

## Isle of Wight Schools Learning Zone Booking Process Overview

HT and Manager review the directory offer and identify courses they wish to book for 2020-21 (in conjunction with conversation with PPIs)



Manager searches for the training in the Find Learning using the keywords provided



Manager assigns a specific learning item to a member of staff



Staff member logs in to the Learning Zone and locates the learning item in their My Learning Assignments area (status: 'Assigned')



User then registers on the learning item that has been assigned to them – Register Now



User reviews the learning item details (course date/time/location) and adds to cart – Add to Cart



User completes the process – Checkout, then Next



On the payment screen, user selects Place Order



Booking is now confirmed/complete – information will be displayed in the Order Information window.



Learning Items will then be visible in user's learning plan and will display the status as 'Enrolled'



An automated booking notification will be sent to the user and Manager.  
*Please note, notifications will not be sent to 'Delegated Managers' (where the actual Manager has delegated to another member of staff).*