

# Primary and Early Years Mentor Guidance

## Edge Hill Abyasa Pro Portal

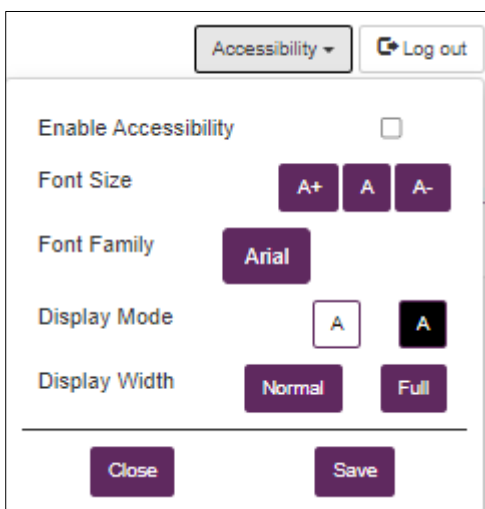
<https://edgehill.abayasa.net/Pro>

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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 mentor 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 and when you have access you can submit the required forms.

If you have not received an initial email with your registration link, you will not be able to log in. If you have received your registration email and are still having issues, please email [placements@edgehill.ac.uk](mailto:placements@edgehill.ac.uk) so we can help you out. Screen shots are always useful so we can help to resolve the issue.

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 our Strategic Lead for Mentoring in the Phase Specific Mentor Training sessions. 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. Your Link Tutor will also be able to answer any questions you may have or direct you to appropriate advice and guidance.

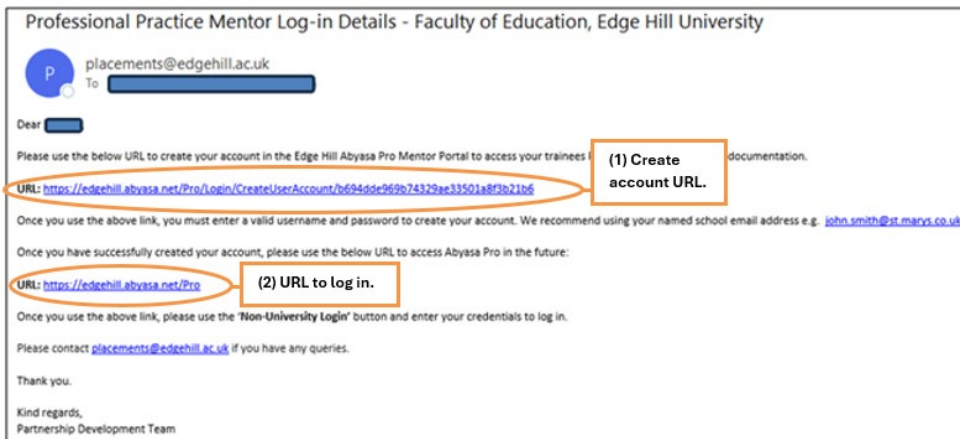
## **I need to revert a completed form back to draft.**

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 linked as a mentor to a placement, we will activate your account. You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to create your account.

Please note that the create account URL (1) only works to set your account up. After this has been used you must log on to your portal using <https://edgehill.abayasa.net/Pro> (2) or by following the university homepage instructions on the next page.



Create your account on this page.

Edge Hill University | Faculty of Education

This screen lets you create or update your log in credentials to access Abyasa Pro website. Please confirm the below details and update your password.

If you already have the University log in credentials please DO NOT continue and use the same credentials to log in to Abyasa Pro.

By continuing this process you are confirming that you are the person listed below, you work at or on behalf of the institution and you have permission to act in a professional role for it.

Your Name: [redacted]  
School Name: [redacted]  
Email address: [redacted]

I have read, understood and agree to the above statements.

Username: [input field]  
Password: [input field]  
Re-enter new password: [input field]

Submit

Log in by clicking the Non-University Login button and entering the username and password.

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

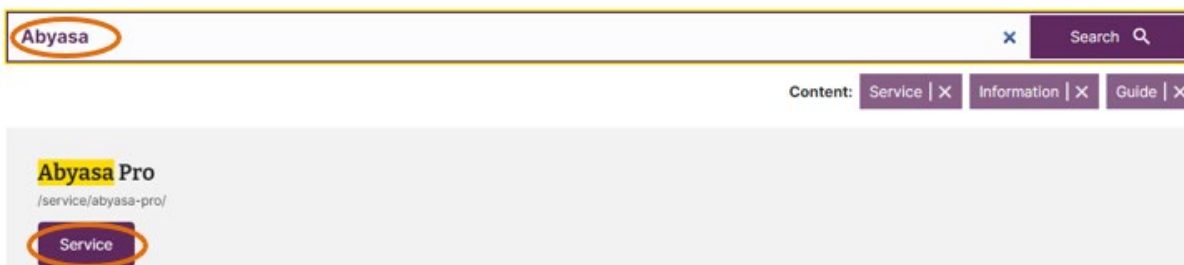
If you are a School Based Mentor, please select "Non-University Login" below.

Non-University Login

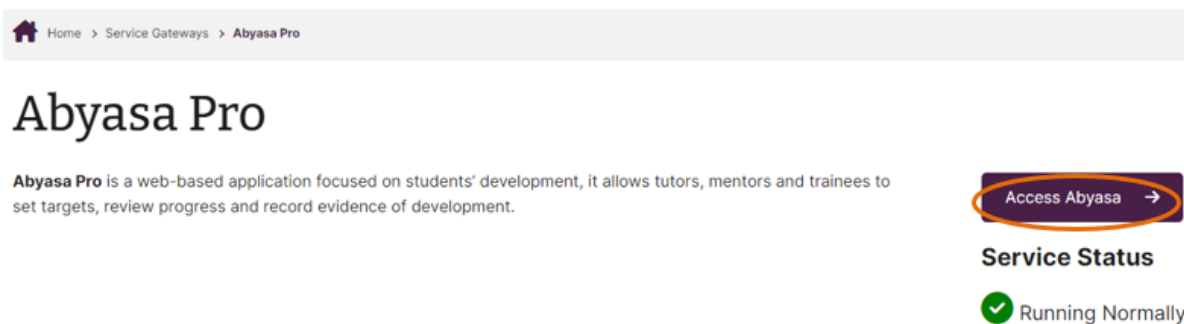
We recommend bookmarking the URL, but you can also use the search function on the top right of our university website homepage. On the university homepage select the magnifying glass from the upper left of the page.



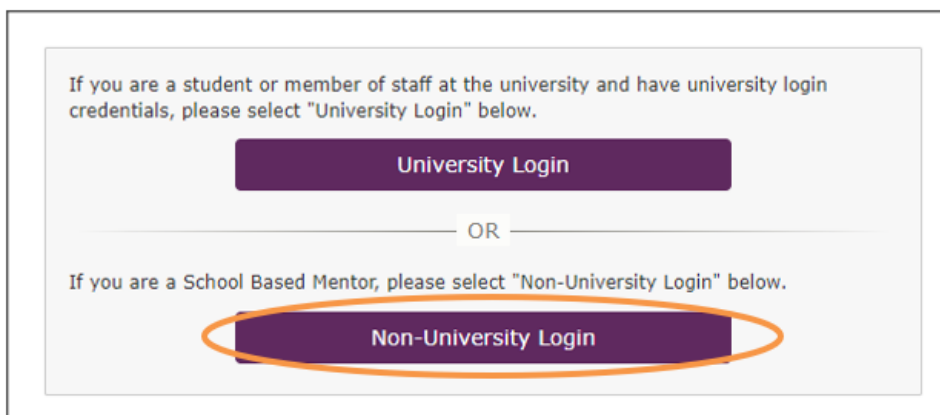
In the 'Search the site' bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

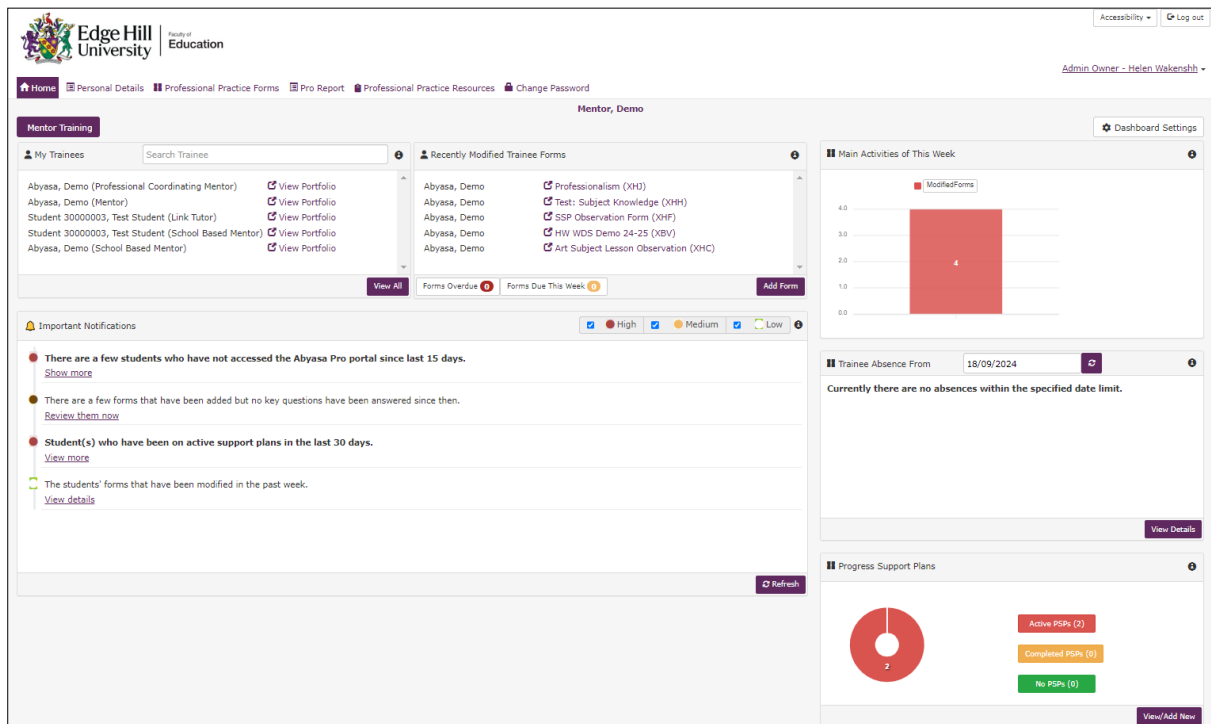


Log in using the account details you have created.

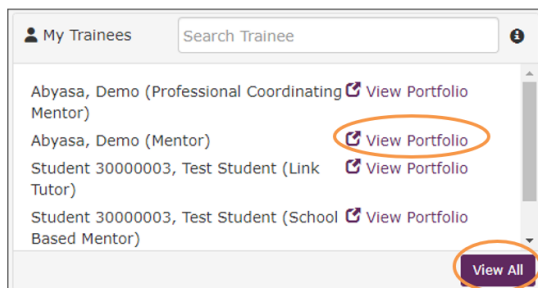


# Your Abyasa Portal

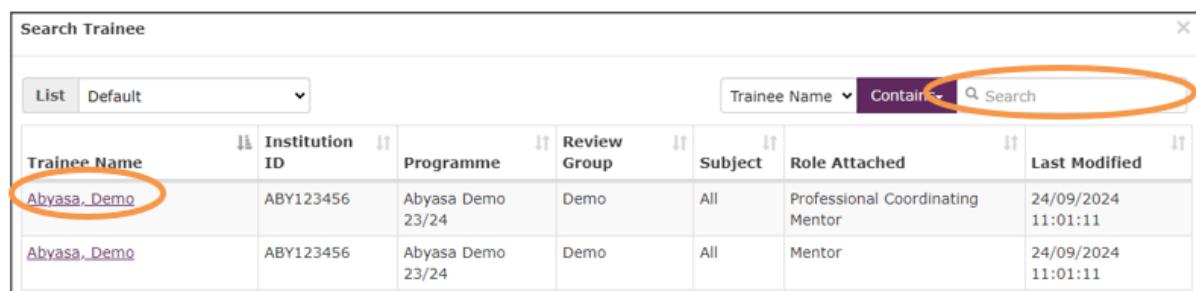
Your portal consists of several panels on your portal homepage and a series of tabs across the top.



## My trainees

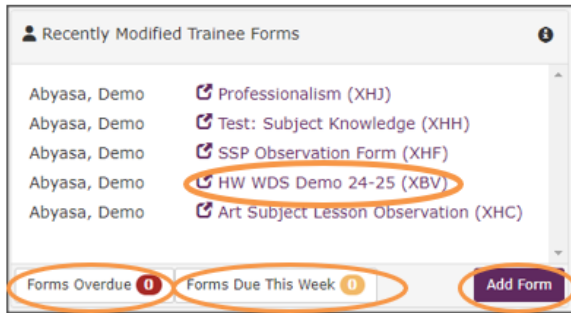


This is a list of the trainees you have been assigned to as mentor. To view the trainee portfolio/timeline, click the **'View Portfolio'** hyperlink next to the trainee's name. If you have more trainees than you can see in the list, click the **'View All'** icon to open a table list.



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.

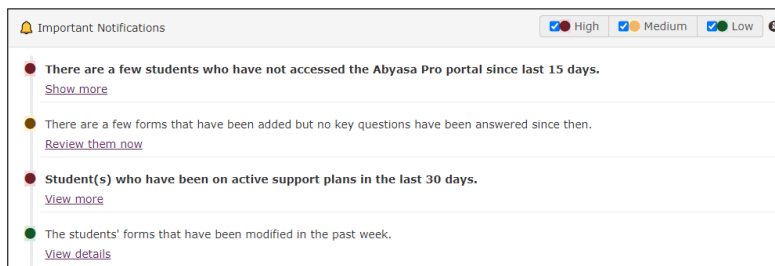
**'Forms Overdue'** icon will show any outstanding forms that have not been submitted by the expected deadline.

**'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.

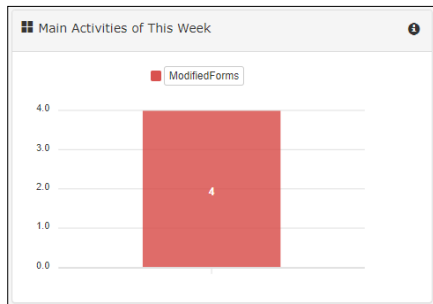
## Notifications



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

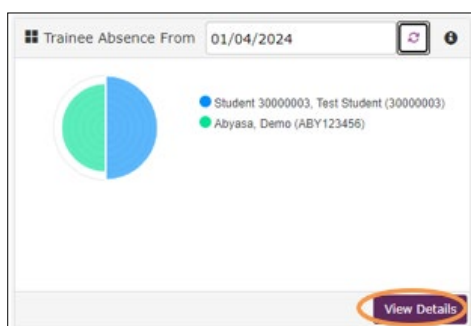


## Main activities for the week



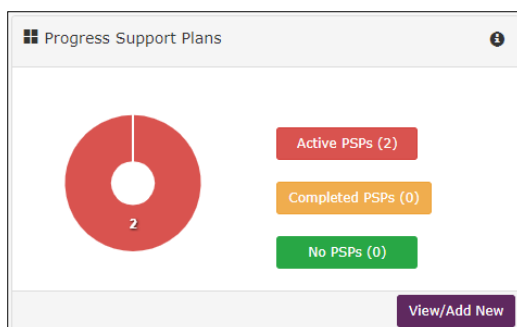
This is a graphical representation of the forms you have access to that have been modified etc.

## 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



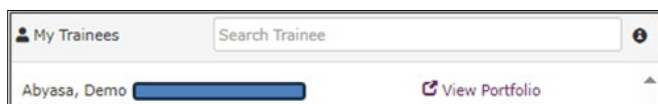
This panel shows the PSP status of your trainees. You can view and add PSPs from here. Please see the section '**Progress Support Plans**' for further guidance.

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

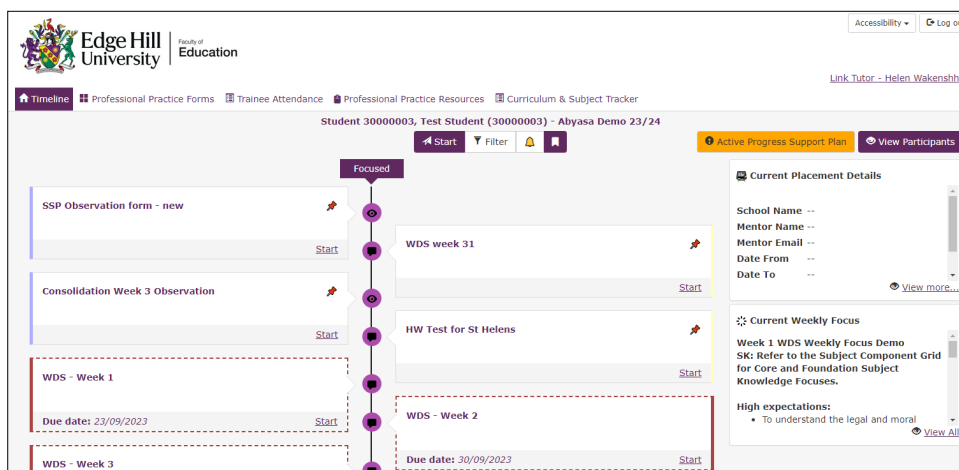
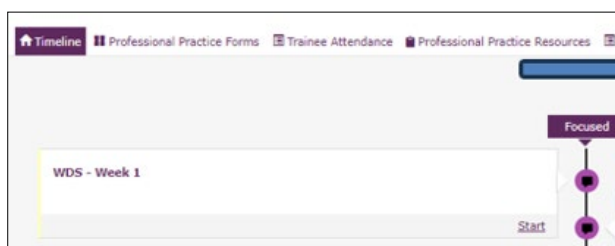
# Trainee Timeline and Tabs

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

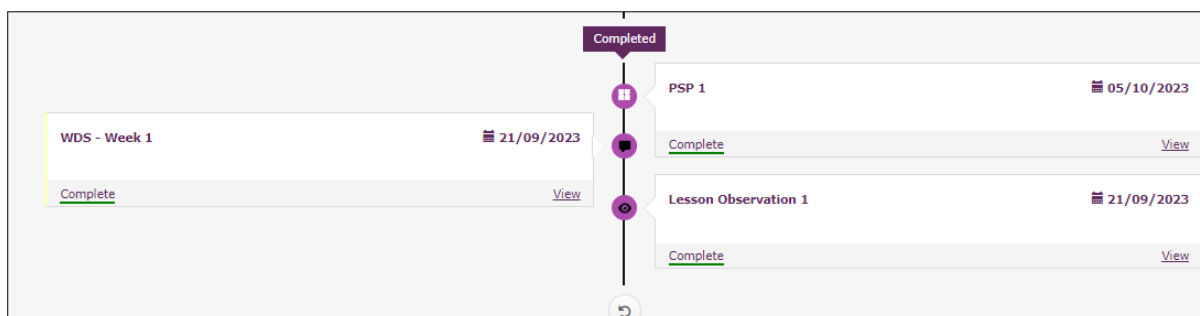
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



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**).



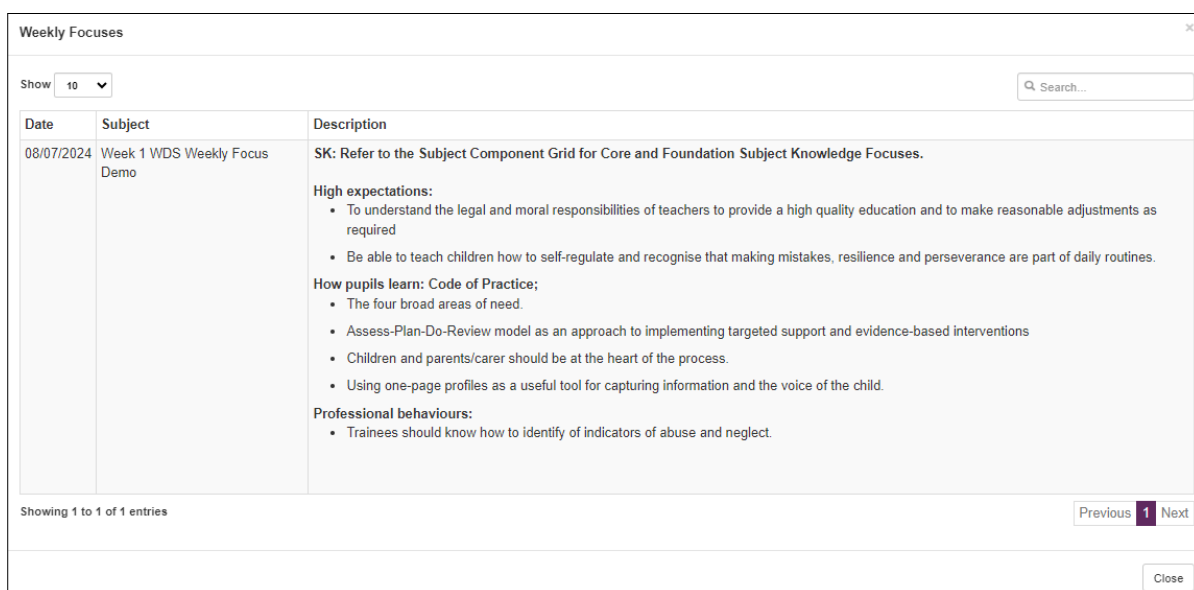
Current Weekly Focus

Week 1 WDS Weekly Focus Demo  
SK: Refer to the Subject Component Grid for Core and Foundation Subject Knowledge Focuses.

High expectations:

- To understand the legal and moral responsibilities of

[View All](#)



Weekly Focuses

Show 10

Search...

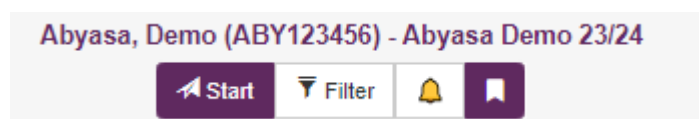
Date	Subject	Description
08/07/2024	Week 1 WDS Weekly Focus Demo	<p>SK: Refer to the Subject Component Grid for Core and Foundation Subject Knowledge Focuses.</p> <p>High expectations:</p> <ul style="list-style-type: none"><li>To understand the legal and moral responsibilities of teachers to provide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

Showing 1 to 1 of 1 entries

Previous 1 Next

Close

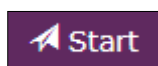
## Other Timeline Functionality



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

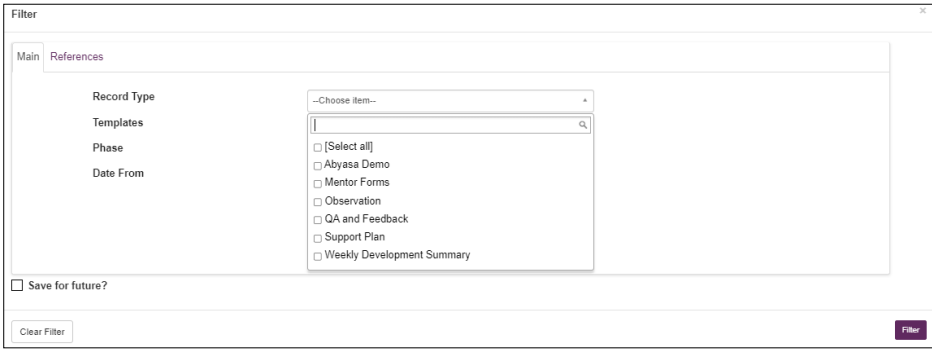
Start Filter Bell Bookmark

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

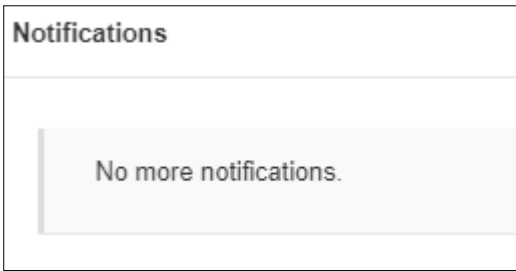


Forms can be filtered by type via the filter icon. Always remember to clear the filter to return a view of all your forms.





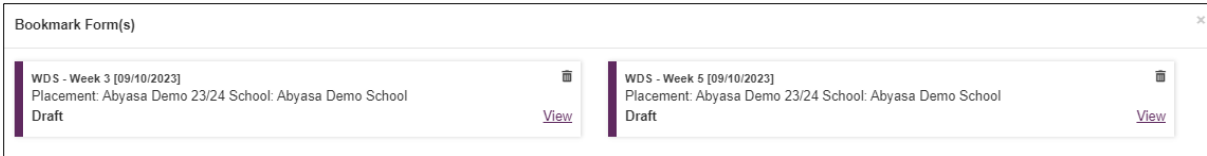
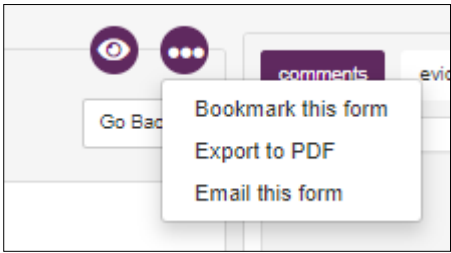
Notifications can be loaded from the bell icon. Click the bell to see any trainee notifications.



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 updating the form can begin.



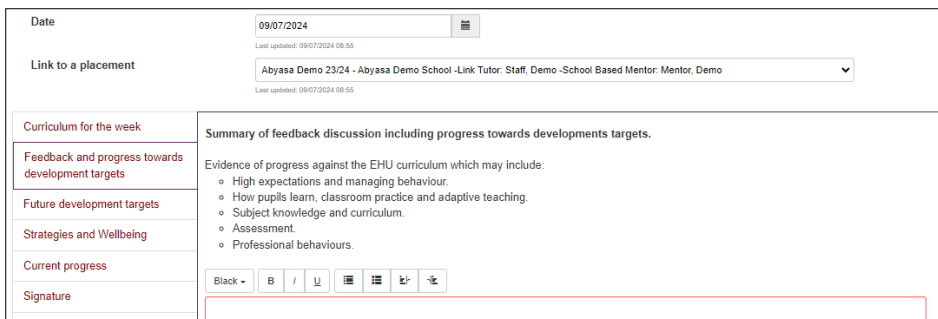
A screenshot of a form titled "Sample Form". In the bottom right corner, there is a button labeled "Start" which is circled in red.

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



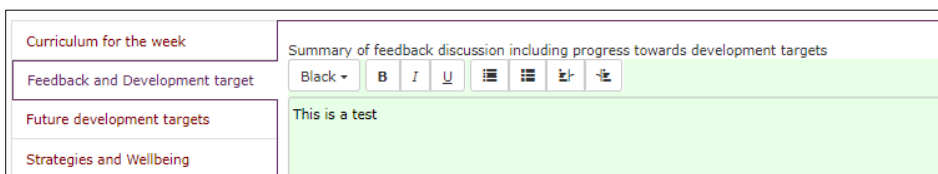
A screenshot of a form titled "Sample Form". In the top right corner, there is a date "23/01/2024" and a calendar icon. In the bottom left corner, the word "Draft" is underlined. In the bottom right corner, there is a button labeled "Continue" which is circled in red.

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.



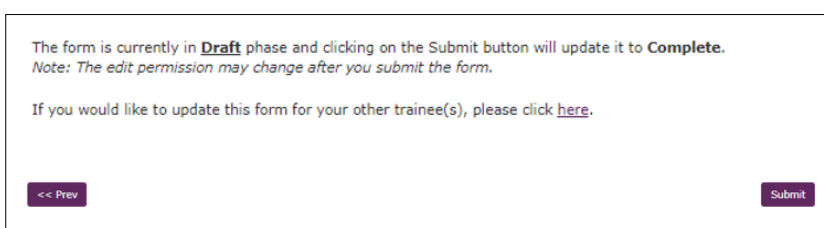
A screenshot of a detailed form interface. On the left is a sidebar with tabs: "Curriculum for the week", "Feedback and progress towards development targets", "Future development targets", "Strategies and Wellbeing", "Current progress", and "Signature". The "Feedback and progress towards development targets" tab is highlighted in red. The main content area has a date field set to "09/07/2024", a "Link to a placement" dropdown menu, and a text area with a rich text editor toolbar. The text area contains a "Summary of feedback discussion including progress towards developments targets." and 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, Professional behaviours."

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



A screenshot of a form interface. The sidebar tabs are visible, with "Feedback and Development target" highlighted in red. The main content area has a green background and contains a rich text editor toolbar and the text "This is a test".

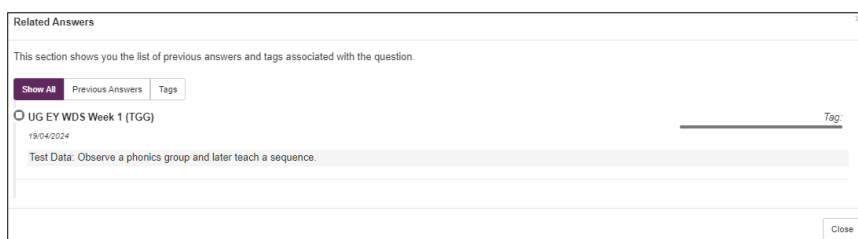
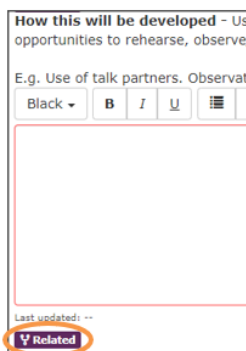
Mentor permissions are set so that you can confirm the form is complete and changes cannot be made by the trainee.



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 button labeled "<< Prev" and at the bottom right is a button labeled "Submit".

## Related Answers

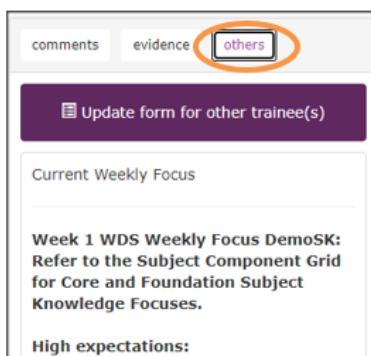
Where you see a small **Related** icon below an answer, this can be clicked to view the answers that were submitted in the previous week(s).



Answers can be copied and pasted from here if required.

## 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 text '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 'Staff, Demo' entry is selected with a blue 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

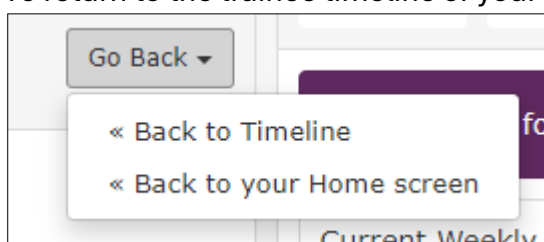
Close [Post]

The screenshot shows the same comments panel as before, 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.

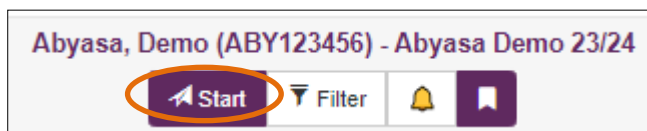
# Exiting a form

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

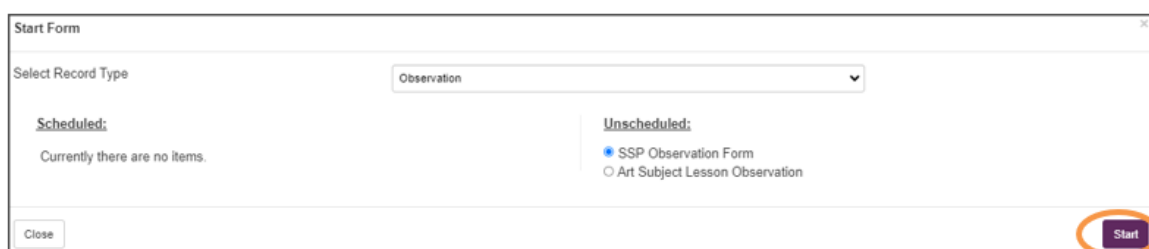


# Lesson Observations

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 then submit the form when it is completed.

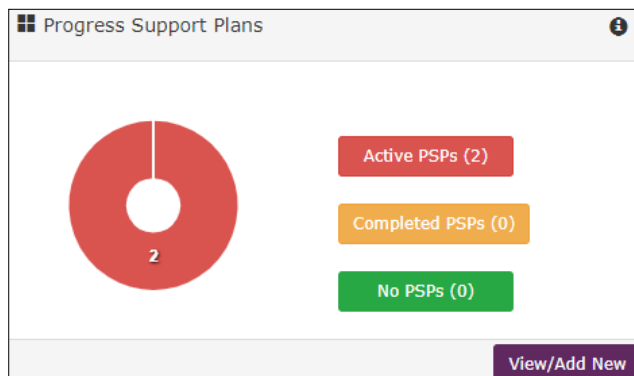
Key points emerging from the session	Art & Design Research and Subject Association Links <a href="#">National Society for Education in Art and Design   NSEAD</a>
Subject Specific Elements	<b>Subject Specific Elements</b> <i>What makes an effective Art &amp; Design lesson? Some of the prompts may be useful 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, you or the link tutor can set this up.

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**

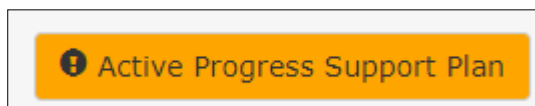
**Display Text**

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

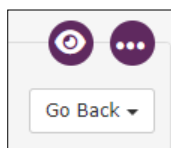
<b>Caption:</b> Late to placement <b>Placement:</b> <b>Start Date:</b> 18/10/2023 <b>Added By:</b> Helen Wakenshh	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Late to placement</b></p> <p>📅 18/10/2023</p> <p>PSP due to repeatedly arriving late to placement.</p> <p style="text-align: right;"><a href="#">Add</a></p> </div> <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: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <span style="background-color: #e05d44; color: white; padding: 2px 5px; border-radius: 3px;">End Progress Support Plan</span> </div>
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<p>Areas identified for support</p> <p>Actions</p> <p>Review of progress</p> <p>Outcome</p> <p>Signatures</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>
---	---

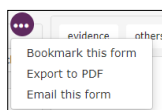
It can be viewed as a form on your timeline and whilst it is active an icon displays in the top right of the page.



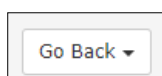
## Other Form Functionality



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



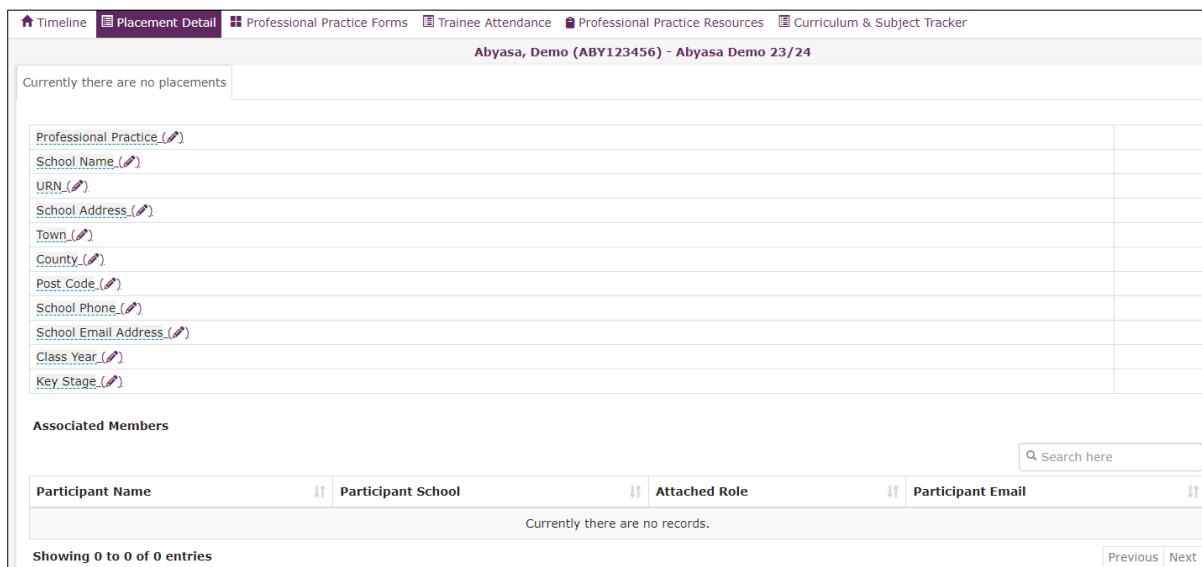
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



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.



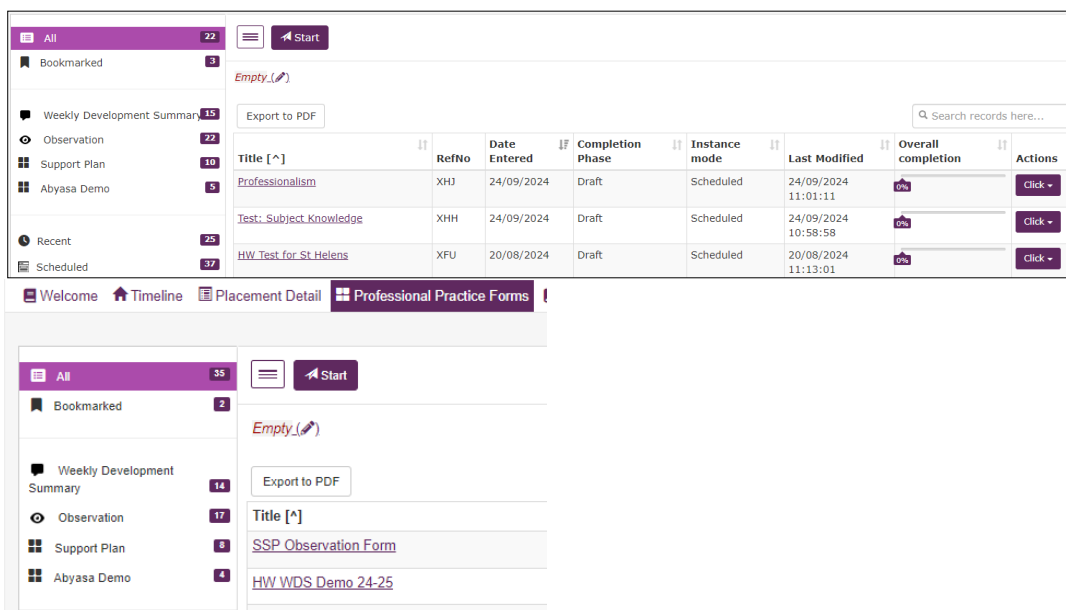
# Professional Practice Forms Tab

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.

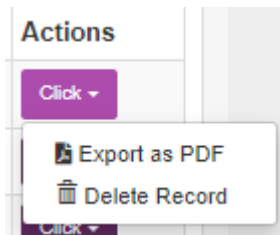
You can filter the forms using the panel on the left of the screen.



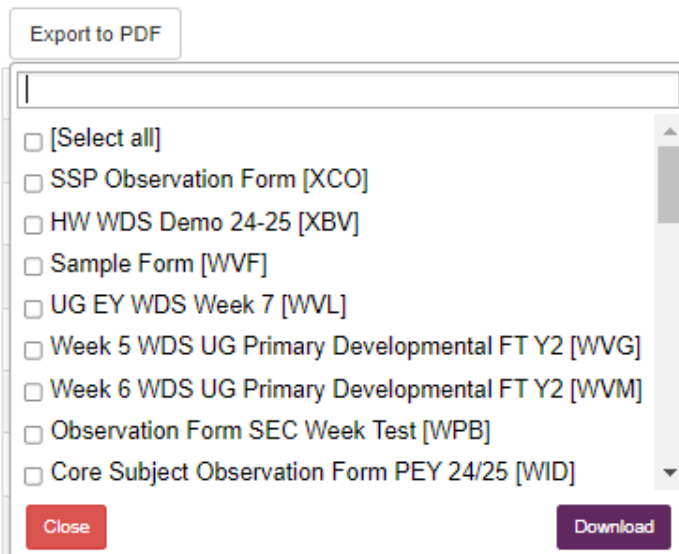
You can see the overall completion of a form in the right side of the table.

Overall completion
0%
11%

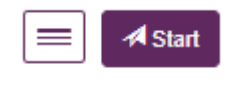
From the actions column you can export a form as a PDF, and delete a draft version of a form.



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 mentoring a 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. You approve this as the mentor.

List of Absence/Attendance									
Academic Year	IF	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				

Showing 1 to 1 of 1 entries

[+ Add](#) [Previous](#) [Next](#)

Once a trainee has completed their final attendance record, you can approve the record 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.

Navigation: Welcome | Timeline | Placement Detail | Professional Practice Forms | Contact | **Trainee Attendance** | Professional Practice Resources | Curriculum & Subject Tracker

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

You must log your total attendance at the end of your Professional Practice Phase or University days.

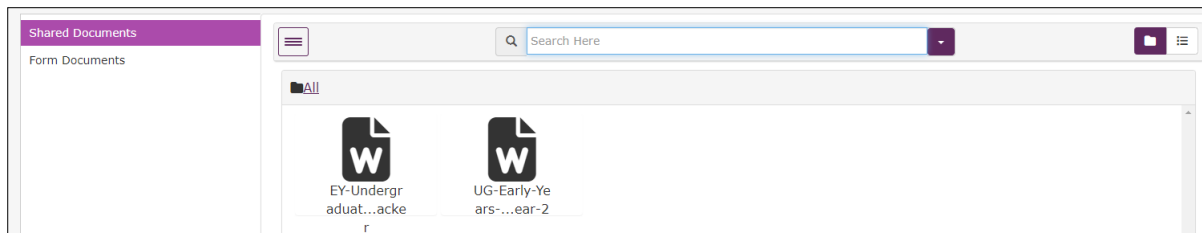
To log your attendance, please click the purple '+Add' button below. You will then be required to select your placement -

- If you are updating your attendance, please enter the number of days attended
- 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.

List of Absence/Attendance									
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 for professional practice.



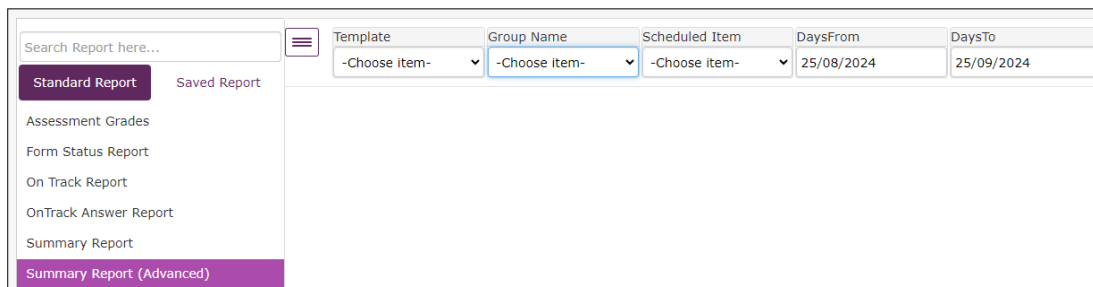
## Home Portal Pro Report Tab

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.

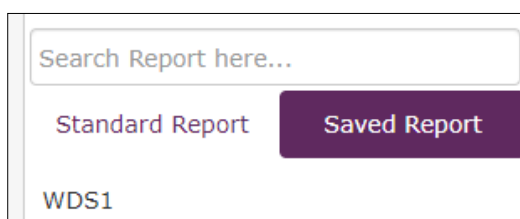
On track answer – will report on the current progress answer from a WDS. This can be used to monitor weekly progress

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 - Professional Practice Resources Tab

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.

