Warwick SkillsForge

Course Administrator – View Booking Summaries

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

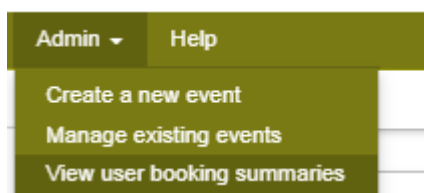Via 'Useful Shortcuts':

➢ [Click] on 'View user booking summaries'

Or via the 'Admin Tab':

➢ [Click] on 'View user booking summaries'

The following screen will appear:

In the drop down box:

➢ [Type] in the PGR surname or ID number.
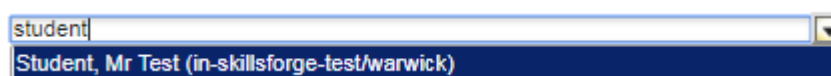
A list of PGRs will appear.

➢ [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	RSSPTEST - 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	RSSP-W9 - The Academic Writing Series: How to Write a Literature Review	Booked	-	0
19/10/2017	RSSP-RWG1 - Researcher Writing Group	Finished	1 Attended	1
13/11/2018	CADRE4 - CADRE - Developing a critical voice through academic writing and critical reading	Finished	1 Part-attended	0
17/05/2018	RSSP-21 - MyResearch	Finished	**1 not processed yet**	0
05/12/2017	RSSP-WBC - 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	RSSPTEST - SkillsForge Test Event

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

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

☑ **25 Apr 2019 13:00 - 15:00**   *i*
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 | *i* |
| Workshop WAITING LIST |
| Venue: Seminar Room 3, Wolfson RE... |

| 30 Jan 2019 13:00 - 14:30 | *i* |
| 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** or tel: **024 761 50401 (ext. 50401)**