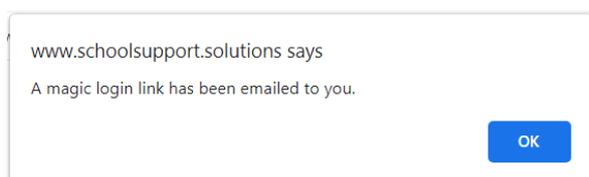


# Personal Development Portfolio User Guide

To access your personal development portfolio, you must be logged in to EduSuite.

## Logging in to EduSuite

Go to [www.schoolsupport.solutions](http://www.schoolsupport.solutions) and click **LOGIN** on the top navigation bar. Type your school email address into the login box and click **SUBMIT**. The page will go blank, and the following message will appear.



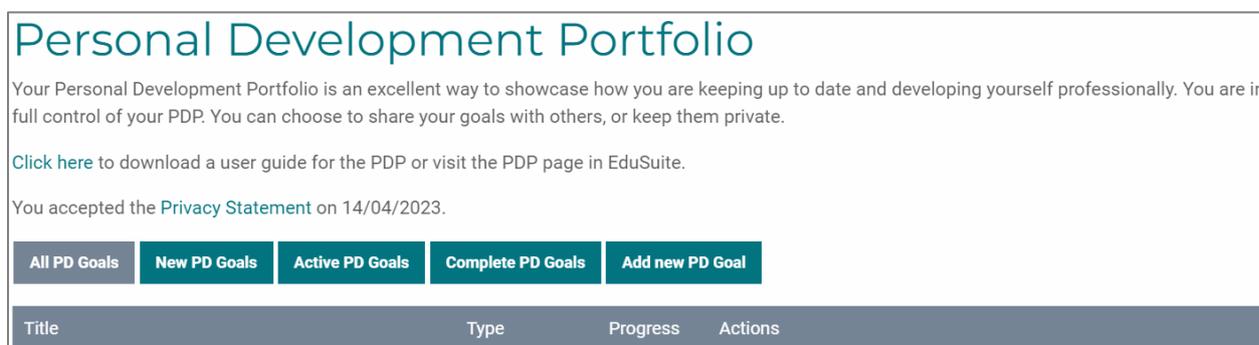
Now **open your emails** and click on the **Magic Login Link**. When you click the magic link in the email, a new tab will open on your browser. This will be the home page for the School Support Solutions website.

## Find your Personal Development Portfolio

Once logged in click on **DASHBOARD** on the top navigation bar, this will take you to your personal dashboard page where you can manage and update:

- User details
- Your bookings
- Personal development portfolio
- My reviews (if enabled)

**Scroll down** the page or click the **Quick Links tab** to access your personal development portfolio (PDP).

A screenshot of the Personal Development Portfolio page. The title is "Personal Development Portfolio". Below the title is a paragraph: "Your Personal Development Portfolio is an excellent way to showcase how you are keeping up to date and developing yourself professionally. You are in full control of your PDP. You can choose to share your goals with others, or keep them private." Below this is a link: "Click here to download a user guide for the PDP or visit the PDP page in EduSuite." Below the link is a note: "You accepted the Privacy Statement on 14/04/2023." Below the note are five buttons: "All PD Goals", "New PD Goals", "Active PD Goals", "Complete PD Goals", and "Add new PD Goal". Below the buttons is a table header with columns: "Title", "Type", "Progress", and "Actions".

The default view for the PDP is **All PD Goals**, which is why the button is grey. Grey buttons indicate which button is currently active.

## Viewing and adding personal development goals

New PD Goals	Active PD Goals	Complete PD Goals	Add new PD Goal
↓	↓	↓	↓
<p>Click this button to see the PD goals you have not yet added any follow-up actions for.</p> <p>These goals will be sent to you automatically if you attend an EduSuite event. You can view them by clicking the <b>New PD Goals</b> button.</p>	<p>Click this button to manage the actions you have set for a PD goal.</p> <p>These are goals where you have already added at least one action to be completed.</p>	<p>Click this button to view your completed PD goals.</p> <p>When you have completed all actions for a goal, it will be marked as complete. The progress column will show 100%.</p>	<p>Click this button to add a new goal to your PDP.</p> <p>New personal development goals might link to an EduSuite event or training module. However, you can add PD goals for any aspect of your development, e.g. safeguarding training.</p>

You can add personal development goals using the following buttons:

- New PD Goals
- Add new PD Goal

### New PD Goals

New PD Goals are generated by the EduSuite events system. Once you have attended an event, you will automatically receive an email inviting you to add this to your PDP.

## Personal Development Portfolio

**Hello Faye Heming,**

Thank you for attending the event Geography – learning from Ofsted’s research review. This event has been added to your personal development portfolio included within EduSuite.

You can now add your intended impact to this personal development goal. If you do not wish to add this event as a PD goal, you can delete it.

Click the link below to visit the dashboard and get started.

Get Started

You can either click on the **Get Started** button in the email, or login to EduSuite and go to the PDP in your dashboard.

When you click on **New PD Goals** button, you will see the event name in the PDP. Progress will be set at 0% and there will be a zero under the **Actions** heading because you have not yet added this event as an action to your PDP. To add this to your Active PD Goals, click **Manage**. If you do not want the event to be a new PD Goal, click **Delete**.

All PD Goals	New PD Goals	Active PD Goals	Complete PD Goals	Add new PD Goal
Title	Type	Progress	Actions	
Geography – learning from Ofsted’s research review	Online Event	0%	0	<a href="#">Manage</a> <a href="#">Share</a> <a href="#">View/Print</a> <a href="#">Delete</a>

## Managing your PDP

When you click **Manage** a new page opens. This is where you set up an Active PD Goal. You can change the title of the personal development task if you wish. Remember to click **Update Title** if you make any changes.

### Manage Personal Development Goal

Use the form below to enter the session name and your initial reflections on this piece of personal development.

Personal Development Task Title

[Update Title](#)
[Return to Dashboard](#)

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### Create Training Action

To help you achieve your PD Goal there are a number of events you can attend along with a range of recorded training modules you can access. Using the selectors below, you can plan your training needs as actions within your Personal Development Portfolio.

EduSuite Actions
Manual Actions

### Manual Actions

As many manual actions as you need for the session can be created below, you can come back and add more actions at any time. If the boxes are blank then actions will not be created.

Date for Completion



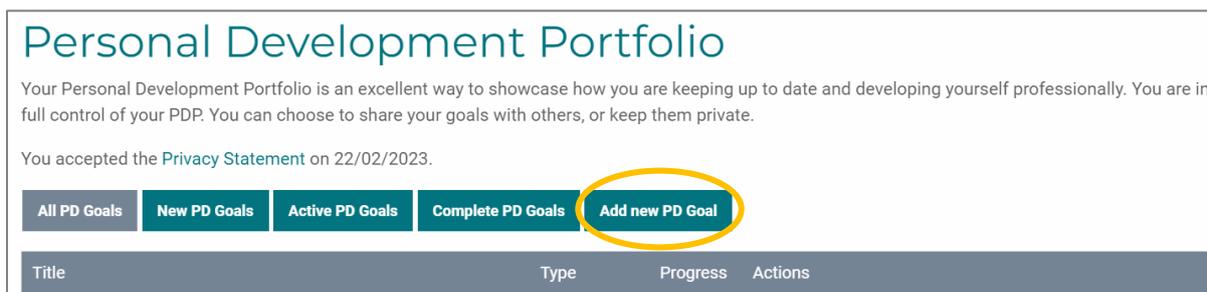

[Add Another Action](#)
[Remove Last Action](#)

[Save and Create Actions](#)

Now you can add an action, your intended impact and set a date for completion. Think about the information shared during the online event and how this might change your practice. This will help you to create your intended impact. Think of this as success criteria for judging the impact of the changes you make to your practice.

## Add new PD Goals

If you wish to add a PD Goal that is not linked to an EduSuite event or training module, click the **Add new PD goal** button.



**Personal Development Portfolio**

Your Personal Development Portfolio is an excellent way to showcase how you are keeping up to date and developing yourself professionally. You are in full control of your PDP. You can choose to share your goals with others, or keep them private.

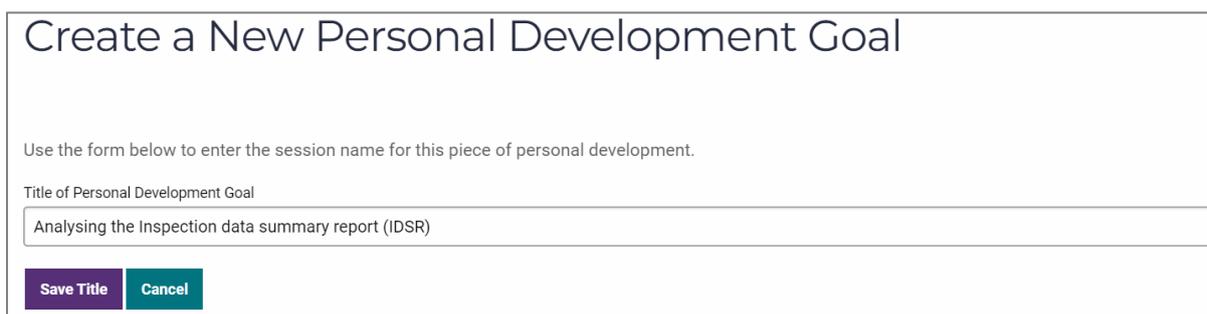
You accepted the [Privacy Statement](#) on 22/02/2023.

**All PD Goals** **New PD Goals** **Active PD Goals** **Complete PD Goals** **Add new PD Goal**

Title	Type	Progress	Actions
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This will open a new page to enable you to add the title of your new PD goal.

You will see from the example below that the user is planning to carry out a personal development activity which does not relate directly to EduSuite. The system has been created to enable you to add in any personal and professional development actions you undertake. Remember to click **Save Title** as this will then add your new PD goal to the PDP.



**Create a New Personal Development Goal**

Use the form below to enter the session name for this piece of personal development.

Title of Personal Development Goal

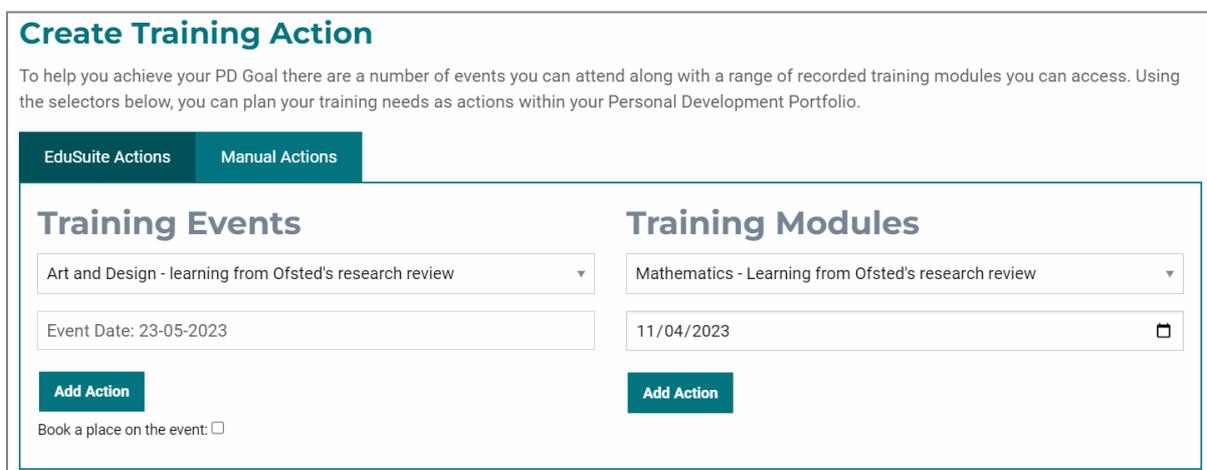
Analysing the Inspection data summary report (IDSR)

**Save Title** **Cancel**

The process for creating, managing and sharing training actions is the same, whether you began the process by clicking on **New PD Goal** or **Add new PD Goal**.

## Create training actions

There are two options for creating training actions. You can add training events or training modules from EduSuite as an action, and you can add other actions using the Manual Actions tab. Manual actions might include external training, staff meetings, reading research papers or blogs, etc.



**Create Training Action**

To help you achieve your PD Goal there are a number of events you can attend along with a range of recorded training modules you can access. Using the selectors below, you can plan your training needs as actions within your Personal Development Portfolio.

**EduSuite Actions** **Manual Actions**

Training Events	Training Modules
Art and Design - learning from Ofsted's research review	Mathematics - Learning from Ofsted's research review
Event Date: 23-05-2023	11/04/2023
<b>Add Action</b>	<b>Add Action</b>

Book a place on the event:

## Add an EduSuite Action

Adding an **EduSuite Action** is the default view. To add either a training event or training module as an action, click on the drop-down list arrow. This will display all the available options. In the example below, the drop-down list for the training modules has been clicked. Now you can see the current list of available training modules.

**Create Training Action**

To help you achieve your PD Goal there are a number of events you can attend along with a range of recorded training modules you can access. Using the selectors below, you can plan your training needs as actions within your Personal Development Portfolio.

**EduSuite Actions** Manual Actions

**Training Events**

Art and Design - learning from Ofsted's research review

Event Date: 23-05-2023

**Add Action**

Book a place on the event:

**Training Modules**

- Mathematics - Learning from Ofsted's research review
- MFL - Learning from Ofsted's research review
- Adaptive teaching
- English - learning from Ofsted's research review: writing & spoken language focus
- Music - learning from Ofsted's research review
- Subject Leadership: creating action plans
- Reading - Learning from Ofsted's research review into English
- PE - Learning from Ofsted's research review
- Science - learning from Ofsted's research review
- Religious Education - learning from Ofsted's research review
- Rehearsal, retrieval, spacing and interleaving
- Computing - learning from Ofsted's research review
- Behaviour management - part 2
- Behaviour management - part 1
- Impactful appraisal
- Embedding formative assessment
- Managing people and building influence
- Managing your workload
- Utilising coaching in school
- Scaffolding Learning

**Manage Actions**

Below are a list of the created actions for this PD goal.

No actions have been recorded against this plan

**Manage Portfolio Access**

In the table below, you will see who you have shared the Personal Development Goal with. To remove access, simply click the 'Revoke Access' button. If the table is blank, you have not shared the PD goal with anyone.

Click on your chosen training module (or event) to add this as an action to your PD Goal. If you are adding an event, you can automatically book yourself onto the event by ticking the check box underneath the **Add Action** button. If you do not tick the box, you will need to book a place via the EduSuite [events page](#).

After selecting a training module click on the calendar to **select the date** you aim to complete the action by. Dates for events are automatically set.

Now click **Add Action**.

## Add a Manual Action

Adding a **Manual Action** enables you to add any other activities you will undertake to achieve the personal development goal you are setting yourself. Click on the **Manual Actions** tab.

**Manual Actions**

As many manual actions as you need for the session can be created below, you can come back and add more actions at any time. If the boxes are blank then actions will not be created.

Action Description

Date for Completion

26/02/2023

Intended Impact

**Add Another Action** **Remove Last Action**

**Save and Create Actions**

Now you can type in a brief description of the action. Click the **calendar** to add a date for completion. Now type in the impact you hope to achieve as a result of the activity you will undertake. If you wish to include more than one action for this PG Goal, click **Add Another Action**.

EduSuite Actions
Manual Actions

## Manual Actions

As many manual actions as you need for the session can be created below, you can come back and add more actions at any time. If the boxes are blank then actions will not be created.

Date for Completion

---

Date for Completion

Add Another Action
Remove Last Action

Save and Create Actions

Once you have added all your actions click **Save and Create Actions**.

## Manage Actions

To add further information to your actions, and to add the intended impact to any EduSuite actions, you use the Manage Actions section.

### Manage Actions

Below are a list of the created actions for this PD goal.

Title	Deadline	Links	Intended Impact	Status	Actions
Complete Training Module: Managing people and building influence	20-04-2023	<span style="background-color: #00728f; color: white; padding: 2px 10px; border-radius: 4px;">Access Training</span>		Open	<span style="background-color: #00728f; color: white; padding: 2px 10px; border-radius: 4px; margin-bottom: 5px;">Manage</span> <span style="background-color: #4b3681; color: white; padding: 2px 10px; border-radius: 4px;">Delete</span>
Read Psychology Today blog on difficult conversations	17-03-2023		I have a better understanding of setting ground rules for challenging conversations.	Complete	<span style="background-color: #00728f; color: white; padding: 2px 10px; border-radius: 4px; margin-bottom: 5px;">Manage</span> <span style="background-color: #4b3681; color: white; padding: 2px 10px; border-radius: 4px;">Delete</span>
Create a list of questions to invite discussion	30-03-2023		I feel prepared to hold a challenging conversation.	Open	<span style="background-color: #00728f; color: white; padding: 2px 10px; border-radius: 4px; margin-bottom: 5px;">Manage</span> <span style="background-color: #4b3681; color: white; padding: 2px 10px; border-radius: 4px;">Delete</span>

You can see on the example above that the intended impact for the first action has not been written. Click on the **Manage** button next to the action to record the actual impact of the actions you have carried out.

# Manage Action

[Return to PD Goal](#)

[Access Training Module](#)

Use the form below to enter your thoughts and impacts from the action. The form is split into two sections the initial thoughts at the top and a reflection section at the bottom, this is to enter your findings and a rating.

Action Name

Complete Training Module: Managing people and building influence

Intended Impact

I can confidently hold a challenging conversation, rather than avoiding them!

Estimated Completion Date

20/04/2023

Actual Impact

Date Completed

dd/mm/yyyy

[Save Action](#)

[Return to PD Goal](#)

Write your intended impact then click **Save Action**. If you then wish to **return to the PD Goal**, click the red button. Once you have completed the action, you will return to this page to add in the actual impact and the date you completed it. The system will then mark the action as completed.

## Checking the progress of a PD Goal

To check the progress of a PD Goal, access your PDP via the DASHBOARD. Click on **Active PD Goals** and the list of incomplete goals will be displayed. In this section, you have a range of options for each PD Goal: **Manage, Share, View/Print, Delete**.

All PD Goals	New PD Goals	Active PD Goals	Complete PD Goals	Add new PD Goal
Title	Type	Progress	Actions	
Holding challenging conversations	Online Event	67%	3	<a href="#">Manage</a> <a href="#">Share</a> <a href="#">View/Print</a> <a href="#">Delete</a>
Developing my Early Years environment	Manual	0%	1	<a href="#">Manage</a> <a href="#">Share</a> <a href="#">View/Print</a> <a href="#">Delete</a>
Behaviour management	Manual	67%	3	<a href="#">Manage</a> <a href="#">Share</a> <a href="#">View/Print</a> <a href="#">Delete</a>
Staff appraisal	Manual	33%	3	<a href="#">Manage</a> <a href="#">Share</a> <a href="#">View/Print</a> <a href="#">Delete</a>

## Manage: Updating or amending PDP Goal

Click the **Manage** button to make changes to the title, intended impact or date you hope to complete an action.

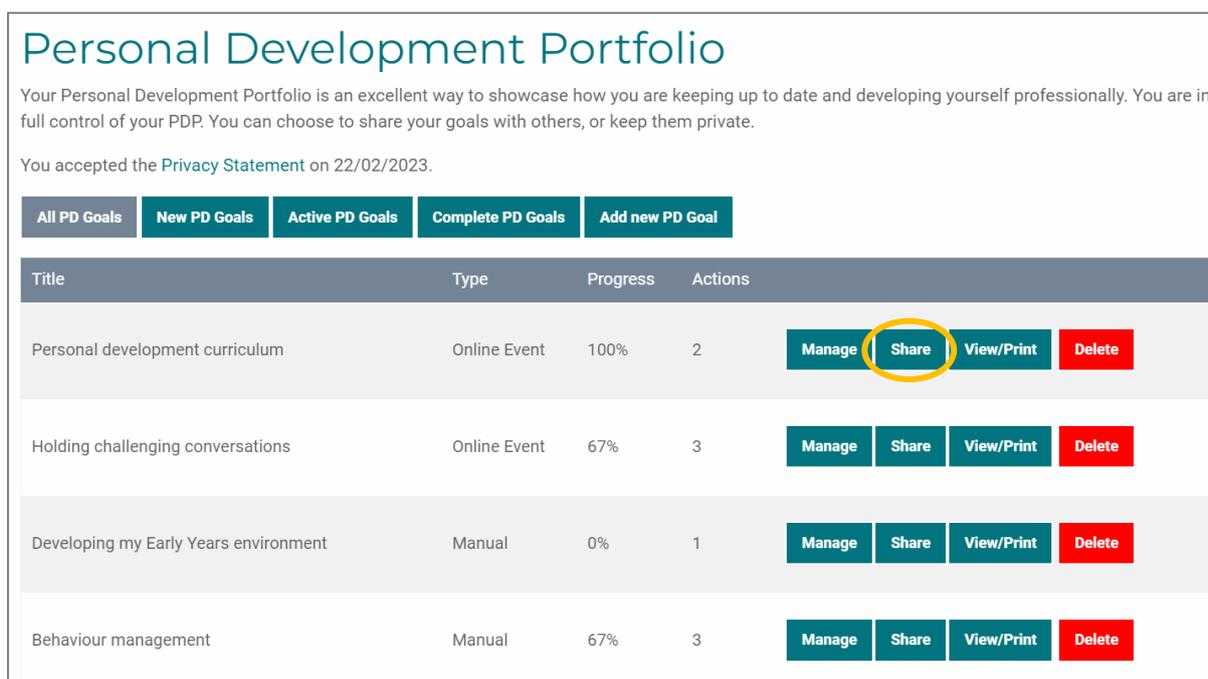
## Manage: Completing a PDP Goal

A PD Goal will be complete when you have recorded the actual impact for each action you have set and added in the date. The system will automatically mark the action as completed. The PD Goal will then disappear from this section and appear under the **Complete PD Goals** section.

## Sharing your PD Goals

The Personal Development Portfolio is fully controlled by you, but you can share individual PD Goals with others. For example, it might be beneficial to share your PD Goals with the person who carries out your appraisal. Navigate to your PDP in your DASHBOARD.

Click the **Share** button next to the PD Goal you wish to share.



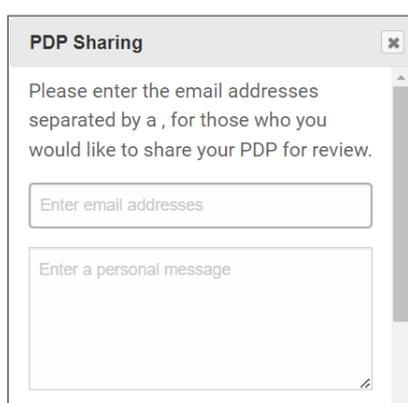
**Personal Development Portfolio**

Your Personal Development Portfolio is an excellent way to showcase how you are keeping up to date and developing yourself professionally. You are in full control of your PDP. You can choose to share your goals with others, or keep them private.

You accepted the [Privacy Statement](#) on 22/02/2023.

**All PD Goals** **New PD Goals** **Active PD Goals** **Complete PD Goals** **Add new PD Goal**

Title	Type	Progress	Actions	
Personal development curriculum	Online Event	100%	2	<b>Manage</b> <b>Share</b> <b>View/Print</b> <b>Delete</b>
Holding challenging conversations	Online Event	67%	3	<b>Manage</b> <b>Share</b> <b>View/Print</b> <b>Delete</b>
Developing my Early Years environment	Manual	0%	1	<b>Manage</b> <b>Share</b> <b>View/Print</b> <b>Delete</b>
Behaviour management	Manual	67%	3	<b>Manage</b> <b>Share</b> <b>View/Print</b> <b>Delete</b>



**PDP Sharing**

Please enter the email addresses separated by a , for those who you would like to share your PDP for review.

This pop-up box will appear.

Type in the email address of the person you wish to share the PD Goal with. If you wish to share it with more than one person, separate the email addresses with a comma.

You can add a personal message for the recipient.

Use the scroll bar to display the **Share PDP** button. Click it.

You will know if the link has been shared as you will see a confirmation message.



The recipient will receive an email informing them that they now have access to your PDP.

You can revoke access to a PDP at any time. Go to your PDP. Find the PD Goal you have shared. Click **Manage** next to the PD Goal you have shared and scroll down to **Manage Portfolio Access**. You will see the **Revoke Access** button.

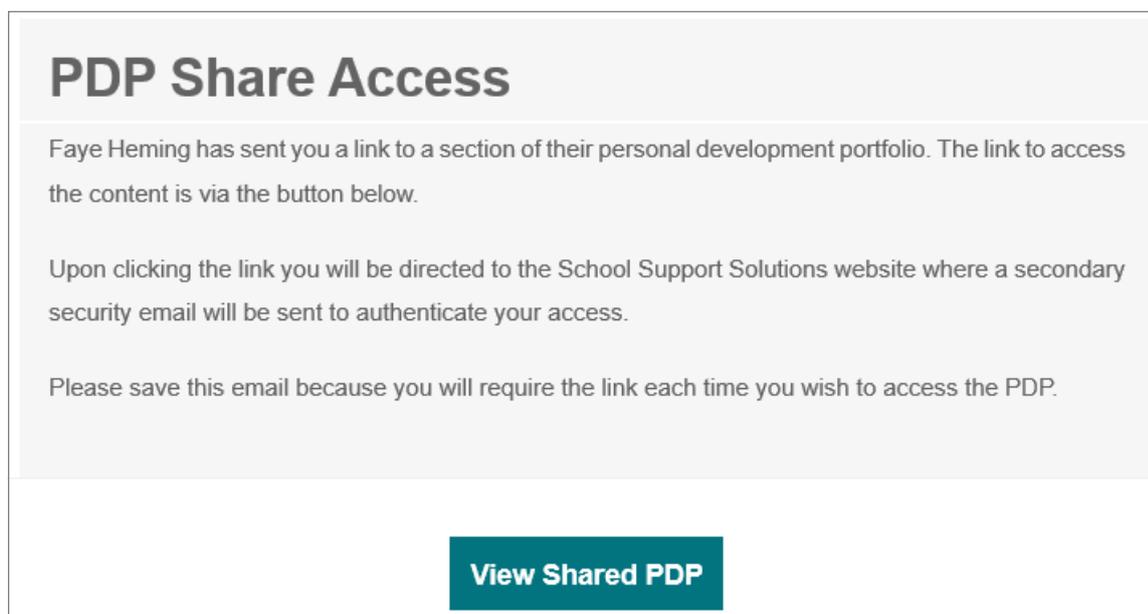
When you click the Revoke Access button, this pop-up message is displayed.



If you click **OK** then the user's access will be instantly revoked.

## Accessing a shared PDP

When a PDP is shared with you, you will receive an email entitled: PDP Share from: [name]. If a personal message has been included, it will be displayed in the email.



You need to click on the button '**View Shared PDP**' which will open up the School Support Solutions website and the following message will be displayed.



We recommend that you save the email entitled PDP Share Access because you can only access a user's PDP by clicking the '**View Shared PDP**' button.

An automatic email will now be generated which includes a link to the shared PDP.

## Personal Development Portfolio Access Verification

Confirm access to the personal development portfolio of Faye Heming. The link below will provide read only access. The link below will only be authorised for 10 minutes from being requested

If this email expires a new link can be requested from the previous email.

[View Shared PDP](#)

This link is authorised for 10 minutes from being requested. If the link expires, click the link in the original email to restart this process.

Now you can view the PD Goal.