Logging on to the Professional Development online booking system

The professional development site is found at
http://mystaffdesk.usq.edu.au/moodle/mod/vtme/whatson.php

This site is created in the Moodle environment and is situated in the MyStaffDesk area. If you have not logged onto MyStaffDesk before you may be required to update your profile as part of the logging on process. If an Update your Profile page opens, check that the details are correct then click on the MyStaffDesk button at the bottom of the page, or the MyStaffDesk breadcrumb at the top left of the page. You will be taken to MyStaffDesk and you will see a Useful Links block at the top left of the page. Click on Professional Development in the Useful Links block.

When you enter the Professional Development online booking system, it opens at the Whats On page. This page is a quick reference of courses that are available in the next four weeks.

At the left side of the page you will see a menu of links. The first time you enter the site please click on How To in the left menu, to open a page that gives comprehensive instructions on how to use the site.

View sessions available in the next four weeks

Whats On is the site home page. It is a quick reference for courses with sessions running in the four week period from today's date. To view a course outline, click on the course name. To view session dates and to register, click on the register link.

A comprehensive list of courses and sessions open for bookings is available in Find Course. Note that this page is dynamic and will be updated progressively throughout each year.

View all sessions and a full list of courses

Find Course displays four different tabs to make searching for a course easy. The tabs display courses in four different ways outlined below. Courses that have sessions open for bookings will display expand symbols at the left and Register links at the right. Click on the expand symbol to view session dates. Click on the Register link to view more details and register or cancel from a session. Click on a course name to view the course outline.

By Name

Displays course names by alphabetical order. The top of the page displays alphabet links and you click on a letter to jump to course names that begin with that letter.

This page displays all courses entered into the environment whether they have sessions open for bookings or not. If a course has sessions open for bookings, it will display an expand symbol on the left and a Register link on the right. Click on the expand symbol to display session dates.

By Campus

Displays courses available at individual campuses. Click on a campus name to display the courses.

By Category

Displays course names by category such as Management and Leadership, Word 2007, Workplace Health and Safety, etc.

By Date

Displays courses by Month. Click on the Month to list the available courses.

Course information

Click on a course name to read information about the course. The course information page contains the course outcomes, course outline and information such as course materials, target audience and pre-requisites if appropriate

Register for a session

You can register for a course session from What's on, from Find Course or within individual course information pages. Before registering, read the course information to see if there is a target audience identified or pre-requisites listed to check that you meet registration requirements.

- To register, click on the course Register link to open the session information.
- In the options menu for the session you want to attend, click on Register me. This opens a page that displays the session details and you click on the Register me button to finalise your enrolment.
- An email will be sent confirming your registration. You will also receive a reminder email shortly before the course start date.

Register your staff for a session (Managers/Supervisors)

If you are a Manager or Supervisor you can enrol your staff members into courses. Click on a course Register link to view upcoming sessions then click on Register my Staff for a session and choose the staff you want to attend.

View your professional development history

My Training displays the courses you are registered for and the courses you have completed. If you are a Manager/Supervisor you will see a My Staff Training link in the left menu where you can view your staff bookings and attendance histories.

Cancel a registration

To cancel a registration, go to My Training and click on the course session date to open the session information, then click on the Cancel link for the session you have registered for The booking will be removed from your My Training page and you will be sent an email confirming your cancellation..

Cancel your staff registration (Managers/Supervisors)

Managers and Supervisors can cancel their staff registrations from My Staff Training

Print a certificate

When you have completed a course, a certificate link will display next to the course name in My Training. This link will open your certificate which you can print.

Contacts

Use Contacts to make an enquiry. Make sure you list the course name you are enquiring about or choose General Enquiry at the bottom of the course drop-down list for any other questions.

Logout

Close your web browser to end your session or click on the Log Out link at the top right of the page.