Warwick SkillsForge

Supervisors – 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 your student's Bookings Summaries'

Useful Shortcuts

Development
- View your student's Activity Logs
- View your student's Activity Log Summaries
- View your student's Development Needs Analyses
- View your student's Booking Summaries

Or via the 'Professional Development Tab':

➢ [Click] on 'Booking Summaries'

Professional Development ▾
- Find Courses
- Booking Summaries
- Completed Activity Log
- Activity Log Summary
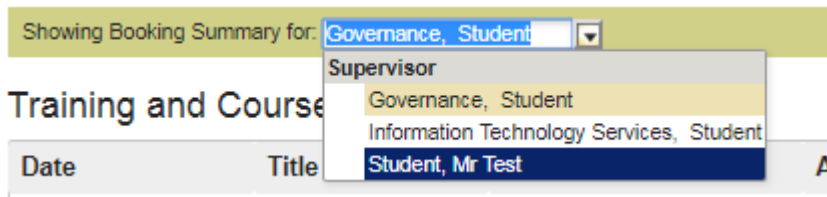- Reflective Reports
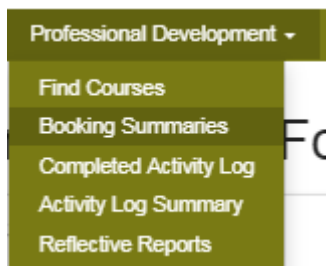
The following screen will appear:

Booking Summary

Showing Booking Summary for: Governance, Student ▾

Training and Courses

Date	Title	Status	Attendance	Credits
No bookings yet				

> ➢ [Click] in the drop down box *Showing Booking Summary for:*

> ➢ [Click] on your 'researcher name' to load their booking summaries

NB. The researchers you supervise will automatically be loaded from SITS

The table shows booked events which they:

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.**

Date	Title		Status	Attendance	Credits
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 their '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 their '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 their '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

If a PGR has a future booked event following screen will appear:

You have a booking:

23 Jan 2019 12:00 - 14:00
Workshop
Venue: Seminar Rms 1, 2 and 3,
Wolfson RE, Wolfson Research
Exchange, Library, Main Campus

Full venue details
Seminar Rms 1, 2 and 3, Wolfson RE,
Wolfson Research Exchange, Library,
Main Campus

Library Road

Facilitators
Dr Mihai Balanescu

View Register

Cancel this booking   Edit this booking

NB. On this page PGRs can **cancel a booking /or/ if there is more than one session available – they can edit their booking** for different dates/times.

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

If a PGR is on a waiting list the following screen will appear:

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 a PGR can **cancel a place on waiting list /or/ exit the waiting list /or/ if there is more than one session available they can update their waiting list selection** for different dates/times.

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 a PGR has previously booked an event the following screen will appear:

You have a previous booking. Click here to view the booking

This course is delivered in a single session.

Session 1

11 May 2018 10:00 - 12:00	*i*
Workshop	PLACES
Venue: R0.14 Seminar Room, Ramp...	

23 May 2018 15:00 - 17:00	*i*
Workshop	PLACES
Venue: R0.14 Seminar Room, Ramp...	

Register interest on waiting list   Book

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

NB. Although as a supervisor you are able to see these editable fields it is the PGRs who will make any edits or cancellations.

Contact:

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