

Primary and Early Years Trainee Guidance

Edge Hill Abyasa Pro Portal

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

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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.abayasa.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>

How to access you Edge Hill Abyasa Pro Portal

 placements
To 
Retention Policy keep for (2 years)


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.



Welcome to Edge Hill Abyasa Pro

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](#)

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.

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.



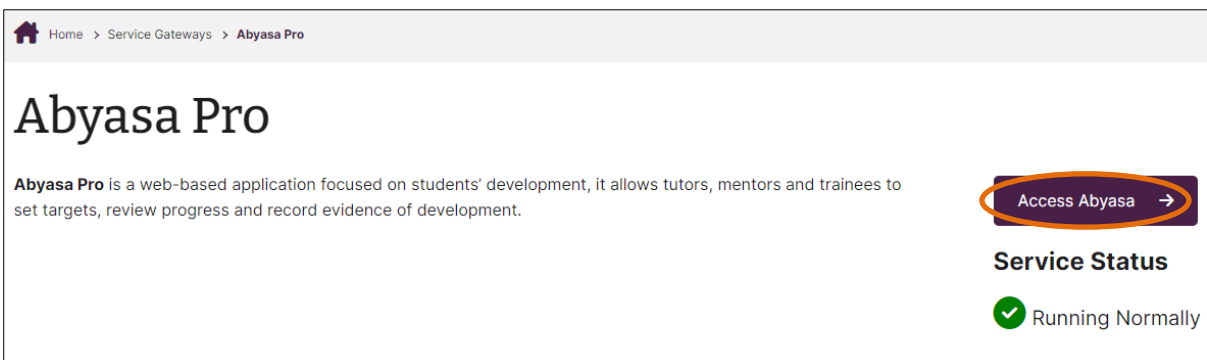
[Study with us](#) [Research](#) [About](#)  

[Current students](#) [Staff](#)

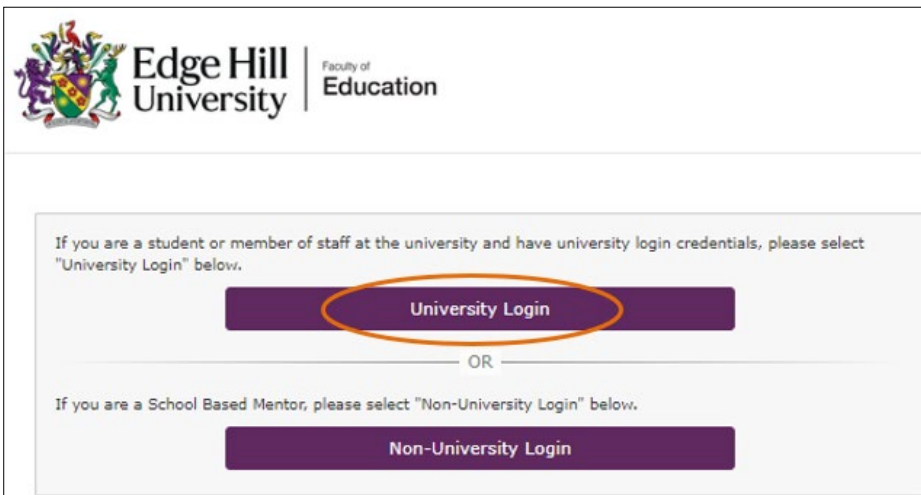
In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

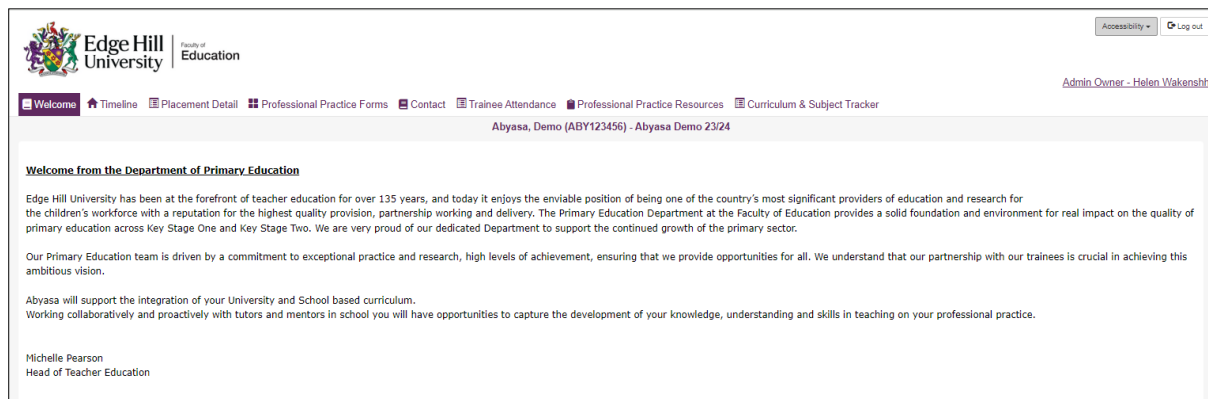


You log in to Abyasa using your university single sign-on details. This will be your student number. Select the University log in option.



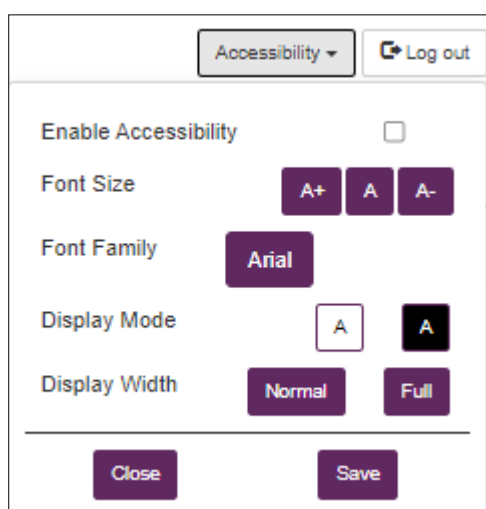
Your Abyasa Portal

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.

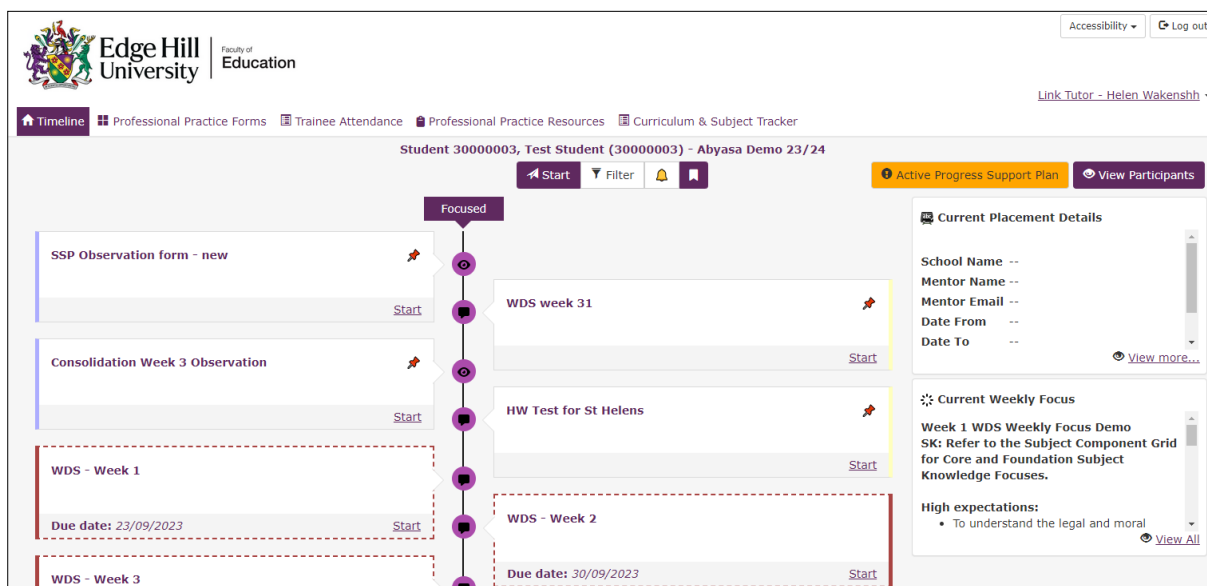
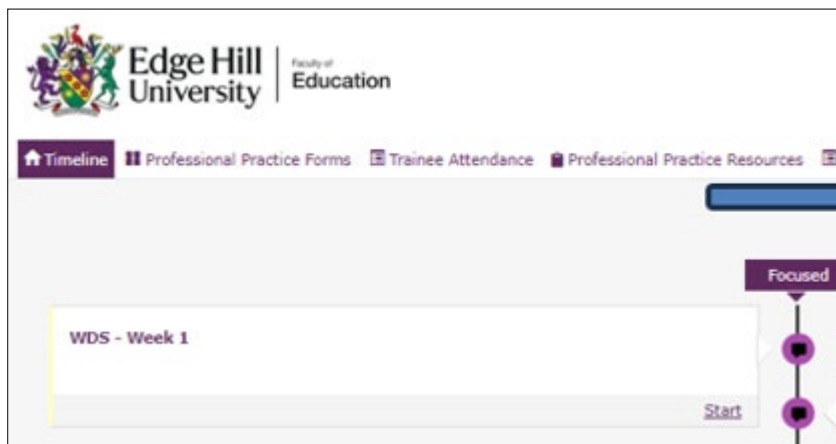


You can manually adjust your accessibility settings from this menu. There is also an **Enable Accessibility** tick box which will apply accessibility settings across timeline forms changing them from tabbed boxes to list view. The above functions can be accessed from all pages in the system.

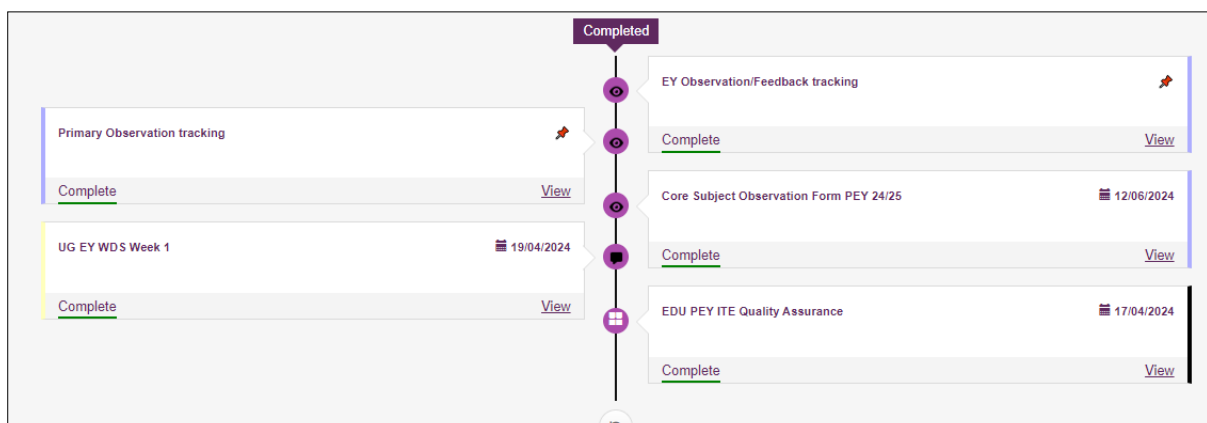
Trainee Timeline Tab

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).



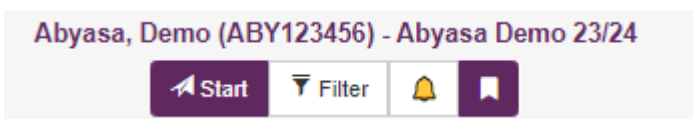
Date	Subject	Description
08/07/2024	Week 1 WDS Weekly Focus Demo	<p>SK: Refer to the Subject Component Grid for Core and Foundation Subject Knowledge Focuses.</p> <p>High expectations:</p> <ul style="list-style-type: none">To understand the legal and moral responsibilities of teachers to provide a high quality education and to make reasonable adjustments as requiredBe able to teach children how to self-regulate and recognise that making mistakes, resilience and perseverance are part of daily routines. <p>How pupils learn: Code of Practice;</p> <ul style="list-style-type: none">The four broad areas of need.Assess-Plan-Do-Review model as an approach to implementing targeted support and evidence-based interventionsChildren and parents/carer should be at the heart of the process.Using one-page profiles as a useful tool for capturing information and the voice of the child. <p>Professional behaviours:</p> <ul style="list-style-type: none">Trainees should know how to identify of indicators of abuse and neglect.

Showing 1 to 1 of 1 entries

Previous 1 Next

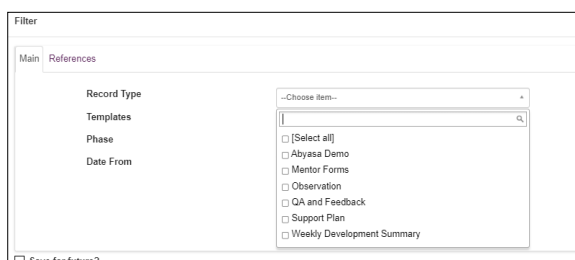
Close

Other Timeline Functionality

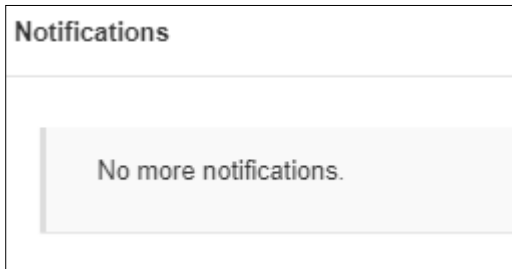


Unscheduled forms can be accessed via the **Start** icon. See guidance for **Lesson Observations**.

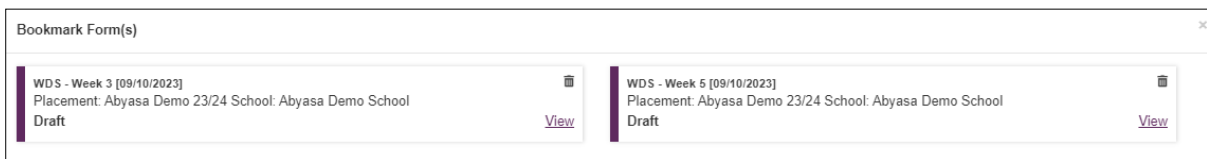
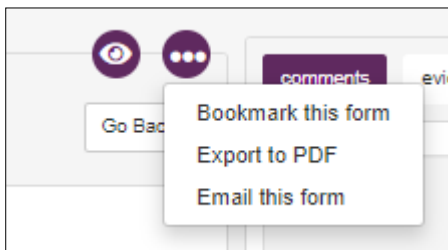
Forms can be filtered by type via the **Filter** icon. Always remember to clear the filter to return a view of all your forms.



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

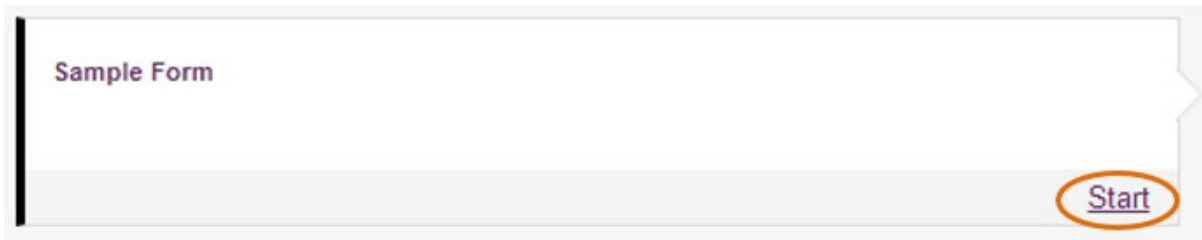


Bookmarked forms can be viewed by selecting the bookmark flag. When working in a form there is an **ellipsis** button (3 dots), select this to bookmark a form. The bookmarked forms will then appear in the bookmark flag section of the timeline.

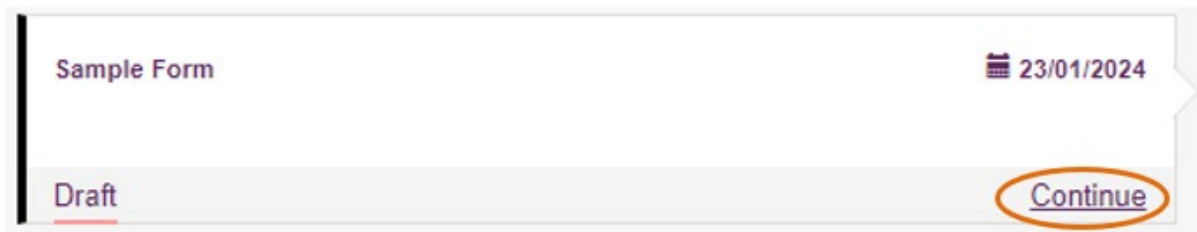


Weekly Development Summaries

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**).

Date	09/07/2024
Link to a placement	Abyasa Demo 23/24 - Abyasa Demo School -Link Tutor: Staff, Demo -School Based Mentor: Mentor, Demo
Curriculum for the week	Summary of feedback discussion including progress towards developments targets.
Feedback and progress towards development targets	Evidence of progress against the EHU curriculum which may include: <ul style="list-style-type: none">High expectations and managing behaviour.How pupils learn, classroom practice and adaptive teaching.Subject knowledge and curriculum.Assessment.Professional behaviours.
Future development targets	
Strategies and Wellbeing	
Current progress	
Signature	
Submit	

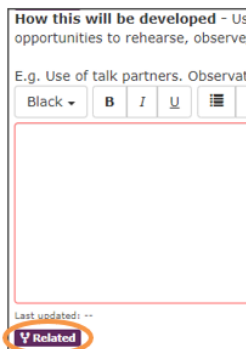
Black ▾ B I U [List Icons] [Text Icons]

Last updated: --

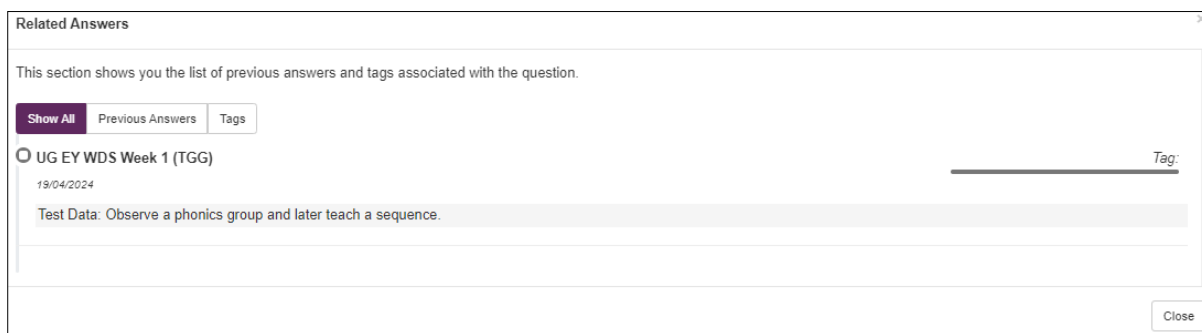
<< Prev Next >>

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).

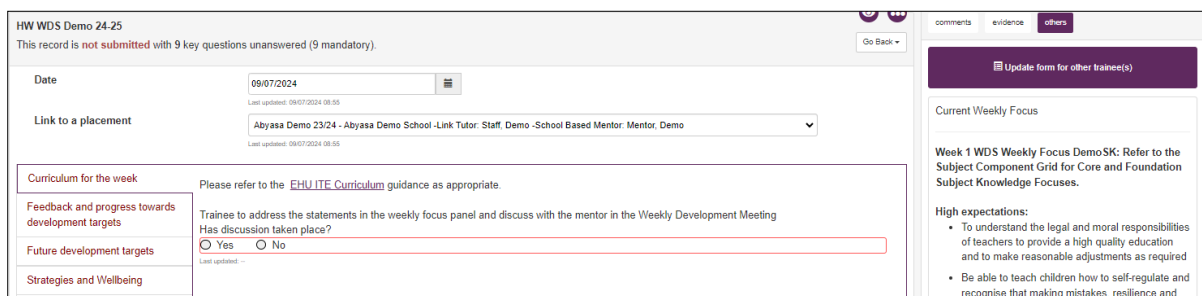


Answers can be copied and pasted from here if required.



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.

comments evidence others

back to main list

Enter your comment here...

0 Comments Post

Participant List

<input type="checkbox"/>	Recipient Name	School Name	Email Address
<input type="checkbox"/>	Abyasa, Demo (ABY123456) - Abyasa Demo 23/24		example@test.com
<input type="checkbox"/>	Mentor, Demo	Abyasa Demo School	[REDACTED]
<input type="checkbox"/>	[REDACTED]		[REDACTED]
<input checked="" type="checkbox"/>	Staff, Demo		test@email.com

Showing 1 to 4 of 4 entries

Close

Post

comments evidence others

back to main list

Enter your comment here...

1 Comments Post

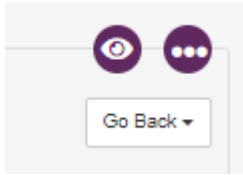
[REDACTED]

a few seconds ago

Hi, please can you review?

Delete

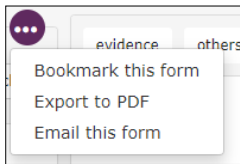
Other Form Functionality



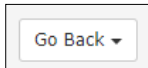
The above icons do the following.



Clicking the **eye** gives you a preview of the form.



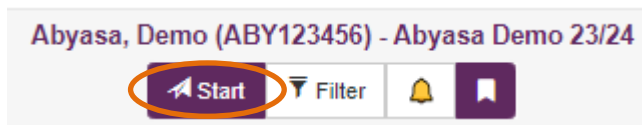
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



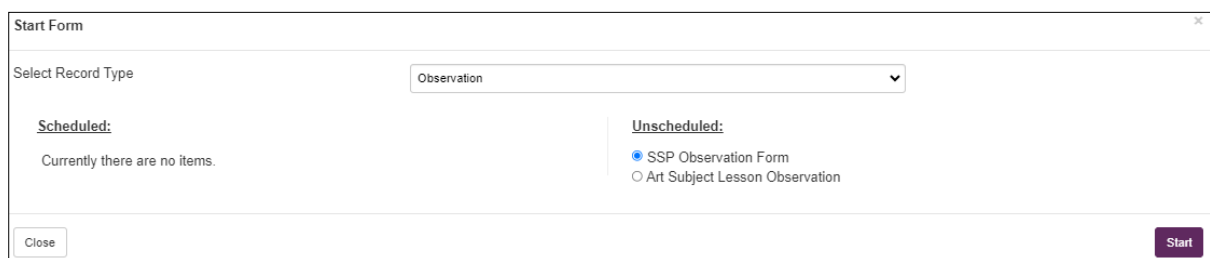
The **Go Back** button gives you the option to return to your timeline.

Lesson Observations

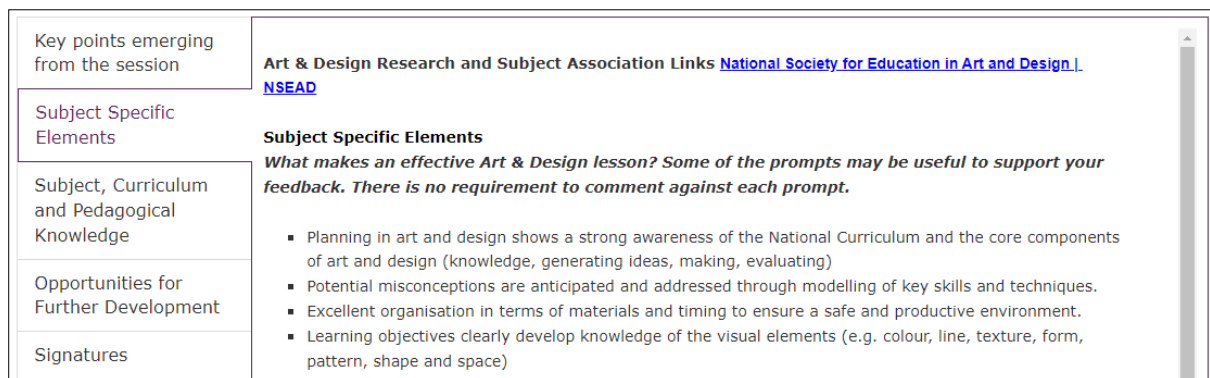
Lesson Observations do not automatically appear on the timeline and must be added from the **Start** icon.



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.

A screenshot of the 'Start Form' pop-up window. At the top, it says 'Start Form'. Below this, there is a dropdown menu labeled 'Select Record Type' with 'Observation' selected. Underneath, there are two sections: 'Scheduled:' with the text 'Currently there are no items.' and 'Unscheduled:' with two radio button options: 'SSP Observation Form' (selected) and 'Art Subject Lesson Observation'. At the bottom left is a 'Close' button and at the bottom right is a 'Start' button.

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

A screenshot of the lesson observation form content. On the left, there is a sidebar with five sections: 'Key points emerging from the session', 'Subject Specific Elements', 'Subject, Curriculum and Pedagogical Knowledge', 'Opportunities for Further Development', and 'Signatures'. The main content area is titled 'Art & Design Research and Subject Association Links' with a link to 'National Society for Education in Art and Design | NSEAD'. Below this, there is a section titled 'Subject Specific Elements' with a prompt: 'What makes an effective Art & Design lesson? Some of the prompts may be useful to support your feedback. There is no requirement to comment against each prompt.' This is followed by a bulleted list of three prompts: 'Planning in art and design shows a strong awareness of the National Curriculum and the core components of art and design (knowledge, generating ideas, making, evaluating)', 'Potential misconceptions are anticipated and addressed through modelling of key skills and techniques.', and 'Excellent organisation in terms of materials and timing to ensure a safe and productive environment.' The list continues with 'Learning objectives clearly develop knowledge of the visual elements (e.g. colour, line, texture, form, pattern, shape and space)'. A vertical scrollbar is visible on the right side of the main content area.

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.

!
Active Progress Support Plan

👁️
View Participants

Professionalism 1
📅 16/04/2024

Due date: 23/04/2024

Draft
Continue

Areas identified for support	Area(s) identified for support <input type="checkbox"/> High expectations and managing behaviour <input type="checkbox"/> How pupils learn. Classroom practice and adaptive teaching <input type="checkbox"/> Subject knowledge and curriculum <input type="checkbox"/> Assessment <input type="checkbox"/> Professional behaviours <small>Last updated: --</small>
Actions	Please list in order of priority the concerns raised (with the most pressing concern listed first) <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin-bottom: 5px;">Black ▾</div>
Review of progress	
Outcome	
Signatures	

Placement Detail Tab

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

🏠 Timeline
Placement Detail
📄 Professional Practice Forms
📅 Trainee Attendance
📁 Professional Practice Resources
📊 Curriculum & Subject Tracker

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

Currently there are no placements

Professional Practice (📄)	
School Name (📄)	
URN (📄)	
School Address (📄)	
Town (📄)	
County (📄)	
Post Code (📄)	
School Phone (📄)	
School Email Address (📄)	
Class Year (📄)	
Key Stage (📄)	

Associated Members

🔍 Search here

Participant Name	Participant School	Attached Role	Participant Email
Currently there are no records.			

Showing 0 to 0 of 0 entries Previous | Next

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.

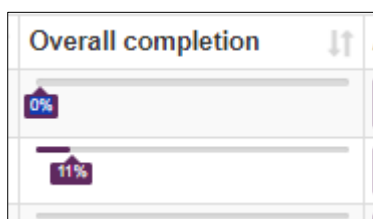
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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

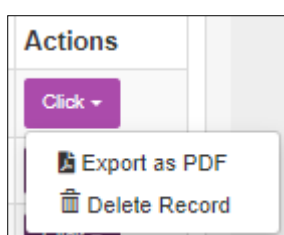
Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click -
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click -
HW Test for St Helens	XFU	20/08/2024	Draft	Scheduled	20/08/2024 11:13:01	0%	Click -

Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
SSP Observation Form							
HW WDS Demo 24-25							

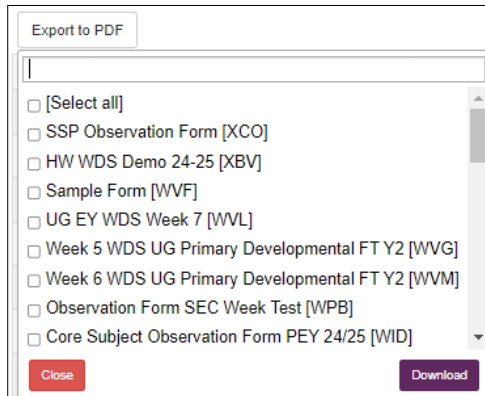
You can see the overall completion of a form in the right side of the table.



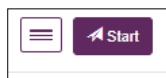
From the actions column you can export a form as a PDF and delete a draft version of a form.



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.


Partnership Development Team

educationpartnership@edgehill.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.



Geraldine Mulhane
Strategic Lead for Mentoring
mulhaneg@edgehill.ac.uk



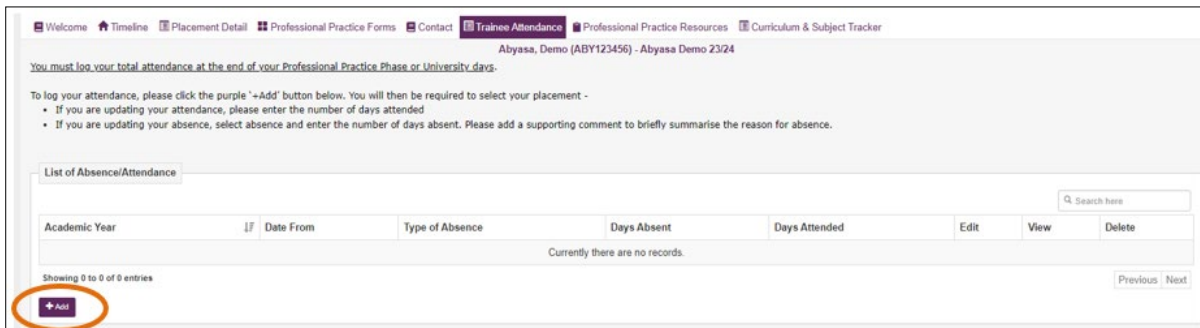
Helen Wakenshaw
Faculty Data Officer placements@edgehill.ac.uk or
wakenshh@edgehill.ac.uk



Mike Walsh
Link Tutor Coordinator placements@edgehill.ac.uk

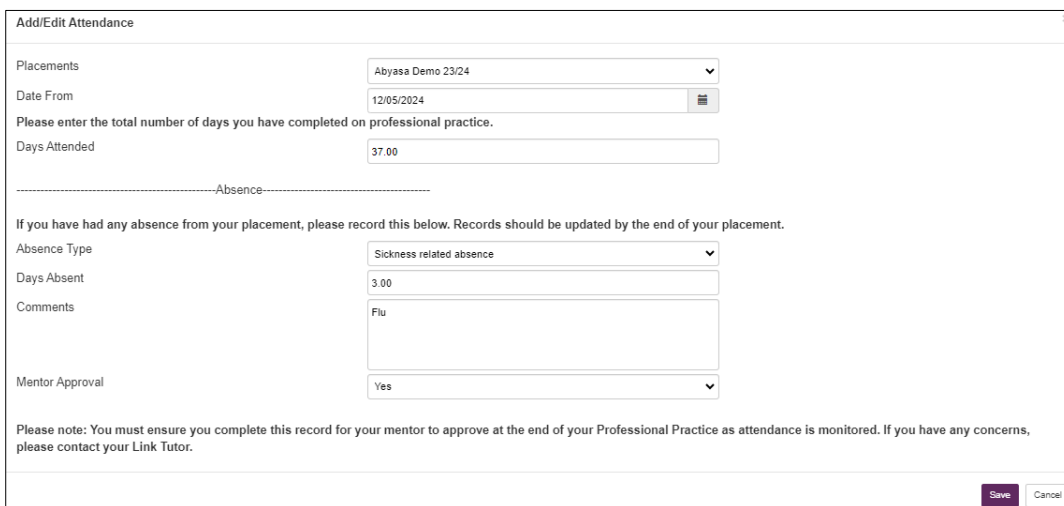
Trainee Attendance Tab

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.



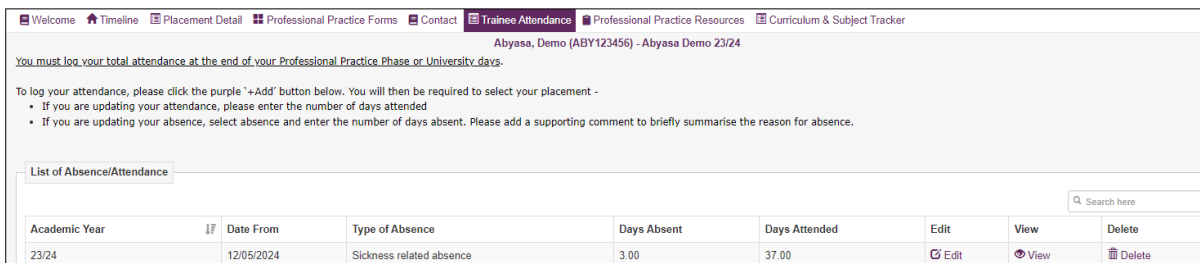
The screenshot shows the 'Trainee Attendance' tab in a web application. The breadcrumb trail includes: Welcome, Timeline, Placement Detail, Professional Practice Forms, Contact, Trainee Attendance, Professional Practice Resources, and Curriculum & Subject Tracker. The user is logged in as 'Abyasa, Demo (ABY123456) - Abyasa Demo 23/24'. A message states: 'You must log your total attendance at the end of your Professional Practice Phase or University days.' Below this, instructions are provided: 'To log your attendance, please click the purple '+Add' button below. You will then be required to select your placement -' followed by two bullet points: '• If you are updating your attendance, please enter the number of days attended' and '• 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.' A table titled 'List of Absence/Attendance' is shown with columns: Academic Year, IF, Date From, Type of Absence, Days Absent, Days Attended, Edit, View, and Delete. The table is currently empty, with the text 'Showing 0 to 0 of 0 entries' and 'Currently there are no records.' A purple '+ Add' button is circled in red in the bottom left corner.

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 screenshot shows the 'Add/Edit Attendance' pop-up form. The 'Placements' dropdown is set to 'Abyasa Demo 23/24'. The 'Date From' is '12/05/2024'. A message asks: 'Please enter the total number of days you have completed on professional practice.' The 'Days Attended' field contains '37.00'. Below this, a section for 'Absence' is shown. A message asks: 'If you have had any absence from your placement, please record this below. Records should be updated by the end of your placement.' The 'Absence Type' dropdown is set to 'Sickness related absence'. The 'Days Absent' field contains '3.00'. The 'Comments' field contains 'Flu'. The 'Mentor Approval' dropdown is set to 'Yes'. A note at the bottom states: 'Please note: You must ensure you complete this record for your mentor to approve at the end of your Professional Practice as attendance is monitored. If you have any concerns, please contact your Link Tutor.' There are 'Save' and 'Cancel' buttons at the bottom right.

The record will then appear on your attendance tab.



The screenshot shows the 'Trainee Attendance' tab after the record has been added. The breadcrumb trail is the same. The message now says: 'You must log your total attendance at the end of your Professional Practice Phase or University days.' The instructions are the same. The table 'List of Absence/Attendance' now contains one record for the academic year '23/24', with 'Date From' '12/05/2024', 'Type of Absence' 'Sickness related absence', 'Days Absent' '3.00', and 'Days Attended' '37.00'. The 'Edit' and 'View' buttons are active, while the 'Delete' button is disabled. The '+ Add' button is still present in the bottom left corner.

Professional Practice Resources

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

