


VT Four S CPD Online General User – User Guide



VT
Education and Skills • Enabling world-class education

Learning and Development on-line

Home | Search Events | General Enquiry | Cancel Request

About VT Four S Online ▶
Useful Links ▶
Contact Us ▶


Logon

Username
Password


▶ Forgotten Password
▶ New User

Welcome to VT Four S CPD Online


Latest News



Supporting mobile construction and building classr ...
As part of our commitment to community involvement through charitable giving and education initiatives VT Four S has renewed its sponsorship with the ...
[More](#)



Surrey Healthy Schools Conference launches healthy ...
Over 93% of schools in Surrey are taking part in the National Healthy Schools Programme and 65% have achieved National Healthy Schools Status. The Hea ...
[More](#)



Congratulations to Surrey's 500th HLTA
Emily Debney, from Powell Corderoy Primary School in Dorking, became Surrey's 500th Higher Level Teaching Assistant (HLTA) this year. Emily a ...
[More](#)

Search Events

Keyword
Event ▾

▶ Today's Events

Event Calendar

◀ **March 2009** ▶

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	31				

▶ Use this calendar to display events based on start date.

**VT Four S CPD Online
General User - User Guide
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VT Four S CPD Online General User - User Guide

1. Access the Site

a. To access the site use the following URL:

www.vtfours.co.uk/cpdonline

The screenshot shows the homepage of the VT Four S CPD Online website. At the top, there is a banner with the VT logo and the text 'Education and Skills - Enabling world-class education'. Below the banner, there is a navigation menu with 'Home', 'Search Events', 'General Enquiry', and 'Cancel Request'. The main content area is titled 'Welcome to VT Four S CPD Online' and features a 'Latest News' section with three articles: 'Supporting mobile construction and building class...', 'Surrey Healthy Schools Conference launches healthy...', and 'Congratulations to Surrey's 500th HLTA'. To the right, there is a 'Search Events' box with a keyword search field and a 'Go' button, and an 'Event Calendar' for March 2009. At the bottom, there is a footer with copyright information: 'VT Four S CPD Online © 2009 All Rights Reserved' and 'CPD Online | Powered by Webbased Ltd. 2001 - 2009 | Version 4.00'.

2. Log On – New User

- From the front page click on New User option within the Logon box.
- This opens the New Online User Step 1- complete this page with your personal details and enter your own user name and password.
- Continue to Step 2 – This allows you to choose which subject area and target audience you would be interested to receive event information on.
- Once this is complete the user will be able to login immediately.

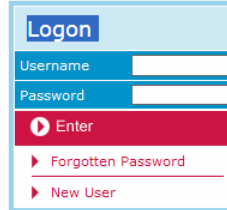
The screenshot shows the 'New Online user account - Step 1' registration form. The form is titled 'New Online user account - Step 1' and includes the following fields and options:

- Title: Mr (dropdown menu)
- First name: Text input field with a red asterisk.
- Last name: Text input field with a red asterisk.
- Job Title: Select a job title (dropdown menu) with a red asterisk.
- Local Authority: Select an authority (dropdown menu) with a red asterisk.
- Establishment: Select an LEA (dropdown menu) with a red asterisk, or a checkbox for 'I am registering with my home address'.
- Email address: Text input field with a red asterisk, and a note '(You can use your work or a personal email address) *'.
- How would you like to be contacted?: Email (dropdown menu) with a red asterisk.
- Username: Text input field with a red asterisk.
- Password: Text input field with a red asterisk.
- Confirm Password: Text input field with a red asterisk.
- Enter the code exactly as you see it in the image (Cookies must be enabled): Text input field with a red asterisk, and a CAPTCHA image showing the word 'coffee'.

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

3. Log On


- a. Type in your username and password and then either press enter on your keyboard or select 'Enter' on the screen.



Logon

Username

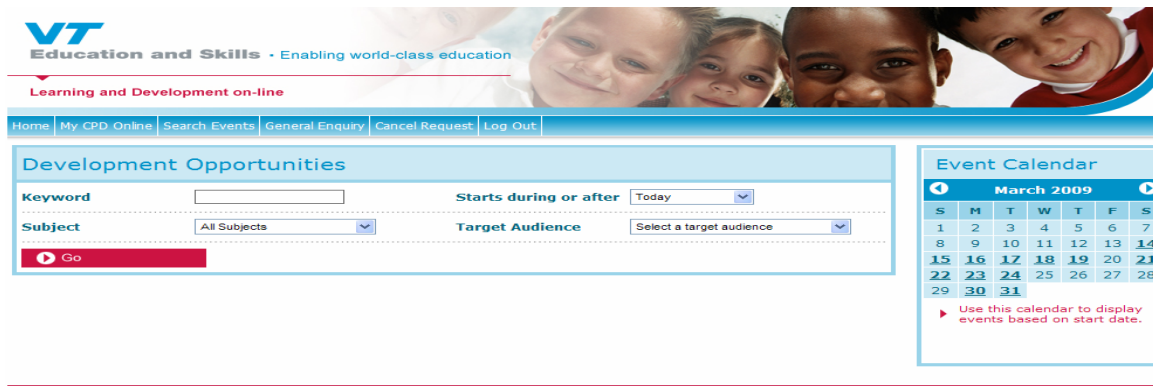
Password

 Enter

[▶ Forgotten Password](#)

[▶ New User](#)

- b. This will take you to the following screen:



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Learning and Development on-line

Home | My CPD Online | Search Events | General Enquiry | Cancel Request | Log Out

Development Opportunities

Keyword Starts during or after Today

Subject Target Audience

 Go

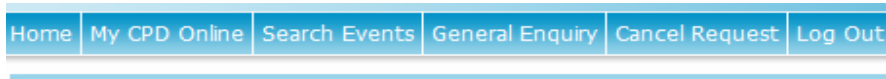
Event Calendar

March 2009

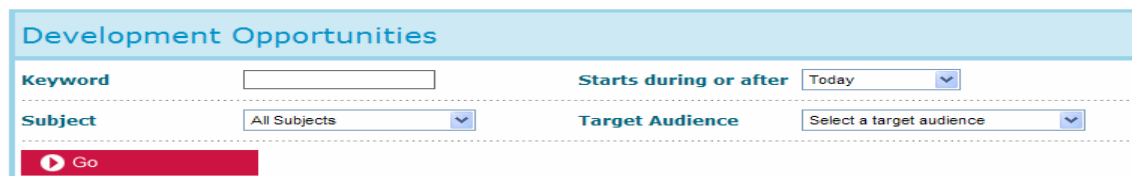
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

▶ Use this calendar to display events based on start date.

- c. From here you can search for events to book on to.
- d. To get to it from other pages select the „Search Events“ tab.




4. Search Events



Development Opportunities

Keyword Starts during or after Today

Subject Target Audience

 Go

- a. Enter the search criteria for a specific event, or leave blank to view all events.
- b. You can also search by the start date of the event, by using the calendar.

Catching Snowflakes: Improving Poetry Teaching in Key Stage 2



Starts: Sunday 10 May 2009 09:30 - 15.30

Event Code: 07C/00091

Venue : Manor House Hotel, Guildford, Newlands Corner, GU4 8SE

Map

About this event

The course looks at enhancing skills in the teaching of poetic interpretation and composition. Teachers will explore a range of strategies to support the development of children's understanding of poetry. There will also be opportunities to develop a range of approaches to support class, group and individual composition across a range of poetic genres. Participants will also be able to engage with approaches to planning a sequence of lessons and how poetry can be effectively modelled and composi ...

- Request a place
- Full details
- Print event
- Save event

- c.** Once you have found an event, the event(s) will be shown as above.
- d.** There are buttons on the right that will enable you to do the following:

- i) Full Details**

This will bring up a screen showing all the details of the event.

- ii) Print event**

This will bring up the option for you to print the event.

- Iii) Save event**

This will save event details to your "My CPD Online" area for you to look over at a later date.

- iv) Request a place**

From here you can book yourself onto the event.

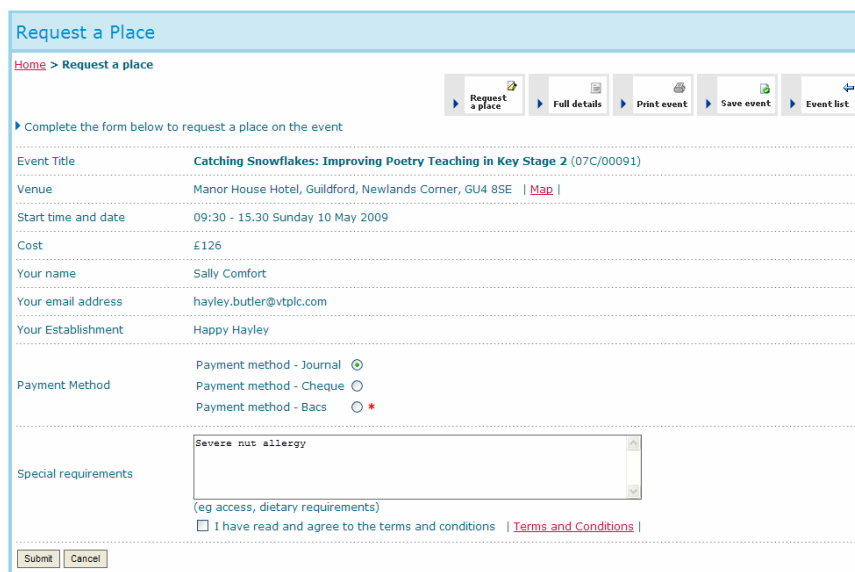
5. Make a Booking

- a. Select the 'request a place' button.



- b. This will take you to the 'Request a place' screen.
- c. Your details will already be completed.

Note: The payment method will default to your establishment's chosen payment method; this can be changed if it needs to be

A screenshot of a web form titled "Request a Place". The form contains the following fields and options:

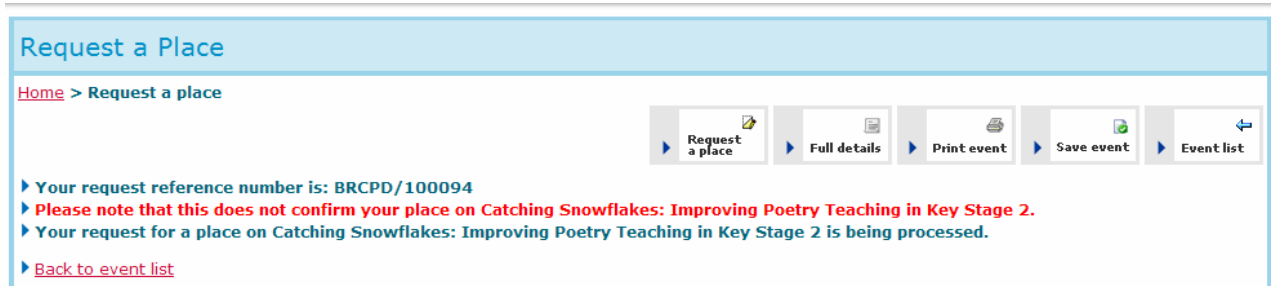
- Event Title: Catching Snowflakes: Improving Poetry Teaching in Key Stage 2 (07C/00091)
- Venue: Manor House Hotel, Guildford, Newlands Corner, GU4 8SE | [Map](#) |
- Start time and date: 09:30 - 15:30 Sunday 10 May 2009
- Cost: £125
- Your name: Sally Comfort
- Your email address: hayley.butler@vtplc.com
- Your Establishment: Happy Hayley
- Payment Method: Radio buttons for "Payment method - Journal" (selected), "Payment method - Cheque", and "Payment method - Bacs".
- Special requirements: A text area containing "Severe nut allergy" and a note "(eg access, dietary requirements)".
- Terms and conditions: A checkbox labeled "I have read and agree to the terms and conditions" followed by a link to "[Terms and Conditions](#)".

At the bottom are "Submit" and "Cancel" buttons. A navigation bar at the top right includes "Request a place", "Full details", "Print event", "Save event", and "Event list".

- d. Once any special requirements have been added and the Terms and Conditions have been read, tick the box to confirm you have done this.

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

- e. Click on 'Submit' to book yourself onto the event.
- f. A confirmation message will display to confirm the process is complete

A screenshot of the "Request a Place" confirmation screen. It displays the following information:

- Your request reference number is: **BRCPD/100094**
- Please note that this does not confirm your place on **Catching Snowflakes: Improving Poetry Teaching in Key Stage 2**.
- Your request for a place on **Catching Snowflakes: Improving Poetry Teaching in Key Stage 2** is being processed.
- [Back to event list](#)

The navigation bar at the top right is the same as in the previous screenshot.

- g. You will receive an email when your place has been confirmed.

6. Make a booking on a conference

- a. If the conference has seminars, the request a place screen will look like the below:

The screenshot shows a web form titled "Request a Place" for the "Bursar Conference (08E/00104)". The form includes a navigation bar with buttons for "Request a place", "Full details", "Print event", "Save event", and "Event list". Below the navigation bar, there is a link for "1 attached document". The form fields are as follows:

- Event Title: Bursar Conference (08E/00104)
- Venue: Manor House Hotel, Guildford, Newlands Corner, GU4 8SE | [Map](#) |
- 1st choice of seminar: Please choose a Seminar (dropdown)
- 2nd choice of seminar: Please choose a Seminar (dropdown)
- 3rd choice of seminar: Please choose a Seminar (dropdown)
- Start time and date: 09.30-15.30 Tuesday 31 March 2009
- Cost: £246
- Your name: Sally Comfort
- Your email address: hayley.butler@vtplc.com
- Your Establishment: Happy Hayley
- Payment Method: Journal, Cheque, Bacs *
- Special requirements: Severe nut allergy (text area)
- Special requirements note: (eg access, dietary requirements)
- Terms and conditions: I have read and agree to the terms and conditions | [Terms and Conditions](#) |

At the bottom of the form are "Submit" and "Cancel" buttons.

- b. Select your order of seminar preference by selecting the seminar in each drop down box.
- c. Once any special requirements have been added and the Terms and Conditions have been read, tick the box to confirm you have done this.

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

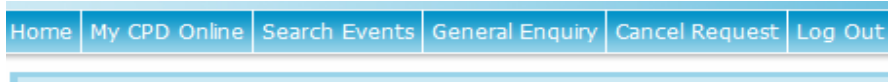
- d. Click on „Submit“ to book yourself onto the event.
- e. A confirmation will display to confirm the process is complete.

The screenshot shows the confirmation message on the "Request a Place" page. The navigation bar and "1 attached document" link are still present. The confirmation message is as follows:

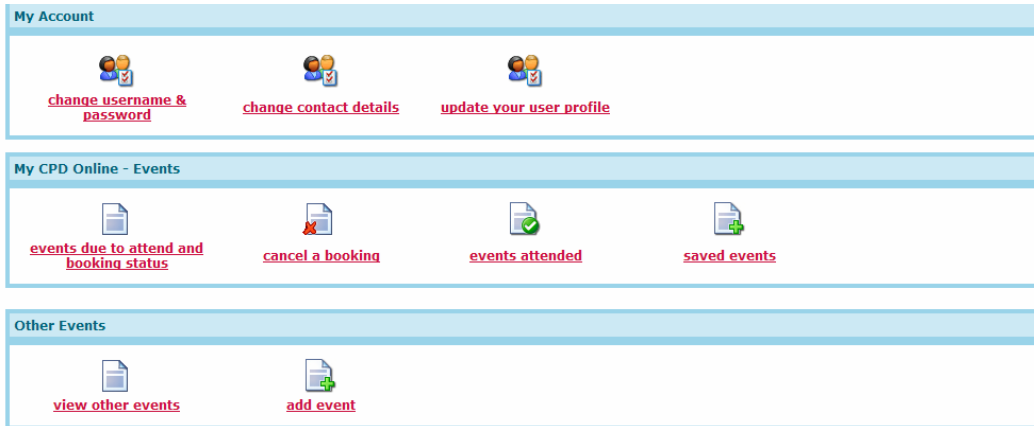
- Your request reference number is: BRCPD/100095
- Please note that this does not confirm your place on Bursar Conference.
- Your request for a place on Bursar Conference is being processed.
- [Back to event list](#)

- f. You will receive an email when your place has been confirmed.

7. My CPD Online

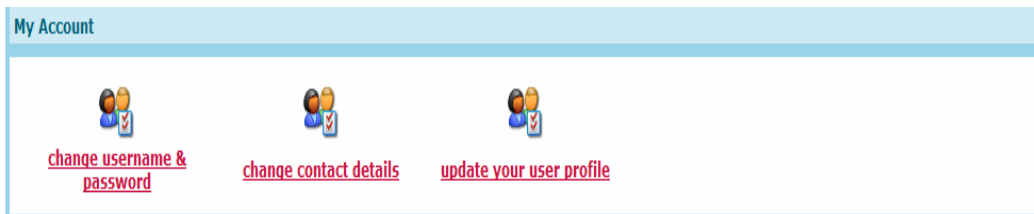


- a. Select the 'My CPD Online' tab to bring you to the screen as shown:



8. My CPD Online – My Account

- a. This is where you have access to your own account details



i) **Change username & password**

Select this to change your username and password.

ii) **Change contact details**

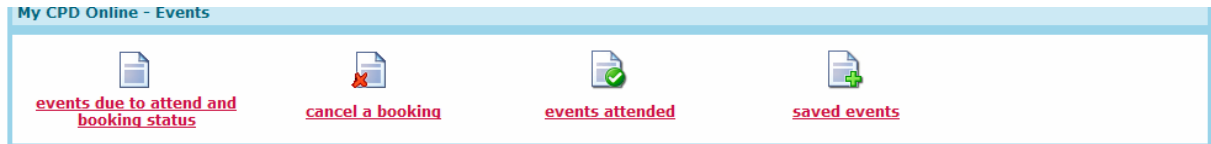
Select this to edit or change your basic details.

iii) **Update your user profile**

Select this to change the way you are updated with event information.

9. My CPD Online – Events

a. This is where you have access to your events.



i) **Events due to attend and booking status**

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

ii) **Cancel a booking**

This is where you can cancel bookings that you are due to attend.

iii) **Events attended**

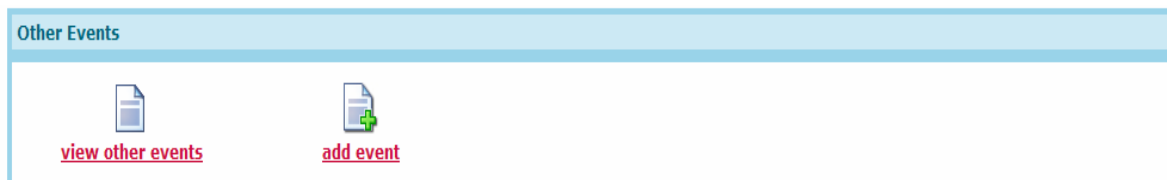
This is where you can see a list of events you have attended.

iv) **Saved events**

This is where you can see a list of events that you have saved to review later.

10. My CPD Online – Other Events

a. This is where you have access to CPD events that you have taken part in that have not been recorded by CPD Online.



i) **View other CPD events**

This is where you can view other CPD Events that you have taken part in and added to your profile.

ii) **Add CPD event**

This is where you can add other CPD events that you have taken part in that have not been recorded and booked through CPD online.