Secondary and Early Years Mentor Guidance

Edge Hill Abyasa Pro Portal

https://edgehill.abyasa.net/Pro

Contents

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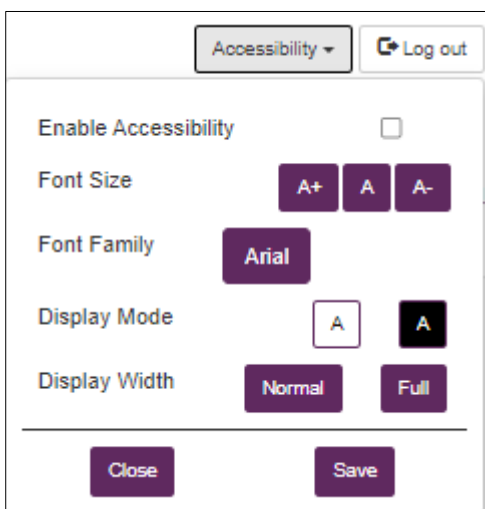
You can manually adjust your accessibility settings from this menu. There is also an **Enable Accessibility** tick box which will apply accessibility settings across timeline forms changing them from tabbed boxes to list view. The above functions can be accessed from all pages in the system.

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 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.abyasa.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 or 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.
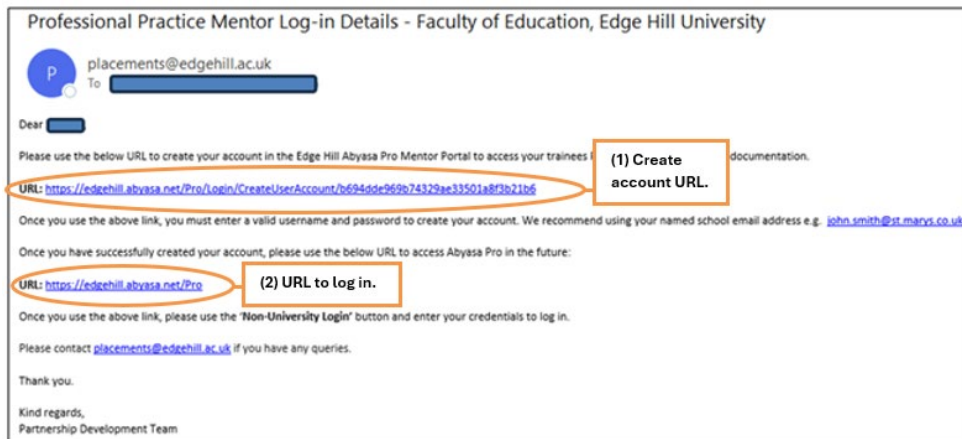
I need to revert a completed form back to draft.

If you need to revery a completed form back to draft, please contact wakenshh@edgehill.ac.uk or 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.abyasa.net/Pro (2) or by following the university homepage instructions on the next page.

Create your account on this page.

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

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.
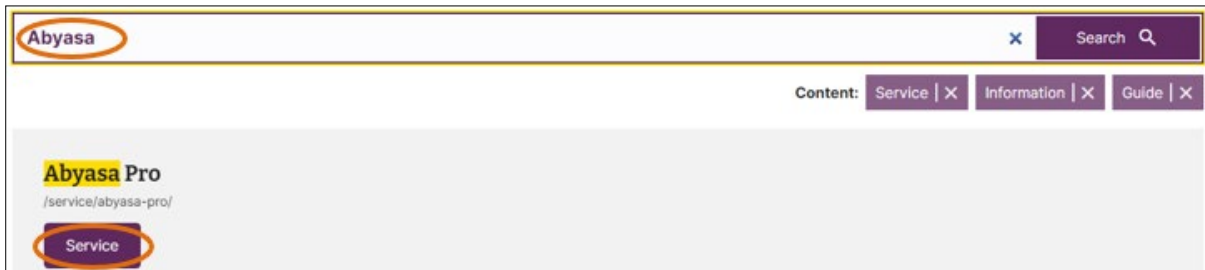
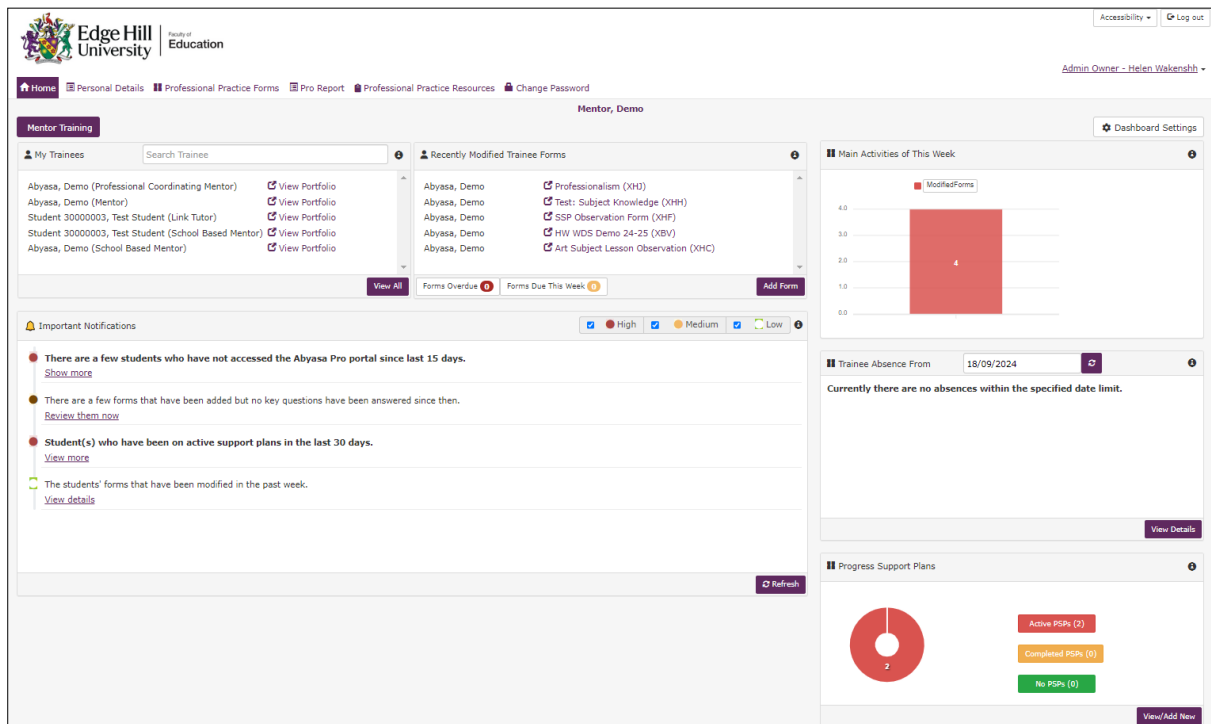Next select the **Access Abyasa** icon.
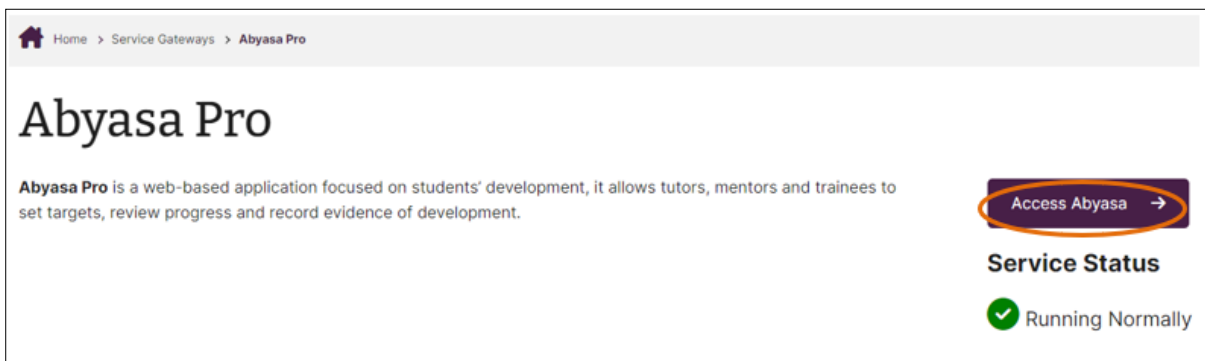
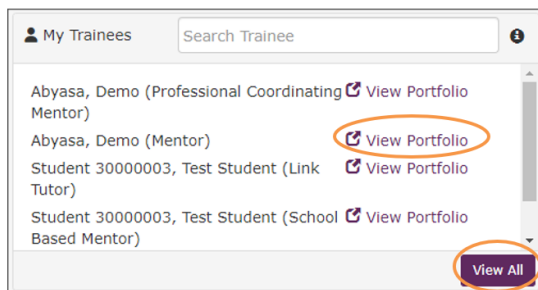Log in using the account details you have created.
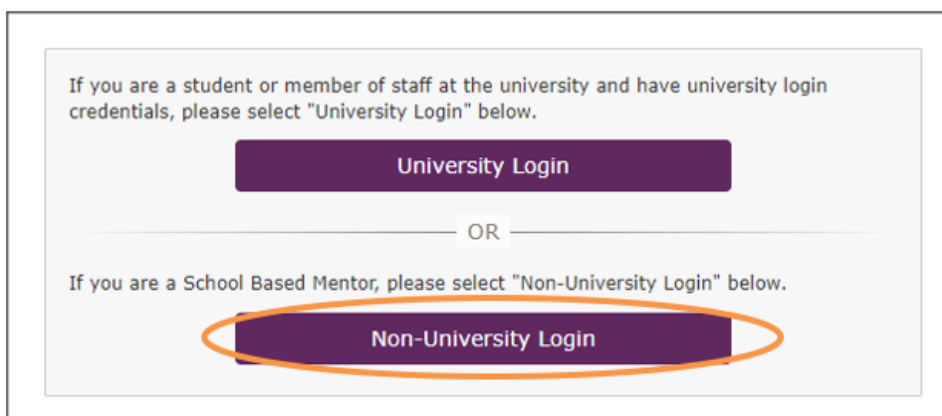
Your Abyasa Portal

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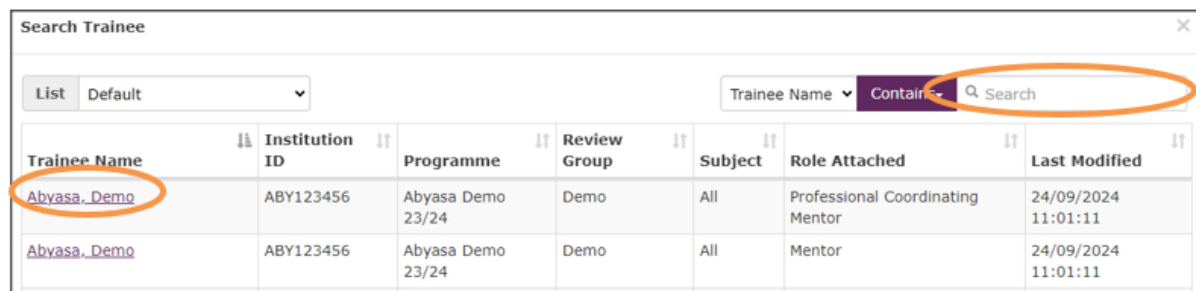
You can search for a trainee name in the search bar. The hyperlink of the trainee name will open up their timeline.

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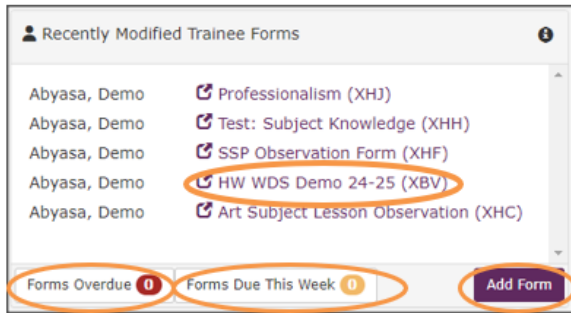
This panel will directly open a recently modified form without going to the timeline first.

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 using the timeline.

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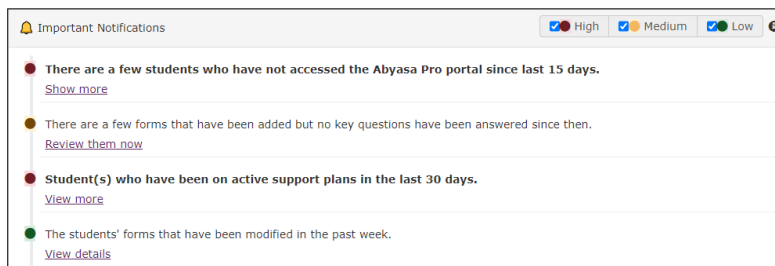
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here at times.

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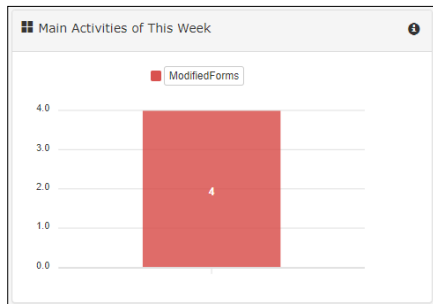
This is a graphical representation of the forms you have access to that have been modified etc.

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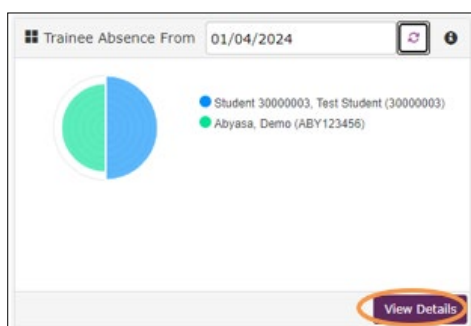
Trainee attendance is tracked via WDS throughout professional practice but trainees are asked to submit a final attendance at the end of placement with their total number of days attended/absent. Clicking the 'View Details' icon will display more detail relating to the recorded absence.

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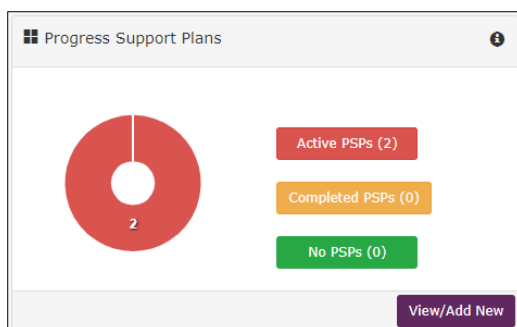
This panel shows the PSP status of your trainees. You can view and add PSPs from here. Please see the section **'Progress Support Plans'** for further guidance.

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.
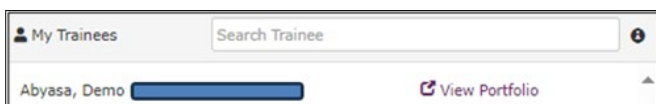
When professional practice starts, Week 1 WDS and Lesson Observation will appear on the timeline. As the professional practice progresses, WDS and Lesson Observations will appear automatically on the timeline to be completed.
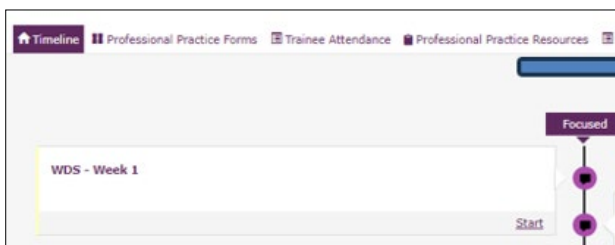
Once a form has been completed and submitted it moves down to the completed section at the bottom of the page.
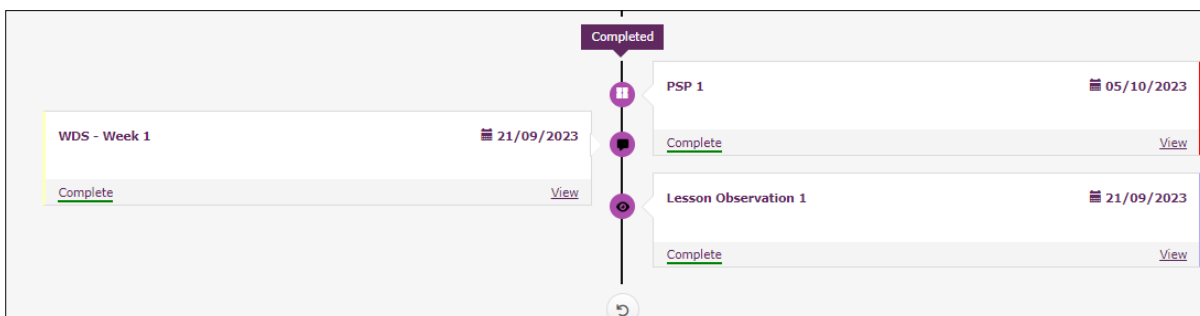
Other Timeline Functionality
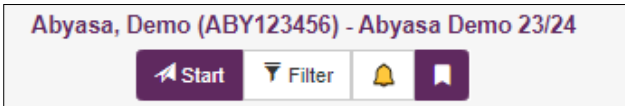
 Forms can be started via the Start icon instead of the using the timeline.

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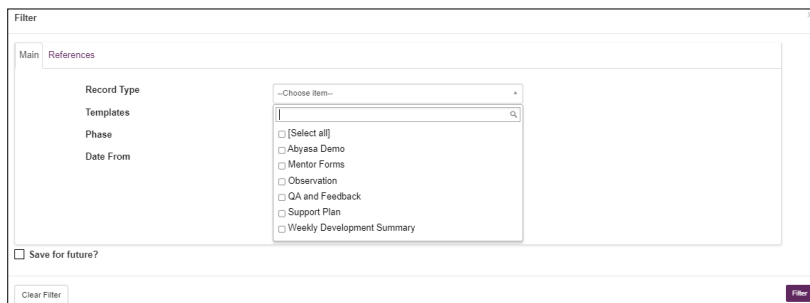
Always remember to clear the filter to return a view of all your forms.

 Click the bell to see any trainee notifications.
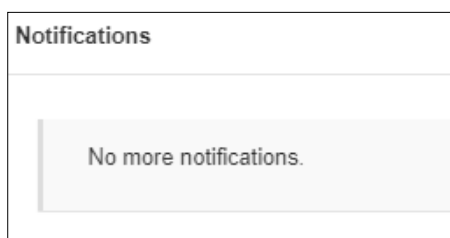
 Bookmarked forms can be viewed by selecting the bookmark flag.

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.
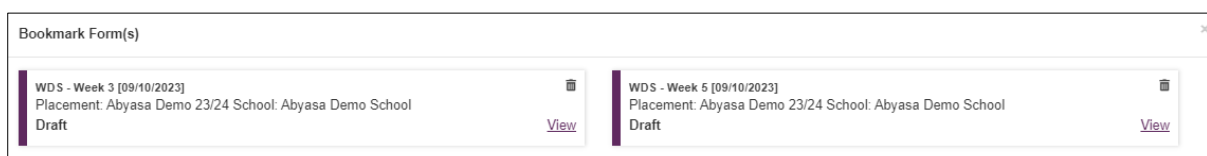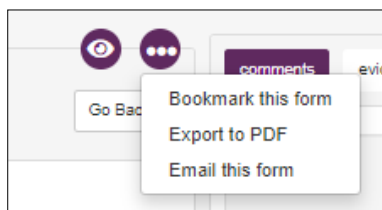
Weekly Development Summaries

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.
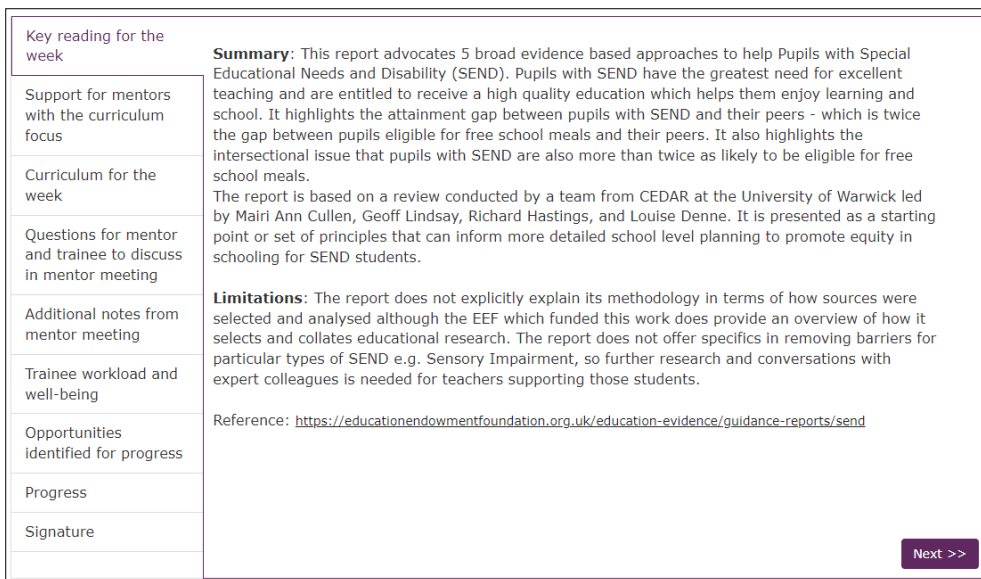
You can return to the form to edit it by selecting the **Continue** hyperlink.
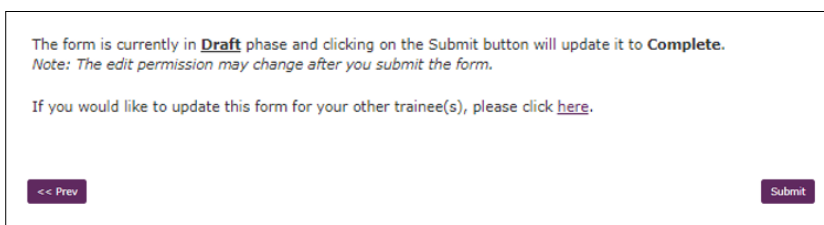
The tabs to the left of the form allow you to navigate through the various sections of the form. Sections highlighted in red are mandatory and they must be completed for the form to be submitted.

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

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

Related Answers

Where you see a small **Related** icon below an answer, this can be clicked to view the answers that were submitted in the previous week(s).
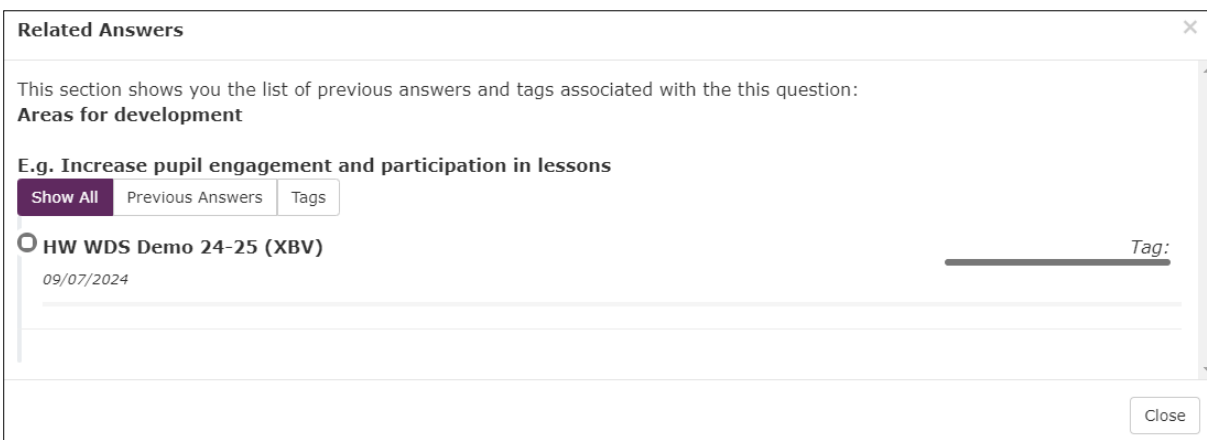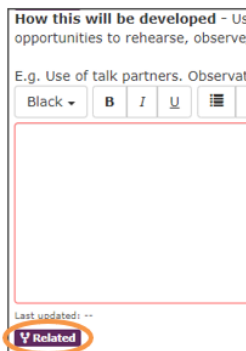
Answers can be copied and pasted from here if required.

Comments

Comments can be posted 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.

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.
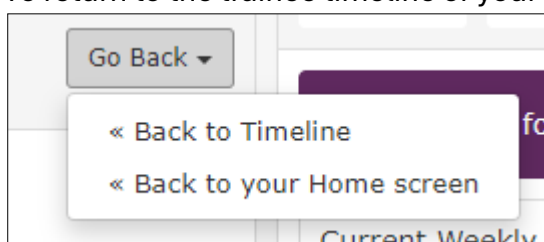
Lesson Observations

Lesson Observations automatically appear on the timeline

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

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

Mentors complete and submit the form.

Progress Support Plans

If your trainee(s) require a Progress Support Plan during professional practice, your link tutor will action this.

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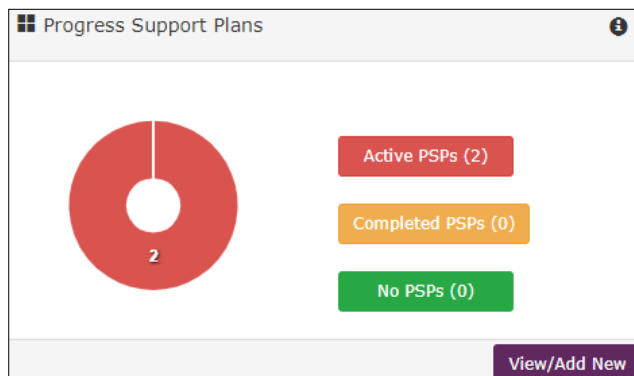
Follow the steps outlined.

Add the details of Progress Support Plan and save.

Enter further details in the next pop-up box.

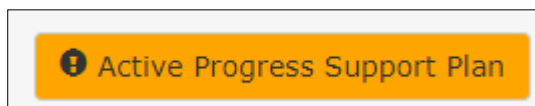
When this is saved, the form will be ready for you to complete. Click the small Add button to open and complete the form.

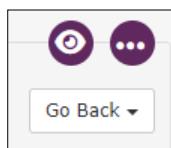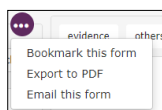It can be viewed as a form on your timeline and whilst it is active an icon displays in the top right of the page.
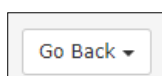

Other Form Functionality

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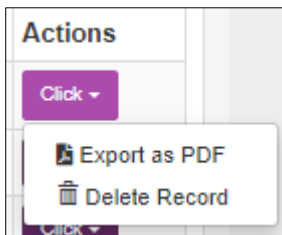
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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.
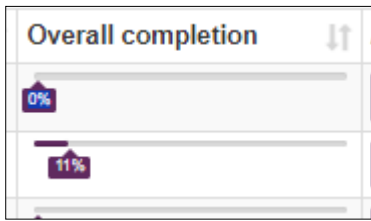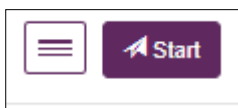

From the actions column you can export a form as a PDF, and delete a draft version of a form.

Above the table there is an Export to PDF button, from here you can select all and download of zipped folder of all you forms, or select individual forms to download.
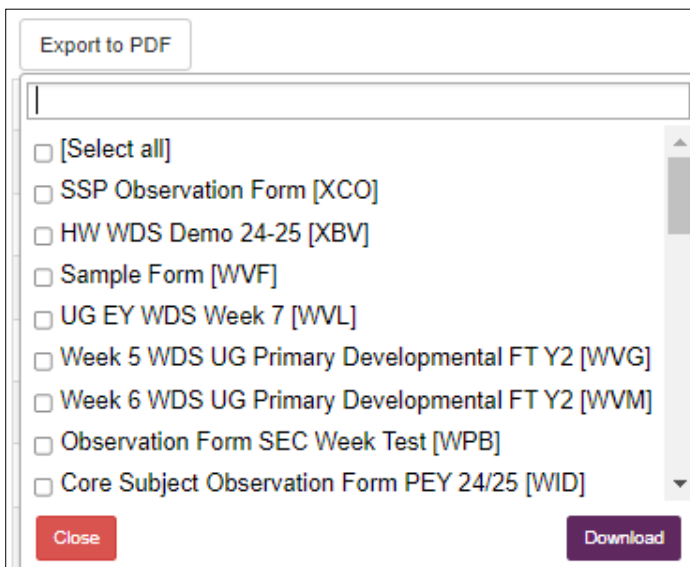
You can also start a form from here using the **Start** button.

Clicking the hyperlink of a form in the table will open a form directly.

Contact Tab

You can find the contact details you may need to support you whilst 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
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 Mulhaney
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. You approve this as the mentor.

Once a trainee has completed their final attendance record, you can approve the record by selecting the **Mentor Approval** drop down menu.

The record will then appear on the attendance tab.

Professional Practice Resources

This area will contain any hyperlinks and/or documents that you may require for professional practice.
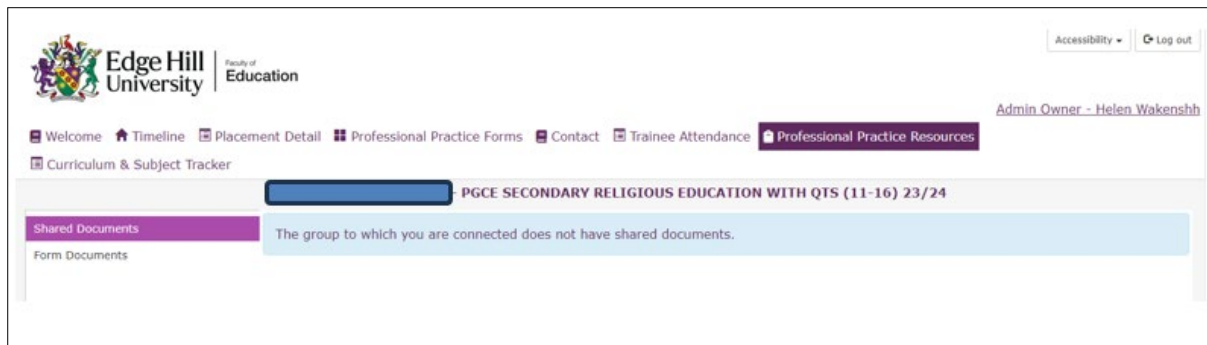
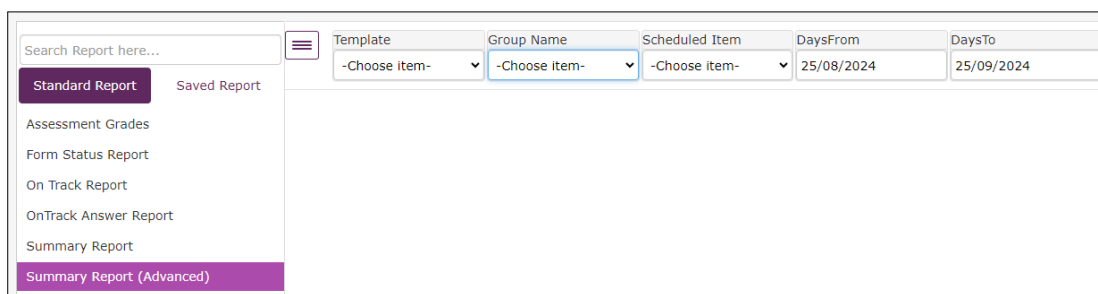# Home Portal - Pro Report Tab

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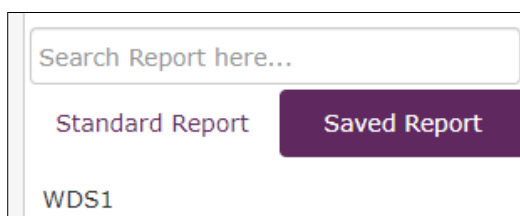
On track answer – will report on the current progress answer from a WDS. This can be used to monitor weekly progress

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

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.