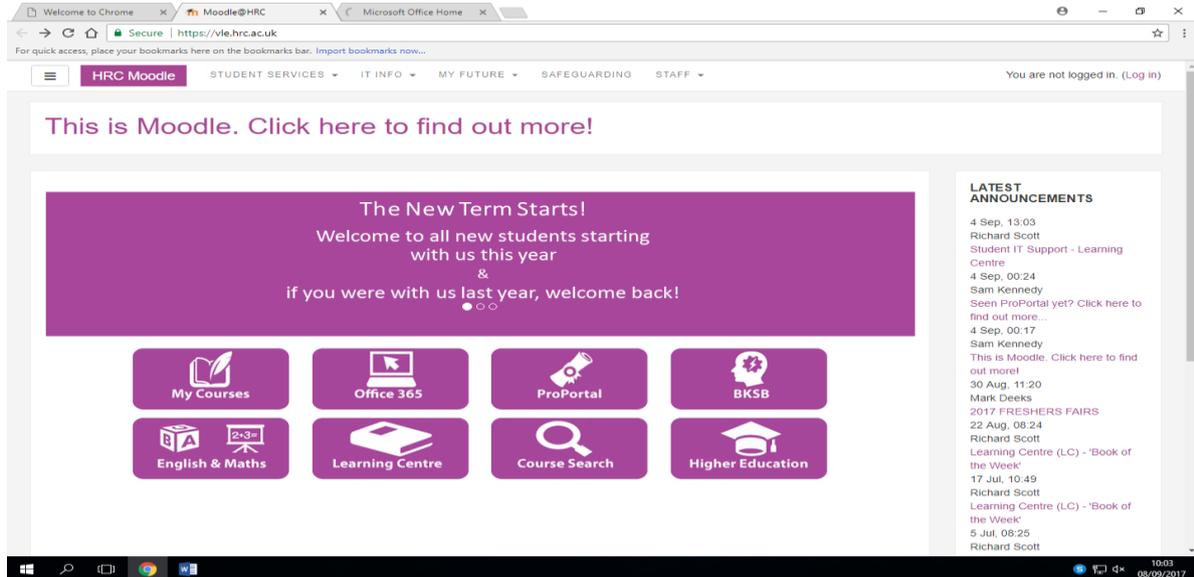


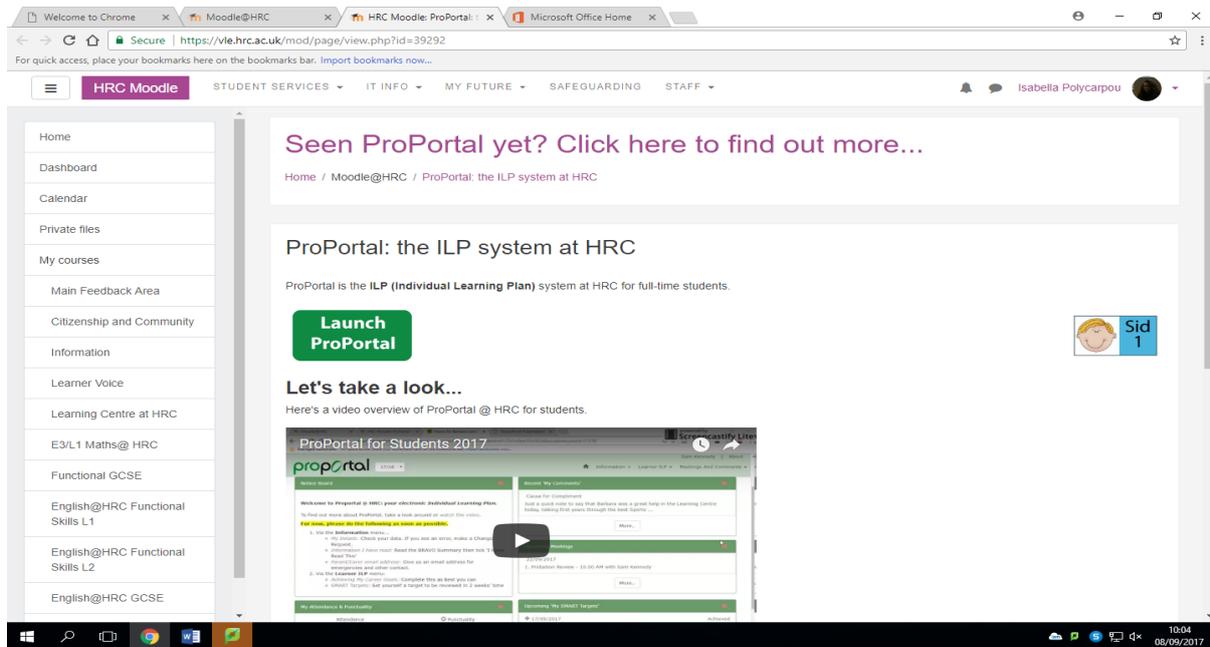
The Learner Profile 2017

Starting the Learner Profile (learner role)

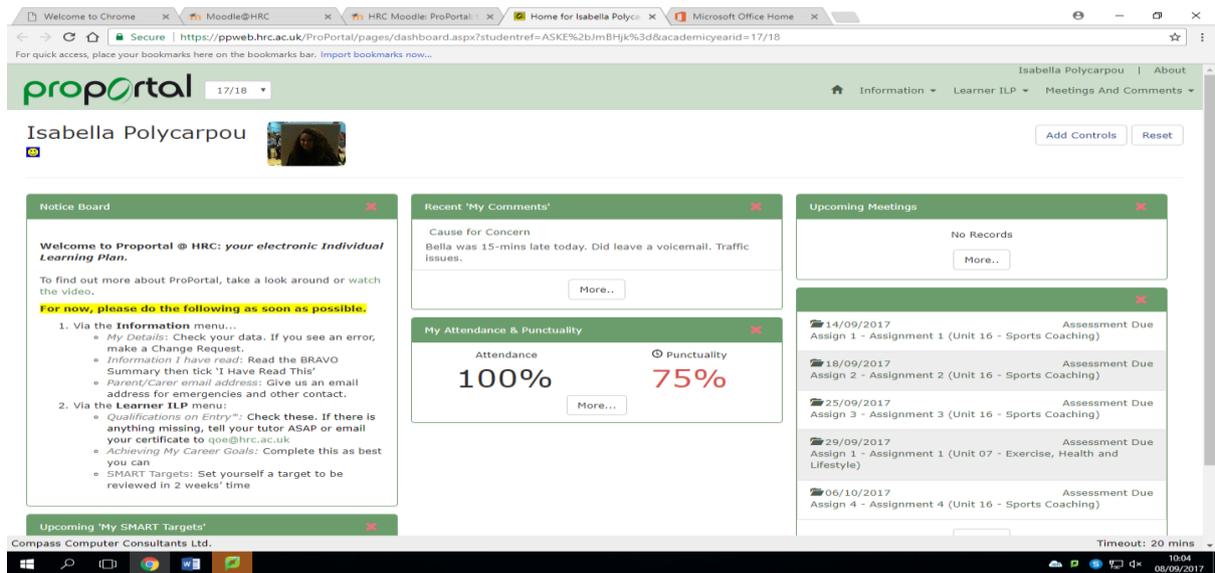
1. Learner logs into the laptop/PC.
2. Should go straight to the learner moodle page. If not, learner needs to go to moodle, as below:



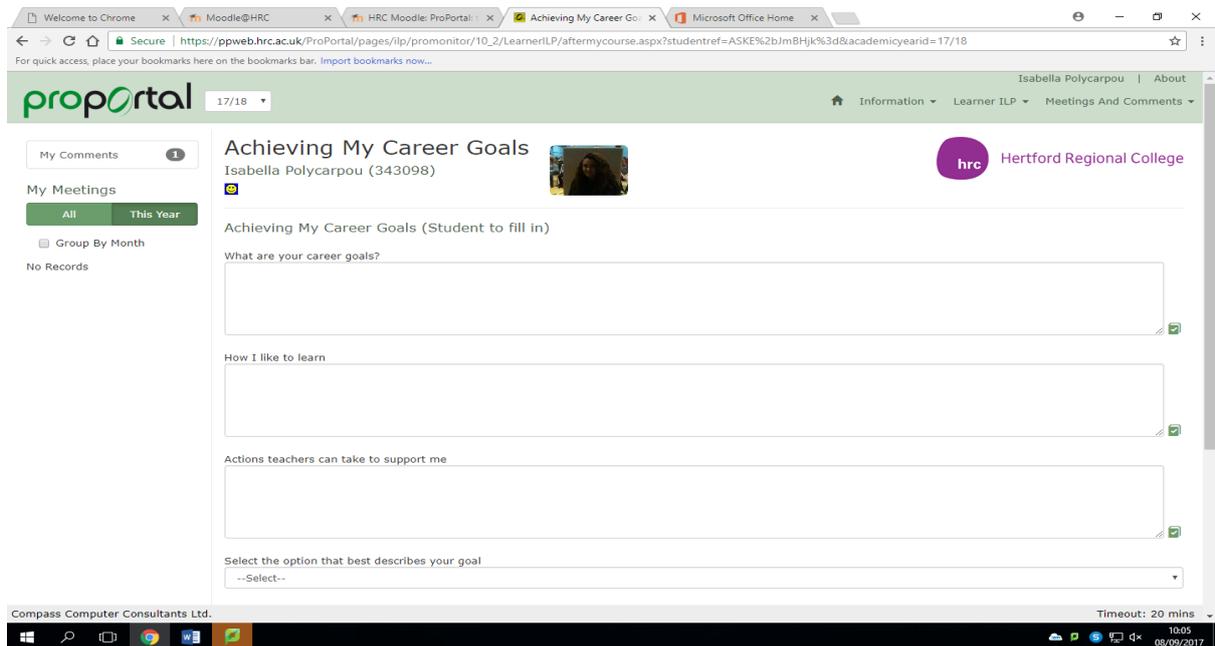
3. Click on ProPortal. (No need to actually log into Moodle itself for this). Learner sees this:



4. Click Launch ProPortal. Will display the page below (the learner's ProPortal dashboard).



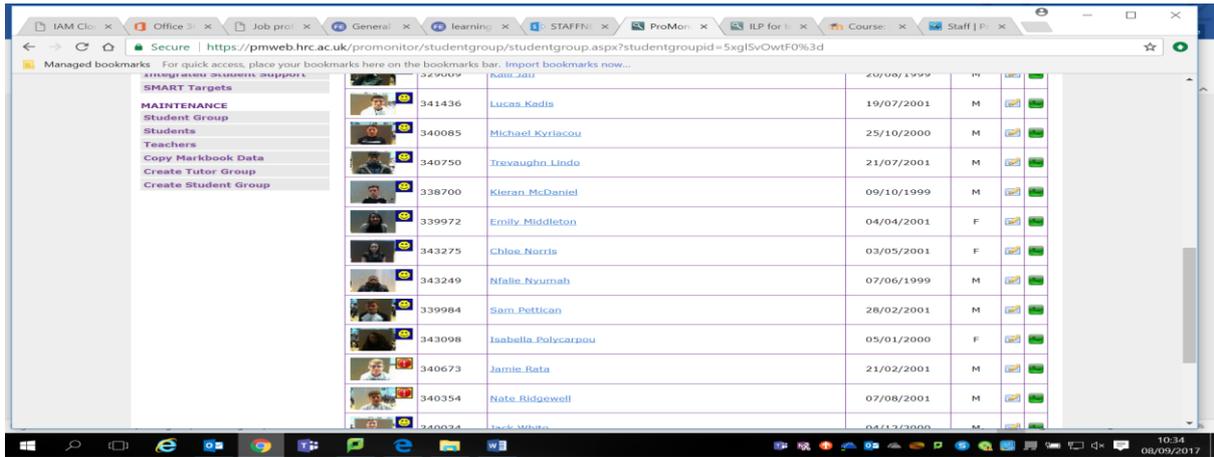
5. Hovering on Learner ILP (top right) and then into "Achieving My Career Goals" will bring up the screen below:



6. Learner completes the three written sections **and** the dropdown option.
7. Save.

This completes the learner contribution to the Learner Profile.

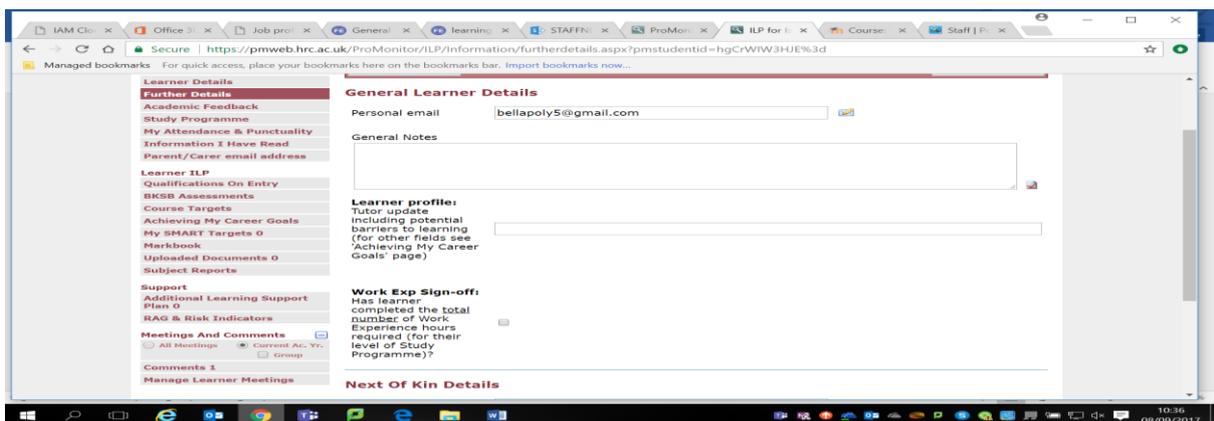
8. Tutor goes to promonitor and to the group, i.e. the screen below:



9. Click on the individual learner to open the following:



11. Click on "Further Details" to open this screen:



10. Tutor completes "Learner Profile" section (Tutor view on learner and learning style/needs along with any potential barriers to learning).

11. Tutor can then generate the learner profile (at student group level) via the reports tab on promonitor - same as last year.

The screenshot shows a web browser window displaying the Promonitor application. The address bar shows the URL: <https://pmweb.hrc.ac.uk/promonitor/studentgroup/studentgroup.aspx?studentgroupid=5xgISvOwtF0%3d>. The page header includes the Promonitor logo and navigation links: Home, Search, Reports, Help, and About. The main content area is titled "Details for LSP102XA (Sport & Exercise Sciences Yr1 - Edex 90 Credit Diploma Level 3)". On the left, there is a sidebar menu with options: "2XA (Sport & Exercise Sciences Yr1 - Edex 90 Dip)", "STUDENT GROUP", "Student Group Type", "Student Comment", "Student Diary Note", "Student Meeting", "Targets Calendar", "Enrichment Activity", and "Support". The main details section lists the following information:

- Name: LSP102XA (Sport & Exercise Sciences Yr1 - Edex 90 Credit Diploma Level 3)
- Course: [LSP102X \(Sport & Exercise Sciences Yr1 - Edex 90 Credit Diploma Level 3\)](#)
- Structure: [SI](#) > [SPOR](#)
- Teacher(s): Tom Dickie, Kevin Esther, Ian Mathieson, Melanie Nichols
- Manager: [No Manager Selected]
- Type: [HRC QCF L3 Diploma \(90 Credit\)](#)

The status "Withdrawn and" is visible at the bottom right of the details section. The browser's taskbar at the bottom shows the time as 10:41 on 08/09/2017.