

Further Education Staff Guidance

Edge Hill Abyasa Pro Portal

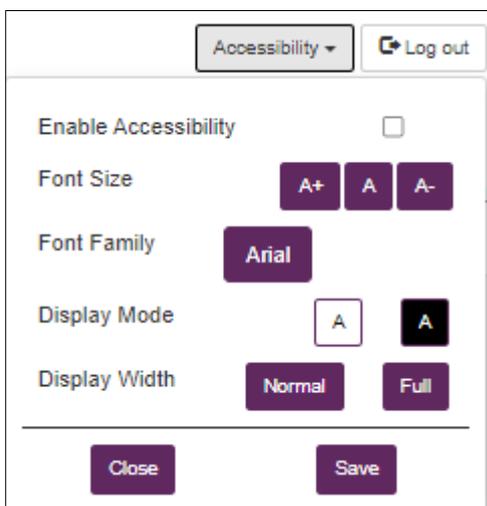
<https://edgehill.abyasa.net/Pro>

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Accessibility

At the top left of the screen there are buttons you can select to adjust your accessibility settings or log out of the portal. Directly below, there is a hyperlink of your name, selecting this will return you to your homepage from the tab you are in.



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

Frequently Asked Questions

I can't log in.

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

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

Occasionally it is necessary to clear your cache. Please follow the guidance for your preferred browser.

What is the best browser to view Abyasa Pro in?

Abyasa Pro works best in Google Chrome or Microsoft Edge. You may experience issues if you are using Internet Explorer or older versions of Firefox and Safari.

Is Abyasa adaptive?

Abyasa is adaptive and can be viewed on mobiles and tablet devices.

What is the URL for Abyasa Pro?

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

Where can I download my trainee reports from?

Weekly Development Summaries, Observation Forms and Progress Support Plans can all be downloaded to PDF's. Navigate to the Professional Practice tab to access a record of all forms, click the export to PDF button to select multiple options or action button named click next to individual form. You can also run reports in the Pro report tab.

Where can I access training?

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

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

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

I need to revert a completed form back to draft.

If you need to revery a completed form back to draft, please contact wakenshh@edgehill.ac.uk or foementoring@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

 foementoring@edgehill.ac.uk
To 

Retention Policy keep for (2 years) Expires 26/09/2020

Dear Justine,

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 FoEMentoring@edgehill.ac.uk if you have any queries.

Thank you.

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

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



Edge Hill University | Faculty of Education

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

[University Login](#)

OR

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

[Non-University Login](#)

We recommend bookmarking the URL, but you can also use the search function on the top right of our university website.



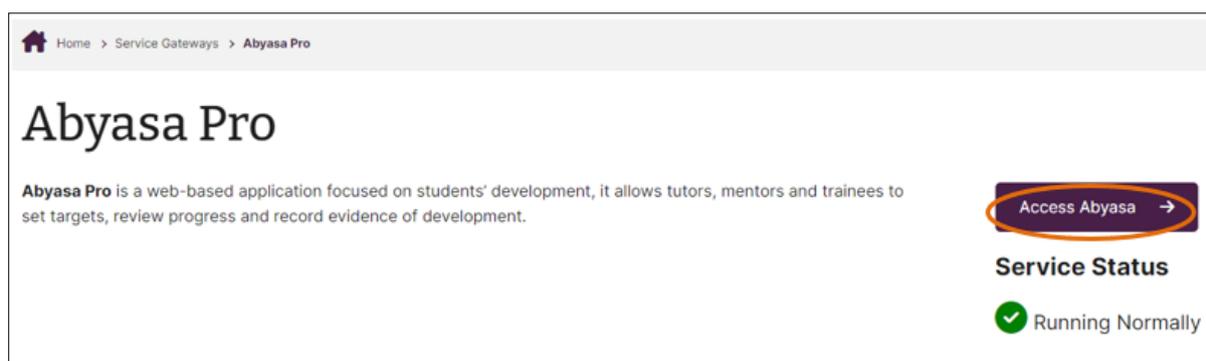
Study with us Research About  

Current students / Staff

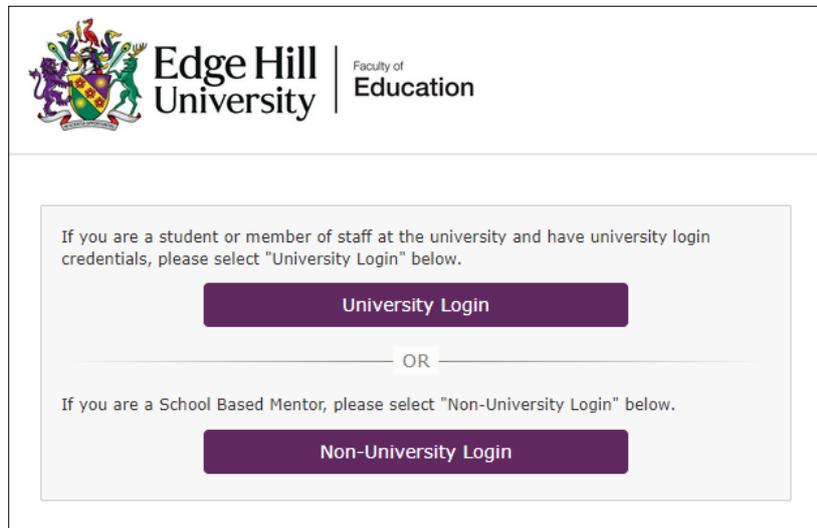
In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

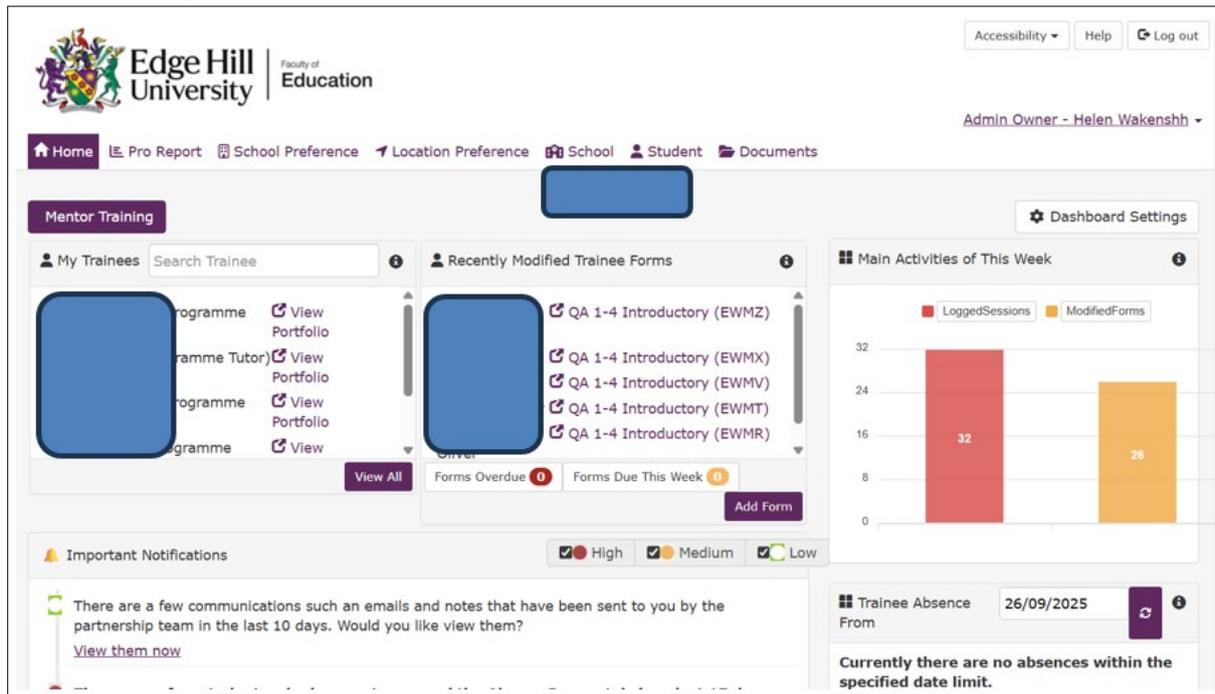


Log in using your EHU login details (SSO).

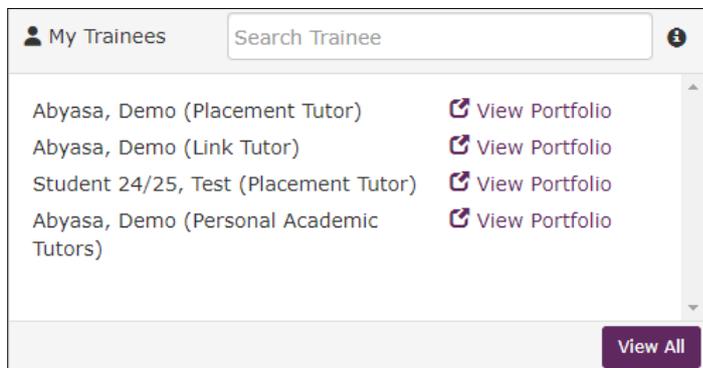


Your Abyasa Portal

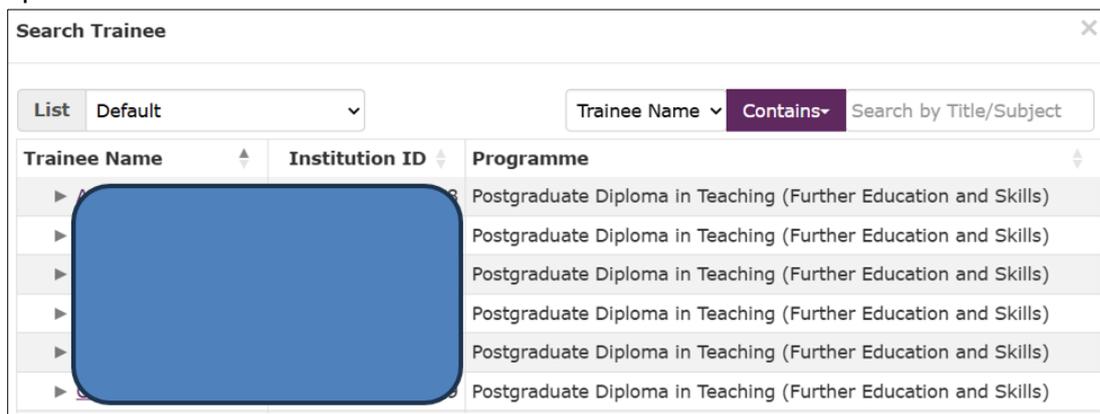
Your portal consists of several panels on your portal homepage and a series of tabs across the top.



My trainees

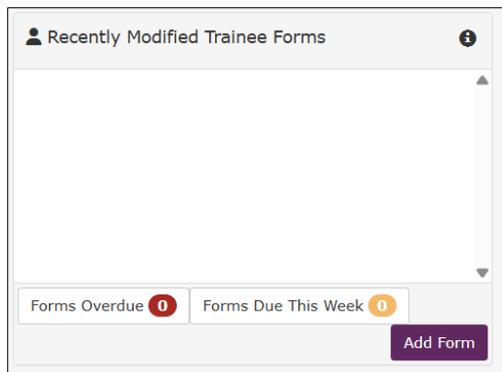


This is a list of the trainees you have been assigned to as LT/PPQL etc. To view the trainee portfolio/timeline, click the **'View Portfolio'** hyperlink next to the trainee's name. If you have more trainees than you can see in the list, click the **'View All'** icon to open a table list.



You can search for a trainee name in the search bar. The hyperlink of the trainee name will open up their timeline. If you have multiple roles assigned in the system, use the one with the most permissions if you are editing.

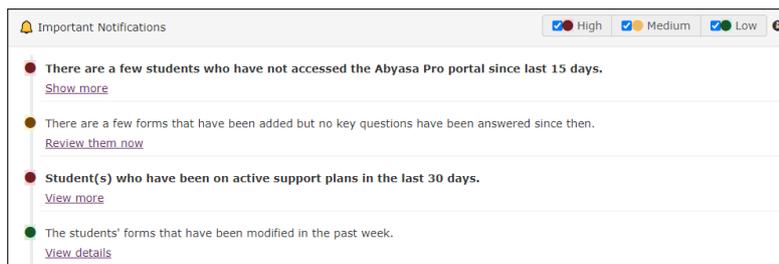
Recently Modified Trainee Forms



This panel will contain a list of recently modified form which can be access without going to the timeline first.

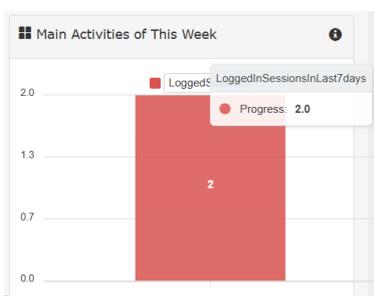
'Add Form' allows you to add a form without going to the timeline.

Notifications



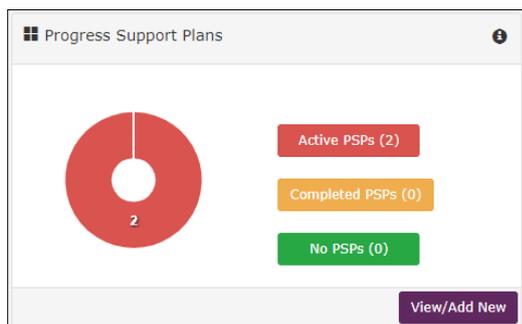
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here at times.

Main activities for the week



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

Progress Support Plans



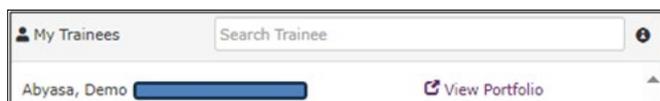
This panel shows the PSP status of your trainees. You can view and add PSPs from here (see **Progress Support Plans**)

Information relating to the remaining tabs across the top of your portal homepage appear further in 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 also record your Quality Assurance 1 – 4 here.

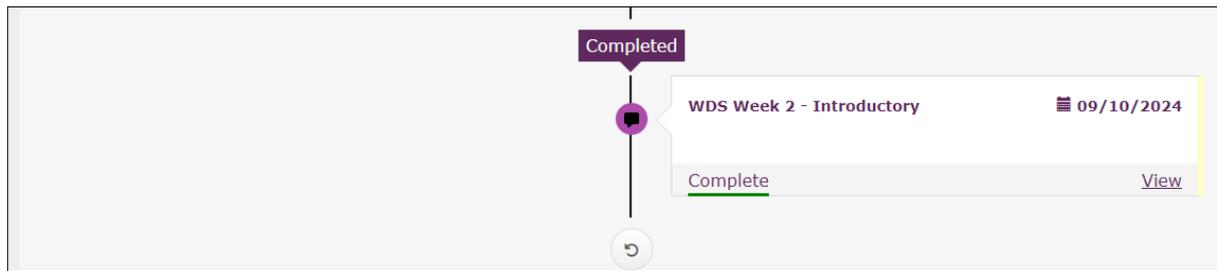
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



WDS will appear on the trainee timeline to be completed each week. Lesson observations are initially 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

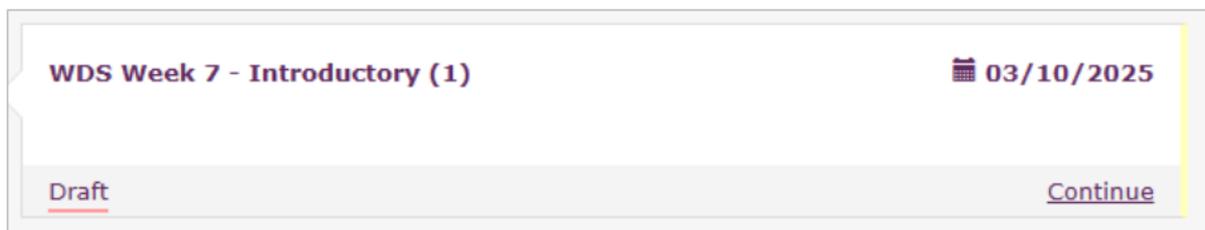
To start a form on your timeline, select the **Start** hyperlink. Your form will open and you can begin to update it.

When you click start or continue on a WDS on the timeline, it will open the form for you to edit.

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.

Key reading for the week	<p>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:</p> <p>Professionalism: What it means to be a professional teacher, including standards, expectations, and ethical considerations.</p> <p>Pedagogical skills: How to design effective lessons, manage classrooms, and assess students effectively.</p> <p>Personal development: Managing stress, maintaining work-life balance, and building resilience in challenging teaching environments.</p> <p>Reflective practice: Encourages teachers to reflect on their practice and continually improve through self-awareness.</p> <p>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.</p> <p><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).</p> <p><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.</p>
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.

Link tutors can submit a WDS if the mentor is unable to. Mentor permissions are set so that they 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

HW WDS Demo 24-25 (XBV) Tag: _____
 09/07/2024

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.

back to main list

Enter your comment here...

0 Comments

Participant List ✕

Q Search...

<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

back to main list

Enter your comment here...

1 Comments

[Redacted]

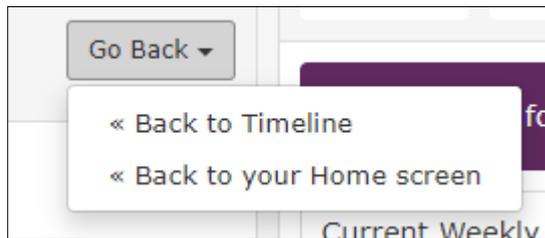
a few seconds ago

Hi, please can you review?

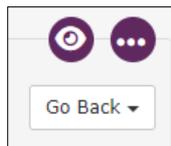
Comments will not appear on the form if you download it to a PDF.

Exiting a form

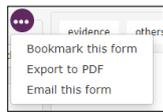
To return to the trainee timeline or your portal page click the Go Back icon.



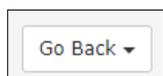
Other Form Functionality



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.

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.

A dialog box titled 'Start Form' with a close button in the top right. It contains a 'Select Record Type' dropdown menu set to 'Observation'. Below this are two sections: 'Scheduled:' with the text 'Currently there are no items.' and 'Unscheduled:' with a list of radio buttons for various subjects: Art Observation Form (selected), 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, and Sport Observation Form. At the bottom are 'Close' and 'Start' buttons.

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

A dialog box titled 'Art Observation Form'. It has a 'Date' field with '03/10/2025' and a calendar icon. Below is a 'Link to a placement' dropdown menu with '--Choose item--' selected. A list of items is visible below the dropdown, with '2025 PG Further Education Skills - Runshaw College PR25 3DQ -Link Tutor: -School Ba' highlighted. At the bottom are 'Save and Continue' and 'Cancel' buttons.

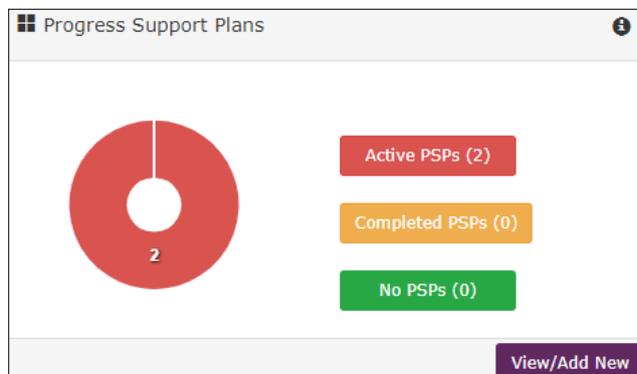
The form will open and will then be available from the timeline.

A form for recording a lesson observation. It has a sidebar on the left with sections: 'Context (completed by trainee)', 'Lesson observation (completed by mentor)', 'Opportunities for development (completed by mentor and trainee)', 'Signature', and 'Submit'. The main area contains a text input for 'Number of learners in session.', a 'Last updated: --' label, and a text area for '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.' Below the text area is a rich text editor toolbar with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, and Outdent.

Progress Support Plans

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

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

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

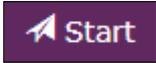
i Active Progress Support Plan

Quality Assurance

Quality Assurance points are completed in Abyasa. The form is pinned to the top of the timeline. Mentors can view the QA document 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 the professional practice phase.

Quality Assurance 1 (Meeting)	<p>QA 1: INDUCTION OF TRAINEE</p> <p>Establish expectations of professional practice (Teams meeting week before or week 1)</p> <ul style="list-style-type: none"> ◦ Check mentor contact details, expertise and teaching qualifications. Mentor development i.e. Initial Mentor Assessment (for new mentors) or refresher training for existing partners, signpost to professional development opportunities and mentor training requirements. ◦ Check arrangements for any additional support for trainee (for example, if the trainee has a Student Support Plan) or any reasonable adjustments or adaptations required that are appropriate for the profession. ◦ Wellbeing development focus: Positive, professional relationship creation to meet individual training needs. ◦ Ensure mentor and trainee have a conversation around the trainee's prior learning in university including research, and prior teaching experiences, check the trainee has shared their previous final WDS/targets, if applicable, previous lesson observation subjects, strengths and areas of focus for this professional practice. ◦ Check mentor knows where to access mentoring resources. ◦ Signpost mental health and wellbeing services.
Quality Assurance 2 (Online Meeting - Effective use of WDS)	
Quality Assurance 3 (Visit)	
Quality Assurance 4 (Meeting - End of Introductory)	
Submit	

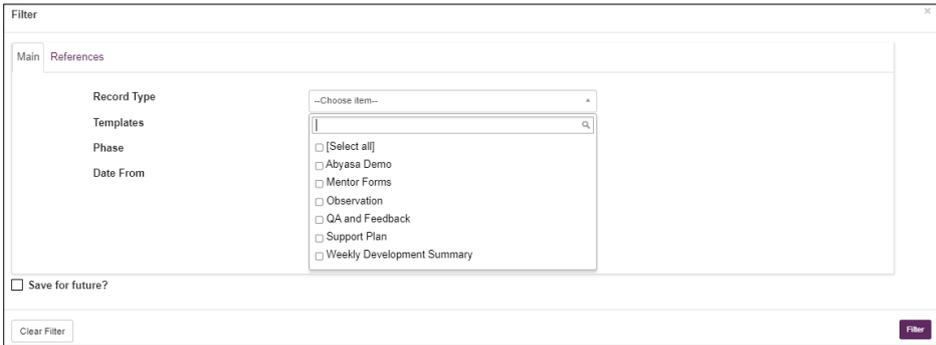
Additional Timeline Functions



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



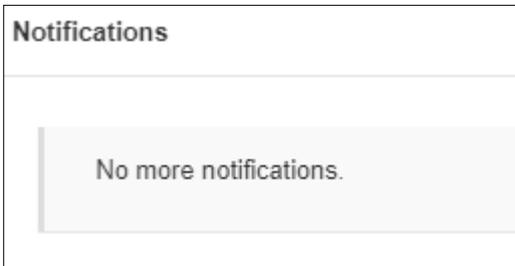
Forms can be filtered by type via the filter icon.



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

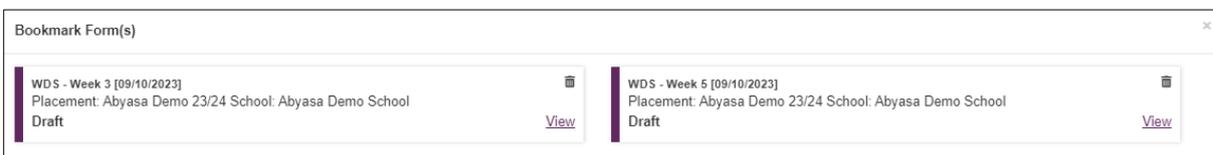
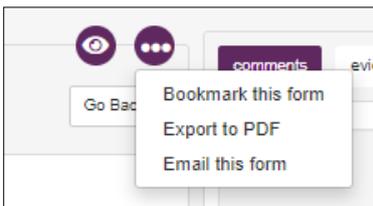


Click the bell to see any trainee notifications.



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 are expected to be completed and submit on a weekly basis or as the placement pattern requires.

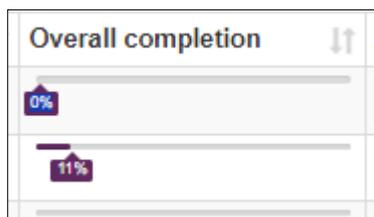
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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

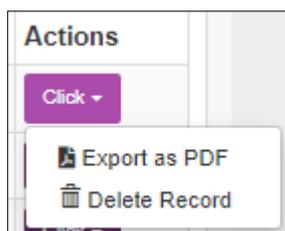
Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click -
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click -
HW Test for St Helens	XFU	20/08/2024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

Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
SSP Observation Form							
HW WDS Demo 24-25							

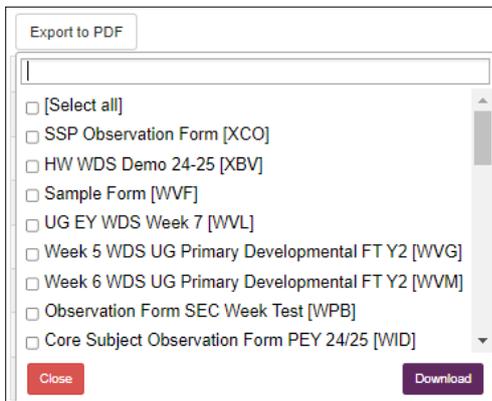
You can see the overall completion of a form in the right side of the table.



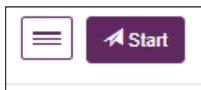
From the actions column you can export a form as a PDF, and delete a draft version of a form.



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.



Mentor Resources

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

Name	Date
<input type="checkbox"/> EHU Campus Resources (Handbooks etc)	01/10/2025 04:30
<input type="checkbox"/> Mentor Training Resources	22/09/2025 03:21
<input type="checkbox"/> Supportive Strategies	23/09/2025 09:49
<input type="checkbox"/> Wirral Met College Resources (Handbooks etc)	01/10/2025 04:26
<input type="checkbox"/> Abyasa - Frequently Asked Questions support for mentors	22/09/2025 03:22

Home Portal Pro Report

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

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: -Choose item-
Group Name: -Choose item-
Scheduled Item: -Choose item-
DaysFrom: 25/08/2024
DaysTo: 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