

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.

Course Title:

Keywords:

Course Phase:

Location:

Places:

External Places:

Start Date and time:

End Date and time:

Number Of Classes:


Days:


Credit value:


Course Description:


Course Leader:

Course Content:

Course Programme: 

Who is the course suitable for? 

Course Outcomes: 

Prerequisite for Course 

Picture: [Click here to Browse a Picture](#)

Save

3. It is useful to prepare a draft copy of the course in Word before entering all the details. They can then be copied and pasted into the appropriate spaces. **All the spaces are mandatory – if you leave any gaps, the course will not upload!**
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. **Places and External Places** – Places is the total number on a course, External Places is the number of places you are offering to others.
7. **Start Date and Time and End Date and Time** – type them in
8. **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.

9. **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 £100) and then multiply by 1.25 to work out the Credit value (125 credits) and insert that in the box.
10. **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.
11. **Course Leader** – who is running the event and a short description of them, if appropriate.
12. **Course Content** – a fuller description of what the course is all about.
13. **Course Programme** – what time does it start, finish, break for lunch etc.
14. **Who is the course suitable for** – is it aimed at teachers, Teaching Assistants, Maths specialists etc.?
15. **Course Outcomes** – are there any aims and objectives, things that you want the delegates to achieve by the end of the training?
16. **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'.
17. **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.

It is wise to view what has been uploaded to make sure that you are happy with how it looks. If you wish to change anything, this can be done by clicking on the **Edit Button**.