

How to Book English and Maths Core Provision on the Learning Zone

Our English and Maths Core Provision offers 2019-20 are now live on the system and available to book:

- English Core provision – search using key words: "**Core English Program**"
- Maths Core Provision – search using key words: "**Core Maths Program**"

First ensure you select the '**Open-ended program**' (and **not** the individual learning items for the separate events in the programme).

Click on the relevant programme

Click **Enrol**

Click on the first blue coloured bar to select the first event

Click **Register Now** (please do not use the assign function as this does not record a booking)

Select your preferred location/date/time from the list of available dates and locations under '**Available Scheduled Offerings**'

Click **Register**

Please ignore the comments box at this point and leave the cost centre box if this is already populated.

Click **Confirm**

Click on the small 'back' arrow button at the top of the page to return to previous screen
Select the next meeting you need to book and repeat process above.

Continue until you have booked all the meetings for the academic year.

For **English** – please book on **four** meetings. Where both morning and afternoon options are offered, select one and then choose the same AM or PM option for the other meetings, if you can.

For **Maths** – please book on **three** meetings. In some cases there are two streams offered for one district e.g. East Hants 1 (venue) and East Hants 2 (venue) . If you are unsure as to which set of meetings to book for your school, please contact [Sheila Kyme](#).

Continue until you have booked all the meetings for the academic year.

Select the next blue coloured bar (Conference) and repeat process above until you have registered on all of programme elements.

You will receive a separate Learning Registration Notification email to confirm your registration for each of the elements of the programme. Your bookings will be displayed in '**My Learning Assignments**' on your **My Learning** home page.

Bookings by Headteachers, Admin and other staff

It is not currently possible for the Administration Manager to book on behalf of their headteacher, who has no system line manager. This is because Headteachers pre-authorized for their own bookings, due to SAP financial security restrictions on the role of their delegates. Headteachers will need to book themselves on these events. For other members of staff, the delegated admin or the delegate themselves will be able to book. Authorisation e-mails will be automatically sent for any delegate (except the Headteacher themselves) and only this action will confirm the booking of a place.

Need help?

Please find attached an LMS Hints and Tips document which you may find helpful. Should you have any booking queries, please contact htlc.courses@hants.gov.uk.