

Secondary Mentor Guidance

Edge Hill Abyasa Pro Portal

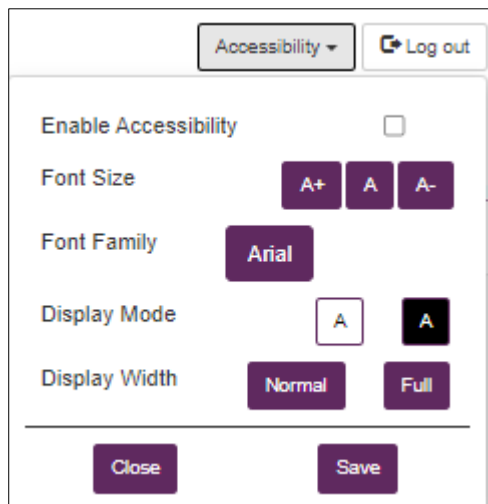
<https://edgehill.abayasa.net/Pro>

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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.

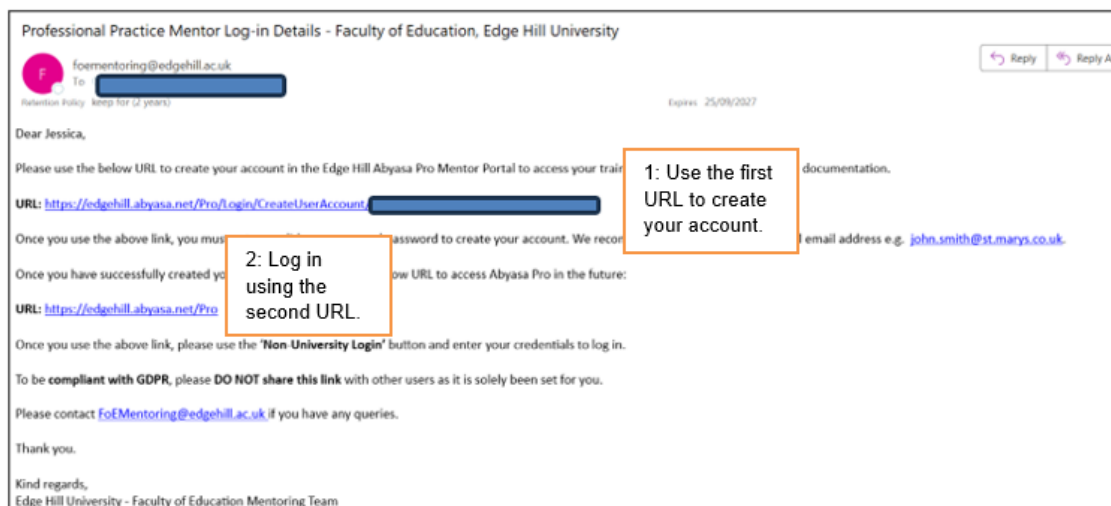
I need to revert a completed form back to draft.

If you need to 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 linked as a mentor to a placement, we will activate your account. You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to create your account.

Please note that the create account URL (1) only works to set your account up. After this has been used you must log on to your portal using <https://edgehill.abyasa.net/Pro> (2) or by following the university homepage instructions on the next page.



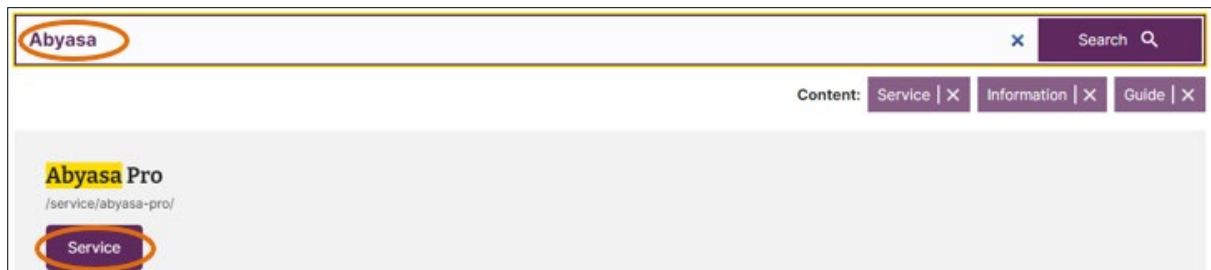
Create your account on this page.

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

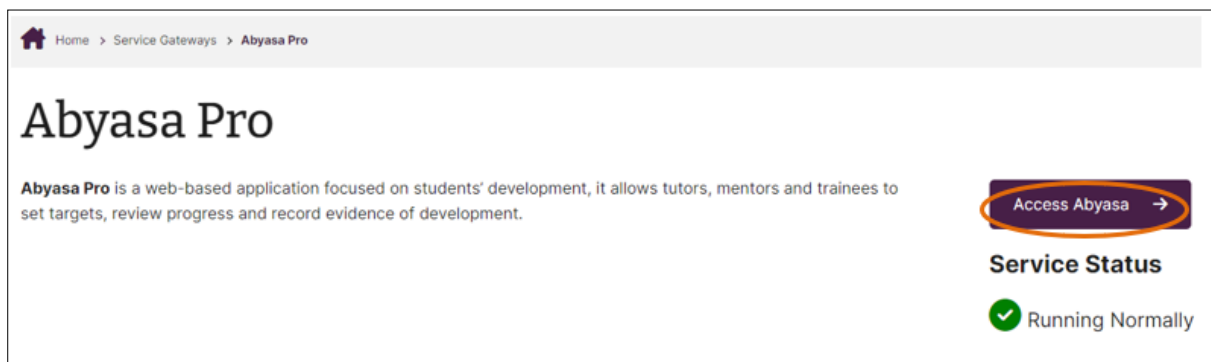
We recommend bookmarking the URL, but you can also use the search function on the top right of our university website homepage. On the university homepage select the magnifying glass from the upper left of the page.



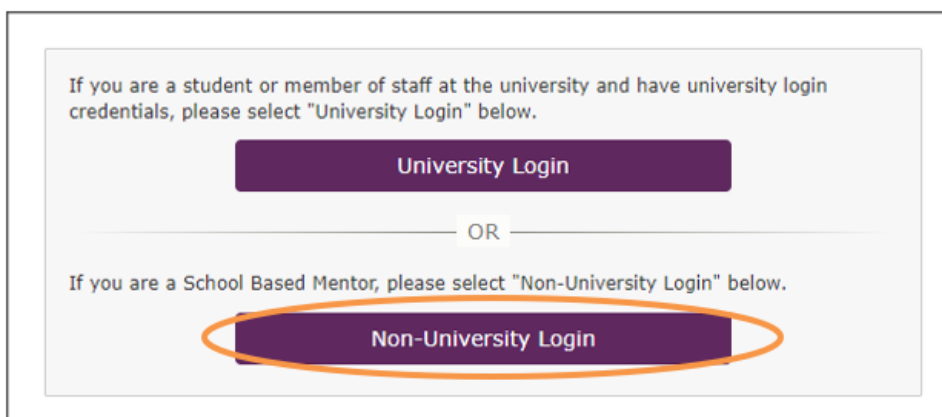
In the **'Search the site'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

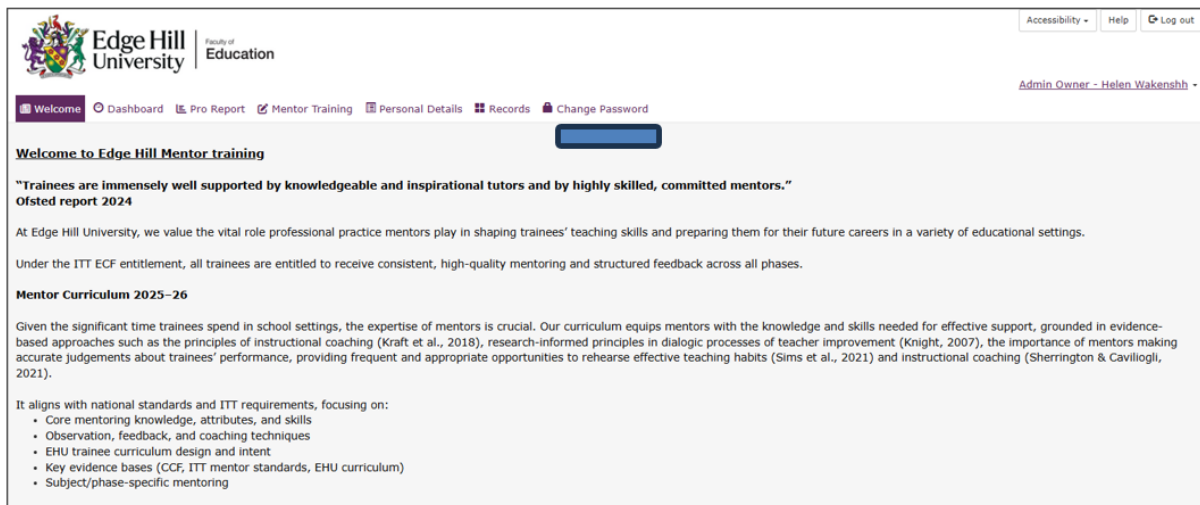


Log in using the account details you have created.

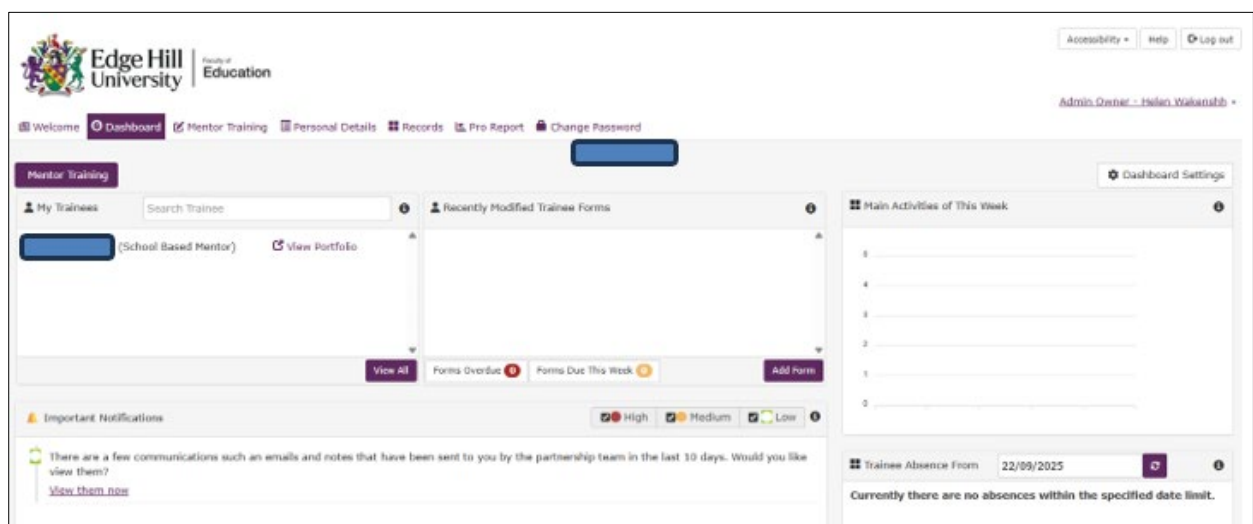


Your Abyasa Portal

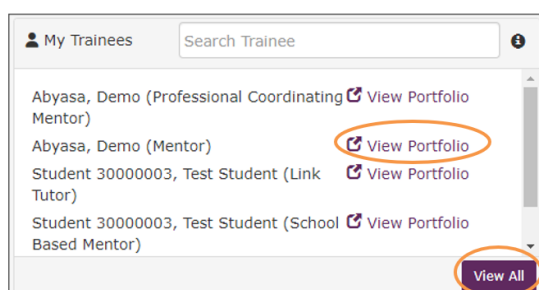
The welcome tab provides and introduction to the mentor curriculum and training available.



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



My trainees



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

Search Trainee

List

Default

Trainee Name

Contains

Search

Trainee Name	Institution ID	Programme	Review Group	Subject	Role Attached	Last Modified
Abyasa_Demo	ABY123456	Abyasa Demo 23/24	Demo	All	Professional Coordinating Mentor	24/09/2024 11:01:11
Abyasa_Demo	ABY123456	Abyasa Demo 23/24	Demo	All	Mentor	24/09/2024 11:01:11

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

Recently Modified Trainee Forms

Recently Modified Trainee Forms

Eleanor

Quality Assurance Developmental 25/26 (EVXS)

Forms Overdue 0

Forms Due This Week 0

Add Form

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.

Start Form

Choose Trainee:

Abyasa, Demo (ABY123456) - Mentor

Select Record Type

Observation

Scheduled:

☒ Observation Form SEC Week Test (Due date: 01/01/0001)
 ☐ Aby test form

Unscheduled:

☐ SSP Observation Form
 ☐ Art Subject Lesson Observation
 ☐ test

Close

Add

Notifications

Important Notifications

High

Medium

Low

There are a few students who have not accessed the Abyasa Pro portal since last 15 days.

Show more

There are a few forms that have been added but no key questions have been answered since then.

Review them now

Student(s) who have been on active support plans in the last 30 days.

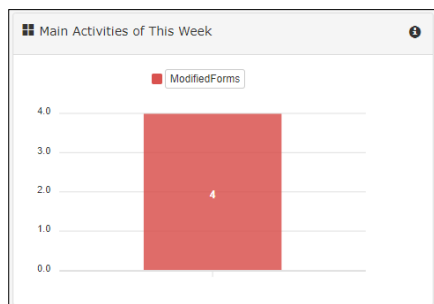
View more

The students' forms that have been modified in the past week.

View details

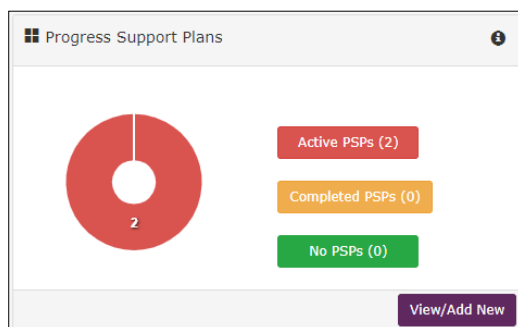
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here.

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



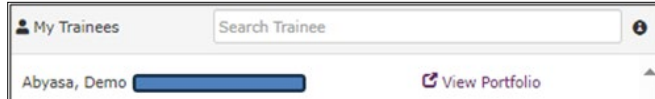
This panel shows the PSP status of your trainees. You can view and add PSPs from here. Please see the section '**Progress Support Plans**' for further guidance.

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

Trainee Timeline and Tabs

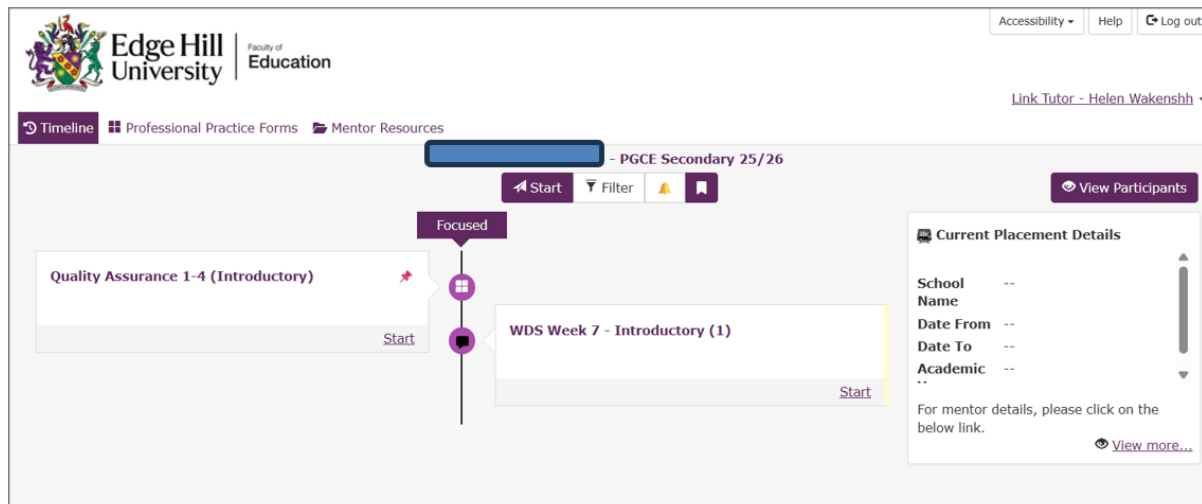
The timeline is where you access Professional Practice documentation.

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

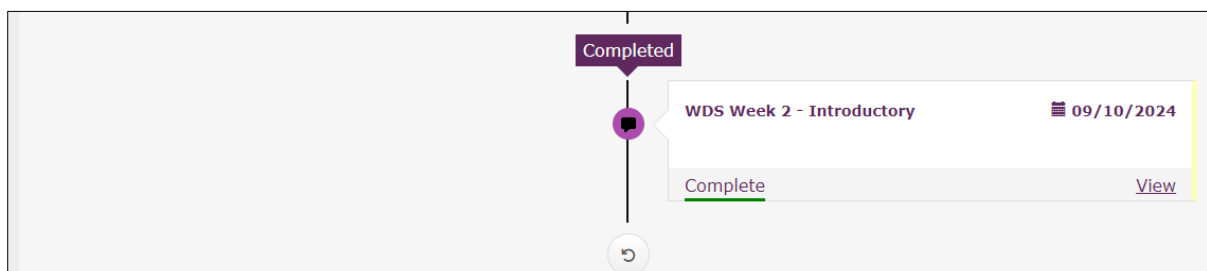


WDS appear on the trainee timeline to be completed each week. **Observation forms** are accessed via the Start icon.

If applicable PSPs will appear on the timeline 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

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

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

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	What are the professional (and wider) responsibilities of Science teachers? (Including routines and policies) Summary: Müller and Cook (2024) propose a working definition of teacher professionalism built on three interrelated domains: cognitive (engaging critically with research and knowledge), ethical (balancing pupil needs and teacher well-being), and regulatory (exercising professional judgment within legal and social frameworks). The report emphasises the importance of trust-based accountability, informed autonomy, and stronger connections between research, policy, and practice to enhance teacher professionalism, improve well-being, reduce workload, and address challenges in recruitment and retention. Limitations: While Müller and Cook offer a thoughtful and timely conceptual framework for understanding teacher professionalism, the report is largely theoretical and does not present new empirical research or data. Its working definition is based on a synthesis of existing literature and policy discussion rather than large-scale fieldwork or practitioner studies. As such, while the model offers useful language for debate and policy, further empirical research would be needed to test how these domains operate in diverse school contexts and how teachers experience professionalism in practice. Reference: Müller, L.-M. & Cook, V. (2024). Revisiting the notion of teacher professionalism: A working paper. London: Chartered College of Teaching. https://chartered.college/wp-content/uploads/2025/01/Professionalism-report_v.2_FINAL-FOR-PUBLICATION_2-May-1.pdf
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	
Last Modified By: Helen Wakenshh on 03/Oct/2025 09:35 The highlighted section(s) indicate that it has unanswered question(s) The answer box(s) with coloured border indicates that it is required Report a problem	

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

Q 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

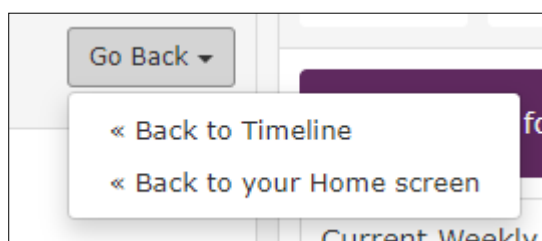
Hi, please can you review?

Delete

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

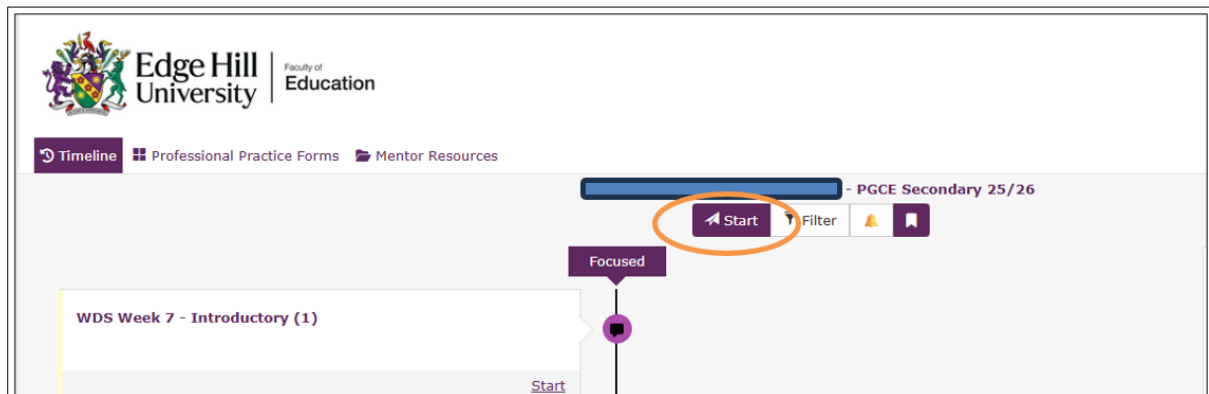
Exiting a form

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



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.

The 'Start Form' dialog box is shown. It has a 'Select Record Type' dropdown set to 'Observation'. Below this, there are two sections: 'Scheduled:' and 'Unscheduled:'. Under 'Unscheduled:', 'Mathematics Observation Form' is selected with a radio button. At the bottom right, there is a 'Start' button.

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

The screenshot shows the Lesson Observation form. It has a sidebar with sections: 'Context (completed by trainee)', 'Lesson observation (completed by mentor)', 'Next steps for development (completed by mentor and trainee)', 'Signature', and 'Submit'. The main form area contains fields for 'Number of learners in session.', 'Date of observation', 'Year Group', and 'Topic'. The 'Focus of Observation (completed by the trainee)' section is highlighted with a red border and contains a text area for 'What specific teaching skill(s) are you focusing on and receiving feedback on during this observation?'. A 'Next >>' button is at the bottom right.

Mentors complete and submit the form.

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 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:

☒ PG RD Sec Maths Cons WDS Week 1 25/26

☐ PG RD Sec Maths Cons WDS Week 2 25/26

☐ PG RD Sec Maths Cons WDS Week 3 25/26

☐ PG RD Sec Maths Cons WDS Week 4 25/26

☐ PG RD Sec Maths Cons WDS Week 5 25/26

☐ PG RD Sec Maths Cons WDS Week 6 25/26

☐ PG RD Sec Maths Cons WDS Week 7 25/26

☐ PG RD Sec Maths Cons WDS Week 8 25/26

☐ PG RD Sec Maths Cons WDS Week 9 25/26

☐ PG RD Sec Maths Cons WDS Week 10 25/26

Unscheduled:

Currently there are no items.

Close

Start

Other Timeline Functionality

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

Start

Filter

Start

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

Filter

 Forms can be filtered by type via the filter icon.

Filter

MainReferences

Record Type

Templates

Phase

Date From

--Choose Item--

☐ [Select all]

☐ Abyasa Demo

☐ Mentor Forms

☐ Observation

☐ QA and Feedback

☐ Support Plan

☐ Weekly Development Summary

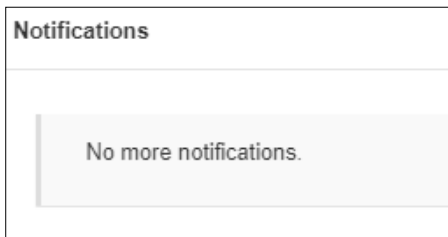
☐ Save for future?

Clear Filter

Filter

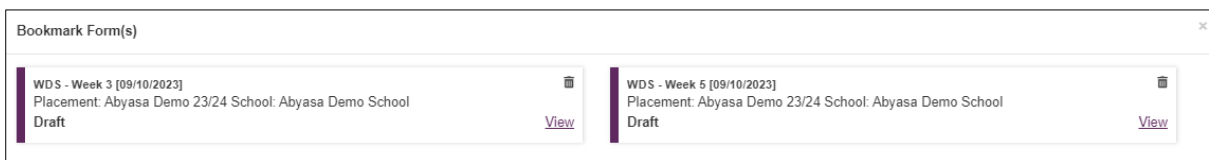
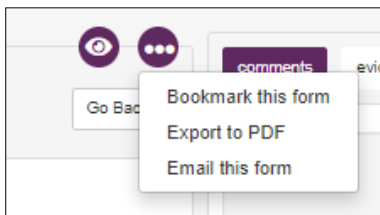
Always remember to clear the filter to return a view of all your forms.

Click the bell to see any trainee notifications.



Bookmarked forms can be viewed by selecting the bookmark flag.

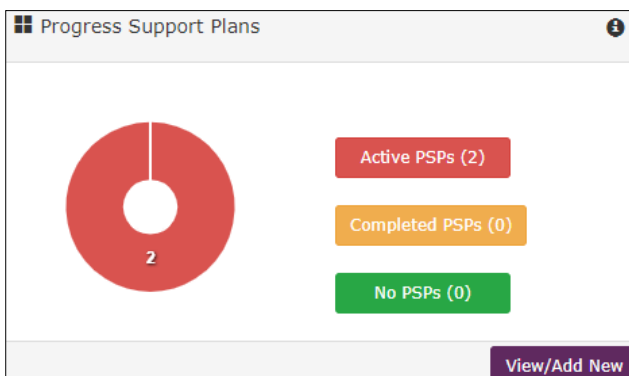
When working in a form there is an ellipsis button (3 dots), select this to bookmark a form. The bookmarked forms will then appear in the bookmark flag section of the timeline.



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.

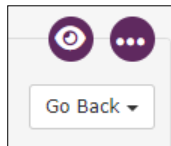
Caption: Late to placement Placement: Start Date: 18/10/2023 Added By: Helen Wakenshh End Progress Support Plan	Add Late to placement 18/10/2023 PSP due to repeatedly arriving late to placement. Add
--	--

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
---	---

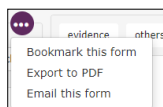
It can be viewed as a form on your timeline and whilst it is active an icon displays in the top right of the page.

Active Progress Support Plan

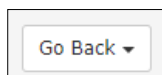
Additional Form Functions



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.

Professional Practice Forms

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

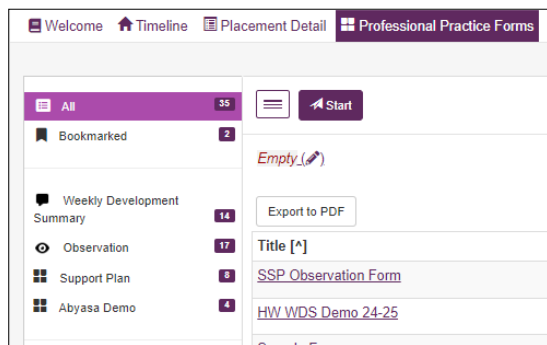
Scheduled forms are your WDS, these are forms that you are expected to complete and submit on a weekly basis or as your placement pattern requires.

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

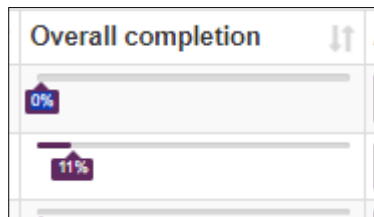
You can filter the forms using the panel on the left of the screen.

All	22	Start
Bookmarked	3	Empty (🗑️)
Weekly Development Summary	15	Export to PDF
Observation	22	
Support Plan	10	
Abyasa Demo	5	
Recent	25	
Scheduled	37	

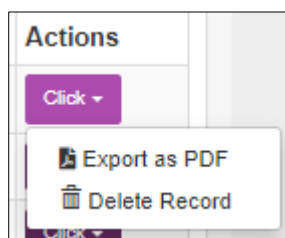
Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click +
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click +
HW Test for St Helens	XFU	20/08/2024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



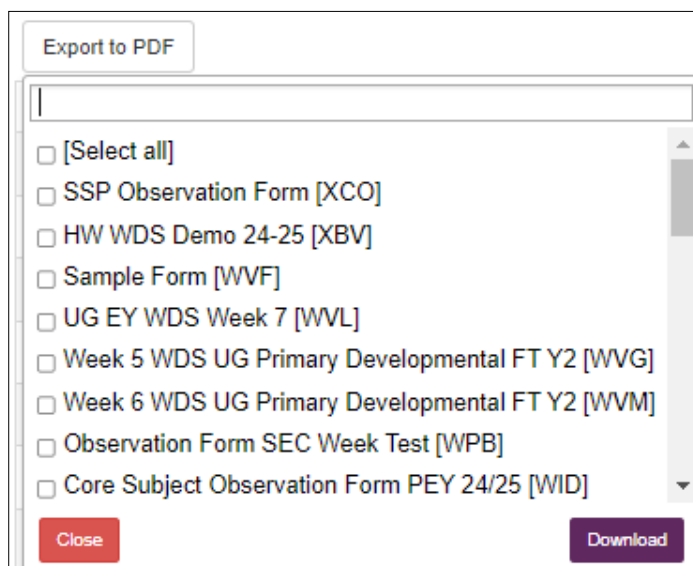
You can see the overall completion of a form in the right side of the table.



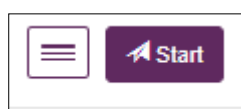
From the actions column you can export a form as a PDF, and delete a draft version of a form.



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

Mentor Resources

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

 Edge Hill University Faculty of Education	Accessibility - Help Log out										
Welcome Timeline Placement Detail Professional Practice Forms Contact Practice Support Considerations Mental Health and Well-Being Safeguarding Mentor Resources											
PGCE Secondary 25/26											
Shared Documents Form Documents	Search Here <table><thead><tr><th>Name</th><th>Date</th></tr></thead><tbody><tr><td>☐  Mentor Training Resources</td><td>03/10/2025 08:52</td></tr><tr><td>☐  Supportive Strategies 25-26</td><td>03/10/2025 08:53</td></tr><tr><td>☐  Abyasa - Frequently Asked Questions support for mentors</td><td>03/10/2025 08:53</td></tr><tr><td>☐  Curriculum Handbook - Science PG Secondary 2025-26</td><td>03/10/2025 08:53</td></tr></tbody></table>	Name	Date	☐  Mentor Training Resources	03/10/2025 08:52	☐  Supportive Strategies 25-26	03/10/2025 08:53	☐  Abyasa - Frequently Asked Questions support for mentors	03/10/2025 08:53	☐  Curriculum Handbook - Science PG Secondary 2025-26	03/10/2025 08:53
Name	Date										
☐  Mentor Training Resources	03/10/2025 08:52										
☐  Supportive Strategies 25-26	03/10/2025 08:53										
☐  Abyasa - Frequently Asked Questions support for mentors	03/10/2025 08:53										
☐  Curriculum Handbook - Science PG Secondary 2025-26	03/10/2025 08:53										

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 – 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...

IT	IT	IT	IT	IT	IT	IT	IT	IT	IT	IT	IT	IT	IT
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.

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 Wakenshh

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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My Tasks 0

Mentor Training Module 0

Recent 0

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

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