



Edge Hill
University

Faculty of
Education



Primary and Early Years Trainee Guidance

Edge Hill Abyasa Pro Portal

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

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Frequently Asked Questions

I can't log in.

You can only login to Abyasa once your placement is confirmed in InPlace and the data has been shared with Abyasa by the FOE data team. You will receive an email to notify you of this.

You will also not be able to view Abyasa until your professional practice starts as the system permissions are date driven.

Always use your EHU single sign on to login to Abyasa.

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 forms 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.

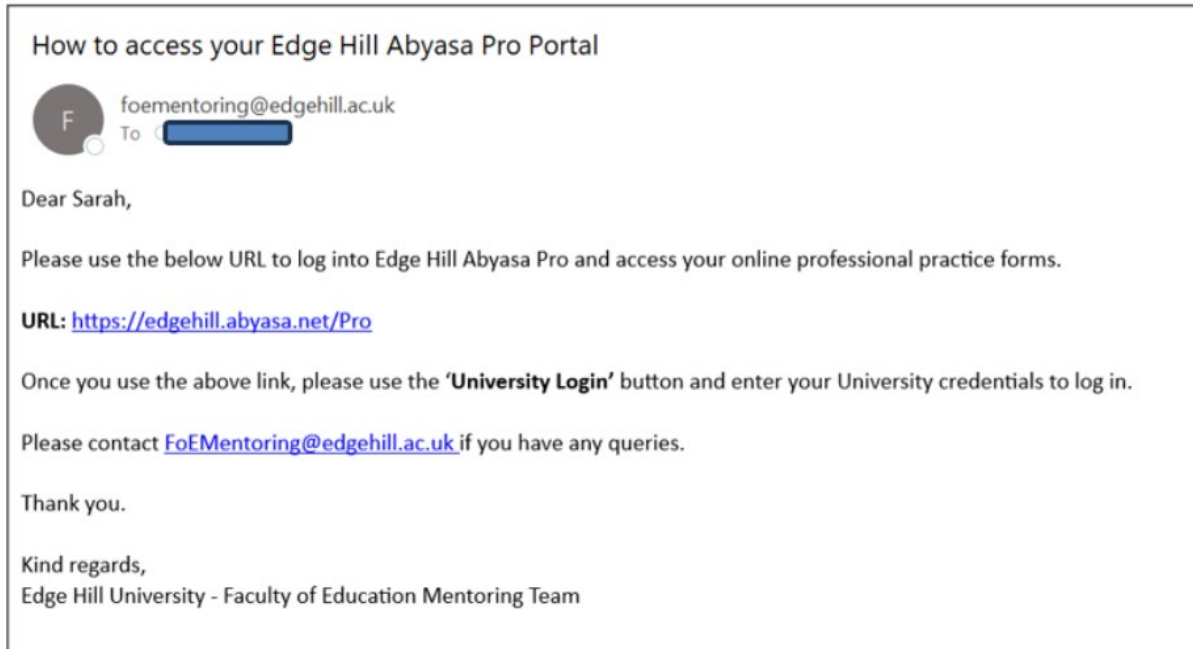
I need more help

Please email foementoring@edgehill.ac.uk or FOE Data Officer Helen Wakenshaw wakenshh@edgehill.ac.uk

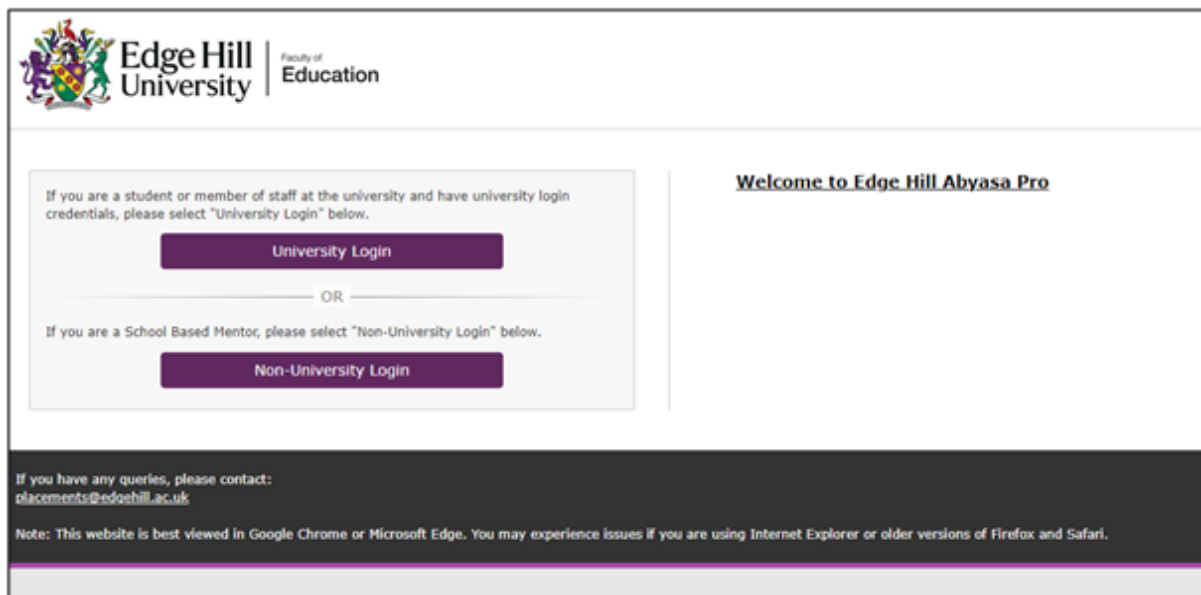
How to access Abyasa

You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to go to your account.

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



Log in by clicking the University Login button and entering your Edge Hill University network 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 university homepage select current students 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.

Content: [Service](#) | [Information](#) | [Guide](#)

Abyasa Pro
/service/abyasa-pro/
Service

Next select the **Access Abyasa** icon.

Home > Service Gateways > Abyasa Pro

Abyasa Pro

Abyasa Pro is a web-based application focused on students' development, it allows tutors, mentors and trainees to set targets, review progress and record evidence of development.

Access Abyasa

Service Status
☒ Running Normally

You log in to Abyasa using your university single sign-on details. This will be your student number. Select the University log in option.

 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

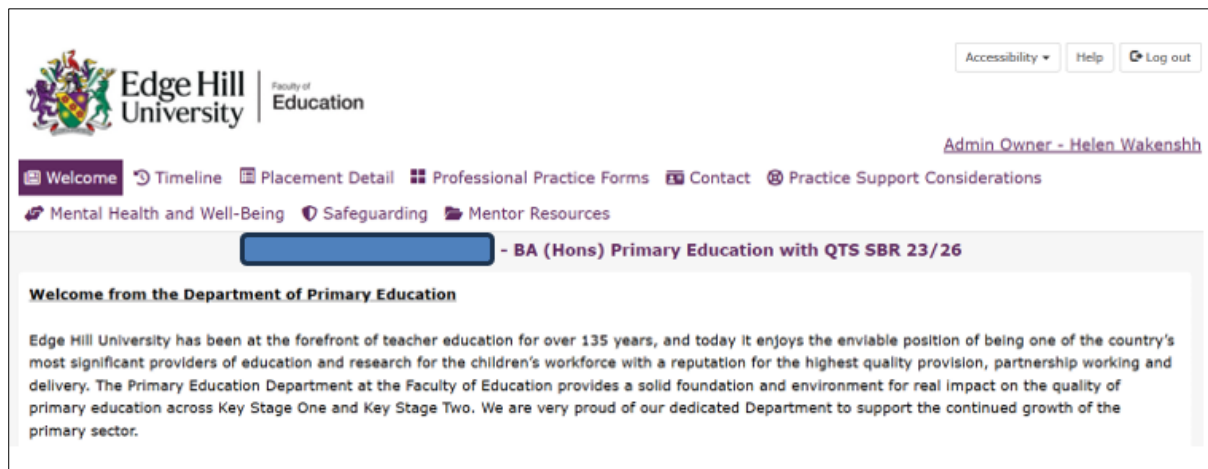
OR

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

Non-University Login

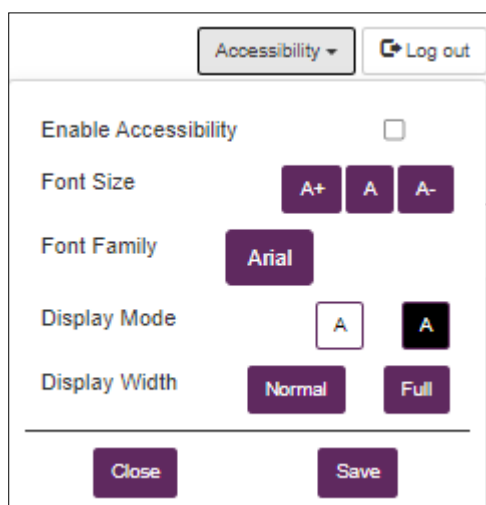
Your Abyasa Portal

Once you have successfully logged in your first page is a Welcome page unique to your department. Along the top of the screen is a series of tabs that you will interact with during your professional practice (these may differ by departments).



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.

Trainee Timeline Tab

Your timeline is where you can access your Weekly Development Summaries (WDS), Observations, and (if applicable) your Progress Support Plan.

WDS appear on your timeline and Lesson Observations are initially accessed via the Start icon.

If applicable PSPs will appear once they have been created (**see Progress Support Plans**).

Edge Hill University Faculty of Education

Admin Owner - Helen Wakenshh

Welcome Timeline Placement Detail Professional Practice Forms Contact Practice Support Considerations

Mental Health and Well-Being Safeguarding Mentor Resources

BA (Hons) Primary Education with QTS SBR 23/26

Start Filter View Participants

Focused

Quality Assurance Developmental 25/26 19/09/2025

Draft Continue

WDS Week 4 - Developmental

Start

WDS Week 3 - Developmental 30/09/2025

Draft Continue

WDS Week 5 - Developmental

Current Placement Details

School Name Barnoldswick Church of England Controlled Primary School BB18 5TB

Date 15/09/2025

For mentor details, please click on the below link. View more...

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

Completed

Primary Observation tracking 19/04/2024

Complete View

UG EY WDS Week 1 19/04/2024

Complete View

EY Observation/Feedback tracking 12/06/2024

Complete View

Core Subject Observation Form PEY 24/25 12/06/2024

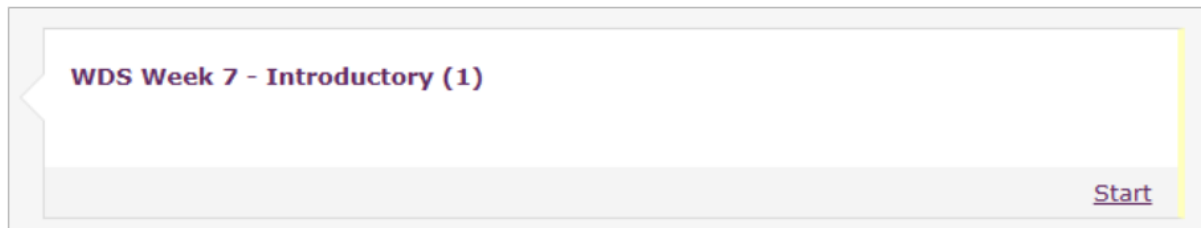
Complete View

EDU PEY ITE Quality Assurance 17/04/2024

Complete View

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](#)

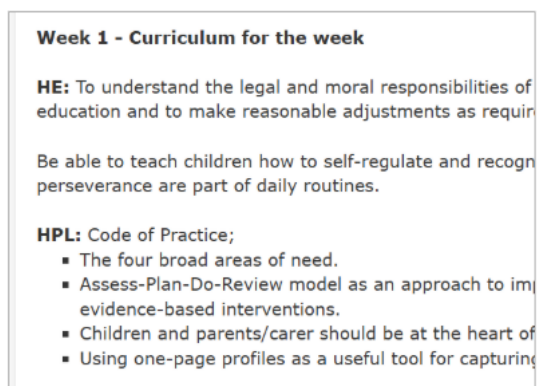
You can return to the form to edit it by selecting the **Continue** hyperlink.



WDS Week 7 - Introductory (1) 03/10/2025

[Draft](#) [Continue](#)

The Curriculum for the week appears at the top of the screen.



Week 1 - Curriculum for the week

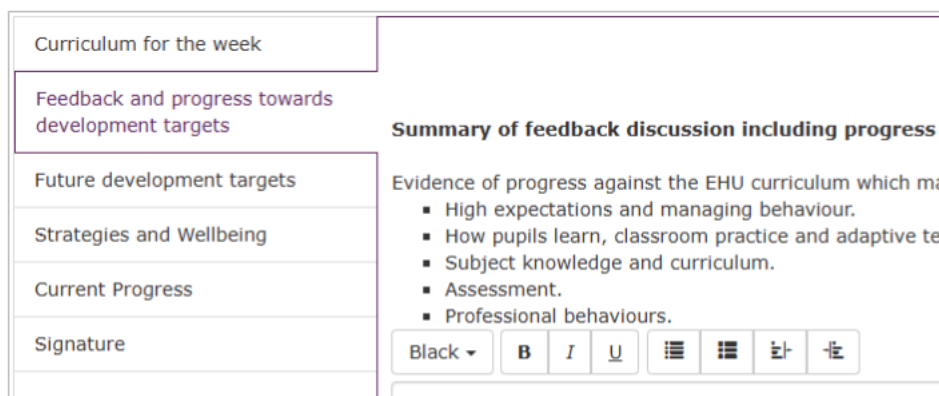
HE: To understand the legal and moral responsibilities of education and to make reasonable adjustments as required.

Be able to teach children how to self-regulate and recognise perseverance are part of daily routines.

HPL: Code of Practice;

- The four broad areas of need.
- Assess-Plan-Do-Review model as an approach to implement evidence-based interventions.
- Children and parents/carers should be at the heart of all decisions.
- Using one-page profiles as a useful tool for capturing individual needs.

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.



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

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.

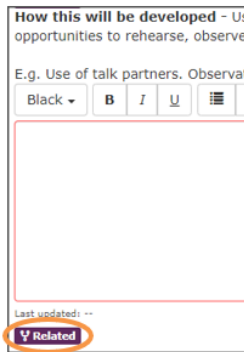
Black ▾ **B** *I* U [List Icon] [Table Icon] [Link Icon] [Unlink Icon]

As a trainee you can edit most of a form, the form will turn green when it has been saved. Certain parts of the form may be unavailable to you, along with certain actions,

based on the permissions of the form. You are unable to submit the form, this must be done by the mentor. Whilst the form is in draft you can delete it to return it to a blank new form to be added (see **Professional Practice Forms**).

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).



The screenshot shows a form editor interface. At the top, there is a title 'How this will be developed - Use opportunities to rehearse, observe' and a subtitle 'E.g. Use of talk partners. Observat'. Below the subtitle is a text area with a 'Black' color dropdown and bold, italic, and underline buttons. A large empty text box is below the buttons. At the bottom left, there is a 'Last updated: --' label and a small icon with the word 'Related' next to it, which is circled in red.

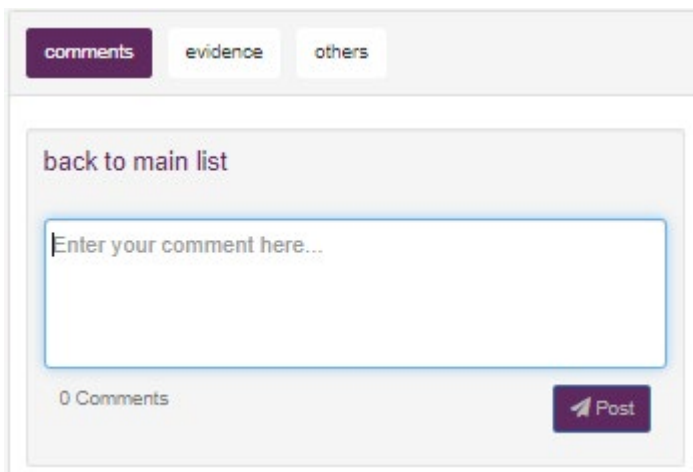
Answers can be copied and pasted from here if required.



The screenshot shows a 'Related Answers' window. It has a title bar 'Related Answers' and a close button. The main content area says 'This section shows you the list of previous answers and tags associated with the question.' Below this are three tabs: 'Show All', 'Previous Answers', and 'Tags'. The 'Show All' tab is selected. Below the tabs, there is a list of answers. The first entry is 'UG EY WDS Week 1 (TGG)' with a date '19/04/2024' and a tag 'Tag:'. Below the entry is a text box containing 'Test Data: Observe a phonics group and later teach a sequence.' At the bottom right, there is a 'Close' button.

Comments

Comments can be posted to your form page and you can target them at a participant who has access to your timeline. This is also accessed via the panel on the right hand side of the form. Please note that an email notification will **not** be sent to the target participant, and they will only see the message when in Abyasa.



The screenshot shows a comments section. At the top, there are three tabs: 'comments', 'evidence', and 'others'. The 'comments' tab is selected. Below the tabs, there is a 'back to main list' link. Below the link is a text input field with the placeholder text 'Enter your comment here...'. Below the input field, there is a '0 Comments' label and a 'Post' button with an arrow icon.

☐	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

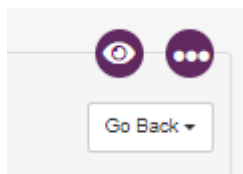
Post

a few seconds ago

Hi, please can you review?

Delete

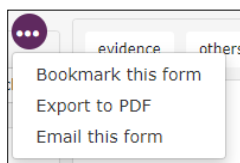
Other Form Functionality



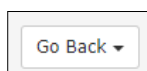
The above icons do the following.



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.

Trainee Attendance

Each week your attendance is recorded in the **Strategies and Wellbeing** section of your WDS, this is used to monitor attendance. If you want to claim your travel expenses weekly, please ensure that your mentor has completed this section of the WDS and submitted it. You can then download a copy of the WDS to a PDF to submit with your claim. If you are claiming at the end of your professional practice the final WDS has a section where the total number of days attended for your placement is recorded, again your mentor needs to submit the form as completed and you can use this with your expense claim.

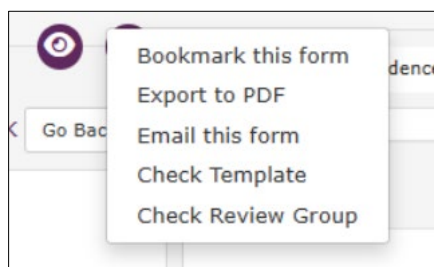
Weekly

Strategies and Wellbeing	Actions or follow up (if needed) Black ▾ Last updated: --
Current Progress	
Signature	
	Trainee attendance this week - please enter the number of days. -1.00 Last updated: --

Final

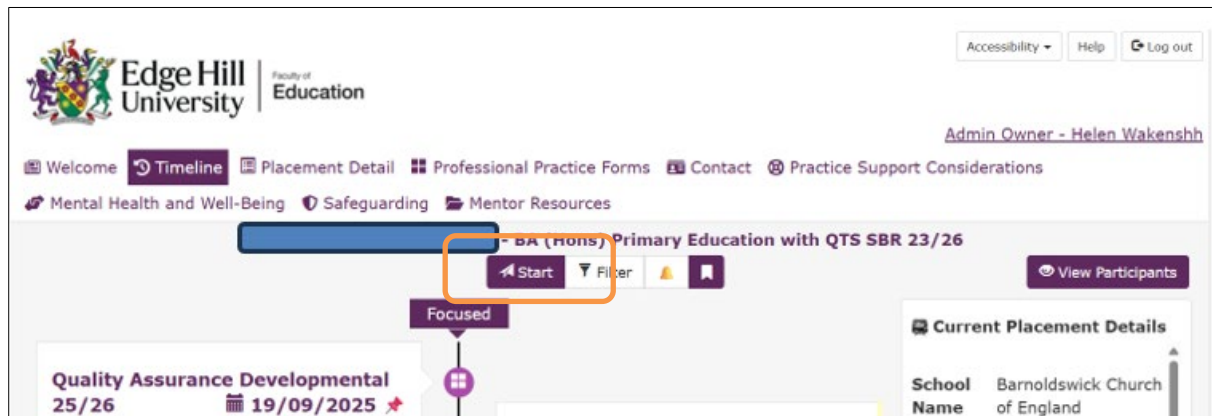
Strategies and Wellbeing	Black ▾ B I U    
Current progress	 Last updated: --
Signature	
	Trainee attendance this week - please enter the number of days. -1.00 Last updated: --
	Total attendance for professional practice -1.00 Last updated: --

Export to PDF via the WDS or in the Professional Practice Forms tab.



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:

- ☒ Core English Observation Form
- ☐ Core Science Observation Form
- ☐ Art & Design Observation Form
- ☐ Computing Observation Form
- ☐ Design Technology Observation Form
- ☐ Geography Observation Form
- ☐ History Observation Form
- ☐ Languages Observation Form
- ☐ Music Observation Form
- ☐ PE Observation Form
- ☐ Phonics (SSP) Observation Form
- ☐ PSHE Observation Form
- ☐ RE Observation Form

Close

Start

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

Observation Focus

Subject and curriculum knowledge

Key points emerging from the session related to other aspects of

The trainee is learning how to.....

Last updated: --

This links to what element of the ITE curriculum?

- ☐ High expectations and managing behaviour
- ☐ How pupils learn, classroom practice and adaptive teaching
- ☐ Subject knowledge and curriculum

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

Mentors complete and submit the form.

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

Progress Support Plans

If you require a Progress Support Plan during your professional practice, your mentor/link tutor will set this up. 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

👁 View Participants

Professionalism 1

📅 16/04/2024

Due date: 23/04/2024

Draft

Continue

Areas identified for support	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: --
Actions	Please list in order of priority the concerns raised (with the most pressing concern listed first) Black ▾
Review of progress	
Outcome	
Signatures	

Refer and Defer Trainees

If you are 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 Course Leader or Partnership Development Officer will advise you on what week to start if the placement is shorter than the full phase.

Start Form

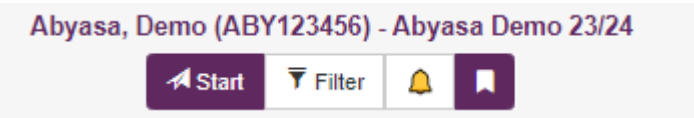
Select Record Type

Weekly Development Summary ▾

Scheduled:
☒ WDS Week 1 - RD Consolidation
☐ WDS Week 2 - RD Consolidation
☐ WDS Week 3 - RD Consolidation
☐ WDS Week 4 - RD Consolidation

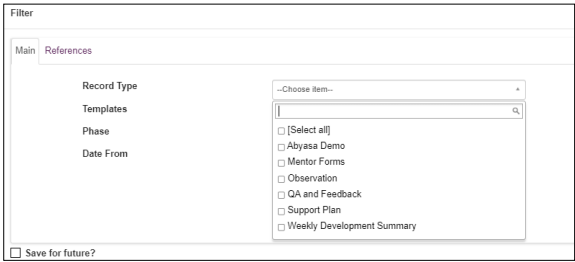
Unscheduled:
Currently there are no items.

Other Timeline Functionality

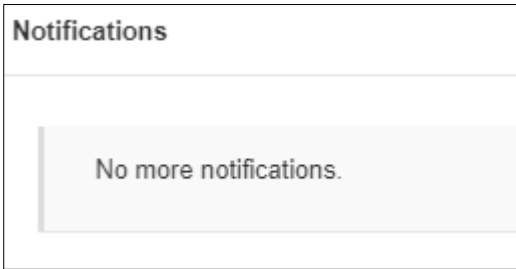


Unscheduled forms can be accessed via the **Start** icon. See guidance for **Lesson Observations**.

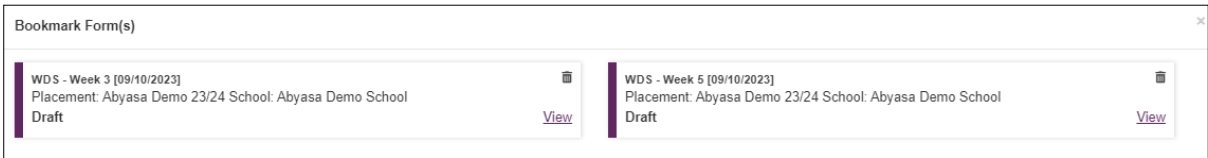
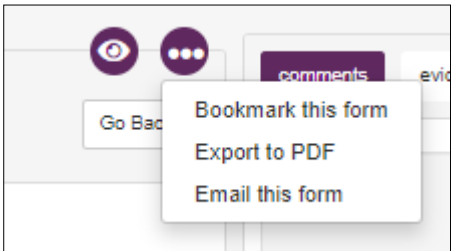
Forms can be filtered by type via the **Filter** icon. Always remember to clear the filter to return a view of all your forms.



Notifications can be loaded from the **Bell** icon. Click the bell to see any of your 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.



Placement Detail

The placement detail tab contains information about your professional practice school/setting along with details of your mentor and link tutor.

WelcomeTimelinePlacement DetailProfessional Practice FormsContactPractice Support Considerations

Mental Health and Well-BeingSafeguardingMentor Resources

BA (HONS) Pri Education with QTS 23/25 FT

2025 RD UG ITE Primary 5-11 Consolidation Y32024 UG ITE Primary 5-11 Consolidation Y32023 UG ITE Primary Developmental FT Y2

Professional Practice	2025 RD UG ITE Primary 5-11 Consolidation Y3
School Name	Banks Methodist School PR9 8EY
URN	119405
School Address	Chapel Lane,
Town	
County	

Professional Practice Forms

The Professional Practice Forms tab is where you can find a library of all your 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.

All22Bookmarked3Weekly Development Summary15Observation22Support Plan10Abyasa Demo5Recent25Scheduled37

Start

Empty

Export to PDF

Search records here...

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

WelcomeTimelinePlacement DetailProfessional Practice Forms

All35Bookmarked2Weekly Development Summary14Observation17Support Plan8Abyasa Demo4

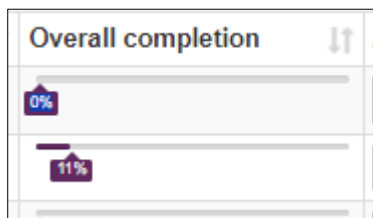
Start

Empty

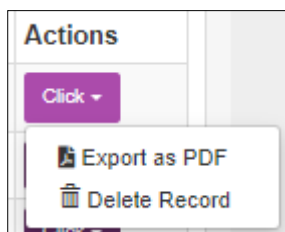
Export to PDF

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

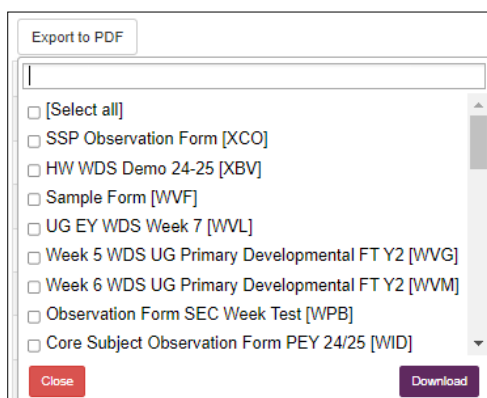
You can see the overall completion of a form in the right side of the table.



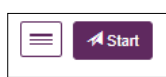
From the actions column you can export a form as a PDF and delete a draft version of a form.



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.

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

Contact Tab

You can find the contact details you may need to support you whilst on your professional practice.

For general queries relating to your 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

Practice Considerations

In this tab you can provide details of any specific requirements or reasonable adjustments.

Professional Placement Support Considerations

It is your responsibility to discuss with academic staff/PAT any specific requirements or reasonable adjustments (suitable for the teaching profession) which you may need for placement e.g., the impact of a mobility impairment on travel.

Please record below any placement support you require as per your Student Support Plan.

If you do not have a Student Support Plan, please record below any placement support considerations your setting and mentor need to be aware of.

Submit**Export to PDF**

Mental Health and Wellbeing

This area contains links to 24/7 mental health and wellbeing support and links to Student Services

Mental Health and Well-Being

Mental Health and Well-Being Support

[Edge Well 24/7 - Edge Hill University](#)

Student Services

[Student support services | Support | Edge Hill University](#)

Safeguarding

Here you can find information and guidance on what to do if you have any safeguarding concerns.

Safeguarding

What to do if you have a safeguarding concern about a child or an adult at risk (whilst on your professional practice)

If you believe a child is in immediate danger you should ring 999 without delay.

The school or setting will have their own local procedures which you should follow. This will involve reporting your concerns immediately without delay to the Designated Safeguarding Lead, or in their absence any member of senior management or another member of the safeguarding team.

Once you report concerns to the school or setting, you should raise them with a designated safeguarding officer in the Faculty of Education: [Safeguarding - Edge Hill University](#)

You report concerns by either:

- Completing the FOE Safeguarding incident form on the EHU webpage here: [Safeguarding - Edge Hill University](#)
- Or by Emailing FOESafeguarding@edgehill.ac.uk
- Or by calling 01695 364214 or 07736601725

Mentor Resources

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

All		
	Name	Date
☐	 Abyasa Guidance	08/09/2025 10:27
☐	 Mentor Training Resources	08/09/2025 10:29
☐	 Subject and strand component trackers	08/09/2025 10:28
☐	 Weekly Communications	08/09/2025 10:29
☐	 Abyasa - Frequently Asked Questions support for mentors	08/09/2025 10:28
☐	 Primary-24-25-PP-Handbook-UG-FT-Y3-Consolidation	08/09/2025 10:29