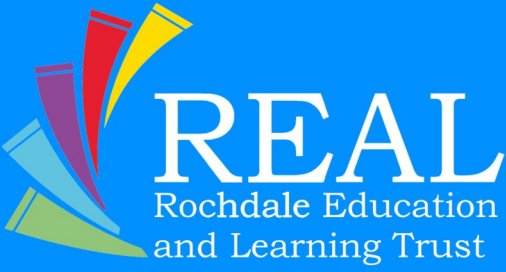




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Website User Guide



Introduction to the new website

The REAL Trust has upgraded the website, the majority of the features of the previous website are still available along with some new features such as:

- ✓ Notification systems for delegates booked on courses
- ✓ Pre/post course resources automatically generated and sent to delegates
- ✓ Easier communication systems with delegates
- ✓ Social media integration
- ✓ Email marketing integration
- ✓ Responsive design which makes managing bookings easier from mobile/tablet devices
- ✓ And integrated Google Maps functions to find venues easier

In this guide you will find information on the following:

- ✓ Registering for an account
- ✓ Booking on to a training course
- ✓ Cancelling a training course
- ✓ Editing your profile information



Follow us on social media for all the latest news, and
course announcements



@REALRochdale



@RochdaleLearning

STAFF GUIDE

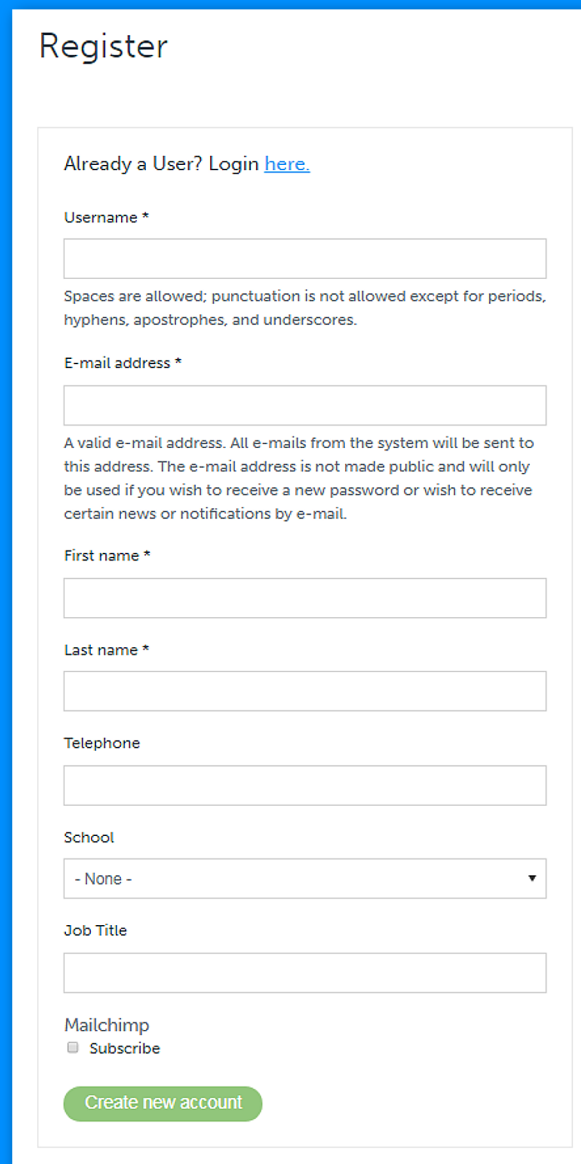
For CPD Guide turn to page 11

Registering for an account

Whether you are a member of staff from one of our subscribing schools or a external delegate looking to book on to one of our courses you can follow the following steps to register for an account.

- ✓ Once on the homepage click on the **login** button in the top right hand corner of the screen (this will appear on every page on the website)
- ✓ Now click on **Register as a staff member** (this is for both subscribing schools and external delegates)
- ✓ You will now see the following form which must be filled in, boxes marked with an asterisk (*) must be filled in to complete the form
- ✓ A **valid and independent email address** must be supplied in order to register, if you do not have a work email address you can use your personal one, no personal information is shared and the website is secure. The email address is used to send out booking confirmations, reminders and information on upcoming events (you can unsubscribe from this feature)
- ✓ When selecting your school, if you are an external delegate you should select **External Delegate**
- ✓ If you would like to subscribe to our Newsletter and new upcoming events please tick the **Subscribe** box
- ✓ Now click **Create new account** and you're almost done!

New members need to have their **registration authorised** by either their designated CPD Coordinator in their school or if you are an external the REAL Trust team will do this. You will get an email reminder to conform your registration has been authorised.



The image shows a 'Register' form with the following fields and options:

- Already a User? Login [here](#).**
- Username *** (text input field)
- Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.
- E-mail address *** (text input field)
- A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- First name *** (text input field)
- Last name *** (text input field)
- Telephone** (text input field)
- School** (dropdown menu, currently showing '- None -')
- Job Title** (text input field)
- Mailchimp**
 - Subscribe
- Create new account** (green button)

● LOG IN

Log in before booking anything. If you don't know your details click 'Forgot your password?'



BOOK ON ●

Once logged in you can find a course which you are interested in attending and click 'Book Now'



● AUTHORISED

The system will send an email to your schools designated CPD coordinator who will approve the booking.



ATTEND ●

Once approved you're good to go, the system will email you the details 48hrs before the event.



Booking on to a course

From the Homepage click in **Find a course**, you will find this at the top right of the page.

You can search for courses by manually scrolling through the pages or by:

- ✓ Keywords
- ✓ Phase
- ✓ Subject
- ✓ Date

In the middle you will find the title of the course along with some highlights of the session. On the right hand side you will find the details including:

- ✓ Date of the session
- ✓ Number of places remaining
- ✓ Venue
- ✓ Cost

To find out more about the session and to book click on **View details & book**

The screenshot shows a web browser window with the URL `realtrust.production.blis.sh/courses?body_value=nqt&field_phase_tid=All&field_subject_tid=All&field_date_value%5Bvalue%5D%5Bdate%5D=11%2F07%2F2017&items_per_page=10`. The page title is "Find a Course". On the left, there are search filters: "Search by keywords", "Phase" (set to "All phases"), "Subject" (set to "All subjects"), "Starting from" (set to "11/07/2017"), and "Courses per page" (set to "10"). A red circle highlights the "Phase" and "Subject" dropdown menus. The main content area displays two course listings. The first listing is "Primary NQT Welcome Event 2017" under the "Early Years & Primary" category. It includes a sub-heading "Newly Qualified Teachers (NQT)" and three bullet points: "An important part of your Newly Qualified Teachers' induction process", "Bring Me The Head of Willy Wonka! A reverie in great classrooms", and "The NQT year can be a tough one, but we can do a lot to help ourselves moving forward. This short session will signpost some ways of doing that". The second listing is "Basic Introduction to Safeguarding Children & Safe Working Practice" under the "All" category, with a sub-heading "Miscellaneous" and one bullet point: "Split into two sessions". On the right side of the page, there are details for each course, including the date, number of places remaining, venue, and cost. For the first course, the date is "Tuesday 12 September 2017", there are "58 places remaining", the venue is "Norton Grange Hotel, Manchester Road, Castleton, OL11 2XZ", and the cost is "Free" for members and "£110.00" for non-members. A "View details & book" button is visible below the cost information. The browser's taskbar at the bottom shows the date and time as "11/07/2017 10:27".

The main details page will have some further information on the course. In addition to this at the bottom-middle of the page you will also find information on the facilitator and the venue, where you will find a link to Google Maps.

Booking on to a course:

- ✓ Click the **Book now** button as you can see in the diagram here
- ✓ If you are not logged in this will take you to the log in screen where you should enter your details
- ✓ You will now be asked to save your registration, **click save**

It's not finished there, **your school CPD Coordinator will have to accept your booking**, once this has been accepted you will receive an email confirming your space on this course.

The screenshot shows a course booking page for '2017/18 KS2 Mathematics test overview'. The page is divided into several sections:

- Header:** 'Early Years & Primary' and 'View all courses'.
- Course Title:** '2017/18 KS2 Mathematics test overview'.
- Subject:** Maths.
- Event Details:** 10 October 2017 at 09:30, Duration: Until 15:30, 30 places remaining.
- Venue:** Hopwood Hall College, St Mary's Gate, Rochdale, OL12 6RY.
- More information:** A section for providing more details or contact information.
- Send a message:** A form with fields for Name, School, Telephone, Email, and Message.
- Key themes:** A list of bullet points describing the course content.
- Facilitator:** Laurence Hicks, External Consultant, Sense of Number. Includes a photo and a brief biography.
- Booking:** A 'Book Now' section showing 'Members Free' and 'Non-members £110.00'. A red circle highlights the 'Book now' button.
- Register your school:** A section with a 'Register' button and a list of benefits.

A red arrow points from the 'Venue & Travel Information' link in the Facilitator section to a Google Maps icon in the bottom right corner of the page.

Cancelling a course

When you first log in to the website you will be directed straight to your **Dashboard** (see example on the right). From here you have two sections:

- ✓ the top area - **My Upcoming Courses** are courses which you're booked on and have been accepted on the course.
- ✓ The bottom section - **Awaiting CPD Approval** are courses you have requested to attend but haven't yet been approved by your CPD Coordinator.

To cancel a course simply click on the **Cancel** button next to the course and then confirm your cancellation on the next screen.

The screenshot shows the 'My Upcoming Courses' dashboard for the Real Trust website. The dashboard is divided into two main sections: 'My Upcoming Courses' and 'Awaiting CPD Approval'. The 'My Upcoming Courses' section contains a table with one course: 'Adventures in Learning: Supporting great classroom experiences - for TAs' on Tuesday, September 12, 2017, at Norton Grange Hotel. A 'Cancel' button is circled in red next to this course. The 'Awaiting CPD Approval' section contains a table with two courses: 'Engaging Boys in Writing' and 'CPR and Defibrillator Training', both marked as 'Pending Approval'. The 'Cancel' button next to the 'CPR and Defibrillator Training' course is also circled in red. The dashboard includes navigation links for Home, Membership, Resources, About, Contact, and Help, along with buttons for 'Find a course' and 'My Account'.

My Upcoming Courses				
Adventures in Learning: Supporting great classroom experiences - for TAs	Tuesday, September 12, 2017 - 09:00	Norton Grange Hotel	View Details	Cancel

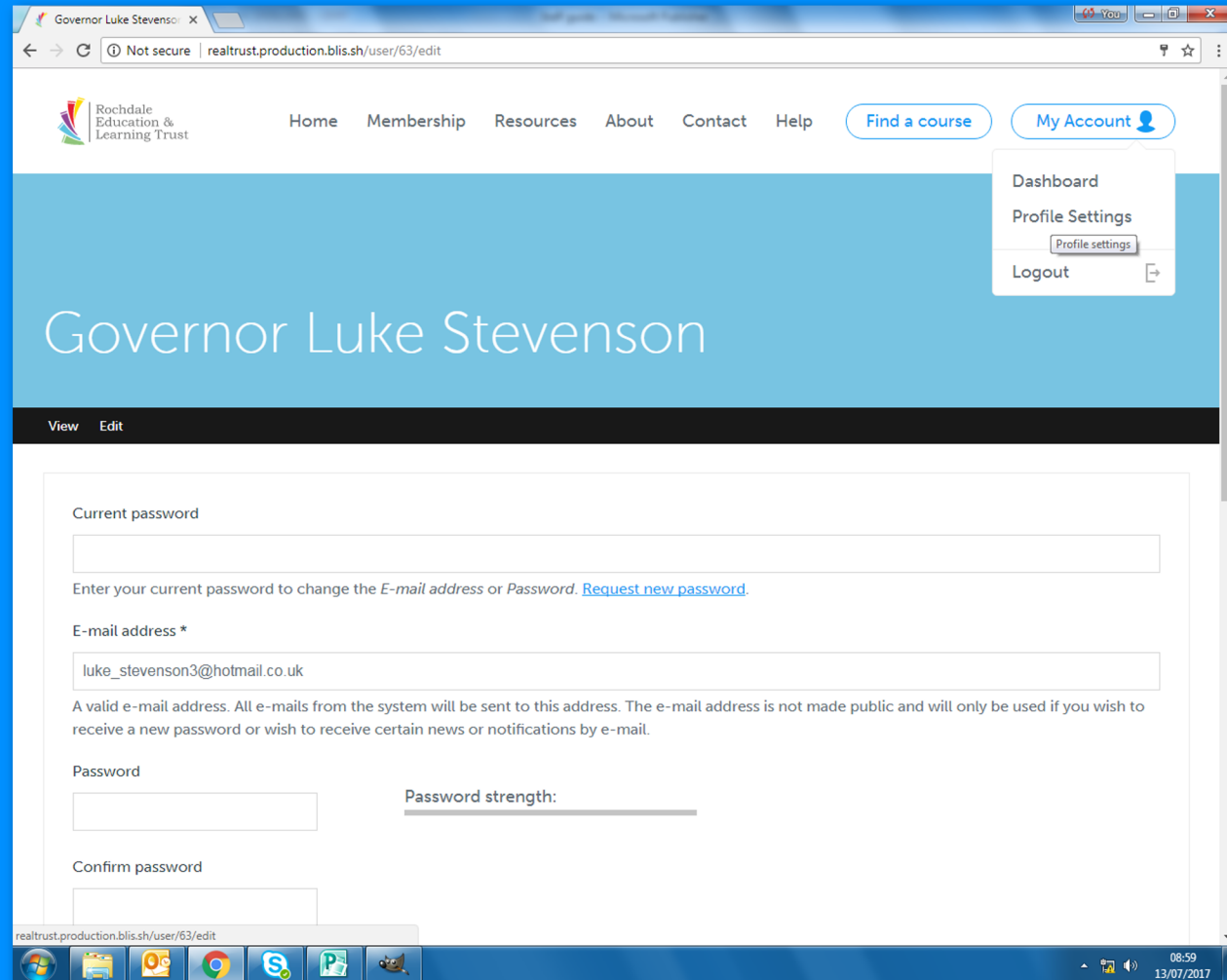
Awaiting CPD Approval					
● Pending Approval	Engaging Boys in Writing	21 September 2017 at 09:30	• Hopwood Hall College	View Details	Cancel
● Pending Approval	CPR and Defibrillator Training	13 October 2017 at 09:15	• Hopwood Hall College	View Details	Cancel

Editing your profile information

To change your profile, log in, then click **My Account > Profile settings**. From the profile screen (as seen to the right) you can change the following information:

- ✓ Password
- ✓ Email address
- ✓ First name
- ✓ Second name
- ✓ Telephone
- ✓ Job title
- ✓ Unsubscribe from Mailchimp emails.

Once you have changed what you require you need to scroll down and click **Save**.



The screenshot shows a web browser window with the URL `realtrust.production.blis.sh/user/63/edit`. The page header includes the logo for Rochdale Education & Learning Trust and navigation links: Home, Membership, Resources, About, Contact, Help, Find a course, and My Account. The 'My Account' dropdown menu is open, showing options for Dashboard, Profile Settings, Profile settings (highlighted), and Logout. The main content area displays the name 'Governor Luke Stevenson' and a 'View Edit' link. Below this is a form with the following fields and instructions:

- Current password**: A text input field.
- Enter your current password to change the E-mail address or Password.** [Request new password.](#)
- E-mail address ***: A text input field containing `luke_stevenson3@hotmail.co.uk`.
- A valid e-mail address.** All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Password**: A text input field.
- Password strength:** A progress bar indicating the strength of the password.
- Confirm password**: A text input field.

The browser's taskbar at the bottom shows the system tray with the date and time: 08:59 13/07/2017.

CPD GUIDE

This is your Dashboard

The Dashboard will usually be the first page you see when you log in. If you want to access it after you have browsed the website you can access this by clicking **My Account** and **Dashboard**.

From the Dashboard you can see three separate boxes.

- ✓ The first box 'My Upcoming Courses' are the courses you are booked on.
- ✓ The second box 'Your School's Course Requests' are courses your school staff have requested/are booked on.
- ✓ The last box is a historical record of courses your staff have been on.

My Upcoming Courses

Adventures in Learning: Supporting great classroom experiences - for TAs	Tuesday, September 12, 2017 - 09:00	Norton Grange Hotel	View Details	Cancel
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Your School's Course Requests

Carly Shand Enrolled 1 month 2 weeks ago	REAL Trust's Annual Leadership Two Day Conference Thursday 09 November 2017 • Accepted	Accept	Decline	View Details
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Your School's Course Attendance

Governor Luke S...	Pediatric First Aid Wednesday, June 7, 2017 - 16:00 • Hopwood Hall College • Accepted	View details
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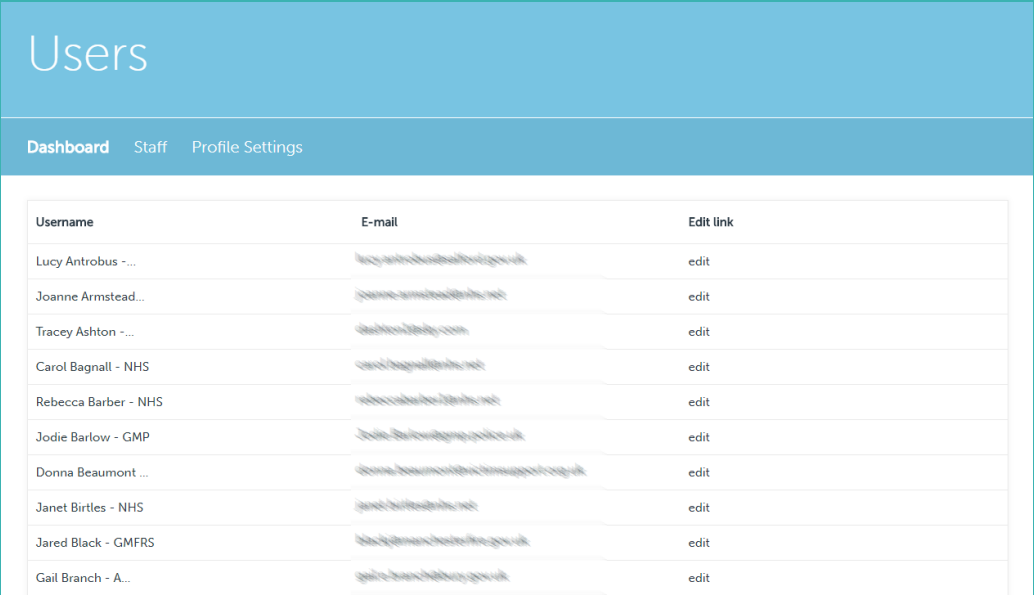
As you can see by the picture above you can **Decline** any courses from here and also **Accept** or **Decline** any new course requests from staff.

Managing Staff Accounts

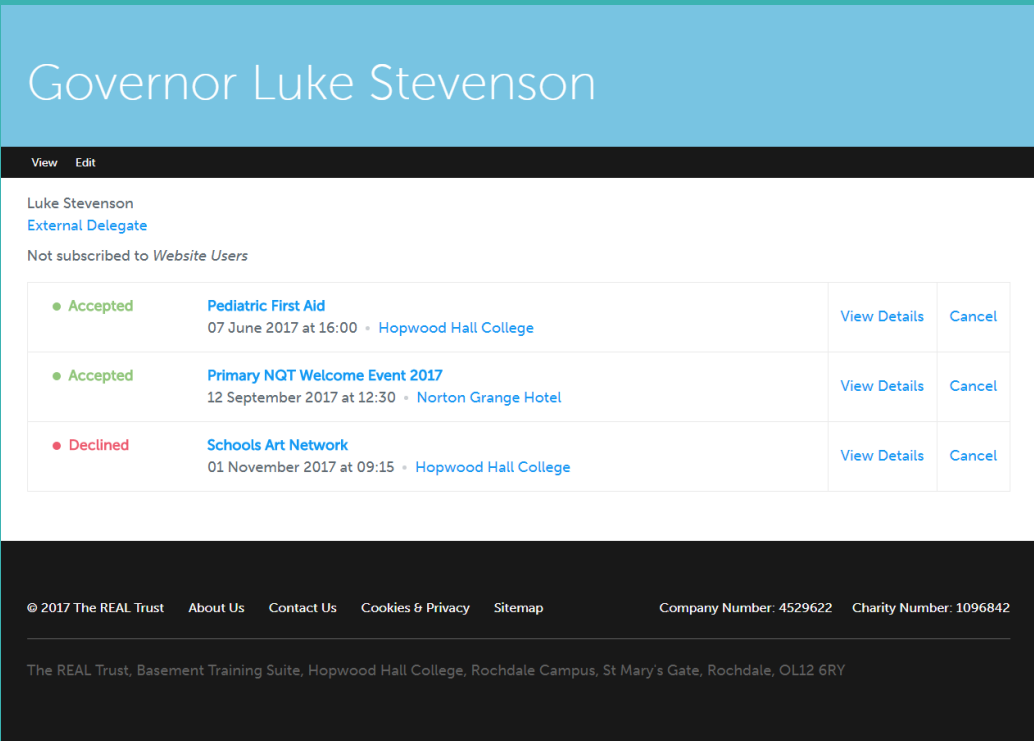
From the Dashboard you should see the Staff link in the blue bar (see right), this will take you to the screen which should look similar to this. You can do the following from this screen:

- ✓ Click on the username to quickly view which courses each member of staff is booked on (see screenshot below);
- ✓ Quickly email each delegate by clicking on the email address;
- ✓ Edit the member of staff, activate or cancel the account.

When you click each individuals username you will be directed to each member of staffs CPD log which will show you all the future courses they are due to attend. You can check which are Pending Approval, Approved or cancelled from this screen.



Username	E-mail	Edit link
Lucy Antrobus - ...	lucy.antrobus@realtrust.org.uk	edit
Joanne Armstead...	joanne.armstead@realtrust.org.uk	edit
Tracey Ashton - ...	ashton@realtrust.org.uk	edit
Carol Bagnall - NHS	carol.bagnall@realtrust.org.uk	edit
Rebecca Barber - NHS	rebecca.barber@realtrust.org.uk	edit
Jodie Barlow - GMP	Jodie.Barlow@gmp.org.uk	edit
Donna Beaumont ...	Donna.Beaumont@realtrust.org.uk	edit
Janet Birtles - NHS	janet.birtles@realtrust.org.uk	edit
Jared Black - GMFRS	black@realtrust.org.uk	edit
Gail Branch - A...	gail.branch@realtrust.org.uk	edit



Status	Course	View Details	Cancel
Accepted	Pediatric First Aid 07 June 2017 at 16:00 - Hopwood Hall College	View Details	Cancel
Accepted	Primary NQT Welcome Event 2017 12 September 2017 at 12:30 - Norton Grange Hotel	View Details	Cancel
Declined	Schools Art Network 01 November 2017 at 09:15 - Hopwood Hall College	View Details	Cancel

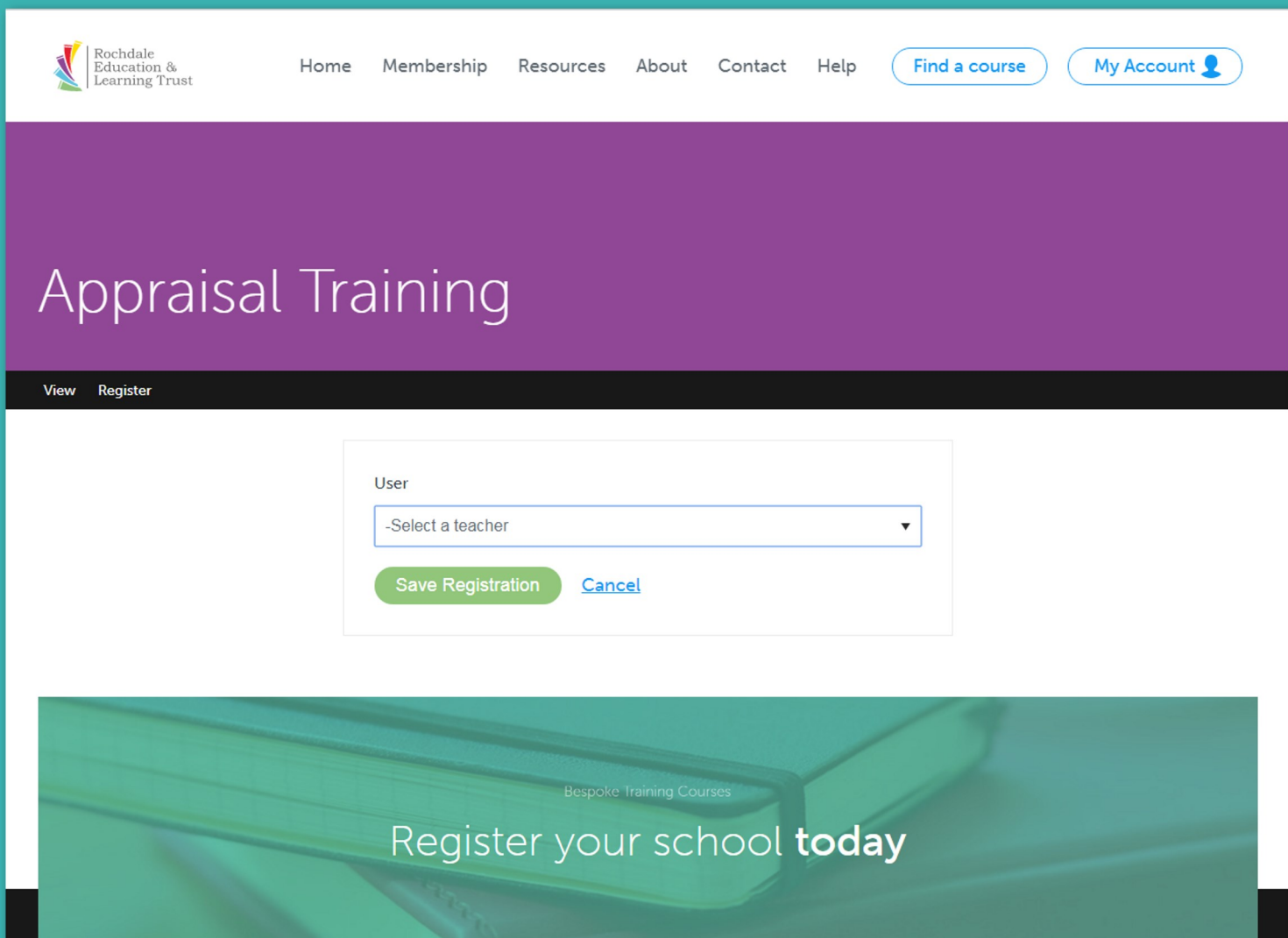
© 2017 The REAL Trust About Us Contact Us Cookies & Privacy Sitemap Company Number: 4529622 Charity Number: 1096842

The REAL Trust, Basement Training Suite, Hopwood Hall College, Rochdale Campus, St Mary's Gate, Rochdale, OL12 6RY

Booking a member of staff on a course

To book a member of staff on to a course you can follow the steps below:

- ✓ Find the desired course from your CPD account and click on **Book now.**
- ✓ From here you will see the screen to the right which is a little different to a staff account, you can select any member of staff within your school by clicking the dropdown box and click **Save registration.**
- ✓ Confirmations and reminders will be sent to the staff account as normal



The screenshot shows the website interface for booking a staff member on a course. At the top, the navigation bar includes the logo for Rochdale Education & Learning Trust, and links for Home, Membership, Resources, About, Contact, and Help. There are also buttons for 'Find a course' and 'My Account'. The main heading is 'Appraisal Training'. Below this, there is a 'View Register' link. A form is displayed with a 'User' dropdown menu currently showing '-Select a teacher'. Below the dropdown are two buttons: 'Save Registration' (a green button) and 'Cancel' (a blue link). At the bottom of the page, there is a banner with the text 'Bespoke Training Courses' and 'Register your school today'.

Activating an account for a staff member

As a CPD coordinator it is one of your roles to add staff on to the system in order for you to book them on to a course. To make this easier you can ask the staff member to go on to the website and fill in the registration form, or you can do this yourself - for more information on doing this please see the **Staff User Guide**.

Once this has been done you will have to follow the following procedures:

- ✓ Log in to your account, you will be directed straight to your Dashboard
- ✓ From the Dashboard click on the **Staff tab**
- ✓ Find the member of staff who have just registered and **click on their name**
- ✓ Click **Edit**
- ✓ From here you will see the screen to the right, you will have to click **Activate (see right) and click Save**
- ✓ The staff member will now receive and email with a One-time Passcode inviting them to create a password

The screenshot shows a user profile editing form. The fields are as follows:

- Username ***: Governor Test Account
- E-mail address ***: test@123.com
- Password**: (empty field)
- Confirm password**: (empty field)
- Status**: Radio buttons for "Blocked" and "Active". The "Active" option is circled in red.
- First name ***: Test
- Last name ***: Testington
- Telephone**: (empty field)
- Job Title**: (empty field)
- Mailchimp**: Subscribe

Buttons at the bottom: Save, Cancel account



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