

# How to book English and Maths core provision on the Learning Zone – SELF BOOKING

Our English and Maths Core Provision offers 2019-20 are now live on the system and available to book:

- English Core provision – search using key words: "**Core English Program**"
- Maths Core Provision – search using key words: "**Core Maths Program**"

First ensure you select the '**Open-ended program**' (and **not** the individual learning items for the separate events in the programme).

Click on the relevant programme

Click **Enrol**

Click on the first blue coloured bar to select the first event

Click **Register Now** (please do not use the assign function as this does not record a booking)

Select your preferred location/date/time from the list of available dates and locations under '**Available Scheduled Offerings**'

Click **Register**

Please ignore the comments box at this point and leave the cost centre box if this is already populated.

Click **Confirm**

Click on the small 'back' arrow button at the top of the page to return to previous screen  
Select the next meeting you need to book and repeat process above.

Continue until you have booked all the meetings for the academic year.

For **English** – please book on **four** meetings. Where both morning and afternoon options are offered, select one and then choose the same AM or PM option for the other meetings, if you can.

For **Maths** – please book on **three** meetings (the fourth meeting is the previously booked summer term one which has recently taken place). In some cases there are two steams offered for one district e.g. East Hants 1 (venue) and East Hants 2 (venue) . If you are unsure as to which set of meetings to book for your school, please contact [Sheila Kyme](#).

Continue until you have booked all the meetings for the academic year.

Select the next blue coloured bar (Conference) and repeat process above until you have registered on all of programme elements.

You will receive a separate Learning Registration Notification email to confirm your registration for each of the elements of the programme. Your bookings will be displayed in '**My Learning Assignments**' on your **My Learning** home page.

## Bookings by Headteachers, Admin and other staff

It is not currently possible for the Administration Manager to book on behalf of their headteacher, who has no system line manager. This is because Headteachers pre-authorized for their own bookings, due to SAP financial security restrictions on the role of their delegates. Headteachers will need to book themselves on these events. For other members of staff, the delegated admin or the delegate themselves will be able to book. Authorisation e-mails will be automatically sent for any delegate (except the Headteacher themselves) and only this action will confirm the booking of a place.

## Need help?

Please find attached an LMS Hints and Tips document which you may find helpful. Should you have any booking queries, please contact: [htlc.courses@hants.gov.uk](mailto:htlc.courses@hants.gov.uk).

## How to book English and Maths core provision on the Learning Zone as a delegated Administrator

Our English and Maths Core Provision offers 2019-20 are now live on the system and available to book:

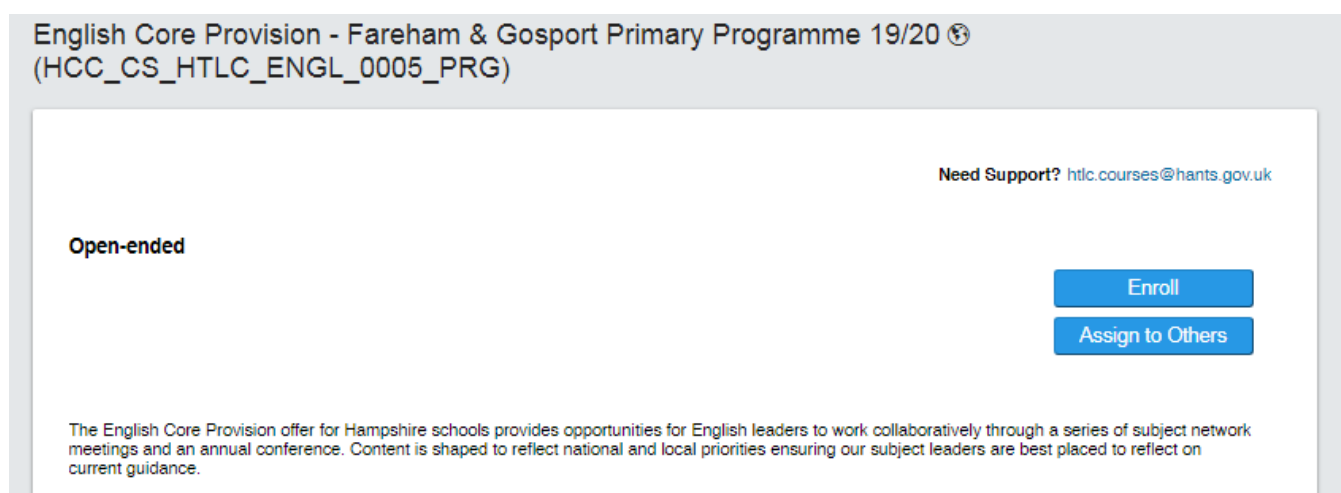
- English Core provision – search using key words: "**Core English Program**"
- Maths Core Provision – search using key words: "**Core Maths Program**"

First ensure you select the '**Open-ended program**' (and **not** the individual learning items for the separate events in the programme).

Click on the relevant programme

Click **Assign to Others**.

**Note:** Please don't select Enrol as this will enrol the person you are delegating for, not the employee you want to book, on to the programme.



English Core Provision - Fareham & Gosport Primary Programme 19/20 ⓘ  
(HCC\_CS\_HTLC\_ENGL\_0005\_PRG)

Need Support? [htlc.courses@hants.gov.uk](mailto:htlc.courses@hants.gov.uk)

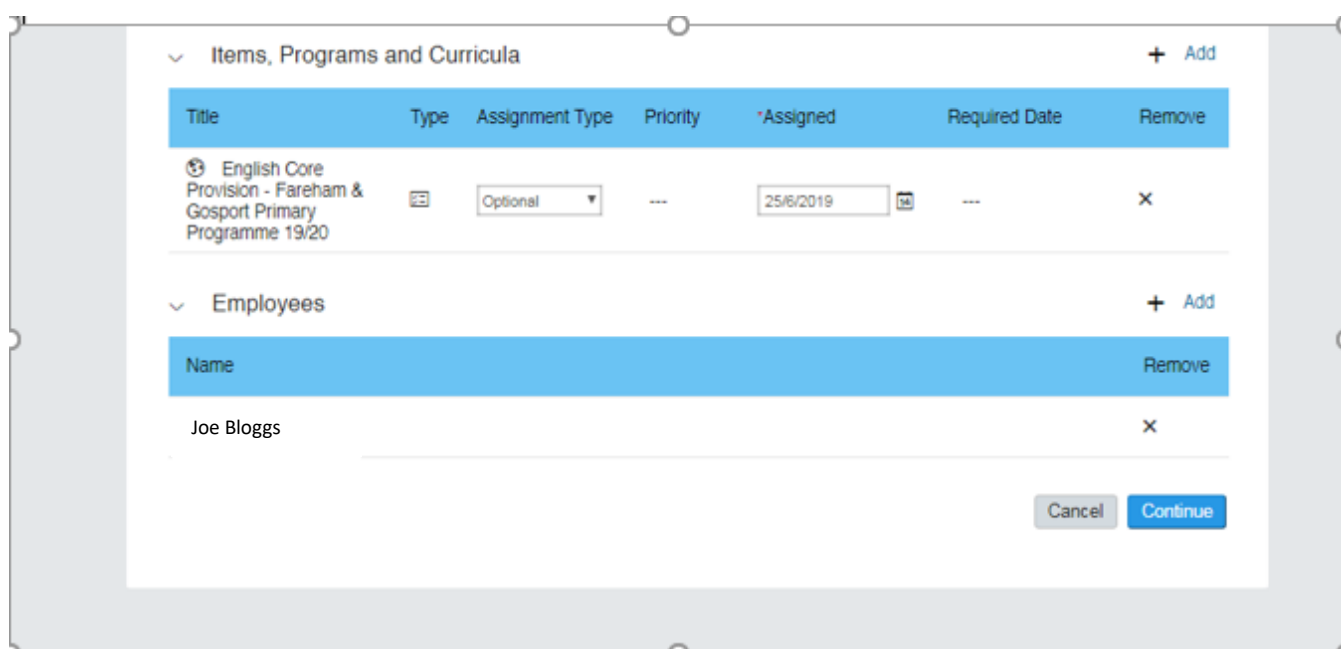
**Open-ended**

Enroll

Assign to Others

The English Core Provision offer for Hampshire schools provides opportunities for English leaders to work collaboratively through a series of subject network meetings and an annual conference. Content is shaped to reflect national and local priorities ensuring our subject leaders are best placed to reflect on current guidance.

Select Employee by clicking the + symbol. Find and select the employee then **Add**



Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
English Core Provision - Fareham & Gosport Primary Programme 19/20		Optional	---	25/6/2019	---	x

Employees + Add

Name	Remove
Joe Bloggs	x

Cancel Continue

Click **Continue**

Click **Assign Learning**

Title	Type	Assignment Type	Priority	Assign Date	Required Date
English Core Provision - Fareham & Gosport Primary Programme 19/20		LMS_OPT	---	25/6/2019	---

Employees

Name

Joe Bloggs

Cancel Assign Learning

You will receive a notification to advise that Learning has been successfully assigned.

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Joe Bloggs

Close

Click **Close**

You have now assigned the learning to the selected employee and need to return to the Home screen of your Manager (click on yellow bar at top of screen).

Click in the green Employee circle on the right hand side of the screen.

Find the employee and the assigned programme will appear in their Learning Plan

Joanne Bedson

Keyword Course name or ID Select All All Assignment Types

Load More

▼ DUE ANYTIME

Next to complete: English Subject Leader Mee... VIEW PROGRAM

OPTIONAL  
English Core Provision - Fareham & Gosport Primary Programme 19/20  
PROGRAM HCC\_CS\_HTLT\_ENGL\_0005\_PRG  
Assigned by Caroline Cain

Click on **View Program**. A new window opens. Scroll down and the Subject Leader Meetings and Conference are displayed.

Click **Register Now**

Select your preferred location/date/time from the list of available dates and locations under '**Available Scheduled Offerings**'

Click **Register Now**

				Rookery Ave, Whiteley, Fareham PO15 7AJ			
1	5/12/2019 09:00 Europe/Lon don	5/12/2019 12:00 Europe/Lon don	Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ - Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ	32	75.00 (GBP)	<a href="#">View Details</a>	<a href="#">Register Now</a> <a href="#">Register Oth...</a>
1	5/12/2019 13:00 Europe/Lon don	5/12/2019 16:00 Europe/Lon don	Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ - Solent Hotel and Spa -	30	75.00 (GBP)	<a href="#">View Details</a>	<a href="#">Register Now</a> <a href="#">Register Oth...</a>

Click **Confirm**

← Back

## Registration ?

Please enter the Account Code in the Financial section.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

Scheduled Offering  
[English Subject Leader Meetings - Fareham & Gosport 19/20](#) ⓘ

LMS\_CRS HCC\_CS\_HTLC\_ENGL\_00014CRS

**Start Date:** 5/12/2019 13:00 Europe/London

**End Date:** 5/12/2019 16:00 Europe/London

**Capacity:** 5 of 35 enrolled, 0 waitlisted

**Price:** 75.00 (GBP)

[Cancellation Policy](#)

Registration Comments

Please ignore the comments box at this point and leave the cost centre box if this is already populated.

Click the small back arrow at the top left of the screen.

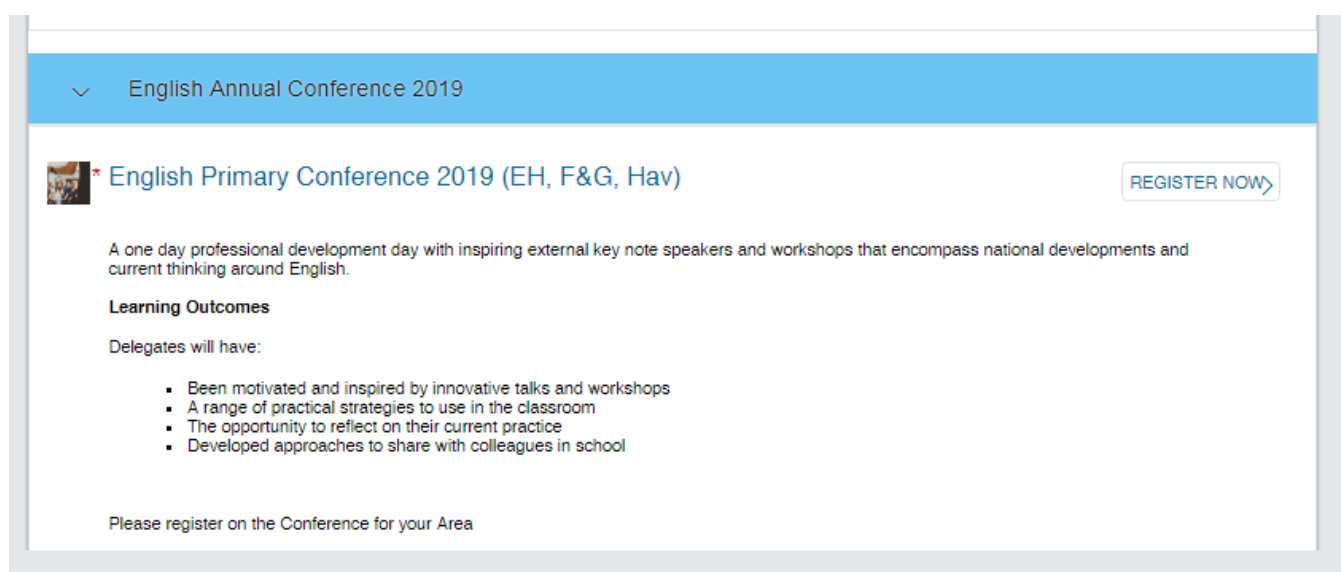
Select the next meeting you need to book on by scrolling down and repeat process above.

Continue until you have booked all the meetings for the academic year.

For **English** – please book on **four** meetings. Where both morning and afternoon options are offered, select one and then choose the same AM or PM option for the other meetings, if you can.

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Select the next blue coloured bar (Conference) and repeat process above to book the employee on the conference.



The screenshot shows a web interface for the 'English Annual Conference 2019'. At the top, there is a blue header with a dropdown arrow and the text 'English Annual Conference 2019'. Below this, a white card displays details for the 'English Primary Conference 2019 (EH, F&G, Hav)'. To the right of the title is a 'REGISTER NOW' button with a right-pointing arrow. The card contains a small image icon, a description: 'A one day professional development day with inspiring external key note speakers and workshops that encompass national developments and current thinking around English.', a section titled 'Learning Outcomes', and a list of outcomes for delegates. At the bottom of the card, it says 'Please register on the Conference for your Area'.

Close the screen.

To view what has been booked for your employee, click on **View Program**, then under each of the elements booked click **Enrolled**, then **View Registration**.

Your registered employee will receive a separate Learning Registration Notification email to confirm their booking for each of the elements of the programme. Their bookings will be displayed in their '**My Learning Assignments**' on their **My Learning** home page.

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