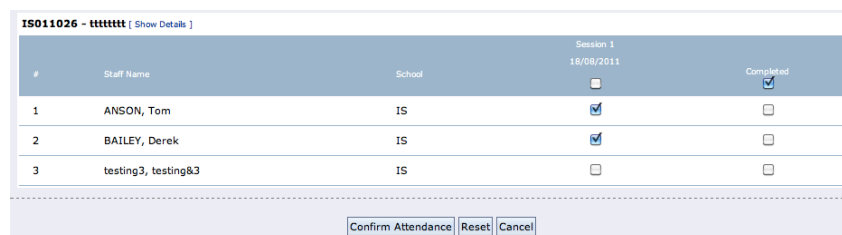
Attendance

- The CPD manager can take attendance for a course online.
- Click on the attendance tab.
- This will show the list of people who have registered and been accepted for a course.



#	Staff Name	School	Session 1 18/08/2011	Completed
1	ANSON, Tom	IS		
2	BAILEY, Derek	IS		
3	testing3, testing&3	IS		
Total	3	1	0	0

- Click on edit at the bottom of the page.
- This brings up a set of check boxes for you to tick for those attending.



#	Staff Name	School	Session 1 18/08/2011	Completed
1	ANSON, Tom	IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	BAILEY, Derek	IS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	testing3, testing&3	IS	<input type="checkbox"/>	<input type="checkbox"/>

- Once you have entered the attendance click on **confirm attendance** to save. (**Reset** will clear any data you have just entered, **cancel** will return to the previous page.)