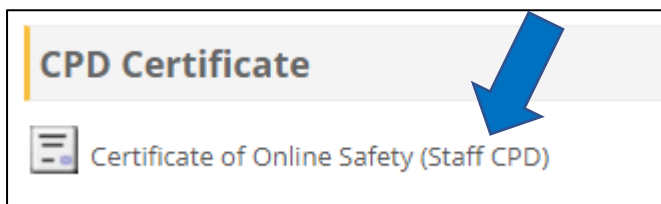




Staff CPD Course: Monitoring staff progress

As administrator for your centre you will be able to view details of which colleagues have fully completed the OSA Online Safety training for school staff. You will also be able to monitor their progress through each of the individual assessments.

1. Log in to the OSA Certificate (<https://certificate.onlinesafetyalliance.org/login>) using the admin username and password you have been provided with.
2. Select the Online Safety for Staff CPD Certification link from the **My Courses** menu. Make sure you select the correct year (2020-21 in most cases).
3. To view a list of all staff who have fully completed the CPD Certificate, scroll down and click on the 'Certificate of Online Safety (Staff CPD)' link:



On the next page, click the link to view the issued certificates:



4. To view and export scores attained by each staff member in each of the individual modules within the Certificate, click on the link to 'Grades' in the navigation menu to the right of the course screen:

