



Edge Hill
University

Faculty of
Education



Primary and Early Years Staff Guidance

Edge Hill Abyasa Pro Portal

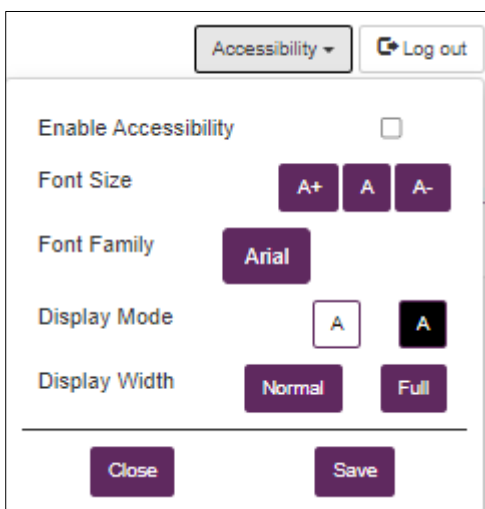
<https://edgehill.abyasa.net/Pro>

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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.

Frequently Asked Questions

I can't log in.

To activate your Abyasa account, we need to ensure that you are attached as the link tutor for your trainee(s). Sometimes there can be a slight delay between the upload of data between our systems. In such cases, your trainee(s) can access Abyasa on their account until you have access.

If you have not received an initial email with your registration link, you will not be able to log in.

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 reports 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. You can also run reports in the Pro report tab.

Where can I access training?

Training on Abyasa Pro is delivered by the FOE Data Officer.

If you need additional help, you can contact wakenshh@edgehill.ac.uk or placements@edgehill.ac.uk who can help you out via email or arrange a short MS Teams call.

Guidance is available for mentors and trainees on the Mentor Space and for staff on the Link Tutor Space.



I need to revert a completed form back to draft.


If you need to revery a completed form back to draft, please contact wakenshh@edgehill.ac.uk or placements@edgehill.ac.uk who will action this for you.

How to Access Your Edge Hill Abyasa Pro Portal

Once you are attached as a link tutor to a placement, we will activate your account. You will have received an email with guidance on how to access your portal.

How to access your Edge Hill Abyasa Pro Portal

 placements@edgehill.ac.uk
To 
Retention Policy keep for (2 years)

Dear 

Please use the below URL to log into Edge Hill Abyasa Pro to access your trainee's Professional Practice online documentation.

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

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


You can also access your portal via 'Search our Services' <https://www.edgehill.ac.uk/staff/> simply type Abyasa into the search bar.

Please contact placements@edgehill.ac.uk if you have any queries.

Thank you.

Kind regards,
Partnership Development Team

Use the URL within the email and log in by clicking the University Login button and entering your single sign-on username and password.



Edge Hill University | Faculty of Education

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](#)

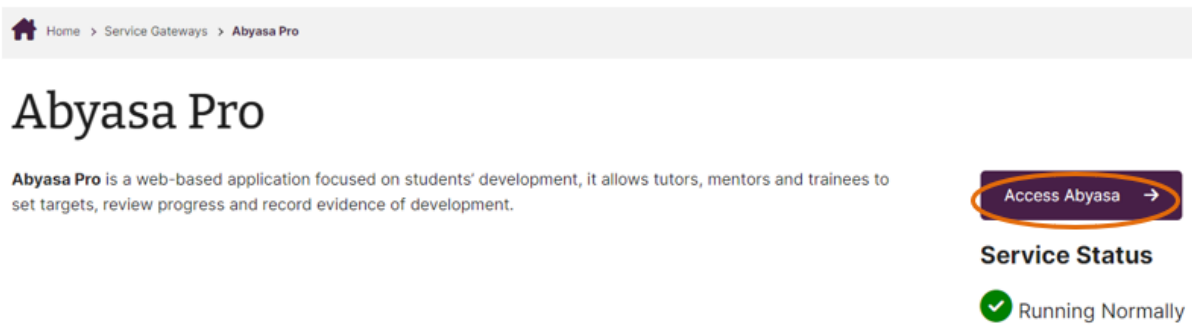
We recommend bookmarking the URL, but you can also use the search function on the top right of our university website. On the staff homepage select the magnifying glass from the upper left of the page.



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.



Log in using your EHU login details (SSO).



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

[University Login](#)

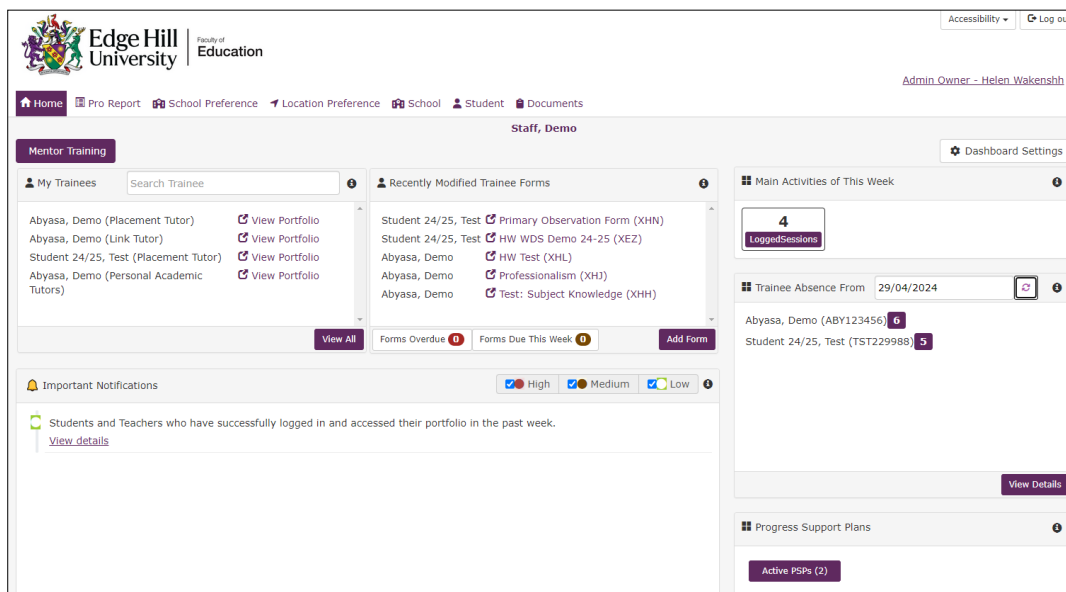
OR

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

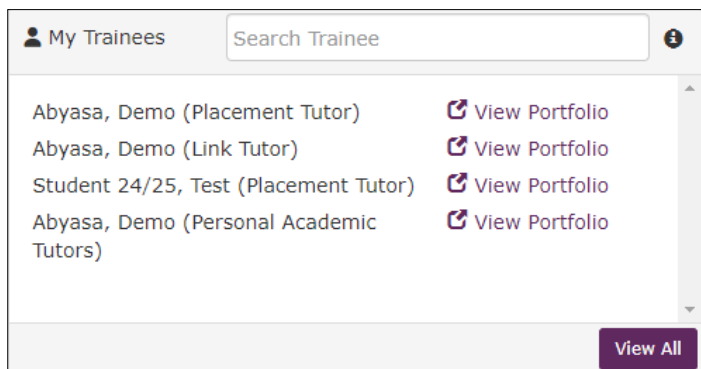
[Non-University Login](#)

Your Abyasa Portal

Your portal consists of several panels on your portal homepage and a series of tabs across the top.



My trainees



This is a list of the trainees you have been assigned to as LT/PPQL etc. To view the trainee portfolio/timeline, click the **'View Portfolio'** hyperlink next to the trainee's name. If you have more trainees than you can see in the list, click the **'View All'** icon to open a table list.

Search Trainee

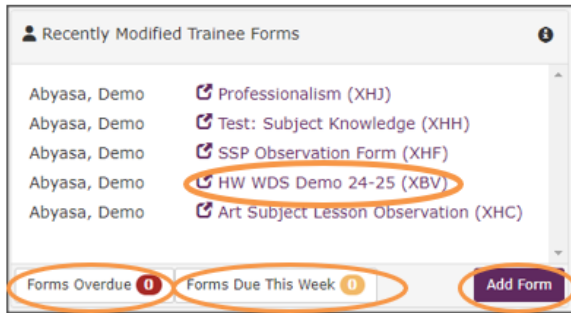
List Default

Trainee Name Contains Search

Trainee Name	Institution ID	Programme	Review Group	Subject	Role Attached	Last Modified
Abyasa, Demo	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Personal Academic Tutors	25/09/2024 11:51:49
Abyasa, Demo	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Placement Tutor	25/09/2024 11:51:49
Abyasa, Demo	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Link Tutor	25/09/2024 11:51:49

You can search for a trainee name in the search bar. The hyperlink of the trainee name will open up their timeline.

Recently Modified Trainee Forms



This panel will directly open a recently modified form without going to the timeline first.

Select the hyperlink name of the form to open a form directly.

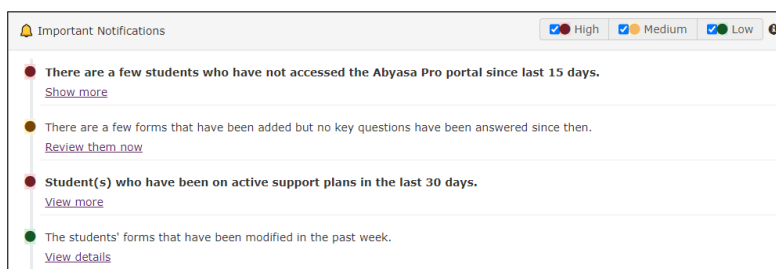
'Forms Overdue' icon will show any outstanding forms that have not been submitted by the expected deadline.

'Forms Due This Week' shows what forms are due to be completed this week.

Selecting either of these icons will give you a list display of the required forms.

'Add Form' allows you to add a form without going to the timeline.

Notifications



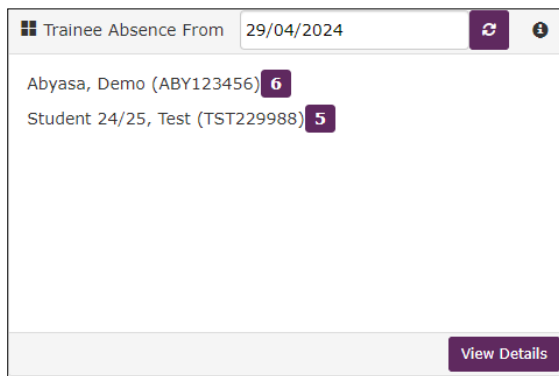
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here at times.

Main activities for the week



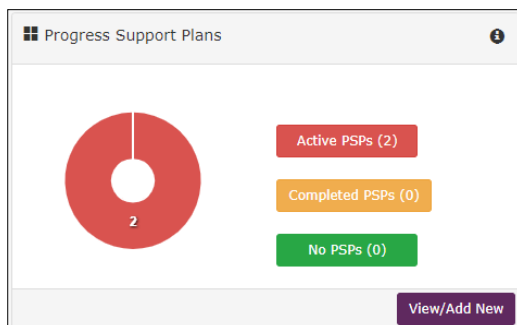
This is a representation of the forms you have access to that have been modified etc.

Trainee Absence



Trainee attendance is tracked via WDS throughout professional practice but trainees are asked to submit a final attendance at the end of placement with their total number of days attended/absent. Clicking the 'View Details' icon will display more detail relating to the recorded absence.

Progress Support Plans



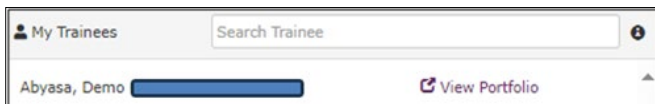
This panel shows the PSP status of your trainees. You can view and add PSPs from here (see **Progress Support Plans**)

Information relating to the remaining tabs across the top of your portal homepage appear further into the document.

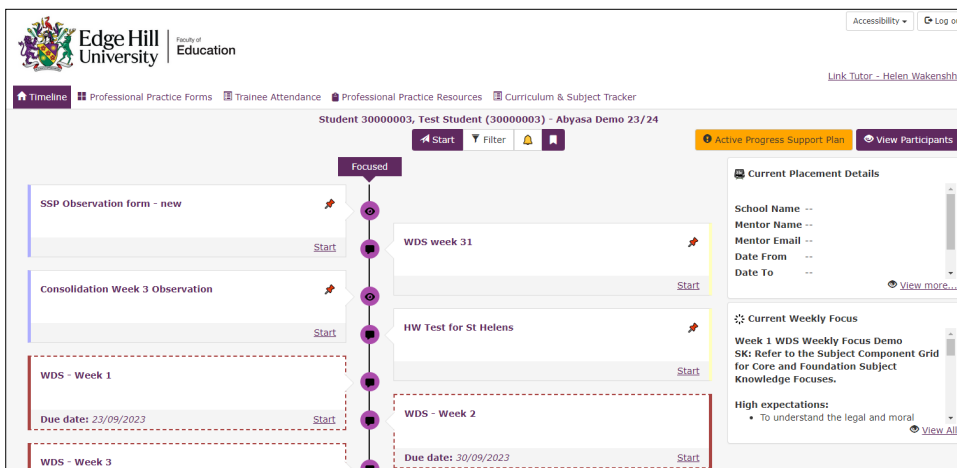
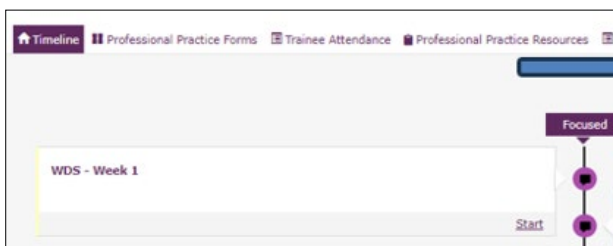
Trainee Timeline and Tabs

The timeline is where you can access your trainee's Weekly Development Summaries (WDS), Observations, and (if applicable) Progress Support Plans (PSPs). You also record your Quality Assurance 1 – 4 here. From this screen you can also access the tabs available to the trainee.

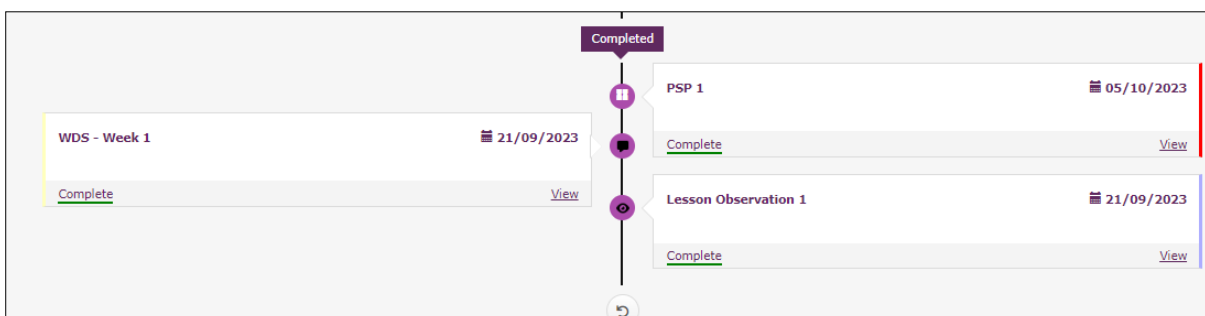
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



When professional practice starts, Week 1 WDS will appear on the timeline. As the professional practice progresses, WDS will appear automatically on the timeline to be completed. Observation forms will appear on the timeline once they have been created from the start menu (**see Observations**), and if applicable PSPs (**see Progress Support Plans**).



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



Curriculum for the Week (Weekly Focus Panel)

To the right of the timeline is a Current Weekly Focus panel, here you can access the 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 form (**see Weekly Development Summaries**).



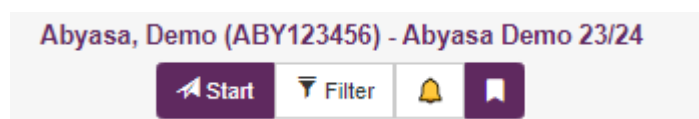
Date	Subject	Description
08/07/2024	Week 1 WDS Weekly Focus Demo	<p>SK: Refer to the Subject Component Grid for Core and Foundation Subject Knowledge Focuses.</p> <p>High expectations:</p> <ul style="list-style-type: none">To understand the legal and moral responsibilities of teachers to provide a high 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 indicators of abuse and neglect.

Showing 1 to 1 of 1 entries

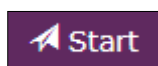
Previous 1 Next

Close

Other Timeline Functionality

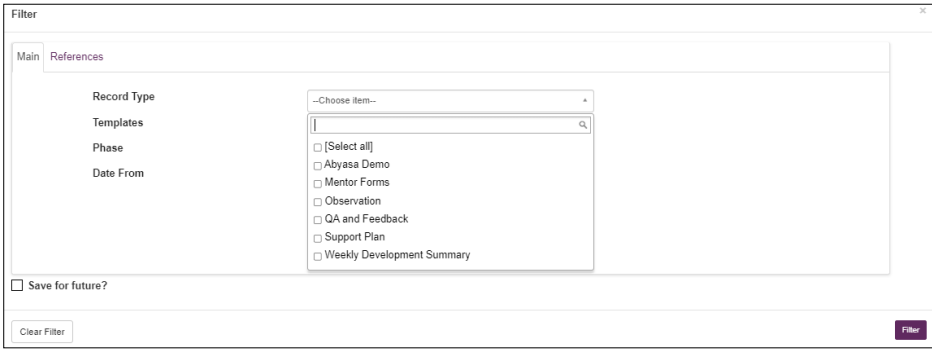


Unscheduled forms such as Observation forms can be accessed via the Start icon (**see guidance for Lesson Observations**).

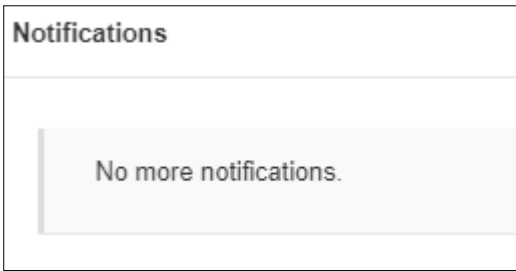


Forms can be filtered by type via the filter icon. Always remember to clear the filter to return a view of all your forms.





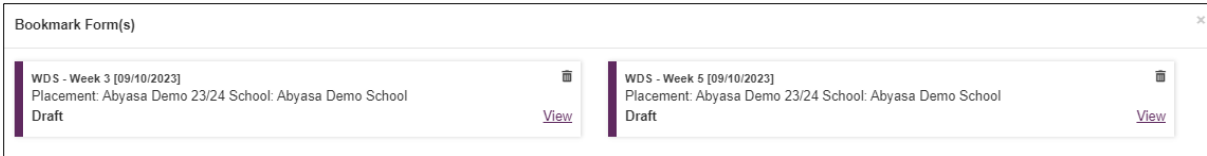
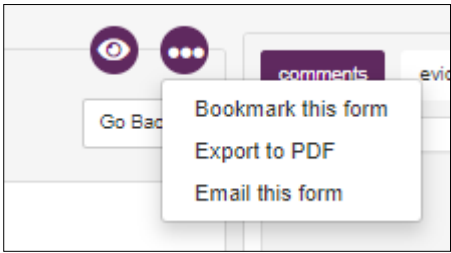
Notifications can be loaded from the bell icon. Click the bell to see any trainee notifications.



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

When you click start or continue on a WDS on the timeline, it will open the form for you to complete with your trainee.

To start a form on your timeline, select the **Start** hyperlink. Your form will open and you can begin to update it.



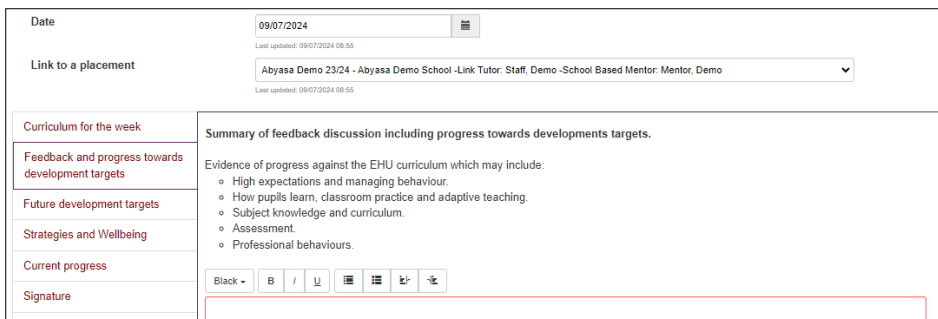
A screenshot of a form titled "Sample Form". At the bottom right corner, there is a button labeled "Start" which is circled in red.

You can return to the form to edit it by selecting the **Continue** hyperlink.



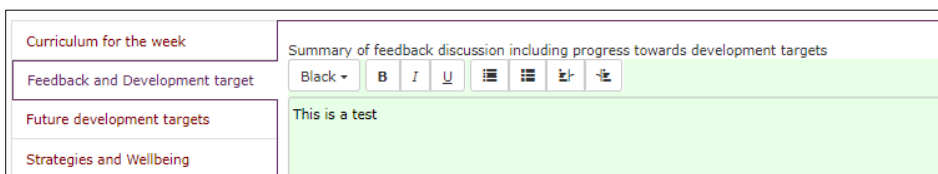
A screenshot of a form titled "Sample Form". At the top right, there is a date "23/01/2024". At the bottom left, there is a "Draft" label. At the bottom right, there is a button labeled "Continue" which is circled in red.

The tabs to the left of the form allow you to navigate through the various sections of the form. Sections highlighted in red are mandatory and they must be completed for the form to be submitted.



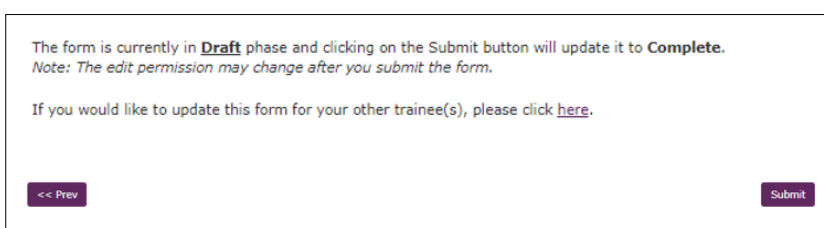
A screenshot of a detailed WDS form. On the left is a sidebar with tabs: "Curriculum for the week", "Feedback and progress towards development targets" (highlighted in red), "Future development targets", "Strategies and Wellbeing", "Current progress", and "Signature". The main content area has a title "Summary of feedback discussion including progress towards developments targets." and a text area with a rich text editor toolbar. The date is set to "09/07/2024" and the placement is "Abyasa Demo 23/24 - Abyasa Demo School -Link Tutor: Staff, Demo -School Based Mentor: Mentor, Demo".

Complete the editable sections, the form will autosave and turn green when you click to move to another section.



A screenshot of the WDS form where the main content area has a green background, indicating it is ready for submission. The sidebar tabs are visible on the left.

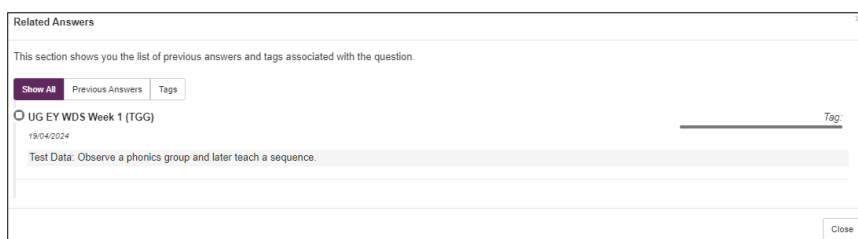
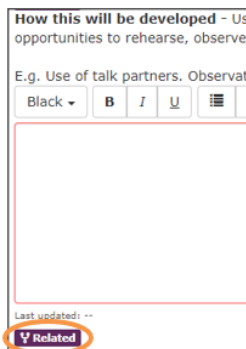
Link tutors cannot submit a WDS. Mentor permissions are set so that they confirm the form is complete and changes cannot be made by the trainee.



A screenshot of a confirmation message box. The text reads: "The form is currently in **Draft** phase and clicking on the Submit button will update it to **Complete**. Note: The edit permission may change after you submit the form. If you would like to update this form for your other trainee(s), please click [here](#)." At the bottom left is a "<< Prev" button and at the bottom right is a "Submit" button.

Related Answers

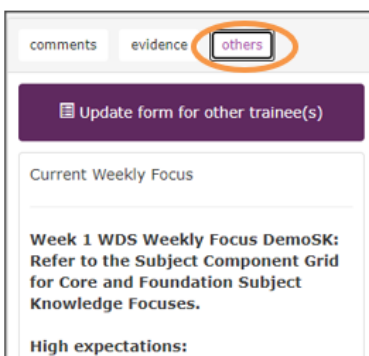
Where you see a small **Related** icon below an answer, this can be clicked to view the answers that were submitted in the previous week(s).



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 to view the curriculum for the week. Select the **others** icon to display the Weekly Focus. The panel remains visible as you work through the tabs of the WDS.



Comments

Comments can be posted within the form page, and you can target them at a participant who has access to the 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.

The screenshot shows a panel with three tabs: 'comments' (selected), 'evidence', and 'others'. Below the tabs is a 'back to main list' link. A text input field contains the placeholder 'Enter your comment here...'. Below the input field, it says '0 Comments' and there is a purple 'Post' button.

The screenshot shows a 'Participant List' panel with a search bar and a table of participants. The table has columns for 'Recipient Name', 'School Name', and 'Email Address'. The first row is selected with a checkbox.

<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]

The screenshot shows the same comments panel as above, but now it displays '1 Comments'. A comment is visible: '[Redacted] a few seconds ago Hi, please can you review?'. There is a 'Delete' button next to the comment.

Comments will not appear on the form if you download it to a PDF.

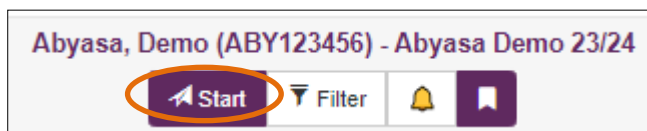
Exiting a form

To return to the trainee timeline or your portal page click the Go Back icon.

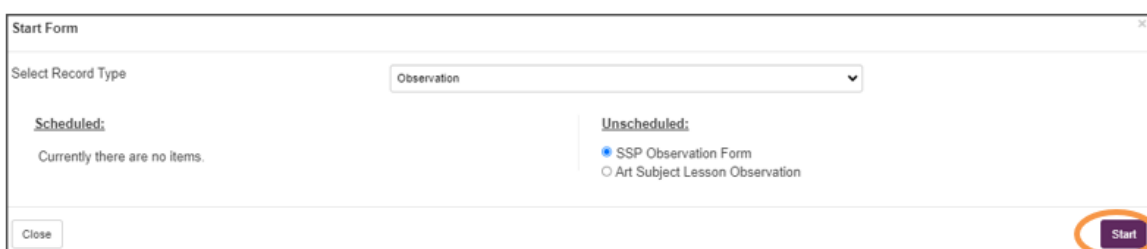
The screenshot shows a 'Go Back' button with a dropdown arrow. The dropdown menu is open, showing two options: '« Back to Timeline' and '« Back to your Home screen'. Below the menu, the text 'Current Weekly' is partially visible.

Lesson Observations

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



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.



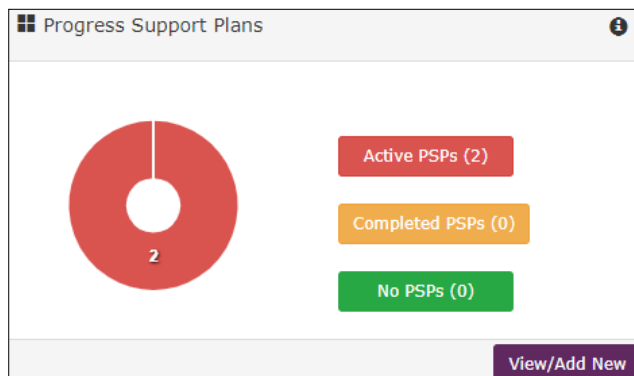
As with the WDS you work through the tabs and the mentor submits the form when it is completed.

Key points emerging from the session	Art & Design Research and Subject Association Links National Society for Education in Art and Design NSEAD
Subject Specific Elements	Subject Specific Elements <i>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.</i>
Subject, Curriculum and Pedagogical Knowledge	<ul style="list-style-type: none">■ 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.■ Excellent organisation in terms of materials and timing to ensure a safe and productive environment.■ Learning objectives clearly develop knowledge of the visual elements (e.g. colour, line, texture, form, pattern, shape and space)
Opportunities for Further Development	
Signatures	

Progress Support Plans

If your trainee(s) require a Progress Support Plan during professional practice, this can be set up by the mentor or the link tutor.

From your portal homepage click the View/Add New icon in the Progress Support Plan panel and select your trainee from the drop-down menu.



Follow the steps outlined.

Add the details of Progress Support Plan and save.

Add Progress Support Plan

Choose a start date and the type of Progress Support Plan (mandatory) to initiate it for the selected student.
After entering the details, please click on the 'Save' button. For more details, please refer the right-hand side panel.

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

Title

Type of Progress Support Plan

Placement

Start Date

Enter further details in the next pop-up box.

Add Progress Support Plan

Please add a form item for the selected trainee by choosing a template and date fields.
After entering the details, please click on the 'Save' button. For more details, please refer the right-hand side panel.

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

Title

Choose Template

Make this item available from

Due date for the item

Date from when to show this on timeline

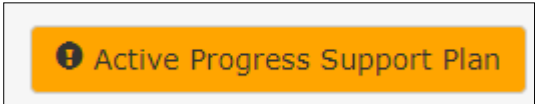
Display Text

When this is saved, the form will be ready for you to complete. Click the small Add button to open and complete the form.

Caption: Late to placement Placement: Start Date: 18/10/2023 Added By: Helen Wakenshh	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Late to placement</p> <p>📅 18/10/2023</p> <p>PSP due to repeatedly arriving late to placement.</p> <p style="text-align: right;">Add</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #4a4a8a; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block;">+</div> <div style="background-color: #4a4a8a; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block;">Add</div> </div> <div style="background-color: #f08080; padding: 2px 5px; border-radius: 3px; display: inline-block;">End Progress Support Plan</div>
--	--

Areas identified for support <hr/> Actions <hr/> Review of progress <hr/> Outcome <hr/> Signatures	<p>Area(s) identified for support</p> <p><input type="checkbox"/> High expectations and managing behaviour</p> <p><input type="checkbox"/> How pupils learn. Classroom practice and adaptive teaching</p> <p><input type="checkbox"/> Subject knowledge and curriculum <input type="checkbox"/> Assessment <input type="checkbox"/> Professional behaviours</p> <p><small>Last updated: --</small></p> <p>Please list in order of priority the concerns raised (with the most pressing concern listed first)</p> <p>Black ▾</p>
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It can be viewed as a form on the timeline and whilst it is active an icon displays in the top right of the page.

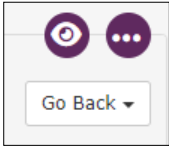


Quality Assurance 1 – 4

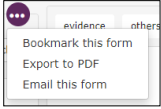
Quality Assurance points 1 – 4 are completed in Abyasa. The form is pinned to the top of the timeline. Mentors can view all of QA 1 – 4 and will access their written feedback from here. Trainees cannot view the form. Please do not submit the form as completed until the end of professional practice.

Quality Assurance 1 (Meeting)	<p>QA 1: INDUCTION OF TRAINEE</p> <p>QA 1: Wellbeing development focus (Teams meeting week before or week 1)</p> <p>1. Check mentor contact details and expertise. Mentor development ie Initial Mentor Assessment, professional development opportunities and requirements</p> <p>2. Arrangements for any additional support for trainee (for example, if the trainee has a Student Support Plan)</p> <ul style="list-style-type: none"> Wellbeing development focus: Positive, professional relationship creation to meet individual training needs. Induction includes introduction to key staff and sharing of key information i.e. safeguarding, behaviour, staff code of conduct, access to teaching resources, timetables and IT systems Mentor and trainee have had a conversation around the trainee's prior learning in university and prior teaching experiences, trainee has shared their previous final WDS/targets, strengths and areas of focus for this professional practice.
Quality Assurance 2 (Meeting - Effective use of WDS)	
Quality Assurance 3 (Visit)	
Quality Assurance 4 (Meeting)	
	<p>QA1 Date</p> <p><input type="text"/></p> <p><small>Last updated: --</small></p> <p>Initial Assessment completed?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>

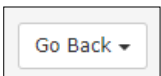
Other Form Functionality



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.

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 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.

The screenshot shows the 'Professional Practice Forms' interface. On the left is a navigation panel with categories: All (22), Bookmarked (3), Weekly Development Summary (15), Observation (22), Support Plan (10), Abyasa Demo (5), Recent (25), and Scheduled (37). The main area contains a table with columns: Title, RefNo, Date Entered, Completion Phase, Instance mode, Last Modified, Overall completion, and Actions. Below the table is a breadcrumb trail: Welcome > Timeline > Placement Detail > Professional Practice Forms.

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 -

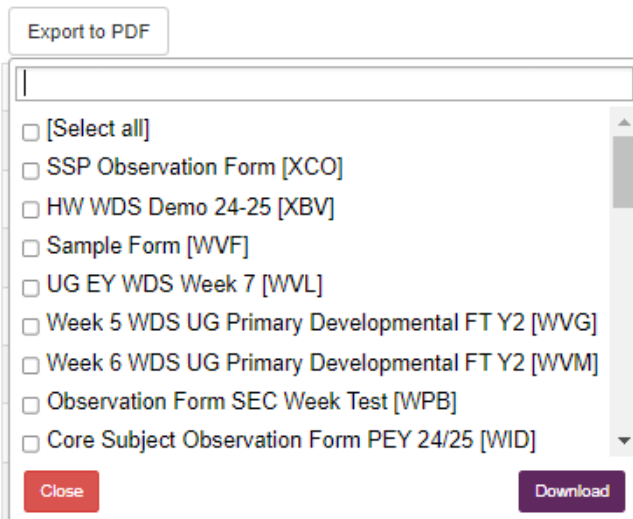
You can see the overall completion of a form in the right side of the table.

This close-up shows the 'Overall completion' column from the table. It features a header 'Overall completion' with a sort icon. Below are two progress bars: the first is at 0% and the second is at 11%.

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

The screenshot shows the 'Actions' column from the table. A dropdown menu is open, displaying two options: 'Export as PDF' with a document icon and 'Delete Record' with a trash can icon.

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.

Title [^]
SSP Observation Form
HW WDS Demo 24-25

Contact Tab

You can find the contact details you may need to support you whilst you are link tutor during professional practice.

For general queries relating to 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 trainee attendance is recorded in the **Strategies and Wellbeing** section of the WDS, this is used to monitor attendance. At the end of your placement, trainees must create a record that shows their total attendance and absence for professional practice. The mentor approves this.

List of Absence/Attendance

Search here

Academic Year	Date From	Type of Absence	Days Absent	Days Attended	Mentor Approval	Edit	View	Delete
23/24	22/04/2024	Sickness related absence	3.00	0.0		Edit	View	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add

Once a trainee has completed their final attendance record, the mentor approves this by selecting the Mentor Approval drop down menu.

Add/Edit Attendance

Placements: Abyasa Demo 23/24

Date From: 12/05/2024

Please enter the total number of days you have completed on professional practice.

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: Flu

Mentor Approval: Yes

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.

Save Cancel

The record will then appear on the attendance tab. If the mentor approval field is blank, they have not approved the entry.

List of Absence/Attendance

Search here

Academic Year	Date From	Type of Absence	Days Absent	Days Attended	Mentor Approval	Edit	View	Delete
23/24	01/07/2024	Sickness related absence	6.00	35.00	Yes	Edit	View	Delete

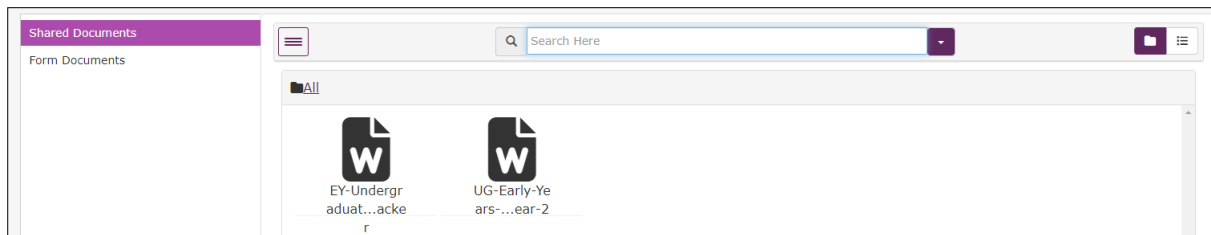
Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add

Professional Practice Resources

This area will contain any hyperlinks and/or documents that trainees may require for professional practice.



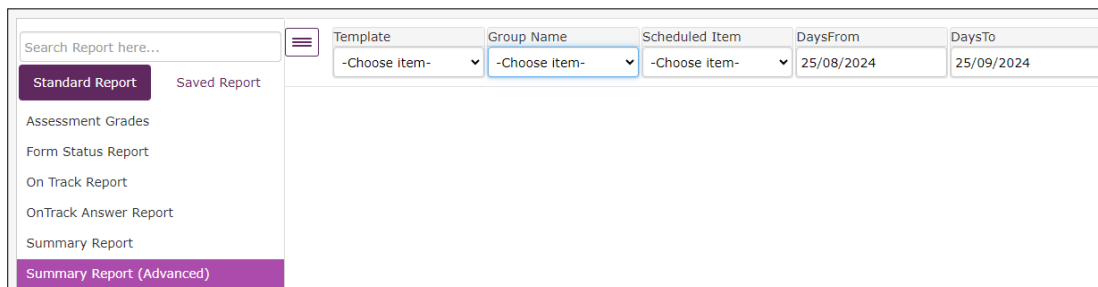
Home Portal Pro Report Tab

In Pro report you can run reports to assist with monitoring professional practice. Reports can be exported to excel and CSV formats.

Form status – if a form has been started, in progress etc. This is useful if you have a lot of trainees to track.

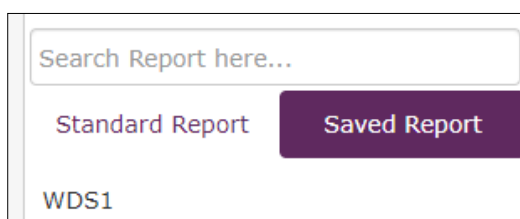
On track answer – will report on the current progress answer from a WDS. This can be used to monitor weekly progress

Summary report – This report can be used to extract all the answers from a template. Select the template type.



InstitutionID	CompletionPhase	Trainee attendance this week – please enter number of days	Has discussion taken place?	Summary of feedback discussion including progress towards development targets	Areas for development	Using the EHU ITE curriculum what opportunities have been agreed?	Have strategies for workload been discussed?	Actions or follow up (if needed)	Has the trainee's wellbeing been discussed?	Actions or follow up (if needed)
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You can save frequently used reports to you Saved Report area.



Home Portal - Documents

This tab contains any resources required to support trainees on their professional practice. This tab should contain the same information as the corresponding tab in the trainee area of the system.

The screenshot shows the Edge Hill University Home Portal interface. At the top left is the Edge Hill University logo and the text "Edge Hill University Faculty of Education". At the top right are "Accessibility" and "Log out" buttons. Below the logo is a navigation menu with items: Home, Pro Report, School Preference, Location Preference, School, Student, and Documents (which is highlighted in purple). To the right of the navigation menu is the text "Admin Owner - Helen Wakensh". Below the navigation menu is a header bar with "Staff, Demo" and a search bar containing "Search Here". On the left side of the main content area is a sidebar with "My Documents" and "Form Uploads" sections. The "My Documents" section contains "Form Documents" and "Export Trainee Form Attachments". The "Form Uploads" section is currently empty. The main content area also features a "New" button with a plus sign and a dropdown arrow.