

create  
development  
wheel

FAQs



Visual, personalised and  
editable profiles for learners

[www.cdwheel.co.uk](http://www.cdwheel.co.uk)

# Frequently Asked Questions

## Accessing the Create Development Wheel

### **Q. How do I access my CD Wheel Platform?**

A. To access the system, please click on the 'Launch CD Wheel' button on the bottom right-hand side of the CD Wheel website homepage: [www.cdwheel.co.uk](http://www.cdwheel.co.uk)

### **Q. What do I need to Log on?**

A. You need your unique reference number (URN), the user name and the password you were assigned.

### **Q. I have forgotten my password – How do I get it back?**

A. Your tutor is able re-set your password. When you login back in you can change this to a memorable password.

## Using the Create Development Wheel

### **Q. Can I assign the same user or supervisor to different groups?**

A. Yes. Both users and supervisors can be assigned to multiple groups.

### **Q. Can multiple wheels be assigned to a group?**

A. Yes. Each group can have multiple wheels assigned to it.

### **Q. Will the Create Development Wheel allow me to view an average for a group?**

A. Yes! Using the 'Group Average Wheel' function you can quickly and easily see how your group is performing as a whole with a single click.

### **Q. Is it possible to compare an individual's wheel with the group average?**

A. Yes. If you wish to compare an individual's progress with that of their group, simply select the desired user and click the 'Person/Summary Comparison' button.

### **Q. Can I save an assessment for an individual to refer to at a later date?**

A. Yes. To save an assessment for an individual, simply click the 'Add/Delete Assessment' button whilst viewing the desired wheel and user. You can then specify an assessment name in order to quickly find each assessment in the future.

### **Q. Can I save an assessment for a group to refer to at a later date?**

A. In addition to creating assessments for individuals, it is also possible to save an assessment for the group. To do so, first select 'Group Average Wheel' for the desired group and then click the 'Add/Delete Group Assessment' button. You can then specify an assessment name in order to quickly find each assessment in the future.

### **Q. There are a lot of users in my group. Is it possible to create individual assessments for each member quickly?**

A. Absolutely! The Create Development Wheel allows you to create individual assessments for each member of your group in seconds. To do so, first select 'Add/Delete Assessment' whilst viewing any member of the desired group. Then from the 'Assessment for' drop-down box simply select 'Whole Group'. You can then specify an assessment name in order to quickly find each assessment in the future.

### **Q. I would like to quickly fill in my wheel profile as I have already achieved lots of the statements. Is it possible to do so?**

A. Yes. The quick update feature enables you to rapidly fill in your profile in just a few clicks. To use the quick update feature, simply click 'Quick Update Mode'.

**Q. My group has already achieved some of the wheel statements. Is it possible to quickly update all of their profiles to reflect this?**

A. Yes. In addition to the quick update feature, group supervisors have the option to use the quick update group feature. This allows supervisors to quickly fill in group members profiles to reflect current ability. To do so, first select 'Group Average Wheel' for the desired group and then click 'Quick Update Group Mode'.

**Q. Can I add an example to a statement to provide additional information for my group?**

A. Yes. Group supervisors can add supporting level information, files and web-links to each statement to provide extra information for group members to refer to when completing their profile. To do so, simply click on the desired statement and choose the 'See More' button.

**Q. Can I add information to a statement to provide evidence of its completion?**

A. Yes. Both individual users and group supervisors can add evidence text, files and web-links to each statement to provide supporting information of its completion. To do so, simply click on the desired statement and choose the 'View/Upload Evidence' button.

**Q. I have supporting information/evidence that isn't linked to a specific statement. Is there a way of adding this?**

A. Yes. The central file feature allows the adding of supporting information or evidence to a wheel without linking it to a specific statement. To add text, files or web-links select 'Central File' from the centre of the desired wheel and choose 'See More' or 'View/Upload Evidence'.

**Q. Can I view and print a text-based report based on my Create Development Wheel profile?**

A. In addition to the wheel profile view, it is also possible to view and print a text-based report for a user. To do so, click on the 'View Report' button whilst viewing the desired user. If you would like to print the report, select 'Print Report' from the report view.

**Q. Can I lock a user's wheel to prevent them from updating their profile?**

A. If you would like to prevent a user from making changes to their profile, you can easily do so by clicking 'Lock User' whilst viewing the desired user.

**Q. Can I lock a group's wheels to prevent them from updating their profile?**

A. If you would like to prevent a group from making changes to their profile, you can easily do so by clicking 'Lock group' whilst viewing any user from the desired group.

**Q. I can't edit my wheel**

A. Does it read 'Locked' next to your name on the navigation bar? If it does, your tutor may have locked your wheel while they save assessments or add evidence. Please check with your tutor and they can unlock this for you.

**Q. We don't have time to go online and update the wheel 'live'. How can we overcome this problem?**

A. Whilst there are situations where it is appropriate to have live access to the wheel during lessons or assessments (including via mobile devices) many organisations set the task of updating profiles to be done remotely at a later date. As the Create Development Wheel is internet based, it can be accessed from anywhere.

## **Adminstrating your Create Development Wheel platform**

**Q. Can we personalise the Create Development Wheel e.g. add our organisation logo?**

A. Yes. You can add your organisation via your organisation administrator or by contacting us here.

**Q. Is it possible to add profile pictures for users on my platform?**

A. Yes. Profile pictures can be added for each user on your platform. This can be done by your organisation administrator, a group supervisor or by the individual user. To add a profile picture, please refer to the CD Wheel User Guide here.

**Q. Is it possible to change the name of someone on our platform?**

A. Of course. To do so, contact your group supervisor.

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**Q. Is it possible to remove someone from our platform?**

A. If someone has left your organisation and no longer requires an account they can be removed from the system by contacting your platform administrator or by getting in touch here

**Q. Is there any way to change or adapt the statements on our CD Wheel Platform?**

A. Absolutely! It is possible to change the statements in the wheel. This is a bespoke service that Create Development will work with you to manage. If you wish to make changes to the wheel, please request a consultation by getting in touch here.

**Q. We have an idea for a new wheel. Is it possible to create it?**

A. Absolutely! It is possible to create a wheel based on your own statements and programme. This is a bespoke service that Create Development will work with you to manage. If you wish to create your own wheel, please request a consultation by getting in touch here.

## Technical

**Q. Can we have the Create Development Wheel on our own school system?**

A. Not at this time as the system is internet based to allow ease of access and automatic version updates.

**Q. Is it possible to access the Create Development Wheel on mobile devices such as tablets?**

A. Of course! You can access the system using either Android Tablets, iPad or iPad mini. If you are using an iPad please ensure you are using the most recent operating system, iOS6, to be able to attach files. This is available as a free update for iPads 2 and 3.

**Q. What browsers/devices can I use to access the CD Wheel?**

A. To have the best experience using the Wheel, please use either Google Chrome, Mozilla Firefox, Apple Safari, Opera or Internet Explorer Version 8 & 9 web browsers.

You can also access the system using either Android Tablets, iPad or iPad mini. If you are using an iPad please ensure you are using the most recent operating system, iOS6, to be able to attach files. This is available as a free update for iPads 2 and 3.

**Q. What is the largest file size I can attach as evidence?**

A. You can attach multiple files to each cell (with each file being a maximum size of 20MB. To give you an idea of how large this is, if you take a photo on an iPhone 4S the file size is 2-3MB).

**Q. My supporting statements are generally quite long. How much text can I include here?**

A. You can include up to 4000 characters in the 'Supporting statement'. If your statement is longer than this you can use a Word document and upload the file to 'View/ upload evidence'.

**Q. It's taking a long time to upload evidence**

A. Check the file size doesn't exceed the maximum size of 20MB and check whether your browser/device conforms to those specified in 'What browsers/devices can I use to access the CD Wheel?'

**Create Development provides ongoing support to all customers and encourages you to outline any improvements so that we can add key future developments to our list to enhance your experience. Please get in touch with us on the number below and we'd be happy to help you:**

**020 8863 0304**

E [info@cdwheel.co.uk](mailto:info@cdwheel.co.uk)

## Who we are...

Create Development provides Solutions to Accelerate Learning which will change the way you teach and transform the way your pupils learn.

To find out more contact us on:

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