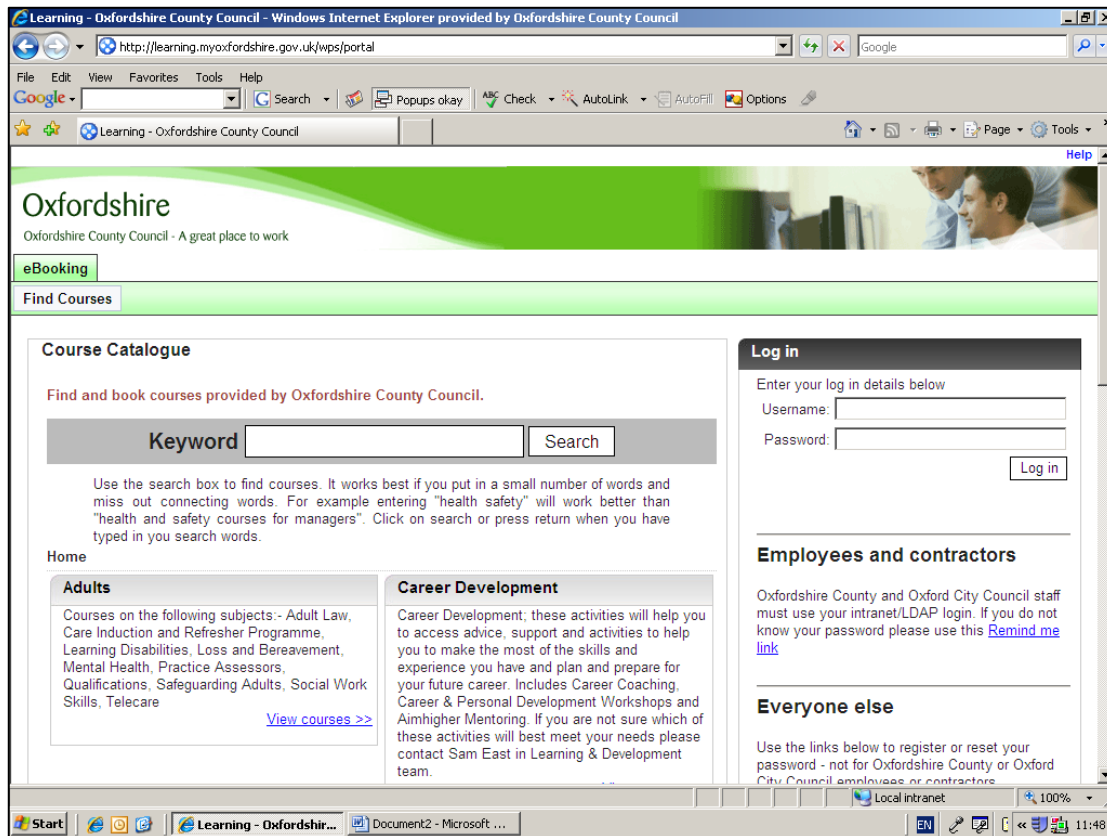


WCL – a guide for external users

To log on to the site: <http://learning.myoxfordshire.gov.uk>

You will see the screen below:

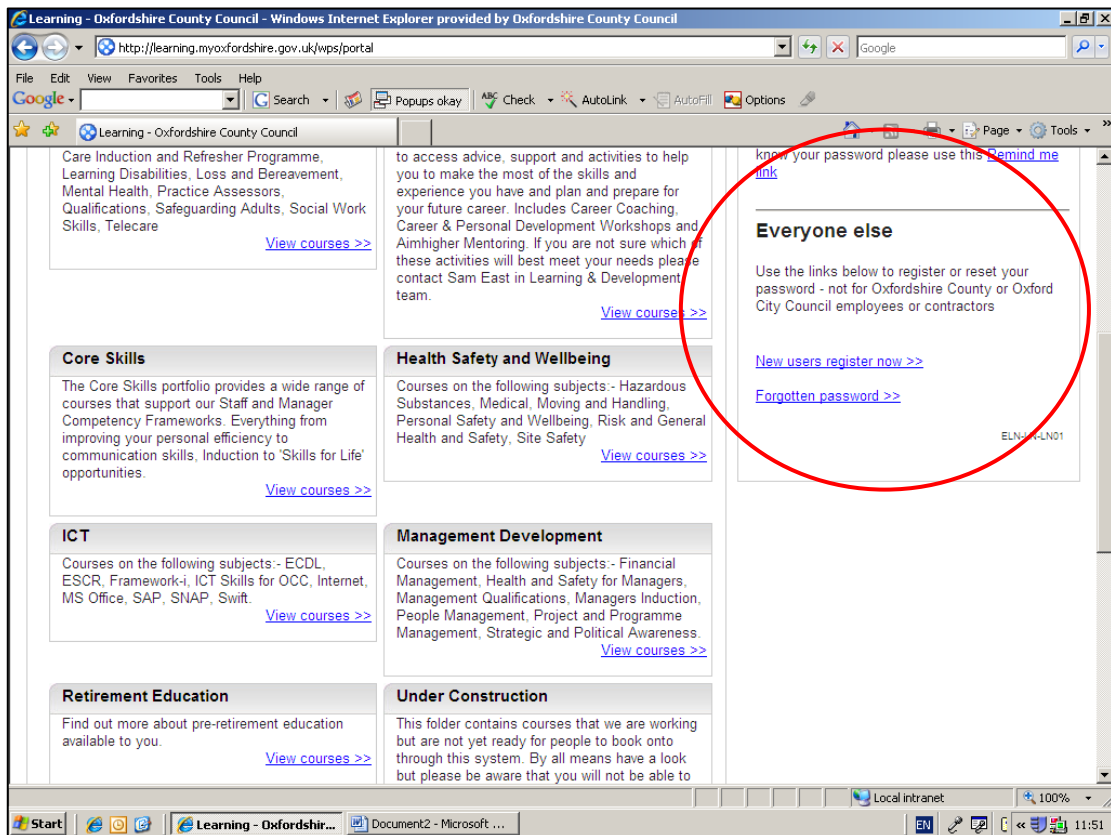


From this page you can browse all Learning & Development courses which are divided in to folders, e.g., Adults or Health, Safety and Wellbeing.

The following pages will offer guidance on how to first register on the site and then to book and withdraw yourself or your staff from training courses.

TO REGISTER:

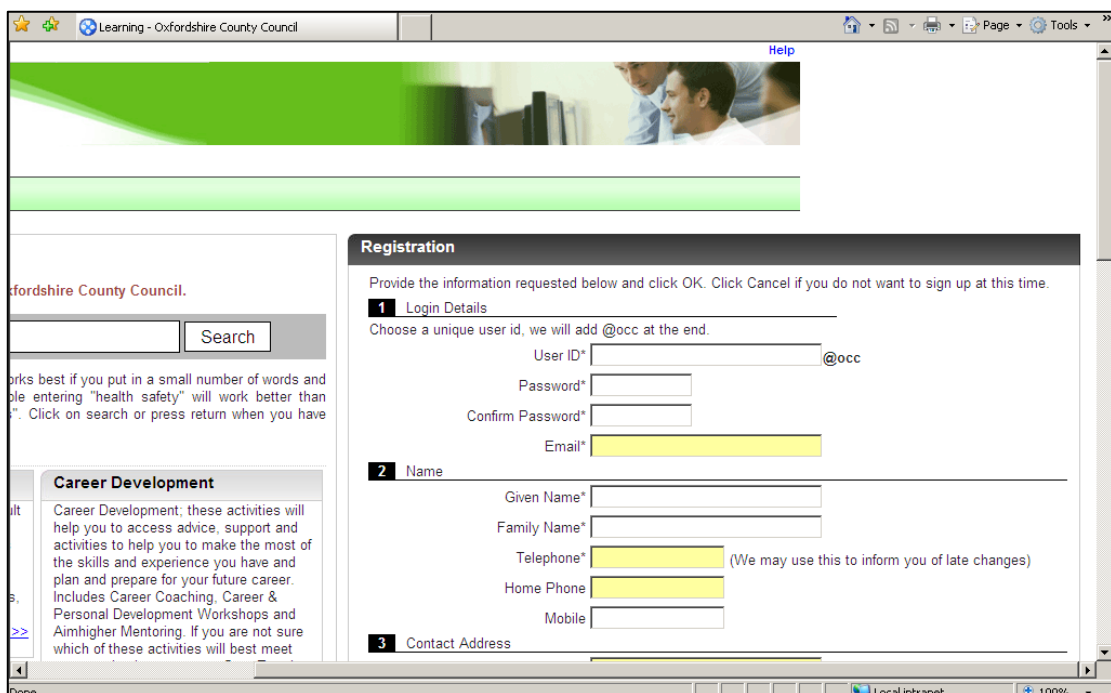
To register you need to go to the box on the right hand side entitled 'Everyone else' and with in this box click on 'New users register now'



The screenshot shows a web browser window displaying the Learning - Oxfordshire County Council website. The page is titled "Learning - Oxfordshire County Council" and contains several sections for course information. A red circle highlights the "Everyone else" section on the right side of the page. This section contains the following text: "Use the links below to register or reset your password - not for Oxfordshire County or Oxford City Council employees or contractors". Below this text are two links: "New users register now >>" and "Forgotten password >>". The "New users register now >>" link is the one to be clicked according to the instructions.

You will then see a screen asking you to register:

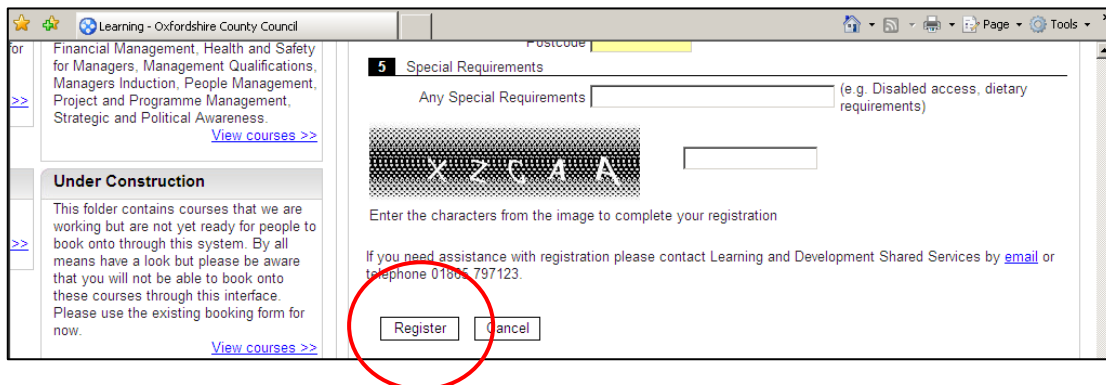
Here you simply need to fill in the details you wish to use, including: a User ID, password and email address. We will also need your name, contact address, billing address and any special requirements you may have.



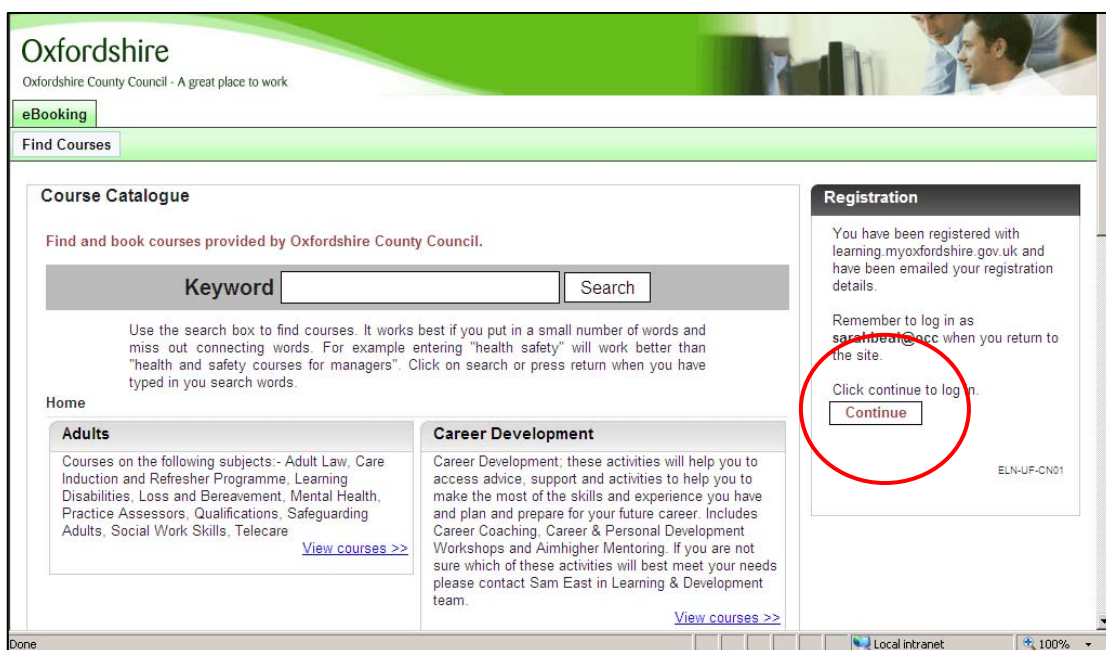
The screenshot shows the Registration form on the Learning - Oxfordshire County Council website. The form is titled "Registration" and contains the following sections:

- 1 Login Details**
 - Choose a unique user id, we will add @occ at the end.
 - User ID* @occ
 - Password*
 - Confirm Password*
 - Email*
- 2 Name**
 - Given Name*
 - Family Name*
 - Telephone* (We may use this to inform you of late changes)
 - Home Phone
 - Mobile
- 3 Contact Address**
 -

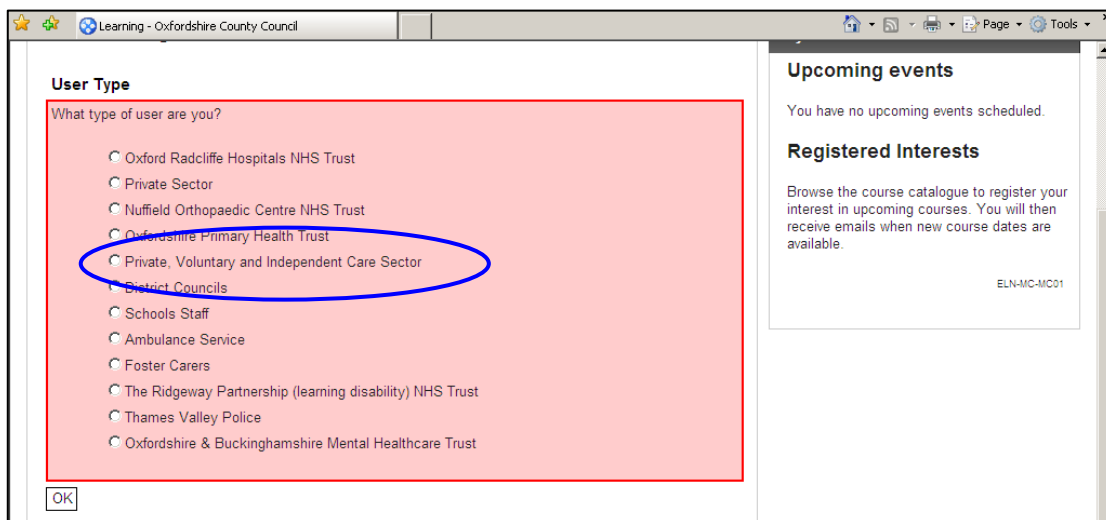
You will then need to identify the letters in the box and click 'Register':



You will now be registered and can then log in to book courses by clicking on the 'Continue' button:



The system will then ask you to confirm which type of user you are:



As a care or nursing home or domiciliary agency you are classified under 'Private, Voluntary and Independent Care Sector'. Then click 'Ok'.

TO BOOK YOURSELF:

You will now be returned to the initial page where you can browse the courses, except that now you will be registered and logged in so you are able to book a course.

The screenshot shows the 'eBooking' page of the Oxfordshire County Council. The page has a green header with the Oxfordshire logo and the tagline 'Oxfordshire County Council - A great place to work'. Below the header is a navigation bar with links for 'Browse Course Catalogue', 'Enrolments and Progress', 'Notifications and Invitations', and 'Update profile'. The main content area is titled 'Course Catalogue' and includes a search box with a 'Keyword' label and a 'Search' button. Below the search box is a paragraph explaining how to use the search function. There are two main categories of courses: 'Adults' and 'Career Development'. The 'Adults' category lists subjects like Adult Law, Care Induction and Refresher Programme, Learning Disabilities, Loss and Bereavement, Mental Health, Practice Assessors, Qualifications, Safeguarding Adults, and Social Work Skills. The 'Career Development' category lists activities like Career Coaching, Career & Personal Development Workshops, and Aimhigher Mentoring. A 'My Courses' sidebar on the right shows 'Upcoming events' (none scheduled) and 'Registered Interests' (a course titled 'ELN-MC-MC01').

Now you are registered you can select a course to book, so you click in to the folder you are interested in, e.g. Adults. The courses are further broken down in to different categories:

The screenshot shows the 'Adults' category page. The page is titled 'Home > Adults' and has a search box. Below the search box are several course categories, each with a list of courses and a 'View courses >>' link. The categories are: 'Adult Law' (Community Care - People with Disabilities and the Law, Community Care Practice and the Law and Police and Criminal Evidence Act (PACE)), 'Care Induction and Refresher Programme' (Basic First Aid Awareness, Introduction to Communication Skills, Introduction to Health Promotion, Introduction to Infection Control, Introduction to Parkinson's Disease, Introduction to Principles of Care, Introduction to Principles of Good Recording in Care, Introduction to Strokes and Shared Care Protocols), 'Learning Disabilities' (Health and Safety in a Learning Disability Service, Principles of Learning Disability Support, Your Role as a Learning Disability Worker, Safeguarding Adults with a Learning Disability Level 1, Intervention and Prevention (GSA) 1 Day - Supported Living, Intervention and Prevention (GSA) 2 Day and Intervention and Prevention (GSA) 4 Day), 'Loss and Bereavement' (Loss and Bereavement for Care Workers and Loss and Bereavement for Statutory Social and Health Care Teams), 'Mental Health' (Introduction to Dementia Care, Introduction to Mental Health Awareness and Person Centred Practice in Dementia), 'Practice Assessors' (Some description of this subject matter needs to be entered here, to inform and encourage the user to browse this folder), 'Qualifications' (NVQ Health and Social Care Level 2 or 3 Candidate Induction), and 'Safeguarding Adults' (Safeguarding Adults Level 1, Safeguarding Adults with a Learning Disability Level 1, Safeguarding Adults Level 2 for Care Providers).

You can then click on to these sub categories to view the courses. For example, if you click on Care Induction and Refresher Programme you can view the courses within this:

Course Catalogue
Find and book courses provided by Oxfordshire County Council.

Keyword Search

Use the search box to find courses. It works best if you put in a small number of words and miss out connecting words. For example entering "health safety" will work better than "health and safety courses for managers". Click on search or press return when you have typed in you search words.

[Home](#) > [Adults](#) > [Care Induction and Refresher Programme](#)

Title	Code	
Basic First Aid Awareness	ADSCXOIR0055	Book course >>
Introduction to Communication Skills	ADSCXOIR0013	Book course >>
Introduction to Health Promotion	ADSCXOIR0017	Book course >>
Introduction to Infection Control	ADSCXOIR0056	Book course >>
Introduction to Parkinsons Disease	ADSCXOCE0019	Book course >>
Introduction to Principles of Care	ADSCXOIR0014	Book course >>
Introduction to Principles of Good Recording in Care	ADSCXOIR0015	Book course >>
Introduction to Strokes	ADSCXOCE0018	Book course >>
Shared Care Protocols	ADSCXOCIO011	Book course >>

ELN-CC-OF31

You can then click on the course to view details and available dates:

Course Catalogue
Find and book courses provided by Oxfordshire County Council.

[Home](#) > [Adults](#) > [Care Induction and Refresher Programme](#) > [Introduction to Strokes](#)

Introduction to Strokes ADSCXOCE0018

For carers working with Adult Service Users in Oxfordshire

This event covers:

- All about Strokes – an introduction and overview of stroke illness, statistics, risks and effects
- Physical Needs – explores the needs of the stroke person in terms of 'normal' movements, mobility and continence
- It's Good to Talk – looks at the needs of the stroke person, to enable improved communication following the stroke.

Qualification Level: Links to Common Induction Standards 1.3, 6.2 + Dom Care Standards 3, 19.6.

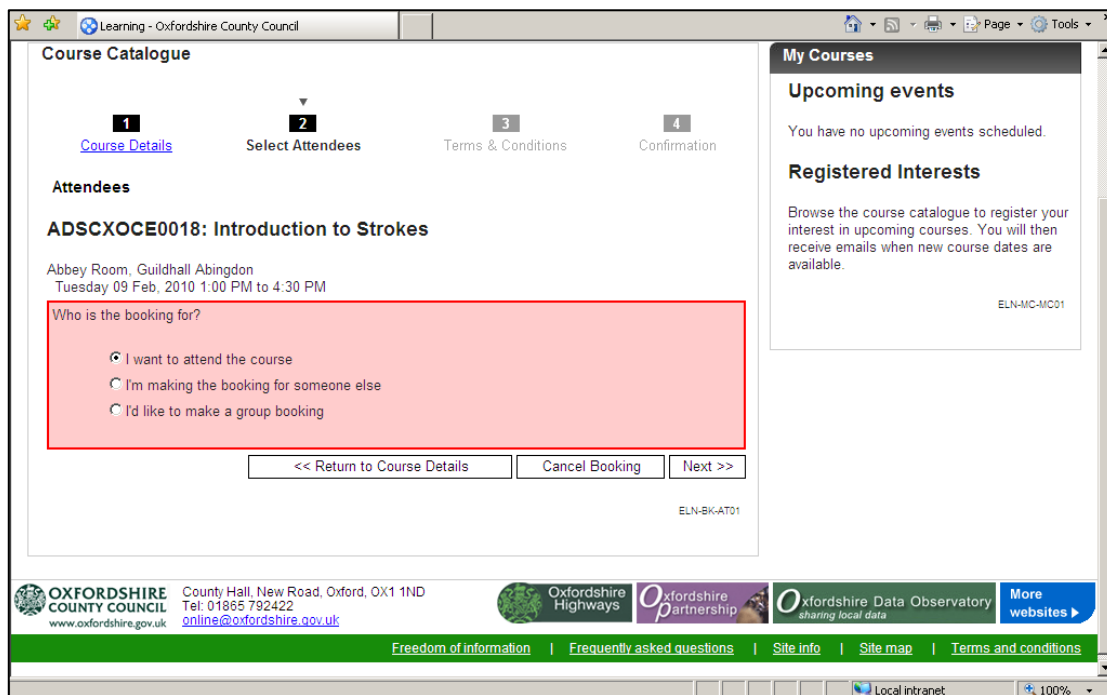
In line with our cancellation policy – cancellations within 10 working days of the course date or failure to attend up will instigate an automatic cancellation charge of £61

Venue	Date	Status
Committee Room, Exeter Hall	Tuesday 26 Jan, 2010 1:00 PM to 4:30 PM	Booking closed
Upper Hall, Witney Methodist Church	Wednesday 27 Jan, 2010 1:00 PM to 4:30 PM	Booking closed
Abbey Room, Guildhall Abingdon	Thursday 28 Jan, 2010 1:00 PM to 4:30 PM	Booking closed

If it is not possible to book it will display as fully booked or booking closed, but dates that can be booked on to will display as 'book now':

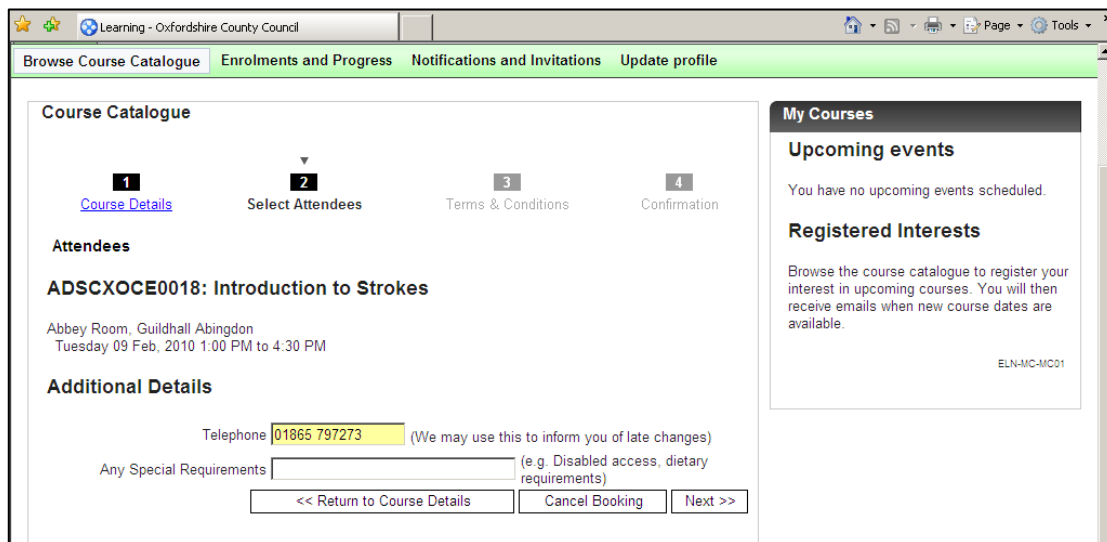
Committee Room, Exeter Hall	Wednesday 03 Feb, 2010 1:00 PM to 4:30 PM	Booking closed
Abbey Room, Guildhall Abingdon	Tuesday 09 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Upper Hall, Witney Methodist Church	Wednesday 10 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Snooker Room, The Mill Arts Centre	Thursday 11 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Committee Room, Exeter Hall	Tuesday 23 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Unipart House (1), Unipart House	Wednesday 24 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Breakout Area, CMS Conferencing	Thursday 25 Feb, 2010 1:00 PM to 4:30 PM	Book now >>
Snooker Room, The Mill Arts Centre	Wednesday 03 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Snooker Room, The Mill Arts Centre	Thursday 04 Mar, 2010 1:00 PM to 4:30 PM	Fully Booked
Stratfield Brake (1), Stratfield Brake	Tuesday 09 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Unipart House (1), Unipart House	Wednesday 10 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Upper Hall, Witney Methodist Church	Tuesday 16 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Committee Room, Exeter Hall	Wednesday 17 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Abbey Room, Guildhall Abingdon	Thursday 18 Mar, 2010 1:00 PM to 4:30 PM	Book now >>
Unipart House (1), Unipart House	Wednesday 24 Mar, 2010 1:00 PM to 4:30 PM	Book now >>

To book click on 'book now'. You will then see the below screen:



From here you can book yourself on or you can book a member of staff.

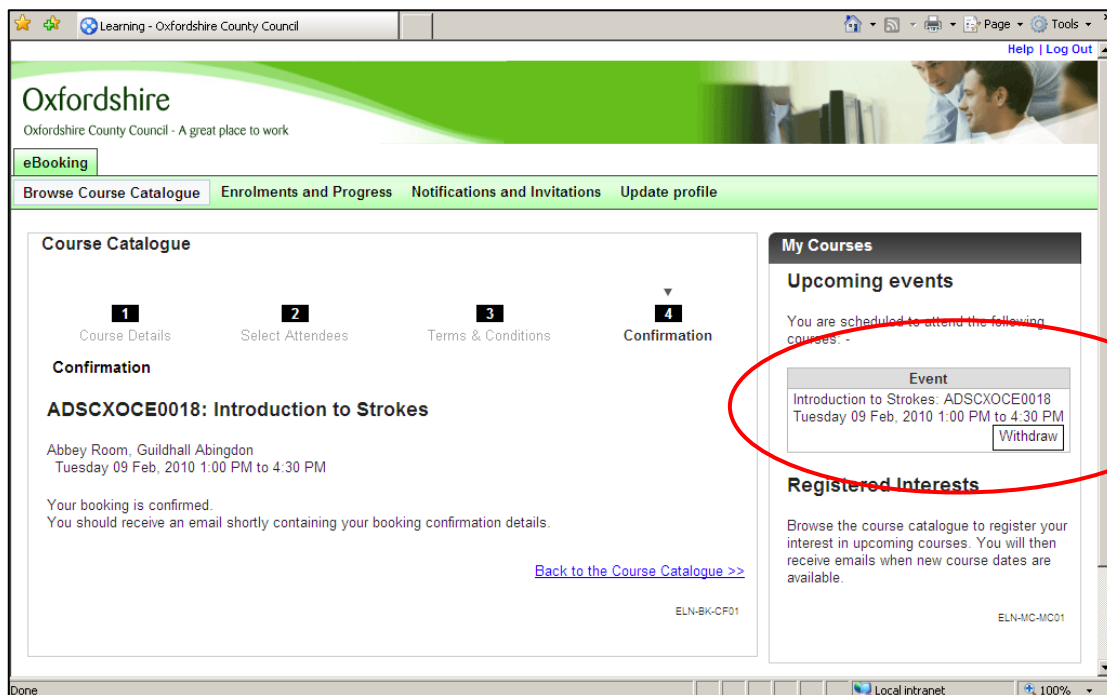
To book yourself – click I want to attend the course and then select next. You will then see the below screen:



Check additional details and then select next. You will then be taken to our page of terms and conditions, including our cancellation policy:

You need to tick the box to confirm you agree to the terms and conditions and then click next.

You will then be booked on to the course and see the below confirmation screen:



As you can see on the right hand side under Registered Interests there is a list of the upcoming events you are booked for.

You will receive an email confirmation on the same day to confirm your place.

TO WITHDRAW YOURSELF:

Against each event is the option to withdraw. Please note that if you withdraw within 10 working days a cancellation charge will be incurred.

BOOKING ON BEHALF OF OTHERS:

To book a member of staff - you follow the same process above, except when you get to the booking page (see below) select I'm making the booking for someone else. Then click next.

Learning - Oxfordshire County Council

eBooking

Browse Course Catalogue Enrolments and Progress Notifications and Invitations Update profile

Course Catalogue

1 Course Details 2 Select Attendees 3 Terms & Conditions 4 Confirmation

Attendees

ADSCXOCE0018: Introduction to Strokes

Abbey Room, Guildhall Abingdon
Tuesday 09 Feb, 2010 1:00 PM to 4:30 PM

Who is the booking for?

I want to attend the course

I'm making the booking for someone else

I'd like to make a group booking

<< Return to Course Details Cancel Booking Next >>

My Courses

Upcoming events

You have no upcoming events scheduled.

Registered Interests

Browse the course catalogue to register your interest in upcoming courses. You will then receive emails when new course dates are available.

ELN-MC-MC01

You will then see the below screen:

Learning - Oxfordshire County Council

eBooking

Browse Course Catalogue Enrolments and Progress Notifications and Invitations Update profile

Course Catalogue

1 Course Details 2 Select Attendees 3 Terms & Conditions 4 Confirmation

Attendees

ADSCXOCE0018: Introduction to Strokes

Abbey Room, Guildhall Abingdon
Tuesday 09 Feb, 2010 1:00 PM to 4:30 PM

User Id Add Existing User

Create New User

<< Return to Attendee Type Cancel Booking

My Courses

Upcoming events

You have no upcoming events scheduled.

Registered Interests

Browse the course catalogue to register your interest in upcoming courses. You will then receive emails when new course dates are available.

ELN-MC-MC01

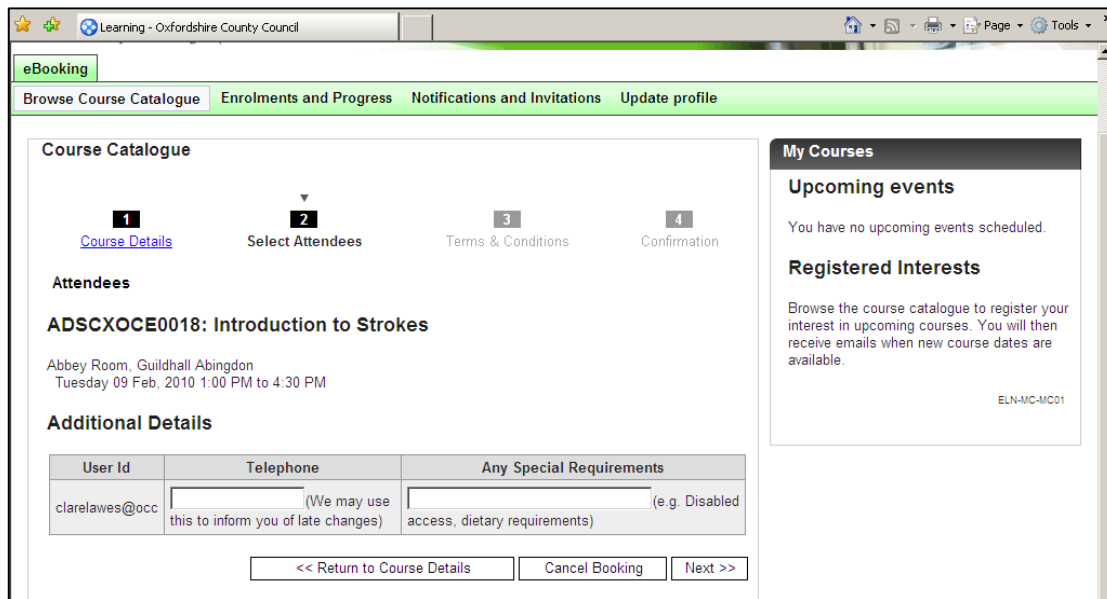
From here you can click on create new user. This will take you to the below page:

The screenshot shows the 'eBooking' interface for Oxfordshire County Council. The main content area is titled 'Course Catalogue' and contains a 'New user registration' section. This section is divided into three numbered steps: 1. Login Details, 2. Name, and 3. Contact Address. Each step has a series of input fields. Step 1 includes fields for User ID*, Password*, Confirm Password*, and Email*. Step 2 includes fields for Given Name* and Family Name*. Step 3 includes fields for Address line 1 and Address line 2. A sidebar on the right titled 'My Courses' contains sections for 'Upcoming events' (stating 'You have no upcoming events scheduled.') and 'Registered Interests' (stating 'Browse the course catalogue to register your interest in upcoming courses. You will then receive emails when new course dates are available.'). The course ID 'ELN-MC-MC01' is visible at the bottom of the sidebar. The browser's address bar shows 'Learning - Oxfordshire County Council'.

From here you can add a member of staff. Each person needs to have their own user ID, but you can set the password and have all the contact details as your own. Once you have completed all the necessary information, click on the finish button at the bottom of the screen. You will then see the below screen confirming this user has been created:

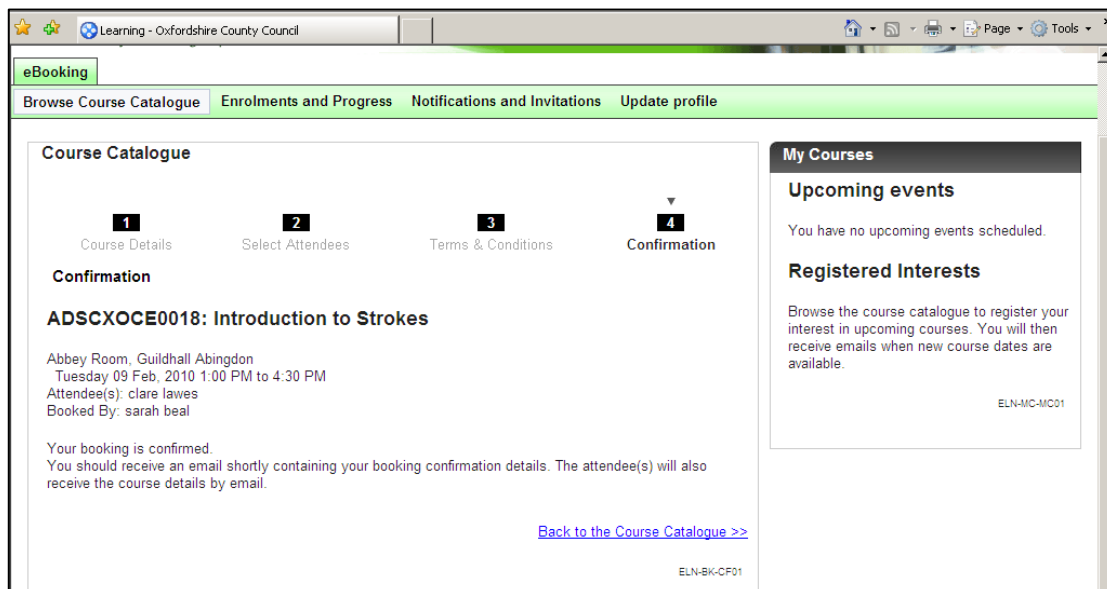
The screenshot shows the 'ADSCXOCE0018: Introduction to Strokes' course page. The course details are: 'Abbey Room, Guildhall Abingdon' and 'Tuesday 09 Feb, 2010 1:00 PM to 4:30 PM'. There are two buttons: 'User Id' and 'Add Existing User'. Below these is a 'Create New User' button, which is circled in red. Underneath, a table shows the user creation details: 'User Id' is 'clarelawes@occ' and there is an 'Edit New User' button. At the bottom, there are three buttons: '<< Return to Attendee Type', 'Cancel Booking', and 'Next >>'. A sidebar on the right contains the same 'Registered Interests' text and course ID 'ELN-MC-MC01' as seen in the previous screenshot.

Then click next at the bottom of the page; this brings you to the page where you can fill in a contact number and any special requirements:



Once you have done this, click next at the bottom of the screen. You will then be taken to our page of terms and conditions, including our cancellation policy:

You need to tick the box to confirm you agree to the terms and conditions and then click next. The person you have registered as a user will now be booked on to the course, so you will see the confirmation screen below. Email confirmation will be sent to the email address you specified.



MANAGING BOOKINGS ON BEHALF OF OTHERS:

If you made bookings on behalf of staff and need to check/withdraw staff from courses you can do so by logging in as the staff member, or managing their bookings from your own account.

To do this click the 'Manage Bookings' link on the home page as shown below:

The screenshot shows the Oxfordshire eBooking system home page. The page has a green header with the Oxfordshire logo and navigation tabs: 'Browse Course Catalogue', 'Enrolments and Progress', 'Notifications and Invitations', and 'Update profile'. The main content area is divided into several sections: 'Course Catalogue' with a search box, 'My Courses' with 'Upcoming events' and 'Registered Interests', and 'Manage Bookings for Other People'. The 'Manage Bookings for Other People' section contains the text: 'Manage bookings to view any open bookings made by you on behalf of other people. You may use this option to withdraw attendees from course bookings you have made.' Below this text is a button labeled 'Manage Bookings', which is circled in red. The page footer includes the text 'ELN-MC-MC01'.

You will then see a list of all staff and all courses you have booked:

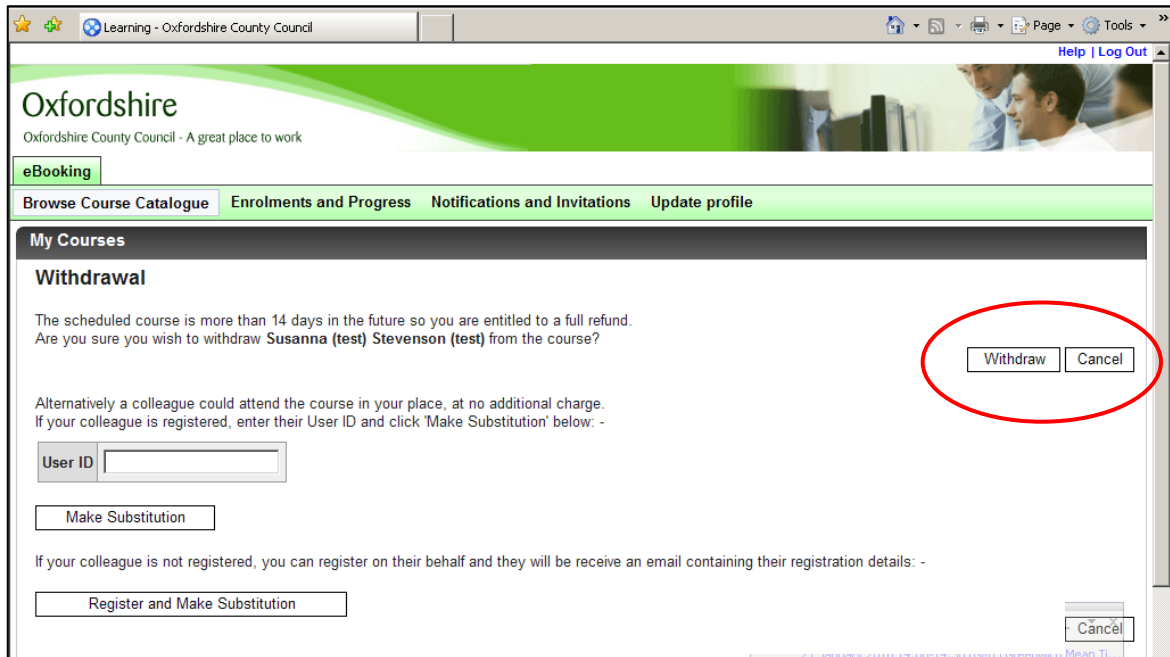
The screenshot shows the 'Manage Bookings for Other People' page. The page title is 'Manage Bookings for Other People'. Below the title, it says: 'The following bookings have been made by you on behalf of other people. Click 'Withdraw' to remove an attendees from a course booking you have made.' A table lists the bookings:

Employee	Course	Request date	Cost	Cancellation charge	
Susanna (test) Stevenson (test)	MAPL010881:Michal training course Tuesday 16 Feb, 2010 9:00 AM to 5:00 PM Wednesday 17 Feb, 2010 9:00 AM to 5:00 PM Thursday 18 Feb, 2010 9:00 AM to 1:00 PM	Tuesday 12 Jan, 2010 12:01 PM	£10.00		Withdraw

Below the table, it says 'Showing 1 - 1 of 1'. A 'Close' button is located at the bottom left of the page. The 'Withdraw' button in the table is circled in red.

To withdraw a staff member click the 'withdraw' button next the appropriate course/delegate as circled above.

You will then see this screen:



If you wish to substitute the person for another member of staff you can either search for the person by entering their User ID in the box provided, or you can register a new user to substitute.

If you do not wish to substitute simply select the withdraw button on the right hand side.

Please note that if you withdraw within 10working days a cancellation charge will be incurred.

If you have followed this user guide and require further guidance please contact the Learning & Development Team, Oxfordshire County Council by email or phone:

Email: landd.sharedservices@oxfordshire.gov.uk
Phone: 01865 797123