

Promonitor User guide #6.1: One to One Tutorials

Done by: Personal Tutor (in meeting with learner)

When: Monthly (or ad-hoc)

To set up a One to One meeting please see ProMonitor Guide - Meetings

To access a One to One meeting, go to the student's ILP page and select Manage Learner Meetings or select the specific One to One from the One to One Tutorials subheading. If you select manage learner meetings then click on the gray square with 3 dots in it to access that meeting.

		Meeting Date:	Time:	Meeting Type	Reviewed By:	Completion Date	Status
Edit	...	Nov 11 2015	14:00	1. Regular Monthly One to One	Dominic Dewey		
Edit	...	Oct 14 2015	13:00	1. Regular Monthly One to One	Dominic Dewey		
Edit	...	Oct 14 2015		3. Progress Review Tutorial	Sam Kennedy		
			Required	--Select a Meeting Type--	Dominic Dewey		Add

This will bring up the One to One meetings page.

Fill in the fields below 'Brief Notes for this meeting'. When finished, click the "Save" button at the top or bottom of the page.

Save **Save**

Meeting Type: 1. Regular Monthly One to One Meeting Category: One to One Tutorials

Meeting Date: 11/11/2015 Time: 14:00

Link to Enrolment: --S

Reviewed By: Dewey, Dominic Me Agreed By Student

Brief notes of this meeting

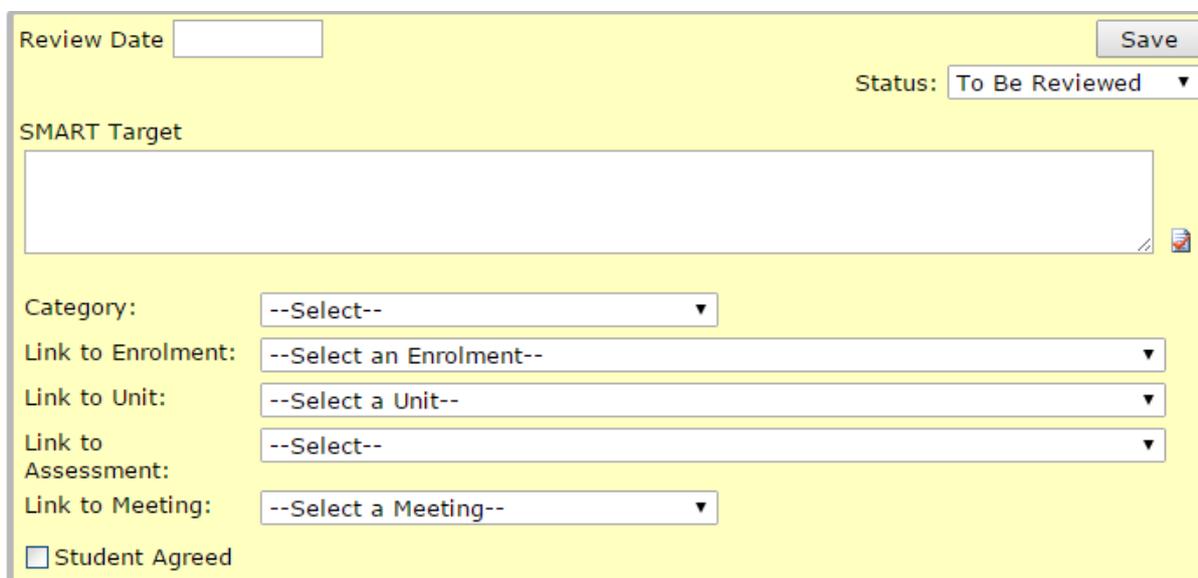
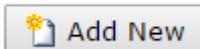
Strengths

Areas for Development

Other Comments

Adding a SMART Target

To add a SMART Target, click on the “Add New” button under the SMART Target heading. This will bring up a popup to be filled in for the SMART Target.

A yellow-bordered form for adding a SMART Target. At the top left is a "Review Date" text input field. At the top right is a "Save" button. Below these is a "Status:" label followed by a dropdown menu currently set to "To Be Reviewed". A large text area for the "SMART Target" is in the center. Below this are several dropdown menus: "Category:" (set to "--Select--"), "Link to Enrolment:" (set to "--Select an Enrolment--"), "Link to Unit:" (set to "--Select a Unit--"), "Link to Assessment:" (set to "--Select--"), and "Link to Meeting:" (set to "--Select a Meeting--"). At the bottom left is a checkbox labeled "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/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

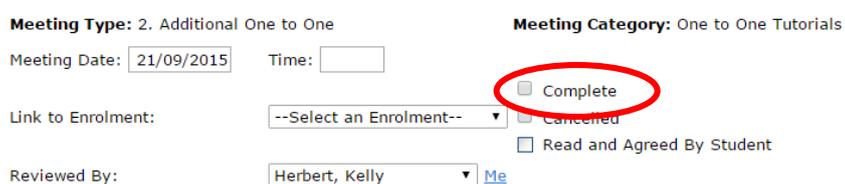
You are then able to add an *optional* comment with the 'Add' button. This is useful if you want to make a comment that is 'For the attention of' another staff member, meaning it will appear on their dashboard. For more info, please see the *ProMonitor Guide #5 - Comments*.

Comments resulting from this meeting



Make sure that the meeting is completed when the One to One is finished. This is done by clicking the tick box next to 'Complete' at the top of the page. This will turn the meeting green on your Dashboard.

After the One to One, make sure to update the student’s Overall RAG (see ProMonitor Guide #2 - RAG)

A form showing meeting details. It includes "Meeting Type: 2. Additional One to One" and "Meeting Category: One to One Tutorials". Fields include "Meeting Date: 21/09/2015", "Time:" (empty), "Link to Enrolment:" (dropdown set to "--Select an Enrolment--"), and "Reviewed By:" (dropdown set to "Herbert, Kelly" with a "Me" link). On the right, there are three checkboxes: "Complete" (checked and circled in red), "Cancelled", and "Read and Agreed By Student".