## ProMonitor Guide - Progress Review Tutorial meeting

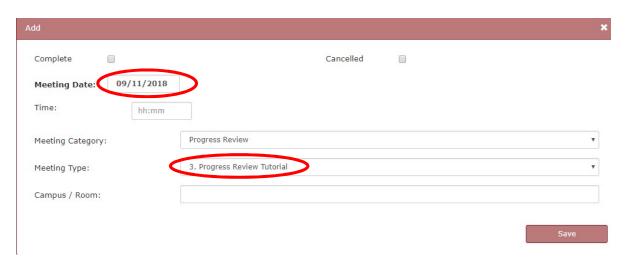
- 1. Setting up the Progress Review Tutorial Meeting
- 2. Filling in Progress Review Tutorial
- 3. Completing the Progress Report and Meeting

## 1. Setting up the Progress Review Tutorial Meeting

On a student's ILP page, under from the heading "Meetings and Comments", select "Manage All Meetings", then click the "Add New" button...



...and, in the pop-up, select the **Meeting Date** and the **Meeting Type** (3. Progress Review Tutorial)

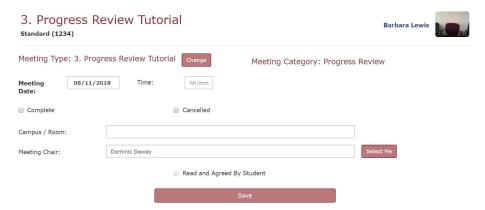


## 2. Filling in Progress Review Tutorial

To open the Progress Review Tutorial meeting you have just created, click the meeting title/type on the *Manage All Meetings* page on the student's ILP page.



Once in the Progress Review meeting you'll see, at the top of the page, a section containing the meeting time, location etc.



You'll be coming back here later. For now, ignore this section and scroll down to beneath the Progress Reports heading.

In the Progress Reports section, the personal Tutor should:

- Read through/consider the Subject Reports for the student
- Review any SMART Targets that have been set and set new ones as required.
   Make sure you change the status of SMART Targets if they have been achieved, not met or reviewed (e.g. a date extension).
- It's a good idea to *open a new tab* and look at other parts of the students ProMonitor ILP too, e.g. Cause for Concern/Compliments that have been added during the term under *Meetings and Comments > Comments*. Consider other sections of the ILP too, such as Risk, Attendance and Markbook completion/grades.

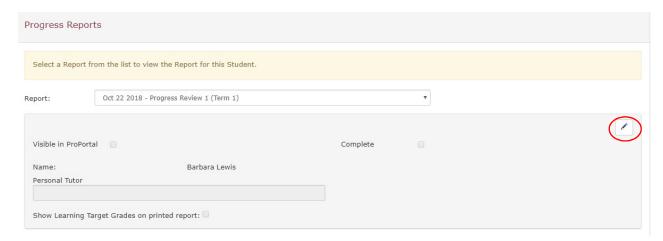
Finally, the Personal Tutor should make an overall comment about the student's progress and conduct based on the knowledge gained from the above, and their discussion with the student. To write or edit the Personal Tutor comment, click on the pen icon above the text box.



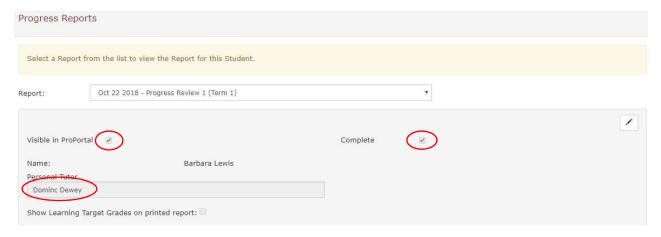
## 3. Ticking off the Progress Report and Meeting

Once you've filled in the Personal Tutor comment you need to finalise the report, like so:

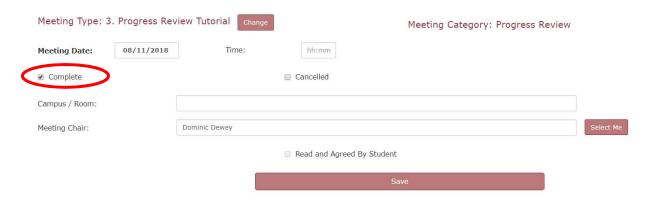
Click edit at the top right of the Progress Report box...



Tick the "Visible in ProPortal" and "Complete" boxes then add your name in the Personal Tutor box. After you've done this, it'll look something like this:



Finally, go back to the very top of the page and, in the Meeting section, tick 'Complete', then Save.



This will *lock* the meeting and it will show as complete in the system.

Meeting Type: 3. Progress Review Tutorial		Unlock Meeting  Meeting Category: Progress Review
Meeting Date: 08/11/2018	Time:	
✓ Complete	Cancelle	ed
Campus / Room:		
Meeting Chair: Do	ominic Dewey	

Problems / queries? Please email <u>eLearning@hrc.ac.uk</u> or come and see us in the Learning Centre.