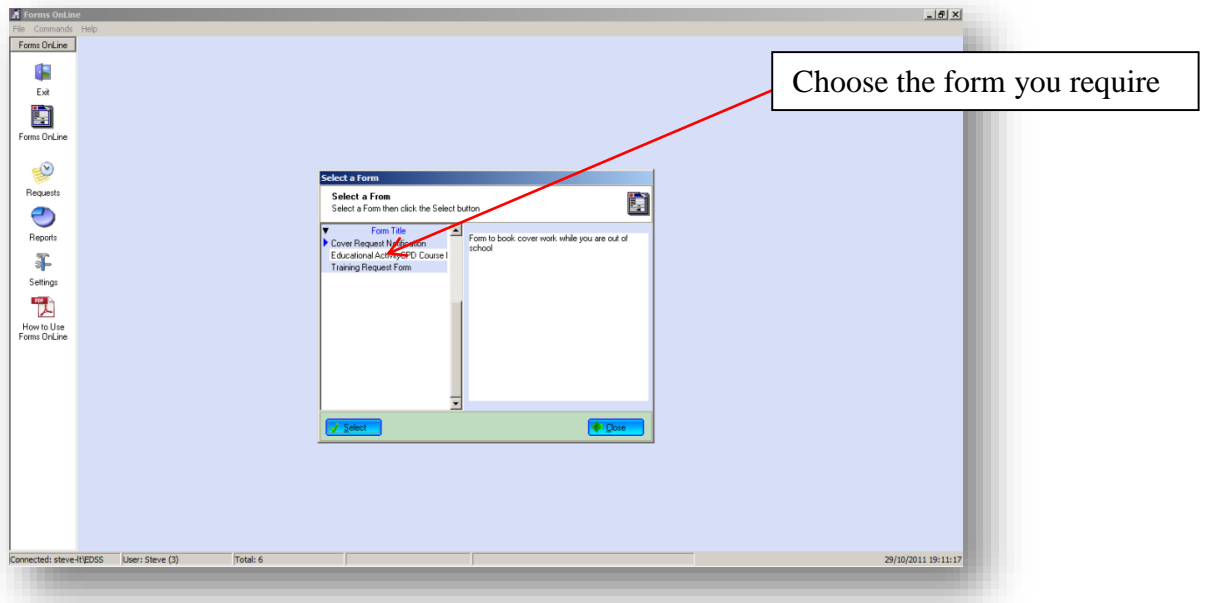


How to use Forms Online



'Forms Online' is a programme which allows users to book '**Requests for Training**' or '**Cover Requests**'. Other members of staff (HODs, SLT) can approve or decline these requests via the programme.

When you open the programme, click the button called '**Forms Online**' and a list of forms will show. Choose the form you want and click the '**Select**' button.



REQUEST FOR TRAINING

1. The screen below shows a '**Training Request Form**' which you will need to fill out for any training requests.

2. When you click the '**Save**' button a '**Cover Request**' form will appear.

COVER REQUEST

The screen below shows a 'Cover Request' for information needed for your cover - the day(s) and which period(s) you require cover:

Form Edit Screen
Enter the Details for the New/Edit Form

Cover Request Form

Staff Name Mrs C Warnock Date of Cover required 30 October 2011

Tutor Groups to be Registered
 None AM PM Both

Number of Days 1

Your Department Please Select

Your Head of Department Please Select

What Cover do you require
 Period 1 Period 2 Period 3 Period 4 Period 5 Period 6 Period 7

Period	1	2	3	4	5	6	7
Class							
Room							
Room Change Needed?							

Double click a Cell above to add some details

Reason for Cover
Please Select

If you have any of the following which mean you need cover or are unavailable for replacement, please indicate:
None

Please provide cover work and a seating plan (or by uploading them if required)

You must inform Karen Dunn of any changes, Please do not leave it until the day

Connected: steve-ItEDSS User: Steve 30/10/2011 11:03:34

1. When you click 'Save' an email will be generated and sent to the next person in line to approve your request (see attached flowchart). If one of these members of staff declines your request you will receive an automatic email informing you of this decision.
2. You can see the status of your 'Training Request' at any time by looking at the **Status Panel** in the bottom right hand corner; this will tell you who has approved your request so far.

NOT Approved By Head Teacher Unpaid Absence

Approved By Deputy Head Teacher 28/10/2011 12:44:22 In School Diary 28/10/2011 10:20:05

NOT Agreed - Awaiting Approval

NOT Archived NOT Using OnLine Reminder

29/10/2011 19:15:59

3. If you are a **HOD, Deputy Head Teacher or Head Teacher**, you will see buttons on the **Status Panel** which you click to **'Approve'** or **'Decline'** the request.
4. When you click the **'Approve'** button an email will be sent to the next person in line (see attached flowchart).

'Approve' or 'Decline' buttons

29/10/2011 19:41:38

COURSE REVIEW

Once you have been on the course you will need to fill out the **'Course Review'**.

1. Open **'Forms Online'** programme & select the course you have attended by clicking on it then click on the **'Course Review'** button – see screen below:

Click here to select your course

'Course Review' button

Forms Online

Form Title: Learning Through Feedback (Units 2 And 3)

Staff Name: Mr C Hyam

Course Date: 16/11/2011

Cost of Course: £135.00p

Head of Department: Mr S Janua

Department: Health and Social care

Course Title: Learning Through Feedback (Units 2 And 3)

Request | Evaluation | Results

Aims of the Course
Improve Standards Units 2 And 3

Link to School/Dept Improvement Plan
Year 11 Hgc

What is the position at Present (Current Baseline Position)
Taught Unit 2, Not Unit 3

What difference do you want to make and to whom? (Expected impact on Teachers/Pupils/School?)
Know What Unit3 Requires

How and when will information gained be disseminated to colleagues?
Pass On To Carol Asap

Approved By HoD 28/11/2011 11:31:34

Approved By Head Teacher 29/11/2011 15:11:30

Approved By Deputy Head 28/11/2011 16:54:38

Approved

NOT Archived

NOT Using OnLine Reminder

Connected: Helpdesk/Ediss User: Steve (3) Total: 5 Total emails sent: 6

2. Complete all the information needed on the screen.
3. You must save each section by clicking on the **'floppy disc' icons** on the right hand side – see screen below.

4. If you do not fill out the **'Course Review'** an email will be sent to remind you **7 days** from the course date & everyday thereafter until the **'Course Review'** has been completed.
5. A further email will be sent to your **HOD & Line Manager 12 days** after the course date informing them that the **'Course Review'** is late in completion (see attached flowchart).

COURSE RESULTS

After **30 days** from completing the **'Course Review'** an email will be sent asking you to fill out the **'Course Results'** section:

1. Open **'Forms Online'** programme & select the course you have attended by clicking on it then click on the **'Course Review'** button.
2. Click on **'Results'** tab & complete **'Evidence of Impact for Next Month'** box – see screen below.
3. You must save your evidence by clicking on the **'floppy disc' icon** on the right hand side.

*If you do not fill out the **‘Evidence of Impact Next Month’** box an email will be sent to remind you & everyday thereafter until the box has been completed.

*A further email will be sent to your **HOD & Line Manager** informing them that the **‘Evaluation of Impact Next Month’** box is late in completion.

The screenshot shows the 'CPD Course Review' interface. At the top, it displays 'CPD Course Review' and 'A Program to Enter the Course Results'. Below this, there are fields for 'Staff Name: Mr. C Hyam', 'Department: Health and Social care', 'Title: Learning Through Feedback (Units 2 And 3)', and 'Date of Session: 16/11/2011'. The main area is divided into 'Evaluation' and 'Results' tabs. Under the 'Results' tab, there are two sections: 'Evidence of Impact for Next Month' and 'Evidence of Impact for Next Term'. Each section has a text input field and a '0/250' character count. Red arrows point from callout boxes to these input fields. The callout box for 'Evidence of Impact Next Month' is on the right, and the callout box for 'Evidence of Impact Next Term' is at the bottom right. At the bottom of the interface, there are 'Statistics' and 'Close' buttons, and a status bar showing 'Connected: Helpdesk\Edss User: Steve 08/12/2011 12:54:59'.

After **60 days** from completing the **‘Course Review’** an email will be sent asking you to fill out the **‘Evidence of Impact for Next Term’** box in the **‘Course Results’** section:

1. Open **‘Forms Online’** programme & select the course you have attended by clicking on it then click on the **‘Course Review’** button.
2. Click on **‘Results’** tab & complete **‘Evidence of Impact for Next Term’** box – see screen above.
3. You must save your evidence by clicking on the **‘floppy disc’ icon** on the right hand side, as before.

*If you do not fill out the **‘Evidence of Impact Next Term’** box an email will be sent to remind you & everyday thereafter until the box has been completed.

*A further email will be sent to your **HOD & Line Manager** informing them that the **‘Evaluation of Impact Next Term’** box is late in completion

Once this has been completed, an email will be sent to the Training Manager advising that the process is complete in order for the Training Manager to review the course & impact of the training.

Thank You

Steve Riley