



Early Years Mentor Guidance

Edge Hill Abyasa Pro Portal

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

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Frequently Asked Questions

I can't log in.

If you have not received an initial email with your registration link, you will not be able to log in. If you have received your registration email and are still having issues, please email placements@edgehill.ac.uk so we can help you out. Screen shots are always useful so we can help to resolve the issue.

Occasionally it is necessary to clear your cache. Please follow the guidance for your preferred browser.

What is the best browser to view Abyasa Pro in?

Abyasa Pro works best in Google Chrome or Microsoft Edge. You may experience issues if you are using Internet Explorer or older versions of Firefox and Safari.

What is the URL for Abyasa Pro?

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

Where can I download my trainee reports from?

Weekly Development Summaries, Observation Forms and Progress Support Plans can all be downloaded to PDF's. When you are working in a form on the trainee timeline you will see a 3 dot icon near the top of the form, click this to export to PDF. Or you can navigate to the Professional Practice tab to access a record of all forms, click the export to PDF button (top left of the list) to select multiple options or the actions button named 'Click' next to individual form.


Where can I access training?

Training on Abyasa Pro is delivered by our Strategic Lead for Mentoring in the Phase Specific Mentor Training sessions. If you need additional help, you can contact placements@edgehill.ac.uk who can help you out via email or arrange a short MS Teams call. Your Link Tutor will also be able to answer any questions you may have.

How To Access Your Edge Hill Abyasa Pro Portal

Once you are linked as a mentor to a placement, we will activate your account. You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to create your account.

Professional Practice Mentor Log-in Details - Faculty of Education, Edge Hill University

 placements@edgehill.ac.uk
To [redacted]

Dear [redacted]

Please use the below URL to create your account in the Edge Hill Abyasa Pro Mentor Portal to access your trainees Professional Practice online documentation.

URL: <https://edgehill.abayasa.net/Pro/Login/CreateUserAccount/b694dde969b74329ae33501a8f3b21b6>

Once you use the above link, you must enter a valid username and password to create your account. We recommend using your named school email address e.g. john.smith@st.marys.co.uk.

Once you have successfully created your account, please use the below URL to access Abyasa Pro in the future:

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


Once you use the above link, please use the 'Non-University Login' button and enter your credentials to log in.

Please contact placements@edgehill.ac.uk if you have any queries.

Thank you.

Kind regards,
Partnership Development Team

Account creation page

 **Edge Hill University** | Faculty of Education

This screen lets you create or update your log in credentials to access Abyasa Pro website. Please confirm the below details and update your password.

If you already have the University log in credentials please DO NOT continue and use the same credentials to log in to Abyasa Pro.

By continuing this process you are confirming that you are the person listed below, you work at or on behalf of the institution and you have permission to act in a professional role for it.

Your Name: [redacted]
School Name: [redacted]
Email address: [redacted]

I have read, understood and agree to the above statements.

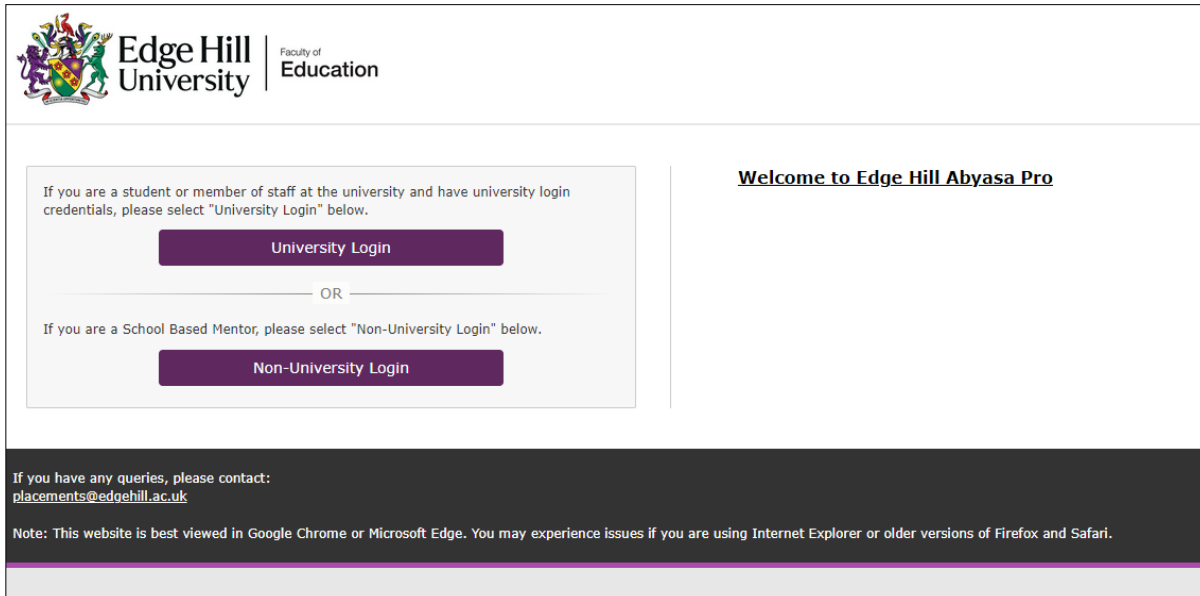
Username
Password
Re-enter new password

Logging in


Once your account is set up you can access Abyasa Pro using the URL below

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

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

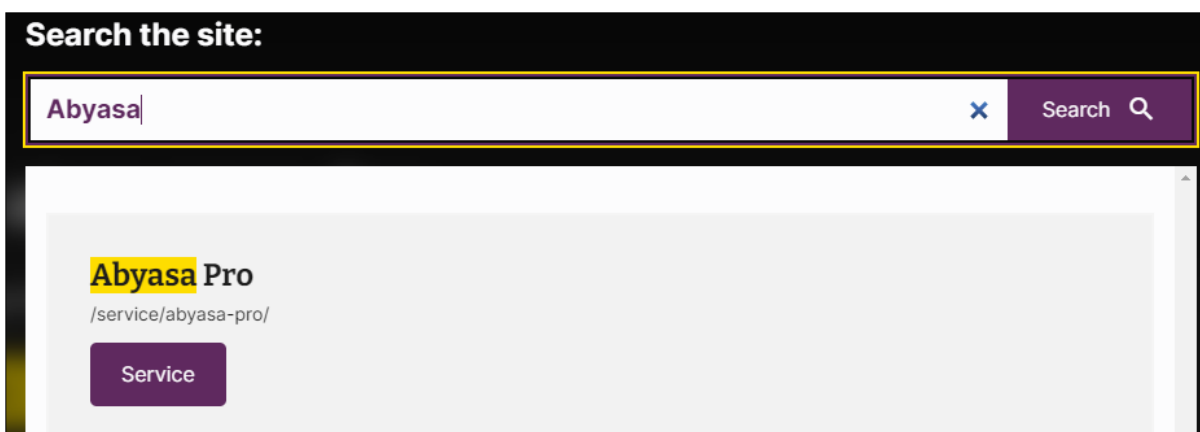


The screenshot shows the Edge Hill University Faculty of Education login page. On the left, there are two login options: "University Login" for students and staff, and "Non-University Login" for School Based Mentors. On the right, there is a "Welcome to Edge Hill Abyasa Pro" message. At the bottom, there is contact information for placements@edgehill.ac.uk and a note about browser compatibility.

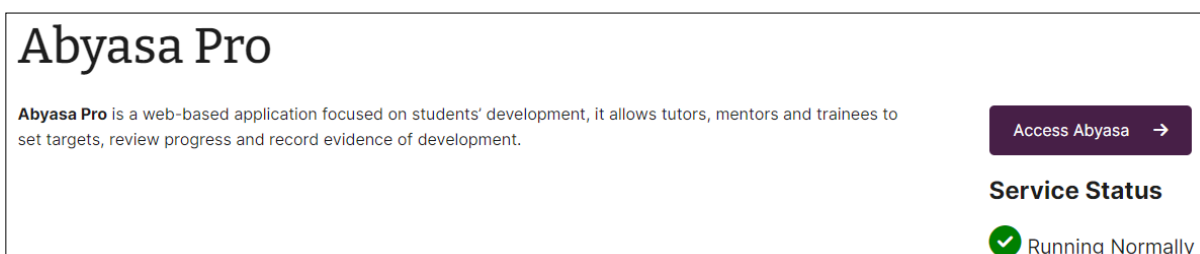
 We recommend bookmarking the URL, but you can also use the search function on the top right of our university website homepage. Type 'Abyasa' into the search bar. Results should appear below automatically, if not, press the search button. Click Service, then the Access Abyasa button.



The screenshot shows the top navigation bar of the Edge Hill University website. It includes the university logo, navigation links for "Study with us", "Research", and "About", a search icon, and a menu icon. The text "Current students / Staff" is visible in the top right corner.



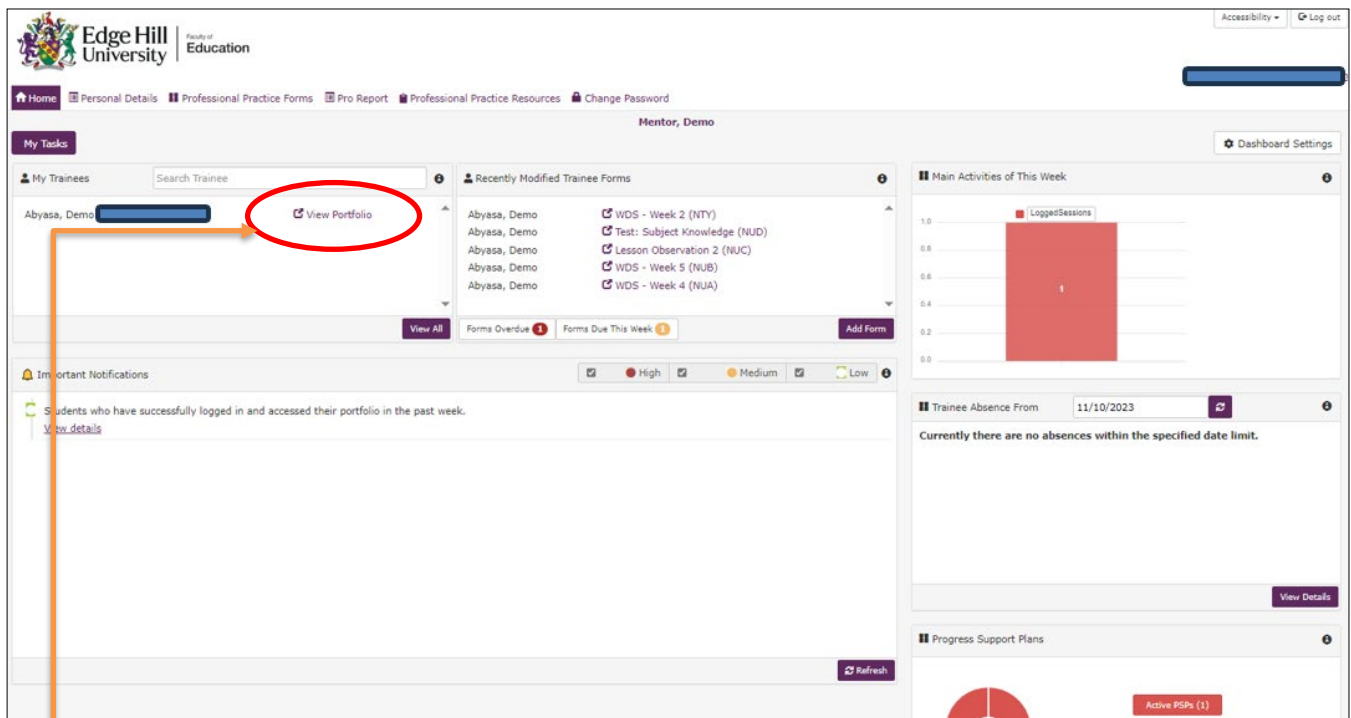
The screenshot shows the search results for "Abyasa" on the university website. The search bar contains "Abyasa" and the search button is highlighted. The results show "Abyasa Pro" with the URL "/service/abyasa-pro/" and a "Service" button.



The screenshot shows the Abyasa Pro service page. It features the title "Abyasa Pro" and a description: "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." There is an "Access Abyasa" button with a right arrow and a "Service Status" section showing a green checkmark and the text "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 mentoring. 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 you or your trainees. 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.

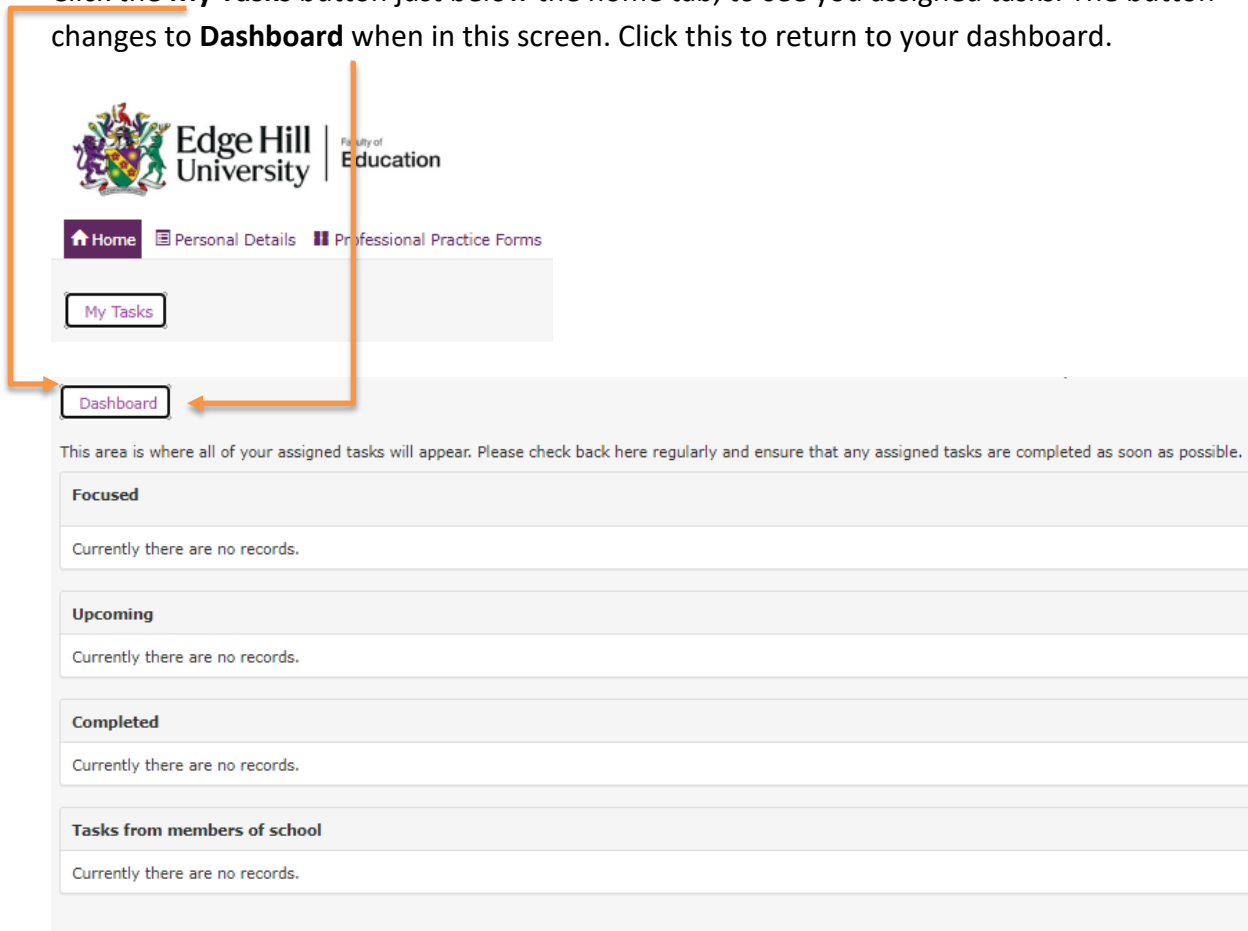
Trainee Absence – Shows any trainees who have logged absence in their trainee attendance.

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.

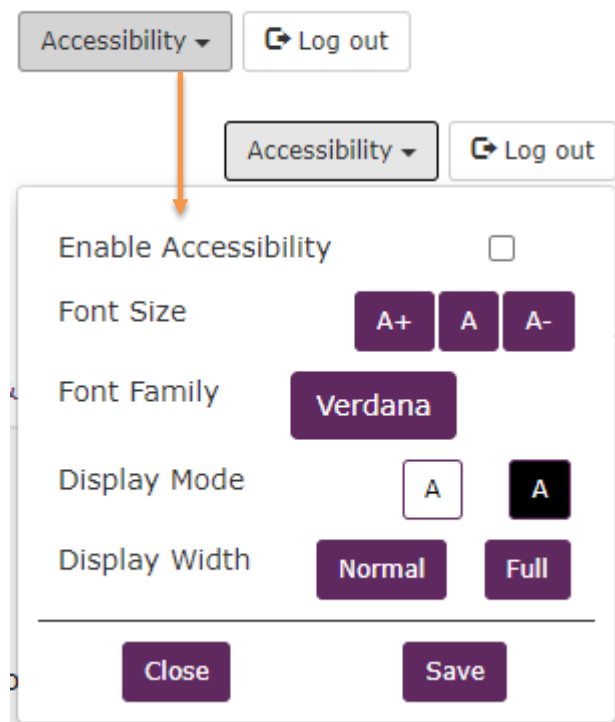
Other Dashboard Functionality

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 navigation links for 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 area, and an orange arrow points from it to the 'Dashboard' button in the main content area. Below the buttons, a message 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 with a message indicating no records are currently present.

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



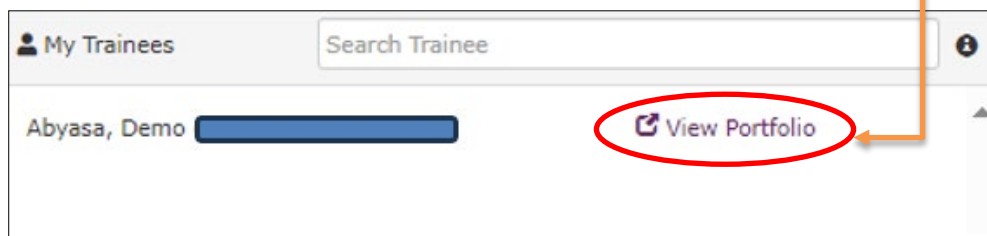
The screenshot shows the Accessibility settings menu. At the top, there is an 'Accessibility' dropdown menu and a 'Log out' button. Below this, the 'Accessibility' dropdown is expanded, showing the following settings: 'Enable Accessibility' (unchecked), 'Font Size' (with 'A+', 'A', and 'A-' buttons), 'Font Family' (set to 'Verdana'), 'Display Mode' (with 'A' and 'A' buttons), and 'Display Width' (with 'Normal' and 'Full' buttons). At the bottom of the menu, there are 'Close' and 'Save' buttons.

Trainee Timeline and Tabs

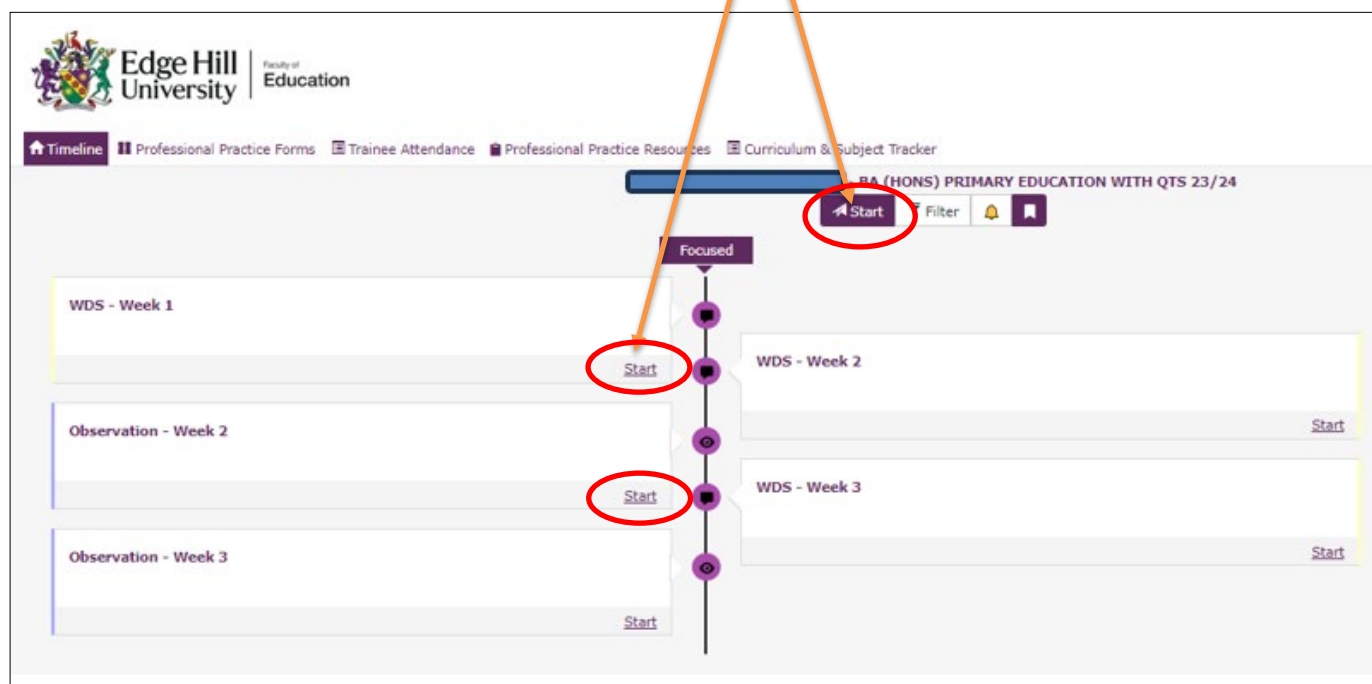
The timeline is where you can see your trainees' professional practice forms, such as Weekly Development Summaries, Observations and Progress Support Plans (if applicable). From this screen you can also access the tabs available to the trainee.

The timeline shows upcoming, focused, and completed forms.

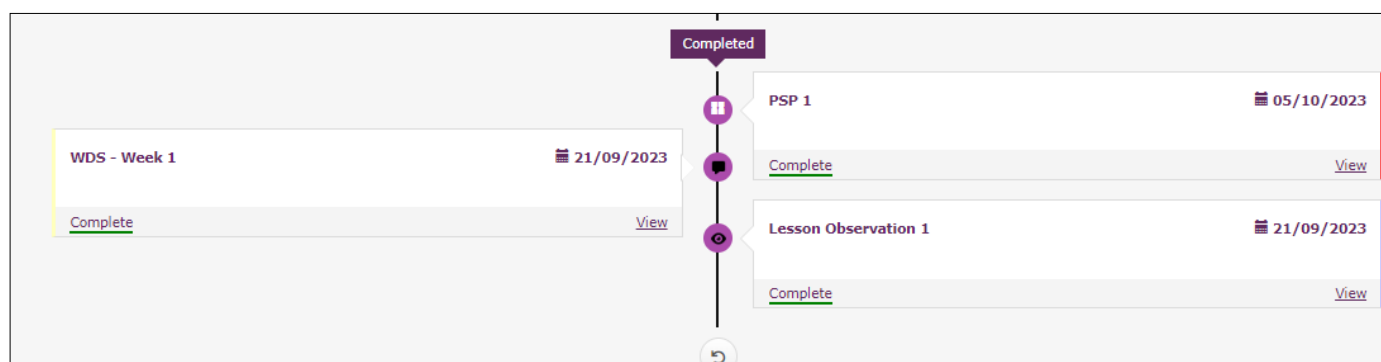
To access your trainees timeline you click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** widget of your dashboard.



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 for you to complete with your trainee.

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

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

UG EY WDS Week 1
This record is **not submitted** with **one** key question unanswered. Go Back

Date: 19/04/2024
Last updated: 22/04/2024 03:29

Link to a placement: Abyasa Demo 23/24 - Abyasa Demo School -Link Tutor: Staff, Demo -School Based Mentor: Mentor, Demo
Last updated: 22/04/2024 03:29

Curriculum for the week	Please refer to the EHU ITE Curriculum guidance as appropriate.										
Feedback and Development target	Trainee to address the statements below and discuss with the mentor in the Weekly Development Meeting										
Future development targets	<table border="1"><thead><tr><th>SK</th><th>Refer to Subject Component Grid for Core and Foundation Subject Knowledge Focuses</th></tr></thead><tbody><tr><td>HE</td><td>Understand how a commitment to equality, diversity and inclusion is embedded within practice in their key stage 1 class.</td></tr><tr><td>HPL</td><td>Understand how the SEND Code of Practice and provision mapping is implemented within their school and the role of the SENCO and the class teacher in this.</td></tr><tr><td>PB</td><td>Know it is important to keep up-to-date with current safeguarding legislation, such as: Keeping Children Safe in Education 2023.</td></tr><tr><td>ASSESSMENT</td><td>Know feedback must be high-quality and can be in written or verbal form.</td></tr></tbody></table>	SK	Refer to Subject Component Grid for Core and Foundation Subject Knowledge Focuses	HE	Understand how a commitment to equality, diversity and inclusion is embedded within practice in their key stage 1 class.	HPL	Understand how the SEND Code of Practice and provision mapping is implemented within their school and the role of the SENCO and the class teacher in this.	PB	Know it is important to keep up-to-date with current safeguarding legislation, such as: Keeping Children Safe in Education 2023.	ASSESSMENT	Know feedback must be high-quality and can be in written or verbal form.
SK	Refer to Subject Component Grid for Core and Foundation Subject Knowledge Focuses										
HE	Understand how a commitment to equality, diversity and inclusion is embedded within practice in their key stage 1 class.										
HPL	Understand how the SEND Code of Practice and provision mapping is implemented within their school and the role of the SENCO and the class teacher in this.										
PB	Know it is important to keep up-to-date with current safeguarding legislation, such as: Keeping Children Safe in Education 2023.										
ASSESSMENT	Know feedback must be high-quality and can be in written or verbal form.										
Strategies and Wellbeing											
Current progress											
Signature											
Submit											

Curriculum for the week

Feedback and Development target

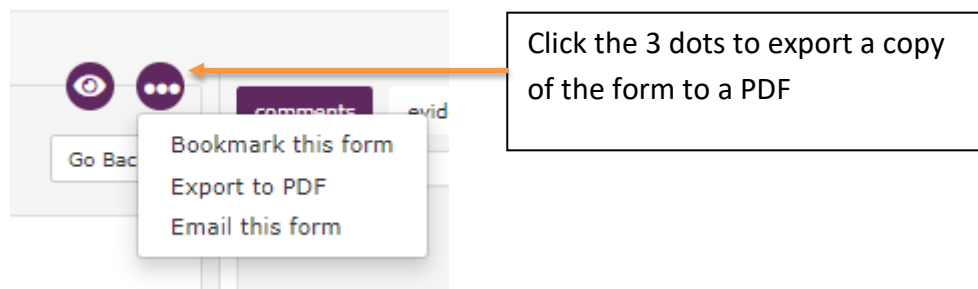
Future development targets

Strategies and Wellbeing

Summary of feedback discussion including progress towards development targets

Black ▾ B I U [List] [Table] [Link] [Image]

This is a test



Mentor permissions are set so that you can confirm the form is complete and changes cannot be made by the trainee. You can undo this if you need to edit at a later date.

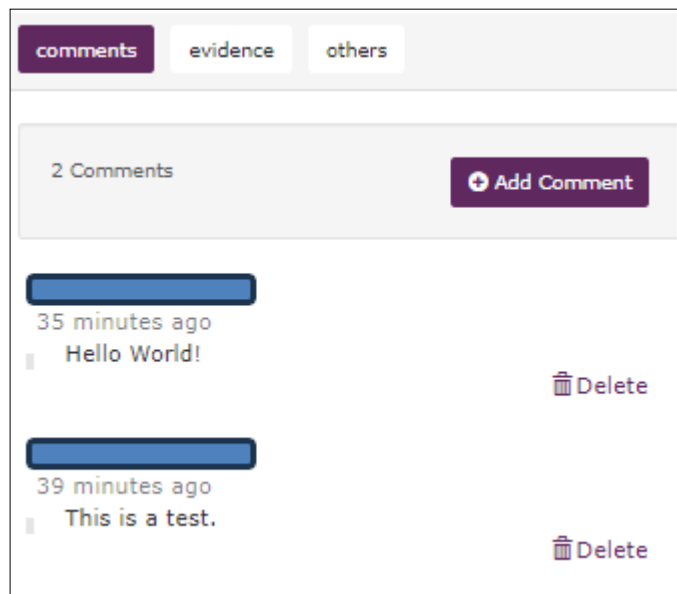
The form is currently in **Draft** phase and clicking on the Submit button will update it to **Complete**.
Note: The edit permission may change after you submit the form.

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.

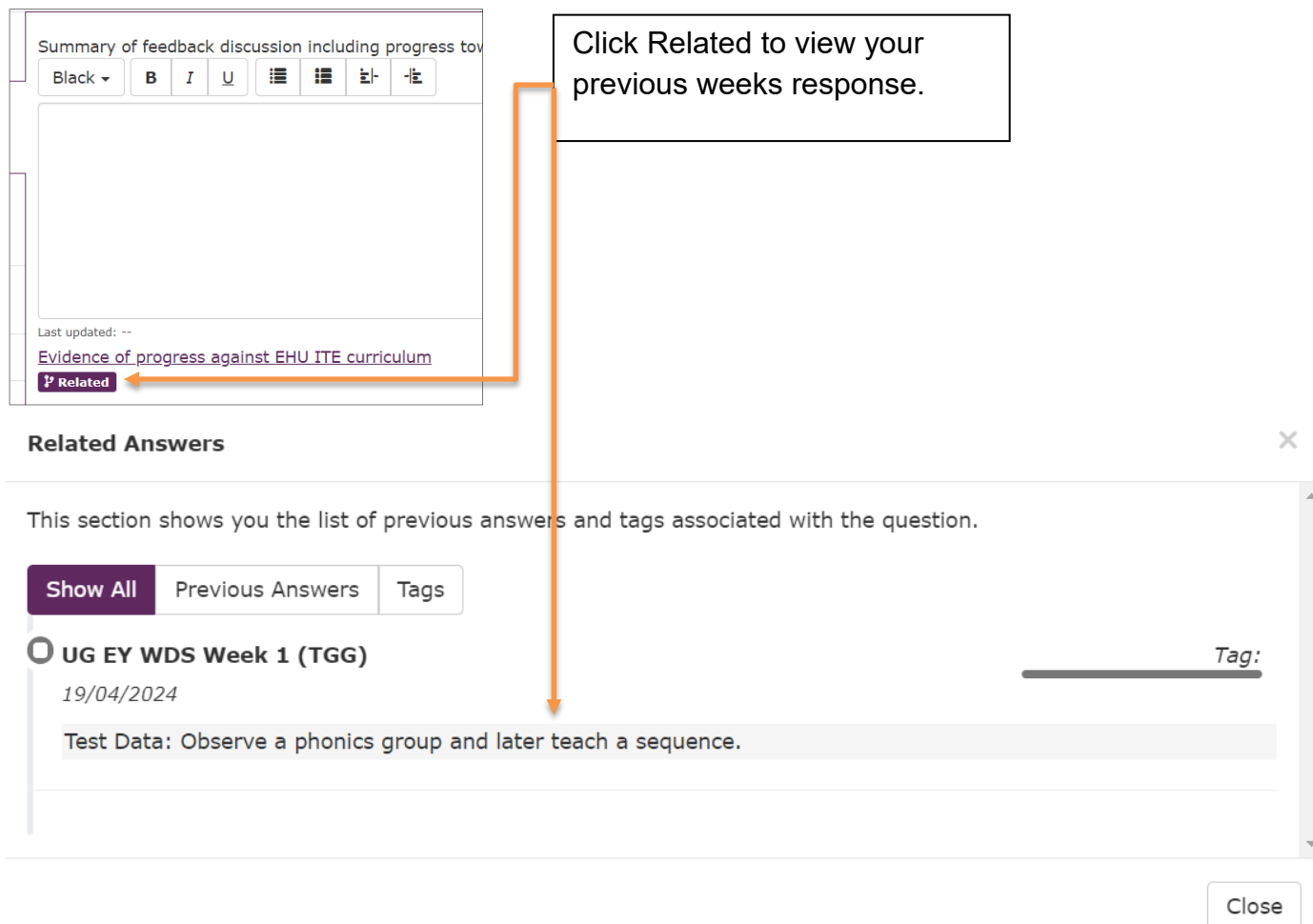
Enter your comments/notes and then Post.

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.

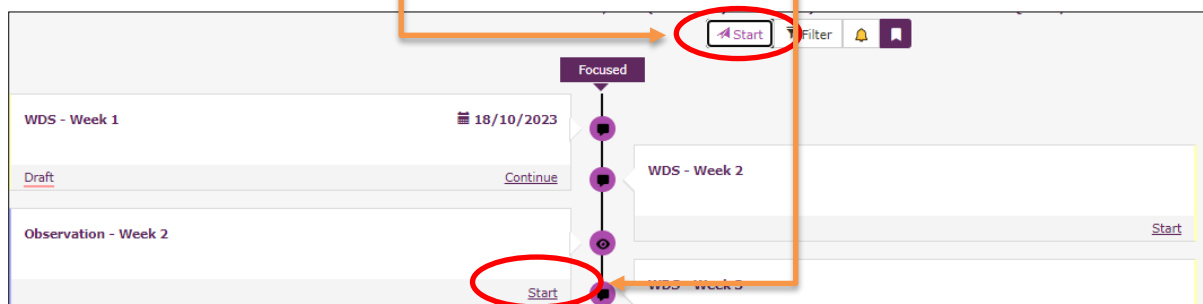
Viewing Previous Responses to a Question

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 in the WDS interface. The panel is titled 'Related Answers' and has a close button (X) in the top right corner. Below the title, there is a text box with a rich text editor toolbar (Black, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink) and a text area. Below the text area, it says 'Last updated: --' and 'Evidence of progress against EHU ITE curriculum'. A purple 'Related' icon is visible. An orange arrow points from the 'Related' icon to a text box that says 'Click Related to view your previous weeks response.' Below this, there is a section titled 'Related Answers' with a text box that says 'This section shows you the list of previous answers and tags associated with the question.' Below this, there are three tabs: 'Show All' (selected), 'Previous Answers', and 'Tags'. Below the tabs, there is a list of answers. The first answer is 'UG EY WDS Week 1 (TGG)' with a date '19/04/2024' and a tag 'Tag:'. The text of the answer is 'Test Data: Observe a phonics group and later teach a sequence.' Below the list, 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. 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 Last updated: 18/10/2023 03:01

Link to a placement

Key points emerging from the session

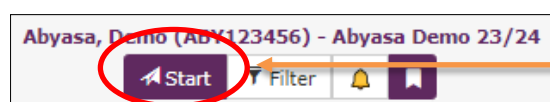
Subject and curriculum knowledge

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) and the Art Observation Form are unscheduled forms. These observation form should be used any time you observe a trainee teaching SSP or Art. These forms can only be accessed via the Start button at the top of the timeline.



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

Start Form

Select Record Type

Scheduled:
 Lesson Observation 3

Unscheduled:
 SSP Observation Form

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

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

Link to a placement Last updated: 18/10/2023 02:07

Subject knowledge and skills

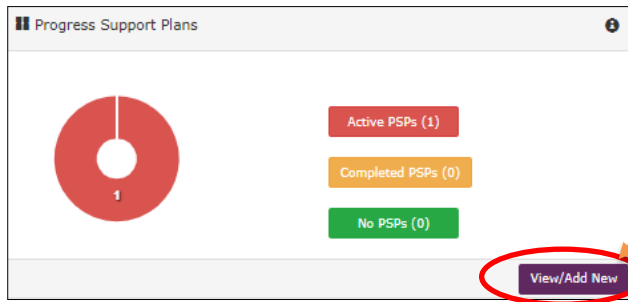
Use of motivating and appropriate resources and teaching strategies

Learning objective enables sequential development of children's component knowledge

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.

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

+ Add

Late to placement
 18/10/2023
 PSP due to repeatedly arriving late to placement.

Add

End Progress Support Plan

Late to placement
 This record is **not submitted** with 12 key questions unanswered.

Date 18/10/2023
 Last updated: 18/10/2023 12:40

Link to a placement --Choose item--
 Last updated: 18/10/2023 12:40

Area(s) identified for support:

- High expectations and managing behaviour.
- How pupils learn; classroom practice & adaptive teaching.
- Subject knowledge and curriculum.
- Assessment.
- Professional behaviours.

Last updated: --

Details - including an outline of support already provided:

Black B I U [List Icons]

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.

Edge Hill University | Faculty of Education

Accessibility Log out

Timeline Professional Practice Forms Trainee Attendance Professional Practice Resources Curriculum & Subject Tracker

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

Start Filter [Icons]

Active Progress Support Plan View Participants

Current Placement Details

Progress Support Plan Panel

End Progress Support Plan

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

+ Add

Late to placement
 18/10/2023
Target date: 25/10/2023

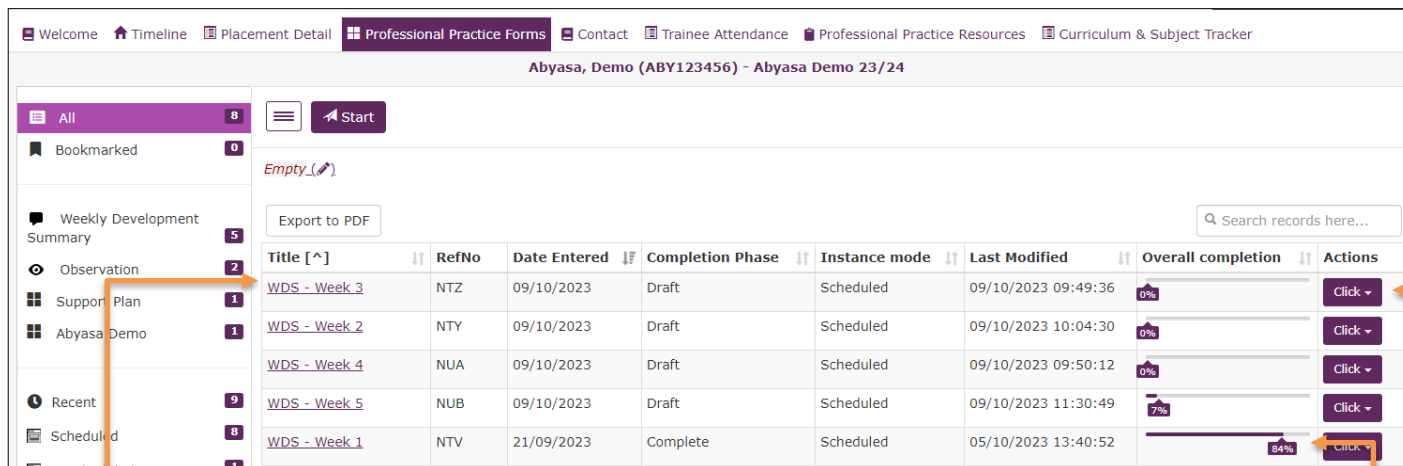
View

End Progress Support Plan

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.

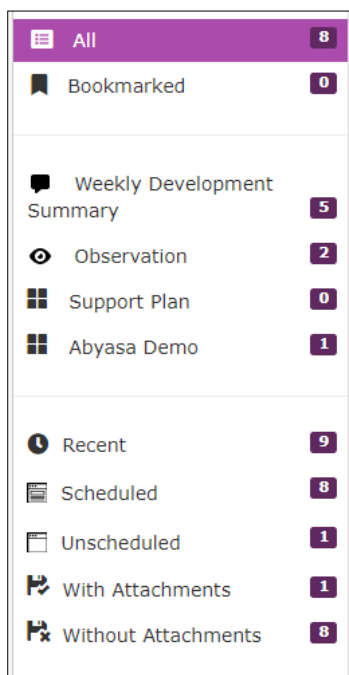
Scheduled forms include WDS and Observations, these are forms that you are expected to complete and submit on a weekly basis as the placement pattern requires. Unscheduled forms are forms such as any Progress Support Plans that are created to support you.



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.



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
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. You 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 and absence, click 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.

The screenshot shows the Edge Hill University website interface. At the top left is the Edge Hill University logo with the text 'University of Education'. At the top right are 'Accessibility' and 'Log out' links. Below the header is a navigation menu with 'Timeline', 'Professional Practice Forms', 'Trainee Attendance', 'Professional Practice Resources' (highlighted), and 'Curriculum & Subject Tracker'. The main content area is titled 'BA (HONS) PRIMARY EDUCATION WITH QTS 23/24'. On the left is a 'Shared Documents' sidebar with 'Form Documents'. The main area contains three document cards: 'Mentor Space' with URL <https://sites.edgehill.ac.uk/mentorspace/>, 'Primary 5-11 Developmental' with URL <https://sites.edgehill.ac.uk/mentorspace/category/primary-5-11-developmental/>, and 'Curriculum Information' with URL <https://sites.edgehill.ac.uk/mentorspace/curriculum/primary-curriculum-information/>. A search bar is located in the top right of the document area.

Curriculum and Subject Tracker

The final tab on your portal shows the Curriculum Strand 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.

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

Navigation Tabs - Home Dashboard

Personal Details

Do not input any personal information. If you need to update your name or school email. Please email placements@edgehill.ac.uk

Professional Practice Forms

This tab contains the same library of forms as the Professional Practice Forms tab you can view in the trainee area of the system. The only difference is that colour coding is applied to show the various phases of form completion.

Phase(s)	
■	Approved & Completed
■	Complete
■	Complete
■	Draft
■	Incomplete
■	Mentor Input
■	Mentor SignOff
■	Prep
■	Review
■	Trainee Input
■	Waiting For Approval

Pro Report

Guidance to follow.

Professional Practice Resources

This tab contains any resources required to support trainees on their professional practice. This tab should contain the same information as the corresponding tab in the trainee area of the system.