Website
User Guide

REAL
Rochdale Education and Learning Trust
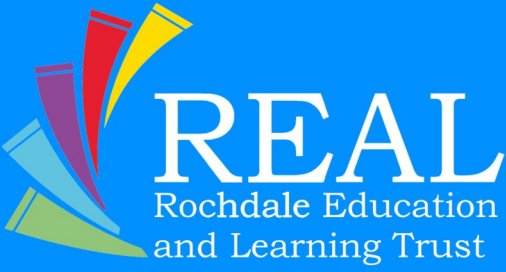
Introduction to the new website

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

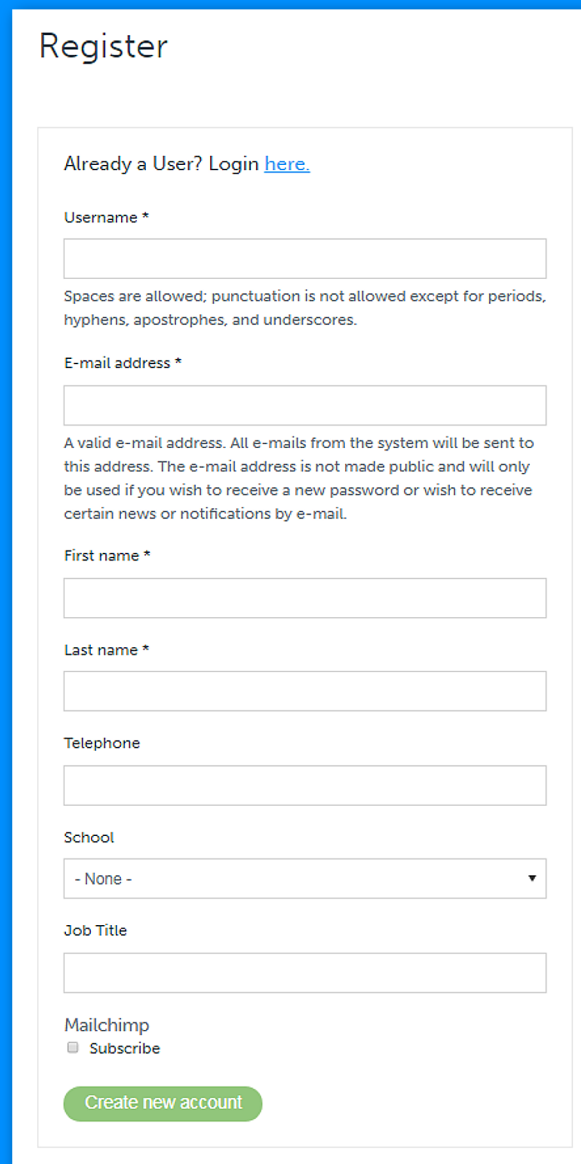@REALRochdale   @RochdaleLearning

STAFF GUIDE

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.

Register

Already a User? Login here.

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

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 *

Last name *

Telephone

School

- None -

Job Title

Mailchimp
☐ Subscribe

Create new account

● LOG IN

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

STAFF USER

BOOK ON ●

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

BOOK A COURSE

● AUTHORISED

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

CPD APPROVED

ATTEND ●

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

ATTEND THE COURSE

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 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.

Early Years & Primary

Subject Maths

10 October 2017 at 09:30
Duration: Until 15:30

30 places remaining

Hopwood Hall College,
St Mary's Gate, Rochdale, OL12
6RY

More information

If you require more information about this course, please contact us.

Call 01706 926 708

Send a message

Name *

School

Telephone

Email *

Message *

Send

View all courses

2017/18 KS2 Mathematics test overview

✓ To review changes and questions in the statutory assessments

✓ To consider implications of the new tests and marking scheme for school calculation policies

✓ To consider how best to prepare children to approach the 2018 tests with confidence, including best choice of appropriate calculation methods when answering questions

The main theme for this training day is on 'Preparing children for the 2018 KS2 statutory mathematics tests.

Key themes –

- To review changes and questions in the statutory assessments
- To consider implications of the new tests and marking scheme for school calculation policies
- To consider how best to prepare children to approach the 2018 tests with confidence, including best choice of appropriate calculation methods when answering questions

This course provides an overview of the changes to the KS2 primary mathematics tests including a thorough review of available exemplification material and the previous two years of reasoning papers.

The course will recommend an approach to calculation for year 6 teachers that will encourage children to make the best choice of calculation methods during the test to maximise their chances of achieving the best possible outcome.

There will be a particular emphasis on the format and approach needed to prepare children for the 'reasoning' and 'arithmetical' aspects of the tests.

| Facilitator | Venue & Travel Information |

Laurence Hicks, External Consultant, Sense of Number

Laurence leads an 'inspirational' mathematics course at the University of Manchester. Alongside this, he delivers high quality CPD and mathematics consultancy. He is an experienced cross-phase teacher and former headteacher.

Book Now

Members
Free

Non-members
£110.00

Book now

Register your school

- ✓ Award-winning CPD courses for teachers and governors
- ✓ Make arranging staff training fast and simple
- ✓ Save time and money

Register

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.

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.**

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

Dashboard   Staff   Profile Settings

My Upcoming Courses

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

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

Your School's Course Attendance

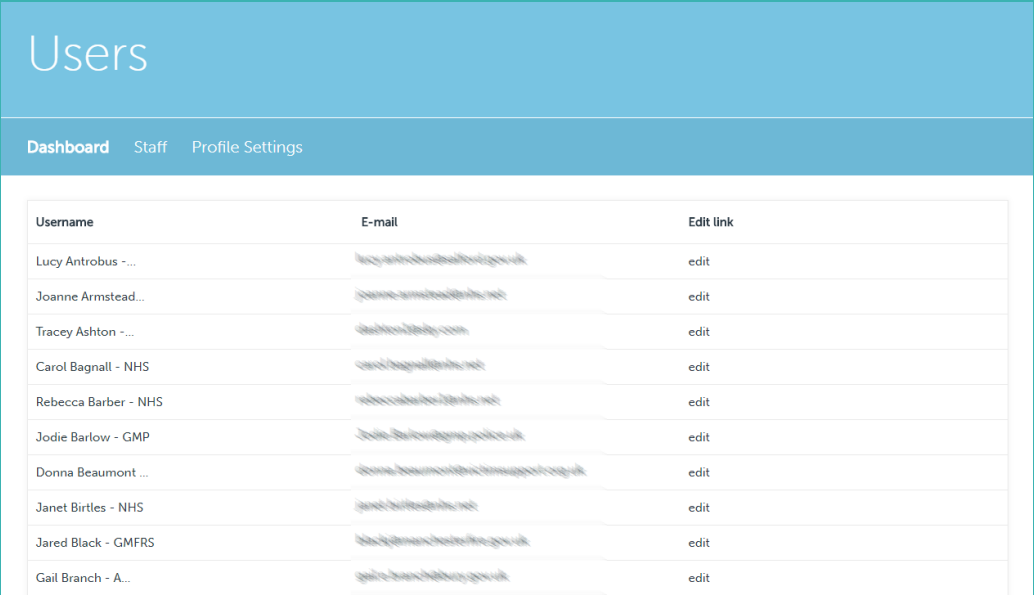|				
Governor Luke S...	**Pediatric First Aid** Wednesday, June 7, 2017 - 16:00	• Hopwood Hall College • Accepted		View details

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.
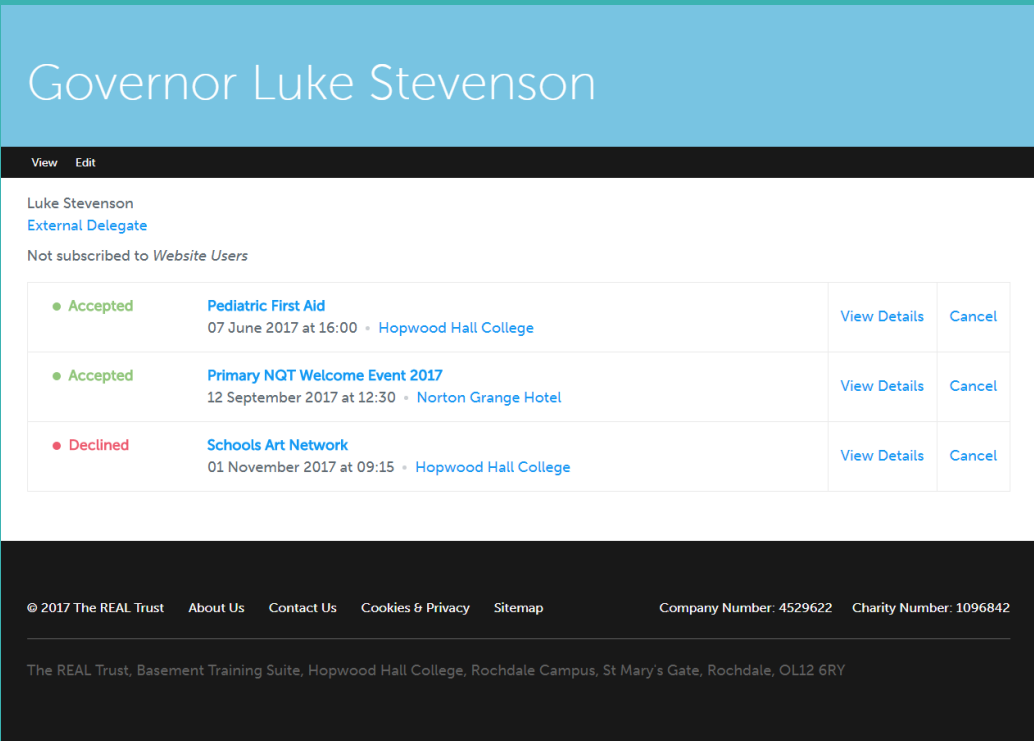
Managing Staff Accounts

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.

Users

Dashboard   Staff   Profile Settings

Username	E-mail	Edit link
Lucy Antrobus -...		edit
Joanne Armstead...		edit
Tracey Ashton -...		edit
Carol Bagnall - NHS		edit
Rebecca Barber - NHS		edit
Jodie Barlow - GMP		edit
Donna Beaumont ...		edit
Janet Birtles - NHS		edit
Jared Black - GMFRS		edit
Gail Branch - A...		edit

Governor Luke Stevenson

View   Edit

Luke Stevenson
External Delegate

Not subscribed to *Website Users*

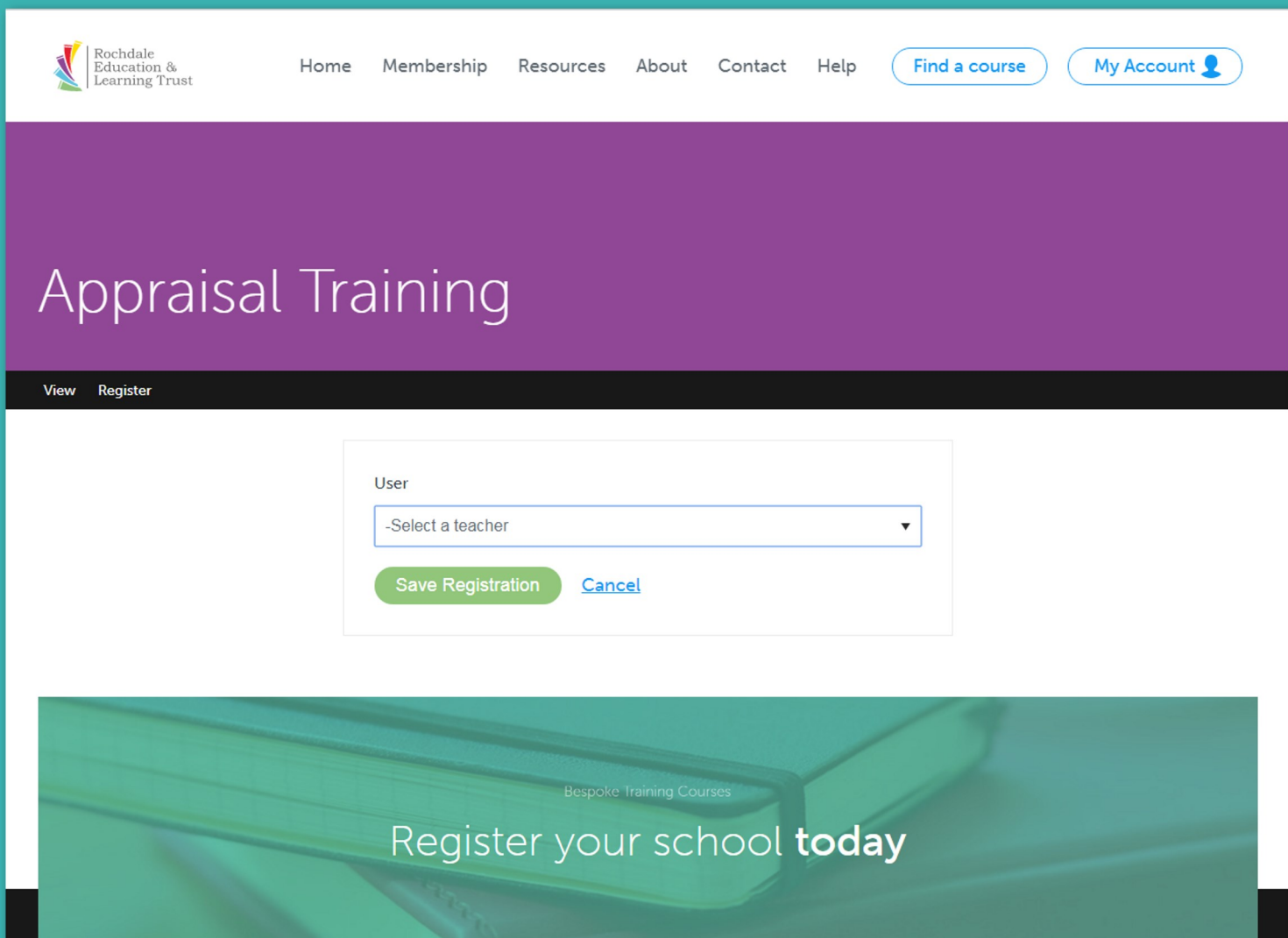| • Accepted	**Pediatric First Aid** 07 June 2017 at 16:00 • Hopwood Hall College	View Details	Cancel
• Accepted	**Primary NQT Welcome Event 2017** 12 September 2017 at 12:30 • Norton Grange Hotel	View Details	Cancel
• Declined	**Schools Art Network** 01 November 2017 at 09:15 • Hopwood Hall College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

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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

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

Username *

Governor Test Account

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

test@123.com

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

Password strength:

Confirm password

To change the current user password, enter the new password in both fields.

Status

○ Blocked

◉ Active

First name *

Test

Last name *

Testington

Telephone

Job Title

Mailchimp

☐ Subscribe

Save   Cancel account