

# Primary and Early Years Staff Guidance

## Edge Hill Abyasa Pro Portal

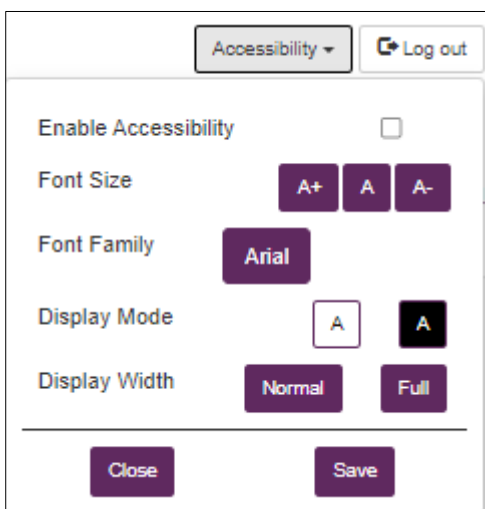
<https://edgehill.abyasa.net/Pro>

## Contents

Accessibility.....	3
Frequently Asked Questions .....	4
How to Access Your Edge Hill Abyasa Pro Portal.....	5
Your Abyasa Portal .....	7
Trainee Timeline and Tabs.....	10
Other Timeline Functionality.....	11
Weekly Development Summaries .....	13
Related Answers .....	14
Curriculum for the Week - in Form .....	14
Comments.....	15
Exiting a form .....	15
Lesson Observations.....	16
Progress Support Plans .....	17
Quality Assurance 1 – 4 .....	18
Other Form Functionality.....	19
Placement Detail Tab.....	19
Professional Practice Forms Tab .....	20
Contact Tab.....	21
Trainee Attendance Tab.....	22
Professional Practice Resources .....	23
Home Portal Pro Report Tab.....	23
Home Portal - Documents .....	24

# 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](mailto:wakenshh@edgehill.ac.uk) or [placements@edgehill.ac.uk](mailto: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](mailto:wakenshh@edgehill.ac.uk) or [placements@edgehill.ac.uk](mailto: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.abiyasa.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](mailto: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

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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

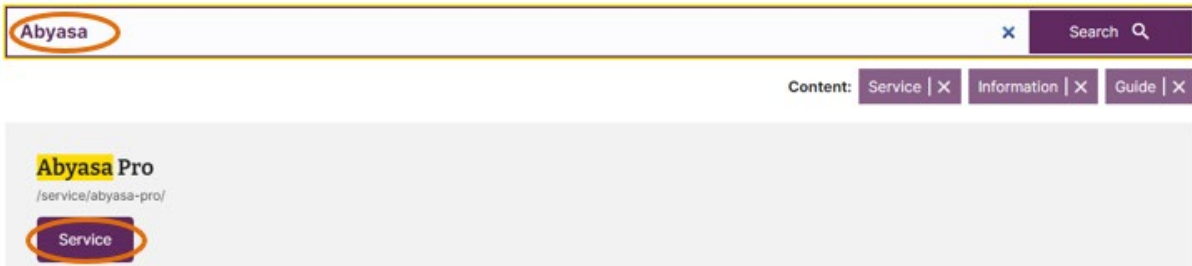
If you are a School Based Mentor, please select "Non-University Login" below.

[Non-University Login](#)

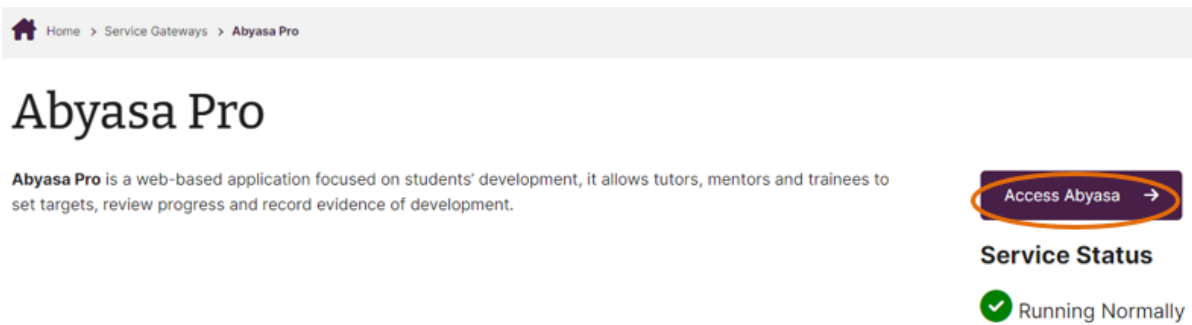
We recommend bookmarking the URL, but you can also use the search function on the top right of our university website. On the staff homepage select the magnifying glass from the upper left of the page.



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](#)

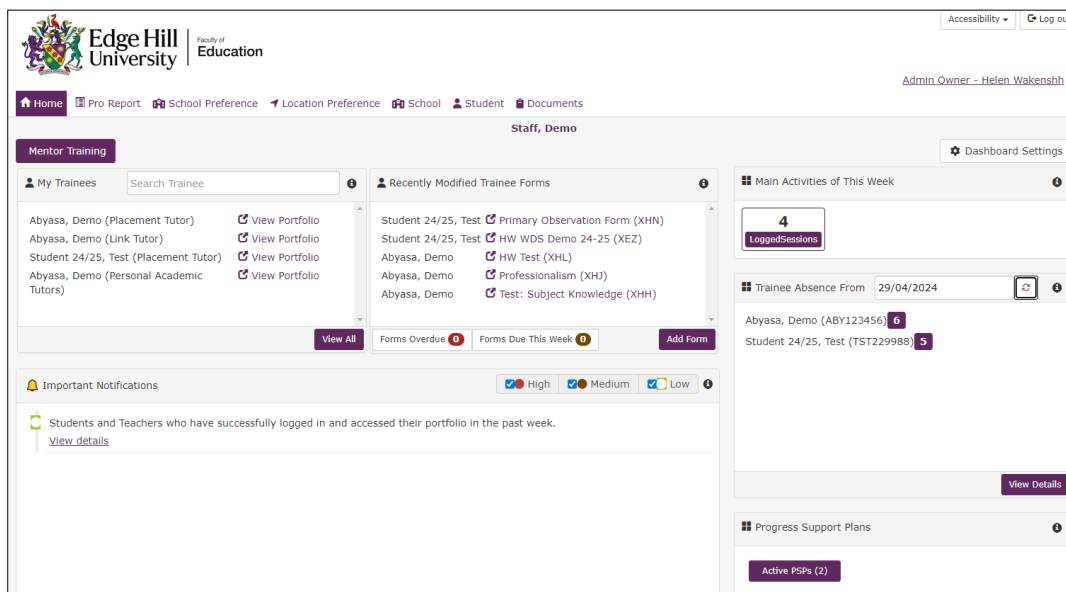
OR

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

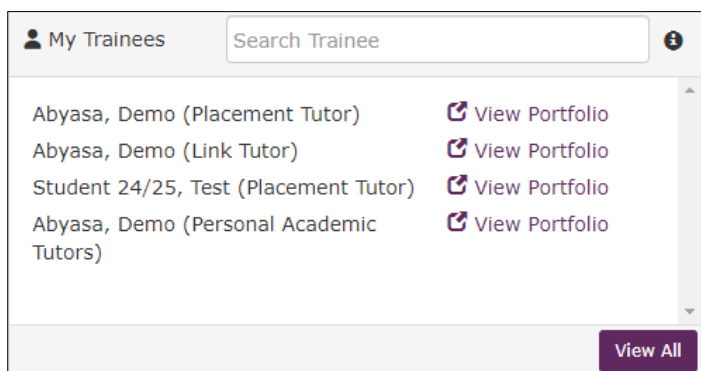
[Non-University Login](#)

# 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.

Trainee Name	Institution ID	Programme	Review Group	Subject	Role Attached	Last Modified
<a href="#">Abyasa, Demo</a>	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
<a href="#">Abyasa, Demo</a>	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
<a href="#">Abyasa, Demo</a>	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.

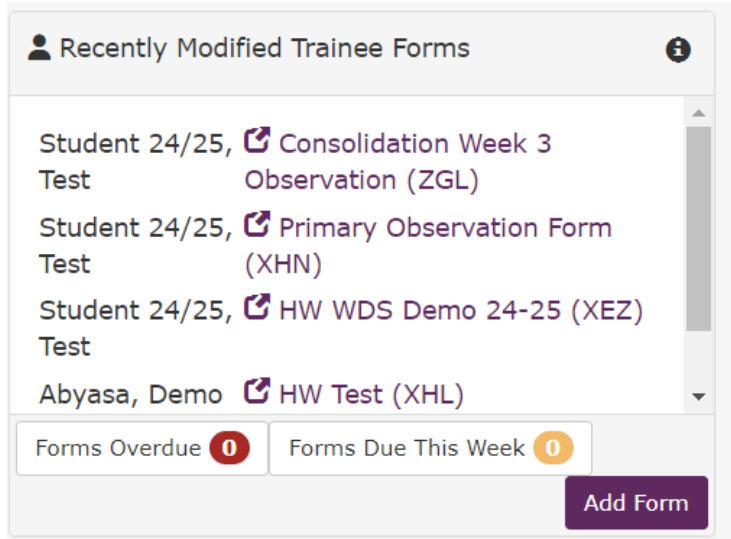
## Recently Modified Trainee Forms

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.

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.



Recently Modified Trainee Forms

- Student 24/25, [Consolidation Week 3 Observation \(ZGL\)](#)
- Student 24/25, [Primary Observation Form \(XHN\)](#)
- Student 24/25, [HW WDS Demo 24-25 \(XEZ\)](#)
- Abyasa, Demo [HW Test \(XHL\)](#)

Forms Overdue **0**    Forms Due This Week **0**

**Add Form**



Start Form

Choose Trainee:

Select Record Type:

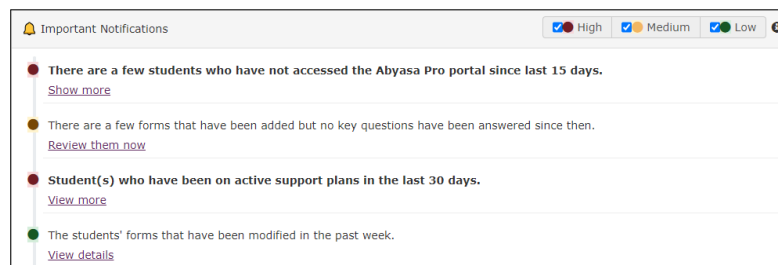
**Scheduled:**

- Developmental - Week 1 WDS (Due date: 01/01/0001)
- Developmental - Week 2 WDS

**Unscheduled:**

Currently there are no items.

## Notifications



Important Notifications

High Medium Low

- There are a few students who have not accessed the Abyasa Pro portal since last 15 days. [Show more](#)
- There are a few forms that have been added but no key questions have been answered since then. [Review them now](#)
- Student(s) who have been on active support plans in the last 30 days. [View more](#)
- The students' forms that have been modified in the past week. [View details](#)

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

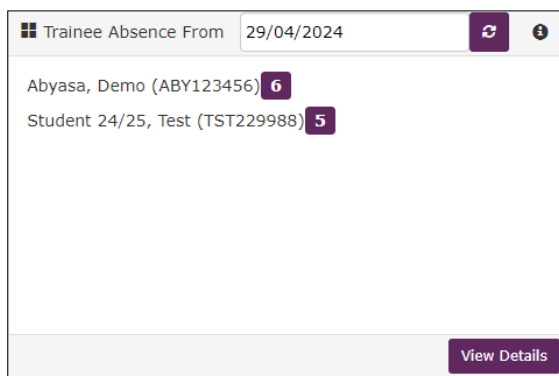


## Main activities for the week



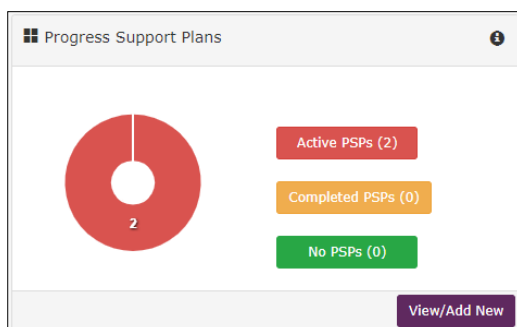
This is a representation of the forms you have access to that have been modified etc.

## 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



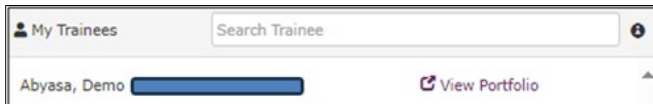
This panel shows the PSP status of your trainees. You can view and add PSPs from here (see **Progress Support Plans**)

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

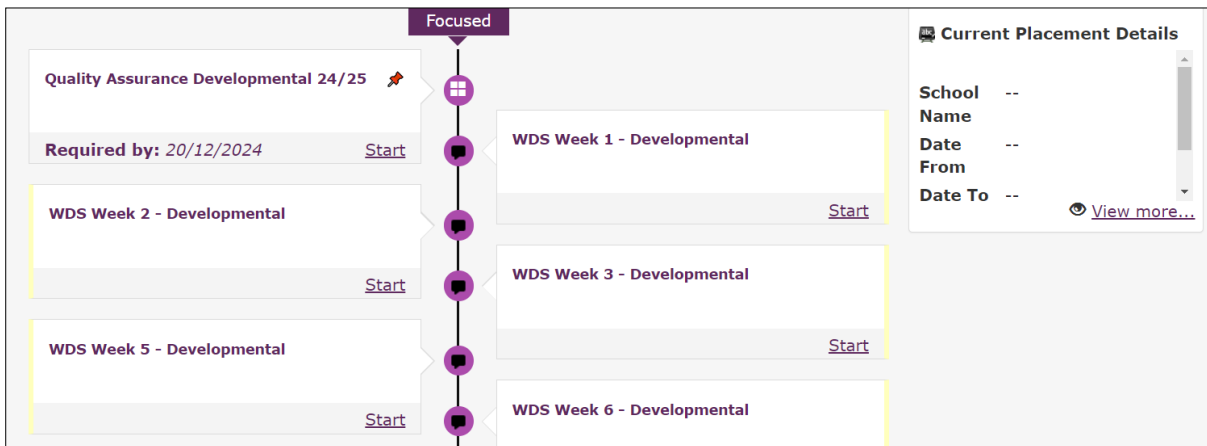
# Trainee Timeline and Tabs

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.

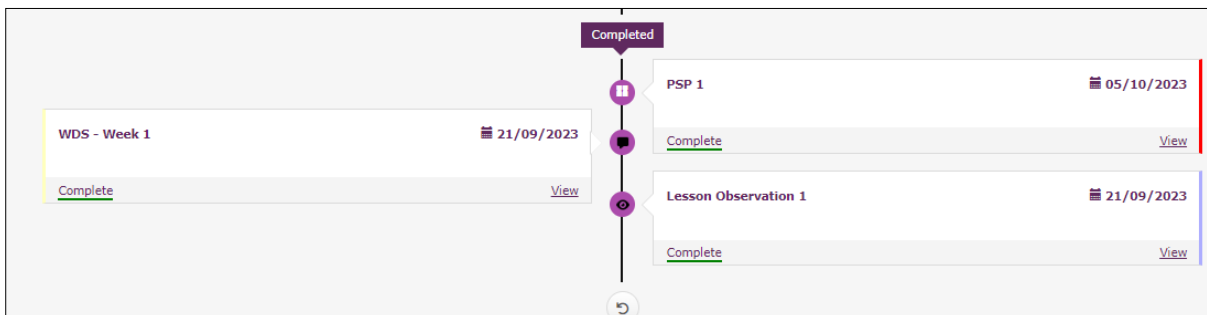
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



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).

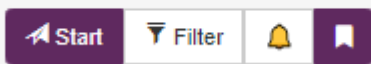


Once a form has been completed and submitted it moves down to the completed section at the bottom of the page.



# Other Timeline Functionality

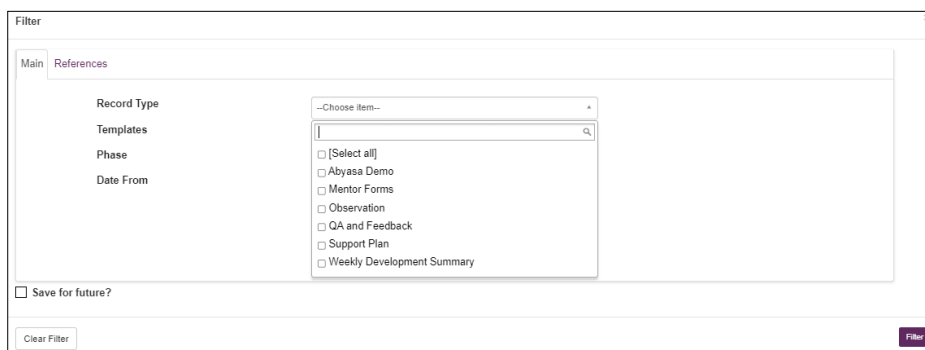
Abyasa, Demo (ABY123456) - Abyasa Demo 23/24



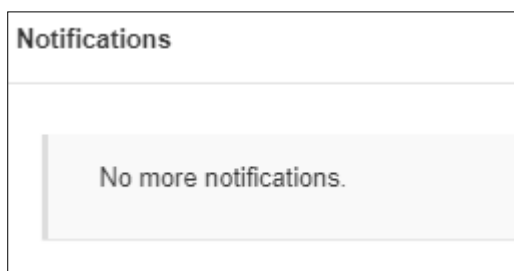
Unscheduled forms such as Observation forms can be accessed via the Start icon (**see guidance for Lesson Observations**).



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



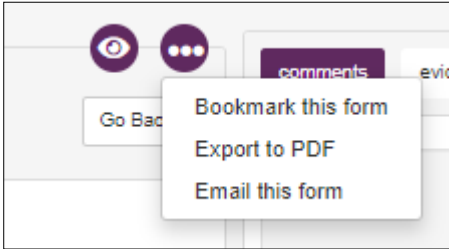
Notifications can be loaded from the bell icon. Click the bell to see any trainee notifications.



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.



Bookmark Form(s)	
WDS - Week 3 [09/10/2023] Placement: Abyasa Demo 23/24 School: Abyasa Demo School Draft <a href="#">View</a>	WDS - Week 5 [09/10/2023] Placement: Abyasa Demo 23/24 School: Abyasa Demo School Draft <a href="#">View</a>

# 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.



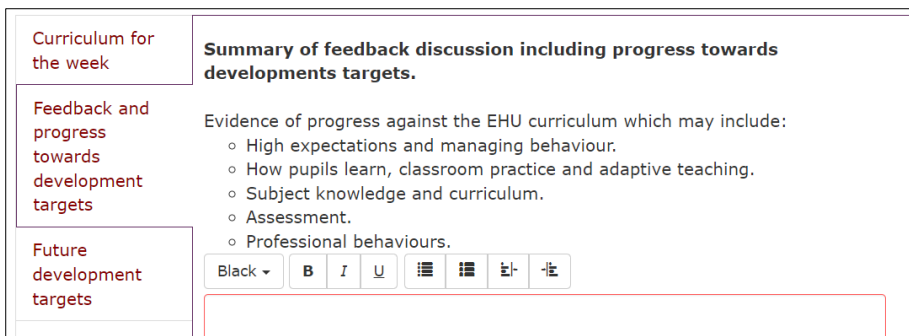
A screenshot of a form titled "Sample Form". In the bottom right corner, there is a button labeled "Start" which is circled in red.

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



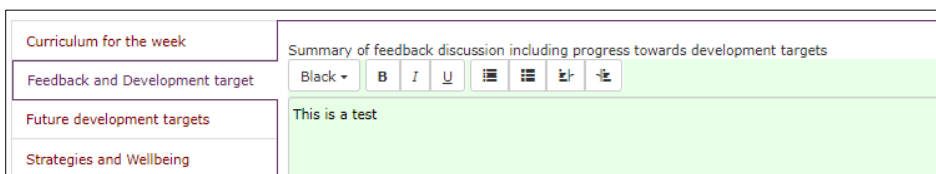
A screenshot of a form titled "Sample Form" with a date "23/01/2024" in the top right. In the bottom right corner, there is a button labeled "Continue" which is circled in red. The word "Draft" is visible in the bottom left corner.

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.



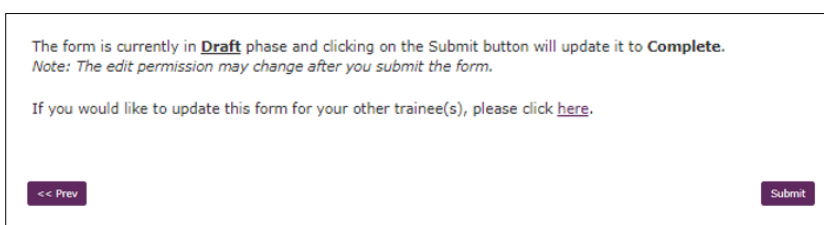
A screenshot of a form with a sidebar on the left containing four tabs: "Curriculum for the week", "Feedback and progress towards development targets", "Future development targets", and "Strategies and Wellbeing". The "Feedback and progress towards development targets" tab is highlighted in red. The main content area has a heading "Summary of feedback discussion including progress towards developments targets." followed by a list of bullet points: "Evidence of progress against the EHU curriculum which may include:", "High expectations and managing behaviour.", "How pupils learn, classroom practice and adaptive teaching.", "Subject knowledge and curriculum.", "Assessment.", and "Professional behaviours." Below the list is a rich text editor with a toolbar containing "Black", "B", "I", "U", and other icons.

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



A screenshot of a form with a sidebar on the left containing four tabs: "Curriculum for the week", "Feedback and Development target", "Future development targets", and "Strategies and Wellbeing". The "Feedback and Development target" tab is highlighted in red. The main content area has a heading "Summary of feedback discussion including progress towards development targets" and a text box containing "This is a test". The text box and its toolbar are highlighted in green.

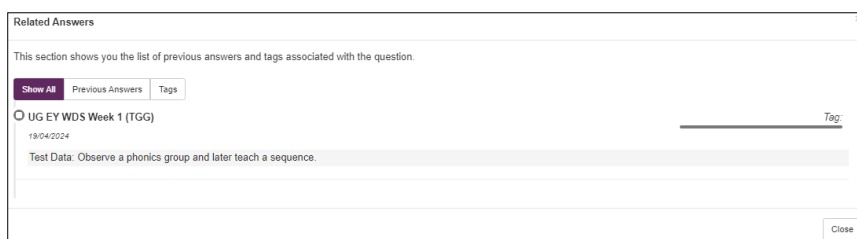
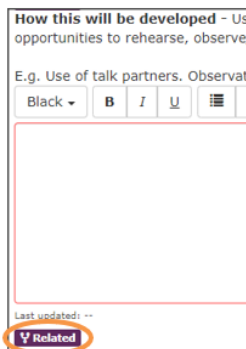
Link tutors cannot submit a WDS. Mentor permissions are set so that they confirm the form is complete and changes cannot be made by the trainee.



A screenshot of a form with the following text: "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." Below this is a link: "If you would like to update this form for your other trainee(s), please click [here](#)." At the bottom left is a button labeled "<< Prev" and at the bottom right is a button labeled "Submit".

## 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.

## Curriculum for the Week - in Form

At the top of the WDS form there is a Header panel where the curriculum for the week appears. The header panel will always display regardless of what tab you are in.

Tutor: -School Based Mentor:  

**Week 1 - Curriculum for the week**

**HE:** To understand the legal and moral responsibilities of teachers to provide a high quality education and to make reasonable adjustments as required.

Be able to teach children how to self-regulate and recognise that making mistakes, resilience and perseverance are part of daily routines.

**HPL:** Code of Practice;  
The four broad areas of need.  
Assess-Plan-Do-Review model as an approach to implementing targeted support and evidence-based interventions .  
Children 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.

**PB:** Trainees should know how to identify of indicators of abuse and neglect.

**Curriculum for the week** Please refer to the [EHU ITE Curriculum](#) guidance as appropriate. Trainee to address the statements in the above curriculum for the week panel and discuss with the mentor in the Weekly Development Meeting

# 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 tabbed interface with 'comments', 'evidence', and 'others' tabs. The 'comments' tab is active. It contains a 'back to main list' link, a text input field with the placeholder 'Enter your comment here...', a '0 Comments' indicator, and a '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 'Staff, Demo' entry is selected.

<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 'comments' tab with a 'back to main list' link, a text input field, and a '1 Comments' indicator. A 'Post' button is visible. Below the input field, a comment is displayed: '[Redacted] a few seconds ago Hi, please can you review?' with a 'Delete' button.

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

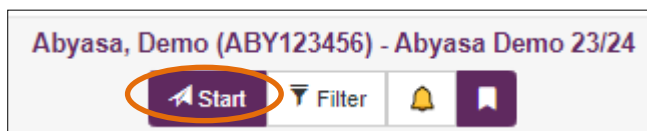
# Exiting a form

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

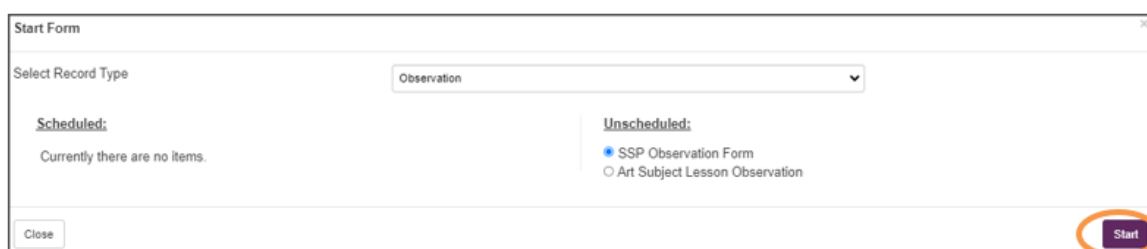
The screenshot shows a 'Go Back' button with a dropdown arrow. The dropdown menu is open, showing two options: '« Back to Timeline' and '« Back to your Home screen'.

# 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.

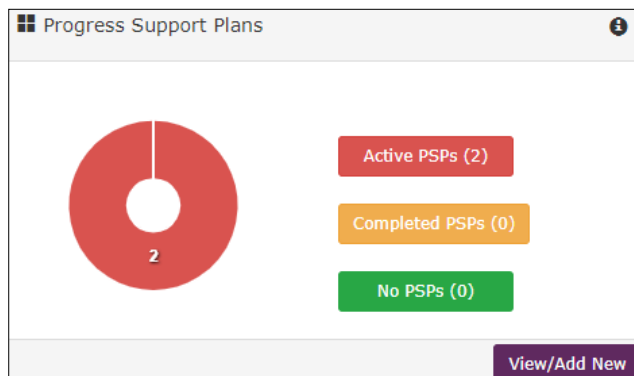
Key points emerging from the session	<b>Art &amp; Design Research and Subject Association Links</b> <a href="#">National Society for Education in Art and Design</a>   <a href="#">NSEAD</a>
Subject Specific Elements	<b>Subject Specific Elements</b> <i>What makes an effective Art &amp; Design lesson? Some 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"><li>■ 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)</li><li>■ Potential misconceptions are anticipated and addressed through modelling of key skills and techniques.</li><li>■ Excellent organisation in terms of materials and timing to ensure a safe and productive environment.</li><li>■ Learning objectives clearly develop knowledge of the visual elements (e.g. colour, line, texture, form, pattern, shape and space)</li></ul>
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.

<p><b>Caption:</b> Late to placement</p> <p><b>Placement:</b></p> <p><b>Start Date:</b> 18/10/2023</p> <p><b>Added By:</b> Helen Wakenshh</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Late to placement</b></p> <p>📅 18/10/2023</p> <p>PSP due to repeatedly arriving late to placement.</p> <p style="text-align: right;"><a href="#">Add</a></p> </div> <p style="text-align: center; margin-bottom: 10px;"><b>+ Add</b></p> <p style="background-color: #f00; color: white; padding: 2px 5px; display: inline-block;">End Progress Support Plan</p>
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<p>Areas identified for support</p>	<p><b>Area(s) identified for support</b></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><b>Please list in order of priority the concerns raised (with the most pressing concern listed first)</b></p> <p>Black ▾</p>
<p>Actions</p>	
<p>Review of progress</p>	
<p>Outcome</p>	
<p>Signatures</p>	

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.

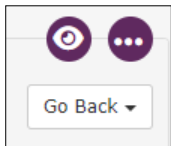
**📌 Active Progress Support Plan**

## Quality Assurance 1 – 4

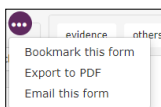
Quality Assurance points 1 – 4 are completed in Abyasa. The form is pinned to the top of the timeline. Mentors can view all of QA 1 – 4 and will access their written feedback from here. Trainees cannot view the form. Please do not submit the form as completed until the end of professional practice.

<p>Quality Assurance 1 (Meeting)</p>	<p><b>QA 1: INDUCTION OF TRAINEE</b></p>
<p>Quality Assurance 2 (Meeting - Effective use of WDS)</p>	<p><b>QA 1: Wellbeing development focus (Teams meeting week before or week 1)</b></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"> <li>Wellbeing development focus: Positive, professional relationship creation to meet individual training needs.</li> <li>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</li> <li>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.</li> </ul>
<p>Quality Assurance 3 (Visit)</p>	<p>QA1 Date</p> <p><input type="text" value=""/></p> <p><small>Last updated: --</small></p>
<p>Quality Assurance 4 (Meeting)</p>	<p>Initial Assessment completed?</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p>

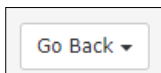
# Other Form Functionality



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



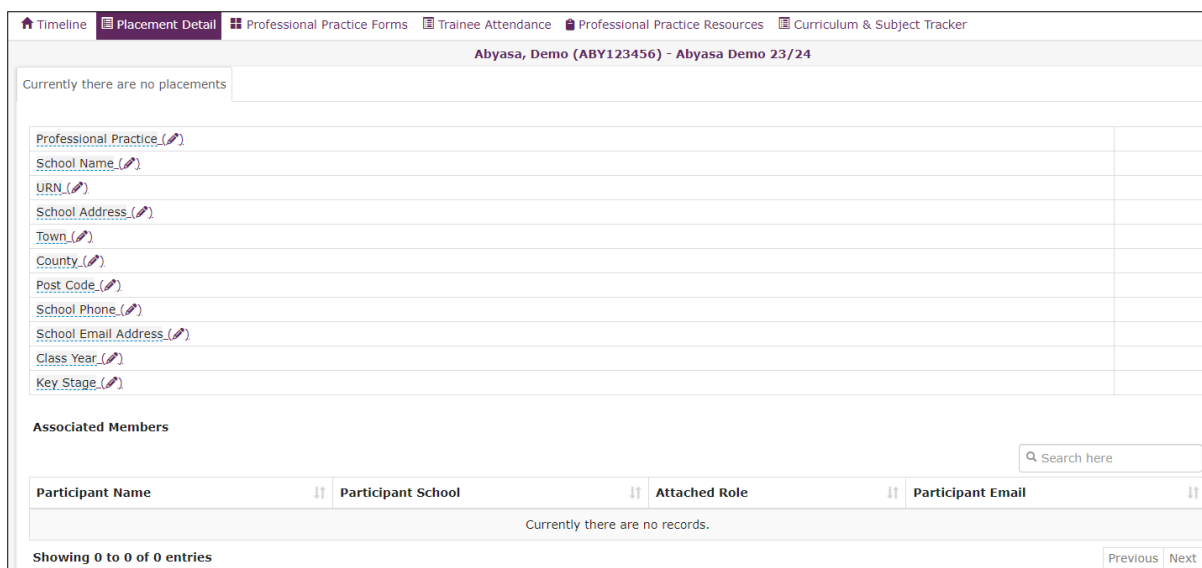
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



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.



The screenshot shows a software interface with a navigation bar at the top containing: Timeline, Placement Detail (active), Professional Practice Forms, Trainee Attendance, Professional Practice Resources, and Curriculum & Subject Tracker. Below the navigation bar, the page title is "Abyasa, Demo (ABY123456) - Abyasa Demo 23/24". The main content area displays "Currently there are no placements" above a form with the following fields: Professional Practice (with a link icon), School Name (with a link icon), URN (with a link icon), School Address (with a link icon), Town (with a link icon), County (with a link icon), Post Code (with a link icon), School Phone (with a link icon), School Email Address (with a link icon), Class Year (with a link icon), and Key Stage (with a link icon). Below the form is a section titled "Associated Members" with a search box labeled "Search here". Underneath is a table with columns: Participant Name, Participant School, Attached Role, and Participant Email. The table is currently empty, with the text "Currently there are no records." displayed below it. At the bottom left, it says "Showing 0 to 0 of 0 entries" and at the bottom right, there are "Previous" and "Next" buttons.

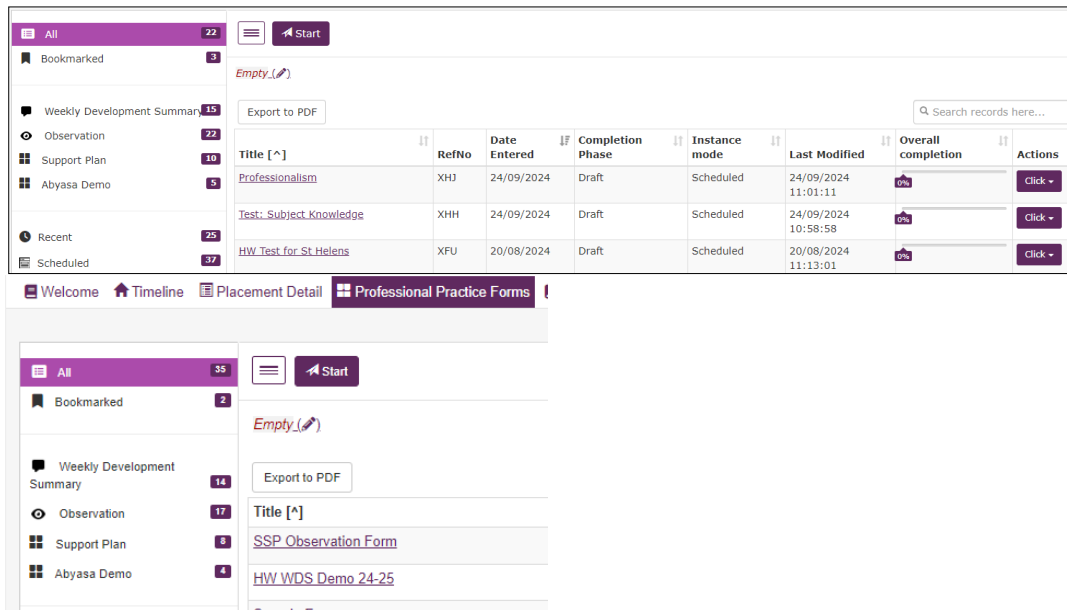
# Professional Practice Forms Tab

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

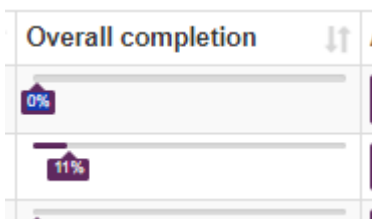
Scheduled forms are your WDS, these are forms that you are expected to complete and submit on a weekly basis or as your placement pattern requires.

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

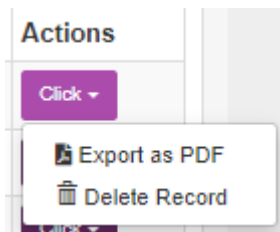
You can filter the forms using the panel on the left of the screen.



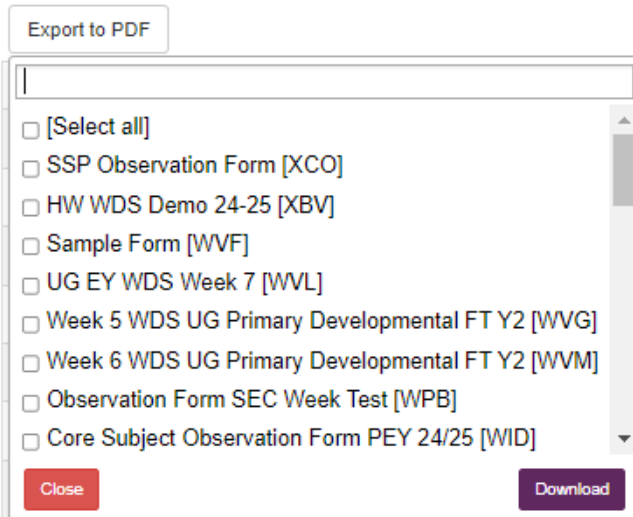
You can see the overall completion of a form in the right side of the table.



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.

Title [^]	
<a href="#">SSP Observation Form</a>	
<a href="#">HW WDS Demo 24-25</a>	

## 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](mailto:educationpartnership@edgehill.ac.uk)  
Monday – Friday 8.45am – 5.00pm  
For general professional practice queries.


Helen Wakenshaw: Faculty Data Officer  
[placements@edgehill.ac.uk](mailto:placements@edgehill.ac.uk) or [wakenshh@edgehill.ac.uk](mailto:wakenshh@edgehill.ac.uk)  
For any queries relating to Edge Hill Abyasa Pro.



**Geraldine Mulhane**  
Strategic Lead for Mentoring  
[mulhaneg@edgehill.ac.uk](mailto:mulhaneg@edgehill.ac.uk)



**Helen Wakenshaw**  
Faculty Data Officer [placements@edgehill.ac.uk](mailto:placements@edgehill.ac.uk) or  
[wakenshh@edgehill.ac.uk](mailto:wakenshh@edgehill.ac.uk)



**Mike Walsh**  
Link Tutor Coordinator [placements@edgehill.ac.uk](mailto: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.

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.

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

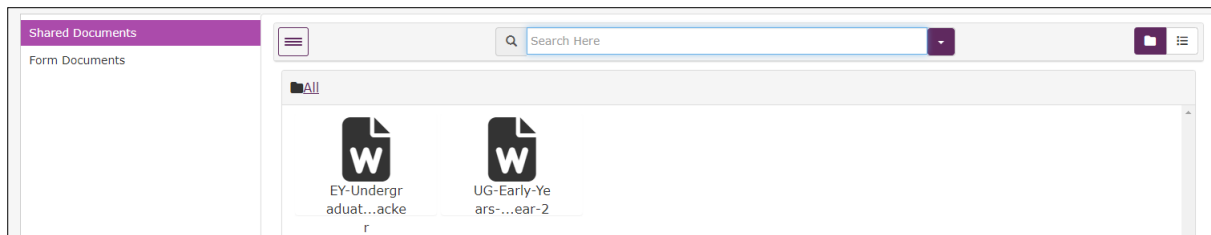
Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add

# Professional Practice Resources

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



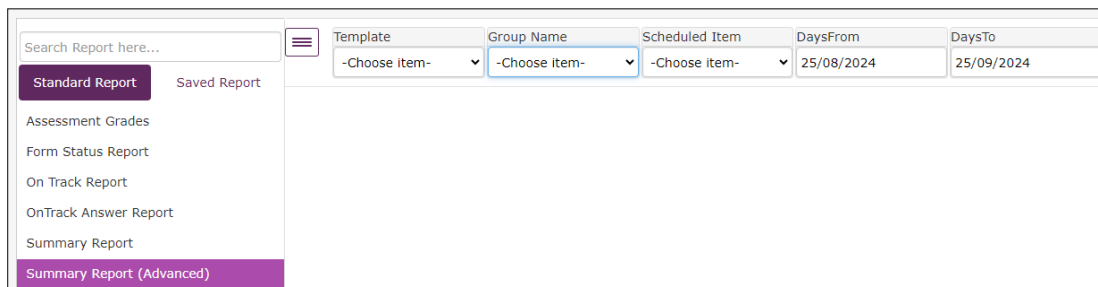
## Home Portal Pro Report Tab

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.

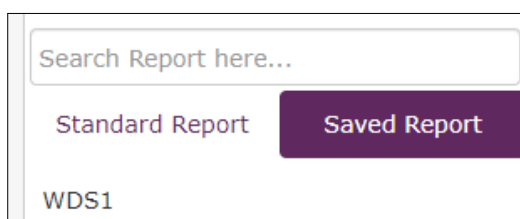
On track answer – will report on the current progress answer from a WDS. This can be used to monitor weekly progress

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)

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". To the 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). The user is identified as "Admin Owner - Helen Wakensh". The main content area is titled "Staff, Demo" and contains a "My Documents" sidebar with links for "Form Documents", "Form Uploads", and "Export Trainee Form Attachments". The main area has a search bar labeled "Search Here" and a "+ New" button.