

Early Years Link Tutor Guidance

Edge Hill Abyasa Pro Portal

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

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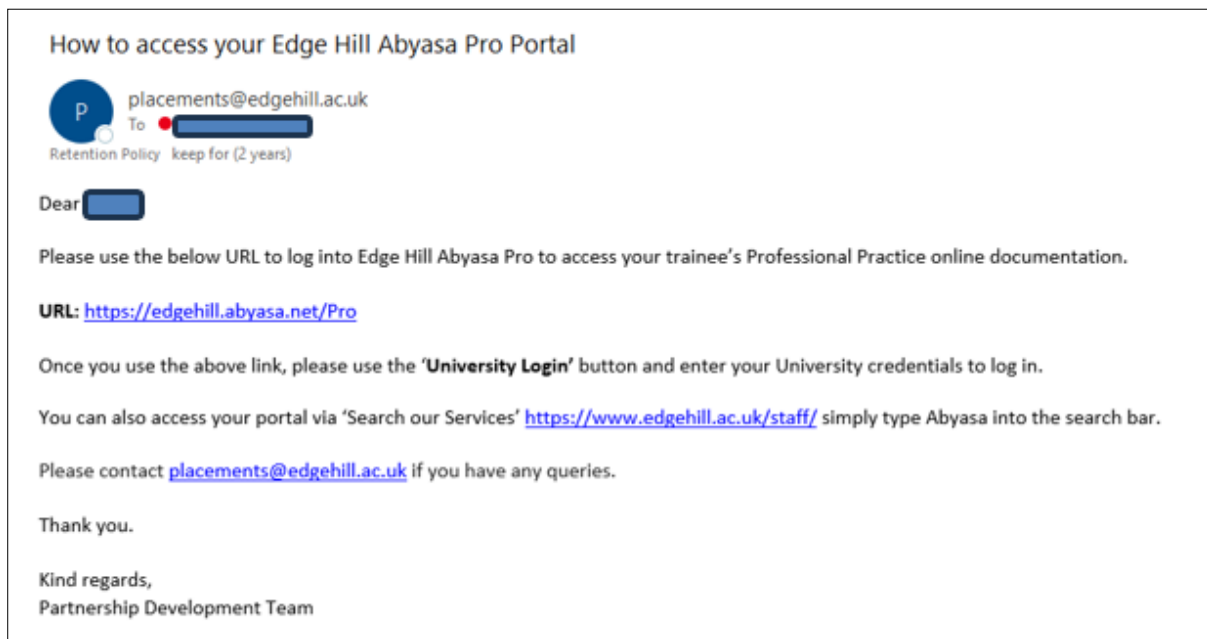
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How To Access Your Edge Hill Abyasa Pro Portal

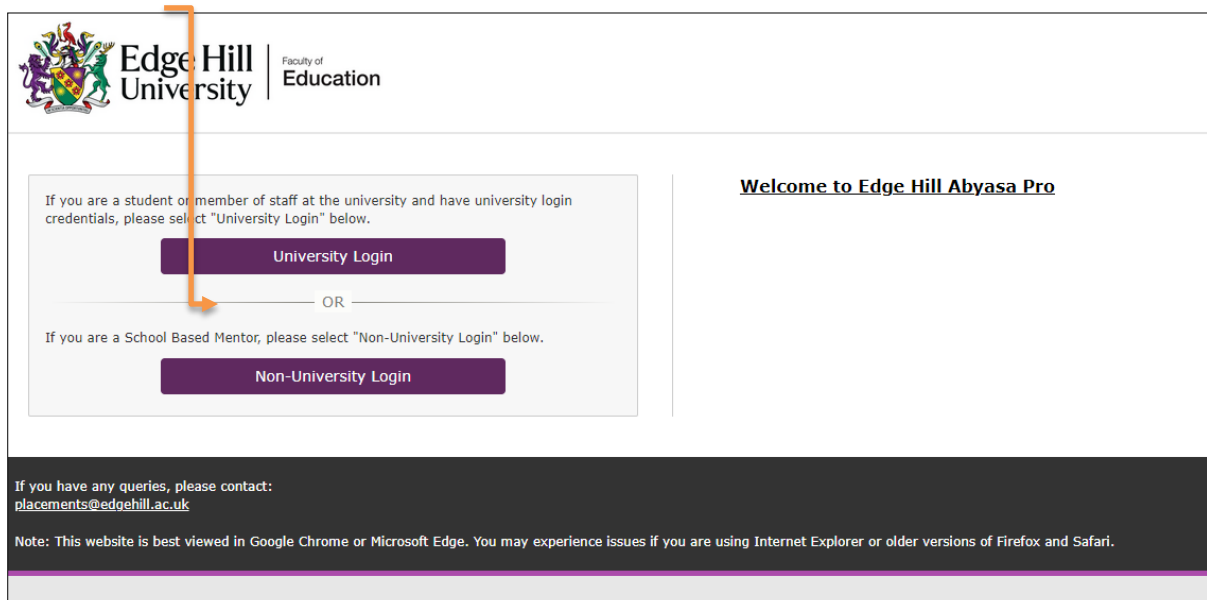
You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to go to your account.



Link to log-in

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

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



Use your university single sign-on details if prompted, if you are already logged in the programme may open automatically on selecting login.



We recommend bookmarking the URL, but you can also use search our services on the staff homepage. Type 'Abyasa' into the search bar.


The screenshot shows a search interface with a search bar containing the text 'Abya'. To the right of the search bar is a 'Search' button with a magnifying glass icon. Below the search bar, there are three tabs labeled 'Content: Service | X', 'Guide | X', and 'Information | X'. The search results area displays 'Abyasa Pro' with a yellow highlight on the word 'Abyasa'. Below the title is the URL '/service/abyasa-pro/' and a purple button labeled 'Service'.

Abyasa Pro

Abyasa Pro is a web-based application focused on students' development, it allows tutors, mentors and trainees to set targets, review progress and record evidence of development.

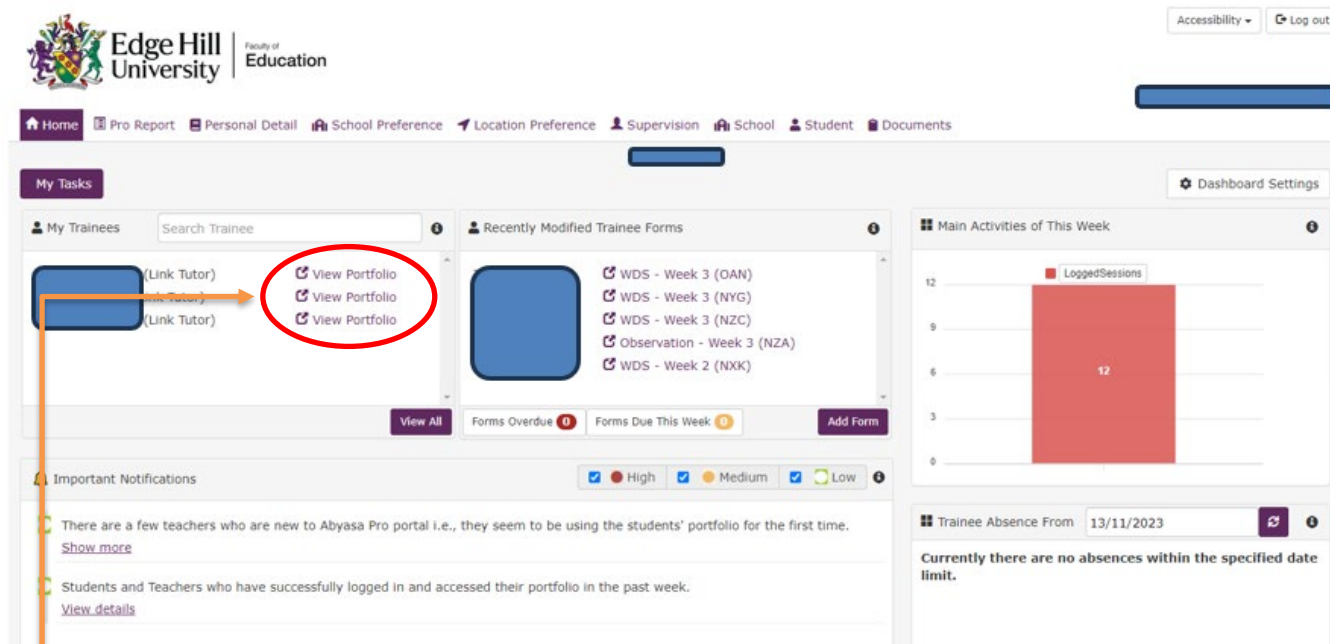
[Access Abyasa](#) →

Service Status

 Running Normally

Home Dashboard

When you have logged in you will be taken to your home dashboard. The dashboard consists of several widgets for specific actions and a series of tabs across the top.



Overview of the dashboard widgets

My Trainees - lists any trainees that you are Link Tutor for. From the **View Portfolio** hyperlink, you will be taken to the trainee's timeline and tabs.

Recently Modified Trainee Forms – shows all forms that have recently been edited by trainees and mentors. The hyperlinks here will take you directly into the relevant form.

Important Notifications – Notifications are assigned a traffic light system for their level of importance. When you click to view the details of the notification a pop-up box will display the information.

Main Activities of This Week – Is a visual representation of the user access activities for the week.

Trainee Absence – Shows any trainees who have logged absence in their trainee attendance.

Progress Support Plans – Any active or completed plans will appear in this widget. This is also where new plans are created from. See page XX for further guidance.

Trainee Reports – Here you can view any saved trainee reports that have been created.

Other Dashboard Functionality

Click the **My Tasks** button just below the home tab, to see you assigned tasks. The button changes to **Dashboard** when in this screen. Click this to return to your dashboard.

The screenshot shows the top navigation bar of the Edge Hill University Faculty of Education system. It includes the university logo and name, and three main navigation items: 'Home', 'Personal Details', and 'Professional Practice Forms'. Below this, there are two buttons: 'My Tasks' and 'Dashboard'. An orange box highlights the 'My Tasks' button in the top navigation and the 'Dashboard' button in the main content area. An arrow points from the 'My Tasks' button to the 'Dashboard' button. Below the buttons, a text box states: 'This area is where all of your assigned tasks will appear. Please check back here regularly and ensure that any assigned tasks are completed as soon as possible.' The main content area is divided into sections: 'Focused', 'Upcoming', 'Completed', and 'Tasks from members of school'. Each section currently displays 'Currently there are no records.'

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

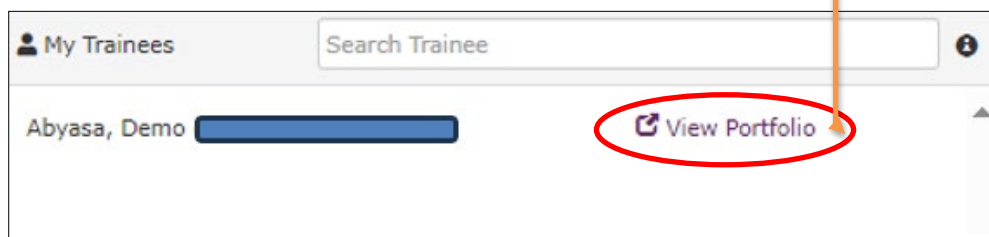
The screenshot shows the 'Accessibility' settings menu. At the top, there are two buttons: 'Accessibility' with a dropdown arrow and 'Log out' with a refresh icon. Below these, the 'Accessibility' dropdown menu is open, showing the following options: 'Enable Accessibility' with an unchecked checkbox, 'Font Size' with 'A+', 'A', and 'A-' buttons, 'Font Family' with a 'Verdana' button, 'Display Mode' with 'A' and 'A' buttons, and 'Display Width' with 'Normal' and 'Full' buttons. At the bottom of the menu are 'Close' and 'Save' buttons.

Trainee Timeline and Tabs

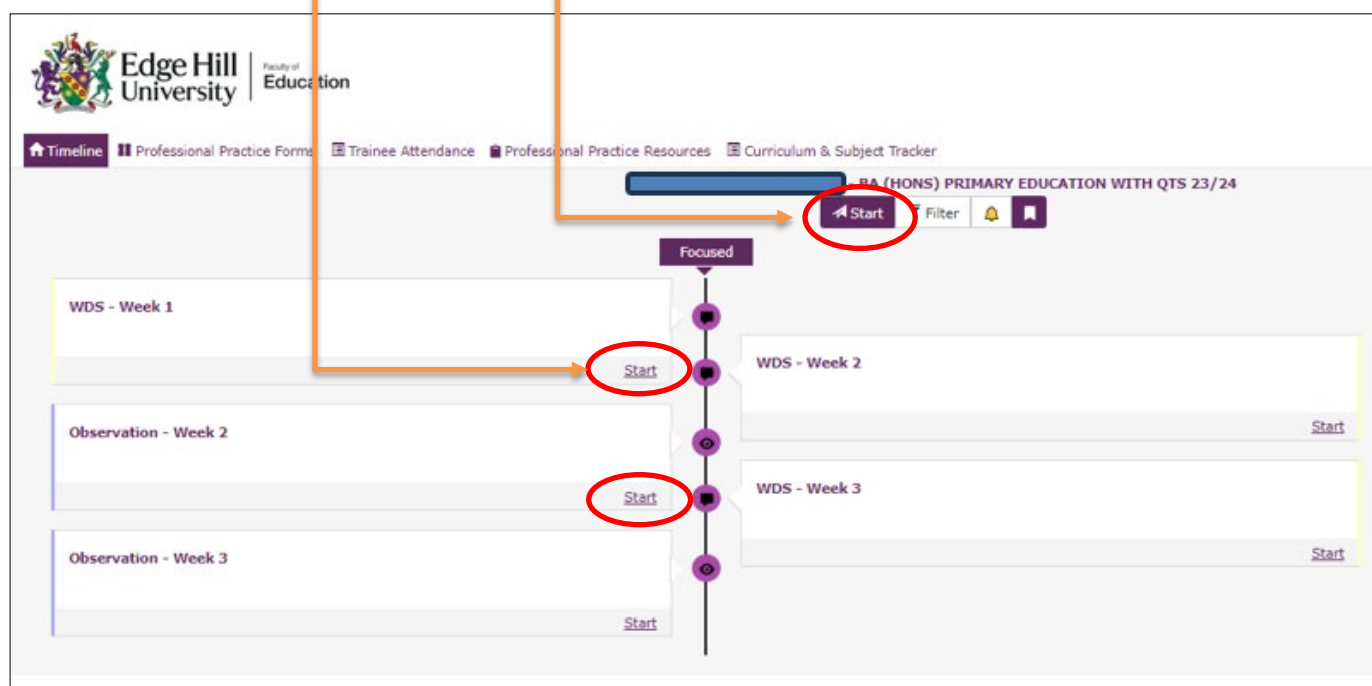
The timeline is where you can see your trainees' professional practice forms, such as Weekly Development Summaries, Observations and Progress Support Plans (if applicable). From this screen you can also access the tabs available to the trainee.

The timeline shows upcoming, focused, and completed forms.

To access your trainees timeline you click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** widget of your dashboard.



To complete a form, you can either click the Start/Continue link next to the form directly on the timeline or click the Start button near the top of the timeline and select the required form from there.



Once a form is completed it will appear towards the bottom of the timeline.



Weekly Development Summary

When you click start or continue on the Weekly Development Summary in the timeline, it will open the form.

The tabs to the left of the form allow you to navigate through the various sections of the form. Complete the editable sections (if required), the form will autosave and turn green when you click to move to another section.

WDS - Week 1
This record is **not submitted** with 13 key questions unanswered. Go Back ▾

Date: 18/10/2023 Last updated: 18/10/2023 10:32

Link to a placement: 2023 UG ITE Primary Developmental PT Y3 -School: [REDACTED]

Curriculum for the week: Please refer to the [Subject Component Tracker](#) and [EHU ITE Curriculum](#) guidance as appropriate.

SK	Refer to Subject Component Grid for Core and Foundation Subject Knowledge Focuses	
HE	Understand the legal and moral responsibilities of teachers to provide a high-quality education and to make reasonable adjustments as required.	HE Be able to teach children how to self-regulate and recognise that making mistakes, resilience and perseverance are part of daily routines.
HPL	Code of Practice; <ul style="list-style-type: none">o The four broad areas of need.o Assess-Plan-Do-Review model as an approach to implementing targeted support and evidence-based interventionso Children and parents/carer should be at the heart of the process.o Using one-page profiles as a useful tool for capturing information and the voice of the child.	PB Know how to identify of indicators of abuse and neglect.

Feedback and Development target

Future development targets

Strategies and Wellbeing

Current progress

Signature

Submit

Curriculum for the week

Feedback and Development target

Future development targets

Strategies and Wellbeing

Summary of feedback discussion including progress towards development targets

Black ▾ **B** *I* U [List Icons] [Text Icons]

This is a test

Mentor permissions are set so that only they can confirm the form is complete and changes cannot be made by the trainee.

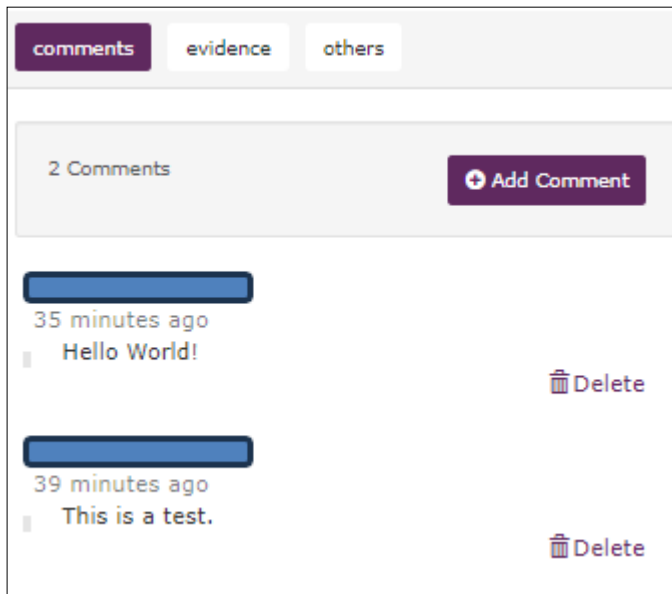
The form is currently in **Draft** phase and clicking on the Submit button will update it to **Complete**.
Note: The edit permission may change after you submit the form.

If you would like to update this form for your other trainee(s), please click [here](#).

<< Prev Submit

Adding Comments

The Comments functionality is available on the righthand side of the screen. Here you can add any comments or notes that you may want to add but do not need to show on the WDS.



Click the Add Comment icon.

Enter your comments/notes and then Post.

You can choose to notify other users of the portal linked to that placement or post without notifying. Edge Hill staff or other school-based mentors will receive a message on the Important Notifications section of their dashboard if you have selected them as participant.

All comments will appear in the panel.

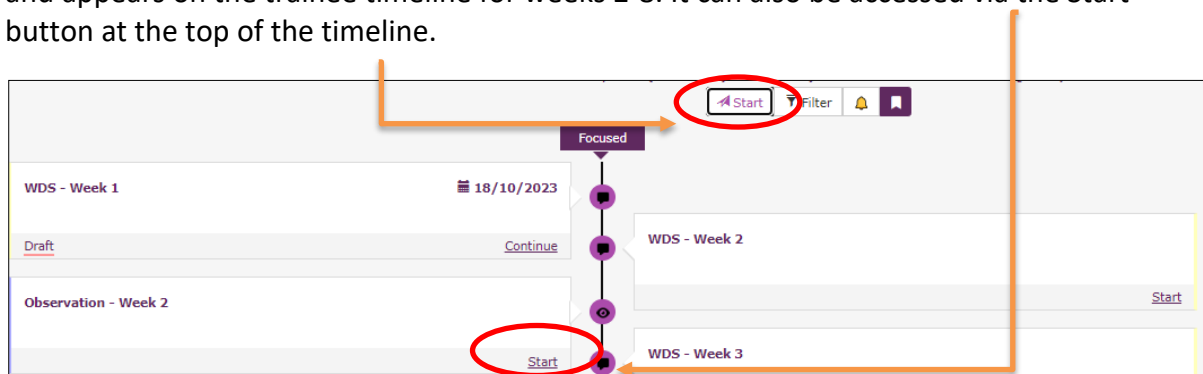
Viewing Previous Responses to a Question

From Week 2 of the WDS you can select to view the answer from the previous week for the sections 'Feedback and Development Target', 'Future Development Targets' and 'Current Progress'. To do this click the Related icon for the question, this will bring up the previous weeks answers as a helpful reminder or you can copy and paste them into the form.

A screenshot of the 'Related Answers' panel. At the top, it says 'Summary of feedback discussion including progress to...' and has a rich text editor with a 'Black' dropdown and buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, and Outdent. Below the editor, it says 'Last updated: --' and has a link 'Evidence of progress against EHU ITE curriculum'. A purple 'Related' button is highlighted with an orange arrow pointing to it from a text box that says 'Click Related to view your previous weeks response.' Below this is the 'Related Answers' section, which has a close button (X) in the top right. It contains the text 'This section shows you the list of previous answers and tags associated with the question.' and three buttons: 'Show All' (selected), 'Previous Answers', and 'Tags'. Below the buttons is a list item: 'UG EY WDS Week 1 (TGG)' with a date '19/04/2024' and a 'Tag:' field. The main text of the item is 'Test Data: Observe a phonics group and later teach a sequence.' An orange arrow points from the 'Related' button to this text. At the bottom right, there is a 'Close' button.

Observation Forms – Scheduled and Unscheduled

There are two types of observation forms. The weekly Observation Form is a scheduled form and appears on the trainee timeline for weeks 2-8. It can also be accessed via the Start button at the top of the timeline.



Lesson Observation 3
This record is **not submitted** with 7 key questions unanswered.

Date 18/10/2023
Last updated: 18/10/2023 03:01

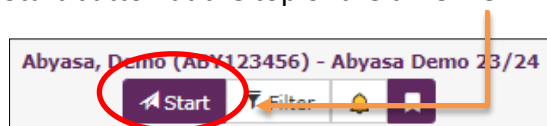
Link to a placement Abyasa Demo 23/24 -School: Abyasa Demo School -UBM: Staff, Demo -SBM: Mentor, Demo

Key points emerging from the session
Subject and curriculum knowledge
Key strengths

Key points emerging from the session
Evidence of what the trainee knows, understands and can do.
Pedagogical knowledge. Use of assessment.

Black ▾ B I U [List Icons] [Text Icons]

The Systematic Synthetic Phonics (SSP) Observation Form is an unscheduled form. This observation form should be used any time you observe a trainee teaching SSP. This form can only be accessed via the Start button at the top of the timeline.



Select Observation from the record type, then SSP Observation Form and Start.

Start Form

Select Record Type: Observation

Scheduled:
 Lesson Observation 3

Unscheduled:
 SSP Observation Form

Close Start

SSP Observation Form
This record is **not submitted** with 7 key questions unanswered.

Date 18/10/2023
Last updated: 18/10/2023 02:07

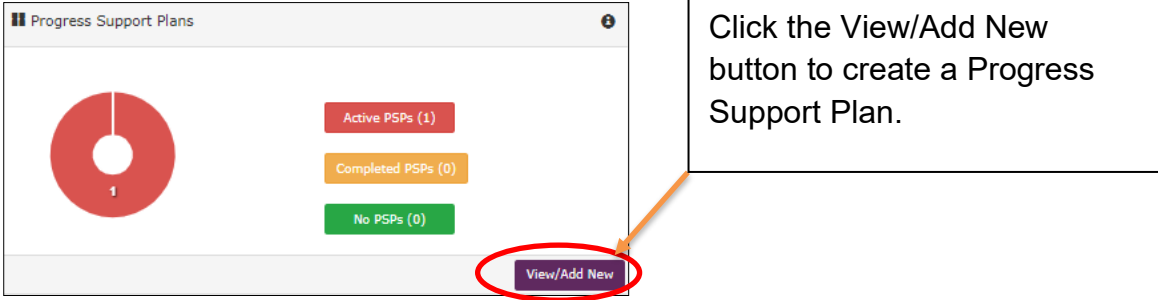
Link to a placement Abyasa Demo 23/24 - Abyasa Demo School -Link Tutor: Staff, Demo -School Based Mentor: Mentor, Demo
Last updated: 18/10/2023 02:07

Subject knowledge and skills Learning objective enables sequential development of children's component knowledge

Use of motivating and appropriate resources and teaching strategies Phoneme grapheme correspondence; hearing, identifying, segmenting and blending sounds; sight vocabulary, common exception words, high frequency words. fluency and comprehension

Progress Support Plans

If a trainee requires a Progress Support Plan these can be created on your home dashboard. Once added they will appear on the trainee timeline.

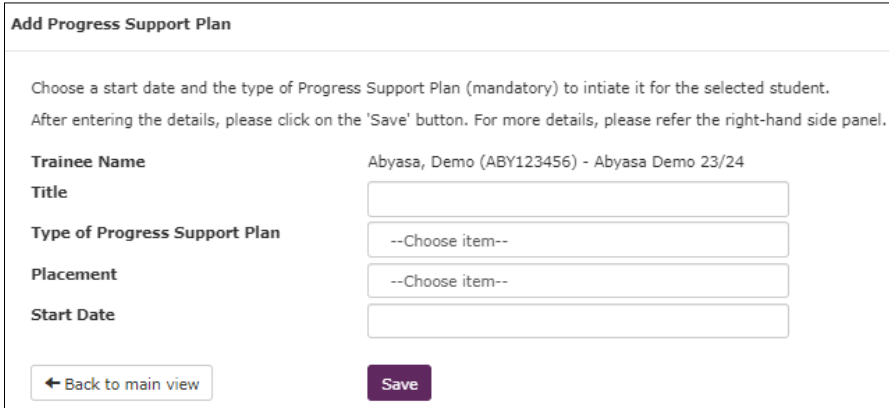


Click the View/Add New button to create a Progress Support Plan.

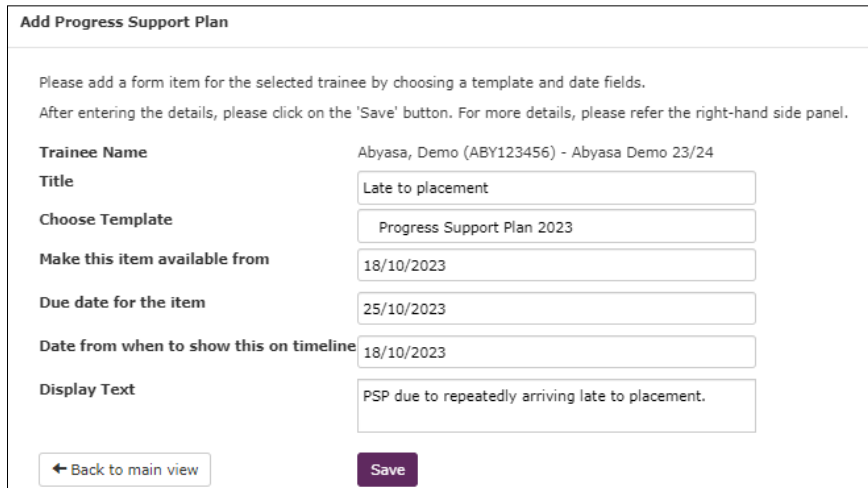
Choose your trainee from the drop-down list, then select Add Progress Support Plan



Add the details of Progress Support Plan and save.



Another box will pop up where you need to add some further details.



When this is saved, the form will be ready for you to complete. Click the small Add button to open and complete the form. If further plans are required for the same issue. You can click the large Add button to create additional forms.

This screenshot shows a form titled "Late to placement" with the following details:

- Caption: Late to placement
- Placement: 18/10/2023
- Start Date: 18/10/2023
- Added By: Helen Wakenshh

 A purple "+ Add" button is visible in the center. On the right, a preview of the form shows the date and the text "PSP due to repeatedly arriving late to placement." A small "Add" button at the bottom right of the preview is circled in red. An orange arrow points from the text above to this button. At the bottom left, there is a red "End Progress Support Plan" button.

This screenshot shows a detailed record for "Late to placement".

- Header: "Late to placement" with a note: "This record is **not submitted** with 12 key questions unanswered."
- Date: 18/10/2023 (with a calendar icon)
- Link to a placement: --Choose item--
- Area(s) identified for support: A list of radio button options:
 - High expectations and managing behaviour.
 - How pupils learn; classroom practice & adaptive teaching.
 - Subject knowledge and curriculum.
 - Assessment.
 - Professional behaviours.
- Details - including an outline of support already provided: A rich text editor with formatting options (Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent).

 On the left side, there are several tabs: "Area(s) identified for support", "Actions to be taken by trainee and mentor", "Review of progress", "Outcome", and "Submit".

The Progress Support Plan can be viewed by the trainee and other users with specified permissions by clicking the Active Progress Support Plan button on the timeline and then view.

This screenshot shows a navigation menu for "Abyasa, Demo (ABY123456) - Abyasa Demo 23/24". The menu includes items like "Timeline", "Professional Practice Forms", "Trainee Attendance", "Professional Practice Resources", and "Curriculum & Subject Tracker". A yellow button labeled "Active Progress Support Plan" is circled in red. An orange arrow points from the text above to this button. Other buttons include "View Participants" and "Current Placement Details".

This screenshot shows a "Progress Support Plan Panel" with the following details:

- Caption: Late to placement
- Placement: 18/10/2023
- Start Date: 18/10/2023
- Added By: Helen Wakenshh

 A purple "+ Add" button is visible. On the right, a preview of the form shows the date, "Target date: 25/10/2023", and "Draft" status. A "View" button at the bottom right of the preview is circled in red. An orange arrow points from the text above to this button. At the bottom left, there is a red "End Progress Support Plan" button.

Professional Practice Forms

The Professional Practice Forms tab is where you and your trainee 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 as the placement pattern requires. Unscheduled forms are forms such as any Progress Support Plans that are created to support you.

The screenshot shows the 'Professional Practice Forms' tab in a software interface. At the top, there are navigation tabs: Welcome, Timeline, Placement Detail, Professional Practice Forms (selected), Contact, Trainee Attendance, Professional Practice Resources, and Curriculum & Subject Tracker. Below this is a header for 'Abyasa, Demo (ABY123456) - Abyasa Demo 23/24'. On the left, there is a sidebar with a list of filters: All (8), Bookmarked (0), Weekly Development Summary (5), Observation (2), Support Plan (1), Abyasa Demo (1), Recent (9), Scheduled (8), and Unscheduled (1). The main area contains a table with the following data:

Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
WDS - Week 3	NTZ	09/10/2023	Draft	Scheduled	09/10/2023 09:49:36	0%	Click -
WDS - Week 2	NTY	09/10/2023	Draft	Scheduled	09/10/2023 10:04:30	0%	Click -
WDS - Week 4	NUA	09/10/2023	Draft	Scheduled	09/10/2023 09:50:12	0%	Click -
WDS - Week 5	NUB	09/10/2023	Draft	Scheduled	09/10/2023 11:30:49	7%	Click -
WDS - Week 1	NTV	21/09/2023	Complete	Scheduled	05/10/2023 13:40:52	84%	Click -

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.

This image shows a close-up of the sidebar filter menu. It lists various categories with their respective counts: All (8), Bookmarked (0), Weekly Development Summary (5), Observation (2), Support Plan (0), Abyasa Demo (1), Recent (9), Scheduled (8), Unscheduled (1), With Attachments (1), and Without Attachments (8).

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

Trainee Attendance

Each week trainee attendance can be monitored in the WDS Strategies and Wellbeing section. At the end of professional practice, the trainee will confirm the total days they have completed by updating their overall attendance in the Trainee Attendance tab. Mentors will approve attendance/absence here.

Welcome | Timeline | Placement Detail | Professional Practice Forms | Contact | **Trainee Attendance** | Professional Practice Resources | Curriculum & Subject Tracker

Abyasa, Demo (ABY123456) - Abyasa Demo 23/24

You must log your attendance daily till the end of your Professional Practice Phase or University days.

To log your attendance, please click the purple '+Add' button below. You will then be required to select your placement -

- If you are updating your attendance, please enter the number of days attended
- If you are updating your absence, select absence and enter the number of days absent. Please add a supporting comment to briefly summarise the reason for absence.

List of Absence/Attendance

Academic Year	Date From	Type of Absence	Days Absent	Days Attended	Edit	View	Delete
23/24	25/09/2023		3.00	37.00	Edit	View	Delete

To approve attendance, the mentor selects Yes/No in the Mentor Approval field.

Add/Edit Attendance

Placements: Abyasa Demo 23/24

Date From: 25/09/2023

Days Attended: 37.00

-----Absence-----

If you have had any absence from your placement, please record this below. Records should be updated by the end of your placement.

Absence Type: Sickness related absence

Days Absent: 3.00

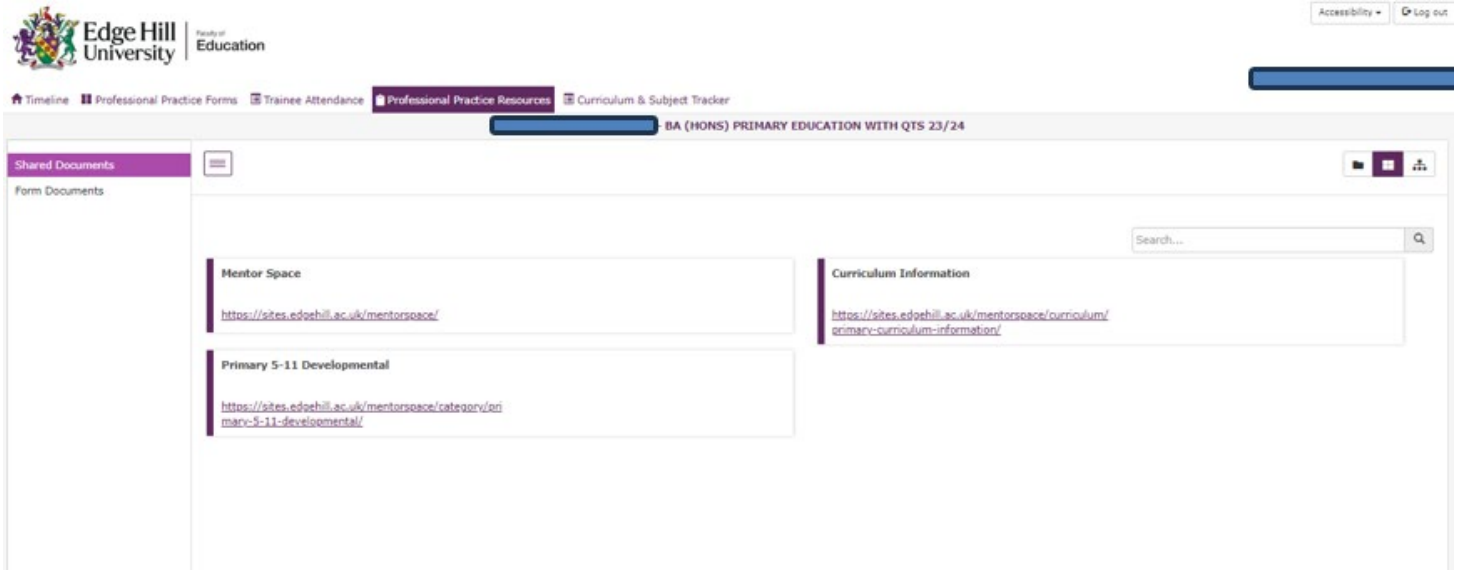
Comments:

Mentor Approval: Yes

Save Cancel

Professional Practice Resources

This area will contain any hyperlinks and/or documents that you may require to support trainees during professional practice.



Curriculum and Subject Tracker

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

Strand Component Tracker – UG Year 2

Strand Component Tracker – UG Year 2 View All Evidences

Strand Component Tracker – UG Year 2 Other options Choose option

Show Current < Previous Next >

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
View evidences								
EDI	inclusion is embedded within practice in their key stage 1 class. View evidences	Understand how a consideration of the unique and diverse needs of children View evidences	Understand the diverse range of learners within their class and how to plan View evidences	Understand how to use inclusive teaching resources to meet the needs of a diverse View evidences	Understand how assessment is used to identify individual needs and inform View evidences	Plan a lesson which demonstrates a clear consideration of the diverse learners View evidences	Plan effectively for other adults in the classroom to support children with diverse View evidences	View evidences
EAL	Practice support approaches for EAL children – reflections on practice View evidences	View evidences	View evidences	View evidences	View evidences	View evidences	View evidences	View evidences

Navigation Tabs - Home Dashboard

Pro Report – info coming soon.

Personal Details

Do not input any personal information. If you need to update any information relating to your EHU account, please speak to IT Services at the university.

Supervision

The Supervision tab contains details of the schools and trainees you have been allocated. The hyperlinks for the school, trainee names and placement details will take you to a record with a brief summary. Please use InPlace as your source of information.

Home Pro Report Personal Detail School Preference Location Preference **Supervision** School Student Documents

Staff Supervision: Select a placement from the list to view the supervision details

Select a placement: 2023 UG ITE Primary Developmental PT Y3

Placement Name : 2023 UG ITE Primary Developmental PT Y3

Actual Students : 3

School and Student Details :

Click on School's name or Student's name to view the respected page or press 'View Details' to see detailed information about the placement, school and student. From that screen you will be able to view the school's other placements, further student details and ability to add placement/school visit notes.

Show 10 Search...

School Name	Student Name	Programme Of Study	Academic Year	Subject	Placement Details
[Redacted]	[Redacted]	BA (HONS) PRIMARY EDUCATION WITH QTS 23/24	23/24		View
[Redacted]	[Redacted]	BA (HONS) PRIMARY EDUCATION WITH QTS 23/24	23/24		View
	[Redacted]	BA (HONS) PRIMARY EDUCATION WITH QTS 23/24	23/24		View

Showing 1 to 3 of 3 entries Previous 1 Next

Please disregard any other tabs.