Pro Monitor User Guide #6.2: **Progress Review Meetings**

Completed by: **Personal Tutors (at meeting with learner)**

When: **During November and February Review periods**

To complete a Progress Review, you must first **schedule a 'progress review tutorial' meeting** in Pro Monitor. This is covered briefly below; for full guidance on meetings please see *Pro Monitor User Guide #6 – Meetings.*

Creating the meeting collates all the relevant Subject Reports, SMART Targets and attendance overview data into one 'meeting' page, along with a personal tutor comments field for you to fill in.
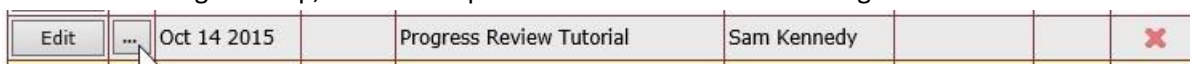
NB. Please see the final page of this guide for details of <u>other areas</u> of the ILP you should look at during the review meeting!

- *If you haven't already set up the meeting, do so like this*: On an individual student's page, Click Manage Learner Meetings > Select the 'progress review tutorial' meeting type > put in the date and click 'add'.
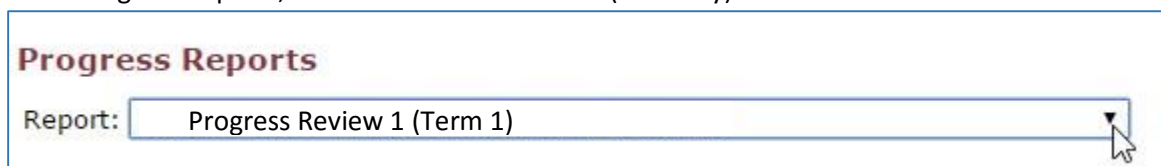

- Once the meeting is set up, click the ellipsis button '...' to access the Progress review

- Under Progress Reports, choose the correct review (February)....

IMPORTANT: The grey box directly underneath 'Progress Reports' should not be completed at this stage; please follow the guidance at the bottom of page 3 below.

- Under *'Subject Reports included'* you'll see all the *Subject Reports* written for you to look at in this review, one after the other.

Subject Reports included

Enrolment: BCM126B (Ict - Btec L3 Extended Diploma)
Subject Area: English

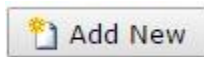|					
Average Attendance	88	Average Punctuality	96	Aspiration Target Gr	
Motivation:		A - Excellent Self Motivation		Standard Work:	
Progress:		1 - Excellent progress		Subject A Attendance	

No

- Under 'For completion by Personal Tutor', click edit, type in your comment and click save.

For completion by Personal Tutor

Edit

Comment for published report (including Strengths & Areas for Development)

- Update the SMART Targets listed (click 'set achieved' or click 'edit' to choose another status)

Adding a SMART Target

Add New   To add a SMART Target, click on the "Add New" button in the middle of the page. This will bring up a pop-up for you to fill in.

Review Date [   ]   Save

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? Vocational (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: (Optional) – you can link to a specific unit in the ProMonitor Mark book, if needed

Link to assessment: (Optional) – link to an assessment in the ProMonitor Mark book, if needed

Link to Meeting: The target should already be linked to the Progress Review meeting so you do not need to change this.

Student Agreed: (ignore)

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.

- 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.*

- **Once you're happy that the content of the review is complete and no further editing is required, scroll back up to the grey section and click *edit*…**

Tick the *complete* **and** *visible in Pro Portal boxes*, choose yourself from the 'select from tutors' dropdown menu and click save.

IMPORTANT

- If you don't tick 'complete', the progress review **will not** be processed into a published report.
- If you don't tick 'visible in Pro Portal', the student **will not** have access to their completed review.

Now the Progress Review is finished, make sure that the meeting is completed by ticking the complete tick box at the very top of the page and clicking 'Save'.

This will lock the meeting and show it green/complete on your dashboard.

IMPORTANT: OTHER SECTIONS OF THE ILP TO LOOK AT DURING THE MEETING

During the Progress Review meeting you should _also_ visit the following sections of the learner's ILP in order to check or update information. To do this while filling in a Progress Review meeting form, right-click on the relevant link on the left and open it in a new tab.

- RAG & Risk Indicators
  To set/ edit the Overall RAG rating for the learner. The Risk Indicators for each element of their Study Programme also appear on this page and can help inform your choice. (See ProMonitor Guide #2 - RAG)

- Course Targets
  To check that Minimum and Aspirational Target Grades have in fact been set for the learner and add/adjust where necessary.
  NB: In 2016-17 we're hoping to populate the Minimum Target Grade automatically based on point scores from GCSE results.

- Career Plans
  To check/update the student's career goals in the 'what are your career goals?' box. (They should have done this themselves earlier in the term via ProPortal.)
  Make a selection in the 'Choose the option that best describes your goal' box.
  In the Progression tracking box, **note any advice** you have given them in order to help them on their journey and the review period that you did it. _HRC's Careers Advisor also adds to this section for the students she supports._

Good luck!
Any questions? Please contact the eLearning team: elearning@hrc.ac.uk

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