



# i-develop

learning for cld









The logo for 'i-develop' features the text 'i-develop' in a bold, dark grey font. The 'o' in 'develop' is replaced by a stylized tree with a black trunk and branches, and several green and brown leaves. Below the main text, the phrase 'learning for cld' is written in a smaller, brown font.A small, stylized tree logo with a black trunk and branches, and several green and brown leaves.

***User Guide***

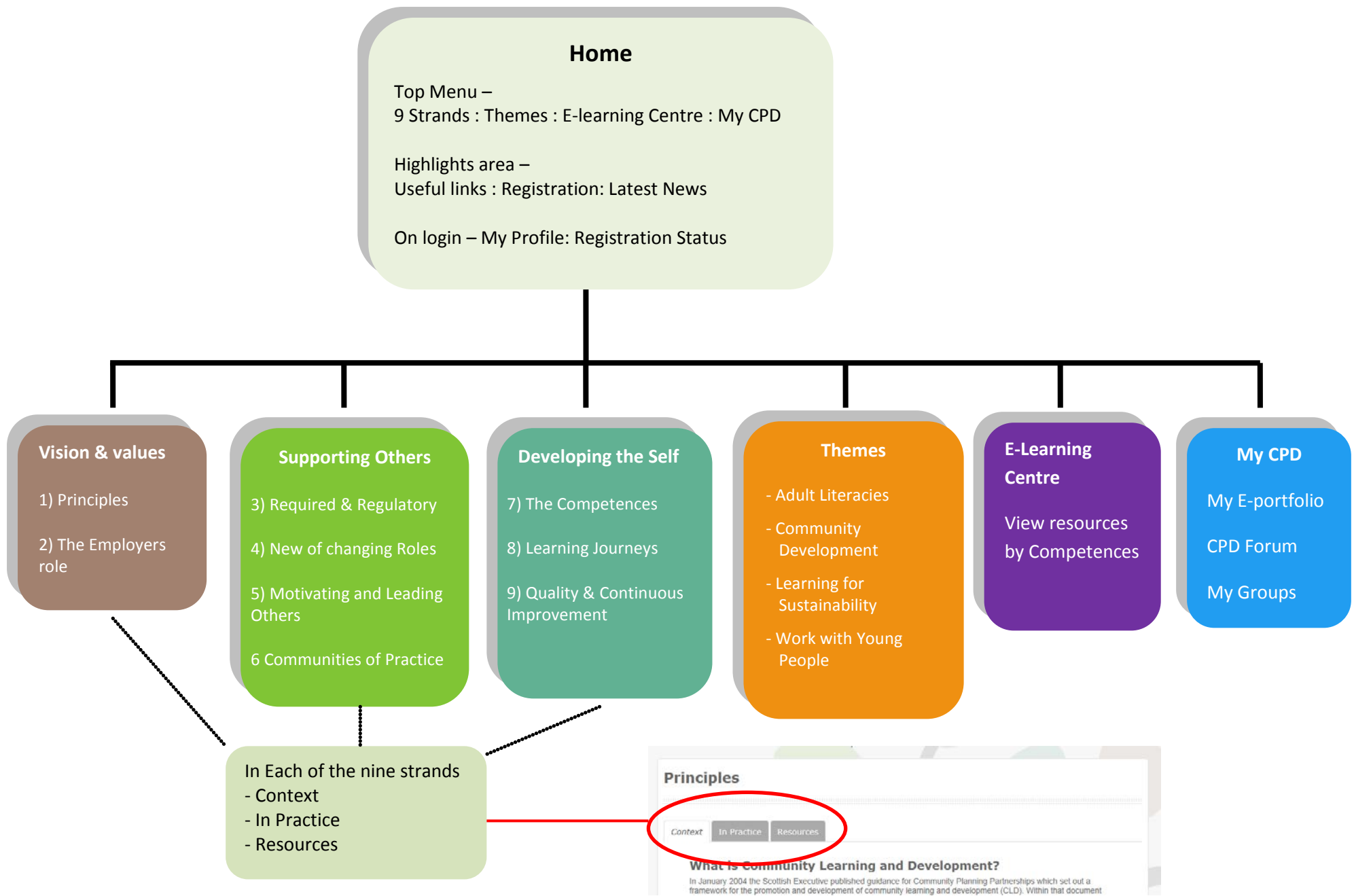
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# User Guide: Contents

 3	Site Map
 4	Create an account & Log In
 8	Edit your Preferences
 11	Build your e-Portfolio
 13	The Strands and Themes
 15	My Group Spaces
 16	Discussion Forums
 18	Frequently Asked Questions

**Username:**





## Welcome to the getting started guide for i-develop.

The guide will help you to log-in and find your way around the main features of the site. For website support email: [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)

When you put [www.i-develop-cld.org.uk](http://www.i-develop-cld.org.uk) into your web browser you will land on a screen similar to the one below:

Continuous Professional Development | CLD Standards Council for Scotland [Log in](#)

Home Visions & Values Supporting Others Developing the Self Themes E-Learning Centre My CPD

**i-develop**  
learning for cld

★ **Useful links**  
Links to our new and useful content.

- Tayside and Fife area now open to all
- Influencing Change: CLD in Scotland
- West CLD Alliance
- The CLD CPD Networks
- Learning for Democracy (login required)

[Search group spaces](#)

**Register with the Standards Council**

“ If you work or volunteer in Community Learning and Development you can apply for registration to enjoy the benefits of being part of the recognised professional body for CLD in Scotland.

[Register here](#)

**Latest news and updates**

- Get involved in the Education Governance: Next Steps discussions
- New book from the CLD Standards Council

**Follow us on Twitter:**  
[@cldstandards](#)

[Read more](#)

**Standards Council Scotland**

The i-develop service is provided as part of CLD Standards Council for Scotland's CPD Strategy, *A Learning Culture for the Community Learning and Development Sector in Scotland*. The aim of i-develop is to support creative and innovative learning and development for CLD practitioners, based on the values, principles, skills and competences they need as communities, individuals and employers.

i-develop integrates the theories and practices that help shape effective CPD for the CLD sector, such as peer sharing, communities of practice, learning journeys and reflection-in-action in order to shape a learning community of practitioners across CLD.

**Useful resources available from the CLD Standards Council website**

- Code of Ethics
- Ethical Practice – Competent practitioners
- CLD Competences

**Login**

Username

Password

Remember username

[Log in](#)

[Create i-develop account](#)

[Lost password?](#)

You may need to scroll down slightly to see the log in area.

**To get the fullest benefit from the i-develop site you need to log in.**

If you already have an i-develop account – log in by entering your username and password, and clicking the **Log in** button.

If you have an account but have forgotten your username or password - click on **Lost password?** and you will be able to reset your password using either your username OR email.

If you do not have an i-develop account - click on **Create new account**.



## Logging in

The screenshot shows the homepage of the i-develop website. At the top, there is a navigation bar with links for Home, Visions & Values, Supporting Others, Developing the Self, Themes, E-Learning Centre, and My CPD. A 'Log in' link is visible in the top right corner. The main content area includes several sections: 'Useful links' with a list of resources, 'Register with the Standards Council' with a 'Register here' button, and 'Latest news and updates' with a 'Read more' button. A 'Login' form is located on the right side, featuring fields for Username and Password, a 'Remember username' checkbox, and buttons for 'Log in', 'Create i-develop account', and 'Lost password?'. A 'Standards Council Scotland' logo and text are also present on the left side.

Enter your username and password and then click **Login**. If you have forgotten your password click the **Lost Password** link and follow the instructions.

This screenshot shows the same i-develop website homepage after a user has logged in. The navigation bar now includes a 'My Group Spaces' link and the user's name, 'Susie', next to a profile icon. The main content area has updated with 'NEW! Themed Content', 'Standards Council Registration' (with an 'Update your i-develop profile' message), and 'Latest news and updates' (with a list of recent news items). The 'Log in' form is no longer visible.

You'll know when you're logged in because you'll see your name at top.



## Creating an i-develop account

Selecting **Create new account** from the home page or following the link of the same name from various information pages will present the New account create page -

Home Visions & Values Supporting Others Developing the Self Themes E-Learning Centre My CPD

i-develop  
learning for cld

Home > Log in > New account

### New account

Please choose the type of account you would like to create

i-develop account only – not registered      CLD Standards Council Associate Member      CLD Standards Council Full Member

Use this option to create an i-develop account without becoming a member of the CLD Standards Council.

To become an **associate member** you must be a full-time, part-time or voluntary practitioner in community learning and development. This includes:

- Practitioners who have recently completed a recognised professional qualification but have still to gain two years verified practice, or
- Students undertaking a recognised professional qualification, or
- Practitioners with a qualification below degree level, or
- Practitioners with qualifications in other disciplines
- Practitioners without formal qualifications

To become a **full member** you must have:

- A Standards Council recognised degree level qualification and two years verified practice in a community learning and development setting. View the [list of qualifications](#) that are recognised for registration purposes.

You can create an account and apply for Registered Membership or Associate membership, or you can create an i-develop only account without applying for Registration.

Information about the requirements for registration are provided through the Registration section from the home page of i-develop.

**\*\* Please do NOT start the membership application process until you have completed the downloadable application form and have all reference and certificate evidence on hand.**

If you urgently wish to have an i-develop account but do not have the completed application form and evidence to hand then please create an i-develop only account and you can convert this at a later date once you have the necessary documents.

Instructions on how to change your account from i-develop only to apply for membership are available from the registration section.

**\*\* If you became a Registered Member or Associate Member before 2016 then you will have had an i-develop account created for you using the email address you provided. You would have been notified of this account username and password by email. If however you are not aware of your account username and password and no longer have access to the original email you provided then you will need to contact the CLD Standards Council to access the created account. If you create a new account this will NOT show your registration status.**



### Initial Account creation details

Click on the to see advice for each item

▼ Profile details

**Username\***

This username will be part of your login for i-develop, use something memorable e.g. firstname.lastname

**Password\***

  Unmask

The password must have at least 8 characters, at least 1 digit, 1 lower case

**Email address\***

Create your own username and password then scroll down for the rest of the fields.

We recommend that you *do not* use your email address as your username.

Fields marked with \* are mandatory

The Question mark icon will provide additional guidance.

You will be asked to provide the Region that you work in, this allows us to understand the distribution of users throughout Scotland.

If applying for membership you will be asked for some additional details including your address, this will allow us to send your certificate to you.

**I would like to receive email updates**

Yes

**I accept the terms and conditions\***  Yes

**Email updates** - You will be asked if you wish to receive email updates from the CLD Standards Council. Please be aware that you will not receive any member wide communications such as notification of conferences or professional learning opportunities, if you say no to email updates .

**Terms and conditions** - You will be asked to confirm you accept the terms and conditions before you can create and account. These terms and conditions are available on the link on the screen.

Finished? Now click



### Edit your Preferences

Editing your preferences will allow you to do a number of things –

- Check your membership status ( and apply for registration if not registered or if Associate apply to become a registered member)
- Edit your Profile to change your name and email address and add a profile picture
- Update your account / member ship details such as postal address
- Change your password

You can access your preference options as follows –

The screenshot shows the website header with navigation tabs: Home, Visions & Values, and Supporting Others. The user's name 'Lorna' is in the top right. A dropdown menu is open under the user's name, listing: My membership status, Edit my membership details, Edit profile, Change password, Message, and Badge. A separate 'Preferences' dropdown menu is also visible, listing: Messages, Forum posts, Badges, and Log out. A purple callout box with a white border points to the 'Preferences' menu, containing the text: 'Click on your name then Preferences then the option you want'.

### Membership Status

The information you see when you select “My membership status” is dependent on your individual account.

If you have Registered Membership or Associate Membership this will be shown \*\*.

If you have Associate Membership you will also have the option to “upgrade” to Registered Membership. (You should not do this until you have completed the application form and have the appropriate evidence to hand)

If your application for membership is not complete it will be marked “Pending”. This may be because we do not have all the details or are waiting on a reference.

If your account does not have a membership status this will be indicated along with options to apply for registration.

\*\* If you are registered but your account does not indicate this then please email - [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)

Giving your Registration number. If you cannot locate your registration number, (it would have been sent to you on a registration certificate), then please provide the rough date you registered and the email and postal addresses you used when registering so that we can verify your account.



## Edit your profile

Home ▶ My Group Spaces ▶ Preferences ▶ User account ▶ Edit profile

### Lorna Securetest

▶ Expand all

▼ General

**First name\***

**Surname\***

**Email address\***

**Email display**

**Region or city that you work or volunteer in**

Keep your name and email details up to date.

Everything marked \* needs to be filled in.

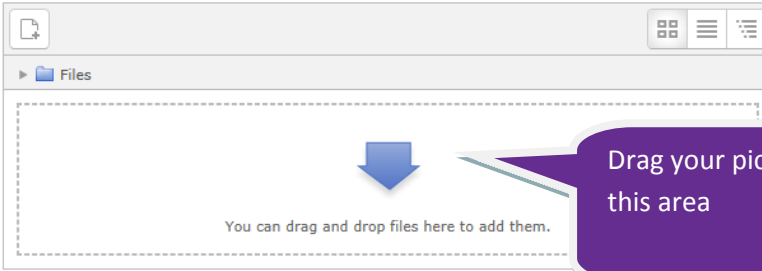
You can add your picture by clicking on the User picture heading and dragging your picture in –

▼ User picture

**Current picture** None

**New picture** ⓘ Maximum size for new files: 400MB, maximum attachments: 1

Files



You can drag and drop files here to add them.

**Picture description**

▼ Interests

**List of interests** ⓘ Enter tags separated by commas

Drag your picture in to this area

What are you most interested in? Enter your list here, separated by commas – the words and phrases come up on your profile so you can link up with other users interested in the same things.

Click the Update profile button to save your changes.

### Edit your Membership details

What you see in this section depends on whether your account is for i-develop only or if it is a membership account, and if your membership application is complete or “Pending”.

If it is a membership account you can update your postal address and other details -

### Update details Lorna Securetest

**Address (Line 1)\***

**Address (Line 2)**

**City/Town\***

**Postcode\***

**Home/Alternate email ?**

**Current CLD position\***

**Organisation / Local Authority you work or volunteer with\***

**I would like to receive email updates**  No

**?**

See any submitted application documents and add revised or missing application elements if your membership is not complete.

#### Uploaded application forms

Test doc.docx

#### Application form upload

Maximum size for new files: 400MB, maximum attachments: 3

Files

You can drag and drop files here to add them.

**Update Membership** **Cancel**

Previously submitted documents.

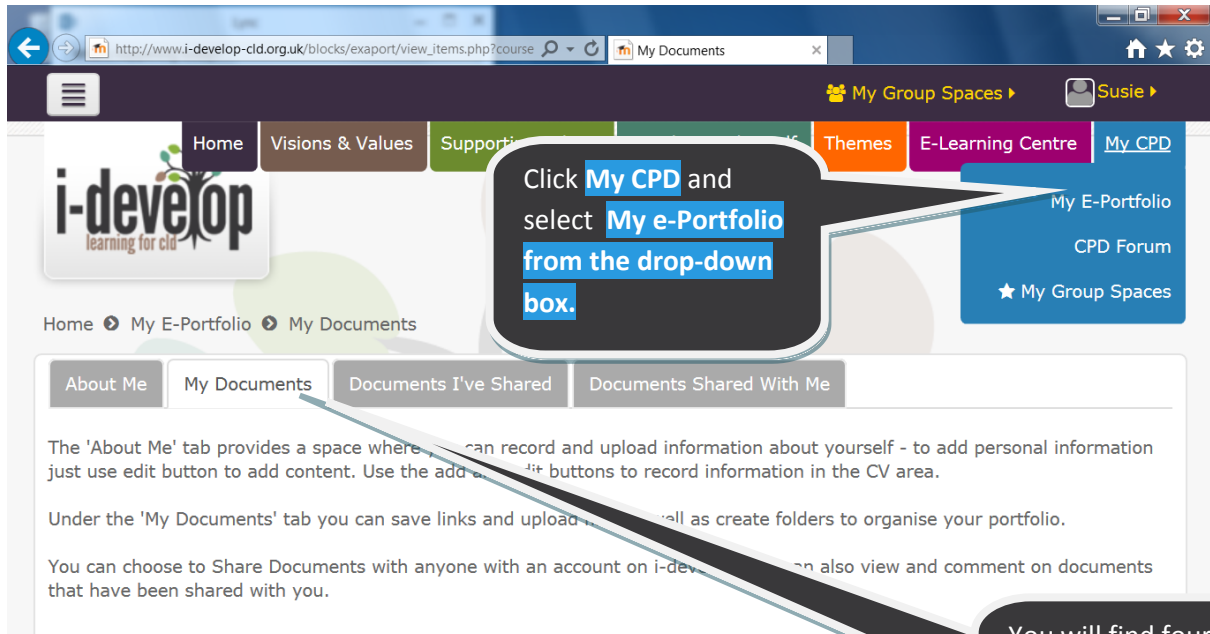
This will only appear if your application is still in process in case you need to add any revised or missing documents

Remember to click the Update Membership button to save your changes.

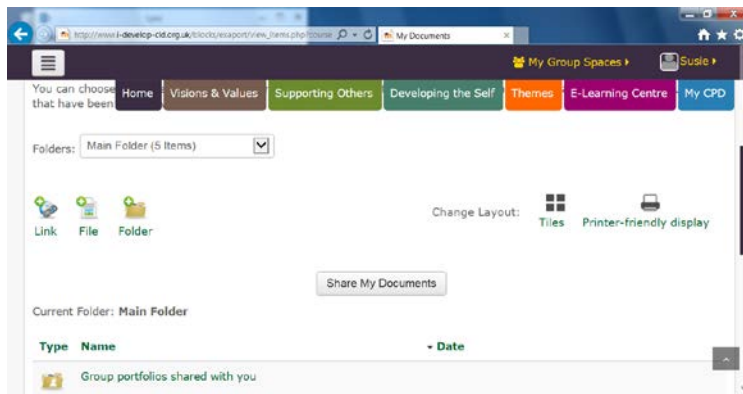


## Your E-Portfolio

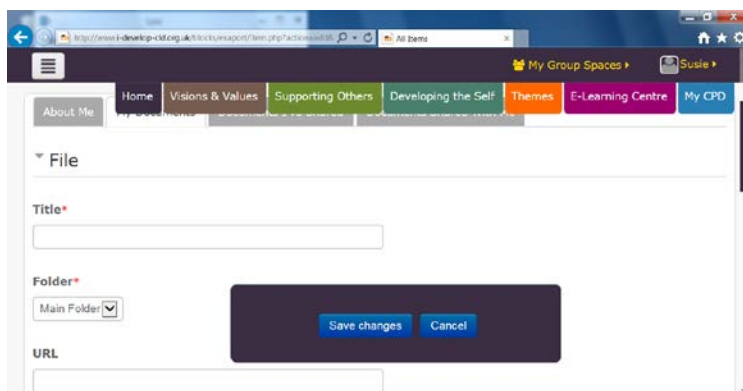
The E-Portfolio area allows you to keep track of your Professional Learning and career details.



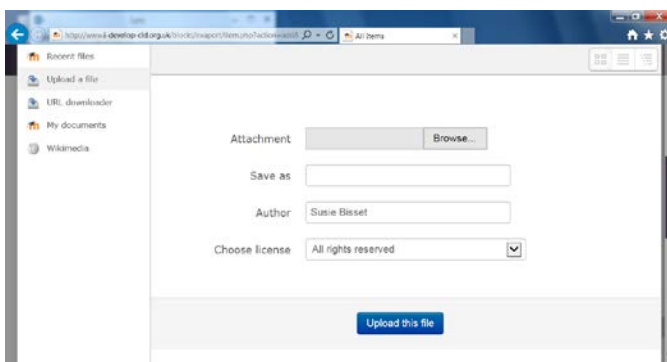
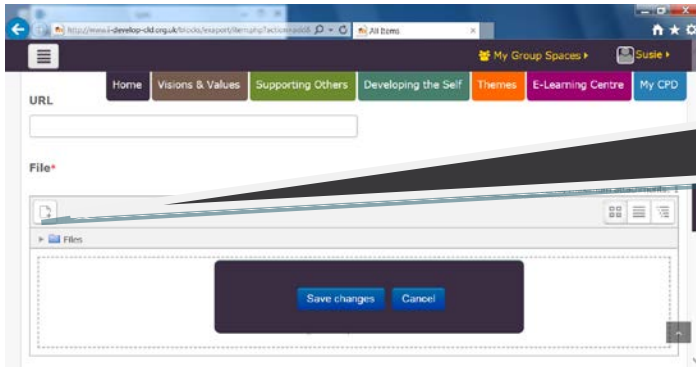
To add a file or a link or a folder you click on the appropriate icon



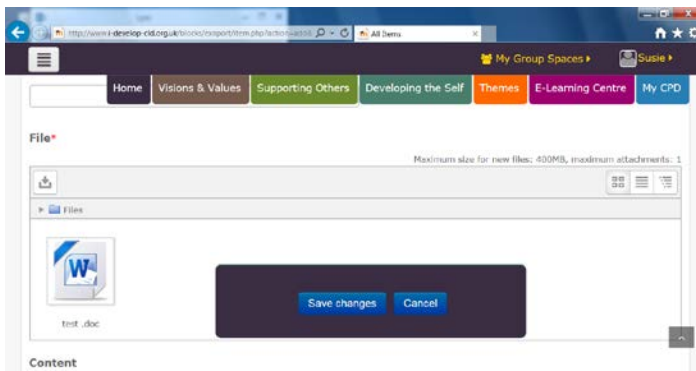
And fill in the required fields that are marked with \*



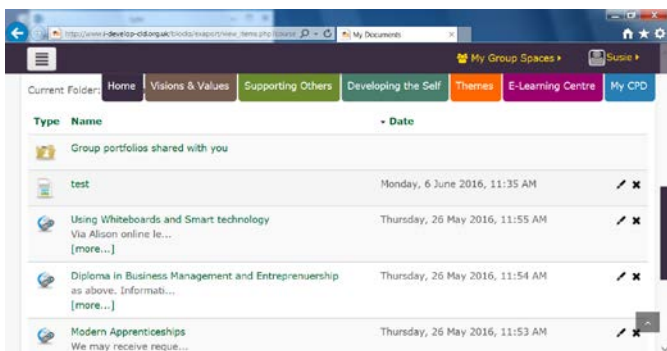
If you want to add a file click on this icon or drag the file into the large box area.



Find your file by browsing and upload it you will see a screen something like this:



Click on save changes and it will be added to your e-portfolio

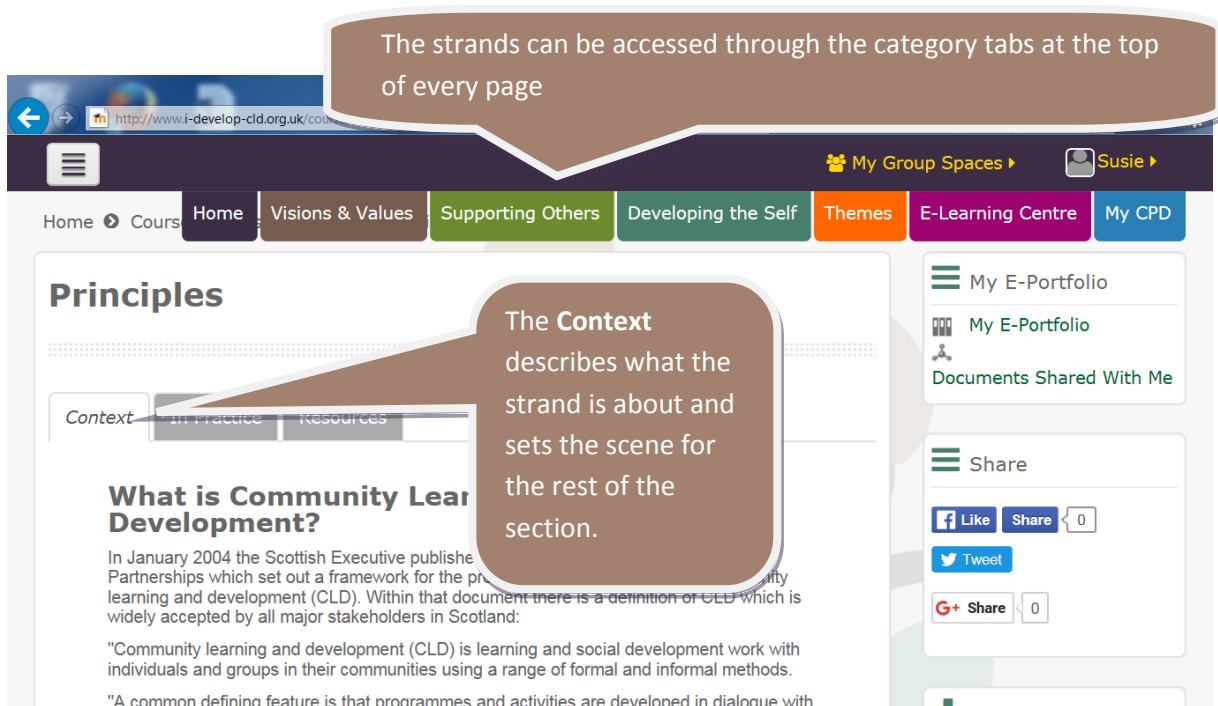


## The 9 Strands of CLD

The 9 strands of CLD are arranged into 3 category sections –

- Vision and Values
- Supporting others
- Developing self

For each of the strands the site provides context information, practice reflections and resources.



The strands can be accessed through the category tabs at the top of every page

The **Context** describes what the strand is about and sets the scene for the rest of the section.

**Principles**

Context | In Practice | Resources

### What is Community Learning and Development?

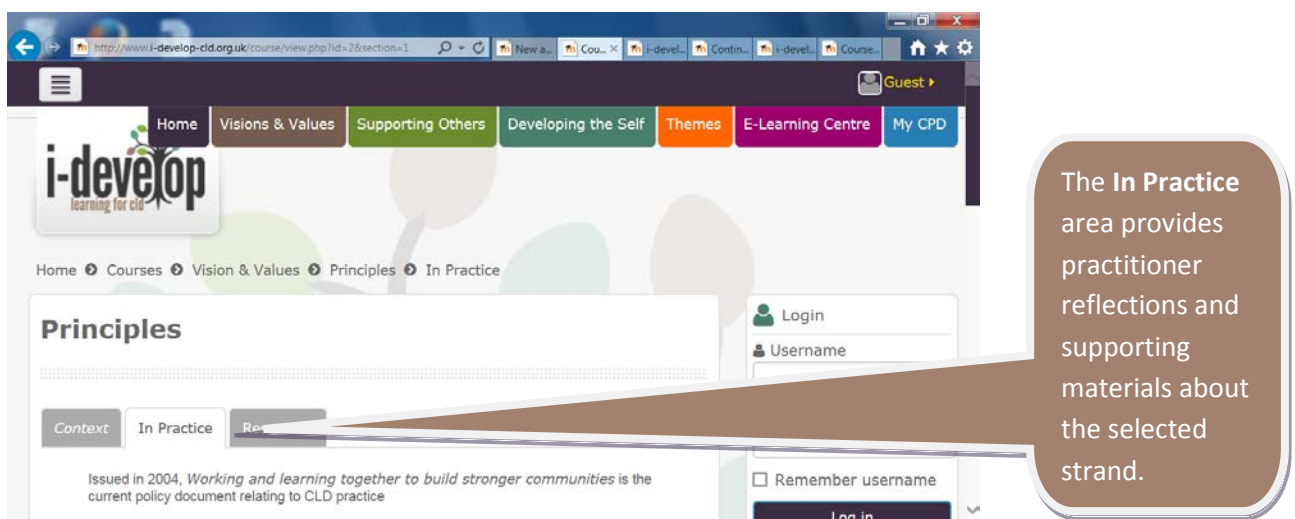
In January 2004 the Scottish Executive published the Community Learning and Development (CLD) Partnerships which set out a framework for the practice of community learning and development (CLD). Within that document there is a definition of CLD which is widely accepted by all major stakeholders in Scotland:

"Community learning and development (CLD) is learning and social development work with individuals and groups in their communities using a range of formal and informal methods.

"A common defining feature is that programmes and activities are developed in dialogue with

My E-Portfolio  
My E-Portfolio  
Documents Shared With Me

Share  
Like Share 0  
Tweet  
G+ Share 0



The **In Practice** area provides practitioner reflections and supporting materials about the selected strand.

Home | Visions & Values | Supporting Others | Developing the Self | Themes | E-Learning Centre | My CPD

i-develop learning for cld

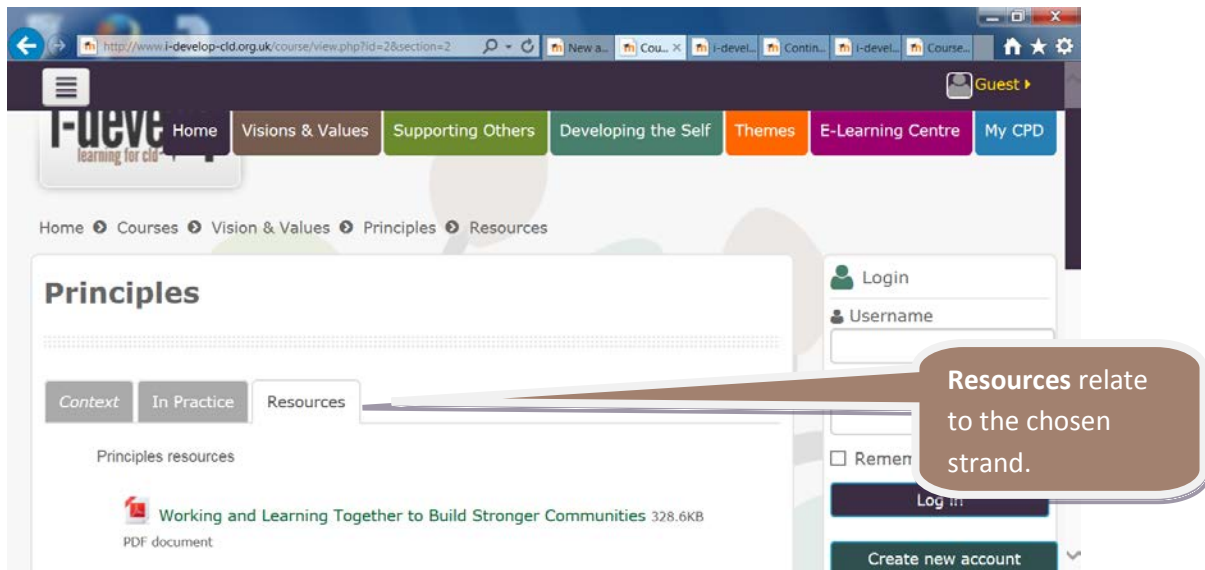
Home | Courses | Vision & Values | Principles | In Practice

### Principles

Context | In Practice | Resources

Issued in 2004, *Working and learning together to build stronger communities* is the current policy document relating to CLD practice

Login  
Username  
Remember username  
Log in

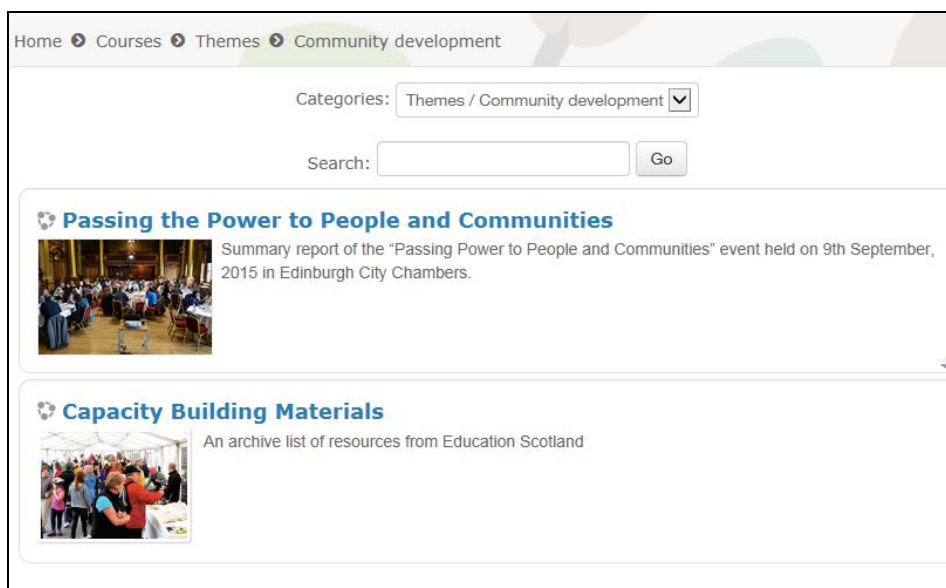


## The Themes

Currently there are 4 themed areas available from i-develop –

- Adult Literacies
- Community Development
- Learning for Sustainability
- Work with Young People

These will expand over time.



Be aware that you might require to login to access some theme collections.

## Navigating your learning and collaboration spaces

I-develop provides on-line spaces for a range of community organisations and groups to create professional learning experiences, share documents and practice, and communicate on discussion forums.

Some of these groups can be accessed without being logged in, others you can choose to join - “self enrol” once you are logged in, and others are private groups you need to be invited into.

Each of the spaces can look different depending on what they do, so this section will just explain how to access them and give an idea of the sort of thing you might see.



The image shows two screenshots of the i-develop website. The top screenshot shows the main navigation menu with a callout box pointing to the 'My CPD' tab, which has a dropdown menu open showing 'My E-Portfolio', 'CPD Forum', and 'My Group Spaces'. A second callout box points to the 'My Group Spaces' link in the top navigation bar. The bottom screenshot shows the 'My Group Spaces' page with a list of groups: 'CPD Forum', 'E-Learning Centre', 'Approval Panel Member Group', and 'CLDSC Committees'. A callout box points to this list.

**Go to the My CPD tab and select \*  
\*My Group Spaces**

**You can also select from a drop down list by clicking on My Group Spaces In the heading next to your name**

**My Group Spaces:**  
You will see a list of the Groups you belong to

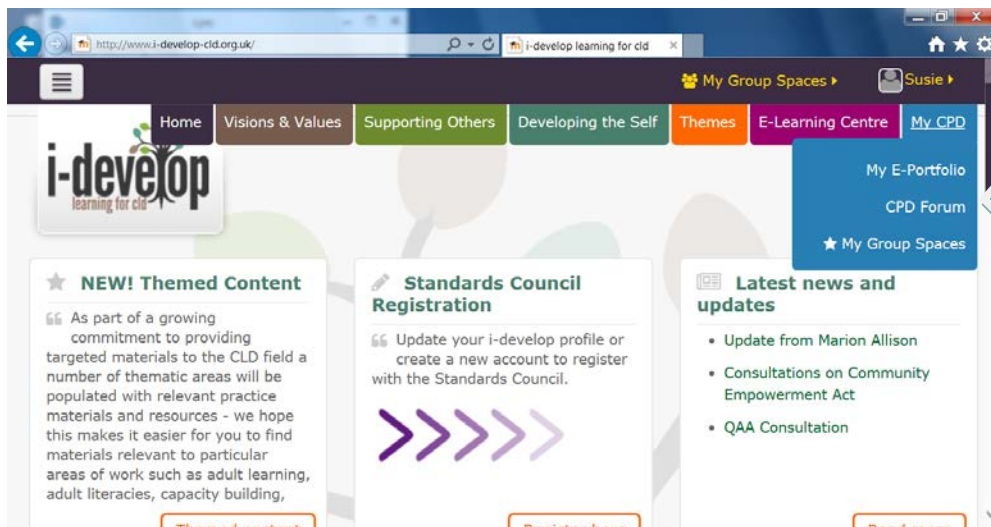
If your group or organisation would like to have group then please email the CLD Standards Council at [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk) providing us with details of the title for your group, who it is for and an overview of the use of this group.

## Using the discussion forums

There is a main CPD forum, see below, and you will probably also find a range of forums in your groups spaces and courses.

All of the forums work in basically the same way as the main CPD forum. The only main difference is that in course and group space forums, posts and discussions are only visible to you and the other course / group space members.

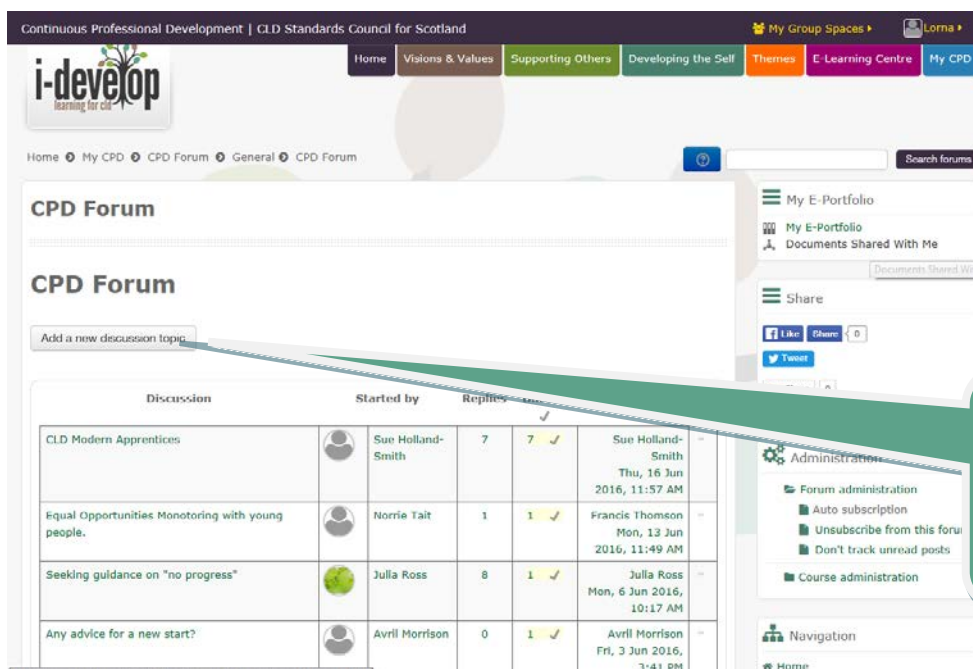
### Main CPD Forum



Can be accessed by clicking on **MyCPD**.

Then selecting CPD forum.

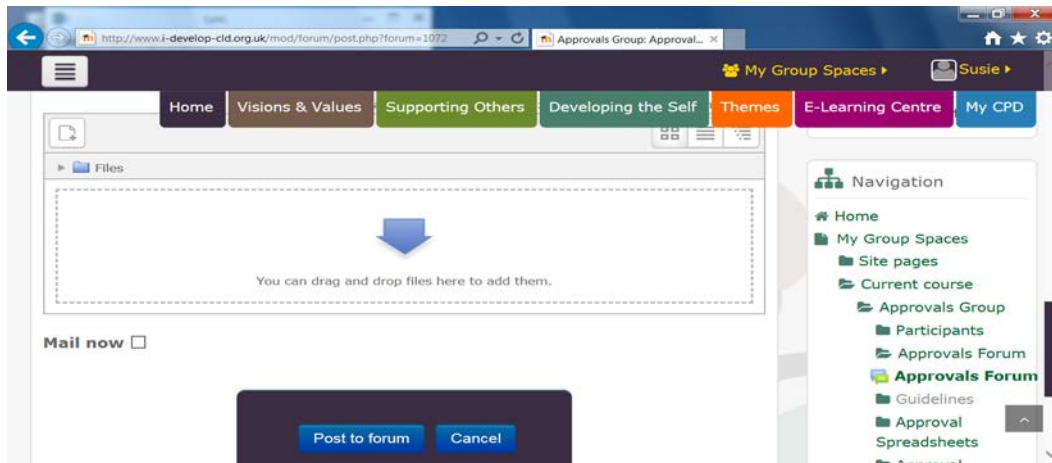
You don't need to be logged on to view the main **CPD forum** but you won't be able to contribute.



To start a new discussion you click on add a new discussion topic.



And fill in the appropriate fields that appear on your screen. You can include details of the discussion topic and can also attach documents to the discussion.



## Frequently Asked Questions

### 1 I have recently subscribed online but the website does not recognise me when I try to log in.

When you subscribe you will be sent an email asking you to verify your account. You will have to click on the link in the email to validate the i-develop account creation.

### 2 The message 'this username is already registered' comes up on my screen when I try to register.

This indicates the email address has already been used on an i-develop account. This may have been created automatically for you if you registered before 2016. If you do not have your password or username, follow the "I don't know my username / password" advice below. If you are NOT registered and believe you have never created an account before please email [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)

### 3 I can't find my verification email.

Sometimes unrecognised emails will automatically be sent to your junk mail folder instead of your inbox. Check and see if the verification email is there. If not, email [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)

### 4 I don't know my username/password.

If you do not have your password and / or username, click the 'Lost password' link at the log in area of the front page. You can then provide your email and your username will be emailed to you along with a new reset password which you can change once logged in.

If you no longer have access to the email you used to create the account please email the previous email, your Registration number or rough date you registered and postal address to [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)

### 5 How private are the forum posts, personal details and documents that I add to i-develop?

- Your details can only be viewed by you and those you give access to - such as a mentor and administrators of the system.
- Member forum posts are only visible to those who are members of the same group.
- Forum posts on the main CPD forum and other forums are visible to anyone who visits the site.

### 6 I am getting a blocked content error message / I am being asked to allow i-develop content to be played.

Your browser may have settings that prevent pop-up windows from opening. This may result in an error message indicating content has been blocked or a prompt may appear asking you to allow i-develop content to be played. If you are prompted, click yes. \Otherwise please consult your IT support on how to disable the pop-up blocker on your browser if you encounter an issue.



[www.i-develop-cld.org.uk](http://www.i-develop-cld.org.uk)

Email: [contact@cldstandardscouncil.org.uk](mailto:contact@cldstandardscouncil.org.uk)