

# Warwick SkillsForge

## Course Administrator – View Booking Summaries

Once you have signed into Warwick SkillsForge via the blue Single Sign on button below:

[PGR and Staff Sign In](#)

Via 'Useful Shortcuts':

- [Click] on 'View user booking summaries'

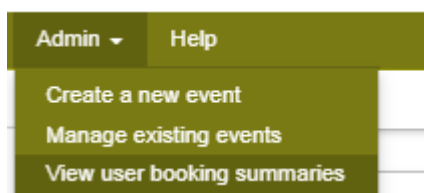
### Useful Shortcuts

#### Event Administration

- [Create a new event](#)
- [Manage existing events](#)
- [View user booking summaries](#)

Or via the 'Admin Tab':

- [Click] on 'View user booking summaries'

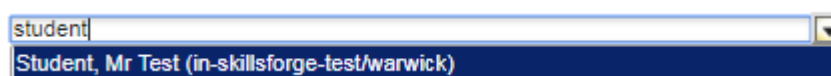


The following screen will appear:

*Please enter a name, username or email:*

In the drop down box:

- [Type] in the PGR surname or ID number.



A list of PGRs will appear.

- [Click] on the correct student name to select.

The following screen will appear:

Please enter a name, username or email:

Student, Mr Test (in-skillsforge-test/warwick)

Date	Title	Status	Attendance	Credits	Admin only notes
10/08/2019	<a href="#">RSSPTEST</a> - SkillsForge Test Event	Finished	1 Attended 1 not processed yet	1.5	

**NB. If the PGR has no events booked, there will be no items in the table.**

The table shows booked events which PGRs:

1. have booked/attended/have attended but attendance has not been processed yet/part-attended/been excused from/or did not show up to (No-Show);
2. are booked on with a future date;
3. are on waiting list for.

23/01/2019	<a href="#">RSSP-W9</a> - The Academic Writing Series: How to Write a Literature Review	Booked	-	0
19/10/2017	<a href="#">RSSP-RWG1</a> - Researcher Writing Group	Finished	1 Attended	1
13/11/2018	<a href="#">CADRE4</a> - CADRE - Developing a critical voice through academic writing and critical reading	Finished	1 Part-attended	0
17/05/2018	<a href="#">RSSP-21</a> - MyResearch	Finished	1 not processed yet	0
05/12/2017	<a href="#">RSSP-WBC</a> - Writing Bootcamp	Finished	1 No-show	0

Once a PGR has been marked attended or part attended, the event will populate the 'Activity Log' table.

Once a PGR has been marked as fully attended, the relevant **total credits** will show in the 'Booking Summary' page and in the 'Activity Log' table and Whirligig.

NB. At the facilitator's discretion, if a PGR part-attends – some credits up to the total may be recorded. Once a PGR has been marked as part-attended, the recorded credits will show in the 'Booking Summary' page and in the 'Activity Log' table and Whirligig.

To view the booked activity:

- [Click] into code link in the 'Title' field:


## Training and Courses

Date	Title
10/08/2019	<a href="#">RSSPTEST</a> - SkillsForge Test Event

The following screen will appear – Event Details (Manage bookings Tab):

Event description:

This event has been created by the SkillsForge team for testing purposes. Please do not make adjustments.

Credit split across frameworks:  CN-70% / RF-20% / TS-10%

Deep link: <https://staging.warwick.skillsforge.net/warwick/#he/dev/eventDetails;;em.providerCode=RSSP,providerOrgAlias=warwick,number=TEST;;>

Event categories:  
(Ctrl+click to select multiple items)

- Framework: Conferencing & Networking (CN)
- Framework: Research Focussed (RF)
- Framework: Transferable Skills (TS)

Maximum waiting list size: 0

Waiting list offer time limit (hours): 48

Required cancellation notice (hours): 48

Other options:

☒ Allow 'Mix & Match' bookings

☐ Hide detailed venue information prior to booking

☐ Hide facilitator details prior to booking

[Edit details](#) [Manage bookings](#) [Batch bookings](#) [Registers](#) [Waiting list](#)

Please enter a name, username or email:



[Show old occurrences](#)

You have a previous booking:

<b>10 Aug 2019 09:00 - 12:00</b> Workshop Venue: Test venue, Warwick	<b>11 Aug 2019 09:00 - 17:00</b> Online Moodle C... Venue: Test venue, Warwick
<b>Full venue details</b> Test venue, Warwick <a href="#">View Register</a>	<b>Full venue details</b> Test venue, Warwick <a href="#">View Register</a>

This course is delivered in 2 sessions.

Please be advised that when you choose one session to make a booking, all sessions required will be highlighted and you will be booked onto the required sessions. Where courses or sessions are repeated, you will only be able to choose different sessions in different occurrences where a provider has allowed this.

Session 1	Session 2
<b>10 Aug 2019 09:00 - 12:00</b> 	<b>11 Aug 2019 09:00 - 17:00</b> 

NB. On this page you can **register PGRs on a waiting list /or/ if there is more than one session available - you can edit the booking** for different dates/times.

[See details of how in the Quick User Guide –[Course Administrator – Managing your Events](#)]

To note: where only one session is available the 'Edit this booking' button will be 'Sorry, not possible to edit this booking.'

If the PGR is on a waiting list the following screen will appear – Event Details (Manage bookings Tab):

- Skill: Communication to non-experts (CNE)
- Skill: Critical thinking (CT)
- Skill: Decision making (DM)
- Skill: Information management (IM)
- Skill: Practical research skills (PRS)
- Skill: Presentation skills (PS)
- Skill: Publishing and dissemination (PD)
- Skill: Self-confidence (SC)
- Skill: Self-reflection (SR)
- Skill: Writing (W)
- Theme: Broadening Academic Skills (TAS)
- Theme: Personal Effectiveness (TPE)

Maximum waiting list size: 50  
Waiting list offer time limit (hours): 48  
Required cancellation notice (hours): 0  
Other options:

- ☒ Allow 'Mix & Match' bookings
- ☒ Hide detailed venue information prior to booking
- ☒ Hide facilitator details prior to booking

[Edit details](#)
[Manage bookings](#)
[Batch bookings](#)
[Registers](#)
[Waiting list](#)

Please enter a name, username or email:

Miss Sharon Zheng

[Show old occurrences](#)

Click all the dates you can make and we'll offer you a place when one becomes available.

### Session 1

☐
26 Apr 2018 13:00 - 15:00

Workshop PLACES  
Venue: R0.12 Seminar Room, Ramp...

☒
25 Apr 2019 13:00 - 15:00

Workshop WAITING LIST  
Venue: R0.12 Seminar Room, Ramp...

[Select all](#) | [Select none](#)

[Cancel place on waiting list](#)
[Exit waiting list](#)
[Update waiting list selection](#)

NB. On this page you can **cancel a PGRs place on waiting list /or/ exit the waiting list /or/ if there is more than one session available you can update the PGRs waiting list selection** for different dates/times.

[See details of how in the Quick User Guide –[Course Administrator – Managing your Events](#)]

To note: where there is more than one session – you should choose all relevant dates that the PGR can attend. This means they will be considered for all dates chosen should a place become available.

To note: where only one session is available the 'Edit this booking' button will be 'Sorry, not possible to update your waiting list selection.'

If the PGR has previously booked an event the following screen will appear – Event Details (Manage bookings Tab):

[Edit details](#)[Manage bookings](#)[Batch bookings](#)[Registers](#)[Waiting list](#)

Please enter a name, username or email:

[Show old occurrences](#)

You have a previous booking:

**30 Jan 2018 11:00 - 12:30**

Workshop

Venue: Seminar Room 3, Wolfson RE,  
Wolfson Research Exchange, Library,  
Main Campus

**Full venue details**

Seminar Room 3, Wolfson RE, Wolfson  
Research Exchange, Library, Main  
Campus

Library Road

**Facilitators**

[View Register](#)

This course is delivered in a single session.

### Session 1

**30 Jan 2018 11:00 - 12:30**

Workshop

WAITING LIST

Venue: Seminar Room 3, Wolfson RE...

**30 Jan 2019 13:00 - 14:30**

Workshop

PLACES

Venue: Seminar Rms 1 and 2, Wolfso...

Register interest on waiting list

Book

NB. You will still see the option to **register on a waiting list/or/book a place** on the event where possible. This is so –should a PGR wish to repeat the training- PGRs are still able to book again.

### Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to **viewing booking summaries** please contact the PGR Professional Development Officer in the Doctoral College via: [PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk) or tel: **024 761 50401 (ext. 50401)**