



User Guide –
Professional Induction
Programme

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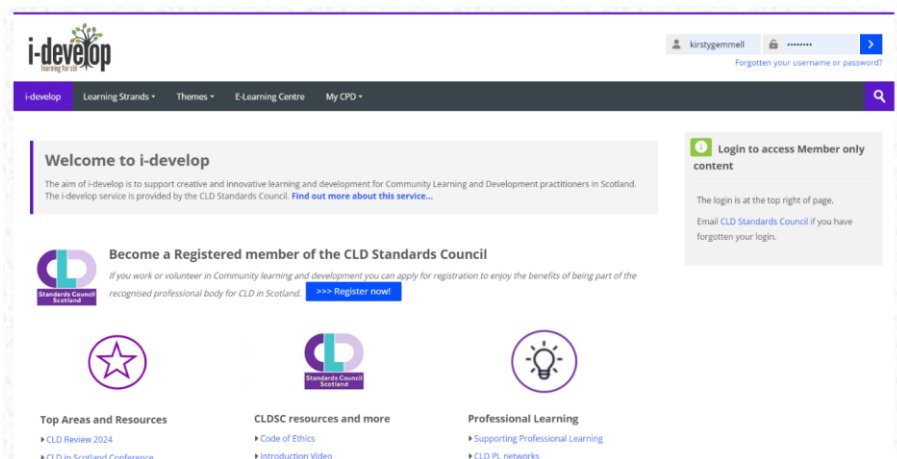
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Logging In

Welcome to the getting started guide for i-develop.

The guide will help you to log-in and find your way around the main features of the site. For website support email: contact@cldstandardscouncil.org.uk

When you put www.i-develop-cld.org.uk into your web browser you will land on a screen similar to the one below:

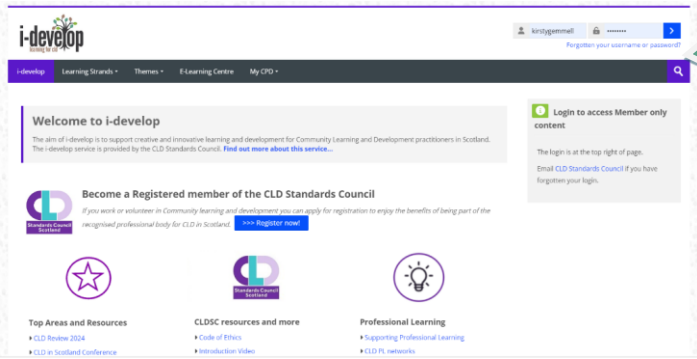


To get the fullest benefit from the i-develop site you need to log in.

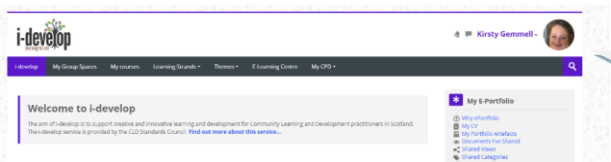
If you already have an i-develop account – log in by entering your username and password, and clicking the **Log in** button.

If you have an account but have forgotten your username or password - click on **Forgotten User name or password?** and you will be able to reset your password using either your username OR email.

Logging in



Enter your username and password and then click **Login**. If you have forgotten your password click the **Lost Password** link and follow the instructions.



You'll know when you're logged in because you'll see your name at top.

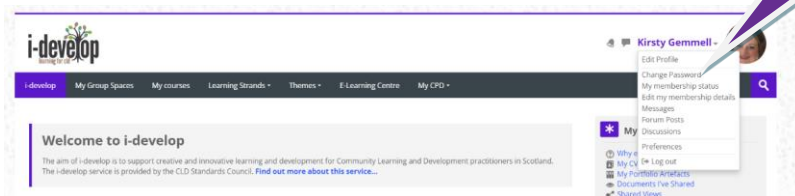
Edit Your Preferences

Edit your Preferences

Editing your preferences will allow you to do a number of things –

- Check your membership status (and apply for registration if not registered or if Associate apply to become a registered member)
- Edit your Profile to change your name and email address and add a profile picture
- Update your account / membership details such as postal address
- Change your password

You can access your preference options as follows:



Click on your name, then Preferences, then the option you want.

Membership Status

The information you see when you select “My membership status” is dependent on your individual account.

If you have Registered Membership or Associate Membership this will be shown **.

If you have Associate Membership you will also have the option to “upgrade” to Registered Membership. (You should not do this until you have completed the application form and have the appropriate evidence to hand.)

** If you are registered but your account does not indicate this then please email - contact@cldstandardscouncil.org.uk giving your Registration number. If you cannot locate your registration number, (it would have been sent to you on a registration certificate), then please provide the rough date you registered and the email and postal addresses you used when registering so that we can verify your account.

Email updates - You will be asked if you wish to receive email updates from the CLD Standards Council. Please be aware that you will not receive any member wide communications such as notification of conferences or professional learning opportunities, if you say no to email updates.

Edit your Profile

Kirsty Gemzell

Home > Home > Preferences > User account > Edit profile

General

First name !

Last name !

Email address !

Email visibility i

MoodleNet profile ID i

Portfolio

- Portfolio
- Artifacts
- Shared

Keep your name and email details up to date. Everything marked with a red exclamation mark needs to be filled in.

You can add your picture by clicking on the User picture heading and dragging your picture in.

User picture

Current picture

Delete picture

New picture i

Maximum file size: 2 MB, maximum number of files: 1

Drag your picture in to this area

Accepted file types:
Image files to be optimised, such as badges of gif jpeg jpg png

Interests

List of interests i

Enter tags...

What are you most interested in? Enter your list here, separated by commas – the words and phrases come up on your profile so you can link up with other users interested in the same things.

[Update profile](#) [Cancel](#)

Click the Update profile button to save your changes.

 Required

Edit your Membership details

What you see in this section depends on whether your account is for i-develop only or if it is a membership account, and if your membership application is complete or “Pending”.


If it is a membership account you can update your postal address and other details.

i-develop My Group Spaces My courses Learning Strands Themes E-Learning Centre My CPD


Home > Update Membership


Update details Kirsty Gemmell

More details


Address (Line 1) 


Address (Line 2)


City/Town 

Postcode 

Phone

Home/Alternate email 

Organisation / Local Authority you work or volunteer with 

Current CLD position 

I give permission for the data I have provided to be held and processed by the CLD Standards Council in accordance with the CLD Standards Council data processing procedures (see <http://cldstandardscouncil.org.uk/privacy-policy/>).

I give permission for my membership status of the CLD Standards Council to be made available by the CLD Standards Council in response to an enquiry specifically giving my name, from any member of the public.

I give permission for the CLD Standards Council to contact my referee and my employer and/or organisation with which I volunteer in the event that a complaint is raised against me.

I commit to advising the CLD Standards Council of changes to my contact details, either through i-develop or by email / post, so that the CLD Standards Council can contact me on membership matters.

This is also where you can tell us about your communication preferences.

[Update Membership](#) [Cancel](#)

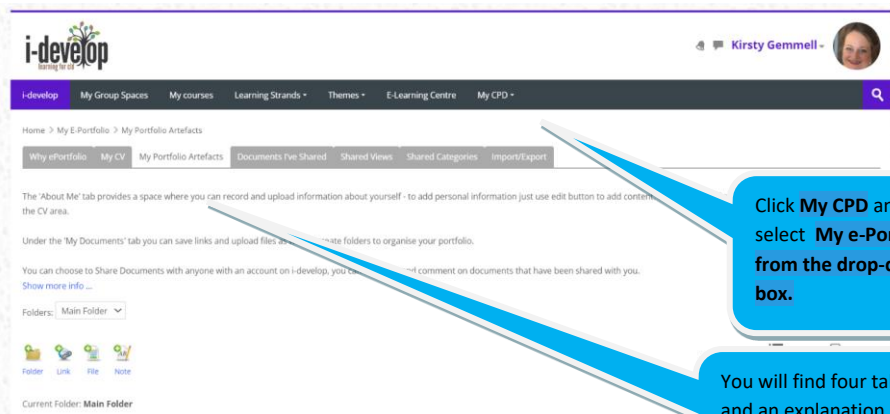
Required

Remember to click the Update Membership button to save your changes.

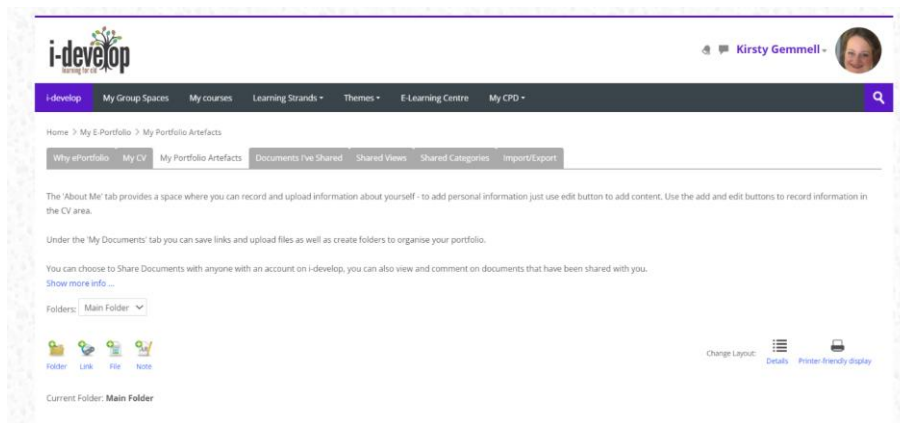
Build your ePortfolio

Your E-Portfolio

The E-Portfolio area allows you to keep track of your Professional Learning and career details.



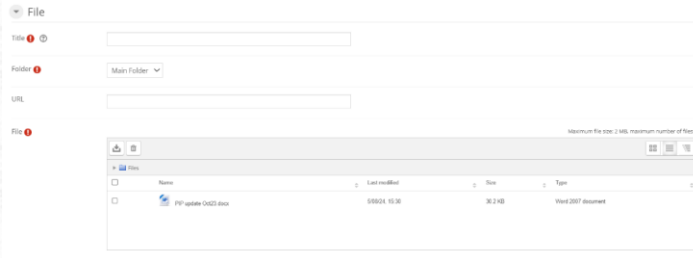
To add a file or a link or a folder you click on the appropriate icon



And fill in the required fields that are marked with !

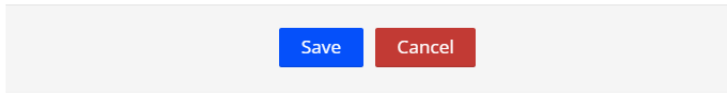
The screenshot shows a web interface for uploading files. At the top, there are navigation tabs: 'Why ePortfolio', 'My CV', 'My Portfolio Artefacts', 'Documents I've Shared', 'Shared Views', 'Shared Categories', and 'Import/Export'. Below these is a 'File' section with input fields for 'Title', 'Folder' (set to 'Main Folder'), and 'URL'. A large dashed box is intended for file uploads, with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' A callout box points to this area, stating: 'If you want to add a file click on this icon or drag the file into the large box area.' Below the upload area is a 'Short description' field with a rich text editor toolbar. A 'File picker' dialog is open, showing a sidebar with 'Recent files', 'Upload a file', 'URL downloader', 'My documents', and 'Wikimedia'. The main area of the dialog has fields for 'Attachment' (with a 'Choose File' button and 'No file chosen' text), 'Save as', 'Author' (filled with 'Kirsty Gemmell'), 'Choose licence' (with a dropdown menu set to 'All rights reserved'), and an 'Upload this file' button.

Find your file by browsing and upload it you will see a screen something like this:



Click on save changes and it will be added to your e-prortfolio

Commented [KG1]: I think we need to add some info about how to share documents with others. I'm not sure how to do it or I would have had a go!



 Required

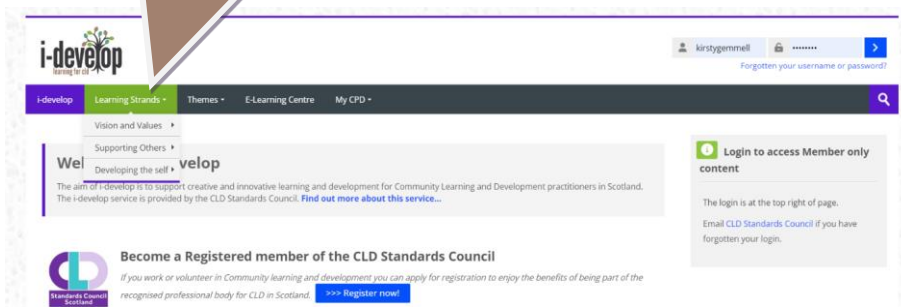
Strands and Themes

The Learning Strands of CLD

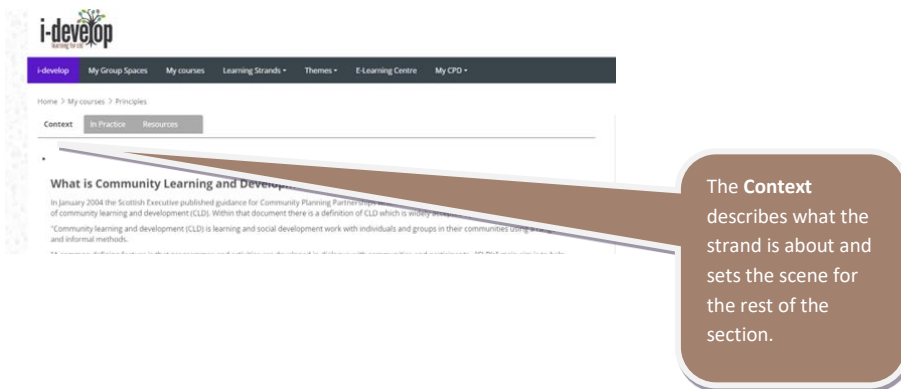
The 9 Learning Strands of CLD are arranged into 3 category sections –

- Vision and Values
- Supporting others
- Developing self

The strands can be accessed through the category tabs at the top of every page



For each of the strands the site provides context information, practice reflections and resources.



The screenshot shows the i-develop website interface. The top navigation bar includes 'i-develop', 'My Group Spaces', 'My courses', 'Learning Strands', 'Themes', 'E-Learning Centre', and 'My CPD'. The breadcrumb trail is 'Home > My courses > Required & Regulatory > In Practice'. Below the breadcrumb, there are three tabs: 'Context', 'In Practice', and 'Resources'. The 'In Practice' tab is selected. The main content area contains a heading 'Required and Regulatory practice is supported by a range of statutory and advisory materials. Examine...' followed by three resource cards: 'Data Protection', 'Equalities', and 'Governance'. Each card has a document icon and a brief description. Below these cards is a paragraph: 'The CLD sector is made up of many different types of organisation from local authority agencies to constituted and un-constituted voluntary organisations and groups to registered charities to companies limited by guarantee. Each of these different types of organisation are governed by different regulations.'

The In Practice area provides practitioner reflections and supporting materials about the selected strand.

The screenshot shows the i-develop website interface. The top navigation bar is the same as the first screenshot. The breadcrumb trail is 'Home > Courses > Supporting Others > Motivating & Leading Others > Resources'. Below the breadcrumb, there are three tabs: 'Context', 'In Practice', and 'Resources'. The 'Resources' tab is selected. The main content area contains a heading 'In this section you can find various resources, including questionnaires, articles and links which will help you to develop your capacity to...' followed by three resource cards: 'Making decisions', 'Are you a good role model?', and another card with a thumbnail image. Each card has a globe icon and a brief description.

Resources relate to the chosen strand.

The Themes

Currently there are 6 themed areas available from i-develop –

- Adult Literacies
- Community Development
- ESOL
- Learning for Sustainability
- Work with Young People
- Volunteering and CLD

These will expand over time.

The screenshot shows the i-develop website interface. At the top left is the i-develop logo with the tagline 'Learning for all'. Below the logo is a navigation bar with links: 'i-develop', 'My Group Spaces', 'My courses', 'Learning Strands', 'Themes', 'E-Learning Centre', and 'My CPD'. The breadcrumb trail reads 'Home > Courses > Themes > Community development'. A dropdown menu is open, showing 'Themes / Community development'. The main content area features a course titled 'Principles for community empowerment: Report from Audit Scotland'. The description states: 'This report aims to raise awareness of community empowerment and promote such a shared understanding across scrutiny bodies to support high quality scrutiny of community empowerment. It may be used as a tool by public bodies as they develop their own approaches to community empowerment reflecting the particular challenges and environment each body faces.' A purple button labeled 'Click to enter this course' is visible. Below this, there is a section for 'Community Right to Buy Advice' with a note: 'This material has been kindly provided by the Scottish Government Community Land team.'

Each theme can have one or more collections of material within it.

Be aware that you might require to login to access some theme collections.

My Courses

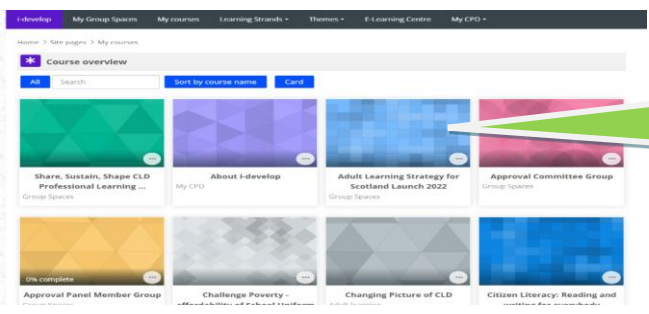
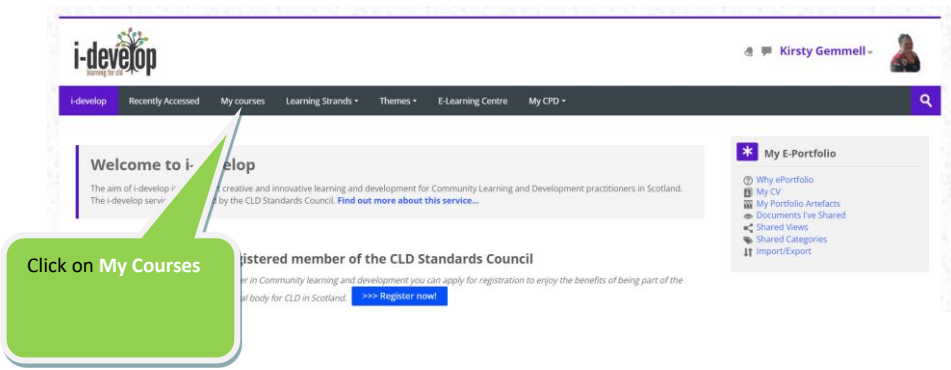
Navigating your learning and collaboration spaces

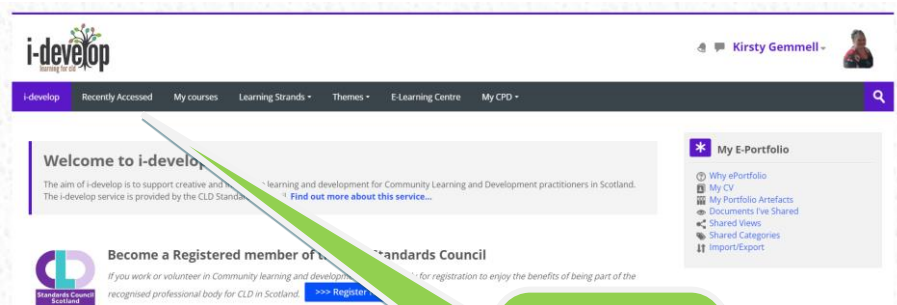
i-develop provides on-line spaces for a range of community organisations and groups to create professional learning experiences, share documents and practice, and communicate on discussion forums. These are called 'Courses' on i-develop.

Some of these groups can be accessed without being logged in, others you can choose to join - "self enrol" once you are logged in, and others are private groups you need to be invited into.

If your group or organisation would like to have group then please email the CLD Standards Council at contact@cldstandardscouncil.org.uk providing us with details of the title for your group, who it is for and an overview of the use of this group.

Each of the spaces can look different depending on what they do, so this section will just explain how to access them and give an idea of the sort of thing you might see.





Recently Accessed:
gives you quick
access to your most
recent Courses.

Discussion Forums

Using the discussion forums

There is a main CPD forum, see below, and you will probably also find a range of forums in your groups spaces and courses.

All of the forums work in basically the same way as the main CPD forum. The only main difference is that in course and group space forums, posts and discussions are only visible to you and the other course / group space members.

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Main CPD Forum

The screenshot shows the i-develop CPD Forum interface. At the top, there is a navigation bar with 'i-develop' logo and user 'Kirsty Gerr'. Below the navigation bar, the breadcrumb trail reads 'Home > Courses > My CPD > CPD Forum > General > CPD Forum'. The main heading is 'CPD Forum CPD Forum'. Below this, there is a search bar and two buttons: 'Add discussion topic' and 'Unsubscribe from forum'. A note states: 'This forum has a limit to the number of forum postings you can make in a given time period - this is currently set at 3 postings in 1 day'. Below this is a table of discussions:

Discussion	Started by	Last post	Replies	Subscribe
Digital Literacy	Katherine 8 Nov 2023	Becca Childs 4 Apr 2024	3	...
Committee skills	Sue Holland-sm 30 Jan 2024	Dawn Brown Apr 2024	3	...
ESOL deaf-mute	Neil Paterson 13 Mar 2024	...	0	...

Callout boxes provide additional information:

- Top right: 'Can be accessed by clicking on MyCPD. Then selecting CPD forum.' (with 'MyCPD' and 'CPD forum' highlighted in blue)
- Bottom right: 'You don't need to be logged on to view the main CPD forum but you won't be able to contribute.' (with 'CPD forum' highlighted in blue)
- Bottom center: 'To start a new discussion you click on add a new discussion topic.' (with 'Add discussion topic' highlighted in blue)

And fill in the appropriate fields that appear on your screen. You can include details of the discussion topic and can also attach documents to the discussion.

Frequently Asked Questions

Frequently Asked Questions

1 I don't know my username/password.

If you do not have your password and / or username, click the 'Lost password' link at the log in area of the front page. You can then provide your email and your username will be emailed to you along with a new reset password which you can change once logged in.

If you no longer have access to the email you used to create the account please email the previous email, your Registration number or rough date you registered and postal address to contact@cidstandardscouncil.org.uk

2 How private are the forum posts, personal details and documents that I add to i-develop?

- Your details can only be viewed by you and those you give access to - such as a mentor and administrators of the system.
- Member forum posts are only visible to those who are members of the same group.
- Forum posts on the main CPD forum and other forums are visible to anyone who visits the site.

3 I am getting a blocked content error message / I am being asked to allow i-develop content to be played.

Your browser may have settings that prevent pop-up windows from opening. This may result in an error message indicating content has been blocked or a prompt may appear asking you to allow i-develop content to be played. If you are prompted, click yes. \Otherwise please consult your IT support on how to disable the pop-up blocker on your browser if you encounter an issue.





Standards Council
Scotland



www.i-develop-cld.org.uk

Email: contact@cldstandardscouncil.org.uk