Early Years Trainee Guidance

Edge Hill Abyasa Pro Portal

https://edgehill.abyasa.net/Pro

placements@edgehill.ac.uk

Contents

How to access your Edge Hill Abyasa Pro Portal

Welcome

Timeline and Completing Forms

Placement Detail

Professional Practice Forms

Contact

Trainee Attendance

Professional Practice Resources

Curriculum and Subject Tracker

placements@edgehill.ac.uk
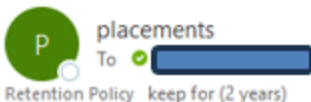
How to access your Edge Hill Abyasa Pro Portal

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

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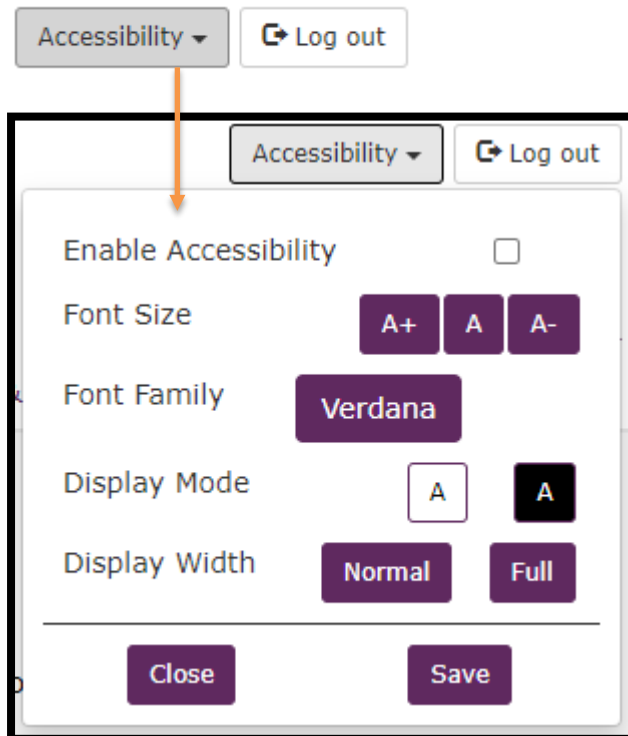

placements@edgehill.ac.uk

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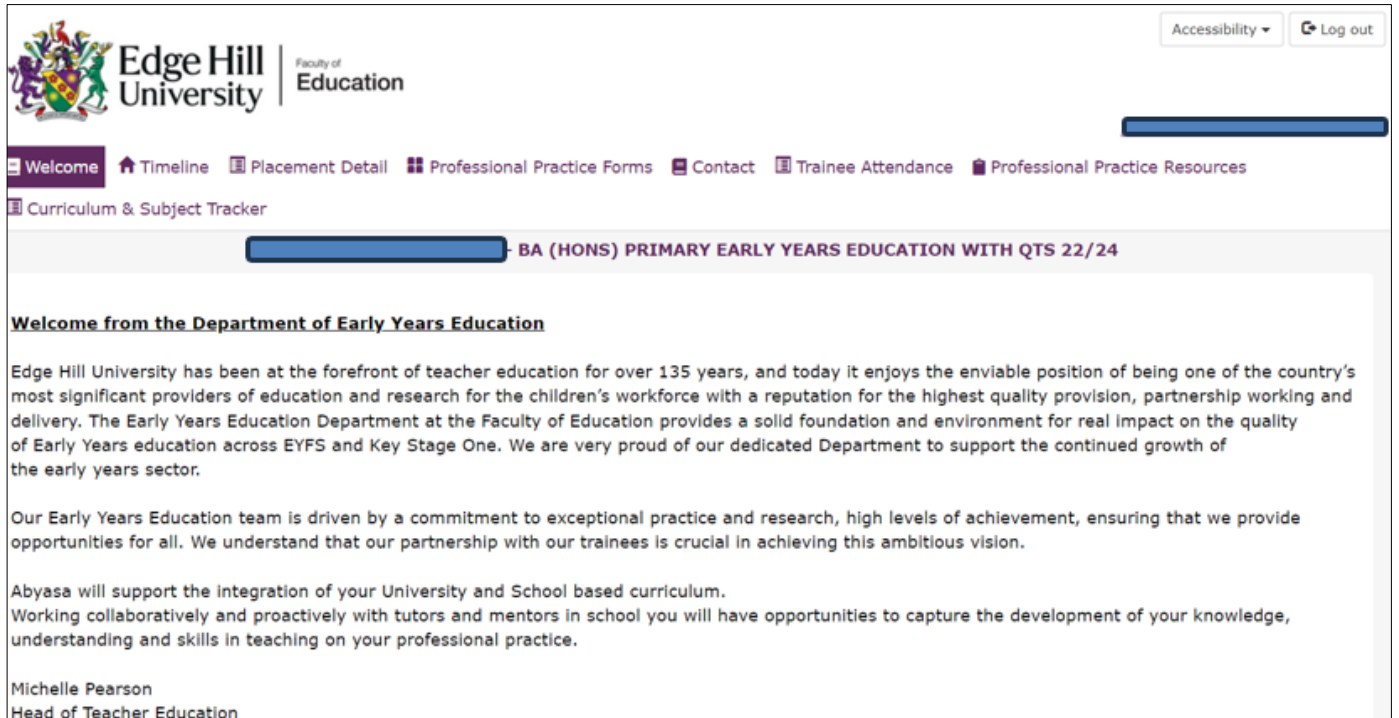
Click the Accessibility button in the top right of the screen to adjust your settings.

placements@edgehill.ac.uk

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.

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.

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.
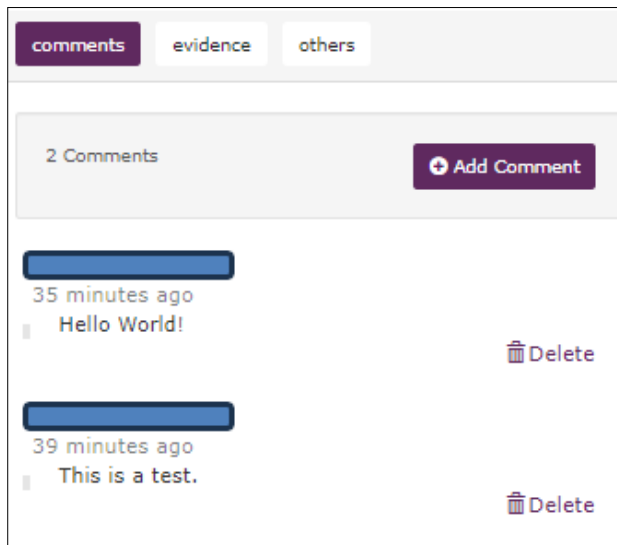
Click the Add Comment icon.

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.

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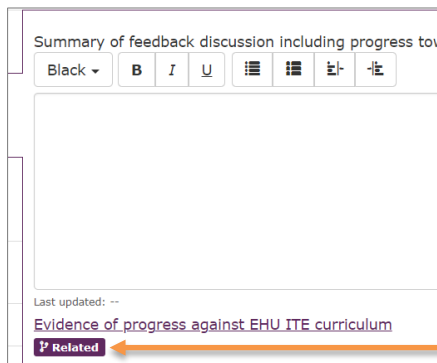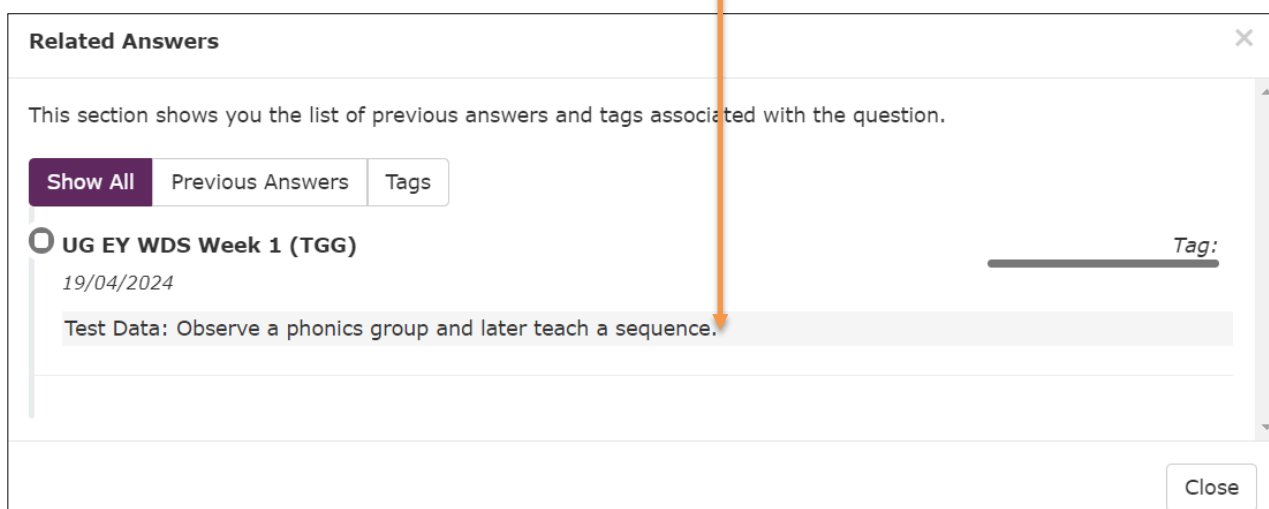 Target', 'Future Development Targets' and 'Current Progress'. To do this click the Related icon for the question, this will bring up the previous weeks answers as a helpful reminder or you can copy and paste them into the form.
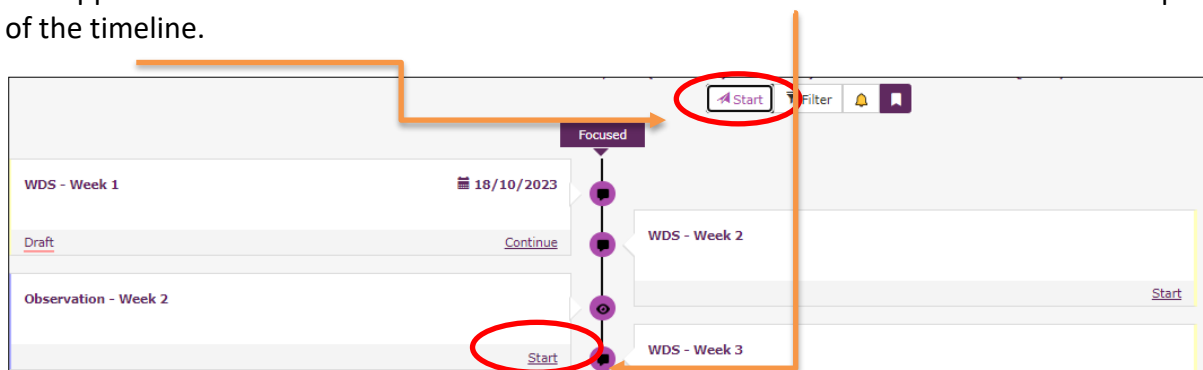

Click Related to view your previous weeks response.

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.

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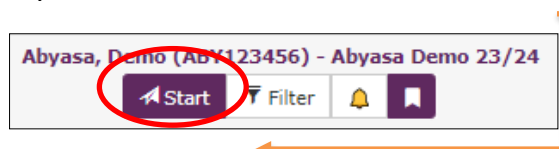
Select Observation from the record type, then SSP or Art Observation Form and Start.

Placement Detail

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

☐ 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 (✏)	▭
Class Year (✏)	
Key Stage (✏)	
Link Tutor Name (✏)	Staff, Demo
Link Tutor Email Address (✏)	▭

If your mentor details change, please email the Partnership Development Team
educationpartnerships@edgehill.ac.uk

placements@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.

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.

placements@edgehill.ac.uk

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.

placements@edgehill.ac.uk

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

Search here

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.

placements@edgehill.ac.uk

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.

placements@edgehill.ac.uk