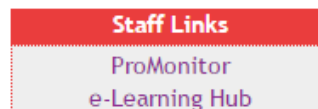# Promonitor User guide #0: A Basic Overview of the ProMonitor Interface

Accessing ProMonitor

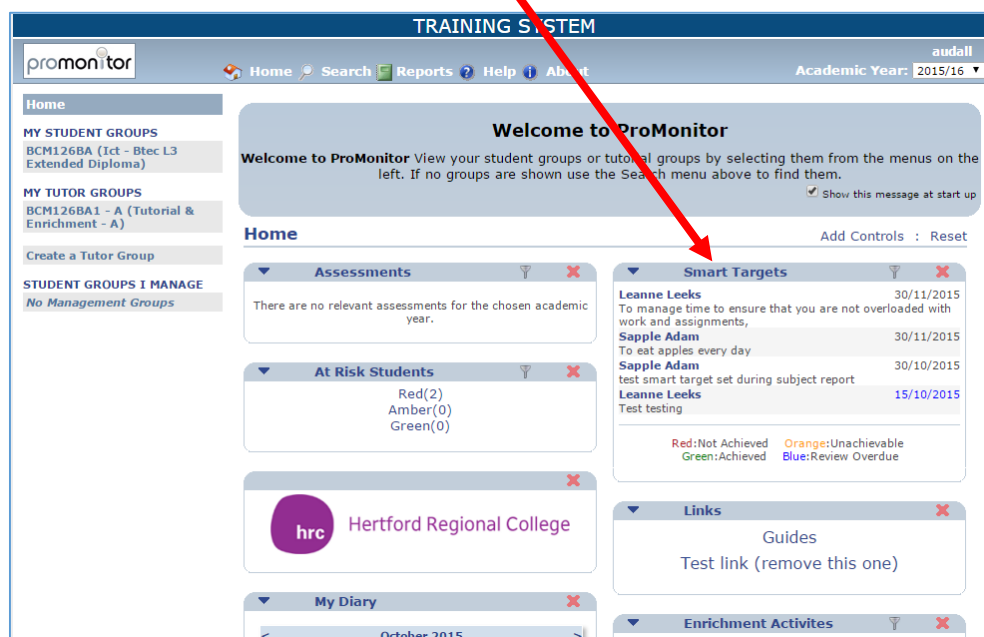To get to ProMonitor or the training system, either:

- Go to Staffnet and click on the ProMonitor button:

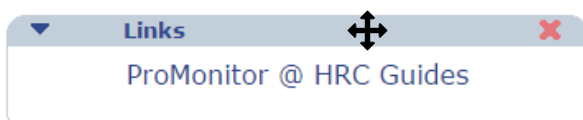- Click the link in the Staff Links section of Moodle:

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:

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.

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.

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).

ProMonitor User Guide #0 – Overview