Early Years Link Tutor Guidance

Edge Hill Abyasa Pro Portal

https://edgehill.abyasa.net/Pro

Contents

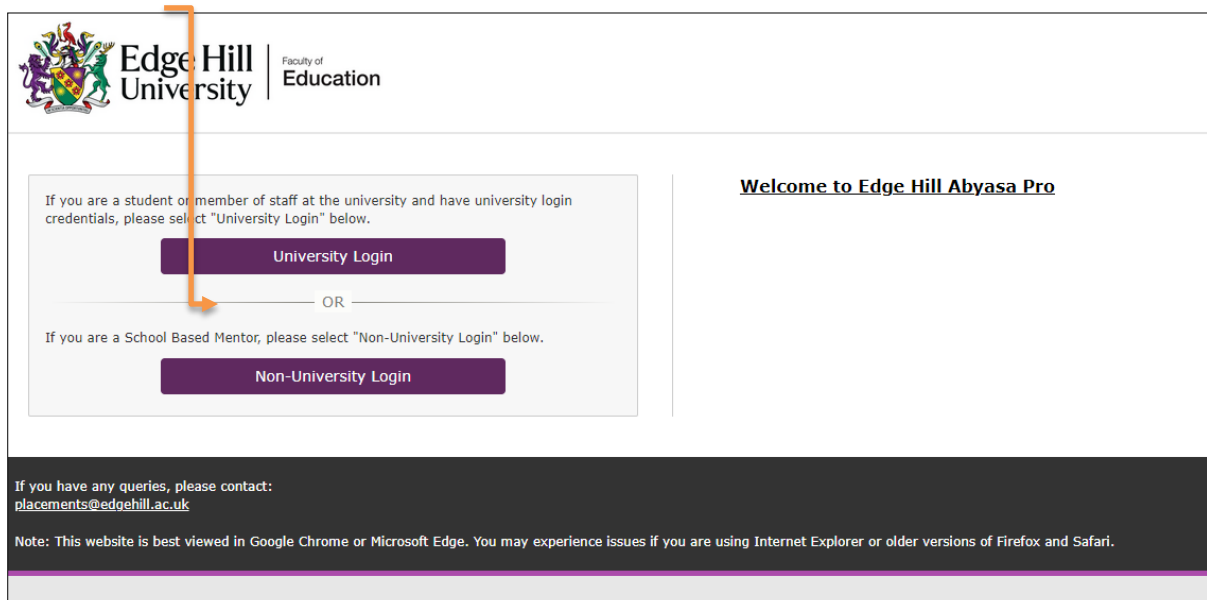# How To Access Your Edge Hill Abyasa Pro Portal

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.abyasa.net/Pro
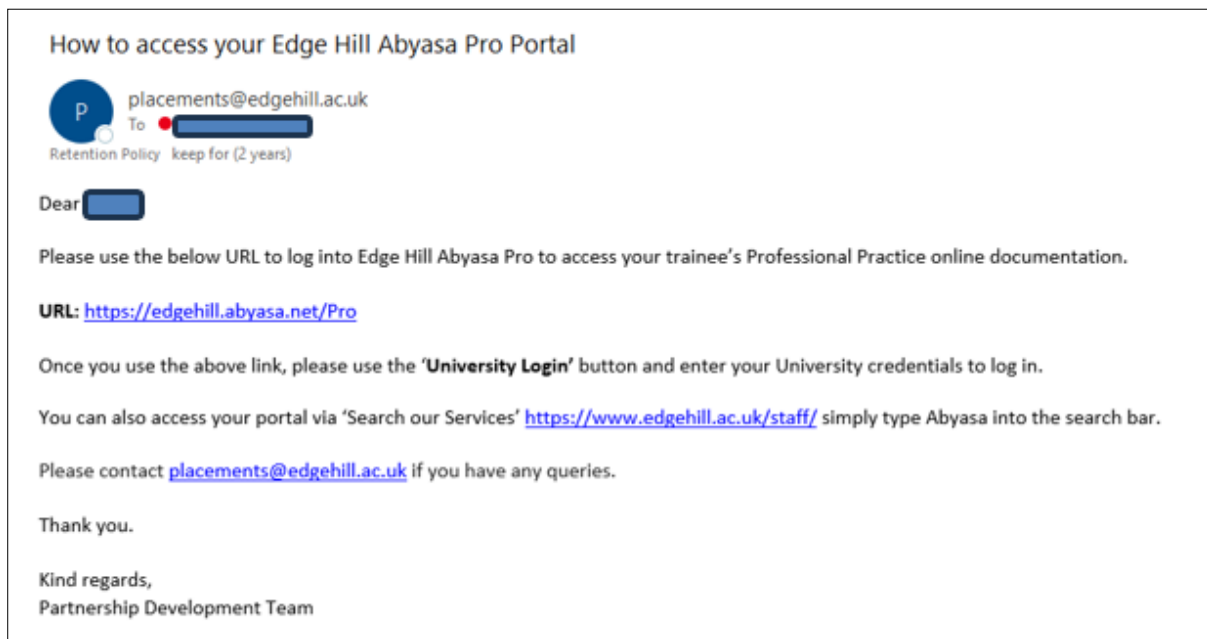
Log in by clicking the University Login button and entering your username and password.

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.

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.
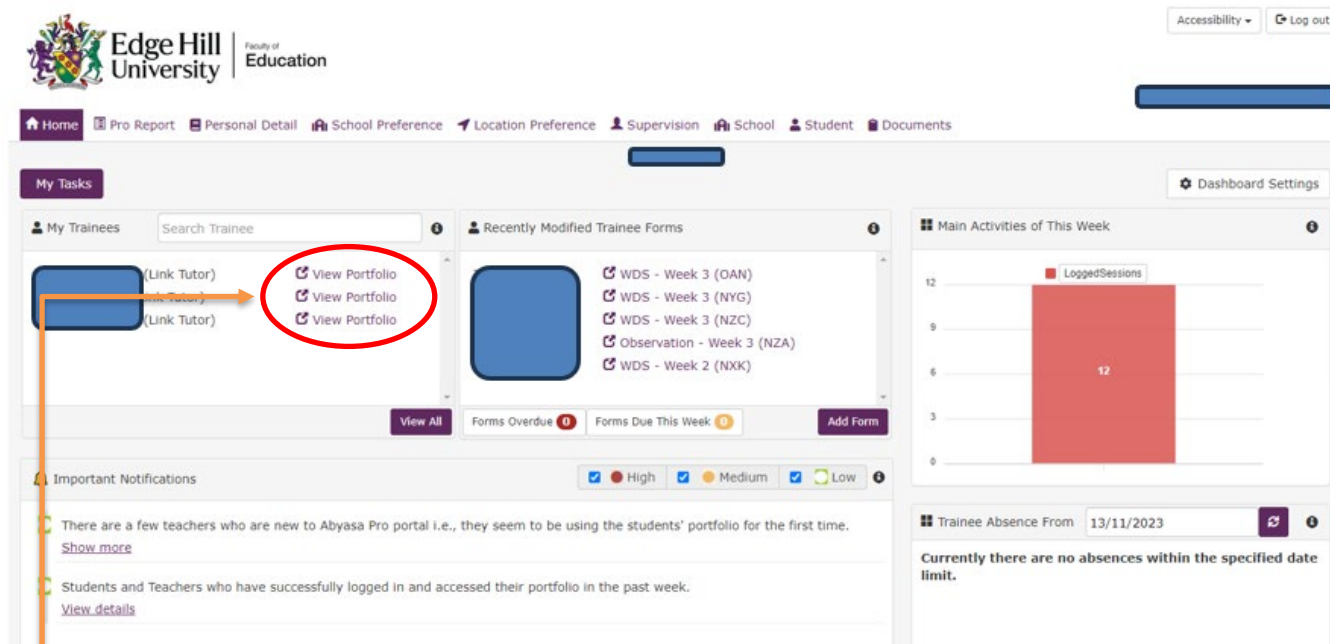
Overview of the dashboard widgets

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.

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

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, focussed, 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.
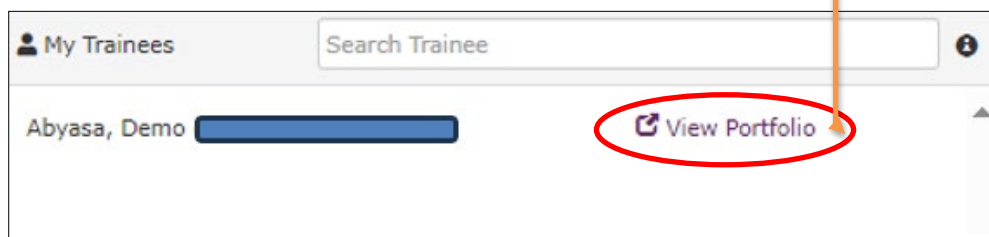
To complete a form, you can either click the Start/Continue link next to the form directly on the timeline or click the Start button near the top of the timeline and select the required form from there.
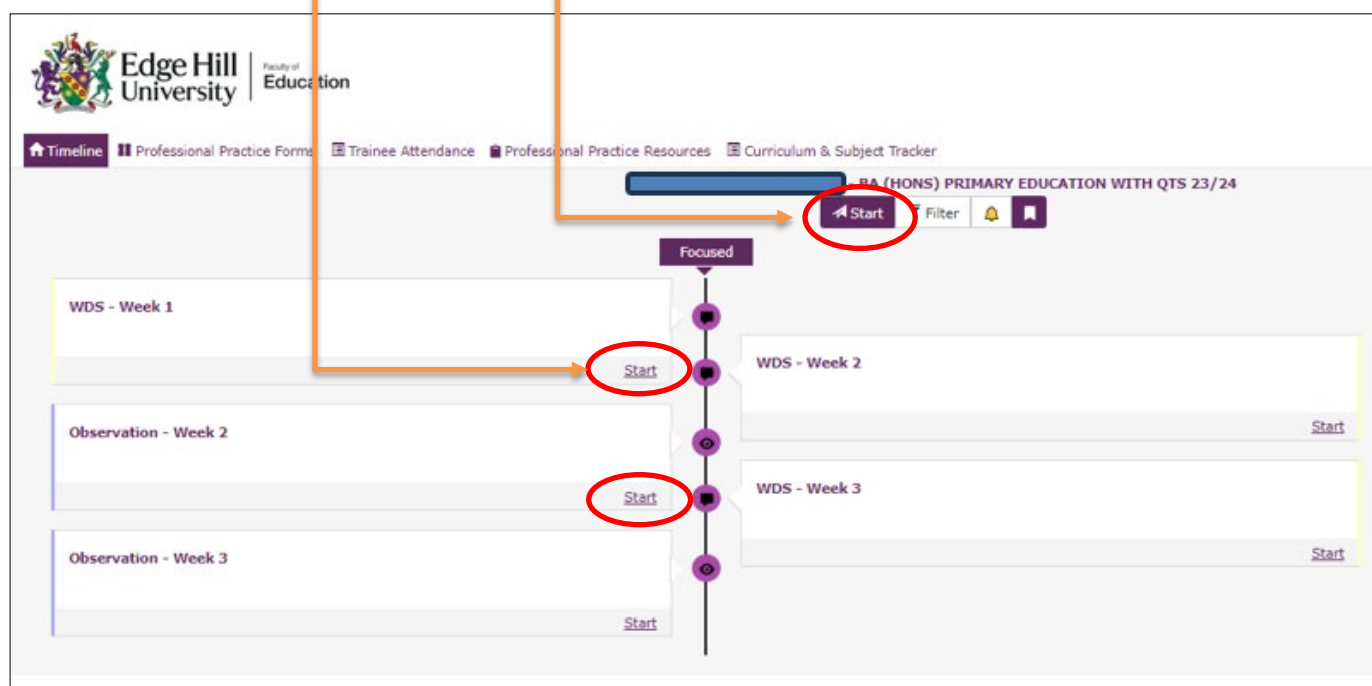
Once a form is completed it will appear towards the bottom of the timeline.

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.

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

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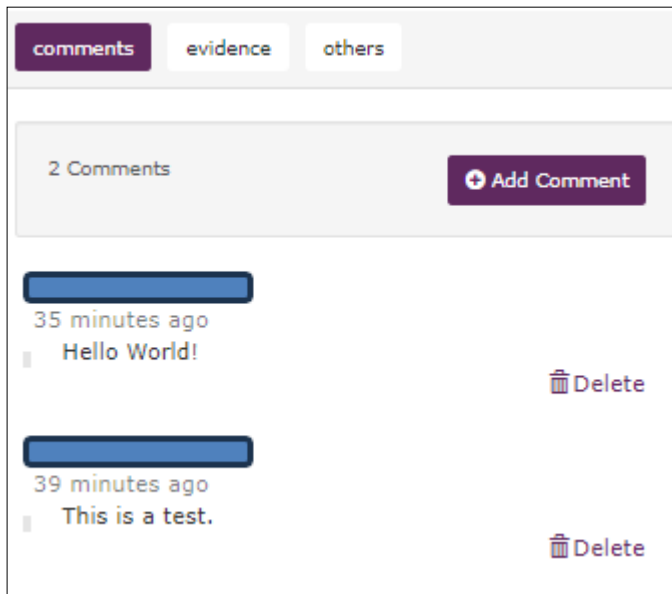
The Comments functionality is available of the righthand side of the screen. Here you can add any comments or notes that you may want to add but do not need to show on the WDS.

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.

Click Related to view your previous weeks response.

Related Answers

This section shows you the list of previous answers and tags associated with the question.

Show All | Previous Answers | Tags

○ **UG EY WDS Week 1 (TGG)**   *Tag:*

19/04/2024

Test Data: Observe a phonics group and later teach a sequence.

Close

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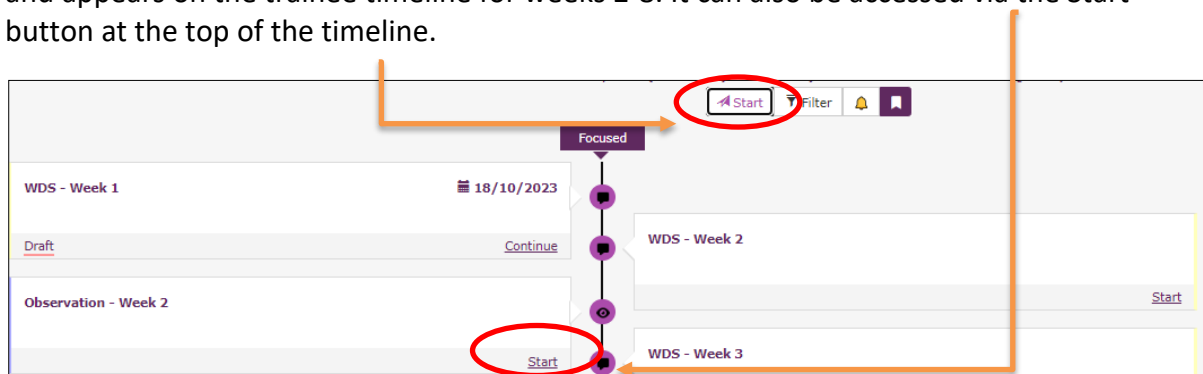
The Systematic Synthetic Phonics (SSP) Observation Form is an unscheduled form. This observation form should be used any time you observe a trainee teaching SSP. This form can only be accessed via the Start button at the top of the timeline.
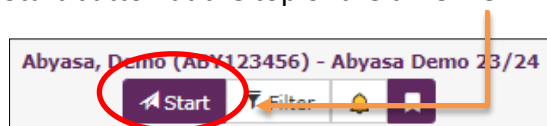
Select Observation from the record type, then SSP Observation Form and Start.

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.
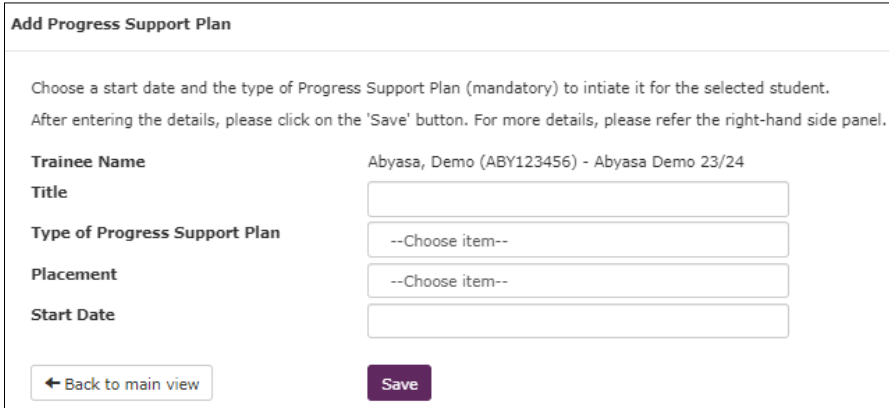
Click the View/Add New button to create a Progress Support Plan.
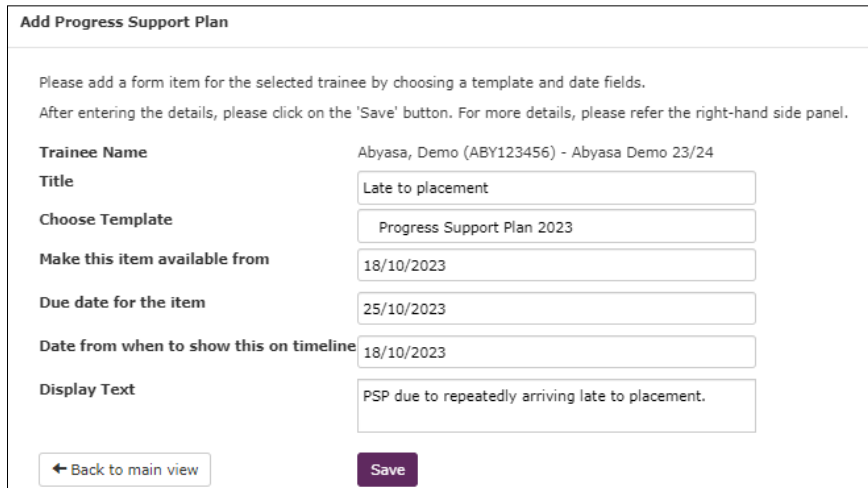
Choose your trainee from the drop-down list, then select Add Progress Support Plan

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.

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.

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.

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.

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.

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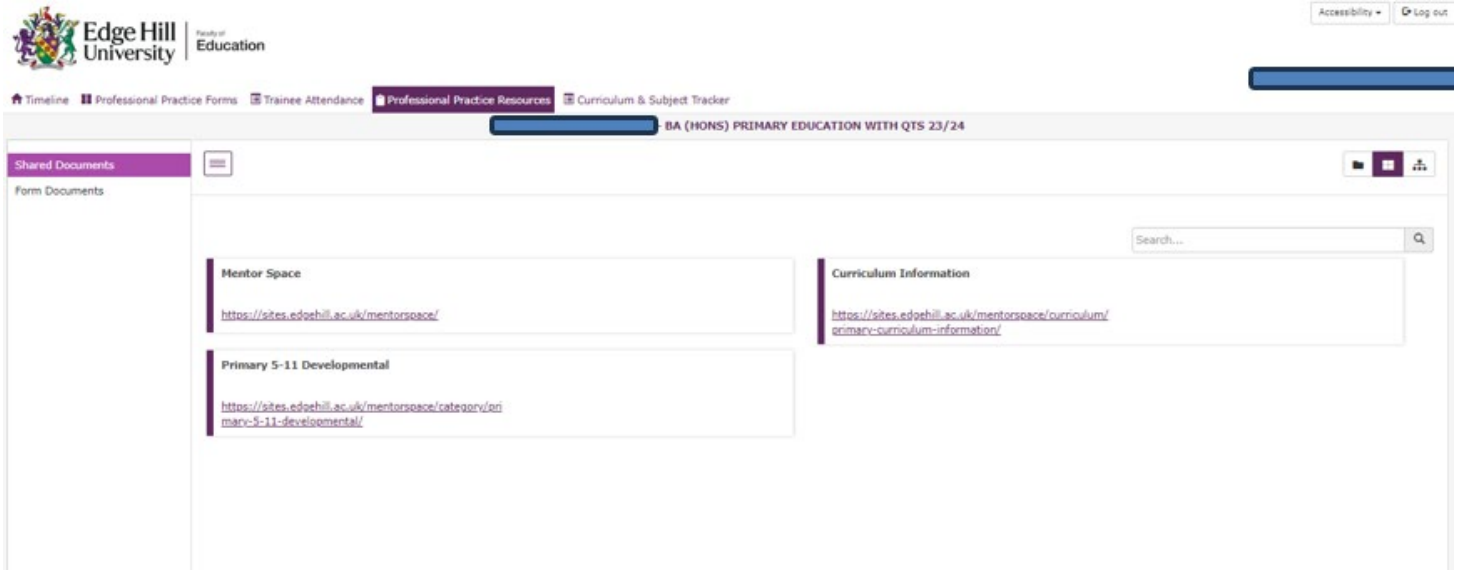
Professional Practice Resources

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.

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.

Please disregard any other tabs.