Staff 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

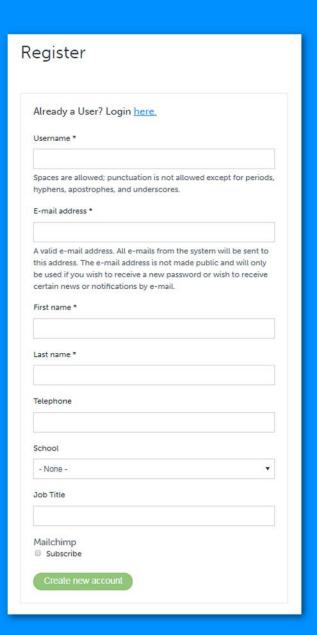Follow us on social media for all the latest news, and course announcements

@REALRochdale   @RochdaleLearning

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 paying a one off fee 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)
- ✓ Nor 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) only
- ✓ 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]

Booking on to a course

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

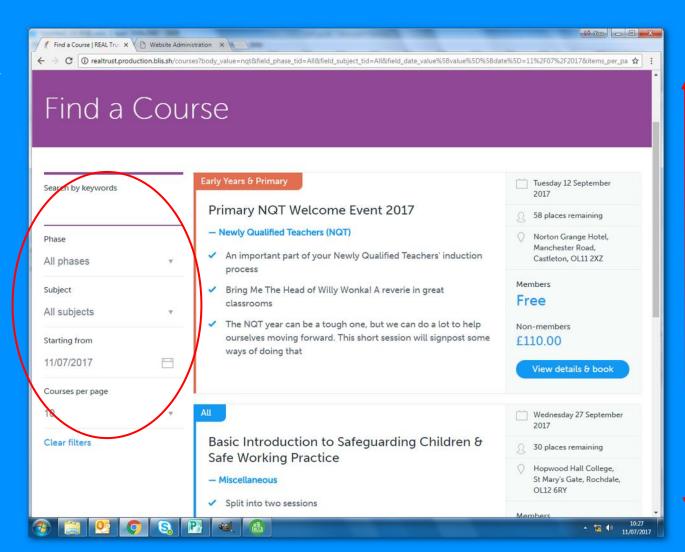You can search for courses by manually scrolling through the pages or by:

- ✓ 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.
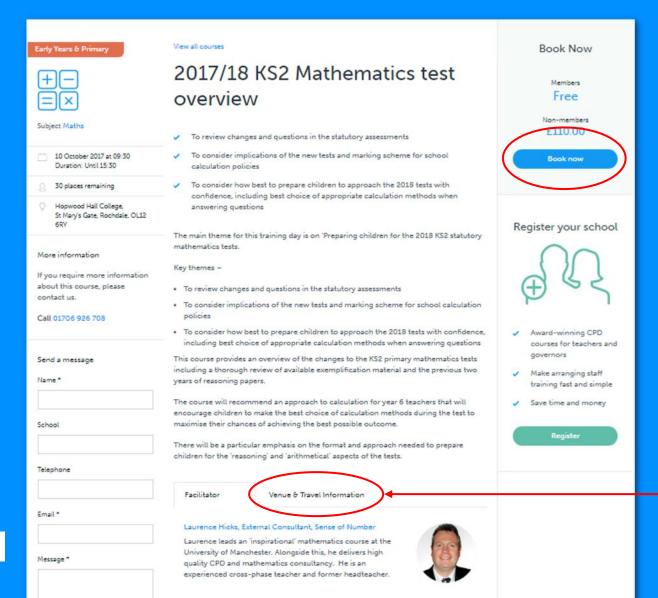
Booking on to a course:

- ✓ 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 accepted you will receive an email confirming your space on this course.
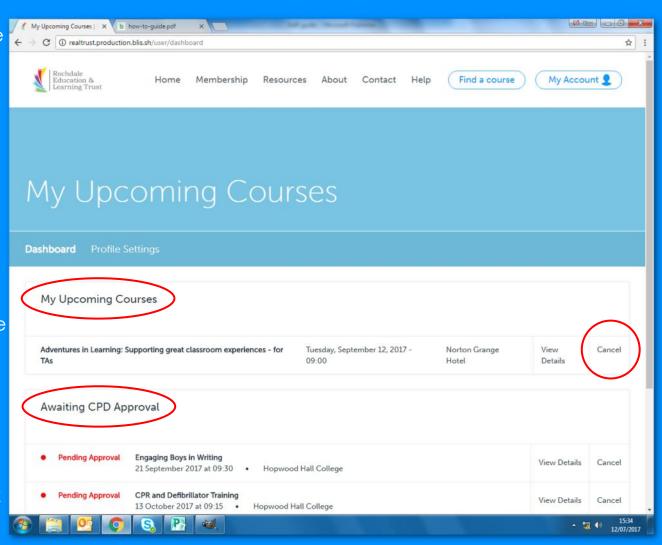

Early Years & Primary

➕➖
🟰✖️

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.
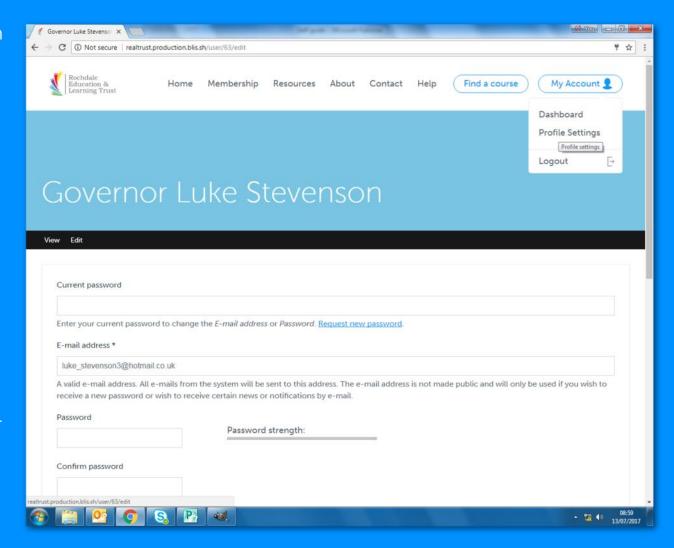
Editing your profile information

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.*

www.realtrust.org.uk