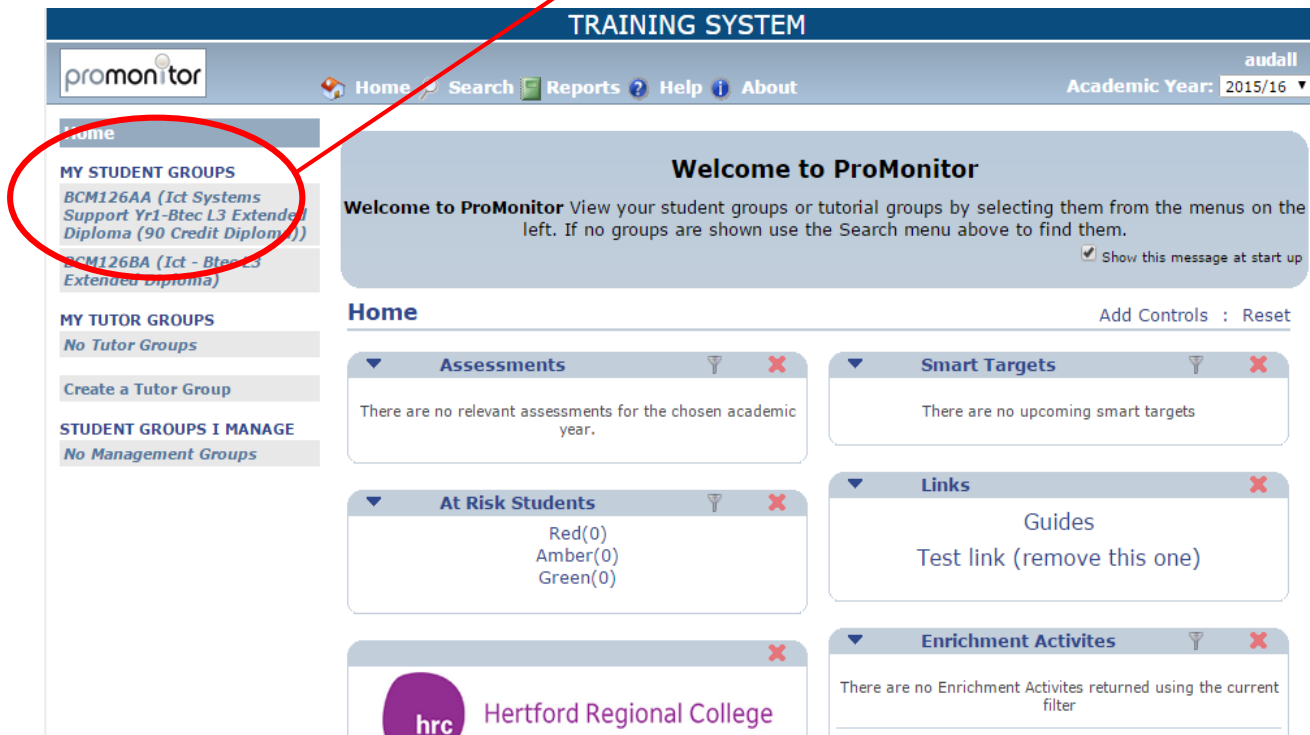# ProMonitor User Guide #3: **Subject Reports**

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'**

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

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.

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.

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.

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

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

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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.

In the window that pops up, click on [Add] 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.

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: 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.
Lint 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.