 

Trainee Guidance

Edge Hill Abyasa Pro Portal

<https://edgehill.abyasa.net/Pro>

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**How to access your Edge Hill Abyasa Pro Portal**

You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to go to your account.

<https://edgehill.abyasa.net/Pro>

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Log in by clicking the University Login button and entering your Edge Hill University network username and password.

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**Welcome**

When you have logged in you will be taken to your departmental welcome page. From here you can begin to navigate through the various tabs.

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Click the Accessibility button in the top right of the screen to adjust your settings.



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**Timeline**

Your timeline is where you can see your professional practice forms such as Weekly Development Summaries, Observations and Progress Support Plans if applicable.

The timeline shows upcoming, focussed, and completed forms.

To complete a form, click the start or continue link.

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**Example Weekly Development Summary**

When you click start or continue on one of the forms in your timeline it will open the form for you to complete with your mentor.

The tabs to the left of the form allow you to navigate through the various sections of the form. Complete the editable sections with your mentor, the form will autosave and turn green when you click to move to another section.

The mentor permissions are set so that they confirm the form is complete and changes cannot be made.

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**Placement Detail**

The placement detail tab contains information about your professional practice school/setting along with details of your mentor and link tutor.

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If your mentor details change, please email the Partnership Development Team [educationpartnerships@edgehill.ac.uk](mailto:educationpartnerships@edgehill.ac.uk)

**Professional Practice Forms**

The Professional Practice Forms tab is where you can find the library of all your forms in draft or completed.

Scheduled forms include WDS and Observations, these are forms that you are expected to complete and submit on a weekly basis or as your placement pattern requires. Unscheduled forms are forms such as any Progress Support Plans that are created to support you.

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You can access your forms from this tab using the hyperlink in the Title column, this will open the form the same way as if using the timeline.

You can see the overall completion status of your forms and complete actions such as exporting as PDF and deleting forms if needed.

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The column to the left of the screen allows you to filter the table by form, schedule, and completion type.

**Contact**

You can find the contact details you may need to support you whilst on your professional practice. These include the Partnership Development Team as well as your Course/Programme and Professional Practice Leads.

For general queries relating to your professional practice, please contact the Partnership Development Team. For any queries relating to using Edge Hill Abyasa Pro, please contact the Faculty Data Officer.

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**Trainee Attendance**

Each week you will need to create a weekly attendance record to monitor and track attendance and absence. This will be approved by your mentor.

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To create an attendance record, click the ‘+ Add’ button, this will open a pop-up screen. Complete the details and save the record. Your mentor can then approve this.

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Your weekly attendance should only ever add up to a maximum of 5 days. If you are absent for 2 days, the days you have been present on placement should be 3.

**Professional Practice Resources**

This area will contain any hyperlinks and/or documents that you may require on your professional practice.

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**Curriculum and Subject Tracker**

The final tab on your portal shows the Curriculum Strand Component Tracker and Subject Specific Component Tracker for your professional practice. This is where you can see what the key focus is for the week of professional practice you are on. Click on the hyperlinks to move through the topics.

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