

# Primary and Early Years Staff Guidance

## Edge Hill Abyasa Pro Portal

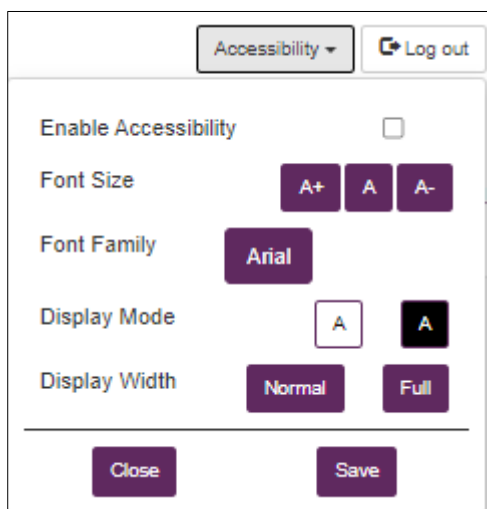
<https://edgehill.abayasa.net/Pro>

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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 link tutor for your trainee(s). Sometimes there can be a slight delay between the upload of data between our systems. In such cases, your trainee(s) can access Abyasa on their account until you have access.

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

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

## **What is the best browser to view Abyasa Pro in?**

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

## **Is Abyasa adaptive?**

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

## **What is the URL for Abyasa Pro?**

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

## **Where can I download my trainee reports from?**

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

## **Where can I access training?**

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

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

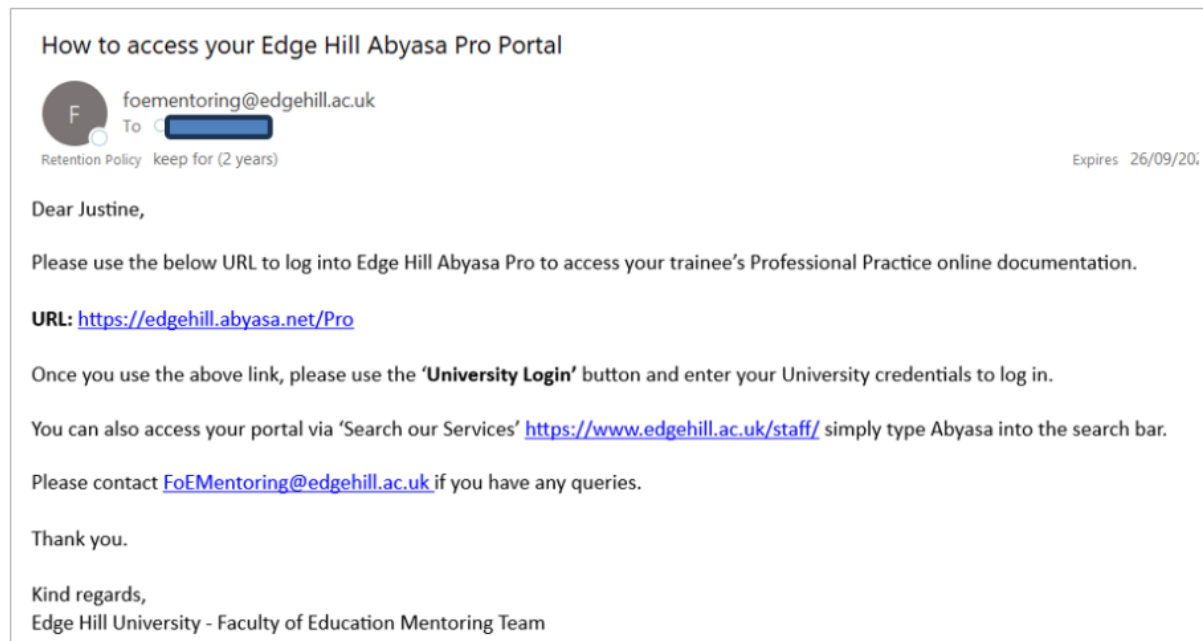
Guidance is available for mentors and trainees in the Mentor Resources section of Abyasa and on the Mentor Space.

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

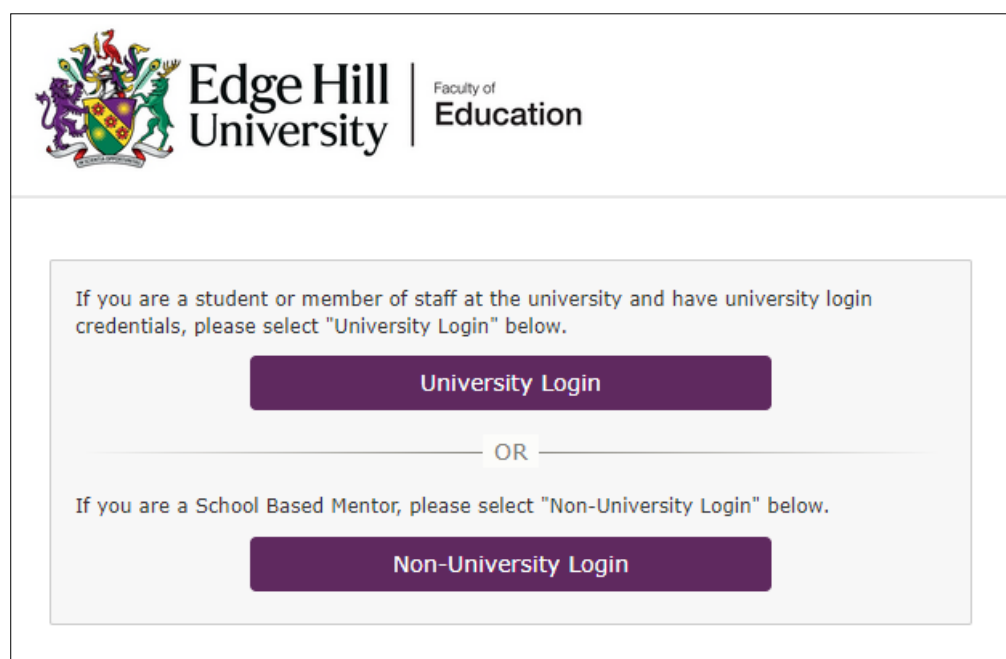
If you need to revert a completed form back to draft, please contact [wakenshh@edgehill.ac.uk](mailto:wakenshh@edgehill.ac.uk) or [foementoring@edgehill.ac.uk](mailto:foementoring@edgehill.ac.uk) who will action this for you.

# 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.

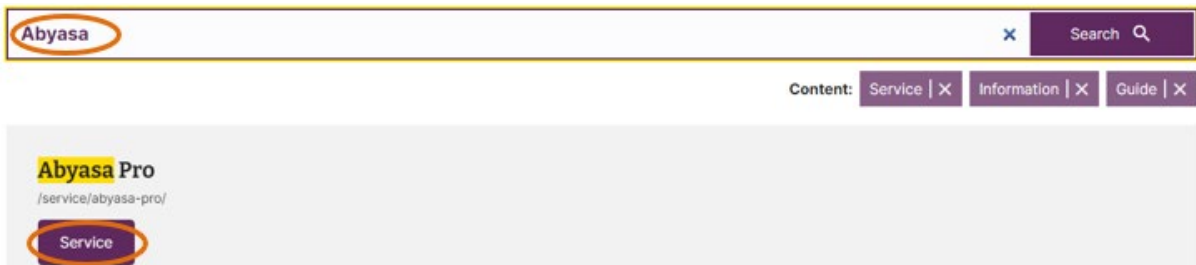


Use the URL within the email and log in by clicking the University Login button and entering your single sign-on username and password.

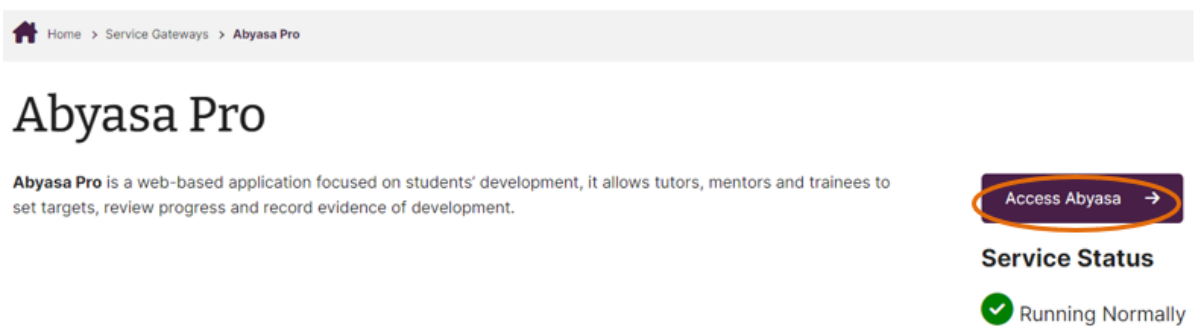


We recommend bookmarking the URL, but you can also use the search function on the top right of our university website. On the staff homepage select the magnifying glass from the upper left of the page.

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



Next select the **Access Abyasa** icon.



Log in using your EHU login details (SSO).



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

University Login

OR

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

Non-University Login

# Your Abyasa Portal

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

Edge Hill University Faculty of Education

Accessibility Log out

Admin Owner - Helen Wakenshi

Home Pro Report School Preference Location Preference School Student Documents

Staff, Demo

Mentor Training

My Trainees Search Trainee

Abyasa, Demo (Placement Tutor) View Portfolio

Abyasa, Demo (Link Tutor) View Portfolio

Student 24/25, Test (Placement Tutor) View Portfolio

Abyasa, Demo (Personal Academic Tutors) View Portfolio

View All

Recently Modified Trainee Forms

Student 24/25, Test Primary Observation Form (XHN)

Student 24/25, Test HW WDS Demo 24-25 (XEZ)

Abyasa, Demo HW Test (XHL)

Abyasa, Demo Professionalism (XHI)

Abyasa, Demo Test: Subject Knowledge (XHH)

Forms Overdue Forms Due This Week Add Form

Main Activities of This Week

4 Logged Sessions

Trainee Absence From 29/04/2024

Abyasa, Demo (ABY123456) 6

Student 24/25, Test (TST229988) 5

View Details

Progress Support Plans

Active PSPs (2)

Important Notifications

Students and Teachers who have successfully logged in and accessed their portfolio in the past week.

View details

## My trainees

My Trainees Search Trainee

Abyasa, Demo (Placement Tutor) View Portfolio

Abyasa, Demo (Link Tutor) View Portfolio

Student 24/25, Test (Placement Tutor) View Portfolio

Abyasa, Demo (Personal Academic Tutors) View Portfolio

View All

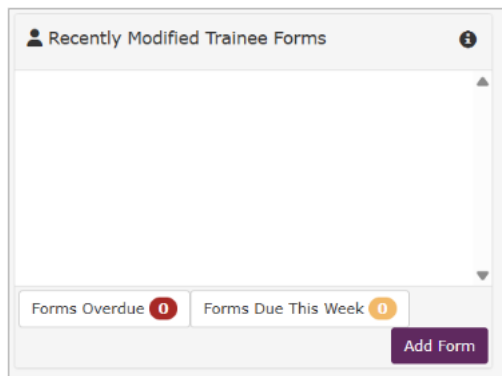
This is a list of the trainees you have been assigned to as LT/PPQL etc. To view the trainee portfolio/timeline, click the **'View Portfolio'** hyperlink next to the trainee's name. If you have more trainees than you can see in the list, click the **'View All'** icon to open a table list.

Search Trainee							
List		Default					
Trainee Name		Contains		Search			
Trainee Name	Institution ID	Programme	Review Group	Subject	Role Attached	Last Modified	
<a href="#">Abyasa, Demo</a>	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Personal Academic Tutors	25/09/2024 11:51:49	
<a href="#">Abyasa, Demo</a>	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Placement Tutor	25/09/2024 11:51:49	
<a href="#">Abyasa, Demo</a>	ABY123456	PGCE SECONDARY RELIGIOUS EDUCATION WITH QTS (11-16) 23/24	PGCE SEC 23-24 RE	All	Link Tutor	25/09/2024 11:51:49	

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

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

## Recently Modified Trainee Forms

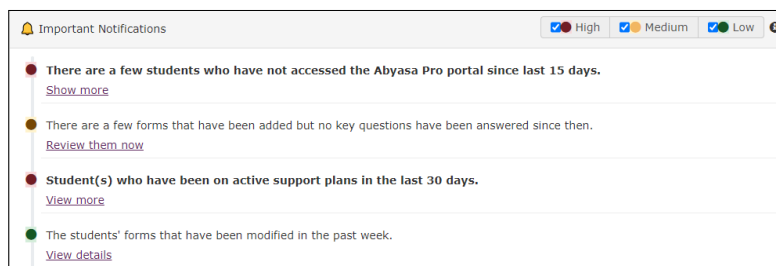


This panel will contain a list of recently modified form which can be access without going to the timeline first.

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

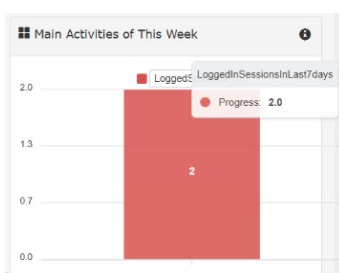


## Notifications



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

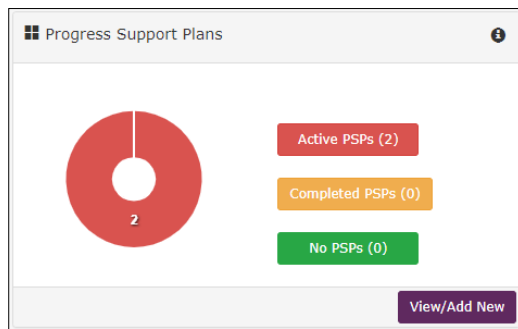
## Main activities for the week





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

## Progress Support Plans



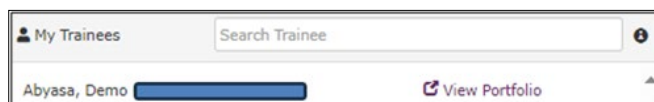
This panel shows the PSP status of your trainees. You can view and add PSPs from here (see **Progress Support Plans**)

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

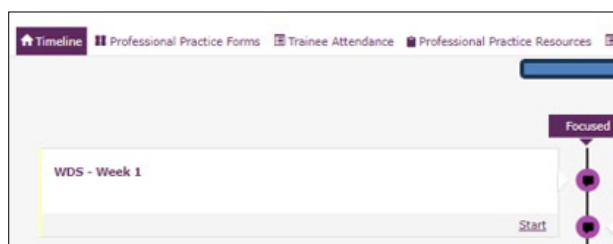
## Trainee Timeline and Tabs

The timeline is where you can access your trainee's Weekly Development Summaries (WDS), Observations, and (if applicable) Progress Support Plans (PSPs). You also record your Quality Assurance 1 – 4 here.

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**).



Edge Hill University Faculty of Education

Timeline Professional Practice Forms Trainee Attendance Professional Practice Resources Curriculum & Subject Tracker

Student 30000003, Test Student (30000003) - Abyasa Demo 23/24

Start Filter

Active Progress Support Plan View Participants

Focused

SSP Observation form - new Start

Consolidation Week 3 Observation Start

WDS - Week 1 Due date: 23/09/2023 Start

WDS - Week 2 Due date: 30/09/2023 Start

WDS - Week 3 Due date: 30/09/2023 Start

WDS week 31 Start

HW Test for St Helens Start

Current Placement Details

School Name -- Mentor Name -- Mentor Email -- Date From -- Date To -- View more...

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 View All

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

Completed

WDS - Week 1 21/09/2023 Complete View

PSP 1 05/10/2023 Complete View

Lesson Observation 1 21/09/2023 Complete View

## Weekly Development Summaries

When you click start or continue on a WDS on the timeline, it will open the form for you to complete with your trainee.

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

Sample Form

Start

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

Sample Form 23/01/2024

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.

Date: 09/07/2024  
Link to a placement: Abyasa Demo 23/24 - Abyasa Demo School -Link Tutor: Staff, Demo -School Based Mentor: Mentor, Demo  
Curriculum for the week  
Feedback and progress towards development targets  
Future development targets  
Strategies and Wellbeing  
Current progress  
Signature  
Summary of feedback discussion including progress towards developments targets.  
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.

Curriculum for the week  
Feedback and Development target  
Future development targets  
Strategies and Wellbeing  
Summary of feedback discussion including progress towards development targets  
This is a test

Link tutors are able to submit WDS if the mentor is experiencing difficulties. 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](#).  
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 question.  
Show All Previous Answers Tags  
UG EY WDS Week 1 (TGG)  
19/04/2024  
Test Data: Observe a phonics group and later teach a sequence.  
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

<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	
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	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

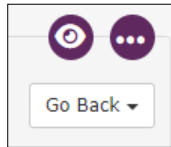
To return to the trainee timeline or your portal page click the Go Back icon.

Go Back

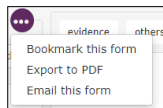
« Back to Timeline

« Back to your Home screen

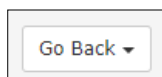
## Other Form Functionality



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



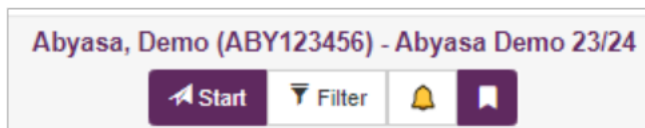
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



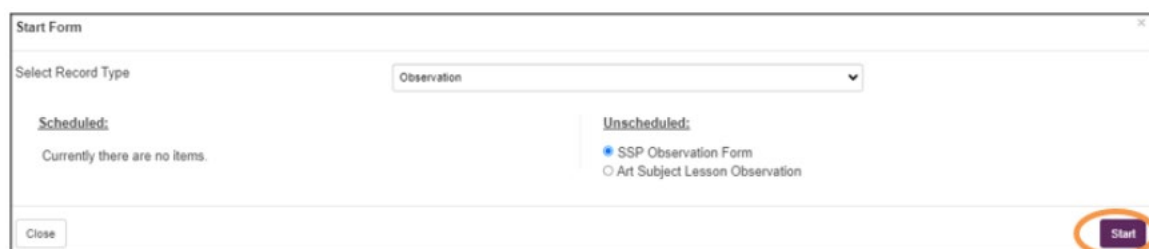
The **Go Back** button gives you the option to return to your timeline.

## 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.



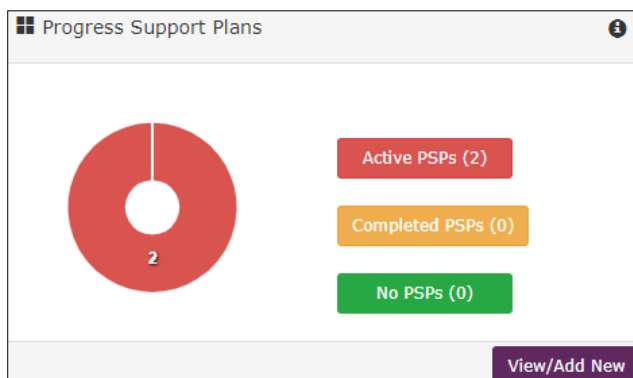
If prompted, select the placement from the drop box, press save and continue, and the form will open.

<b>Observation Focus</b>	
Subject and curriculum knowledge	<b>The trainee is learning how to.....</b> <div></div> Last updated: --
Key points emerging from the session related to other aspects of knowledge, skills and professional behaviours	
Structured process for developing trainee practice	
Signatures	
<b>This links to what element of the ITE curriculum?</b> <input type="checkbox"/> High expectations and managing behaviour <input type="checkbox"/> How pupils learn, classroom practice and adaptive teaching <input type="checkbox"/> Subject knowledge and curriculum	

## Progress Support Plans

If your trainee(s) require a Progress Support Plan during professional practice, this can be set up by the mentor or the link tutor.

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



Follow the steps outlined.

Add the details of Progress Support Plan and save.

### Add Progress Support Plan

Choose a start date and the type of Progress Support Plan (mandatory) to initiate it for the selected student. After entering the details, please click on the 'Save' button. For more details, please refer the right-hand side panel.

**Trainee Name** Abyasa, Demo (ABY123456) - Abyasa Demo 23/24

**Title**

**Type of Progress Support Plan**

**Placement**

**Start Date**

Enter further details in the next pop-up box.

**Add Progress Support Plan**

Please add a form item for the selected trainee by choosing a template and date fields.  
After entering the details, please click on the 'Save' button. For more details, please refer the right-hand side panel.

**Trainee Name** Abyasa, Demo (ABY123456) - Abyasa Demo 23/24

**Title**

**Choose Template**

**Make this item available from**

**Due date for the item**

**Date from when to show this on timeline**

**Display Text**

[← 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.


<p><b>Caption:</b> Late to placement</p> <p><b>Placement:</b></p> <p><b>Start Date:</b> 18/10/2023</p> <p><b>Added By:</b> Helen Wakenshh</p> <p><a href="#">End Progress Support Plan</a></p>	<div> <div> + Add </div> <div> <p><b>Late to placement</b></p> <p>18/10/2023</p> <p>PSP due to repeatedly arriving late to placement.</p> <p><a href="#">Add</a></p> </div> </div>
--	--

<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><input type="text" value="Black"/></p>
---	--

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

## Quality Assurance 1 – 4

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

Quality Assurance 1 (Meeting)	<b>QA 1: INDUCTION OF TRAINEE</b>  <b>QA 1: Wellbeing development focus (Teams meeting week before or week 1)</b> 1. Check mentor contact details and expertise. Mentor development ie Initial Mentor Assessment, professional development opportunities and requirements 2. Arrangements for any additional support for trainee (for example, if the trainee has a Student Support Plan) <ul style="list-style-type: none"> <li>Wellbeing development focus: Positive, professional relationship creation to meet individual training needs.</li> <li>Induction includes introduction to key staff and sharing of key information i.e. safeguarding, behaviour, staff code of conduct, access to teaching resources, timetables and IT systems</li> <li>Mentor and trainee have had a conversation around the trainee's prior learning in university and prior teaching experiences, trainee has shared their previous final WDS/targets, strengths and areas of focus for this professional practice.</li> </ul>
Quality Assurance 2 (Meeting - Effective use of WDS)	
Quality Assurance 3 (Visit)	
Quality Assurance 4 (Meeting)	
QA1 Date <input type="text"/>  Last updated: -- Initial Assessment completed? <input type="radio"/> Yes <input type="radio"/> No	

## Refer and Defer Trainees

If you are supporting a refer or defer trainee, the above guidance is the same the only difference to note is that WDS are accessed via the Start menu. All weeks of the professional practice phase are located here, your Professional Practice Quality Lead or Partnership Development Officer will advise you on what week to start if the placement is shorter than the full phase.

Start Form

Select Record Type

Weekly Development Summary

**Scheduled:**

- ☒ WDS Week 2 - RD Consolidation
- ☐ WDS Week 3 - RD Consolidation
- ☐ WDS Week 4 - RD Consolidation
- ☐ WDS Week 5 - RD Consolidation
- ☐ WDS Week 6 - RD Consolidation
- ☐ WDS Week 7 - RD Consolidation
- ☐ WDS Week 8 - RD Consolidation
- ☐ WDS Week 9 - RD Consolidation
- ☐ WDS Week 10 - RD Consolidation

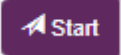



**Unscheduled:**  
 Currently there are no items.

Close

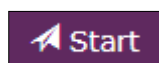
Start

## Additional Timeline Functionality

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

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





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

A screenshot of a "Filter" dialog box. It has tabs for "Main" and "References". Under "Main", there are sections for "Record Type", "Templates", "Phase", and "Date From". A dropdown menu is open showing a list of items: "[Select all]", "Abyasa Demo", "Mentor Forms", "Observation", "QA and Feedback", "Support Plan", and "Weekly Development Summary". At the bottom, there is a checkbox for "Save for future?", a "Clear Filter" button, and a "Filter" button.

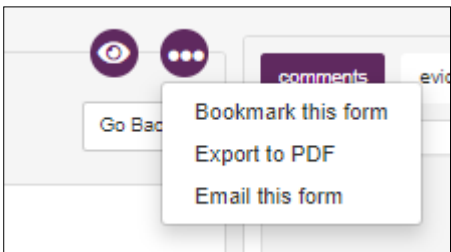
Notifications can be loaded from the bell icon. Click the bell to see any trainee notifications.

A screenshot of a "Notifications" section. It has a title "Notifications" and a message "No more notifications." inside a light gray box.

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.

A screenshot of a "Bookmark Form(s)" section. It displays two bookmarked forms. Each form entry includes the title "WDS - Week 3 [09/10/2023]" and "WDS - Week 5 [09/10/2023]", the placement "Placement: Abyasa Demo 23/24 School: Abyasa Demo School", and the status "Draft". There is a "View" link next to each entry.

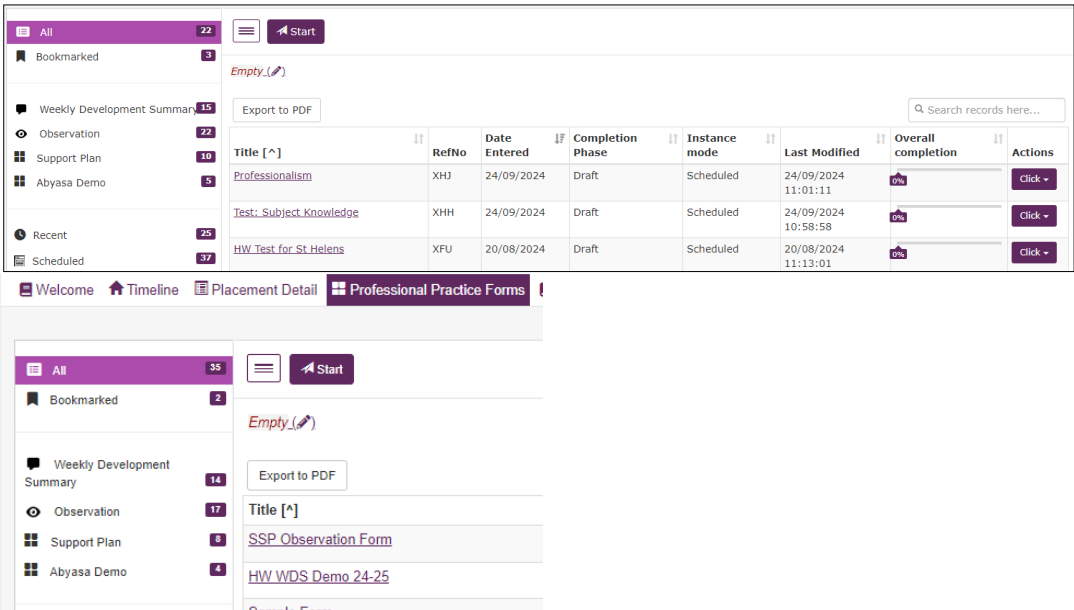
# Professional Practice Forms Tab

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

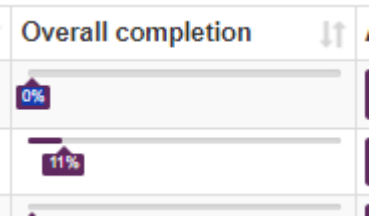
Scheduled forms are your WDS, these are forms that you are expected to complete and submit on a weekly basis or as your placement pattern requires.

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

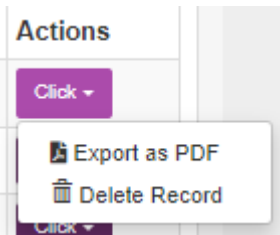
You can filter the forms using the panel on the left of the screen.



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.

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

## Mentor Practice Resources

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

All	
Name	Date
<input type="checkbox"/>  Abyasa Guidance	07/10/2025 09:24
<input type="checkbox"/>  Mentor Training Resources	05/09/2025 11:31
<input type="checkbox"/>  Subject and strand component trackers	05/09/2025 11:22
<input type="checkbox"/>  Supportive Strategies	23/09/2025 09:48
<input type="checkbox"/>  Weekly Communications - uploaded weekly on Wednesdays	05/09/2025 11:10

## 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.

Summary Report (Advanced) – 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...									
II	II	II	II	II	II	II	II	II	II	II	II	II	
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