Primary and Early Years Trainee Guidance

Edge Hill Abyasa Pro Portal

https://edgehill.abyasa.net/Pro

Contents

Frequently Asked Questions

I can't log in.

You can only login to Abyasa once your placement is confirmed in InPlace and the data has been shared with Abyasa by the FOE data team. You will receive an email to notify you of this.

You will also not be able to view Abyasa until your professional practice starts as the system permissions are date driven.

Always use your EHU single sign on to login to Abyasa.

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.

Is Abyasa adaptive?

Abyasa is adaptive and can be viewed on mobiles and tablet devices.

What is the URL for Abyasa Pro?

https://edgehill.abyasa.net/Pro

Where can I download my trainee forms from?

Weekly Development Summaries, Observation Forms and Progress Support Plans can all be downloaded to PDF's. Navigate to the Professional Practice tab to access a record of all forms, click the export to PDF button to select multiple options or action button named click next to individual form.

I need more help

Please email placements@edgehill.ac.uk or FOE Data Officer Helen Wakenshaw wakenshh@edgehill.ac.uk

How to access Abyasa

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.

We recommend bookmarking the URL, but you can also use the search function on the top right of our university website. On the university homepage select current students from the upper left of the page.
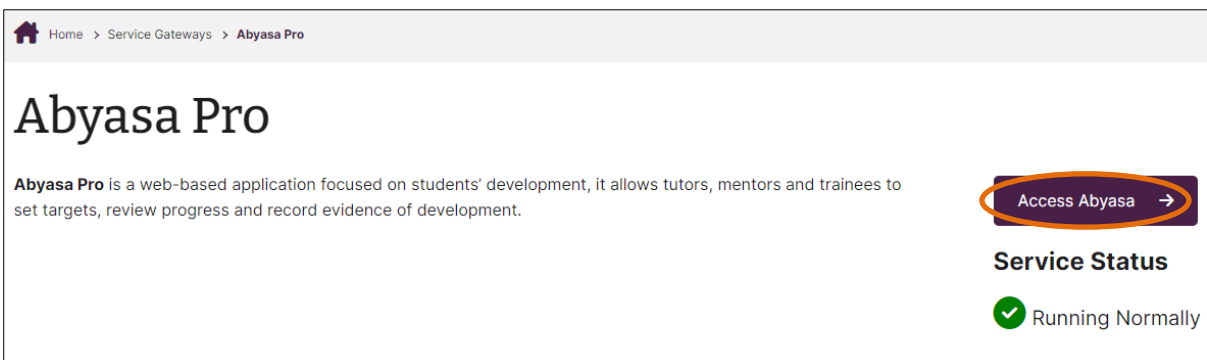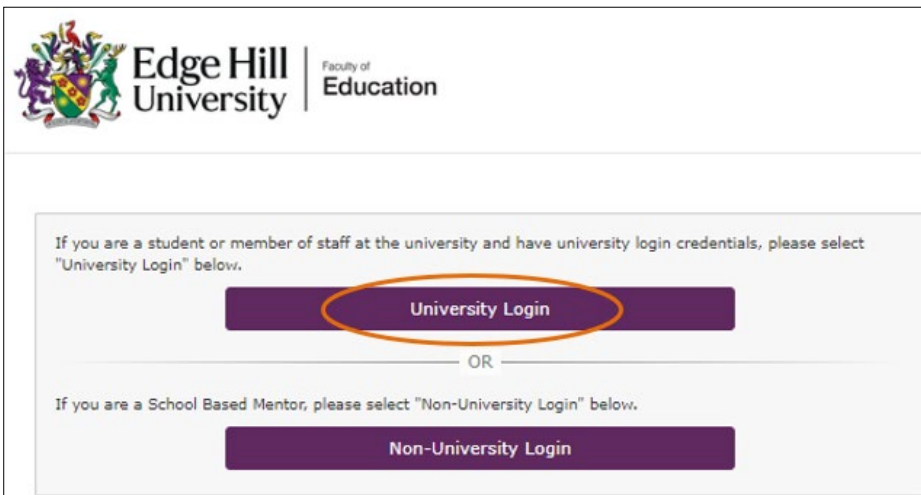
In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.


Next select the **Access Abyasa** icon.

You log in to Abyasa using your university single sign-on details. This will be your student number. Select the University log in option.

Your Abyasa Portal

Once you have successfully logged in your first page is a Welcome page unique to your department. Along the top of the screen is a series of tabs that you will interact with during your professional practice (these may differ by departments).
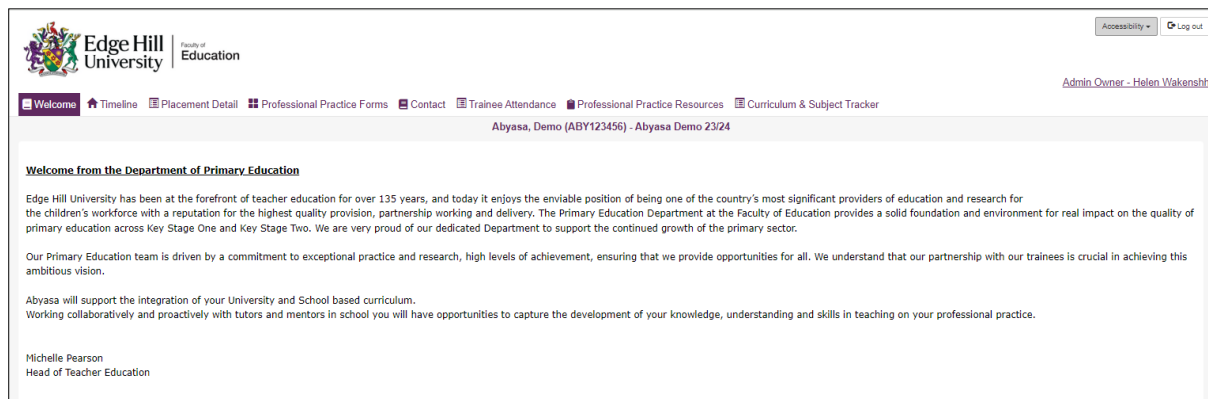
Accessibility

At the top left of the screen there are buttons you can select to adjust your accessibility settings or log out of the portal. Directly below, there is a hyperlink of your name, selecting this will return you to your homepage from the tab you are in.
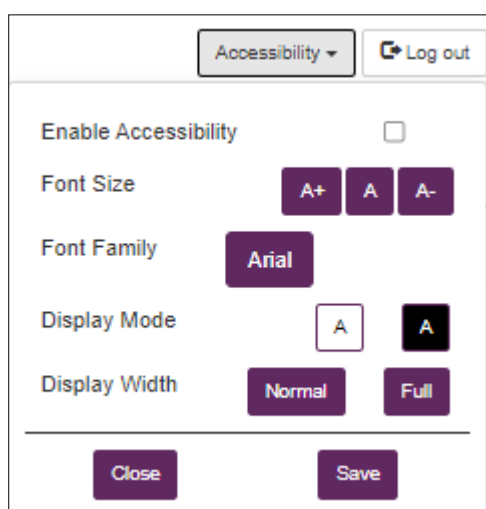
You can manually adjust your accessibility settings from this menu. There is also an **Enable Accessibility** tick box which will apply accessibility settings across timeline forms changing them from tabbed boxes to list view. The above functions can be accessed from all pages in the system.

Trainee Timeline Tab

Your timeline is where you can access your Weekly Development Summaries (WDS), Observations, and (if applicable) your Progress Support Plan.

As your professional practice progresses, WDS will appear automatically on the timeline to be completed by you and your mentor. Observation forms will appear on the timeline once they have been created from the start menu (see Observations).
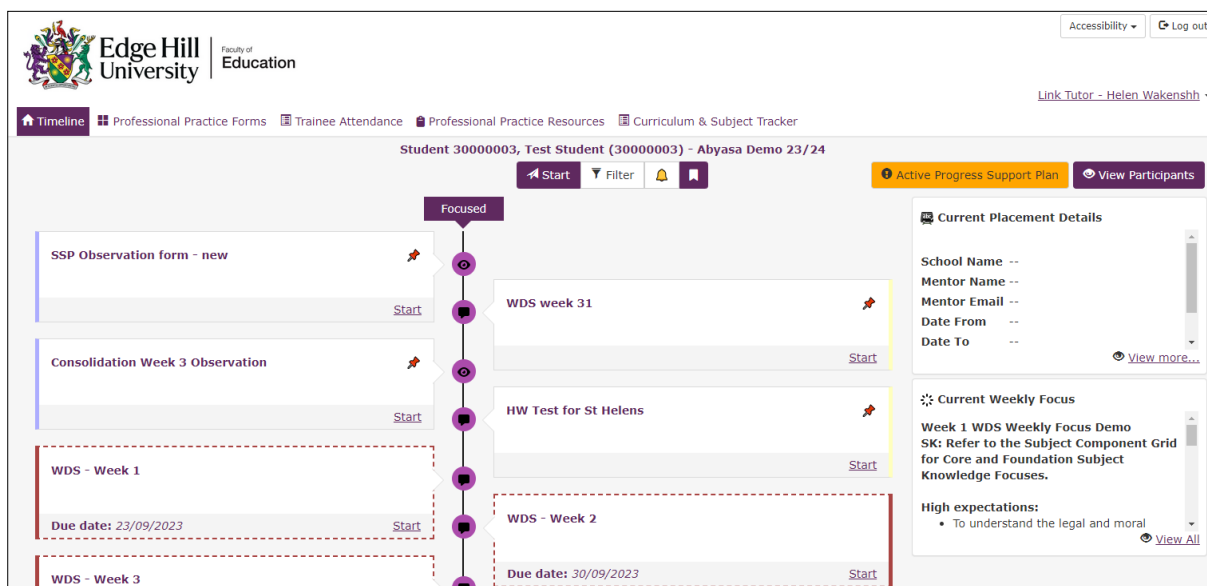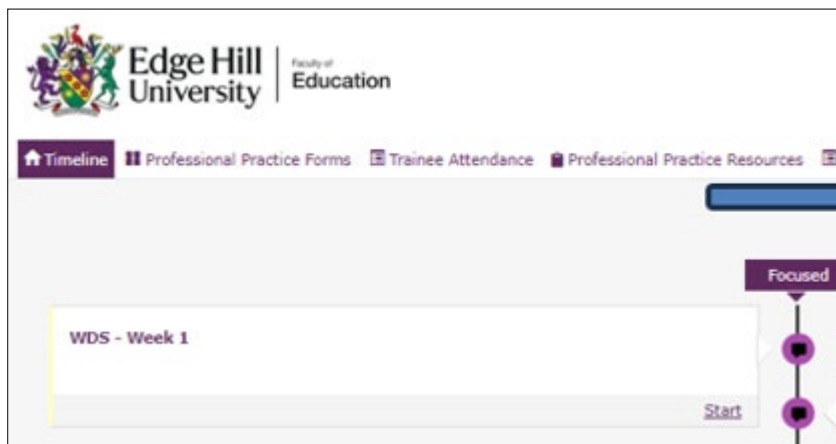
Once a form has been completed and submitted it moves down to the completed section at the bottom of the page.
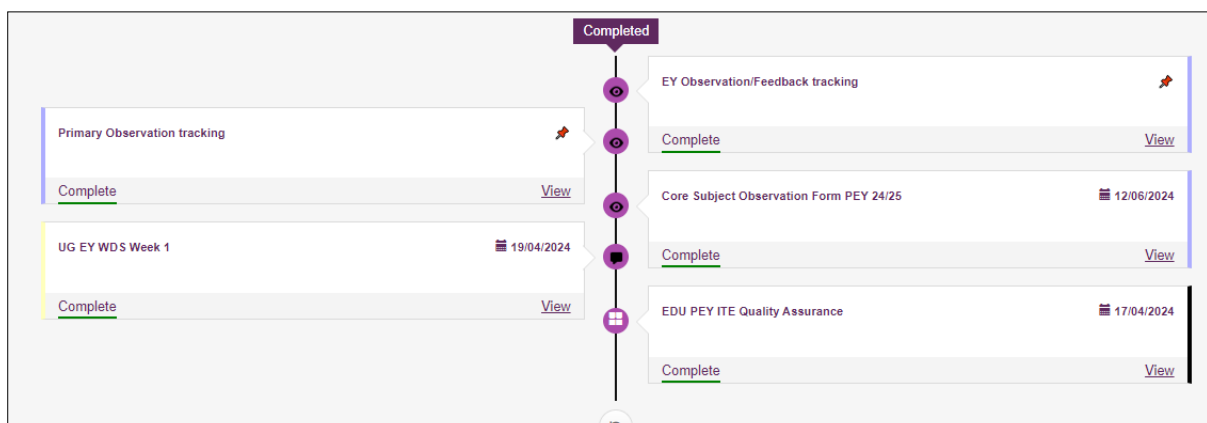
Weekly Focus Panel on Timeline

To the right of the timeline is a Current Weekly Focus panel, here you can access your curriculum for the week. Select the **View All** hyperlink to see all the weekly focuses. You can also view the weekly focus when working in a WDS (see Weekly Development Summaries).
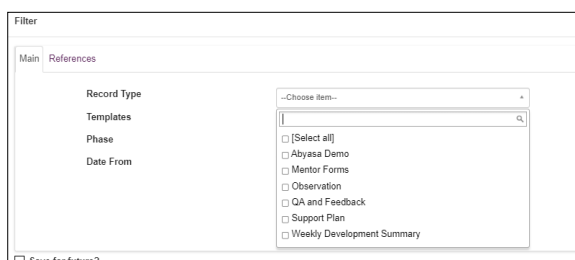

Other Timeline Functionality
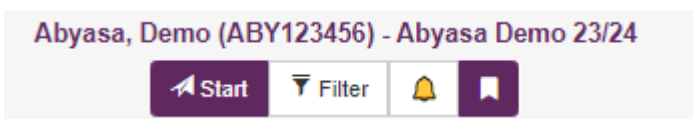
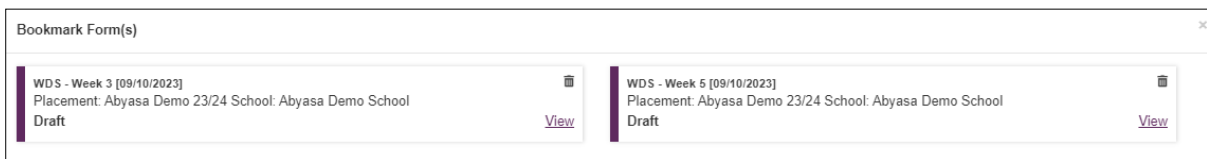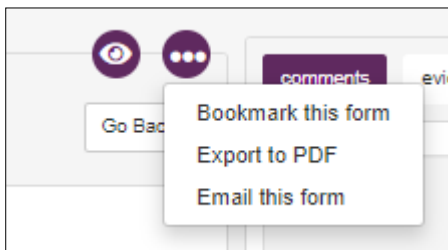Unscheduled forms can be accessed via the **Start** icon. See guidance for **Lesson Observations.**

Forms can be filtered by type via the **Filter** icon. Always remember to clear the filter to return a view of all your forms.

Notifications can be loaded from the **Bell** icon. Click the bell to see any of your notifications.

Notifications
No more notifications.
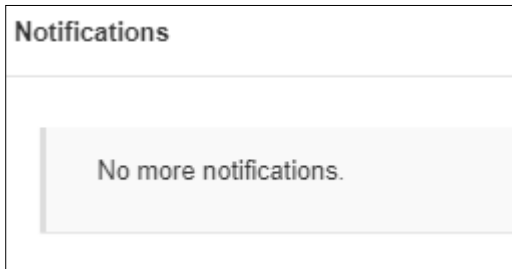
Bookmarked forms can be viewed by selecting the bookmark flag. When working in a form there is an **ellipsis** button (3 dots), select this to bookmark a form. The bookmarked forms will then appear in the bookmark flag section of the timeline.

comments   evi

Go Bac
Bookmark this form
Export to PDF
Email this form

Bookmark Form(s)   ×

WDS - Week 3 [09/10/2023]   🗑   WDS - Week 5 [09/10/2023]   🗑
Placement: Abyasa Demo 23/24 School: Abyasa Demo School   Placement: Abyasa Demo 23/24 School: Abyasa Demo School
Draft   View   Draft   View

Weekly Development Summaries

To start a form on your timeline, select the **Start** hyperlink. Your form will open and updating the form can begin.
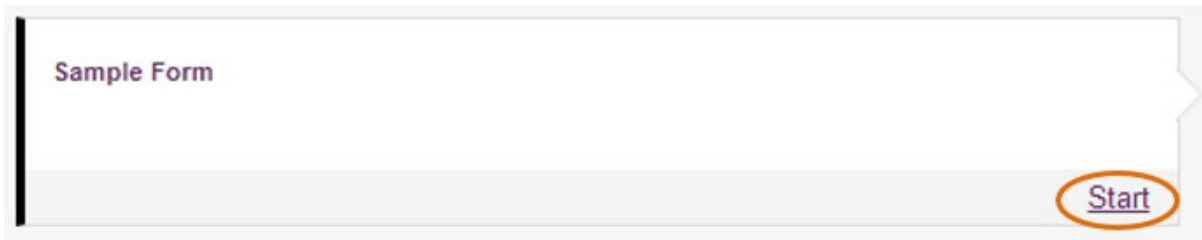
You can return to the form to edit it by selecting the Continue hyperlink.
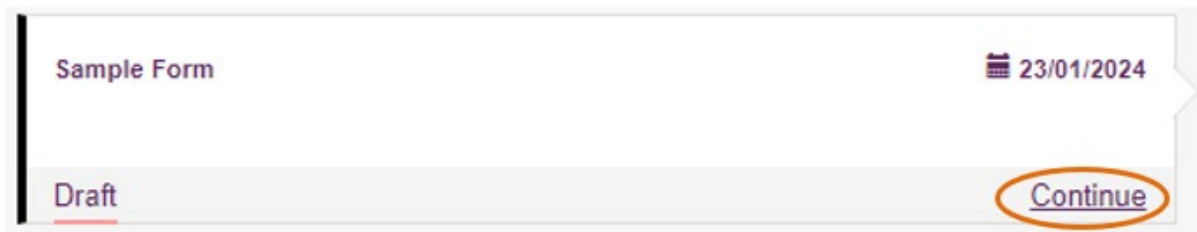
As a trainee you can edit most of a form, but certain parts may be unavailable to you, along with certain actions. I.e. you can edit a form but will not be able to edit the mentor signature. You are unable to submit the form, this must be done by the mentor. Whilst the form is in draft you can delete it to return it to a blank new form to be added (see **Professional Practice Forms**).

Related Answers

Where you see a small **Related** icon below an answer, this can be clicked to view the answers that were submitted in the previous week(s).
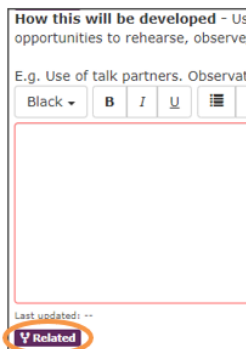
Answers can be copied and pasted from here if required.
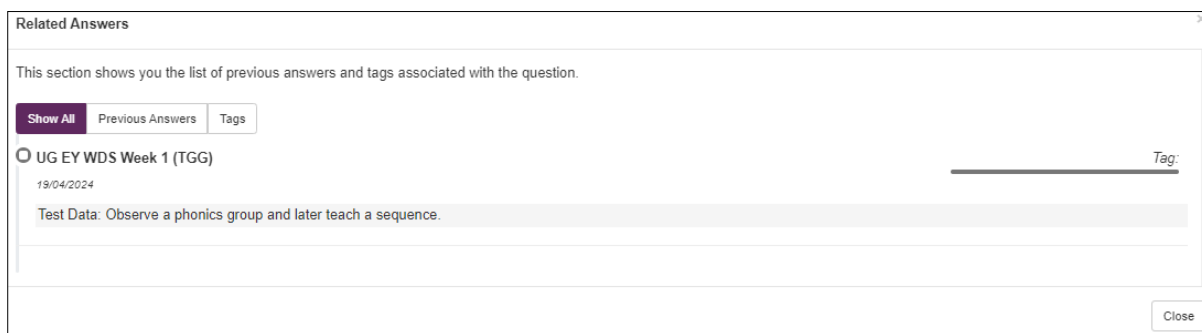
Weekly Focus Panel - in Form

To the right of the WDS form there is a panel. Select the **others** icon to display the Weekly Focus - your curriculum for the week in that panel.
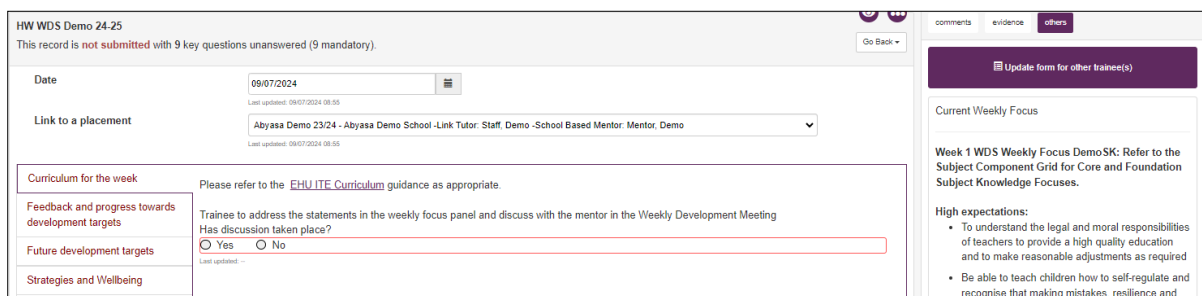
Comments

Comments can be posted to your form page and you can target them at a participant who has access to your timeline. This is also accessed via the panel on the right hand side of the form. Please note that an email notification will **not** be sent to the target participant, and they will only see the message when in Abyasa.

Other Form Functionality

The above icons do the following.

Clicking the **eye** gives you a preview of the form.
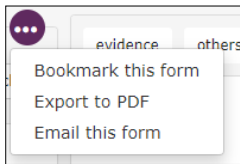
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.
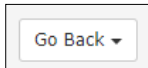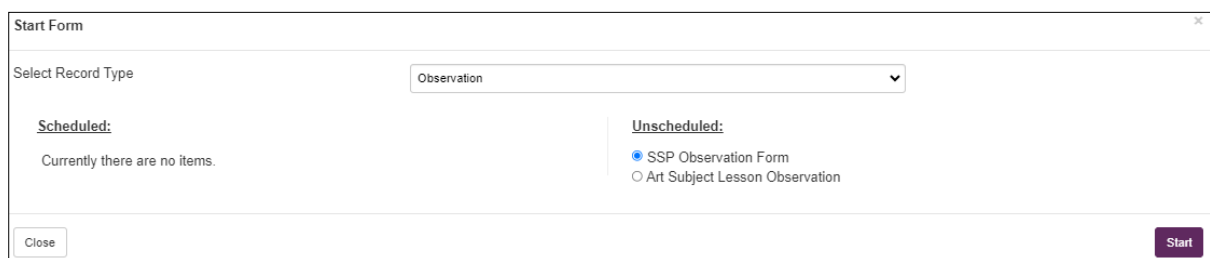
The **Go Back** button gives you the option to return to your timeline.

Lesson Observations
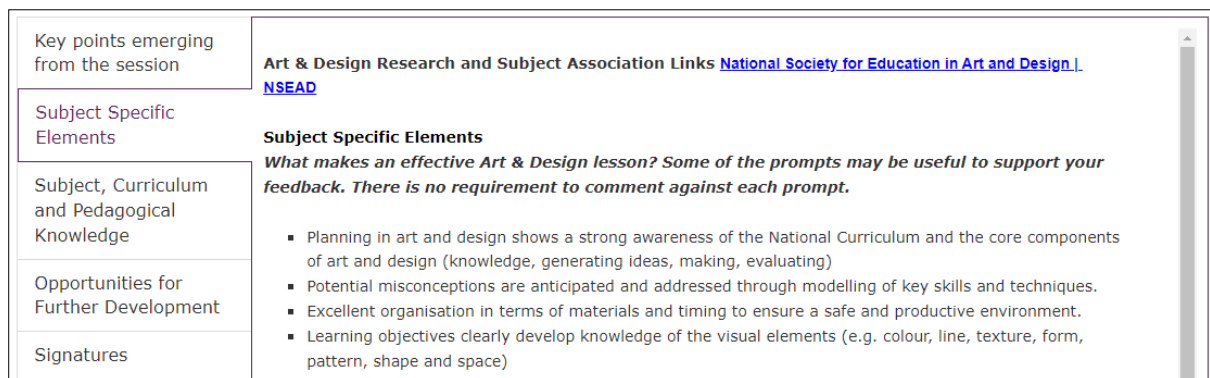
Lesson Observations do not automatically appear on the timeline and must be added from the **Start** icon.
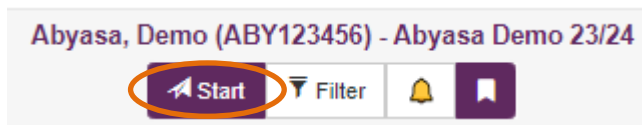
Select **Start**, a pop up will appear. Select the record type of Observation. A list of the observations will appear, there is a core observation form for English, Mathematics and Science and then subject specific lesson observations. Select the observation form required and **Start**. The form will open and will also now appear on your timeline where it can be accessed from.

As with the WDS, the lesson observation forms also have the other form functionality mentioned above.

Progress Support Plans

If you require a Progress Support Plan during your professional practice, your mentor/link tutor will set this up. It can be viewed as a form on your timeline and whilst it is active an icon displays in the top right of the page.

Placement Detail Tab

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

Professional Practice Forms Tab

The Professional Practice Forms tab is where you can find a library of all your forms in draft or completed stages.

Scheduled forms are your WDS, 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 Lesson Observations, or Progress Support Plans.

You can filter the forms using the panel on the left of the screen.

You can see the overall completion of a form in the right side of the table.
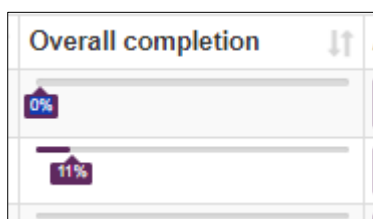
From the actions column you can export a form as a PDF and delete a draft version of a form.
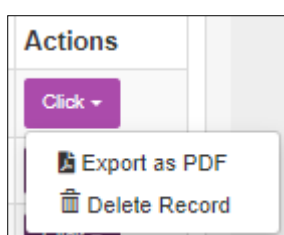
Above the table there is an Export to PDF button, from here you can select all and download of zipped folder of all you forms, or select individual forms to download.
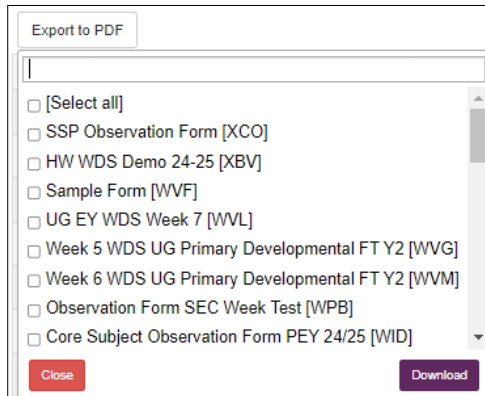
You can also start a form from here using the **Start** button.
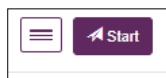
Clicking the hyperlink of a form in the table will open a form directly.

Contact Tab

You can find the contact details you may need to support you whilst on your professional practice.

For general queries relating to your professional practice, please contact the Partnership Development Team. For any queries relating to using Abyasa Pro, please contact the Faculty Data Officer.

There is also a hyperlink to your relevant departmental contacts.
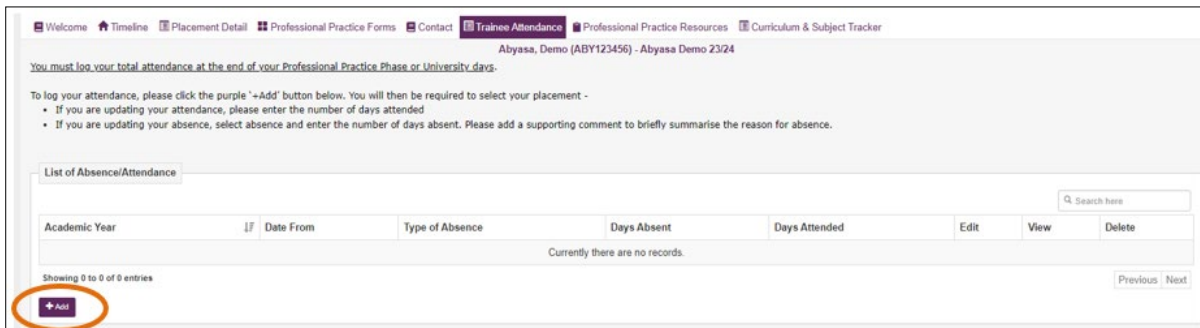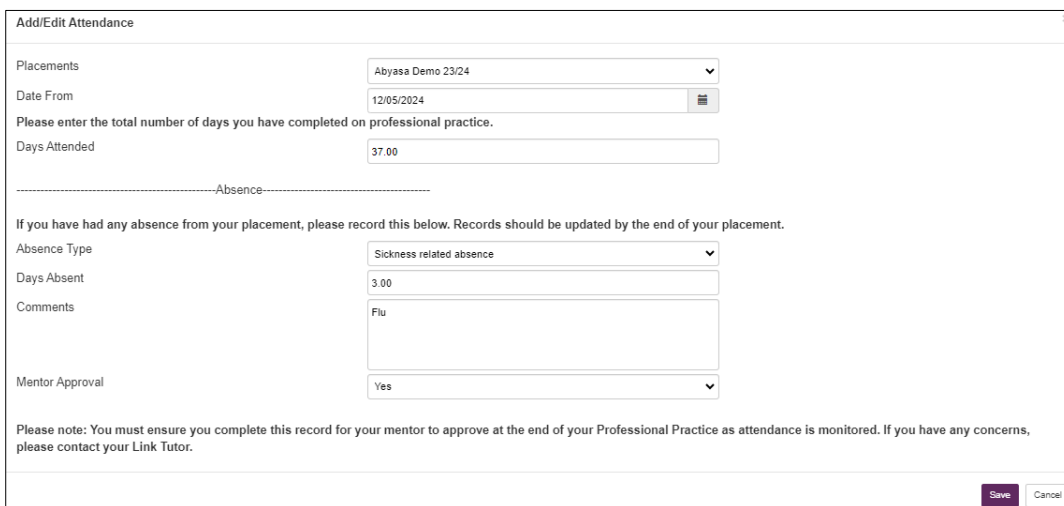
Trainee Attendance Tab

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 must create a record that shows your total attendance and absence for your full placement, this will be approved by your mentor.
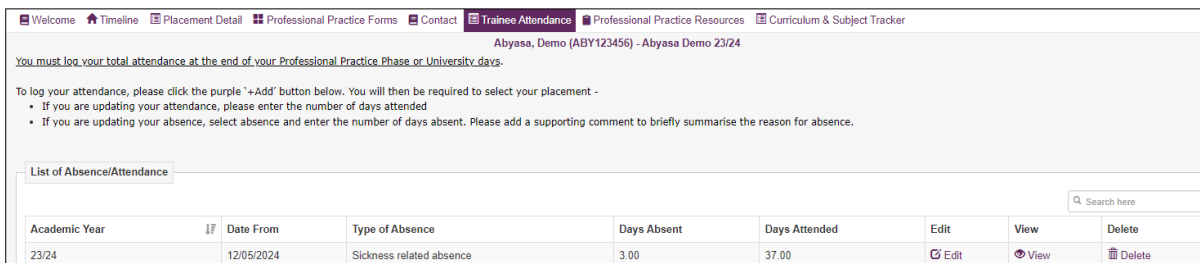

To create a final attendance record, click the '+ Add' button, this will open a pop-up screen. Complete the details and save the record. Your mentor can then approve the record.

The record will then appear on your attendance tab.

Professional Practice Resources

This area will contain any hyperlinks and/or documents that you may require on your professional practice.