



WebBased Ltd CPD Online : User Guide



**WELCOME TO THE
CPD ONLINE
General User
USER GUIDE**

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1.0 ACCESS THE SITE

To access the site use the following URL: <http://www.cpdsewales.org.uk>

English | Cymraeg You are not logged in | [log in](#)

CPD SE Wales
DPP De Ddwyrain Cymru
South East Wales Consortium / Consortïwm De Ddwyrain Cymru

continuing professional development
datblygiad profesiynol parhaus

Home Consortium Search Events Expertise General Enquiry Cancel Request Help

About CPD SE Wales Publications Useful Links Contact Us Logon Username Password Enter Forgotten Password New User

Welcome to CPD SE Wales Online
Latest News in Continuing Professional Development

CARDIFF LEA RELEASES EVENTS FOR 2010-2011
01/04/2010Cardiff LEA is pleased to release a number of events planned for 2010-2011. Events released include the popular WAG Funded Foundation ...
[More](#)

SEWC launches a major event with Professor Alma Harris
The South East Wales Consortium launches a major event with Professor Alma Harris As part of its Regional Delivery Plan for the roll out of the Sc ...
[More](#)

ESDGC Conference - 6 July 2010
ESDGC ConferenceThis is a free conference funded by the ESDGC Schools Network. Conference with a keynote speaker and a variety of workshops for ...
[More](#)

Search Events
Keyword:
Event: All Events
Go
[Today's Events](#)

Calendar
April 2010

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	

1.1 Log on

[About Wales SE CPD](#)
[Help and Assistance](#)
[Contact Us](#)

Logon
Username:
Password:
Enter
[Forgotten Password](#)
[New User](#)

Type in your username and password and click Enter:



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This will take you to the following screen

The screenshot shows the CPD SE Wales website search interface. At the top, there is a navigation menu with links: Home, Consortium, Search Events, Expertise, General Enquiry, Cancel Request, and Help. The main content area is titled "Development Opportunities" and contains a search form with the following fields and options:

- Keyword:
- Starts during or after: Today (dropdown)
- Course Code:
- LEA:
- All LEAs (dropdown)
- Subject: All Subjects (dropdown)
- Providers: Select a Provider (dropdown)
- Event Type: All Events (dropdown)
- Key Stages: Foundation, KS 2, KS 3, KS 4, 7-14, Post 16 (checkboxes)
- Is this course taught in Welsh? (checkbox)

A "Search" button is located at the bottom left of the form. To the right of the search form is a "Calendar" widget for April 2010, showing a grid of dates from 1 to 30. Below the search form, there is a footer with the text "Wales CPD Online © 2007 All rights reserved." and several logos for partner organizations.

From here you can find an event in different ways

This is a search screen, type in the search criteria for the event you are trying to find

This is an identical screenshot of the CPD SE Wales website search interface, showing the "Development Opportunities" search form with various filters and a "Search" button.

You can also search by the start date of the event, by using the calendar

2.0 MAKE A BOOKING

The event(s) will show as below with options to the right



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Launch of Science Working Party 2010

Launch of Moodle Page : " Contexts For Learning: Science Aspects".

The Science Working Party 2010 has developed resources focussed upon science learning and teaching within a context for learning approach. Members of the Science Working Party 2010 will present their work. This work is available (from 21st April 2010) on Moodle. This Moodle 'page' will be launched and schools/teachers will be invited to share their science learning resources via this site. The Moodle page will act as a central point for the sharing of resources for schools in Cardiff.

Course Code: CAR09/322

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 21 April 2010	16:00 - 17:00	HOWARDIAN PROFESSIONAL DEVELOPMENT CENTRE	Map

Request a place
Full details
Print event
Save event

Clicking on [Map](#) will pinpoint exactly where the venue for the event is



will take you to the Request a place page

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: Launch of Science Working Party 2010 (CAR09/322)

Session	Session Date	Session Time	Session Venue	Map	GLA Cost*	Non GLA Cost*	Additional Fees**	Additional Notes
Session 1	Wednesday 21 April 2010	16:00 - 17:00	HOWARDIAN PROFESSIONAL DEVELOPMENT CENTRE	Map	£0	£0	£0	

* Cost charged per whole Course ** Additional Fees charged per Course

Your name: Darren Cleary
Your email address: dcleary@cardiff.gov.uk
Your Establishment: HOWARDIAN PROFESSIONAL DEVELOPMENT CENTRE

Special requirements: (eg access, dietary requirements)

Funding Stream: Select Funding Stream

I have read and agree to the terms and conditions | [Terms and Conditions](#)

Submit Cancel

From here you can book yourself onto the event. Note the 'Funding Stream' option will only be shown to CPD Leaders.

2.1 Make a Booking for Self

If booking yourself onto the event, your details will already be completed. Once you have read the Terms and Conditions, Tick the box to confirm you have done this.



3.0 EXPERTISE



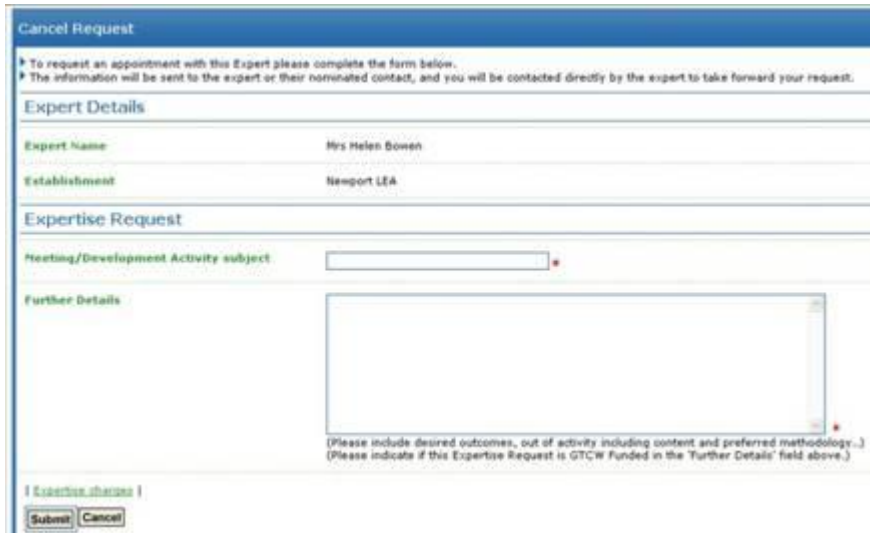
Clicking on **Expertise** takes you to the Expertise Search Screen.

Use the search terms to find an Expert you wish to request.



Click **View Expert Profile** to view further details about the expert.

Click **Request Expertise** to display the booking screen





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Enter the requested information and press Submit when done.

4.0 MY CPD ONLINE

You will have access to these menu options



Clicking on **Consortium** takes you to the South East Wales Consortium site.

Clicking on **My CPD Online** takes you to a Control Panel as below:



From here you have access to your own user account.

4.1 My CPD Online - My Account

This is where you have access to your own account





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4.2 Change Password

You can change your own password in My CPD online by clicking on **change username & password** icon

4.3 Change Contact Details

You can change the following information about your own account in My CPD online by clicking on **change contact details**

Update your CPD SE Wales user account-Step 1

Title	Mr
First name	Damen
Last name	O'Leary
Job title	Administrator
LEA	Cardiff
Establishment	HOWARDIAN PROFESSIONAL DEVELOPMENT CENTRE, Harmond/Wiley
Department	No departments found
Email address	doleary@cardiff.gov.uk (You can use your work or a personal email address)
Confirm email address	
How would you like to be contacted?	Email

Submit Cancel

4.4 Update your user profile

This is where you can change the way you are updated with course information.

From My CPD online click on **Update your user profile** and tick the areas you are interested in.

4.5 CV Builder

This tool allows you to incorporate your Consortium and non-Consortium events into a personal Curriculum Vitae which can be updated in a few clicks.

4.6 My CPD Online - Events

This is where you have access to your own events



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OWN EVENTS

Events due to attend and booking status

This is where you can see a list of event you are due to attend

Cancel a booking

This is where you can cancel your own bookings

Events attended

This is where you can see a list of events you have attended

Saved events

This is where you can see a list of events that you have saved for yourself

5.0 Other CPD



View other cpd events

This is where you can see a list of other/External CPD you have done

Add cpd event

This is where you can add an External cpd Event

