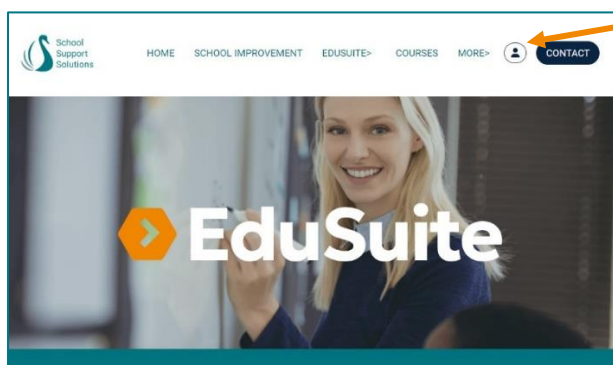


Professional Development Portfolio (PDP) User Guide

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

Logging in to EduSuite

Go to www.edusuite.co.uk



Click the person icon to log in.

Type your school email address into the login box. Do not close the browser.

A 'magic link' will be emailed to you. (If the email does not arrive, check your junk mail folder. If the email is in there, move it to the inbox.)

Click the magic link in the email. This will automatically open a new window in the browser. Now you can access EduSuite, including your PDP. Please note that the magic link expires after 10 minutes. If this happens, simply start the log in process again.

Find your Professional Development Portfolio

Once logged in, click on the person icon in the navigation bar to access your personal **DASHBOARD**. This will take you to your professional dashboard page where you can manage and update:

User details

Your bookings

Professional development portfolio

My reviews (if enabled)

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

Professional Development Portfolio

Your Professional 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 17/08/2023.

All PD Goals

New PD Goals

Active PD Goals

Complete PD Goals

Add new PD Goal

Print Goals

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 professional 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 New PD Goals 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 professional 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 professional 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.

Professional Development Portfolio

Hello Faye Heming,

Thank you for attending the event Modelling and explanations – Rosenshine series. This event has been added to your professional development portfolio included within EduSuite.

You can now add your intended impact to this professional 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	Print Goals
Select	Title	Type	Progress	Actions	
<input type="checkbox"/>	Modelling and explanations – Rosenshine series	Online Event	0%	0	Manage Share View/Print Delete

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 professional development task if you wish. Remember to click **Update Title** if you make any changes.

Manage Professional 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](#)

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 Professional 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](#)

Click the **'Manual Actions'** tab then fill in the boxes. You can add a description of the action you intend to take, your intended impact and set a date for completion (this box will default to the current date). 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. Remember to click **Save and Create Actions**.

You can add as many actions as required for the specific PD goal by clicking **Add Another Action**. Once completed, click **Save and Create Actions**.

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 Professional Development Portfolio.

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.

Review the models used in foundation subjects to check for cognitive overload

Date for Completion
13/09/2023

Models used reduce load on pupils' working memory.

Action Description

Date for Completion
dd/mm/yyyy

Intended Impact

Add Another Action **Remove Last Action**

Save and Create Actions

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.

Professional Development Portfolio

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

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 professional development activity which does not relate directly to EduSuite. The system has been created to enable you to add in any personal and/or 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 Professional Development Goal

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

Title of Professional Development Goal

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 Professional Development Portfolio.

EduSuite Actions

Manual Actions

Training Events

Managing attendance effectively

Event Date: 02-10-2023

Add Action

Book a place on the event:

Training Modules

Art and Design - Learning from Ofsted's research review

17/08/2023

Add Action

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 Professional Development Portfolio.

EduSuite Actions **Manual Actions**

Training Events

Managing attendance effectively

Event Date: 02-10-2023

Add Action

Book a place on the event:

Training Modules

Art and Design - Learning from Ofsted's research review

- Art and Design - Learning from Ofsted's research review
- History - Learning from Ofsted's research review
- Geography - Learning from Ofsted's research review
- 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

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 Professional 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 EduSuite training event, you can automatically book yourself onto it 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](#).

If you wish to select a training module, click the drop down list and click on the training module you want to watch. Then click on the calendar to **select the date** you aim to complete the action by. 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 professional development goal you are setting yourself. Click on the **Manual Actions** tab.

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.

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.

Read 'Psychology Today' blog on difficult conversations

Date for Completion
17/03/2023

I have a better understanding of setting ground rules for challenging conversations.

Create a list of questions to invite discussion

Date for Completion
30/03/2023

I feel prepared to hold a challenging conversation.

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	Access Training		Open	Manage Delete
Read Psychology Today blog on difficult conversations	17-03-2023		I have a better understanding of setting ground rules for challenging conversations.	Complete	Manage Delete
Create a list of questions to invite discussion	30-03-2023		I feel prepared to hold a challenging conversation.	Open	Manage Delete

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 access the page where you can record the intended impact.

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	Manage Share View/Print Delete
Developing my Early Years environment	Manual	0%	1	Manage Share View/Print Delete
Behaviour management	Manual	67%	3	Manage Share View/Print Delete
Staff appraisal	Manual	33%	3	Manage Share View/Print Delete

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 Professional 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.

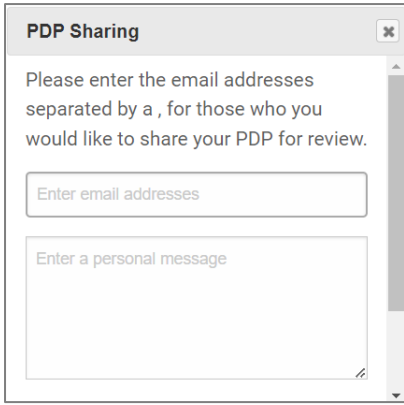
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[All PD Goals](#) [New PD Goals](#) [Active PD Goals](#) [Complete PD Goals](#) [Add new PD Goal](#) [Print Goals](#)

Select	Title	Type	Progress	Actions
<input type="checkbox"/>	Personal development curriculum	Online Event	100%	2 Manage Share View/Print Delete
<input type="checkbox"/>	Holding challenging conversations	Online Event	100%	3 Manage Share View/Print Delete
<input type="checkbox"/>	Developing my Early Years environment	Manual	0%	1 Manage Share View/Print Delete
<input type="checkbox"/>	Behaviour management	Manual	67%	3 Manage Share View/Print Delete
<input type="checkbox"/>	Staff appraisal	Manual	33%	3 Manage Share View/Print Delete



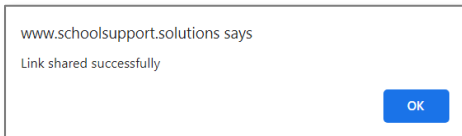
This pop-up box will appear.

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.

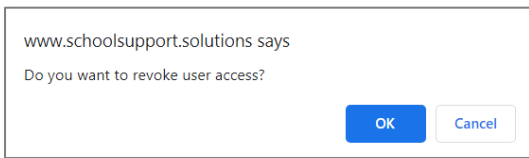
You will know if the link has been shared as you will see a confirmation message.



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.

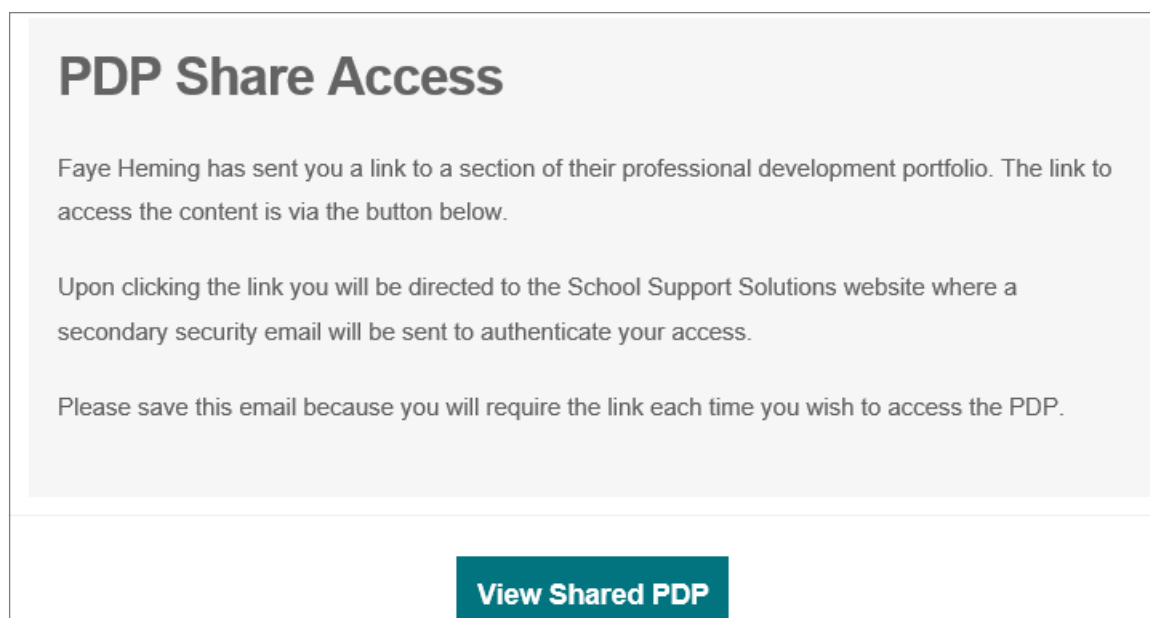
When you click the Revoke Access button, this pop-up message is displayed.



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.

PDP Shared Access System

To confirm your identity, an email granting access to this Professional Development Portfolio has been sent to your inbox. Please click the link in the email to access the next stage.

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.

Professional Development Portfolio Access Verification

Confirm access to the professional 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.