

Early Years Trainee Guidance

Edge Hill Abyasa Pro Portal

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

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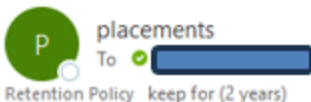
Curriculum and Subject Tracker

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>

How to access you Edge Hill Abyasa Pro Portal




Dear Abyasa, Demo,

Please use the below URL to log into Edge Hill Abyasa Pro and access your online professional practice forms.

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

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

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



If you are a student or member of staff at the university and have university login credentials, please select "University Login" below.

University Login

OR

If you are a School Based Mentor, please select "Non-University Login" below.

Non-University Login

Welcome to Edge Hill Abyasa Pro

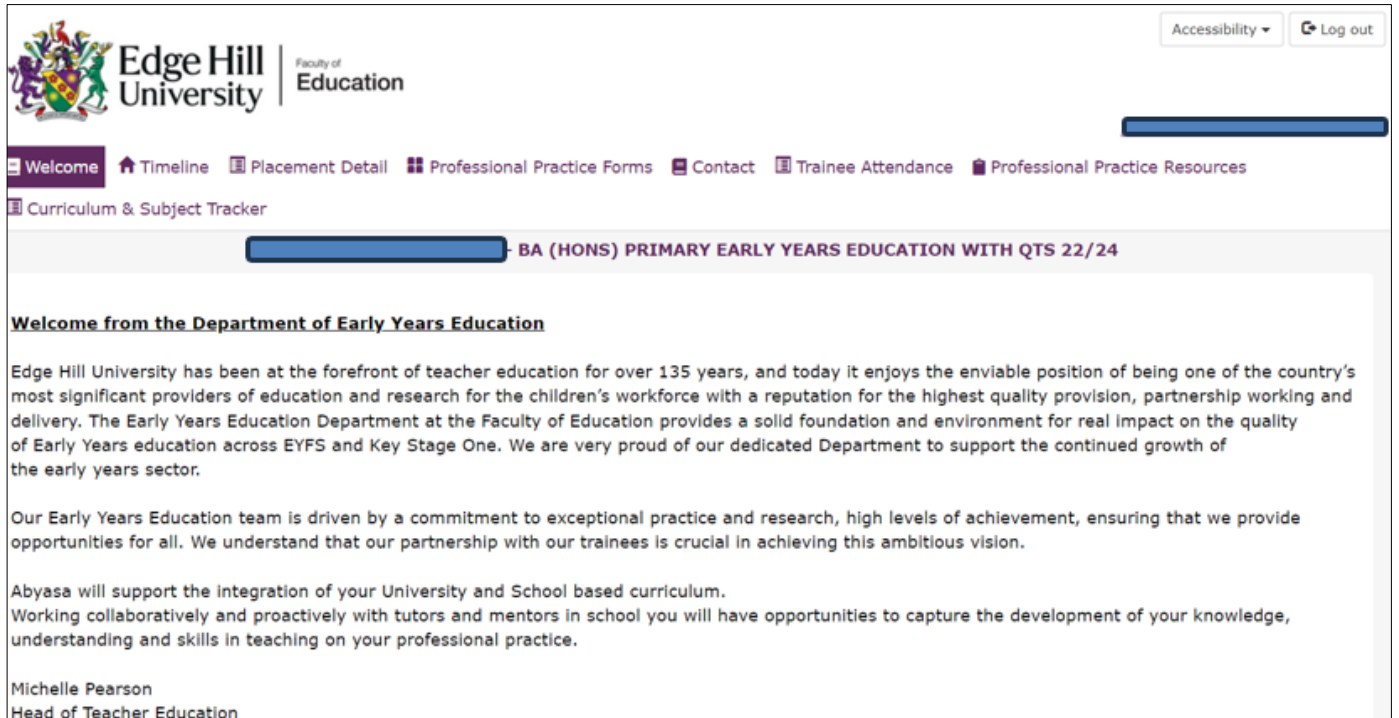
If you have any queries, please contact:
placements@edgehill.ac.uk

Note: This website is best viewed in Google Chrome or Microsoft Edge. You may experience issues if you are using Internet Explorer or older versions of Firefox and Safari.

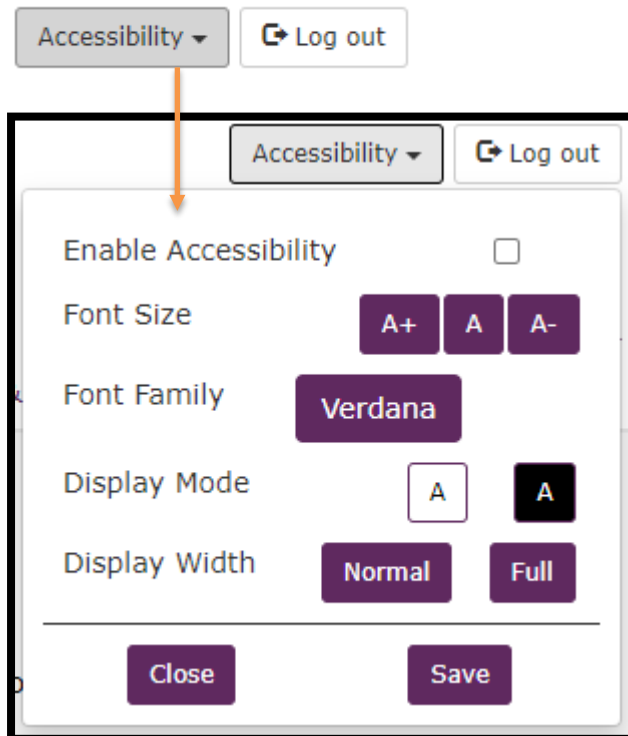
placements@edgehill.ac.uk

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.



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



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 next to the required form.

The screenshot displays the 'Timeline' page for a demo user, 'Abyasa, Demo (ABY123456) - Abyasa Demo 23/24'. The interface is organized into three main sections: 'Upcoming', 'Focused', and 'Completed', each with a corresponding icon on a central vertical timeline.

- Upcoming:** Contains 'WDS - Week 5' with a 'Required by: 21/10/2023' and a 'Start' link.
- Focused:** Contains three items:
 - 'Lesson Observation 2' with a 'Due date: 30/09/2023' and a 'Start' link.
 - 'WDS - Week 2' with a 'Due date: 30/09/2023' and a 'Draft' status, featuring a 'Continue' link.
 - 'Lesson Observation' with a 'Due date: 21/09/2023'.
- Completed:** Contains two items:
 - 'Lesson Observation 1' with a 'Due date: 21/09/2023', 'Complete' status, and a 'View' link.
 - 'WDS - Week 1' with a 'Due date: 21/09/2023', 'Complete' status, and a 'View' link.

Navigation elements include a top menu with 'Welcome', 'Timeline', 'Placement Detail', 'Professional Practice Forms', 'Contact', 'Trainee Attendance', and 'Professional Practice Resources'. The top right of the timeline section has buttons for 'Start', 'Filter', a notification bell, and a bookmark icon. An orange arrow points from the 'Continue' link in the 'WDS - Week 2' item to the 'Start' link in the 'WDS - Week 5' item.

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.

WDS - Week 5

This record is **not submitted** with 13 key questions unanswered.
12 days are left to complete the record. Go Back

Date Last updated: 09/10/2023 11:26

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

Curriculum for the week Summary of feedback discussion including progress towards development targets

Feedback and Development target Black **B** *I* U

Future development targets

Strategies and Wellbeing

Current progress

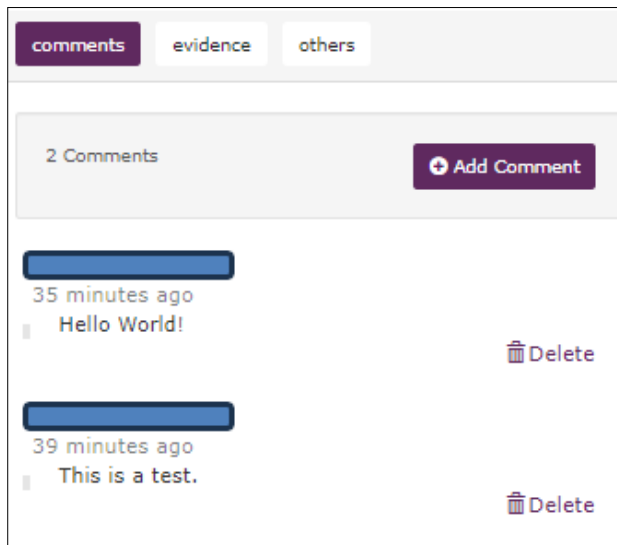
Signature Last updated: --

Submit [Evidence of progress against EHU ITE curriculum](#)

<< Prev Next >>

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.



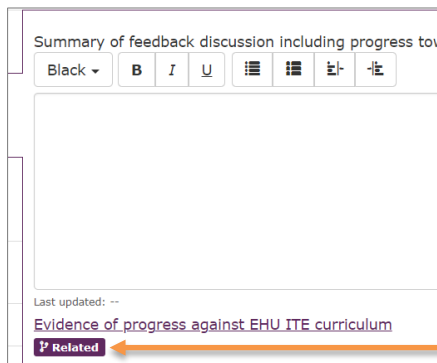
Click the Add Comment icon.

Enter your comments/notes and then Post.

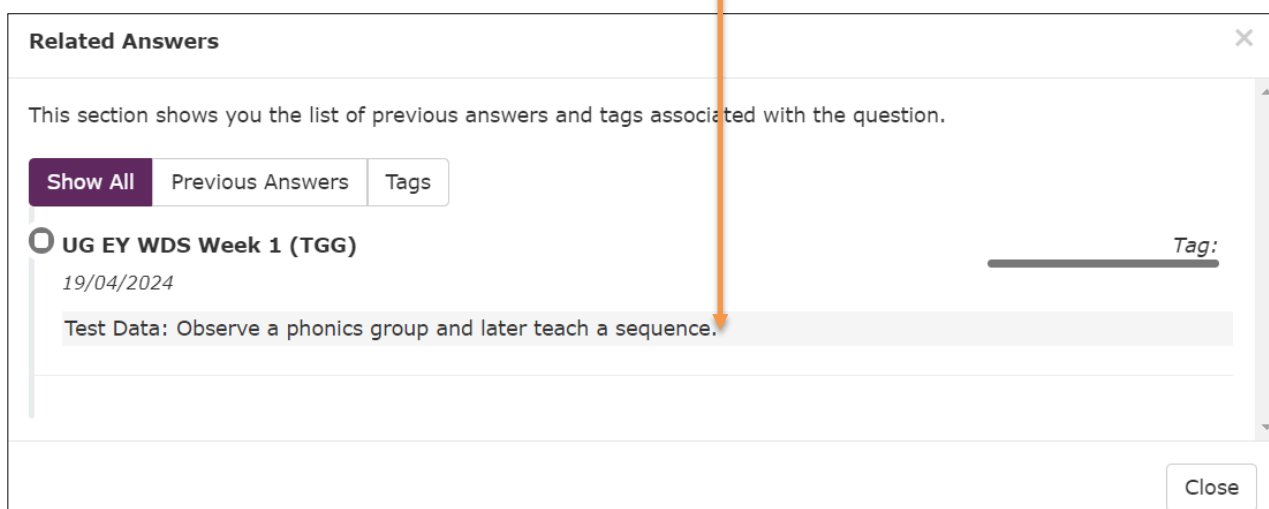
You can choose to notify other users of the portal linked to that placement or post without notifying. Edge Hill staff or other school-based mentors will receive a message on the Important Notifications section of their dashboard if you have selected them as participant.

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.

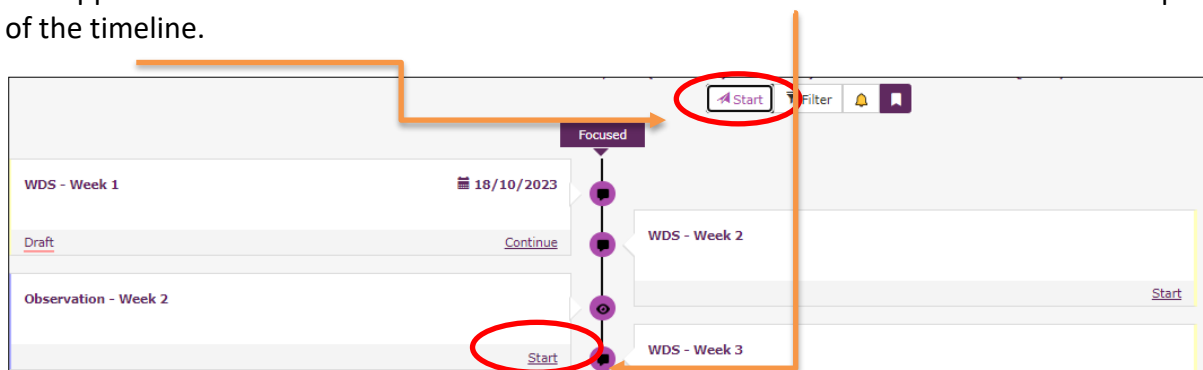


Click Related to view your previous weeks response.



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

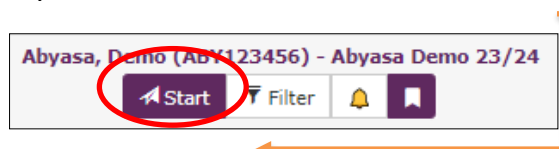
Link to a placement Abyasa Demo 23/24 -School: Abyasa Demo School -UBM: Staff, Demo -SBM: Mentor, Demo

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 Icon] [Text Icon] [Link Icon]

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: 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

Placement Detail

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

Navigation: Welcome | Timeline | **Placement Detail** | Professional Practice Forms | Contact | Trainee Attendance | Professional Pra

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

Abyasa Demo 23/24

Professional Practice	Abyasa Demo 23/24
School Name	Abyasa Demo School
URN	2123456
School Address	
Town	
County	
Post Code	
School Phone	
School Email Address	
Mentor Name	Mentor, Demo
Mentor Email Address	<input type="text"/>
Class Year	
Key Stage	
Link Tutor Name	Staff, Demo
Link Tutor Email Address	<input type="text"/>

If your mentor details change, please email the Partnership Development Team 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.

The screenshot shows the 'Professional Practice Forms' tab in a software interface. The top navigation bar includes 'Welcome', 'Timeline', 'Placement Detail', 'Professional Practice Forms', 'Contact', 'Trainee Attendance', 'Professional Practice Resources', and 'Curriculum & Subject Tracker'. Below this, the user is identified as 'Abyasa, Demo (ABY123456) - Abyasa Demo 23/24'. A sidebar on the left lists various form categories with counts: '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 displays a table of forms. The table has columns: 'Title [^]', 'RefNo', 'Date Entered', 'Completion Phase', 'Instance mode', 'Last Modified', 'Overall completion', and 'Actions'. The 'Overall completion' column shows progress bars for each form. The 'Actions' column contains 'Click' buttons with dropdown arrows. An 'Export to PDF' button is located above the table. A search bar is also present above the table.

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.

The screenshot shows the filter sidebar from the Professional Practice Forms interface. 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).

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.

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.



[Welcome](#) [Timeline](#) [Placement Detail](#) [Professional Practice Forms](#) **Contact** [Trainee Attendance](#)

Abyasa, Demo (ABY123456) -

Partnership Development Team

educationpartnership@edgheill.ac.uk
Monday – Friday 8.45am - 5.00pm
For general professional practice queries.

Helen Wakenshaw: Faculty Data Officer
placements@edgehill.ac.uk or wakenshh@edgehill.ac.uk
For any queries relating to Edge Hill Abyasa Pro.



Trainee Attendance

Each week your attendance is recorded in the Strategies and Wellbeing section of your WDS, this is used to monitor attendance. At the end of your placement, you need to create a record that shows your total attendance and absence for your full placement, this will be approved by your mentor.

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 create a final 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.

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 on your professional practice.

The screenshot shows a web application interface. At the top, there is a navigation bar with several menu items: 'Welcome', 'Timeline', 'Placement Detail', 'Professional Practice Forms', 'Contact', 'Trainee Attendance', 'Professional Practice Resources' (which is highlighted in a dark purple box), and 'Curriculum & Subject Tracker'. Below the navigation bar, the page title is 'Abyasa, Demo (ABY123456) - Abyasa Demo 23/24'. On the left side, there is a sidebar with two menu items: 'Shared Documents' (highlighted in purple) and 'Form Documents'. To the right of the sidebar, there is a main content area with a message: 'Currently there are no documents or the document path has not been provided.' In the top right corner of the main content area, there are three icons: a folder icon, a grid icon, and a group of people icon.

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.

Strand Component Tracker – UG Year 2 >

Strand Component Tracker – UG Year 2 [View All Evidences](#)

Strand Component Tracker – UG Year 2 [Show Current](#) [← Previous](#) [Next →](#) [Other options](#) [Choose option](#) ▼

Strand Component Tracker – UG Year 2								
	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