

Secondary 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.abiyasa.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.



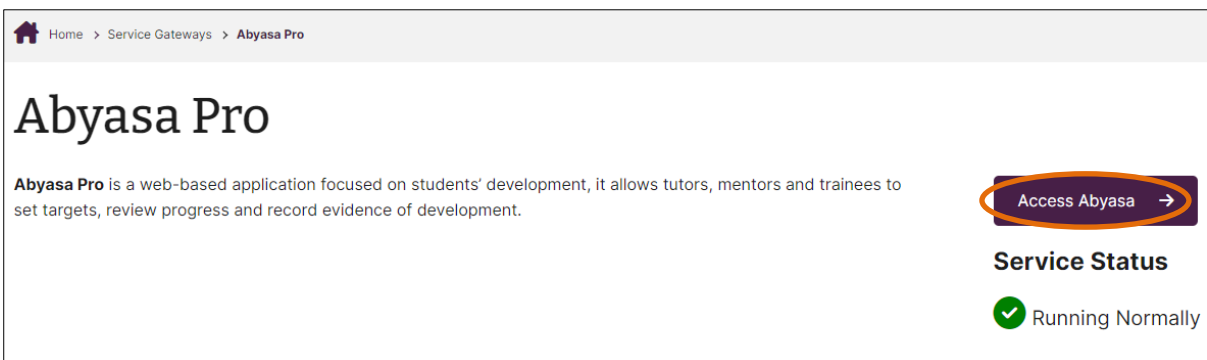
[Study with us](#) [Research](#) [About](#)  

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

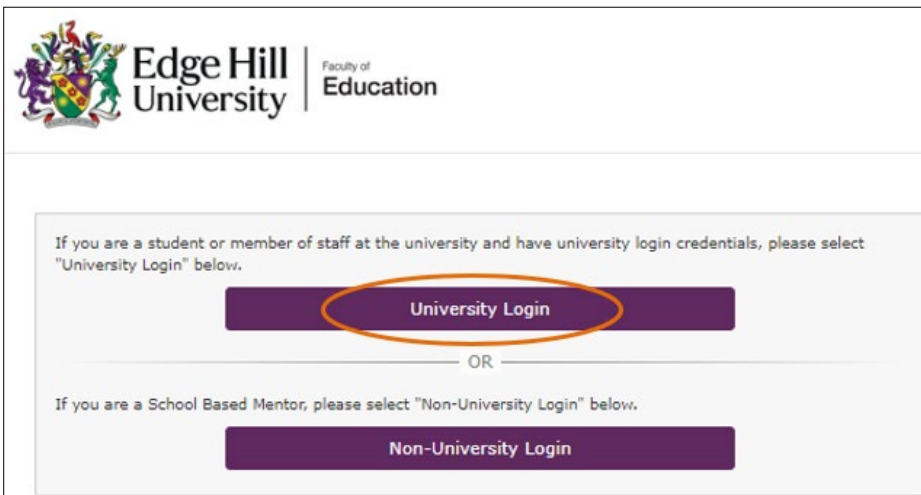
In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

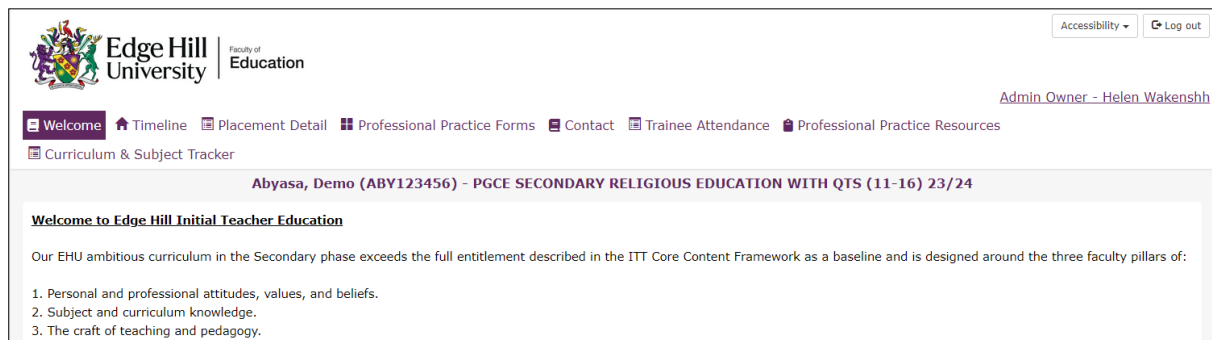


You log in to Abyasa using your university single sign-on details. This will be your student number. Select the University log in option.



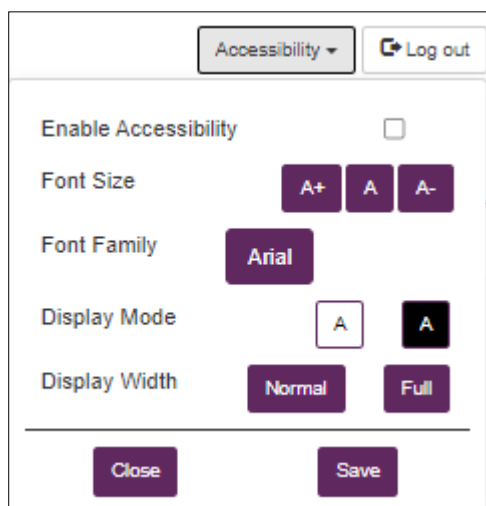
Your Abyasa Portal

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.

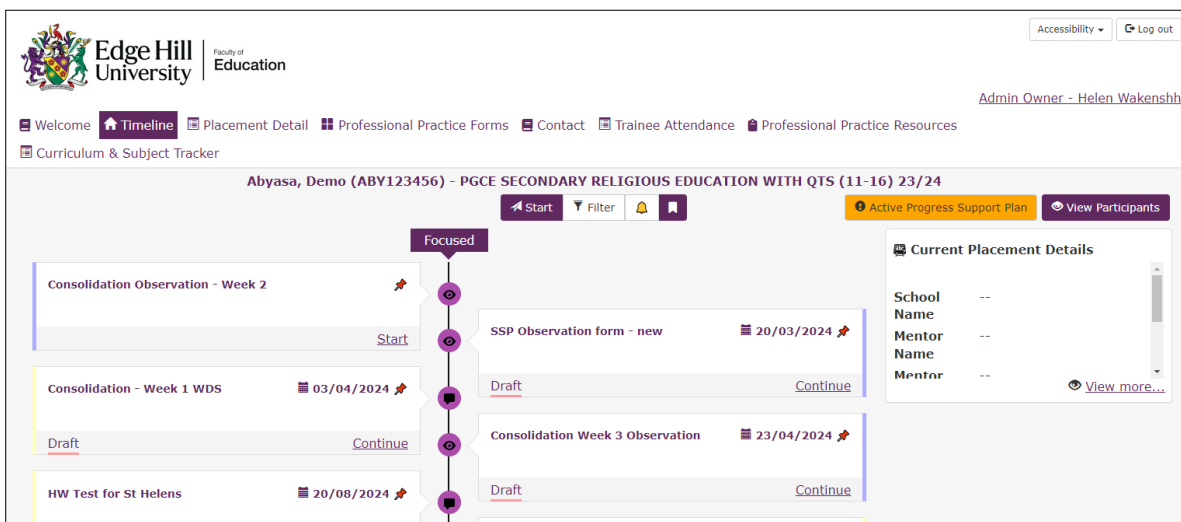
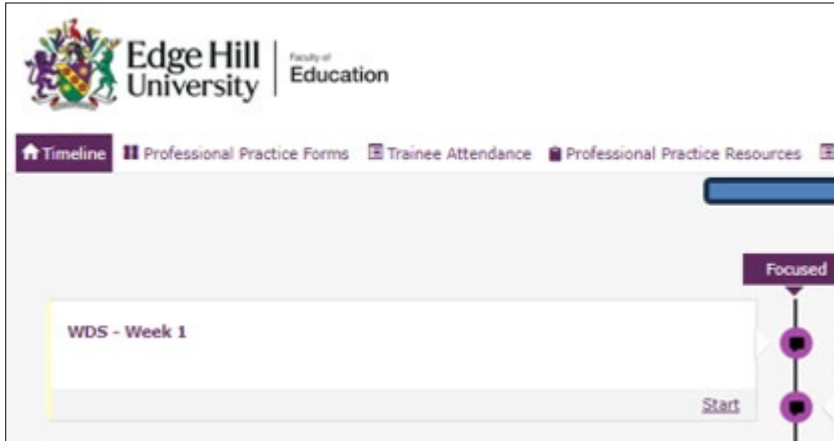


You can manually adjust your accessibility settings from this menu. There is also an **Enable Accessibility** tick box which will apply accessibility settings across timeline forms changing them from tabbed boxes to list view. The above functions can be accessed from all pages in the system.

Trainee Timeline Tab

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

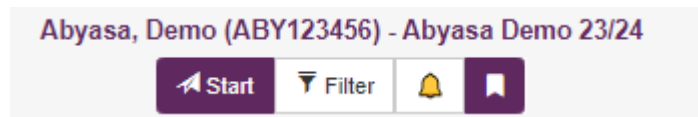
As your professional practice progresses, WDS and Observations will appear automatically on the timeline to be completed by you and your mentor.



Once a form has been completed and submitted it moves down to the completed section at the bottom of the page.



Other Timeline Functionality

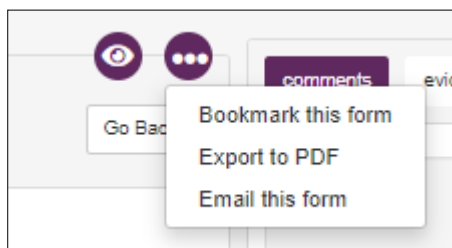


You can also start a form from the top of timeline. Click **Start** and select the record type and form. Click Start to open.

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

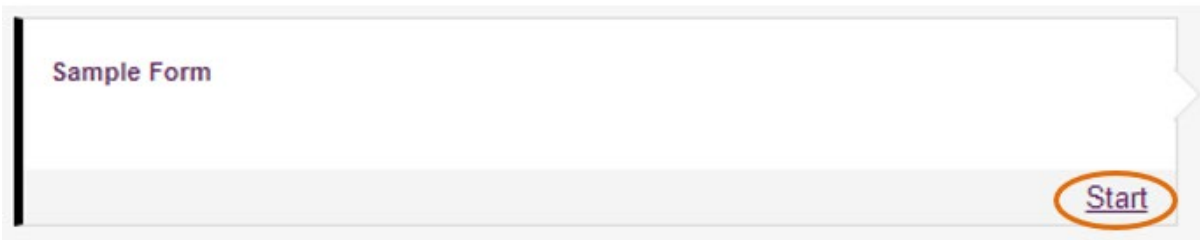
Notifications can be loaded from the **Bell** icon. Click the bell to see any of your notifications.

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.



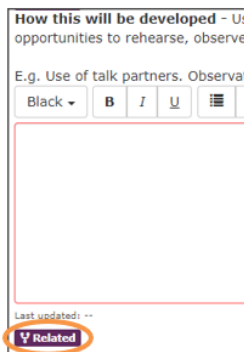
As a trainee you can edit most of a form, but certain parts may be unavailable to you, along with certain actions, i.e. you can edit a form but will not be able to edit the mentor signature. You are unable to submit the form, this must be done by the mentor. Whilst the form is in draft you can delete it to return it to a blank new form to be added (see **Professional Practice Forms**).

Key reading for the week	<p>Summary: This report advocates 5 broad evidence based approaches to help Pupils with Special Educational Needs and Disability (SEND). Pupils with SEND have the greatest need for excellent teaching and are entitled to receive a high quality education which helps them enjoy learning and school. It highlights the attainment gap between pupils with SEND and their peers - which is twice the gap between pupils eligible for free school meals and their peers. It also highlights the intersectional issue that pupils with SEND are also more than twice as likely to be eligible for free school meals.</p> <p>The report is based on a review conducted by a team from CEDAR at the University of Warwick led by Mairi Ann Cullen, Geoff Lindsay, Richard Hastings, and Louise Denne. It is presented as a starting point or set of principles that can inform more detailed school level planning to promote equity in schooling for SEND students.</p> <p>Limitations: The report does not explicitly explain its methodology in terms of how sources were selected and analysed although the EEF which funded this work does provide an overview of how it selects and collates educational research. The report does not offer specifics in removing barriers for particular types of SEND e.g. Sensory Impairment, so further research and conversations with expert colleagues is needed for teachers supporting those students.</p> <p>Reference: https://educationendowmentfoundation.org.uk/education-evidence/guidance-reports/send</p>
Support for mentors with the curriculum focus	
Curriculum for the week	
Questions for mentor and trainee to discuss in mentor meeting	
Additional notes from mentor meeting	
Trainee workload and well-being	
Opportunities identified for progress	
Progress	
Signature	

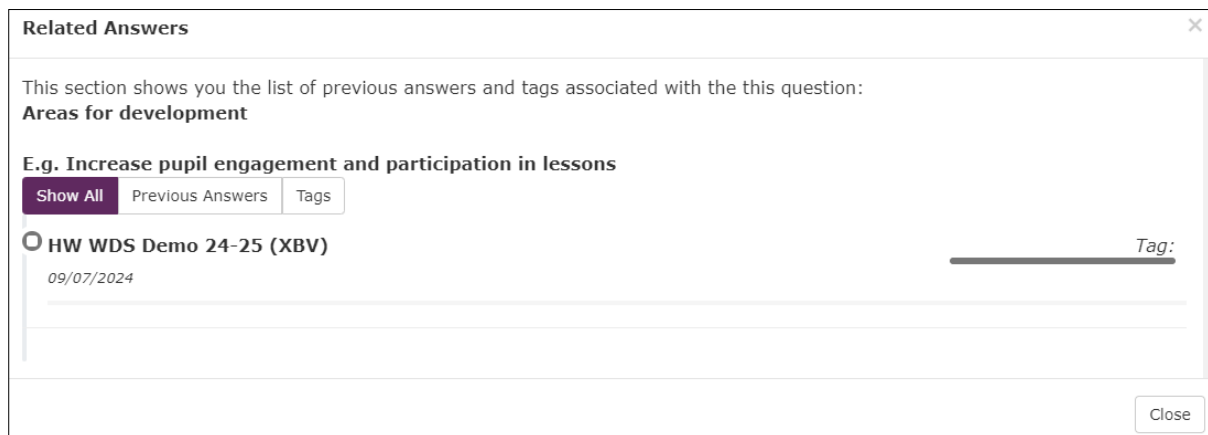
[Next >>](#)

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.



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 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. Content added in the comments section will not appear in your form if you export it to PDF.

comments evidence others

back to main list

Enter your comment here...

0 Comments Post

Participant List

Search...

<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	
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Staff, Demo		test@email.com

Showing 1 to 4 of 4 entries

Close Post

comments evidence others

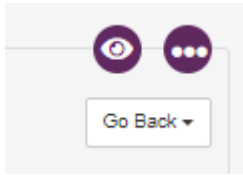
back to main list

Enter your comment here...

1 Comments Post

a few seconds ago
Hi, please can you review? Delete

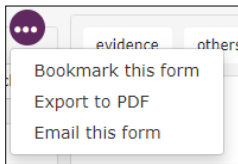
Other Form Functionality



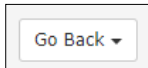
The above icons do the following.



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 automatically appear on the timeline.

Select **Start**, the form will open, and content can be added.

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

Context (completed by trainee)	Number of learners in session. <input type="text" value="-1.00"/> <small>Last updated: --</small>
Lesson observation (completed by mentor)	What skill(s) are you practising and receiving feedback on during this observation? (based on the weekly curriculum and prior targets) How have you planned for this in your lesson. <input type="text" value="Black"/>
Opportunities for development (completed by mentor and trainee)	<input type="text"/>
Signature	<input type="text"/> <small>Last updated: --</small>

Context (completed by trainee)	What makes this an effective geography lesson (in line with curriculum this week)? <input type="text" value="Black"/>
Lesson observation (completed by mentor)	<input type="text"/>
Opportunities for development (completed by mentor and trainee)	<small>Last updated: --</small> What pertinent research has the trainee used to plan/deliver this lesson? (e.g. Ofsted Research Review, this week's engaged reading text. <i>Learning to teach geography in the secondary school: a companion to school experience (Biddulph et al., 2021)</i>) <input type="text"/>
Signature	<input type="text" value="Black"/> <small>Last updated: --</small> What strengths of subject, curriculum and pedagogical knowledge has the trainee demonstrated? <input type="text" value="Black"/>

Mentors complete and submit the form.

Progress Support Plans

If you require a Progress Support Plan during your professional practice, your 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; display: inline-block; 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

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

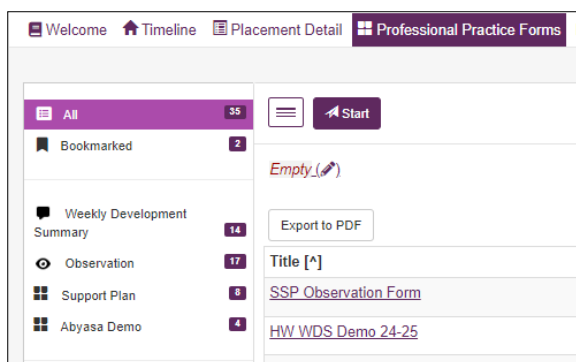
The Professional Practice Forms tab is where you can find a library of all your forms in draft or completed stages.

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.

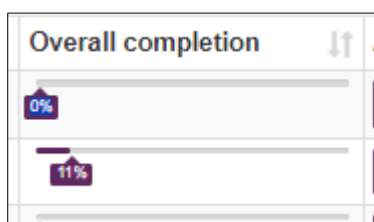
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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

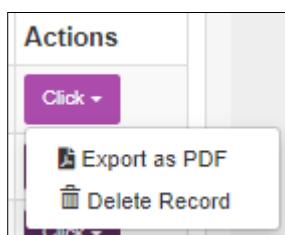
Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click -
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click -
HW Test for St Helens	XFU	20/08/2024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



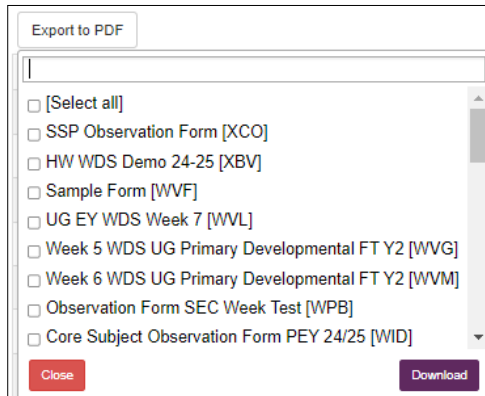
You can see the overall completion of a form in the right side of the table.



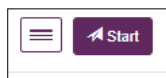
From the actions column you can export a form as a PDF and delete a draft version of a form.



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



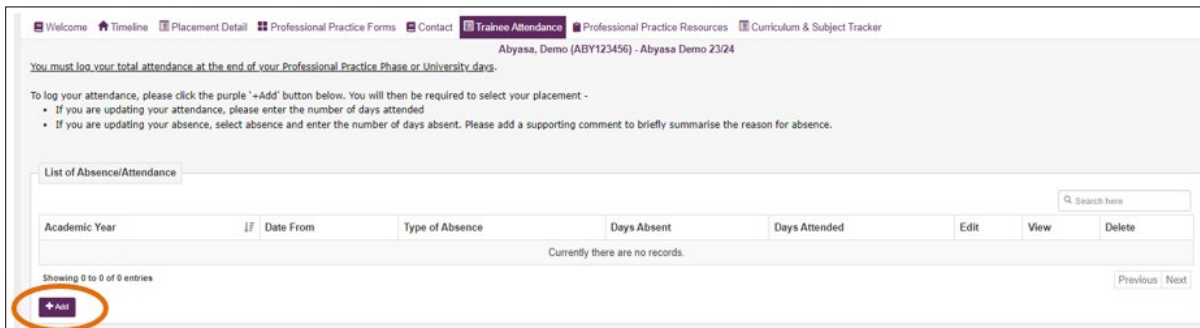
Helen Wakenshaw
Faculty Data Officer placements@edgehill.ac.uk or
wakenshh@edgehill.ac.uk



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

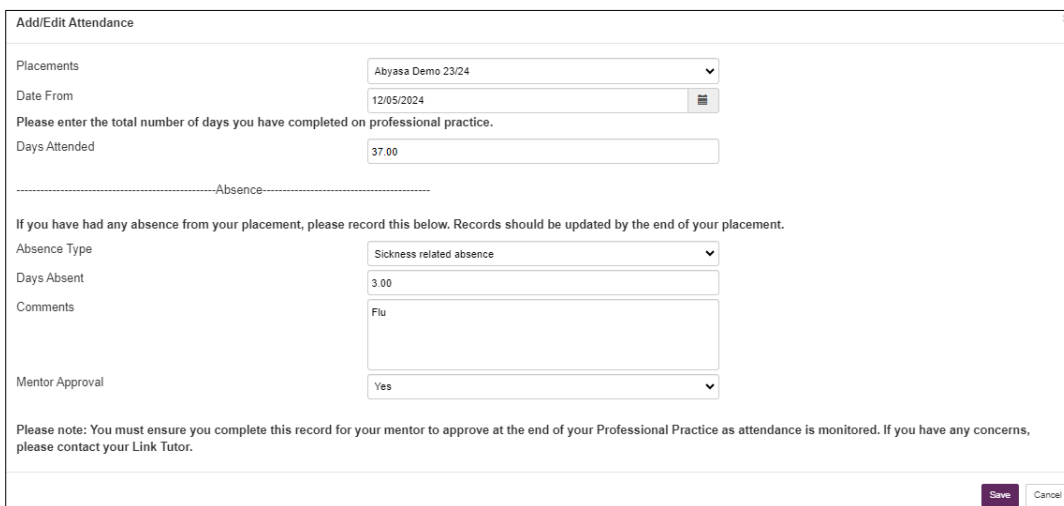
Trainee Attendance Tab

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.



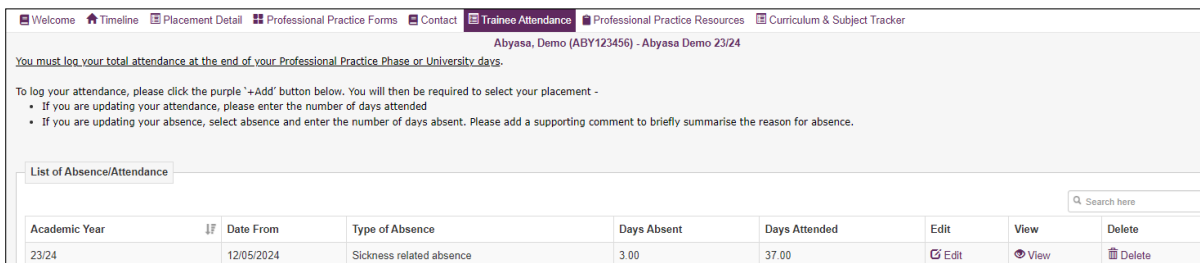
The screenshot shows the 'Trainee Attendance' tab in a web application. The breadcrumb trail includes: Welcome, Timeline, Placement Detail, Professional Practice Forms, Contact, Trainee Attendance, Professional Practice Resources, and Curriculum & Subject Tracker. The user is logged in as 'Abyasa, Demo (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 of the table area.

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 form fields are: Placements (dropdown menu with 'Abyasa Demo 23/24' selected), Date From (text input with '12/05/2024' and a calendar icon), Days Attended (text input with '37.00'), Absence Type (dropdown menu with 'Sickness related absence' selected), Days Absent (text input with '3.00'), Comments (text area with 'Flu'), and Mentor Approval (dropdown menu with 'Yes' selected). 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 as in the previous screenshot. The message and instructions are the same. The table 'List of Absence/Attendance' now contains one record for the academic year '23/24'. The record details are: Date From: 12/05/2024, Type of Absence: Sickness related absence, Days Absent: 3.00, Days Attended: 37.00. The 'Edit' button is disabled (greyed out), and the 'View' and 'Delete' buttons are active.

Academic Year	IF	Date From	Type of Absence	Days Absent	Days Attended	Edit	View	Delete
23/24		12/05/2024	Sickness related absence	3.00	37.00			

Professional Practice Resources

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

The screenshot shows the Edge Hill University Faculty of Education website. The top left features the university logo and name. The top right has 'Accessibility' and 'Log out' links. A navigation menu includes 'Welcome', 'Timeline', 'Placement Detail', 'Professional Practice Forms', 'Contact', 'Trainee Attendance', and 'Professional Practice Resources' (which is highlighted). Below the menu, the page title is 'PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24'. The 'Shared Documents' section is active, showing a message: 'The group to which you are connected does not have shared documents.' Below this, there is a 'Form Documents' section.