

ProMonitor User Guide #2: Changing Overall RAG

Completed by: Personal Tutor

When: In One to Ones, Progress Reviews or Ad-Hoc

The Overall RAG is a Red, Amber, Green rating set by the Personal Tutor.

It is a reflection of the Student's performance across their programme of study and of their ability to remain on track. The Personal Tutor chooses the appropriate RAG rating, informed by the Risk Indicators for each programme of study element, and any pastoral issues, which may impact the Learner's ability to succeed.

To change the Overall RAG for a student, go to the student's ILP Page (reddish-brown).

The two main methods of accessing this page are:

1. **Direct:** Homepage, Search by Student > Click Student Name
2. **Via Student Group:** Homepage, Student Group, Click Student Name

Once you're on the Student's ILP page, select "RAG & Risk Indicators" from the 'Support' section on the menu to the left.

Support

Learner Profile

RAG & Risk Indicators

The next page is shown below, and this is where you set the student's 'Overall RAG'.

To change the Student's Overall RAG, click on edit in the top-right corner and set the status to red/amber/green and choose the most applicable option for the 'main reason'. (If the student is green, you may want to set the 'main reason' to other.) Remember to provide an explanation for the RAG given.

Overall RAG (set in 1:1s, Prog Reviews or ad-hoc)

Overall Learner Status: --Select--

Main reason: --Select--

Explanation:

Learner Badges:

Attendance: Very Low Attendanc

Please note: Learner Attendance badges are automatically populated from Pro Solution and are not editable.

[Audit Trail Information \(click icon to view\)](#)

Once these fields have been completed, click the 'Save' button in the top-right corner to confirm the changes.

Cancel Save