Using Gradbook to sign up for training

Logging in
When you log in for the first time each academic year you will be asked to confirm some registration information. You can update certain of this information at any point in the year by selecting “edit my details” from the top-left options. See Fig 1 below.

Fig 1

Browsing courses
The Gradbook screen lists all of the workshops taking place over the next 4 months. To help you find what you are looking for, the list can be sorted by title, theme, intended audience (for) or date (time) - just click the up/down arrows next to the headings. See Fig 2 below.

Fig 2

You can also use the ‘Filter course list’ box. See Fig 3 below. This searches on the course title, theme, host, intended audience (for) and eligibility. For example, type in ‘Present’ and all courses with this word in it will be displayed. If you use this facility, a ‘Clear search’ button will appear. Click this to return to the full Gradbook list.

Fig 3

Some courses have been pre-set for a certain faculty or group of faculties. To view only sessions for which you are eligible, click the option at the top-right of the screen. See Fig 4 below.
To return to viewing all sessions, click on ‘view all sessions’.

**Booking a place**

*Before booking a session, please check the course information via the left-hand hyperlinks to be sure that the course is right for you.*

Please note that bookings only remain open until 3 days before the session date and after this point the course will display **BOOKING CLOSED** – you can’t book on to a course using Gradbook when this is displayed.

To book a session using Gradbook, simply tick the right-hand box corresponding to your chosen course and date.  See Fig 5 below.

When you have ticked the box to book a place, a calendar image will appear alongside the box 📅. If you would like the course to appear in your email calendar, click on the calendar image, click on ‘Open’ then ‘Save and Close’. The tick will disappear and ‘booked’ will appear under the ‘book/unbook’ column indicating that you have successfully booked a place on the course.

*Please remember that by booking onto a session, you are making a commitment to attend; we expect you to manage your bookings in a professional manner and to inform us with reasonable notice if attendance is no longer possible.*

**Booking confirmation**

Once you have booked onto a session you will receive email confirmation immediately, followed by a reminder five days before the session. **These messages may include preparation instructions or other important information – please check the details and follow any instructions carefully.** If you have selected the text-message option in “edit my details”, the system will also send a text reminder.
For a reminder of which sessions you have booked, please select “view my booked courses” from the top-left options.

**Cancelling a place**
To cancel a booking using Gradbook, click to re-click the ticked box on the line corresponding to the course and date.  **See Fig 6 below.**

![Fig 6](image)

The tick will disappear indicating that you have successfully cancelled your place on the course and you will also receive an email confirming your cancellation. **Please remember to remove the entry in your email calendar if you cancel your place.**

Three days before the event, bookings for the course will close, the course will display **BOOKING CLOSED** and you can no longer cancel your place using Gradbook. **If you wish to cancel your place during this closed period, you must email doctoral-college@soton.ac.uk to inform us and to avoid any potential penalty charge/withdrawal from access to Gradbook.**

**Please remember to remove the entry in your email calendar if you cancel your place.**

**Joining a waiting list**
If a session is **FULL** you can opt to join the waiting list. If a place becomes available, the person at the top of the waiting list will be contacted by email and offered the place. You can join multiple waiting lists, but note that once you have secured a place, the system will remove you from any other waiting lists you have joined for the same course, ie you can’t hold a booked place **and** a waiting list place at the same time.

To join the waiting list, click ‘**join waiting list**’ on the line corresponding to your chosen course and date OR click the box to the right of ‘**join waiting list**’  **See Fig 7 below.**

![Fig 7](image)

The following message screen with appear (See Fig 8 below) confirming that if a place becomes available and you are invited to attend, you will automatically be removed from all other waiting lists for the same course taking place later in the year.  **Please note and click ok.**
The line corresponding to your chosen course will display ‘Joined waiting list’ and a tick will appear in the box at the right hand side of the screen. These indicate that your request to be placed on the waiting list has been accepted. See Fig 9 below.

For a reminder of which waiting lists you have joined, and where you are in the queue, please select “view my waiting lists” from the top-left options. See Fig 10 below.

**View your future courses**
For a reminder of which sessions you have booked, please select ‘View my booked courses’ from the top-left options. See Fig 11 below.
**View past courses**
You can view your training record in Gradbook by selecting “view my course history” from the top-left options; the data will be viewable three days after the session-date. You can print out a copy by selecting “print-screen”.

**Help**
If you experience any technical or other difficulties while using Gradbook, please email doctoral-college@soton.ac.uk or call extension 23253 (02380 593253) and we will be pleased to help you resolve them.

**Attendance and your training record**
As noted above, by booking a place you are making a commitment to attend the session for its full duration, including arriving promptly for the advertised start-time. The Doctoral College reserves the right to turn away late-arrivers.

The Doctoral College will record all session attendance within Gradbook. Note that this information is automatically uploaded to PGR Tracker, the University’s system for monitoring postgraduate researchers’ progress. If you fail to attend a course, you will receive an automated email. Persistent non-attendance may result in you being denied access to Gradbook.

**Course ratings**
Once you have attended a session, you will be asked to give a rating to that particular course – this will happen automatically when you next log in to Gradbook. Your rating will be added to those of other attendees over time, and an average star-rating will appear against the course heading on the Gradbook listings. See Fig 12 below.

![GradBook](image)

**Fig 12**
Please note that we also routinely collect more detailed qualitative and quantitative feedback from attendees in order to evaluate their effectiveness – the automated feedback link will be sent 24 hours after the course has taken place.