

Courses can be uploaded to e-PD at any time.

1. Once you are logged into e-PD, click on **My Account** which will bring up the Option to **Add Courses**.
2. This will bring up the Template below which you need to complete.

### Add Course

Please enter your course details below.

Publish?  Yes  No

Course Title:

Keywords:

Course Phase:

Location:

Places:

External Places:

Start Date and time:

End Date and time:

Number Of Classes:

Days:

Credit value:

Course option

Course Description:

File Edit Insert View Format Table Tools

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

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Course Leader:

File Edit Insert View Format Table Tools

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

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### Course Content: ?

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### Course Programme: ?

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### Who is the course suitable for? ?

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### Course Outcomes: ?

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- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Prerequisite for Course ?

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Picture:

**3. Publish?** Enables you to insert the information about the course, but decide whether to publish to the e-PD website.

Publish?  Yes  No

Click **No** while you are adding the information and click **Yes** when you want others to see the course.

**4. Keywords** - are what people use to search for a course. Please type them in, separated by a comma and insert whatever word or phrase helps to describe the course and what it is about.

**5. Course Phase** – please select the most appropriate for your course.

**6. Location** – where the course is running.

**7. Places and External Places** – Places is the total number on a course, External Places is the number of places you are offering to others.

**8. Start Date and Time and End Date and Time** – type them both in.

**9. Number of Classes** – is only relevant if the course you are offering is more than one day long and consist of several related session. If this is the case, please insert the total number of days over which the course will run and select the days that it is due to run on.

**10. Days** – what day of the week the course is running

- 11. Credit Value** – Is the cost of the course. e-PD works in Credits and one Credit is worth £1.25. There is a **Calculate Button** which can help you to identify how much to charge, but you do not need to use that, you can simply work out the cost of the course, (say £125) and then divide by 1.25 to work out the Credit value (100 credits) and insert that in the box.
- 12. Course Option** – If you want different options for the course, e.g. Residential / Non-residential, complete these boxes.
- 13. Course Description** – is just that, a short summary of what the course is about. Please remember to add things like the Year Group or Key Stage that the course is aimed at. You can edit the layout of the words by using the edit features.
- 14. Course Leader** – who is running the event and a short description of them, if appropriate.
- 15. Course Content** – a fuller description of what the course is all about.
- 16. Course Programme** – what time does it start, finish, break for lunch etc.
- 17. Who is the course suitable for** – is it aimed at teachers, Teaching Assistants, Maths specialists etc.?
- 18. Course Outcomes** – are there any aims and objectives, things that you want the delegates to achieve by the end of the training?
- 19. Pre-requisites for Course** – do people need to have done Part 1 before you can accept them on Part 2? If there aren't any pre-requisites, then say 'None'.
- 20. Picture** – it helps to have a picture or image to illustrate the course. Additional guidance notes about uploading an image are also available.

Once all the Boxes have been completed, **click the Yellow Save button** and a large orange tick and 'Course has been successfully uploaded' message should appear at the top of the template.

You will also need to remember to **click the Publish button** to ensure that other people can see the course and it will then show on the following week's automated Newsletter and in the newsletters in the 4 weeks preceding the course.

If you wish to change anything after the course has been uploaded, you can do this by clicking on the **Edit Button**, making the changes and clicking Save.