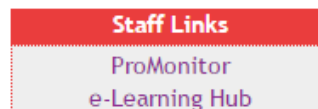


Promonitor User guide #0: A Basic Overview of the ProMonitor Interface

Accessing ProMonitor

To get to ProMonitor or the training system, either:

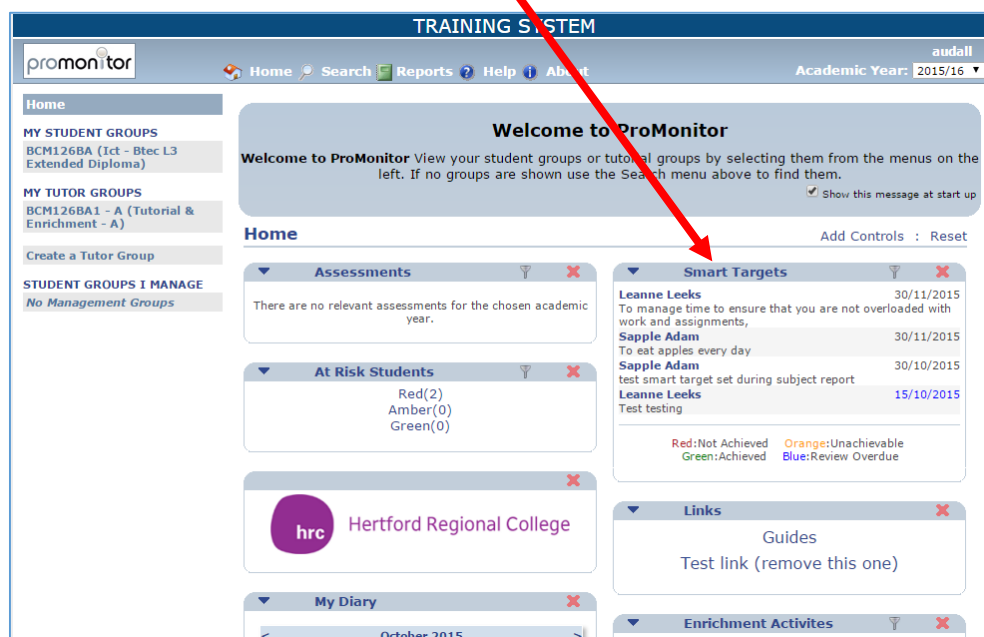
- Go to Staffnet and click on the ProMonitor button:
- Click the link in the Staff Links section of Moodle:



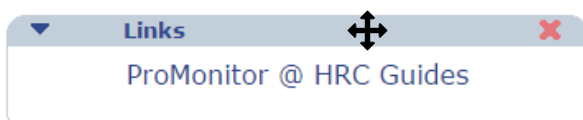
The first thing you will see when you access ProMonitor is the dashboard (pic below). This acts as a hub to all of ProMonitor's features, and provides notifications to the user based on the current status of their learners e.g. outstanding Smart Targets.

Most of the links you see on this page can be ignored for now, and will come into use later down the line.

For the time being, we are just focusing on what we need to do.



We recommend moving the 'Links' box to the top of this page, as this will be used most frequently to start.



This can be done by clicking and dragging the blue section at the top of these boxes.

On the left hand side of your dashboard will be a list like this:

MY STUDENT GROUPS
 BCM126BA (Ict - Btec L3 Extended Diploma)

MY TUTOR GROUPS
 BCM126BA1 - A (Tutorial & Enrichment - A)

Create a Tutor Group

STUDENT GROUPS I MANAGE
 No Management Groups

Groups that you are timetabled to teach will appear here

Clicking on a Student Group will take you to the following page

Once again, there will be a lot of irrelevant links - You can just ignore these.

TRAINING SYSTEM
 Home Search Reports Help About
 audall
 Academic Year: 2015/16

Details for BCM126BA (Ict - Btec L3 Extended Diploma) **hrc** Hertford Regional College

Name: BCM126BA (Ict - Btec L3 Extended Diploma)
 Course: [BCM126B \(Ict - Btec L3 Extended Diploma\)](#)
 Structure: BUC > COMP
 Teacher(s): Harry Beatty, Trevor Bidgood, Dominic Dewey, Kelly Herbert, Jon-Paul Pelosi, Adam Udall
 Manager: Sam Kennedy
 Type: [\[None Selected\]](#) [Remove this Group from my student groups menu](#)

Learner Ref	Name	Date of Birth	Gender
321050	Sapple Adam	11/02/1998	M
306305	Bilbo Baggins	27/05/1996	M
322913	Bertha Bagnall	30/12/1997	M
322823	Brush Basil	21/01/1996	M
321216	Conner Benson	26/11/1997	M
324928	Brian Blessed	18/04/1997	M

This is the page for this particular Student Group. The course is 'BCM126B'. The group is 'A'.

Student Group pages always have a purple colour scheme.

Clicking on a student's name will take you into their ILP.

TRAINING SYSTEM
 Home Search Reports Help About
 audall
 Academic Year: 2015/16

Learner Details for Bilbo Baggins **hrc** Hertford Regional College

Personal Details
 Name: Bilbo Baggins
 Address: [Redacted]
 DOB: 27/05/1996 (18)
 Ethnicity: Any Other White Background
 Gender: M
 Telephone: 02083620272
 Mobile: 07857675075
 Email: g@hrcmail.co.uk

Enrollment Details

Student Group	Course	Status	Grade	Start Date	Managed End Date	Actual End Date
BCM126BA (Ict - Btec L3 Extended Diploma)	BCM126B (Ict - Btec L3 Extended Diploma)	Continuing		16/09/2014	24/06/2016	

Tutor Group Details

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

Standard

An ILP page always uses a reddish-brown colour scheme, and will look like this:

ILP pages give you more detailed information about a specific student and will be used regularly during 1:1s and Progress Reviews, (from Phase 2: January 2016 onwards).

In the top right of a learner's ILP page is a red X button. This can be used to return to the student group page.

This is an initial guide that only covers the basics of navigating ProMonitor. This guide will be updated when further processes are to be completed in ProMonitor (January onwards).