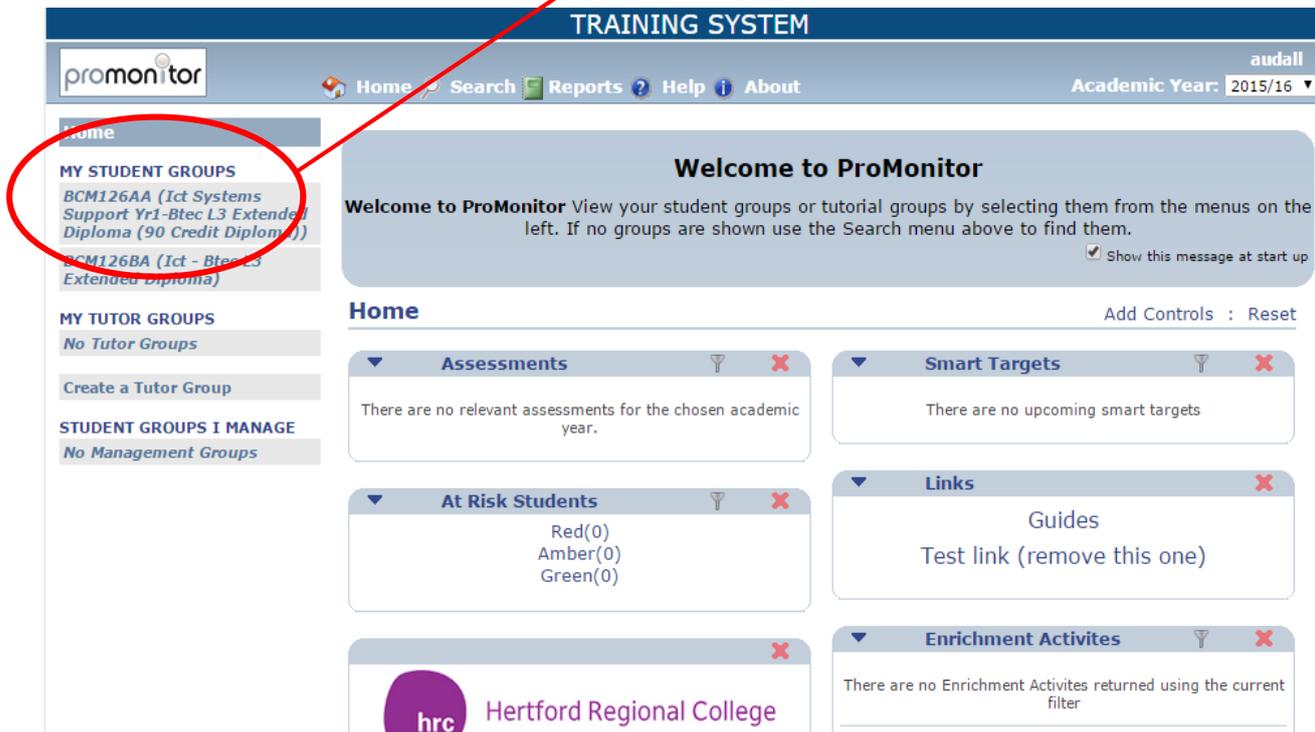


# ProMonitor User Guide #3: Subject Reports

Completed by: Subject Teachers

When: 2 Weeks Before Progress Reviews (November & February)

From the **Dashboard**, select your student group on the left hand side.



On the Student Group page, scroll down until you see 'Subject Reports'

GENERAL REPORTS						
Custom Reports						
Attendance						
<b>Subject Reports</b>		326427	<a href="#">Sapple Adam</a>	07/04/1990	M	 
Risk Indicators		323937	<a href="#">Bilbo Baggins</a>	04/03/1998	M	 
Integrated Student Support		323743	<a href="#">Tom Thumb</a>	28/02/1998	M	 
SMART Targets						 

You will then be taken to the Subject Reports page. This is the **Main View** of this page.

**From the Report dropdown, choose which Progress Review your Subject Report(s) will feed into**

**BCM126BA (Ict - Btec L3 Extended Diploma)**

**Subject Reports for BCM030BA (Ict (Games Development) - Extended Diploma L3)**

**hrc Hertford Regional College**

STUDENT GROUP  
 Details  
 Student Group Type  
 Add Student Comment  
 Add Student Diary Note  
 Add Student Meeting  
 SMART Targets Calendar  
 Add Enrichment Activity  
 Add Support

MARKBOOK  
 By Group  
 By Student  
 Markbook Structure  
 Assessment Schedule  
 Target Setting

MARKBOOK REPORTS  
 Unit Markbook  
 Unit Grades  
 Unit Target Dates  
 Unit Marks (HE)

Click the Add button to add a new Tutor Comment. Click the student name to go to the student's ILP. Click on the Subject Area hyperlink to modify the existing Tutor Comment. Use Add in the SMART Target column to add SMART Targets. View Report brings up the full report for a student.

Report: Nov 20 2015 - Progress Review 1 November [View All Students](#)

Main View Quick view

	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
Add	<a href="#">Sapple Adam</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Bilbo Baggins</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Bertha Bagnall</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Brush Basil</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Conner Benson</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Brian Blessed</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Eric Clapton</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>
Add	<a href="#">Susanne Davies</a>			Add	<input type="checkbox"/>	<a href="#">View Report</a>

From this page you can complete Subject Reports in two ways:

The first way will set up a subject report for each student in the group; the second way is useful if doing an ad-hoc report for an individual student.

**1. Recommended: Whole Class Subject Report**

Click the “Quick View” tab. Once on the Quick View page, type the subject you’re reporting against into the “Subject Area” box, then click on the “Add Subject Area for all students” button.

Main View Quick View

Save Save

Student Name	Subject Area:	Motivation	Progress	Standard of Work:	Subject Area Attendance
No Records Found.					

Please note: The Add Comment button will add a Tutor Comment for all students in the group using the specified Subject Area.

Subject Area: Unit 7 – The Theory of Being [Add Subject Area for all students](#)

Save Save

This will generate a table with dropdown options next to each student (Motivation, Progress, Standard of work, Subject Area Attendance). Select the appropriate options for your first student then click the Notepad icon; this opens a box into which you should write a general comment/s for the report.

Main View		Quick View				
Save		Save				
<b>The records have been saved.</b>						
Student Name	Subject Area:	Motivation	Progress	Standard of Work:	Subject Area Attendance	
<a href="#">Sapple Adam</a>	English	-Select-	-Select-	-Select-	-Select-	 
<a href="#">Bilbo Baggins</a>	English	-Select-	-Select-	-Select-	-Select-	 
<a href="#">Bertha Bagnall</a>	English	-Select-	-Select-	-Select-	-Select-	 

Once you've added your comment, close the box and click the 'Save' button at the top (or bottom) of the page. We recommend that you click the 'Save' button after completing each row.

Next, add a SMART Target for each learner. This is done via the Main View tab (see **SMART Targets** below).

## 2. Optional: Individual Subject Report

On the Main view page click on the "Add" button next to the name to make a comment that will be included on the Individual Subject report.

Main View		Quick View				
	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
	<a href="#">Sapple Adam</a>				<input type="checkbox"/>	<a href="#">View Report</a>
	<a href="#">Bilbo Baggins</a>				<input type="checkbox"/>	<a href="#">View Report</a>
	<a href="#">Bertha Bagnall</a>				<input type="checkbox"/>	<a href="#">View Report</a>
	<a href="#">Brush Basil</a>				<input type="checkbox"/>	<a href="#">View Report</a>

Clicking Add opens the following window so a Comment can be added. Select options from the dropdowns, add comments as applicable and click 'Save'.

**Add comment for Sapple Adam** Cancel Save

Enrolment:

Subject Area:

Average Attendance:       Average Punctuality:       Aspirational Target Grade:       Minimum Target Grade:

Motivation:       Standard of Work:

Progress:       Subject Area Attendance:

No. Assignments set to date:       No. Assignments due but not submitted:

General comments for inclusion in published report

Tutor: Dominic Dewey  
 [Audit Trail Information \(click icon to view\)](#)

Next, add a SMART Target for each learner. This is done via the Main View tab (see **SMART Targets** below).

## SMART Targets

In the Main View tab, click on the “Add” button in the SMART target column. This will allow you to add a SMART Target for that particular student.

Main View		Quick View				
	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
<input type="button" value="Add"/>	[Redacted]			<input type="button" value="Add"/>	<input type="checkbox"/>	<a href="#">View Report</a>

In the window that pops up, click on  in the top left corner.

You will then see a list of students. The student you selected previously will have a tick next to them.

<input type="checkbox"/>	Learner Ref	Name	Date Of Birth	Gender
<input checked="" type="checkbox"/>	318448	[Redacted]	[Redacted]	M
<input type="checkbox"/>	320339	[Redacted]n	[Redacted]	M
<input type="checkbox"/>	315353	[Redacted]w	[Redacted]	M

If the SMART target you are about to add will be relevant for multiple students, you can tick next to those students as well. This will add that same SMART target to the students you have ticked.

Once you have finished selecting students, scroll down and click on the next button at the bottom of the pop-up. Now fill in the fields for the SMART target.

Review Date

Status: To Be Reviewed ▼

SMART Target

Category: --Select-- ▼

Link to Enrolment: --Select an Enrolment-- ▼

Link to Unit: --Select a Unit-- ▼

Link to Assessment: --Select-- ▼

Link to Meeting: --Select a Meeting-- ▼

Student Agreed

**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, 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:** Is the target relevant to a specific unit?

**Link to assessment:** Is the target relevant to a specific assessment?

**Link to Meeting:** Here is where you select a meeting to attach the target to, such as a progress review (if a meeting is already confirmed).

**Students Agreed:** Has the student agreed to the target set?

Once the SMART Target is filled in, click ‘Save’ in the top right corner of the pop-up. This will add the SMART Target to the SMART Target page.