

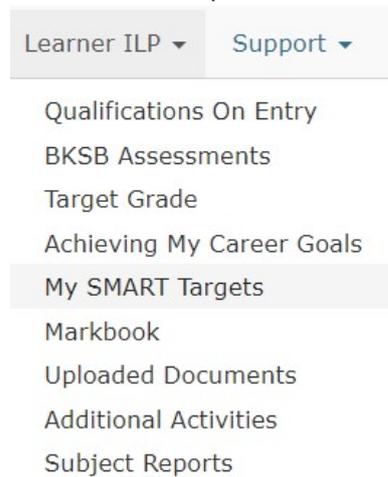
Set or update Ad-hoc SMART Targets

To set or update an ad-hoc SMART Target for an individual learner, go to the learner's ILP page.

To do this, go to the ProMonitor homepage. Hover the mouse pointer over 'Search' and select Students.

Enter the surname/Ref of the student, then click search.

Locate the Student in the list and click their name to open their ILP.

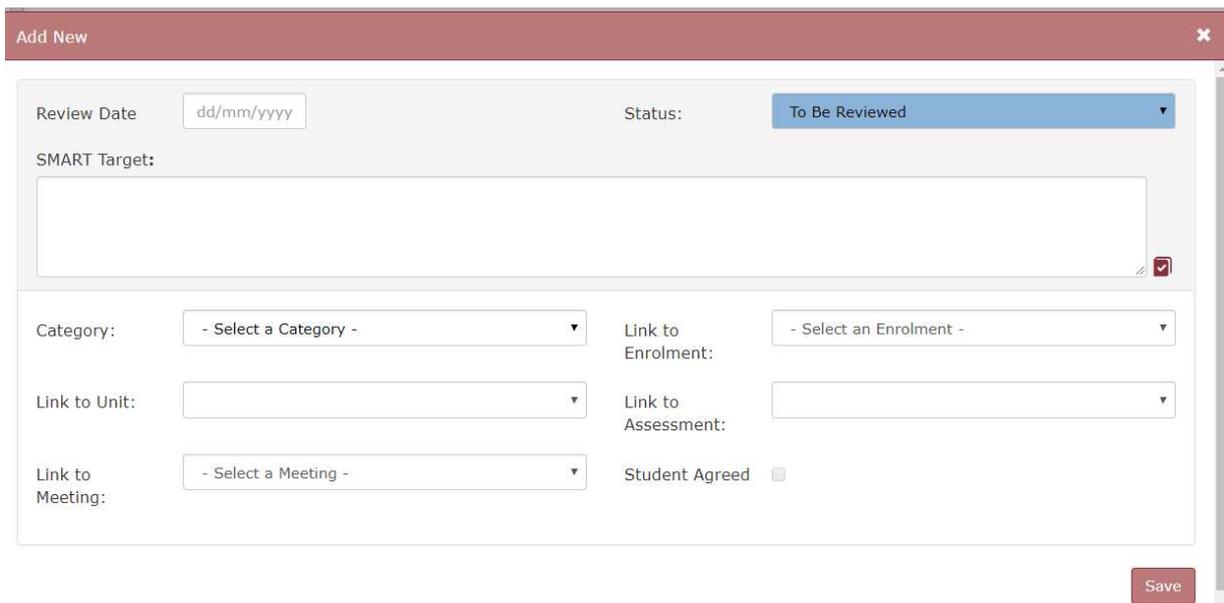


On the learner's ILP page, select "My SMART Targets" from the Learner ILP option.

This will take you to the SMART Target page where you can either add a new target or update an existing one.

Adding a SMART Target

To add a SMART Target, click on the "Add New" button in the middle of the page and complete the fields displayed:

A screenshot of a web form titled 'Add New' with a close button (X) in the top right corner. The form contains several input fields and a 'Save' button at the bottom right. The fields are: 'Review Date' with a date input field showing 'dd/mm/yyyy'; 'Status:' with a dropdown menu set to 'To Be Reviewed'; a large 'SMART Target:' text area with a red checkmark icon in the bottom right corner; 'Category:' with a dropdown menu set to '- Select a Category -'; 'Link to Enrolment:' with a dropdown menu set to '- Select an Enrolment -'; 'Link to Unit:' with an empty dropdown menu; 'Link to Assessment:' with an empty dropdown menu; 'Link to Meeting:' with a dropdown menu set to '- Select a Meeting -'; and 'Student Agreed' with a checkbox.

Review Date: Enter when the SMART Target will be reviewed.

Status: Set the current status for the target, e.g. to be reviewed, reviewed, achieved etc.

SMART Target box: Type the actual SMART Target here.

Category: What category does the target belong to? Academic/Vocational, English or Maths?

Link to enrolment: If it is related, you can link to an element of the learner's POS, e.g. their main course, independent study etc.

Link to unit: Ignore this field

Link to assessment: Ignore this field

Link to Meeting: If required, you can select a meeting to attach the target to, such as a progress review (if the meeting is already set up in ProMonitor).

Students Agreed: Ignore this field

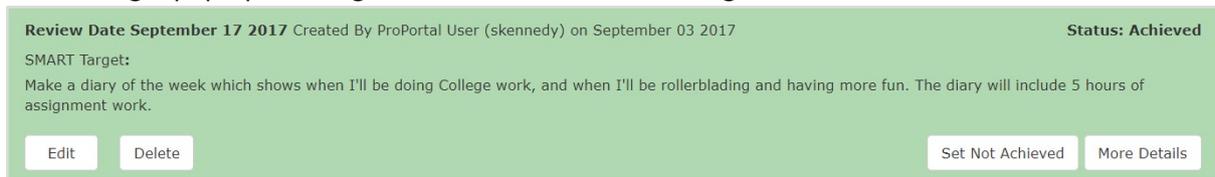
Once the SMART Target is completed, click 'Save' in the bottom right corner of the pop-up. Your saved SMART Target will now be attached to the learner.

Updating a SMART Target

To update an existing Target, go to the SMART target page in the Student's ILP.

If the target has been achieved, click on 'Set Achieved' to change the status to 'achieved'.

To make any other changes to the target, click on the Edit button and make your changes in the SMART target pop-up. Clicking on 'Delete' will delete the target.



Review Date **September 17 2017** Created By ProPortal User (skennedy) on September 03 2017 Status: **Achieved**

SMART Target:
Make a diary of the week which shows when I'll be doing College work, and when I'll be rollerblading and having more fun. The diary will include 5 hours of assignment work.

Edit Delete Set Not Achieved More Details

Note: The 'Review Date' at the top will be in red if the SMART Target is overdue.