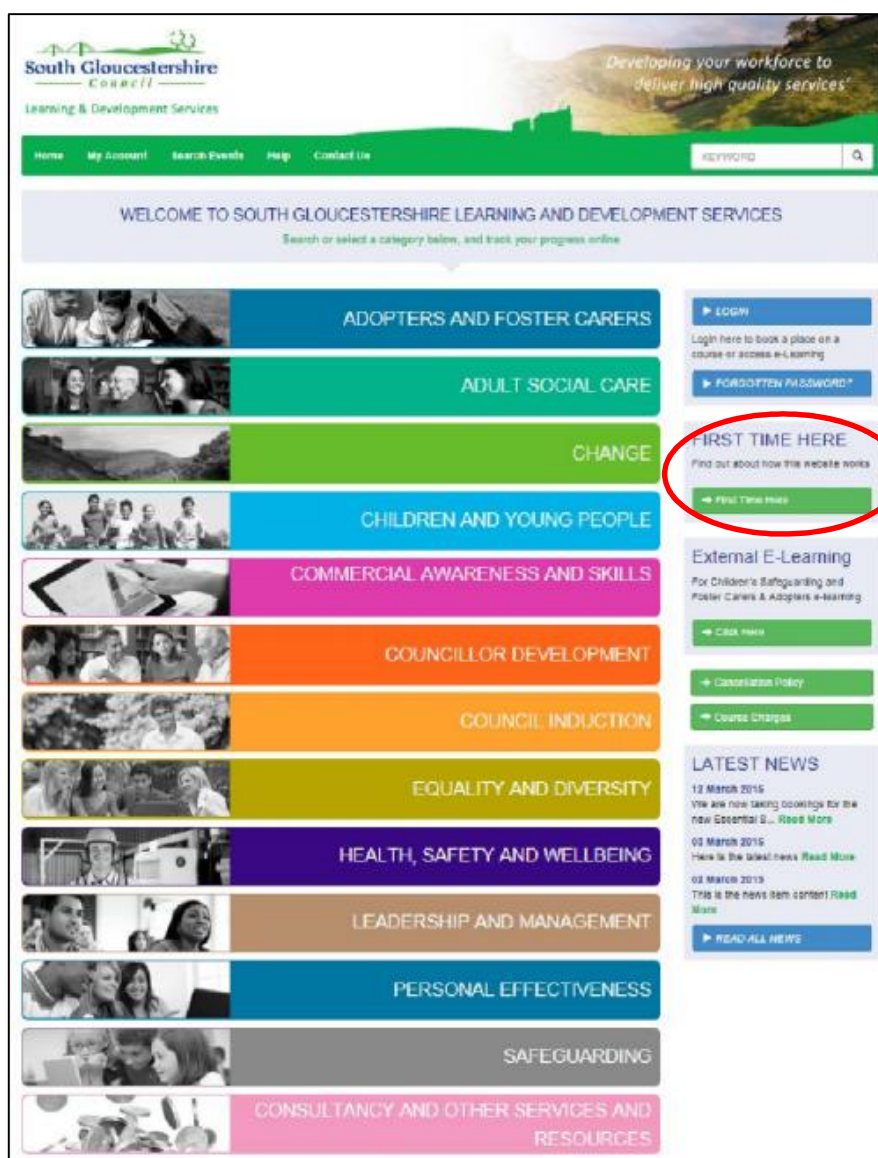


# South Gloucestershire Learning and Development Services

## User Guide for First Time Users



### Registering

To register to use the website, click on First Time Here and follow the instructions.

Once you have done this the HR Workforce Development Team will authorise your account.

If you are a line manager you can be set up to request places for yourself and on behalf of your team/establishment and monitor any training they are booked to attend.

Once you are registered you then just need to click on Log-in to access the site.

To view any training booked or to change any of your details, click on My Account on the home screen.

## Requesting a place on a course

There are a few ways you can search for a course –

- Type a keyword in the search bar
- Click on Search Events and type in a keyword. Please note if you are looking for e-modules click in Online Learning. You can filter your search further if required.
- Or from the home page select a category and then sub category to find a course.

Any matching courses will appear at the bottom of the screen. Check the date and time to ensure you are booking onto the correct course.

Click **REQUEST A PLACE**

**Search for Learning and Development Services and Pathways**

Course Type:  Events  Online Learning

Keyword:

Starts during or after:

Category:

Subcategory:

Target Audience:

Event type:

**CALENDAR**

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

Use this calendar to display events based on start date.

1 event found Page 1 of 1

**Creative Storytelling in Early Years Settings** Code: SGC/15/124

Let's make story times fun. Through stories, young children can be supported to make sense of their lives and the world around them. We will explore the principles of **storytelling** including sensory experiences for babies, active **storytelling** for two year olds and extending literacy for 3 - 5 year olds. We will consider the adult's role during story time.

**Essential Information**

Session	Session Date	Session Time	Session Venue	Map
1	13 August 2015	13:00 - 16:00	Emersons Green Village Hall	<input type="button" value="Map"/>

Add any **SPECIAL REQUIREMENTS** (if applicable) to the box, tick to say you have read and agree to the **TERMS AND CONDITIONS** and click **SUBMIT**

**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: Creative Storytelling in Early Years Settings (SGC/15/124)

Venue: Emersons Green Village Hall, Emersons Way, Emersons Green | [Map](#) |

Start time and date: Thursday 13 August 2015

Your name: Mary Poppins  
[Request a place on behalf of a colleague](#) |

Your email address: TEMMaryPoppins@southglos.gov.uk

Your Directorate: Mary Poppins

Cost: £0.00 *Discounts may apply*

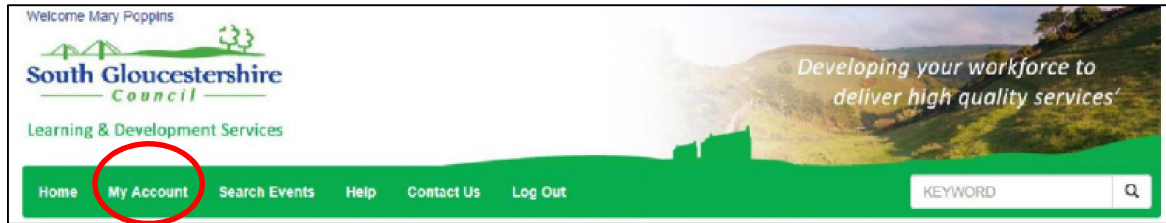
Special requirements:   
(eg access, dietary requirements)

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

Your request has been submitted to the HR Workforce Development team who will approve your request and a confirmation email will be sent to you

## Canceling a place on a course

From the HOME SCREEN click on MY ACCOUNT



Under MY LEARNING – EVENTS click CANCEL A BOOKING



Find the bookings which you wish to cancel and click CANCEL BOOKING

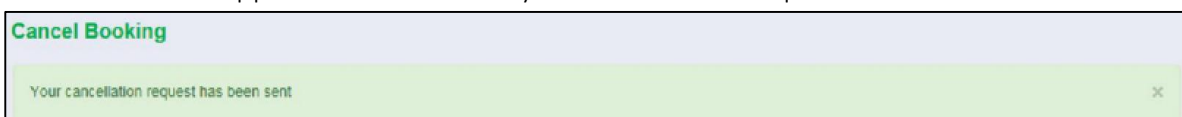


Enter a REASON FOR CANCELLATION

Tick to confirm that you have read and agree to the cancellation policy and click SUBMIT QUERY

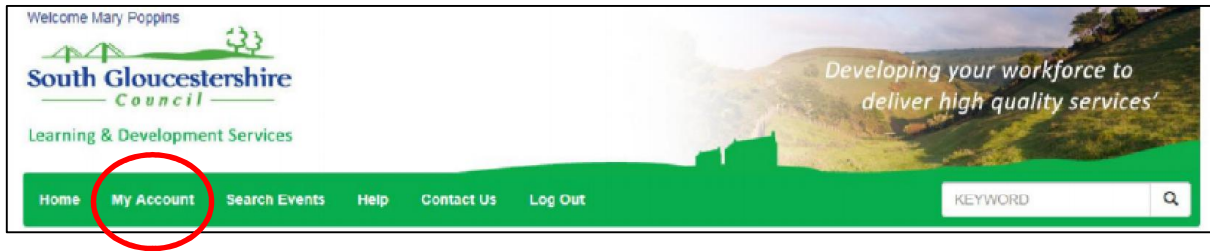
Cancel Booking  
Your name: Mary Poppins  
Your Directorate: Mary Poppins  
Your e-mail Address: TEMMaryPoppins@southglos.gov.uk  
Your Telephone:   
Event Title: Creative Storytelling in Early Years Settings  
Event Start Date: 13 August 2015  
Reason for Cancellation: SICKNESS  
 I have read and agree to the cancellation policy | Cancellation Policy |  
Submit Query

This window will appear to confirm that your cancellation request has been sent



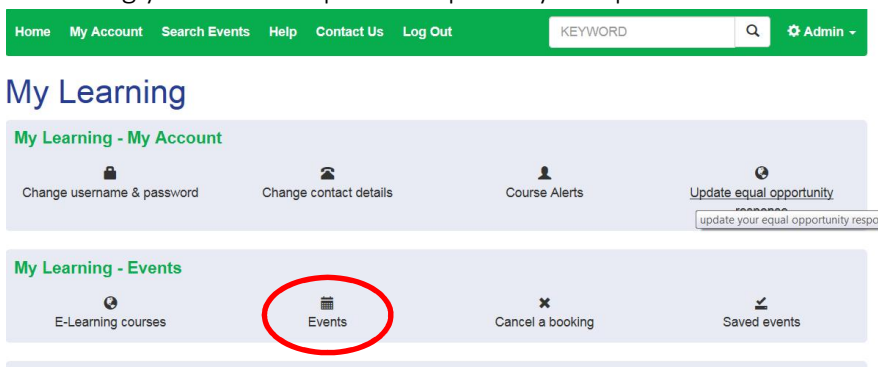
## Training Records

From the **HOME SCREEN** click on **MY ACCOUNT**



You can view your own record, or if you are a line manager you can see your staff's records.

To view your own record under **MY LEARNING – EVENTS** – click on Events. From here you can see any events you are due to attend or have attended. By clicking on E-learning, you can also see any e-learning you have completed or partially completed.

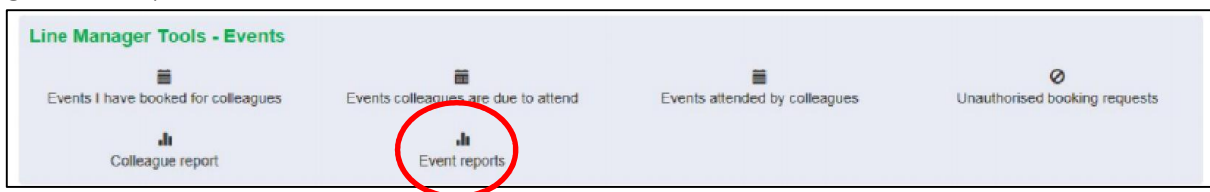


This is where you can also change any of your details to keep your account up to date.

If you are a line manager you will have more options on the My Account screen to enable you to see any events your staff have booked or attended.

If you want a quick view, select either of the options along the top line i.e. Events colleagues are due to attend, to see which courses your team are booked onto.

To get a full report, under **LINE MANAGER TOOLS – EVENTS** click **EVENT REPORTS**



Set **REPORT** to **EVENT ATTENDANCE HISTORY**

Select your desired **DATE RANGE**

There is no need to change **TARGET AUDIENCE** or **PARTICIPANT NAME**

Click **SUBMIT**

## Line Manager Reports

Report:

Organisation area: External

Establishment: Mary Poppins

Date range:  to

Target audience: 

- All Internal Staff
- CAH Staff
- CECR Staff
- Childminders
- Connected Carers
- Councillors
- ECS Staff
- External Care Providers
- Foster Carers

(Hold down Ctrl to select more than one target audience)

Order results by:

The following screen will appear showing details of all courses you have attended or are booked to attend

## Line Manager Reports

[Back to My Learning](#)

Report:

Organisation area: External

Establishment: Mary Poppins

Date range:  to

Target audience: 

- All Internal Staff
- CAH Staff
- CECR Staff
- Childminders
- Connected Carers
- Councillors
- ECS Staff
- External Care Providers
- Foster Carers

(Hold down Ctrl to select more than one target audience)

Order results by:

2 records found [Printer friendly](#) | [Download to Excel](#)

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Mary	Poppins	Not marked	Mary Poppins	<a href="#">Creative Storytelling in Early Years Settings</a>		Thursday 13 August 2015	13:00 - 16:00
Mary	Poppins	Not marked	Mary Poppins	<a href="#">Conflict Resolution as a Tool for Managing Behaviour 1.30 - 4.00</a>		Thursday 23 July 2015	13:30 - 16:00

You have the option to print this information or download it to Excel.

If you experience any problems using our website or need any more information contact [hrworkforcedevelopment@southglos.gov.uk](mailto:hrworkforcedevelopment@southglos.gov.uk)