

## Promonitor User Guide #4: Set or update Ad-hoc SMART Targets

Completed by: Personal Tutor, Subject Teacher, Learner

When: Ongoing / Ad-hoc only!

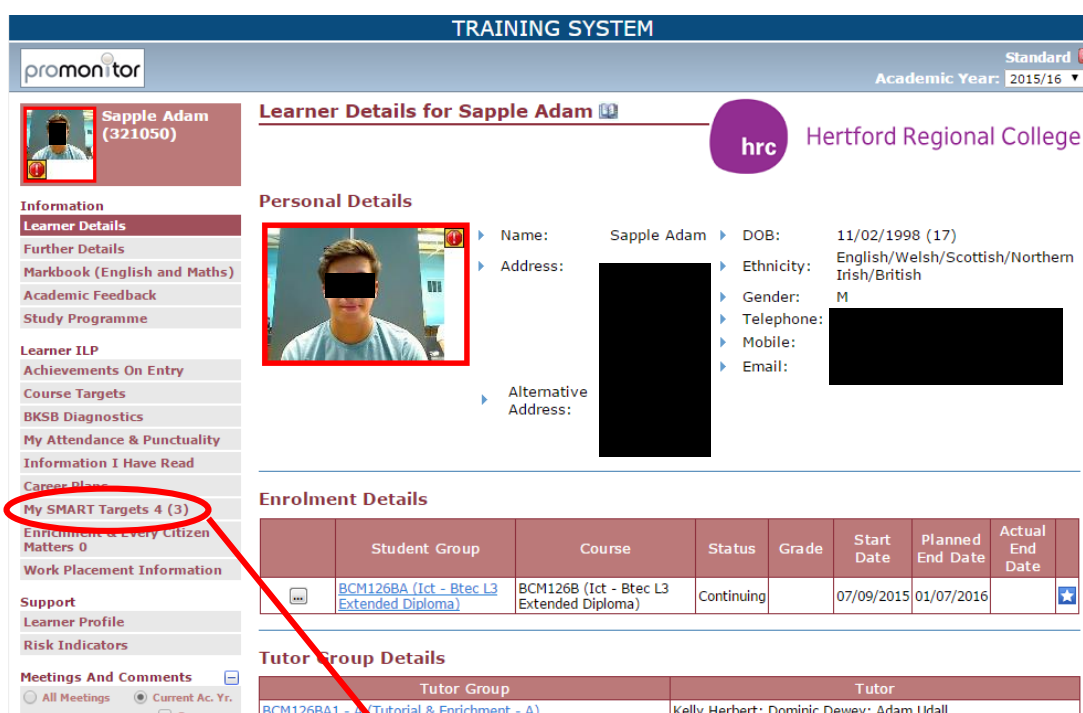
**IMPORTANT:** For details of how to add a SMART target within a Subject Report, Progress Review or One to One, see the relevant guide.

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 over 'Search' and select Students.

Enter the surname of the student, click search.

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



The screenshot displays the ProMonitor Training System interface for a learner named Sapple Adam (ID: 321050). The page is titled "Learner Details for Sapple Adam" and is associated with Hertford Regional College (hrc). The left-hand navigation menu includes sections for Information, Learner ILP, Support, and Meetings And Comments. The "My SMART Targets 4 (3)" item in the Learner ILP section is circled in red. A red arrow points from this menu item to the "Enrolment Details" table. The "Enrolment Details" table contains one entry for the course BCM126B (Ict - Btec L3 Extended Diploma) in the Student Group BCM126BA (Ict - Btec L3 Extended Diploma), with a status of Continuing, a start date of 07/09/2015, and a planned end date of 01/07/2016. Below the enrolment details, the "Tutor Group Details" section shows the Tutor Group BCM126BA1 - A (Tutorial & Enrichment - A) with tutors Kelly Herbert, Dominic Dewey, and Adam Udall.

Student Group	Course	Status	Grade	Start Date	Planned End Date	Actual End Date
BCM126BA (Ict - Btec L3 Extended Diploma)	BCM126B (Ict - Btec L3 Extended Diploma)	Continuing		07/09/2015	01/07/2016	

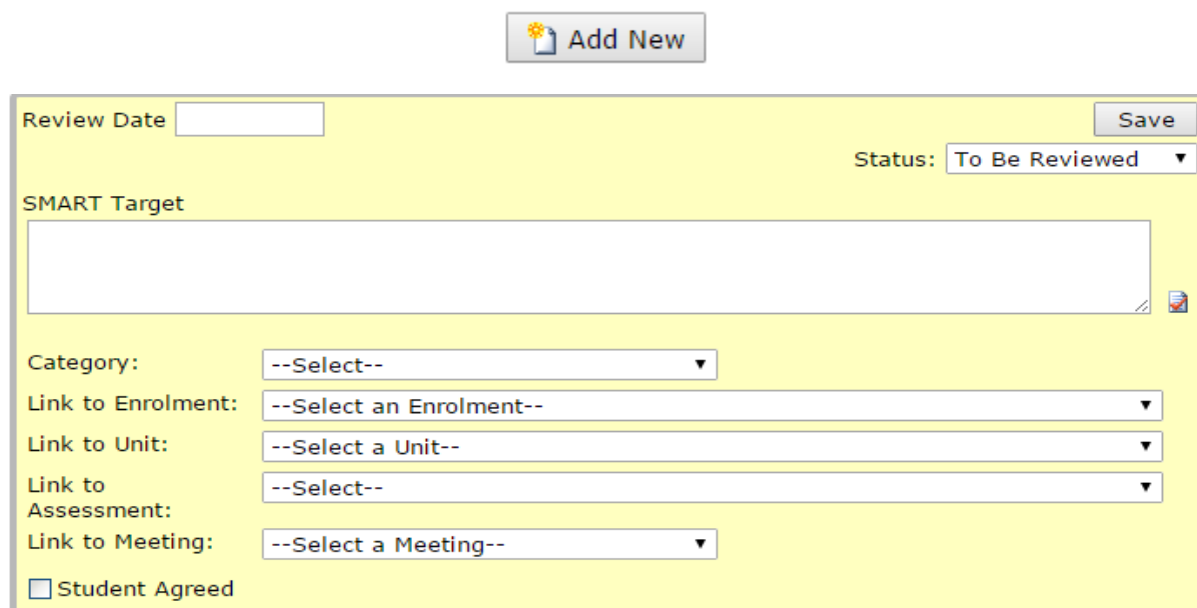
Tutor Group	Tutor
BCM126BA1 - A (Tutorial & Enrichment - A)	Kelly Herbert; Dominic Dewey; Adam Udall

On the learner's ILP page, select "My SMART Targets" from the left menu.

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:



**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 for now

**Link to assessment:** Ignore this for now

**Link to Meeting:** If you wish to, 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 for now

Once the SMART Target is filled in, click ‘Save’ in the top right corner of the pop-up. Your saved SMART Target will now be attached to that 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 met, 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.



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