

Preparing for a New Academic Year

Year End Rollover, New Intake & ePortfolio

Ensuring your pupils see the right information, on the right page, on their first day back at school

This course, held by one of our experienced educational consultants, will ensure you can effectively prepare your cLc Learning Platform for the next academic year so you can be sure all of your student users correctly **rollover** and appear within their **new year group and classes**. It will also show you how you to manage your new intake and migrate student ePortfolios.

At the end of the course you will

- Understand why a rollover request is needed
- Know how to complete the end of year cLc rollover process
- Understand the implications of the rollover process for cLc sub-group community membership & security
- Know how to correctly import your new intake of students
- Gain an overview of the cLc e-Portfolio migration process *(both from a cLc manager and student user's point of view)*
- Understand how to transfer ePortfolios from one school cLc to another

½ day onsite training

Held in your school for up to 8 people, suitable for teachers, technicians or administrators who have the responsibility for the administration of the cLc.

Dates in June, July & August

Only £495

Why not share the costs with neighbouring schools who might benefit?

Too busy to attend?

Then why not arrange a virtual training session, with one of our consultants. The session will be run via the internet and last no more than 2 hours.

For up to 2 people. Suitable for teachers, technicians or administrators who have the responsibility for the administration of the cLc

Dates in June, July & August

Only £195

To book email services@uniservity.com

Or call 0870 855 5751



All attendees must have cLc manager access rights.

Virtual Training requires access to a computer and either a microphone/headphones connected to the computer or a telephone.

Half day on-site training is typically 9am – 12noon, 12.30pm – 3.30pm or 3.30pm – 5.30pm. Training requires a room with enough computers for 1 per person plus a data projector or interactive whiteboard at the front.