patterns lab

CPD Training for Hawler Medical University

22nd day of November 2017

Prepared by:

Patterns Lab
Iraq Address: 100 m road, Airport building, 5th floor, flat 503, Erbil, Iraq
UK Address: 132a Boundary Road, London, England, NW8 0RH
Contact Person: Dr. Dara Sherwani
Mobile (Iraq): +964 6750 398 9042
Email: dara@patterns-lab.com
Website: http://www.patterns-lab.com/

Introduction

Patterns Lab has designed, developed and implemented a web-based Continuing Professional Development (CPD) application. This web-based application is designed in order to digitize, automate and increase the efficiency and transparency of the processes of adding and reviewing evaluations, adding portfolios as well as retrieving certificates. The application will be used by six types of users. These types of users are (a) lecturers (b) CPD officers (c) CPD heads (d) Head of Departments (e) Dean and (f) System Admins.

Training: Patterns Lab has agreed to provide training to a selected set of users on how to use the CPD application. The CPD training will cover the essential tasks of each type of users.

Lecturer

Task#1: Add Evaluation

- Hover over "Staff Evaluation".
- Click on "Add Evaluation".
- Select "Activity Types".
- Click on "Add".
- Click on the following icon
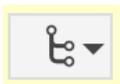
- Click on 'Master/Detail Edit".
- Choose the table of the chosen activity.
- Click the plus sign

- Add details.
- Click on "Save" if you wish to return later.
- If you wish to submit for approval, change the status to "Send for Approval" and then click on "Save". Note that you will not be able to change the evaluation after submission.

Task#2: Re-submit Evaluation
- Click on the following icon

- Click on 'Master/Detail Edit".
- Make the necessary changes.
- Change status to "Send for Approval".
- Click "Save".

Task#3: Retrieve Certificate
- Click on "My Certificates"
- Click on the following icon

- Click on the PDF icon

CPD Officer / CPD Head

Task#1: Evaluation Assessment
- On the CPD Officer Approval List, click on the following icon

- Click on Master/Detail View.
- Check the table of each activity.
- Click on "Staff Evaluation Approval"
- Click on the pen icon.
- Tick your decision: "Approve", "Reject" or "Amend".
- Fill in your feedback in the comment box.
- Click on "Edit".

Head of Department

Task#1: Add portfolio to a lecturer of the same department

- Hover on "Portfolio".

- Click on "Add Portfolio".

- Click on "Name" field and select a lecturer.

- Answer each item on a 5-point scale (1= very bad, 2=bad, 3=neither, 4= good, 5=very good).

- Click on "Add".

Admin

Task#1: Add/edit user account

- Hover on "Users".

- Click on "Add User".

- Enter user details.

- Click on "Add".