Early Years Mentor Guidance

Edge Hill Abyasa Pro Portal

https://edgehill.abyasa.net/Pro

Contents

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.abyasa.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

Dear

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.abyasa.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.abyasa.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:
School Name:
Email address:

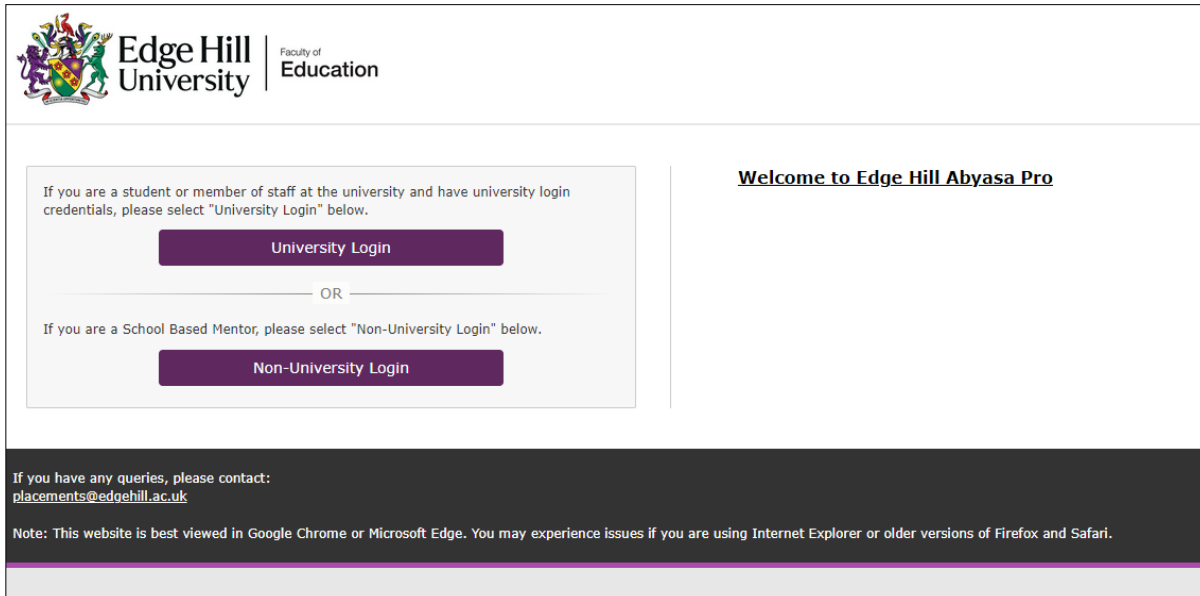☐ I have read, understood and agree to the above statements.

Username

Password

Re-enter new password

Submit

Logging in

Once your account is set up you can access Abyasa Pro using the URL below
https://edgehill.abyasa.net/Pro

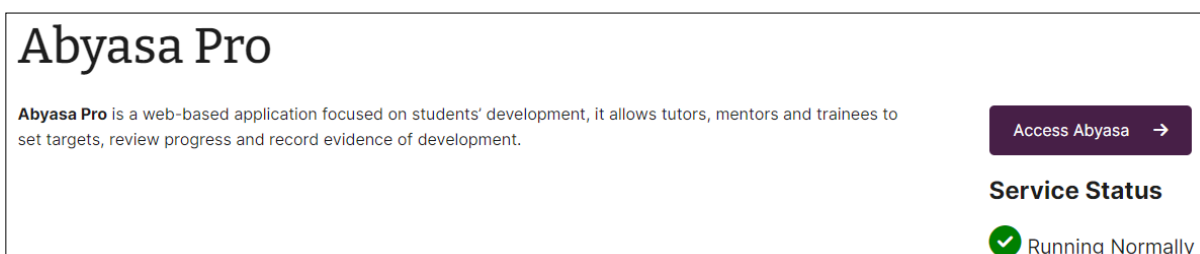Log in by clicking the Non-University Login button and entering your username and password.

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.

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.
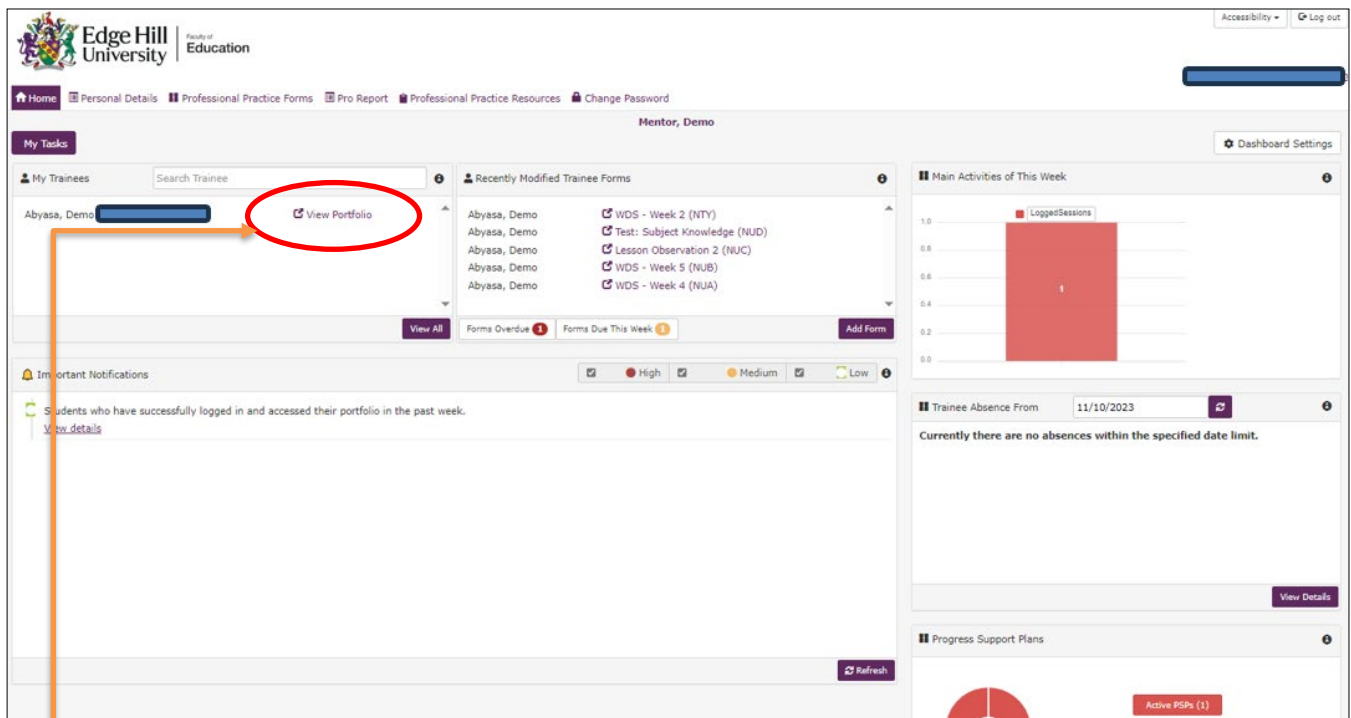
Overview of the dashboard widgets

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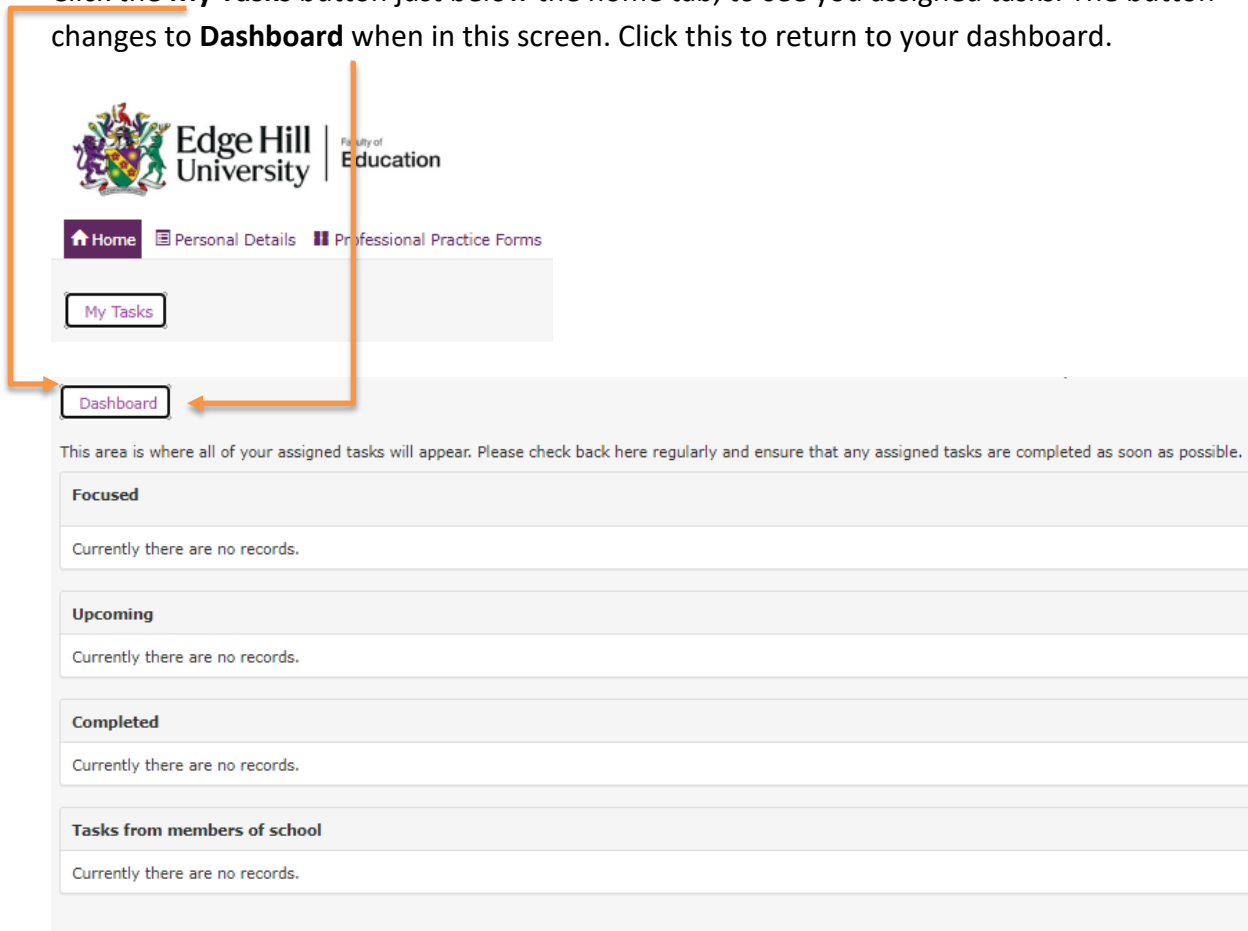
Trainee Absence – Shows any trainees who have logged absence in their trainee attendance.

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.
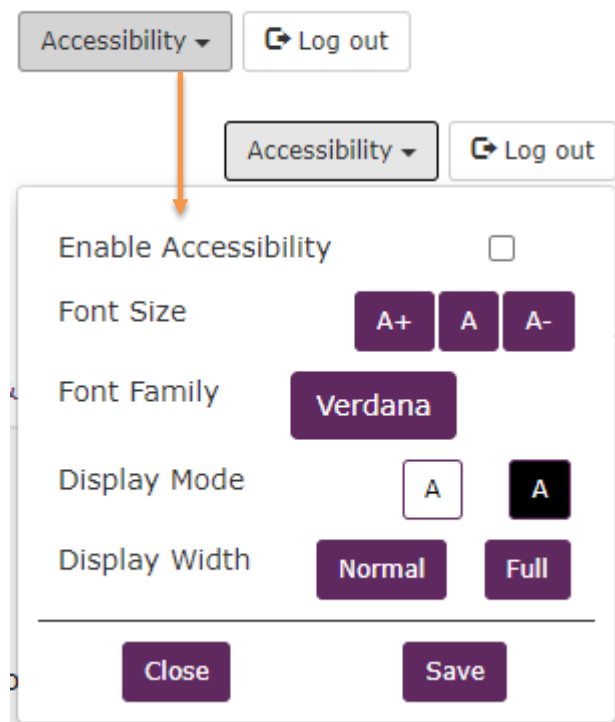
Other Dashboard Functionality

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.

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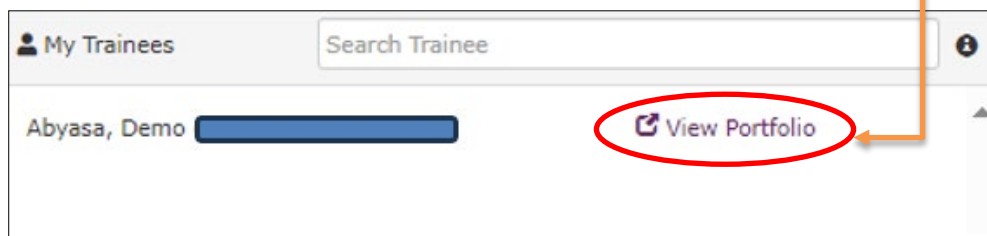
To complete a form, you can either click the Start/Continue link next to the form directly on the timeline or click the Start button near the top of the timeline and select the required form from there.
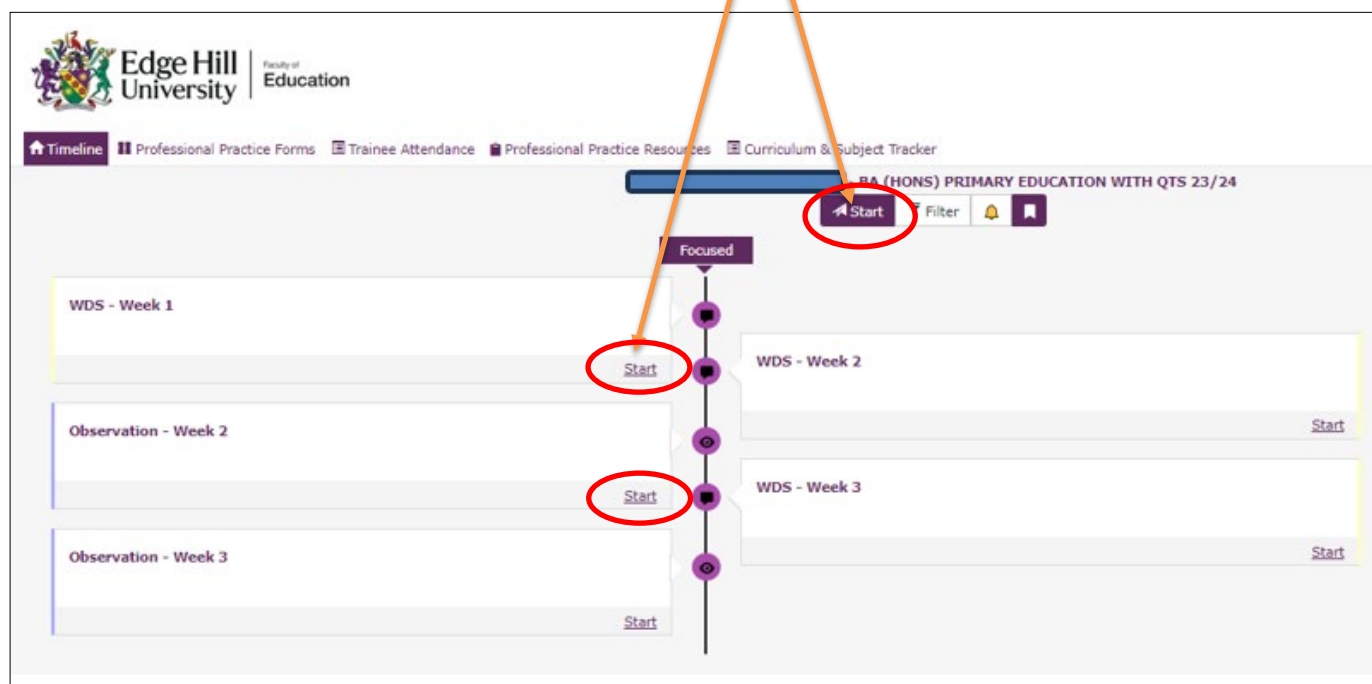
Once a form is completed it will appear towards the bottom of the timeline.
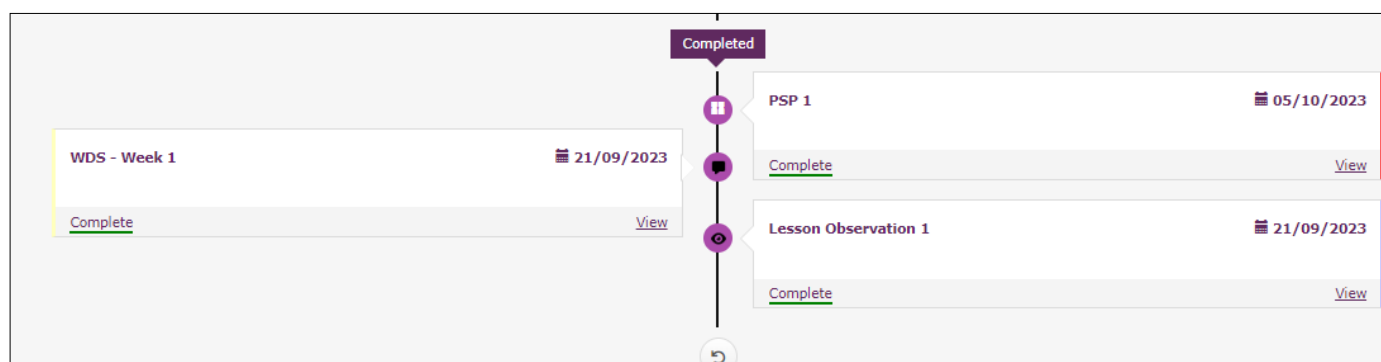
Weekly Development Summary

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

Click the 3 dots to export a copy of the form to a PDF

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.
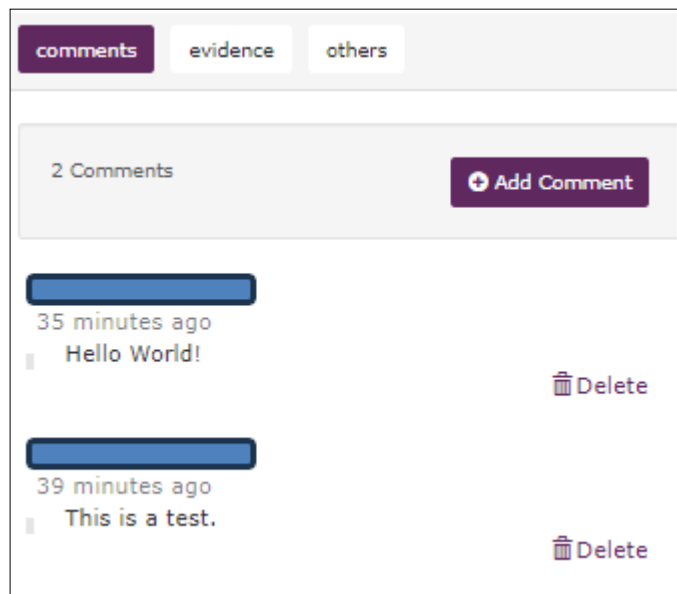
Adding Comments

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.
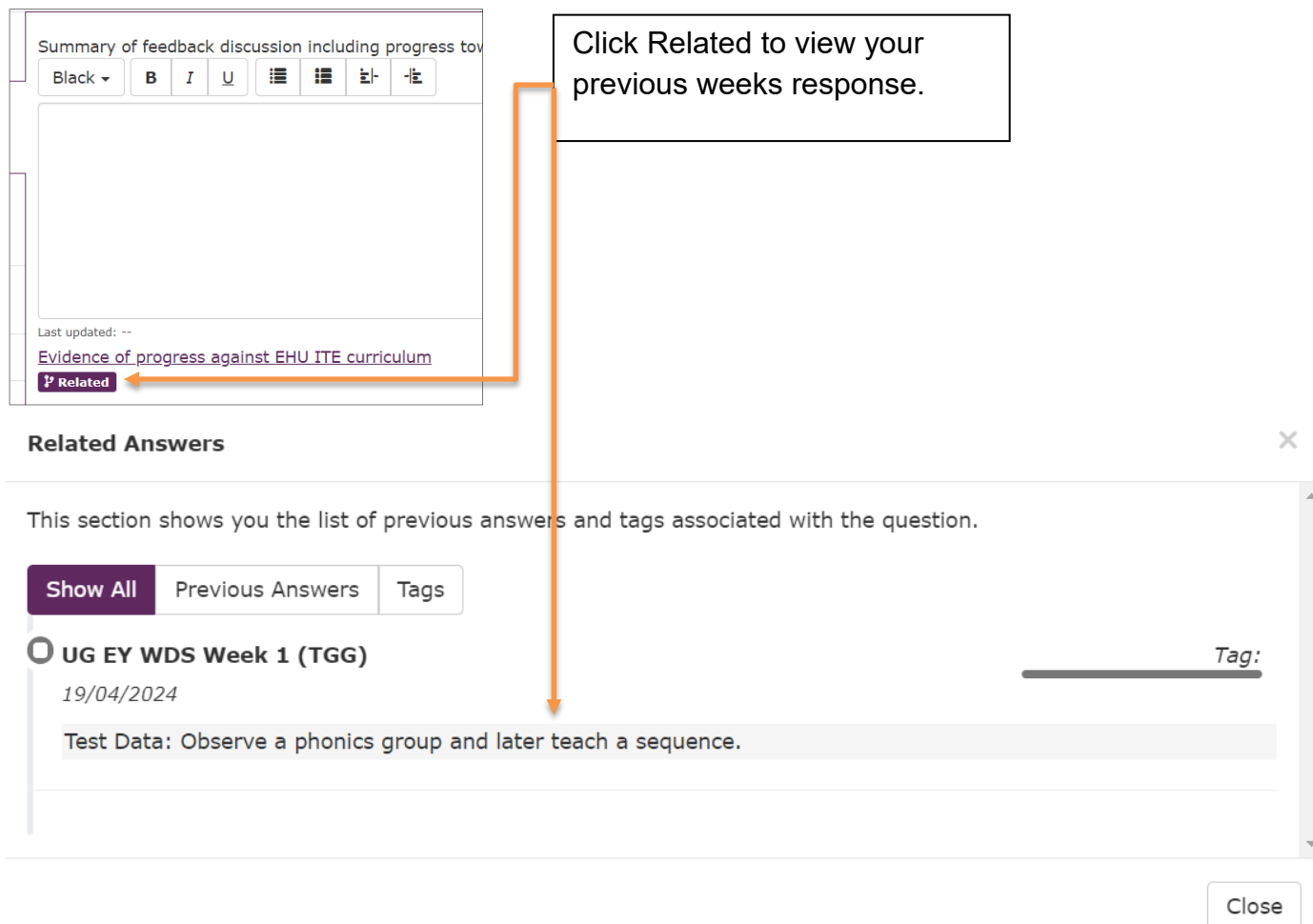

Click the Add Comment icon.

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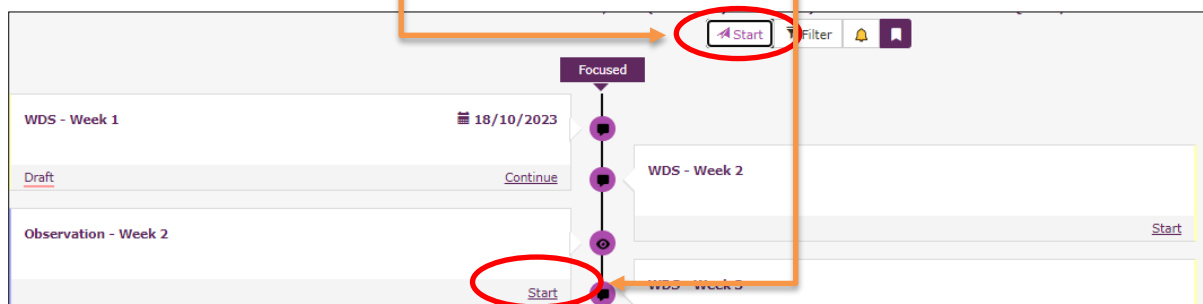
The Systematic Synthetic Phonics (SSP) and the Art Observation Form are unscheduled forms. These observation form should be used any time you observe a trainee teaching SSP or Art. These forms can only be accessed via the Start button at the top of the timeline.
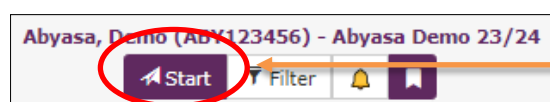
Select Observation from the record type, then SSP or Art Observation Form and Start.

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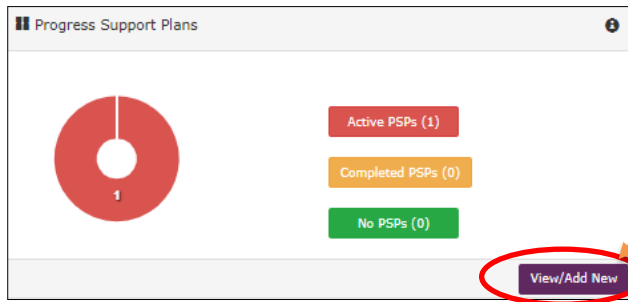
Click the View/Add New button to create a Progress Support Plan.

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.
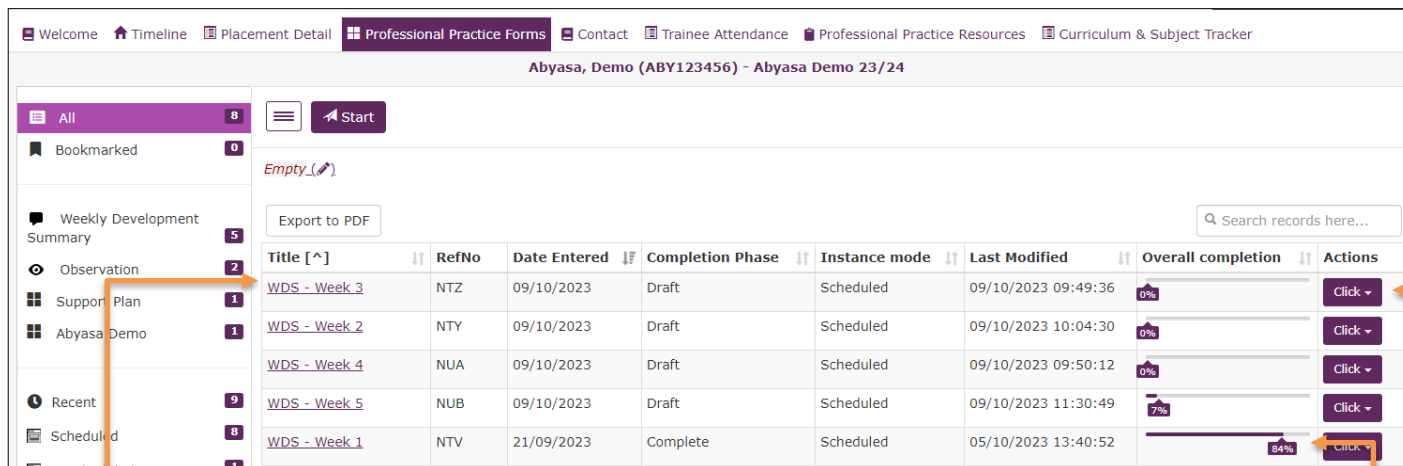
Professional Practice Forms

The Professional Practice Forms tab is where you and your trainee can find the library of all your forms in draft or completed.
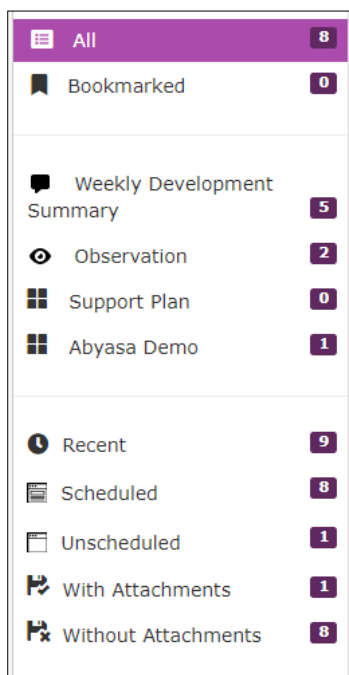
Scheduled forms include WDS and Observations, these are forms that you are expected to complete and submit on a weekly basis as the placement pattern requires. Unscheduled forms are forms such as any Progress Support Plans that are created to support you.

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. You will approve attendance/absence here.

To approve attendance and absence, click 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 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.

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.

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.