

# Secondary Staff Guidance

## Edge Hill Abyasa Pro Portal

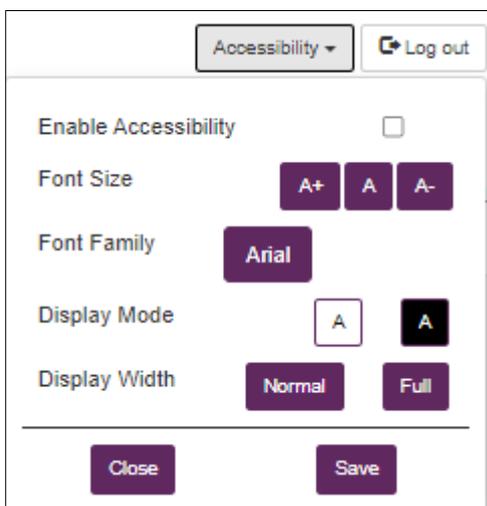
<https://edgehill.abayasa.net/Pro>

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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.abyasa.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 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](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.

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.abayasa.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](mailto: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.



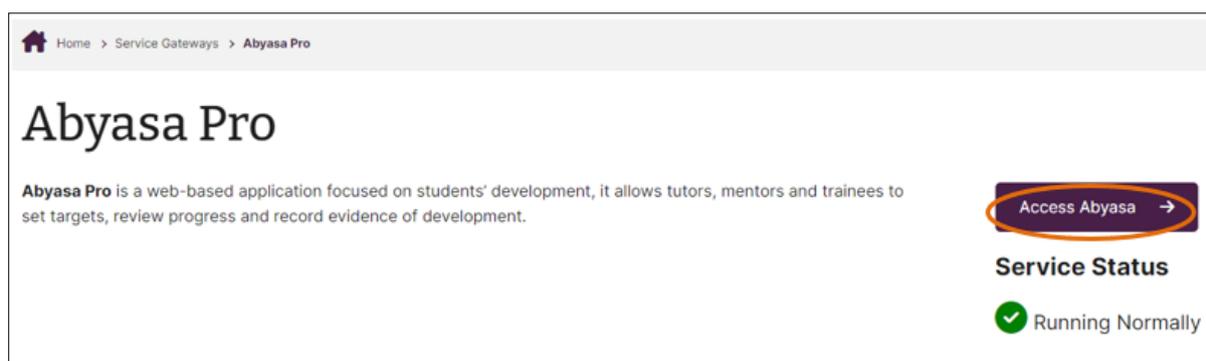
Study with us   Research   About  

Current students / Staff

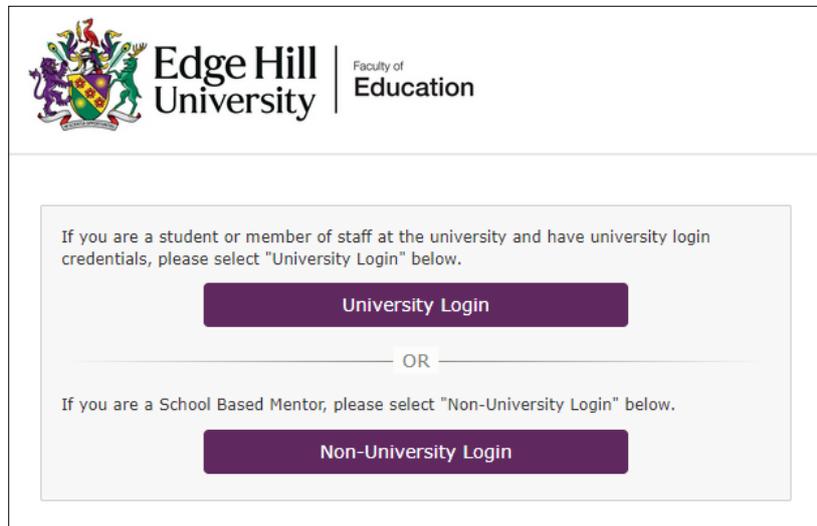
In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.



Next select the **Access Abyasa** icon.

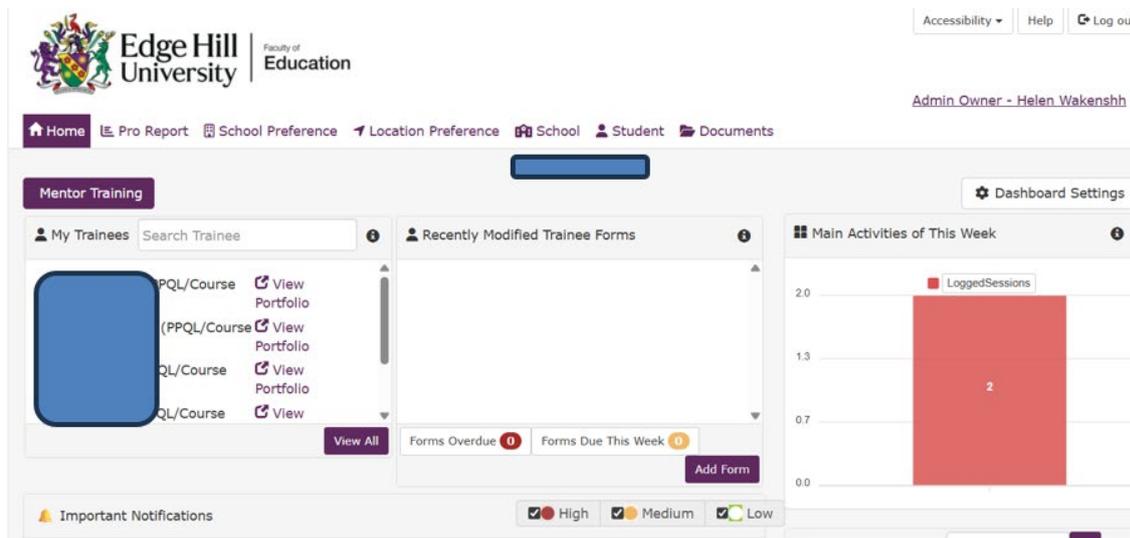


Log in using your EHU login details (SSO).

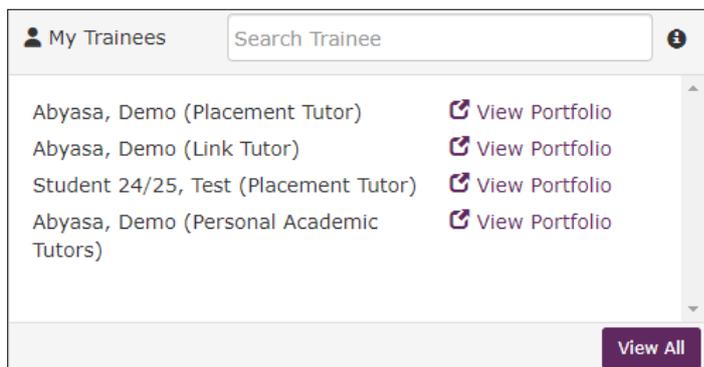


# Your Abyasa Portal

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



## My trainees

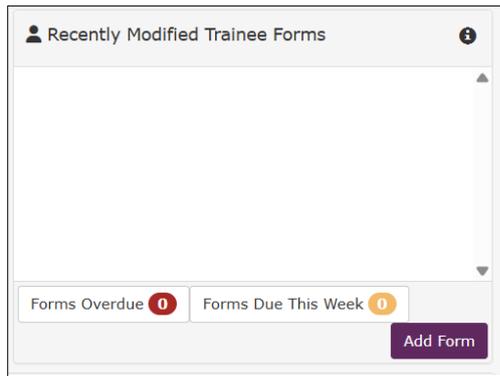


This is a list of the trainees you have been assigned to as LT/PPQL etc. To view the trainee portfolio/timeline, click the **'View Portfolio'** hyperlink next to the trainee's name. If you have more trainees than you can see in the list, click the **'View All'** icon to open a table list.

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. If you have multiple roles assigned in the system use the one with the most permissions if you are editing.

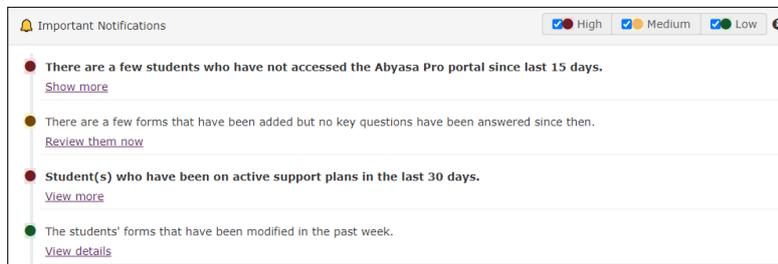
## Recently Modified Trainee Forms



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

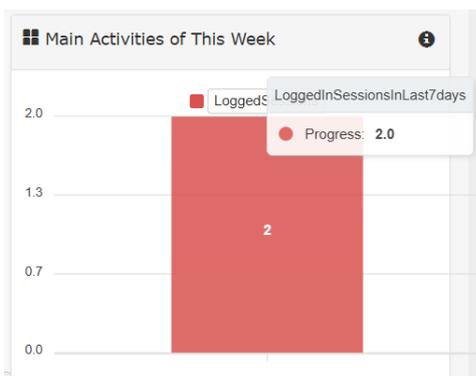
**'Add Form'** allows you to add a form without going to the timeline.

## Notifications



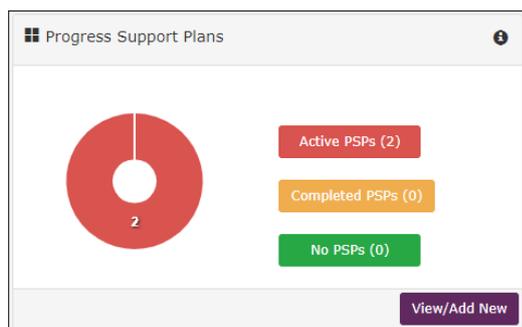
Notifications are mostly system driven notifications, but you may also receive some EHU specific notifications here at times.

## Main activities for the week



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

## Progress Support Plans



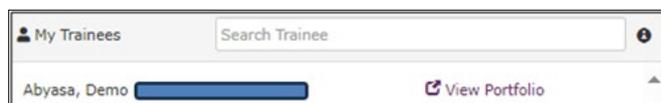
This panel shows the PSP status of your trainees. You can view and add PSPs from here (see **Progress Support Plans**)

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

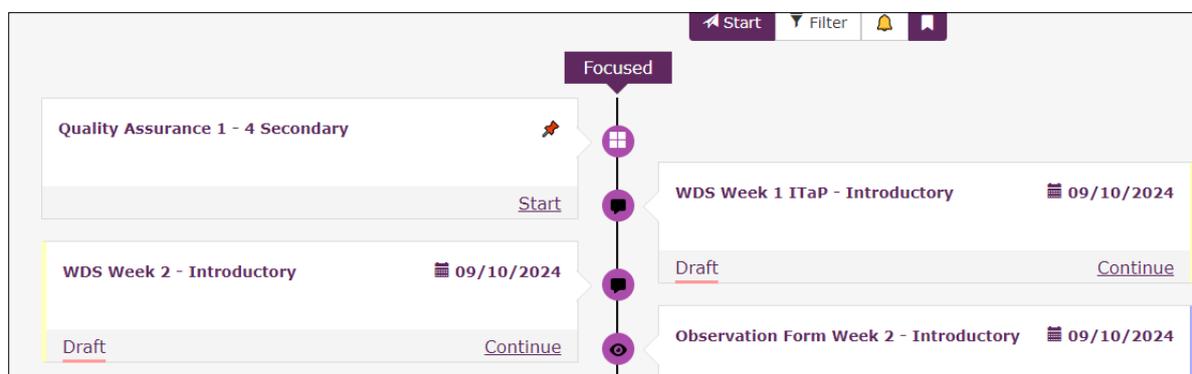
## Trainee Timeline

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.

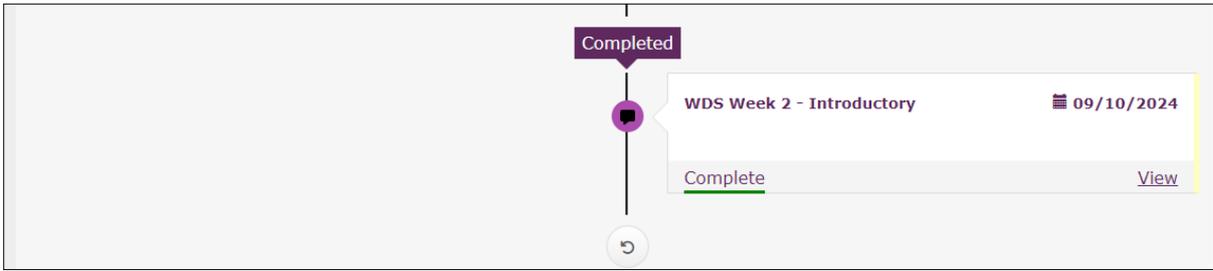
To access your trainee(s) timeline, click on the **View Portfolio** hyperlink next to the trainee name on the **My Trainees** panel of your portal.



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.

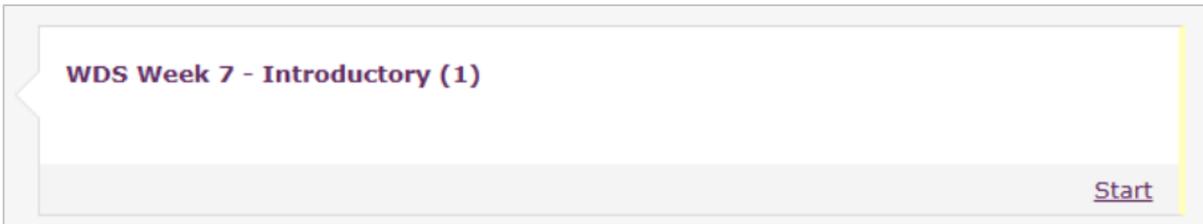


## Weekly Development Summaries

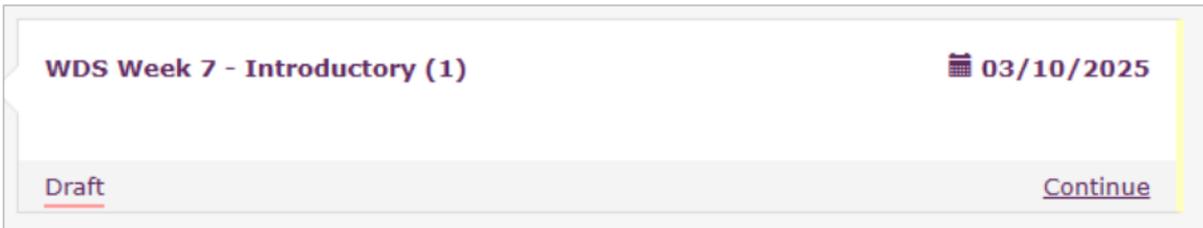
To start a form on your timeline, select the **Start** hyperlink. Your form will open and you can begin to update it.

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><b>What are the professional (and wider) responsibilities of Science teachers? (Including routines and policies)</b></p> <p><b>Summary:</b> 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.</p> <p><b>Limitations:</b> 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.</p> <p><b>Reference:</b> Müller, L.-M. &amp; Cook, V. (2024). Revisiting the notion of teacher professionalism: A working paper. London: Chartered College of Teaching. <a href="https://chartered.college/wp-content/uploads/2025/01/Professionalism-report_v.2_FINAL-FOR-PUBLICATION_2-May-1.pdf">https://chartered.college/wp-content/uploads/2025/01/Professionalism-report_v.2_FINAL-FOR-PUBLICATION_2-May-1.pdf</a></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 >>](#)

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.

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]

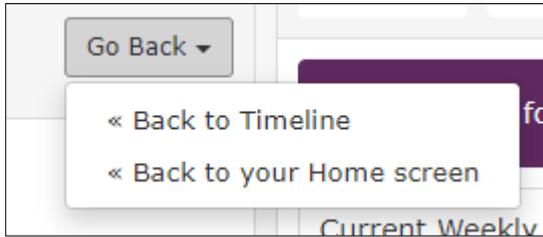
a few seconds ago

Hi, please can you review?

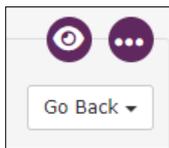
Comments will not appear on the form if you download it to a PDF.

## Exiting a form

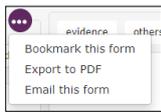
To return to the trainee timeline or your portal page click the Go Back icon.



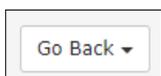
## Other Form Functionality



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



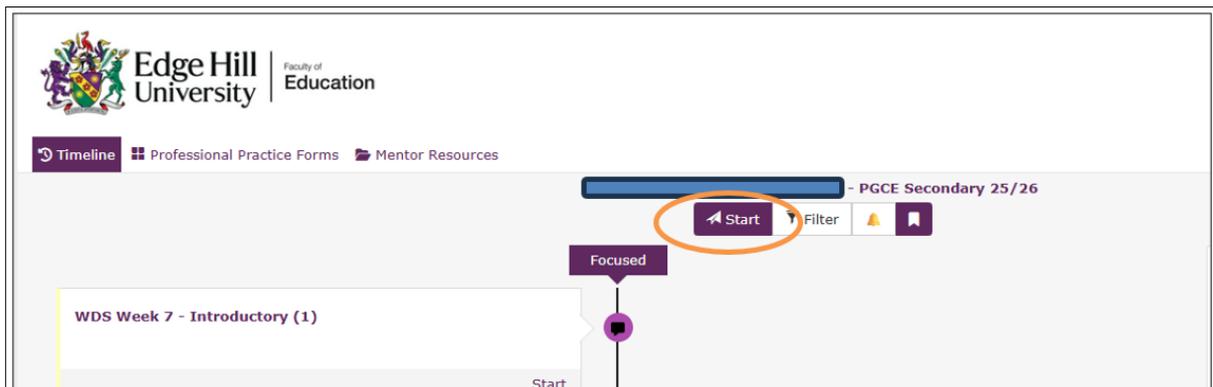
From the **ellipsis** button you can bookmark a form, export a form to PDF, and email the form.



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.

**Start Form** ✕

Select Record Type

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

**Unscheduled:**  
 Mathematics Observation Form

If prompted, select the placement from the drop box, press save and continue, and the form will open. The observation form will then appear on the timeline.

**Context (completed by trainee)**  
Number of learners in session.   
Last updated: --

**Lesson observation (completed by mentor)**  
Date of observation    
Last updated: --

**Next steps for development (completed by mentor and trainee)**  
Year Group   
Last updated: --

**Signature**

**Submit**

**Topic**  
  
Last updated: --

**Focus of Observation (completed by the trainee)**  
What specific teaching skill(s) are you focusing on and receiving feedback on during this observation? (Reference the weekly curriculum and any previously set targets.)  
  
Black - **B** *I* U

Last Modified By: Helen Wakenshh on 03/Oct/2025 09:39  
The highlighted section(s) indicate that it has unanswered question(s)  
The answer box(s) with coloured border indicates that it is required

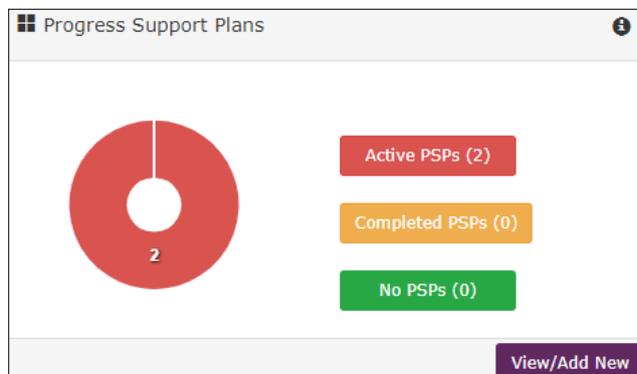
[Report a problem](#)

Mentors complete and submit the form.

# 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.

<b>Caption:</b> Late to placement <b>Placement:</b> <b>Start Date:</b> 18/10/2023 <b>Added By:</b> Helen Wakenshh	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Late to placement</b></p> <p>📅 18/10/2023</p> <p>PSP due to repeatedly arriving late to placement.</p> <p style="text-align: right;"><a href="#">Add</a></p> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #6a3d9a; color: white; padding: 10px; display: inline-block; border-radius: 5px;">       + Add     </div> </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <a href="#">End Progress Support Plan</a> </div>
--	--

Areas identified for support <hr/> Actions <hr/> Review of progress <hr/> Outcome <hr/> Signatures	<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>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.

<p>Quality Assurance 1 (Meeting prior to placement)</p> <hr/> <p>Quality Assurance 2 (Online meeting within 3 weeks of placement commencing)</p> <hr/> <p>Quality Assurance 3 (Observing the mentor in action - in person or online)</p> <hr/> <p>Quality Assurance 4 (Final week WDS)</p>	<div style="text-align: right; margin-bottom: 10px;"> <div style="background-color: #c00000; color: white; padding: 5px 10px; border-radius: 3px;">Edit</div> </div> <p>QA1 Date</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <div style="width: 20px; height: 20px; background-color: #f0f0f0; border: 1px solid #ccc; display: flex; align-items: center; justify-content: center; margin-left: 5px;"> </div> </div> <p><small>Last updated: --</small></p> <p>Mentor name and email address have been added to InPlace?</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p> <p><small>Last updated: --</small></p> <p>Mentor has completed initial assessment.</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p> <p><small>Last updated: --</small></p> <p>SSP shared with mentor and any adjustments discussed.</p> <p><input type="radio"/> Yes    <input type="radio"/> No    <input type="radio"/> NA</p> <p><small>Last updated: --</small></p> <p>Mentor knows how to access the ITE curriculum.</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p> <p><small>Last updated: --</small></p> <p>Mentor is aware of their role in supporting the wellbeing of the trainee.</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p> <p><small>Last updated: --</small></p>
--	--

## 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:**

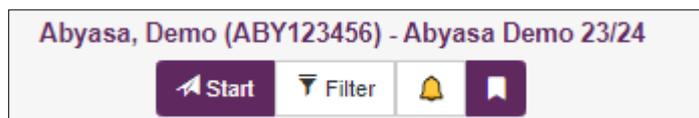
- PG RD Sec Maths Cons WDS Week 1 25/26
- PG RD Sec Maths Cons WDS Week 2 25/26
- PG RD Sec Maths Cons WDS Week 3 25/26
- PG RD Sec Maths Cons WDS Week 4 25/26
- PG RD Sec Maths Cons WDS Week 5 25/26
- PG RD Sec Maths Cons WDS Week 6 25/26
- PG RD Sec Maths Cons WDS Week 7 25/26
- PG RD Sec Maths Cons 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

## 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.

Filter

Main | References

Record Type

Templates

Phase

Date From

--Choose item--

[Select all]

Abyasa Demo

Mentor Forms

Observation

QA and Feedback

Support Plan

Weekly Development Summary

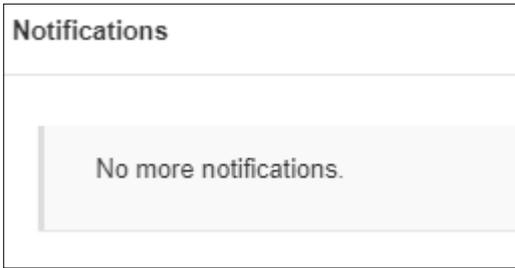
Save for future?

Clear Filter Filter

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

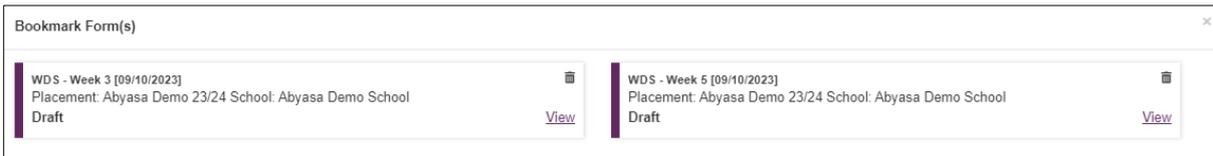
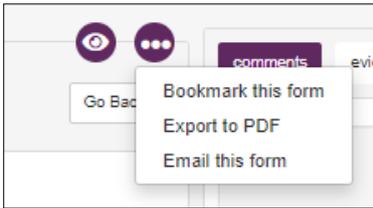


Click the bell to see any trainee notifications.



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.



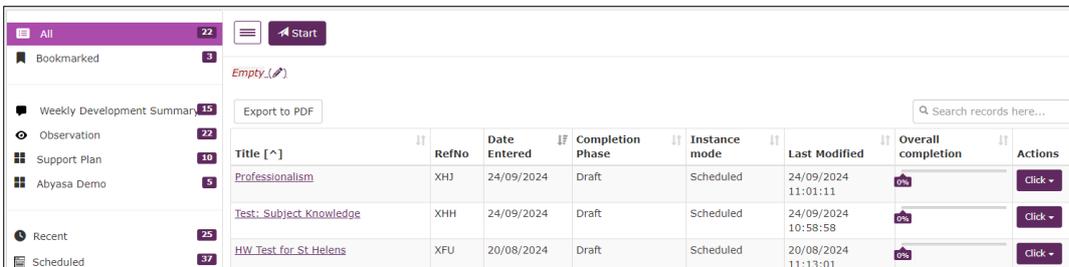
## Professional Practice Forms

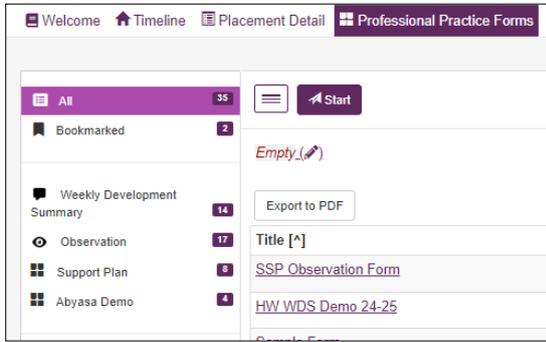
The Professional Practice Forms tab is where you can find a library of all forms in draft or completed stages.

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.

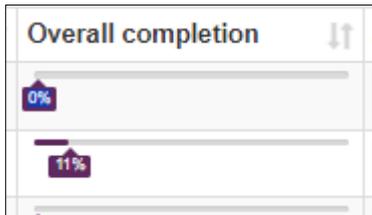
Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

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

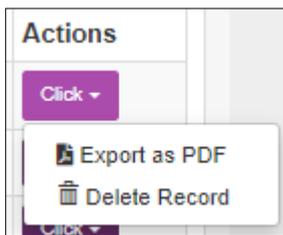




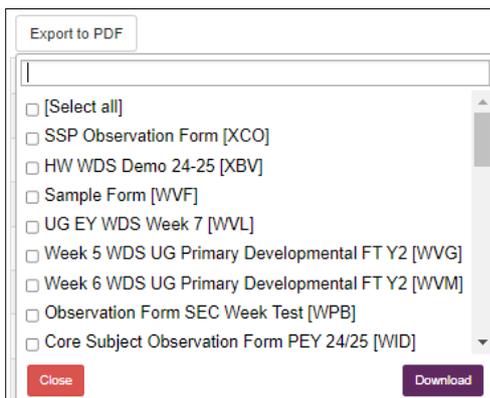
You can see the overall completion of a form in the right side of the table.



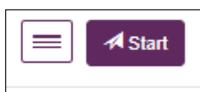
From the actions column you can export a form as a PDF, and delete a draft version of a form.



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 [^]
<u>SSP Observation Form</u>
HW WDS Demo 24-25

## Mentor Resources

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

Edge Hill University Faculty of Education

PPQL/Course Leader - Helen Wakenshh

Timeline Professional Practice Forms **Mentor Resources**

PGCE Secondary 25/26

Shared Documents

Form Documents

Search Here

Name	Date
<input type="checkbox"/> Mentor Training Resources	03/10/2025 08:30
<input type="checkbox"/> Supportive Strategies 25-26	03/10/2025 08:31
<input type="checkbox"/> Abyasa - Frequently Asked Questions support for mentors	03/10/2025 08:30
<input type="checkbox"/> Curriculum Handbook - Geography PG Secondary 2025-26	03/10/2025 10:18
<input type="checkbox"/> Geography Subject Specific Targets 2025-26	29/09/2025 08:48

## 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

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