

Further Education Mentor Guidance

Edge Hill Abyasa Pro Portal

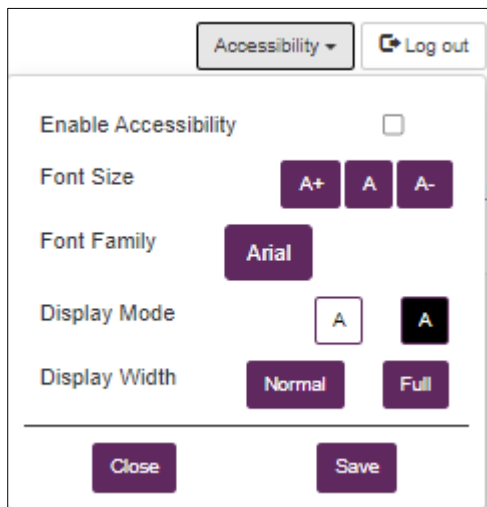
<https://edgehill.abayasa.net/Pro>

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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 foementoring@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 or foementoring@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 revert a completed form back to draft, please contact wakenshh@edgehill.ac.uk or foementoring@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.abiyasa.net/Pro> (2) or by following the university homepage instructions on the next page.

Professional Practice Mentor Log-in Details - Faculty of Education, Edge Hill University

 foementoring@edgehill.ac.uk
To: [Redacted]
Retention Policy: keep for 12 years Expires: 25/09/2027

Dear Jessica,

Please use the below URL to create your account in the Edge Hill Abyasa Pro Mentor Portal to access your training documentation.

URL: <https://edgehill.abiyasa.net/Pro/Login/CreateUserAccount> [Redacted]

Once you use the above link, you must enter your email address and password to create your account. We record your email address e.g. john.smith@st.marys.co.uk.

Once you have successfully created your account, please use the below URL to access Abyasa Pro in the future:

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

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

To be compliant with GDPR, please DO NOT share this link with other users as it is solely been set for you.

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

Thank you.

Kind regards,
Edge Hill University - Faculty of Education Mentoring Team

1: Use the first URL to create your account.

2: Log in using the second URL.

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:
Password:
Re-enter new password:

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.

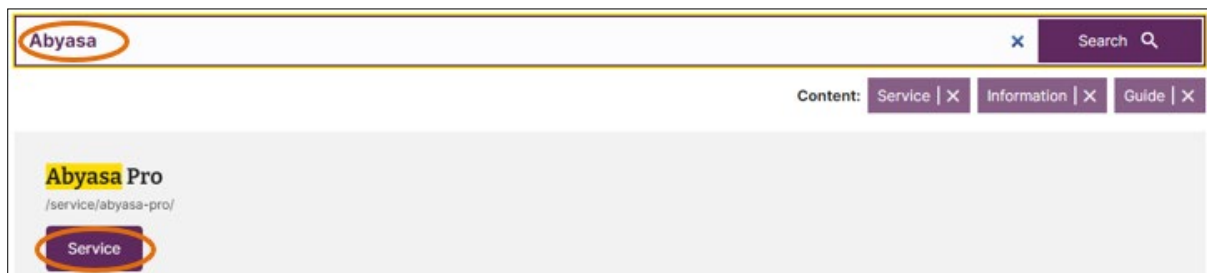
OR

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

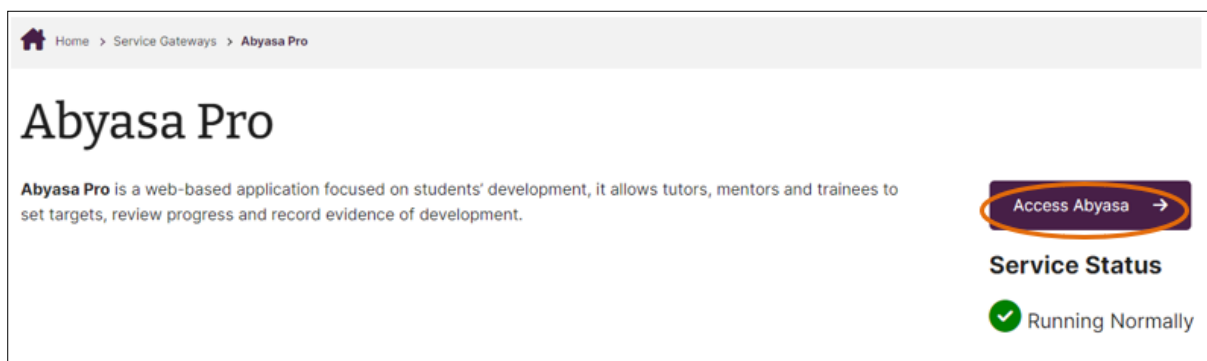
We recommend bookmarking the URL, but you can also use the search function on the top right of our university website homepage. On the university homepage select the magnifying glass from the upper left of the page.



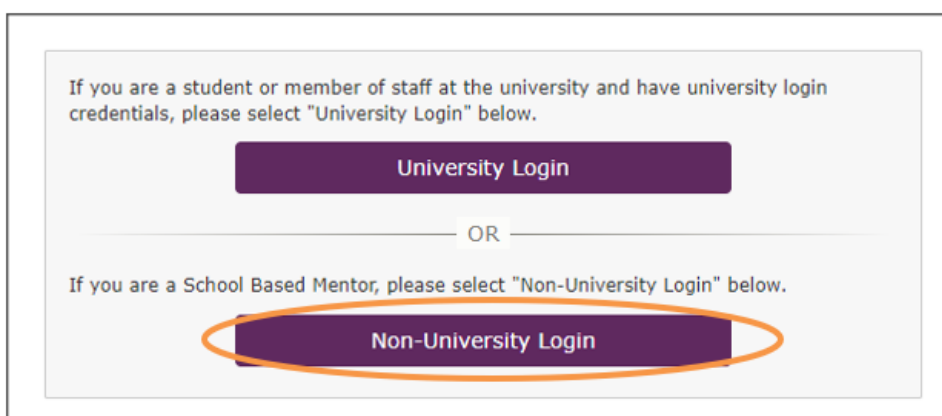
In the '**Search the site**' bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.



Log in using the account details you have created.



Your Abyasa Portal

The welcome tab provides an introduction to the mentor curriculum and training available.

The screenshot shows the 'Welcome' tab of the Abyasa Portal. At the top, there's a navigation bar with links: Welcome, Dashboard, Mentor Training, Personal Details, Records, Pro Report, and Change Password. The user is logged in as 'Mills, Rebecca'. The main content area is titled 'Welcome to Edge Hill Mentor training' and includes a quote from the Ofsted report 2024: "Trainees are immensely well supported by knowledgeable and inspirational tutors and by highly skilled, committed mentors." It also mentions the ITT ECF entitlement and the Mentor Curriculum 2025-26, which aligns with national standards and ITT requirements, focusing on core mentoring knowledge, observation, feedback, and coaching techniques, EHU trainee curriculum design, key evidence bases, and subject/phase-specific mentoring.

Your portal consists of several tabs. The dashboard is where you access your trainee information and links through to the trainee timeline.

The screenshot shows the 'Dashboard' tab of the Abyasa Portal. The navigation bar is the same as the welcome page. The dashboard includes a 'My Trainees' section with a search bar and a list of trainees. One trainee, '(School Based Mentor)', is highlighted with a blue box. There are also links to 'View Portfolio' and 'View All'. The dashboard also features a 'Main Activities of This Week' section with a list of activities and a 'Trainee Absence From' section showing the date 22/09/2025. A notification bar at the bottom indicates that there are a few communications such as emails and notes that have been sent to you by the partnership team in the last 10 days.

My trainees

The screenshot shows the 'My Trainees' section of the Abyasa Portal. It features a search bar and a list of trainees. The trainees listed are: 'Abyasa, Demo (Professional Coordinating Mentor)', 'Abyasa, Demo (Mentor)', 'Student 30000003, Test Student (Link Tutor)', and 'Student 30000003, Test Student (School Based Mentor)'. Each trainee has a 'View Portfolio' link next to their name. A 'View All' button is located at the bottom right of the list.

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.

The 'Search Trainee' modal window features a search bar at the top with a dropdown menu set to 'Default' and a search input field containing 'Trainee Name' and 'Contains'. Below the search bar is a table with three columns: 'Trainee Name', 'Institution ID', and 'Programme'. The table lists several trainees, all with the programme 'Postgraduate Diploma in Teaching (Further Education and Skills)'. A blue rectangular overlay is positioned over the first few rows of the table.

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

Recently Modified Trainee Forms

The 'Recently Modified Trainee Forms' panel displays a list of forms. The first form is for 'Eleanor' and is titled 'Quality Assurance Developmental 25/26 (EVXS)'. Below the list, there are two status indicators: 'Forms Overdue 0' and 'Forms Due This Week 0'. An 'Add Form' button is located at the bottom right of the panel.

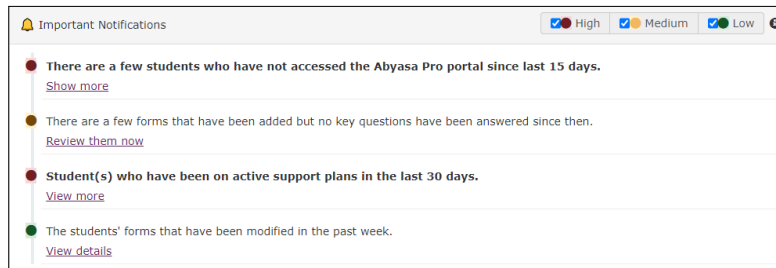
This panel will directly open a recently modified form without going to the timeline first.

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

‘Add Form’ allows you to add a form without using the timeline.

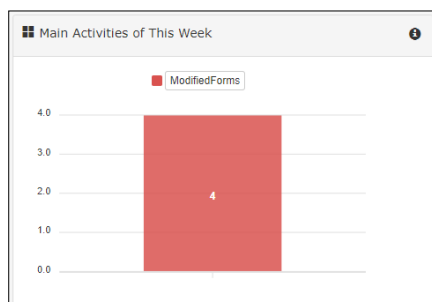
The 'Start Form' modal window is used to create a new form. It includes a 'Choose Trainee' dropdown menu with 'Abyasa, Demo (ABY123456) - Mentor' selected. Below this is a 'Select Record Type' dropdown menu with 'Observation' selected. There are two sections for form types: 'Scheduled' and 'Unscheduled'. The 'Scheduled' section has two options: 'Observation Form SEC Week Test (Due date: 01/01/0001)' (selected) and 'Aby test form'. The 'Unscheduled' section has three options: 'SSP Observation Form', 'Art Subject Lesson Observation', and 'test'. At the bottom, there are 'Close' and 'Add' buttons.

Notifications



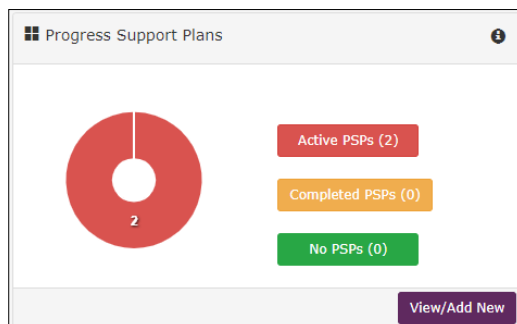
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here.

Main activities for the week



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

Progress Support Plans



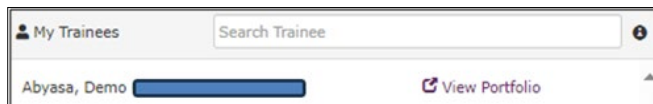
This panel shows the PSP status of your trainees. You can view and add PSPs from here. Please see the section '**Progress Support Plans**' for further guidance.

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

Trainee Timeline

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 the Quality Assurance form. From this screen you can also access the tabs available to the trainee.

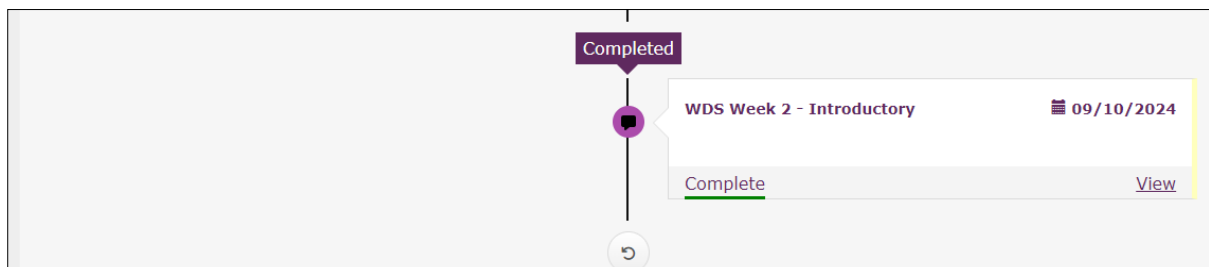
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



WDS appear on the trainee timeline to be completed each week. Lesson observations are accessed via the Start icon. If applicable PSPs will appear once they have been created (**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.



Weekly Development Summaries

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

WDS Week 7 - Introductory (1)

Start

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

WDS Week 7 - Introductory (1)

03/10/2025

Draft

Continue

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.

Key reading for the week	Summary: This book provides a practical guide for trainee teachers to develop the essential personal and professional skills needed in modern teaching. It focuses on the holistic development of a teacher by addressing both their pedagogical and interpersonal skills. It emphasises reflective practice, the importance of understanding learners' diverse needs, and the development of resilience and adaptability in teaching. It offers a comprehensive introduction to becoming a professional teacher, deeper exploration of theoretical, digital, and context-specific aspects might enhance its utility for a broader range of teaching trainees. Key areas include: <u>Professionalism</u>: What it means to be a professional teacher, including standards, expectations, and ethical considerations. <u>Pedagogical skills</u>: How to design effective lessons, manage classrooms, and assess students effectively. <u>Personal development</u>: Managing stress, maintaining work-life balance, and building resilience in challenging teaching environments. <u>Reflective practice</u>: Encourages teachers to reflect on their practice and continually improve through self-awareness. Limitations: <u>Lack of Depth in Pedagogical Theories</u>: While the book provides practical advice, it may lack depth in exploring the theoretical foundations of pedagogy. Trainees looking for a more robust theoretical grounding might need supplementary reading. <u>Generalised Approach</u>: The book presents general advice for a broad audience, which may not cater to the specific needs of all teaching contexts or subjects, especially in areas requiring more specialised skills (e.g., STEM or vocational education). <u>Limited Discussion on Digital Learning</u>: Although published in 2021, the book provides limited guidance on the integration of technology and digital tools in teaching, which is becoming increasingly essential in modern education.
Support for mentors with the curriculum focus	
Curriculum for the week	
Questions for mentor and trainee to discuss in mentor meeting	
Additional notes from mentor meeting	
Trainee workload and well-being	
Opportunities identified for progress	
Progress	
Signature	
Submit	
	Next >>

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.

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](#).

<< Prev 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).

How this will be developed - Use opportunities to rehearse, observe

E.g. Use of talk partners. Observat

Black B I U

Last updated: --

Related

Related Answers

This section shows you the list of previous answers and tags associated with the this question:

Areas for development

E.g. Increase pupil engagement and participation in lessons

Show All Previous Answers Tags

☐ HW WDS Demo 24-25 (XBV)

09/07/2024

Tag:

Close

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 evidence others

back to main list

Enter your comment here...

0 Comments Post

Participant List

Search ..

☐	Recipient Name	School Name	Email Address
☐	Abyasa, Demo (ABY123456) - Abyasa Demo 23/24		example@test.com
☐	Mentor, Demo	Abyasa Demo School	
☐			
☒	Staff, Demo		test@email.com

Showing 1 to 4 of 4 entries

Close Post

comments evidence others

back to main list

Enter your comment here...

1 Comments Post

a few seconds ago

Hi, please can you review?

Delete

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.

Go Back

« Back to Timeline

« Back to your Home screen

Current Weekly

Other Form Functionality

Go Back



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

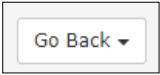
evidence others

Bookmark this form

Export to PDF

Email this form

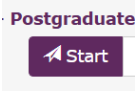
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



The **Go Back** button gives you the option to return to your timeline.

Lesson Observations

Lesson Observations are accessed via the start menu.



Change the record type to Observation, select the subject form and press the start icon at the bottom right of the dialogue box.

Start Form

Select Record Type

Observation

Scheduled:

Currently there are no items.

Unscheduled:

☒ Art Observation Form

☐ Computing Observation Form

☐ English Observation Form

☐ History and Politics Observation Form

☐ Performing Arts Observation Form

☐ Psychology Observation Form

☐ RE Observation Form

☐ Science Observation Form

☐ Sociology and Criminology Observation Form

☐ Sport Observation Form

Close

Start

If prompted, select the placement from the drop box, press save and continue.

Art Observation Form

Date

03/10/2025

Link to a placement

--Choose item--

--Choose item--

2025 PG Further Education Skills - Runshaw College PR25 3DQ -Link Tutor: -School Ba

Save and Continue

Cancel

The form will open and will then be available from the timeline.

Context (completed by trainee)	Number of learners in session.
Lesson observation (completed by mentor)	Last updated: -- What skill(s) are you practising and receiving feedback on during this observation? (based on the weekly curriculum and prior targets) How have you planned for this in your lesson.
Opportunities for development (completed by mentor and trainee)	Black ▾ B <i>I</i> <u>U</u>
Signature	
Submit	

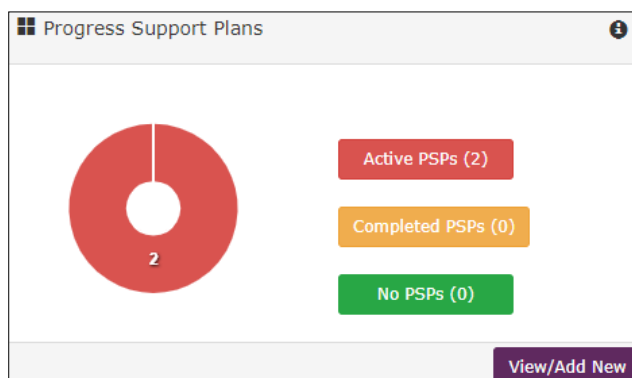
As with the WDS, the lesson observation forms also have the other form functionality mentioned above.

Mentors and Link Tutors have permissions to 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.

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:

[← Back to main view](#) [Save](#)

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:

[← Back to main view](#) [Save](#)

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

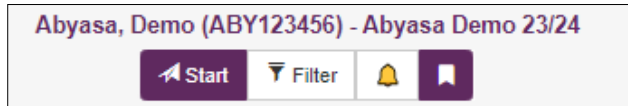
Caption: Late to placement Placement: Start Date: 18/10/2023 Added By: Helen Wakenshh End Progress Support Plan	Add Late to placement 18/10/2023 PSP due to repeatedly arriving late to placement. Add
--	--

Areas identified for support Actions Review of progress Outcome Signatures	Area(s) identified for support ☐ High expectations and managing behaviour ☐ How pupils learn. Classroom practice and adaptive teaching ☐ Subject knowledge and curriculum ☐ Assessment ☐ Professional behaviours Last updated: -- Please list in order of priority the concerns raised (with the most pressing concern listed first) Black
---	---

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

Active Progress Support Plan

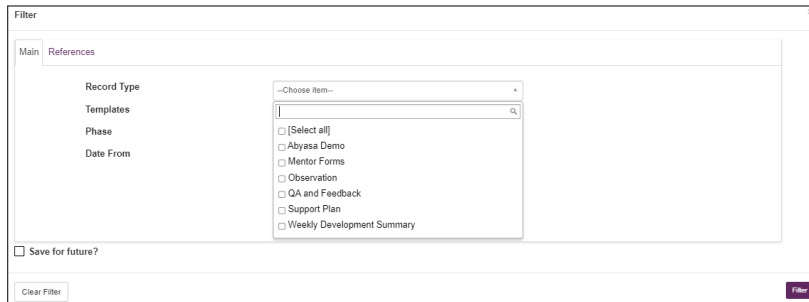
Additional Timeline Functions



Forms can be started via the Start icon instead of the using the timeline.



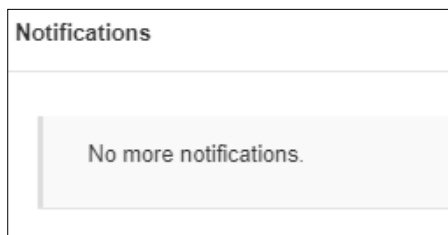
Forms can be filtered by type via the filter icon.



Always remember to clear the filter to return a view of all your forms.

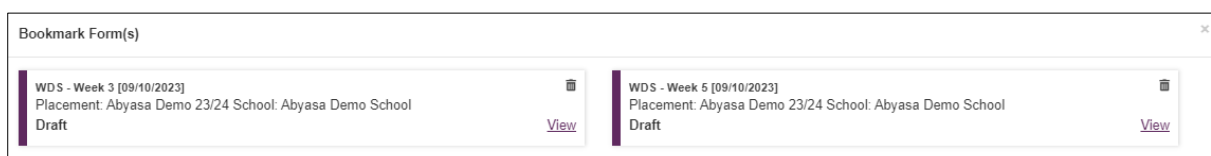
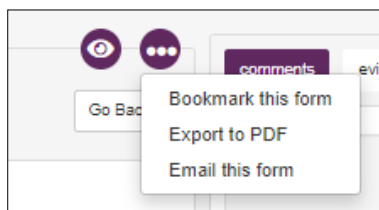


Click the bell to see any trainee notifications.



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.



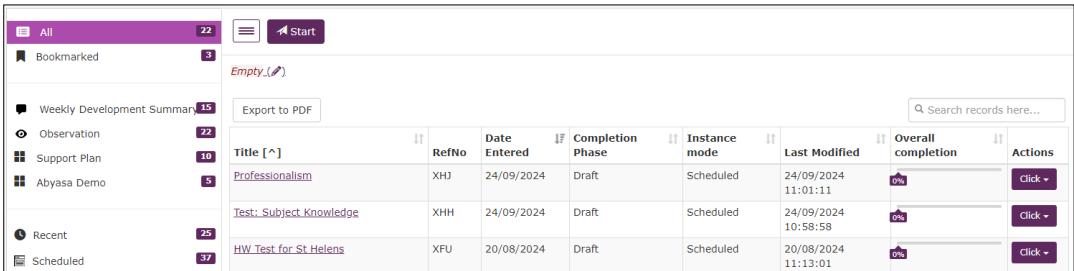
Professional Practice Forms

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

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

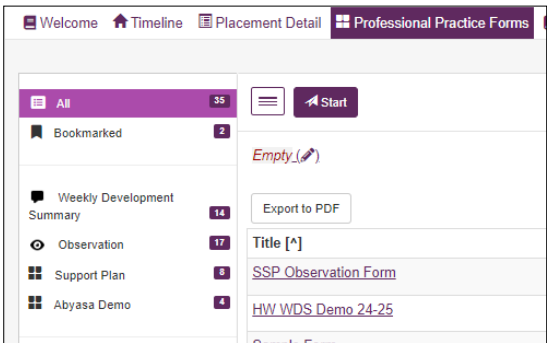
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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



The screenshot shows the Professional Practice Forms interface. On the left is a filter panel with categories: All (22), Bookmarked (3), Weekly Development Summary (15), Observation (22), Support Plan (10), Abyasa Demo (5), Recent (25), and Scheduled (37). The main area contains a table with columns: Title, RefNo, Date Entered, Completion Phase, Instance mode, Last Modified, Overall completion, and Actions. The table lists three forms: 'Professionalism' (Draft, Scheduled, 0% completion), 'Test: Subject Knowledge' (Draft, Scheduled, 0% completion), and 'HW Test for St Helens' (Draft, Scheduled, 0% completion). Above the table is an 'Export to PDF' button and a search bar.

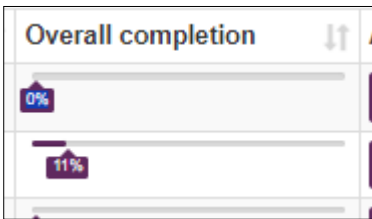
Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click +
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click +
HW Test for St Helens	XFU	20/08/2024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



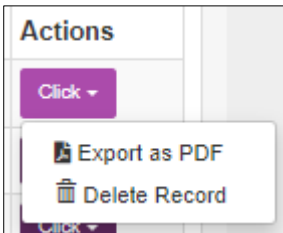
This screenshot shows a different view of the Professional Practice Forms interface. The filter panel on the left shows: All (35), Bookmarked (2), Weekly Development Summary (14), Observation (17), Support Plan (8), and Abyasa Demo (4). The table lists two forms: 'SSP Observation Form' and 'HW WDS Demo 24-25'. The 'Overall completion' column shows progress bars for each form.

Title [^]	Overall completion
SSP Observation Form	0%
HW WDS Demo 24-25	11%

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.

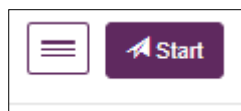
Export to PDF

☐ [Select all]
 ☐ SSP Observation Form [XCO]
 ☐ HW WDS Demo 24-25 [XBV]
 ☐ Sample Form [WVF]
 ☐ UG EY WDS Week 7 [WVL]
 ☐ Week 5 WDS UG Primary Developmental FT Y2 [WVG]
 ☐ Week 6 WDS UG Primary Developmental FT Y2 [WVM]
 ☐ Observation Form SEC Week Test [WPB]
 ☐ Core Subject Observation Form PEY 24/25 [WID]

Close

Download

You can also start a form from here using the **Start** button.



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

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

Mentor Resources

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

Edge Hill University | Faculty of Education

[Welcome](#)
[Timeline](#)
[Placement Detail](#)
[Professional Practice Forms](#)
[Contact](#)
[Trainee Attendance](#)
[Professional Practice Resources](#)

Curriculum & Subject Tracker

PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24

Shared Documents

Form Documents

The group to which you are connected does not have shared documents.

[Accessibility](#)
[Log out](#)

Admin Owner - Helen Wakenshh

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.

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

Search Report here...

Standard Report

Saved Report

Assessment Grades

Form Status Report

On Track Report

OnTrack Answer Report

Summary Report

Summary Report (Advanced)

Template

Group Name

Scheduled Item

DaysFrom

DaysTo

-Choose Item-

-Choose Item-

-Choose item-

25/08/2024

25/09/2024

To Excel	To CSV	Search...									
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.

Search Report here...

Standard Report

Saved Report

WDS1

Home Portal - Mentor Training

Here you can access your mentor training modules and resources.

Edge Hill University

Faculty of Education

Accessibility | Help | Log out

Admin Owner - Helen Wakershi

Welcome | Dashboard | Pro Report | Mentor Training | Personal Details | Records | Change Password

My Dashboard

My Dashboard

All | Search... | Start

New Mentor Training 2025

Refresher: Principles and Models of Mentoring 25/26

This item is for a mentor who is new to Edge Hill University but **have** mentored with another ITT provider in 2024-25.

Start

New to Mentoring at EHU: The Principles and Models of Mentoring 2025/26

This item is for a mentor who **has not** mentored with Edge Hill University or any other ITT provider in 2024-25.

Start

Home Portal – Records

Here you can access records of completed mentor training.



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Pro Report

Mentor Training

Personal Details

Records

Change Password

Admin Owner - Helen Wakenshh

My Tasks0

Mentor Training Module0

Recent0

Phase(s)

My Teachers Task

Start

Empty

Search records here...

Title	RefNo	Date Entered	Completion Phase	Required By	Last Modified	Percentage completed
Currently there are no records						

Showing 0 to 0 of 0 entries

Show: 25

PreviousNext