



GDPRiS Platform v2 Guidance for Users

Document Version: 1.01
Revision Date: 15/02/2023

DP and General Staff

Training

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Training

* For each course you wish to access, please log into GDPRiS *

* You may have been automatically enrolled on courses by your DP lead, however, you can also enrol on any courses on the training page following the same process set out below.

Navigate to **Training** via the **Documents and Training** area on the **Navigation Pane**.

Courses can be filtered to **Enrolled** or **Not Enrolled**

Under **Courses** click **Enrol** for the one relevant to you

You will then notice a progress bar under the course title.

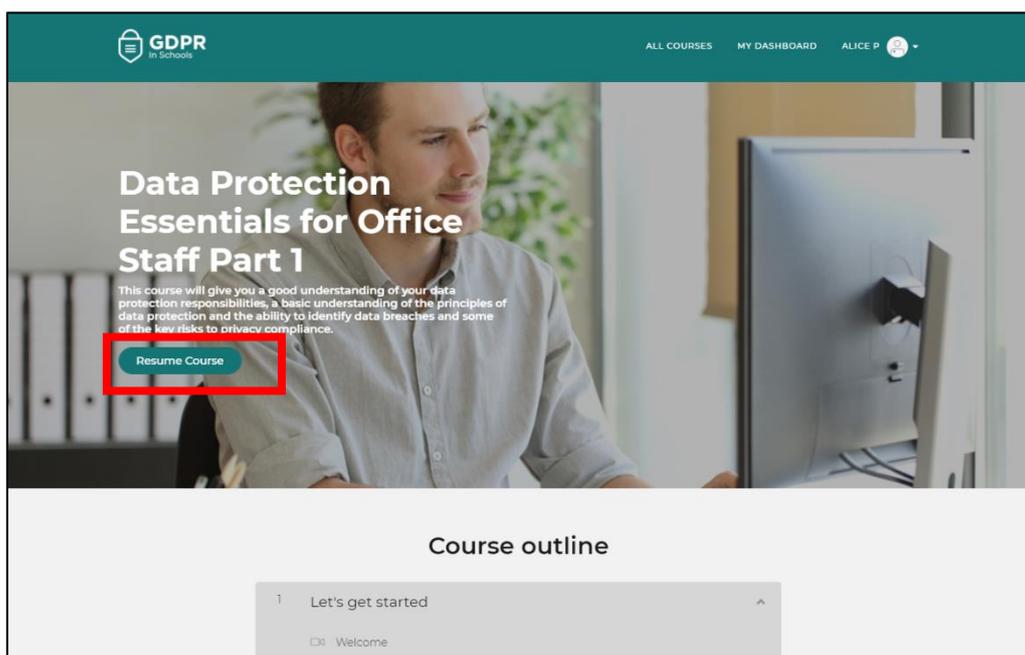
Click on the **course title** – this will open the course on a **new page**.

The screenshot displays the 'Courses' section of the GDPRiS platform. At the top, there is a search bar and a 'Sort' dropdown menu with options for 'All', 'Enrolled', and 'Not Enrolled'. A button labeled 'Enrol in all courses' is located in the top right corner. The main content area features a grid of eight course cards. Each card includes a representative image, a title, a brief description, and a progress bar. The courses are:

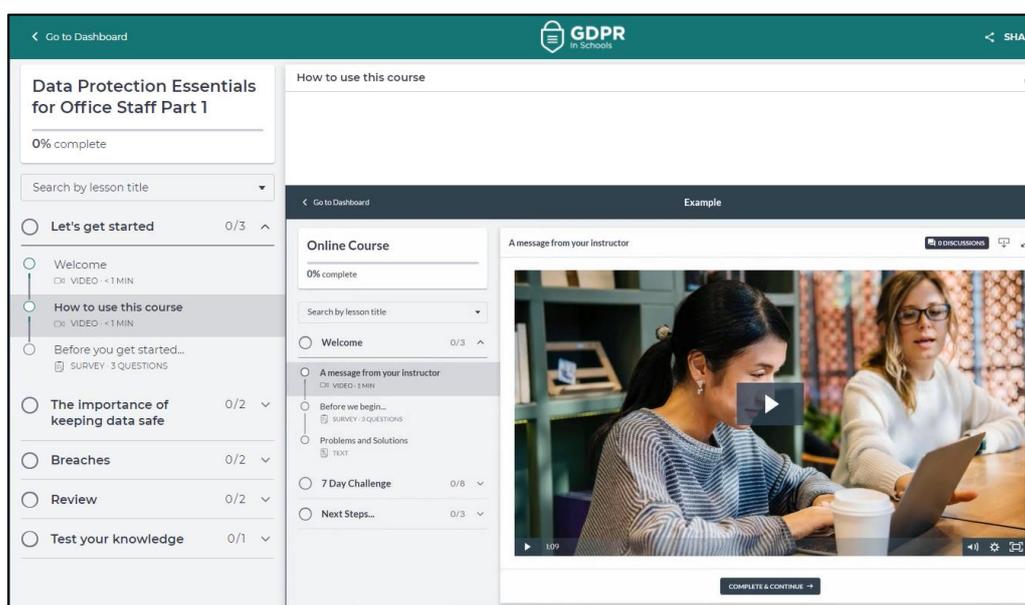
- GDPRiS Software Training and Resources**: Description: 'The resources in our training and resources library will help you get the most out of your GDPRiS subscription. Each resource is designed for you to dip in and out of as needed.' Progress: 10%.
- Returning to School after Home Working**: Description: 'A task-based activity designed to encourage staff to consider where they may have stored data whilst working from home and prompt them to take appropriate action to securely dispose of that data.' Progress: 0%.
- Data Protection and Working/Learning from Home**: Description: 'Working and learning from home brings greater data protection challenges and potential dangers for schools, parents and students. This course will ensure you are aware of these dangers and how to protect against them.' Progress: 0%.
- Data Protection Essentials for Teaching Staff Part 1**: Description: 'This course will give you an understanding of your data protection responsibilities, a basic understanding of the principles of data protection and the ability to identify data breaches and some of the key risks to privacy compliance.' Progress: 0%.
- Data Protection Essentials for Premises Staff Part 2**: Description: 'This course follows on from our Data Protection Essentials Part 1 and will give you an insight into the more obscure breaches you may encounter in your role and ensure you know what to do should you encounter a data breach.' Progress: 0%.
- Data Protection Essentials for Governors Part 2**: Description: 'This course follows on from our Data Protection Essentials Part 1 and will give you an insight into the more obscure breaches you may encounter in your role and ensure you know what to do should you encounter a data breach.' Progress: 0%.
- Data Protection Essentials for Regular Visitors Part 2**: Description: 'This course follows on from our Data Protection Essentials Part 1 and will give you an insight into the more obscure breaches you may encounter in your role and ensure you know what to do should you encounter a data breach.' Progress: 0%.
- Self-delivery Data Protection Essentials Part 1**: Description: 'This course bundle is designed to be used for groups of staff in the same role, perfect for INSET days. It has all the resources you need to deliver data protection and breach awareness training.' Progress: 0%.

Each course card has an 'Enrol' button at the bottom.

Click **Resume Course**.



The course is then presented on screen.



The courses are self-paced, and you need to **complete each section**.

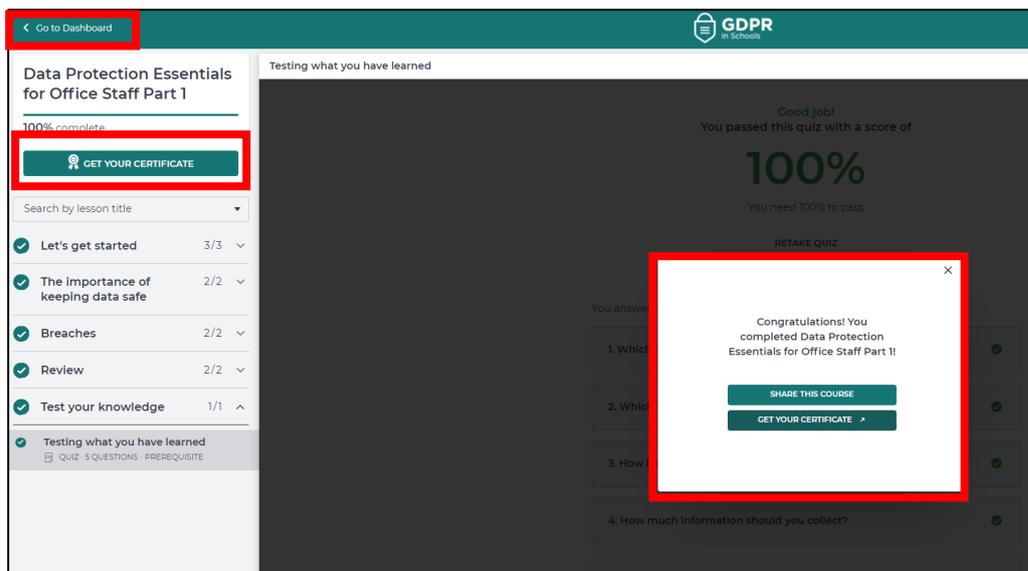
Sections are a mixture of videos and presentations and questions to answer.

You will have the opportunity to download relevant documents as you progress through the course.

Certificate

Once you have completed the course you can download a certificate to keep for your CPD.

If you do not download from this page, please use **Go to Dashboard** where you will have the opportunity to download it from there.



Role Based Training

Enrolment Wizard

The Enrol Users wizard is broken down into three stages, selecting the course you want your users to be enrolled on, choosing which users you would like to be enrolled on that courses and lastly to confirm your choices.

The enrolment process requires you to do enrolments via a single course. This is done this way because of the user selection options.

Navigate to Enrolment Settings via the Documents and Training area on the Navigation Pane.

Select Courses

On the Enrol Users page, select the course which you want your users to be enrolled on.

The screenshot displays the 'Enrol Users' wizard interface. At the top, there are three numbered steps: 1. Select Course, 2. Select Users, and 3. Confirm. The current step is 'Select Course', which is highlighted with a blue bar. Below the step indicator, there is a 'Select Course' heading and a language selector for 'English' and 'Español'. The main content area shows a grid of course cards, each with a radio button for selection. The courses listed are:

- A Leading Schools' Barrister presents: Legal Liabilities in Data Protection B0024**: Knowing your responsibilities and receiving the best appropriate training and advice will position you to manage your legal data protection obligations.
- Back to School after Home Working B0001**: TRY THIS COURSE A task-based activity designed to encourage staff to consider where they may have stored data whilst working from home and prompt them to take appropriate action to securely dispose of that data.
- Cyber Security Expert presents: The risks of Cyberattacks? B0002**: Who'd want to carry out a cyberattack in a school? What on earth have they got to gain?
- Data Protection Essentials for Catering Staff B0004**: This course will give you an understanding of your Data Protection responsibilities, the principles of data protection, the ability to identify data breaches and the key risks to privacy compliance. Both modules required for CPD Accreditation.
- A Leading Schools' Barrister presents: SARs – What to Do and When to Refuse B0025**: The legislation about when a SAR must be produced and when it can be refused is to say the least woolly in places, we'll bring clarity to what's expected of you.
- Cyber Security Awareness B0042**: Everyone who uses technology should be aware of the security and none more so than within schools where a breach of security could harm a child. This course shows you the pitfalls you may encounter in your security, how to rectify and recover.
- Data Protection and Working/Learning from Home B0003**: Working and learning from home brings greater data protection challenges and potential dangers for schools, parents and students. This course will ensure you are aware of these dangers and how to protect against them.
- Data Protection Essentials for Governors B0006**: This course will give you an understanding of your Data Protection responsibilities, the principles of data protection, the ability to identify data breaches and the key risks to privacy compliance. Both modules required for CPD Accreditation.

Select Users

Section 2 of the enrol users wizard is where you select the users from your school/s to be enrolled on the selected course.

The select users page will show you users from the trust and any linked schools. You can filter the users shown on the page via the following filters:

Categories

Schools , if you have a group site, a new filter will appear

User added after

User never enrolled on the course

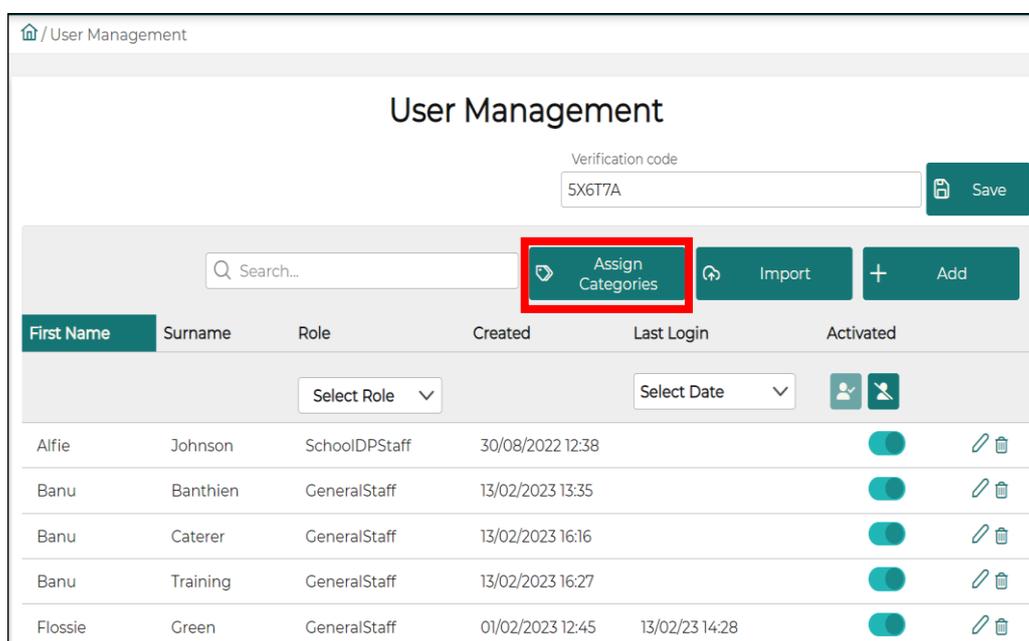
Last Enrolled between

Only Incomplete courses

A search feature is also available to find users.

How to categorise users in User Management.

Navigate to the **User Management** area via **Administration** on the **Navigation Pane**.



Click on the **Assign Categories** button

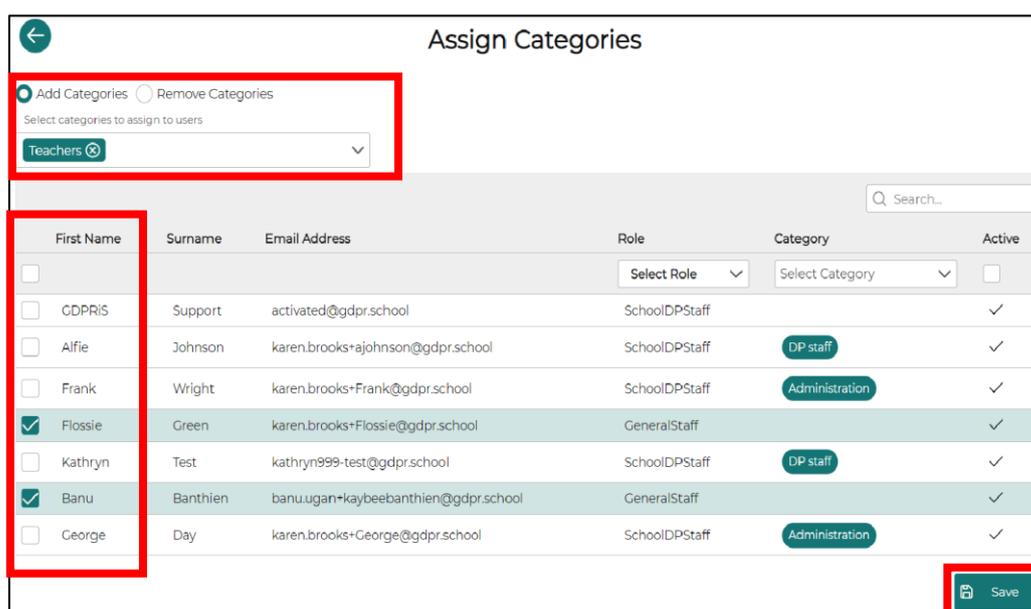
You will see a list of your staff that have accounts on the GDPRiS portal.

Select **Add Categories**

Select the users you wish to add a category to.

Select the category/categories you wish to assign to the selected staff.

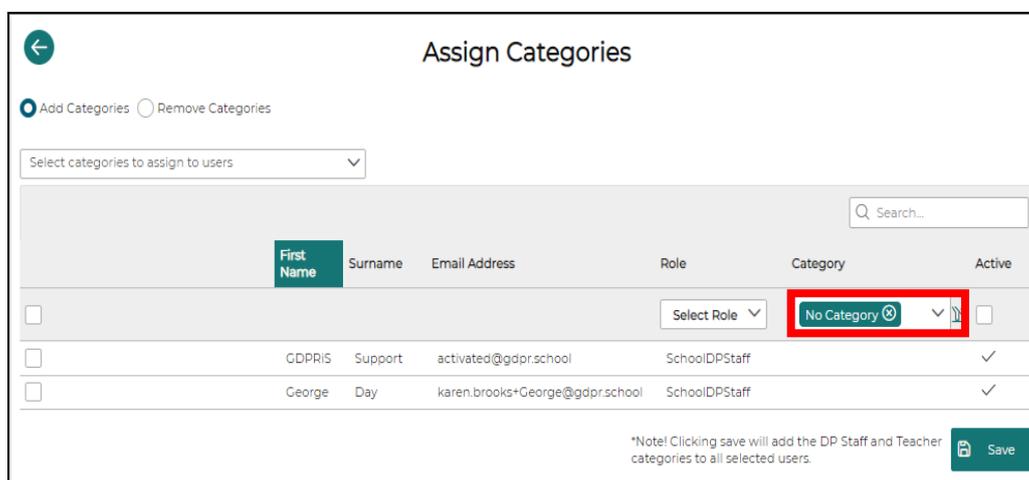
Please check the **confirmation message** and click **SAVE** again



Filtering

You can filter by categories to check your selections.

If you choose **No Category** it will reduce your list and you will see any staff that you may have missed.



Remove Categories

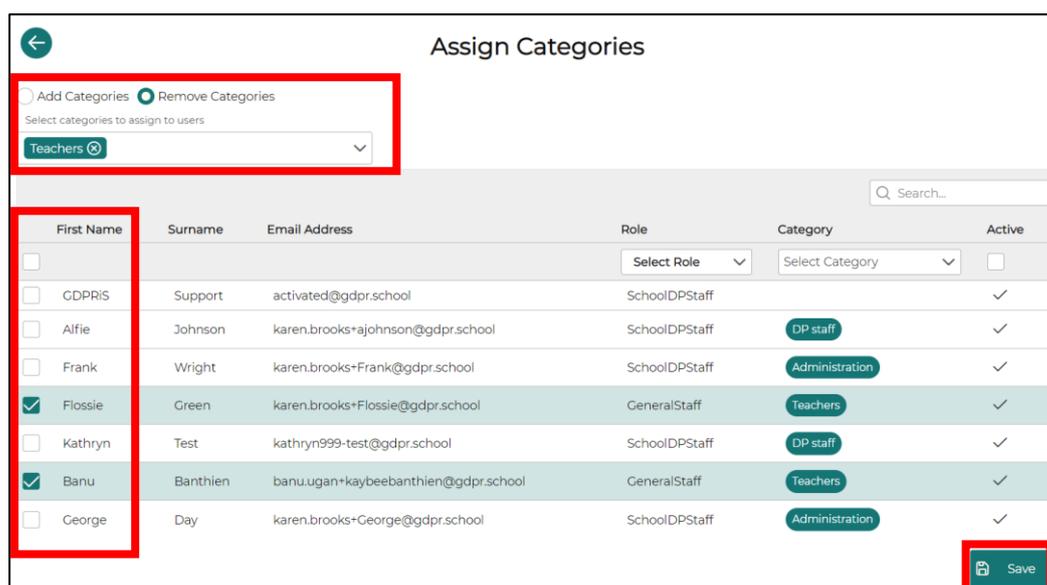
Note: This process does not unenroll staff from courses

Select **Remove Categories**

Select the users you wish to remove the category/categories from

Select the category/categories you wish to remove from the selected staff.

Please check the **confirmation message** and click **SAVE** again



Contact the Customer Success Team

Office hours

Mon-Thurs: 09:00 - 16:30 GMT

Fri: 09:00 – 15:30 GMT

If you require assistance regarding any section of this help guide, please do not hesitate to contact us via one of the following methods:

Tel: 02039 610 110

Mail: support@gdpris.co.uk