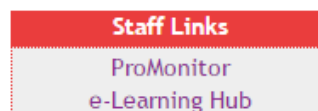


Promonitor User guide #0: A Basic Overview of the ProMonitor Interface

Accessing ProMonitor

To get to ProMonitor or the training system, either:

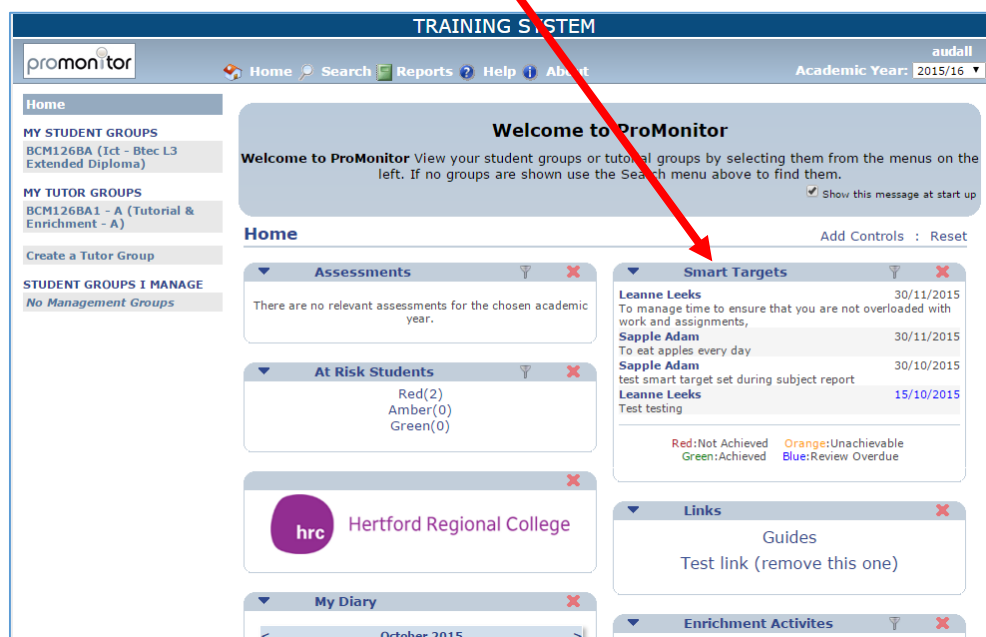
- Go to Staffnet and click on the ProMonitor button:
- Click the link in the Staff Links section of Moodle:



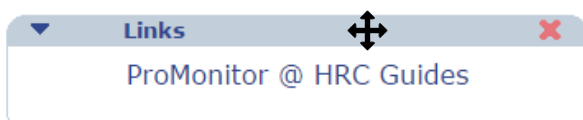
The first thing you will see when you access ProMonitor is the dashboard (pic below). This acts as a hub to all of ProMonitor's features, and provides notifications to the user based on the current status of their learners e.g. outstanding Smart Targets.

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)

Groups that you are timetabled to teach will appear here

MY TUTOR GROUPS

BCM126BA1 - A (Tutorial & Enrichment - A)

Create a Tutor Group

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

STUDENT GROUPS I MANAGE

No Management Groups

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 #1: Check / Update Risk Indicators for each student in a group

Completed by: **Course team (in Course Team meetings)**

When: **Every 2 Weeks starting 4th November (18th Nov, 2nd & 16th Dec)**

To check or update the Risk Indicators for the students in a group, you must first select that student group. To do this, click the link to the group on the left hand side of your dashboard (under “My Student Groups”).

MY STUDENT GROUPS
[BCM126BA \(Ict - Btec L3 Extended Diploma\)](#)

MY TUTOR GROUPS
No Tutor Groups

[Create a Tutor Group](#)

STUDENT GROUPS I MANAGE
No Management Groups

The last letter of the code indicates the specific group e.g. BCM126BA

This will take you to the Student Group page. Next, find and click “Risk Indicators” (under the “General Reports” heading on the left hand side.

GENERAL REPORTS

- Custom Reports
- Attendance
- Reports To Parents/Carer
- Risk Indicators**
- Integrated Student Support
- SMART Targets

	311897	Bert Jansch
	321601	Clara Jones
	318448	Leanne Leeks

You now see the Risk Indicators page. If a student’s Learner Risk status (or reason for it) needs to be changed, click the edit button to the left of their picture.

	Name	Avg Atd	Avg Punct	Not Achieved Smart Targets	No. At Risk Comms	Reason for Risk Status on this course	Learner Risk Status on this Course?	
	Sapple Adam	88	96	0	0		✓	
	Bilbo Baggins	100	100	0	0		✓	

You can then change the status and, in the 'Reason for this risk' box, explain why. (There is a Risk Indicator Status Key at the bottom of the page to show you what the different colours mean.)

		Name	Avg Atd	Avg Punct	Not Achieved Smart Targets	No. At Risk Comms	Reason for Risk Status on this course	Learner Risk Status on this Course?
Update Cancel		Sapple Adam	88	96	0	0		

Risk Indicator Status Key:

	High Risk
	Medium Risk
	No Risk
	Outstanding Performance

Once you've changed a student's risk status/reason, click 'Update' next to their picture to save the change. **You must click on Update after each individual student before you edit the next.**

		Name	Avg Atd	Avg Punct	Not Achieved Smart Targets	No. At Risk Comms	Reason for Risk Status on this course	Learner Risk Status on this Course?
Update Cancel		Sapple Adam	88	96	0	0	test	

Once you are happy no further changes need to be made (note: it's possible you may not need to make *any* changes), go to the bottom of the page and click the "Checked" button on the right hand side. This must be clicked even if you haven't made any changes as it confirms with system the last time the risk indicators were checked.

Last checked: 13/10/2015 14:58:00

Reminder: You can access Promonitor (and the Training System) via the icon on StaffNet or in the staff links section of Moodle



Staff Links

ProMonitor
 e-Learning Hub
 elearning tips & guides
 (inc. Moodle & ILPs)

Group Tutorial
 Staff Development

ProMonitor User Guide #2: Changing Overall RAG

Completed by: Personal Tutor

When: In One to Ones, Progress Reviews or Ad-Hoc

The Overall RAG is a Red, Amber, Green rating set by the Personal Tutor.

It is a reflection of the Student's performance across their programme of study and of their ability to remain on track. The Personal Tutor chooses the appropriate RAG rating, informed by the Risk Indicators for each programme of study element, and any pastoral issues, which may impact the Learner's ability to succeed.

To change the Overall RAG for a student, go to the student's ILP Page (reddish-brown).

The two main methods of accessing this page are:

1. **Direct:** Homepage, Search by Student > Click Student Name
2. **Via Student Group:** Homepage, Student Group, Click Student Name

Once you're on the Student's ILP page, select "RAG & Risk Indicators" from the 'Support' section on the menu to the left.

Support

Learner Profile

RAG & Risk Indicators

The next page is shown below, and this is where you set the student's 'Overall RAG'.

To change the Student's Overall RAG, click on edit in the top-right corner and set the status to red/amber/green and choose the most applicable option for the 'main reason'. (If the student is green, you may want to set the 'main reason' to other.) Remember to provide an explanation for the RAG given.

Overall RAG (set in 1:1s, Prog Reviews or ad-hoc)

Overall Learner Status: --Select--

Main reason: --Select--

Explanation:

Learner Badges:

Attendance: Very Low Attendanc

Please note: Learner Attendance badges are automatically populated from Pro Solution and are not editable.

[Audit Trail Information \(click icon to view\)](#)

Once these fields have been completed, click the 'Save' button in the top-right corner to confirm the changes.

Cancel Save

ProMonitor User Guide #3: Subject Reports

Completed by: Subject Teachers

When: 2 Weeks Before Progress Reviews (November & February)

From the **Dashboard**, select your student group on the left hand side.

The screenshot shows the ProMonitor dashboard interface. On the left-hand side, there is a navigation menu with several sections: 'HOME', 'MY STUDENT GROUPS', 'MY TUTOR GROUPS', and 'STUDENT GROUPS I MANAGE'. The 'MY STUDENT GROUPS' section is circled in red and contains two entries: 'BCM126AA (Ict Systems Support Yr1-Btec L3 Extended Diploma (90 Credit Diploma))' and 'BCM126BA (Ict - Btec L3 Extended Diploma)'. A red arrow points from this menu to the main content area. The main content area features a 'Welcome to ProMonitor' message, a 'Home' section with 'Add Controls' and 'Reset' options, and several data panels: 'Assessments', 'Smart Targets', 'At Risk Students', 'Links', and 'Enrichment Activities'. The 'At Risk Students' panel shows counts for Red(0), Amber(0), and Green(0). The 'Links' panel shows 'Guides' and a 'Test link (remove this one)'. The 'Enrichment Activities' panel shows 'There are no Enrichment Activities returned using the current filter'. At the bottom, there is a logo for Hertford Regional College (hrc).

On the Student Group page, scroll down until you see 'Subject Reports'

The screenshot shows a table of student data. On the left-hand side, there is a menu with several options: 'GENERAL REPORTS', 'Custom Reports', 'Attendance', 'Subject Reports', 'Risk Indicators', 'Integrated Student Support', and 'SMART Targets'. The 'Subject Reports' option is circled in red. A red arrow points from this menu to the 'Subject Reports' column in the table. The table has five columns: a small profile picture and status icon, a student ID number, a student name, a date of birth, and a gender. The data rows are as follows:

Profile Picture & Status	Student ID	Student Name	Date of Birth	Gender
	326427	Sapple Adam	07/04/1990	M
	323937	Bilbo Baggins	04/03/1998	M
	323743	Tom Thumb	28/02/1998	M

You will then be taken to the Subject Reports page. This is the **Main View** of this page.

From the Report dropdown, choose which Progress Review your Subject Report(s) will feed into

Subject Reports for BCM030BA (Ict (Games Development) - Extended Diploma L3) Hertford Regional College

Click the Add button to add a new Tutor Comment. Click the student name to go to the student's ILP. Click on the Subject Area hyperlink to modify the existing Tutor Comment. Use Add in the SMART Target column to add SMART Targets. View Report brings up the full report for a student.

Report: Nov 20 2015 - Progress Review 1 November [View All Students](#)

	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
Add	Sapple Adam			Add	<input type="checkbox"/>	View Report
Add	Bilbo Baggins			Add	<input type="checkbox"/>	View Report
Add	Bertha Bagnall			Add	<input type="checkbox"/>	View Report
Add	Brush Basil			Add	<input type="checkbox"/>	View Report
Add	Conner Benson			Add	<input type="checkbox"/>	View Report
Add	Brian Blessed			Add	<input type="checkbox"/>	View Report
Add	Eric Clapton			Add	<input type="checkbox"/>	View Report
Add	Susanne Davies			Add	<input type="checkbox"/>	View Report

From this page you can complete Subject Reports in two ways:

The first way will set up a subject report for each student in the group; the second way is useful if doing an ad-hoc report for an individual student.

1. Recommended: Whole Class Subject Report

Click the “Quick View” tab. Once on the Quick View page, type the subject you’re reporting against into the “Subject Area” box, then click on the “Add Subject Area for all students” button.

Quick View

Save Save

Student Name	Subject Area:	Motivation	Progress	Standard of Work:	Subject Area Attendance
No Records Found.					

Please note: The Add Comment button will add a Tutor Comment for all students in the group using the specified Subject Area.

Subject Area: Unit 7 – The Theory of Being **Add Subject Area for all students**

Save Save

This will generate a table with dropdown options next to each student (Motivation, Progress, Standard of work, Subject Area Attendance). Select the appropriate options for your first student then click the Notepad icon; this opens a box into which you should write a general comment/s for the report.

Student Name	Subject Area:	Motivation	Progress	Standard of Work:	Subject Area Attendance	
Sapple Adam	English	-Select-	-Select-	-Select-	-Select-	
Bilbo Baggins	English	-Select-	-Select-	-Select-	-Select-	
Bertha Bagnall	English	-Select-	-Select-	-Select-	-Select-	

Once you've added your comment, close the box and click the 'Save' button at the top (or bottom) of the page. We recommend that you click the 'Save' button after completing each row.

Next, add a SMART Target for each learner. This is done via the Main View tab (see **SMART Targets** below).

2. Optional: Individual Subject Report

On the Main view page click on the "Add" button next to the name to make a comment that will be included on the Individual Subject report.

	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
	Sapple Adam				<input type="checkbox"/>	View Report
	Bilbo Baggins				<input type="checkbox"/>	View Report
	Bertha Bagnall				<input type="checkbox"/>	View Report
	Brush Basil				<input type="checkbox"/>	View Report

Clicking Add opens the following window so a Comment can be added. Select options from the dropdowns, add comments as applicable and click 'Save'.

Add comment for Sapple Adam

Enrolment: BCM126B (Ict - Btec L3 Extended Diploma)

Subject Area:

Average Attendance: 93 Average Punctuality: 93 Aspirational Target Grade: Minimum Target Grade: Standard of Work: --Select--

Motivation: --Select-- Progress: --Select-- Subject Area Attendance: --Select--

No. Assignments set to date: No. Assignments due but not submitted: General comments for inclusion in published report:

Tutor: Dominic Dewey
 Audit Trail Information (click icon to view)

Next, add a SMART Target for each learner. This is done via the Main View tab (see **SMART Targets** below).

SMART Targets

In the Main View tab, click on the “Add” button in the SMART target column. This will allow you to add a SMART Target for that particular student.

Main View		Quick View				
	Student Name	Tutor	Subject Area:	SMART Target	Comp.	
<input type="button" value="Add"/>	[Redacted]			<input type="button" value="Add"/>	<input type="checkbox"/>	View Report

In the window that pops up, click on  in the top left corner.

You will then see a list of students. The student you selected previously will have a tick next to them.

<input type="checkbox"/>	Learner Ref	Name	Date Of Birth	Gender
<input checked="" type="checkbox"/>	318448	[Redacted]	[Redacted]	M
<input type="checkbox"/>	320339	[Redacted]n	[Redacted]	M
<input type="checkbox"/>	315353	[Redacted]w	[Redacted]	M

If the SMART target you are about to add will be relevant for multiple students, you can tick next to those students as well. This will add that same SMART target to the students you have ticked.

Once you have finished selecting students, scroll down and click on the next button at the bottom of the pop-up. Now fill in the fields for the SMART target.

Review Date

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? 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.

Link to unit: Is the target relevant to a specific unit?

Link to assessment: Is the target relevant to a specific assessment?

Link to Meeting: Here is where you select a meeting to attach the target to, such as a progress review (if a meeting is already confirmed).

Students Agreed: Has the student agreed to the target set?

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.

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. The left-hand menu is visible, with 'My SMART Targets 4 (3)' circled in red. A red arrow points from this menu item to the 'Enrolment Details' table. The table contains one row of data:

	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	

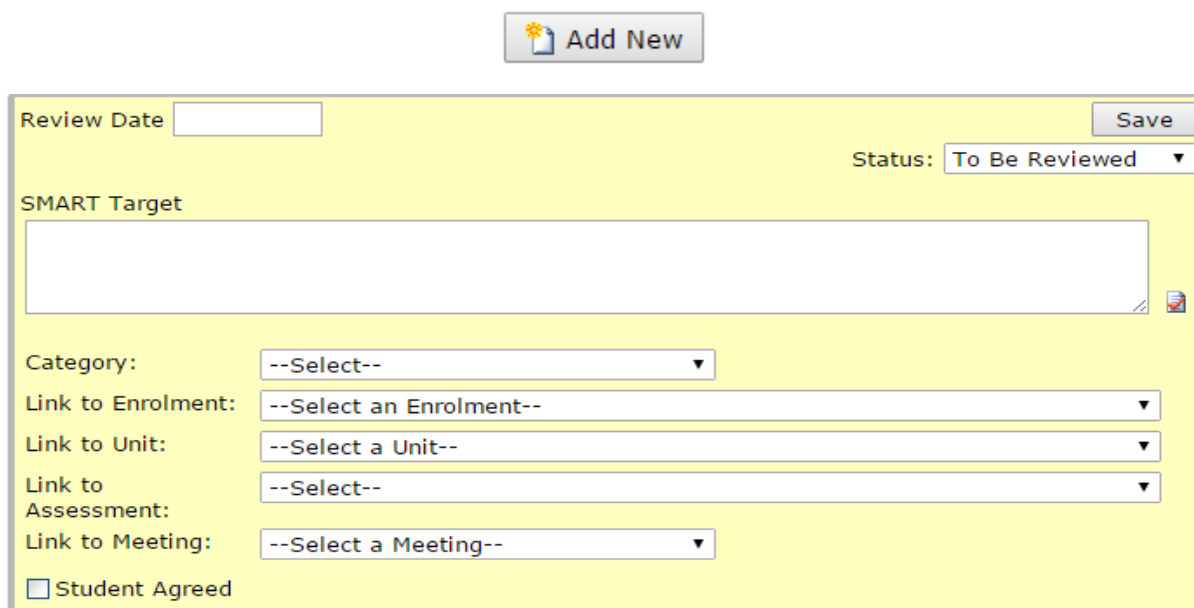
Below the table, the 'Tutor Group Details' section shows the tutor group as 'BCM126BA1 - A (Tutorial & Enrichment - A)' and the tutors as 'Kelly Herbert; Dominic Dewey; Adam Udall'.

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.

Pro Monitor User Guide #5: Comments

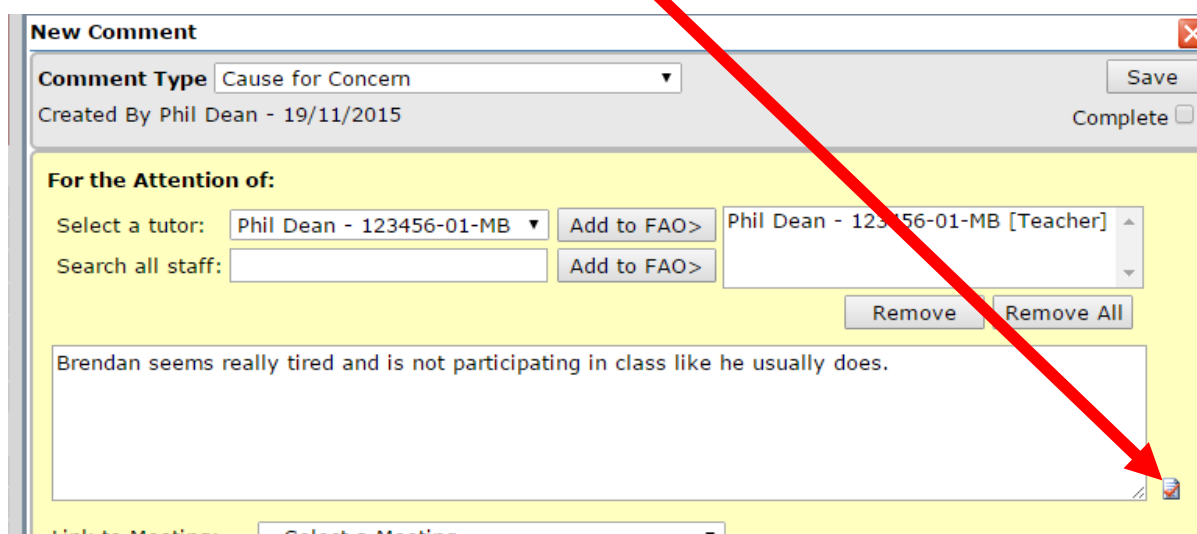
Completed by: All Staff

When: Anytime

Please note:

- a) Students can request to see any of the information recorded about them at HRC.
- b) Anything you enter into ProMonitor should be written with the assumption that it could be viewed in ProPortal by Students, Parents and Carers.

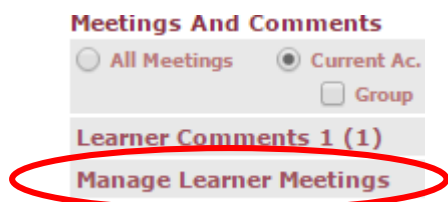
When adding comments to ProMonitor, please click the spell checker before saving:



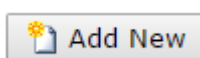
Comments can be added in two ways: Individually or by Group. It is also possible to make Comments within Subject Reports, One to Ones and Progress Reviews.

Individual Student Comment

To add a comment for an individual student, open the Student's ILP page and select "Learner Comments" from the left menu under subheading 'Meetings and Comments'.



Click on the "Add New" button on the page which will open the comment box.



In the Comment box, first select the "Comment Type" from the dropdown at the top.

New Comment [Close]

Comment Type --Select a comment type-- [Save]

Created By Dominic Dewey - 12/11/2015 Complete

For the Attention of:

Select a tutor: --Select-- [Add to FAO>]

Search all staff: [Add to FAO>]

[Remove] [Remove All]

[Text Area]

Link to Meeting: --Select a Meeting--

Link to Enrolment: --Select an Enrolment--

Is At Risk: (please select an enrolment if ticking this flag)

Due Date: [Text Box]

Read By Me:

Visible in ProPortal:

Email Student:

If the comment is for the attention of one of the learner's tutors, select that tutor from the "Select a tutor" drop down and then click "Add to FAO". If it's for a member of staff that is not attached to this learner, type into the 'Search all staff' box and then click "Add to FAO". This will highlight the comment to these people on their dashboard(s).

New Comment [Close]

Comment Type Cause for Compliment [Save]

Created By Dominic Dewey - 12/11/2015 Complete

For the Attention of:

Select a tutor: Dominic Dewey - BCM126E [Add to FAO>]

Search all staff: Mark Deeks (271002) [Add to FAO>]

[Remove] [Remove All]

[Text Area]

Link to Meeting: --Select a Meeting--

Link to Enrolment: --Select an Enrolment--

Is At Risk: (please select an enrolment if ticking this flag)

Due Date: [Text Box]

Read By Me:

Visible in ProPortal:

Email Student:

Then fill in the main middle box with comment you wish to make. Please click the spell checker.

Link to Meeting

A comment can be linked with an existing meeting such as a One to One or a Progress Review, via the 'link to meeting' drop down.

Link to Enrolment

The comment can also be linked to a specific enrolment using the "Link to Enrolment" drop down.

At Risk

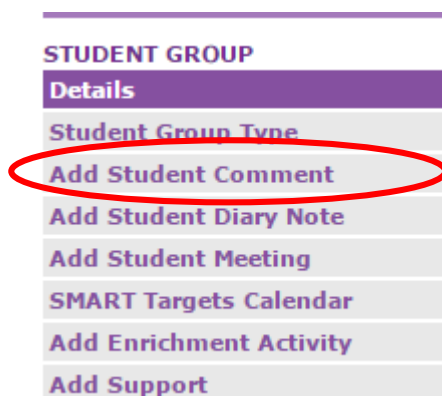
You can also suggest that the student may be at risk by ticking the 'is at risk' box. This does **not** change the student's risk indicator, however the course team can see that there is an 'at risk comment' when *they* are updating the risk indicator.

You can enter a due date if a response/action is required. You can tick boxes in the bottom right, if you want the Comment to be visible in ProPortal, and/or if you want the student to be Emailed a copy of the Comment.

Once finished, click the "Save" button to save the comment.

Adding the Same Comment to Multiple Students

To add a comment for multiple students, select "Add Student Comment" from the **Student Group** page.



This brings up a list of students with tick boxes next to their names. Tick the student(s) you wish to make the Comment about (or click the top tick box to select all the students). Then press the "Next" button at the bottom of the page.

<input type="checkbox"/>	Learner Ref	Name	Date Of Birth
<input type="checkbox"/>	321050	Sapple Adam	11/02/1998
<input type="checkbox"/>	306305	Bilbo Baggins	27/05/1996
<input type="checkbox"/>	322913	Bertha Bagnall	30/12/1997

This will bring up the standard Comment box (see individual Comment section to see how to fill this in). Once complete, click "Save" to save the Comment. After clicking 'Save', the following message is displayed at the top of the Comment box.

The data was saved successfully
You may enter another comment for the same student(s).
To reselect student(s) press the Back button.

Promonitor User guide #6: Meetings

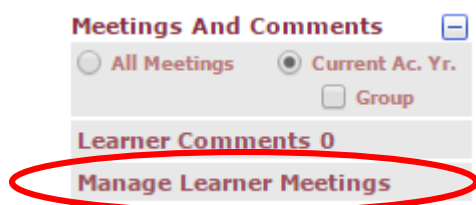
Done by: Personal Tutor

When: Prior to One to Ones / Progress Reviews

Before you can fill in a One to One or Progress Review, you have to set up a meeting. This can be done either in advance or on the day.

Setting up a meeting for an individual student

To set up a meeting for an individual student, go into that student's ILP page. You then need to select 'Manage Learner Meetings' under the subheading 'Meetings and Comments'. Selecting this will take you to the Manage Meetings page.



On the Manage Meetings page, enter a date into the Meeting Date box...

The screenshot shows the 'Manage All Meetings' page. A date picker is open, showing the month of November 2015. The 'Add' button in the table below is circled in red.

Meeting Type	Reviewed By:	Completion Date	Status
Monthly One to One	Dominic Dewey		
Monthly One to One	Dominic Dewey		
Review Tutorial	Sam Kennedy		
--Select a Meeting Type--	Dominic Dewey		Add

Type in a time (optional), then select the type of meeting from the drop down menu. The meeting types that can be chosen are Monthly One to One, Additional One to One, Progress Review Tutorial, Induction One to One and Progression One to One.

After selecting a meeting type, simply click on 'Add' to confirm the meeting.

Meeting Date:	Time:	Meeting Type	Reviewed By:	Completion Date	Status
Nov 17 2015		2. Additional One to One	Dominic Dewey		
Nov 11 2015	14:00	1. Regular Monthly One to One	Dominic Dewey		
Oct 14 2015	13:00	1. Regular Monthly One to One	Dominic Dewey		
Oct 14 2015		3. Progress Review Tutorial	Sam Kennedy		

The meeting will then be saved to the list. When it comes to writing up the meeting, you can click on the '...' button to access it. You can also edit the date/time by clicking the 'edit' button.

Adding meetings for multiple students on the same day

Only use this method if you know what you're doing. Contact elarning@hrc.ac.uk if you need help.

First, go to the 'student group' page.

STUDENT GROUP

Details
Student Group Type
Add Student Comment
Add Student Diary Note
Add Student Meeting
SMART Targets Calendar
Add Enrichment Activity
Add Support

From this page, click on 'Add student meeting'.

On the following page, tick the box next to each student you want to create a meeting for.

<input type="checkbox"/>	Learner Ref	Name	Date Of Birth	Gender
<input type="checkbox"/>	321050	Sapple Adam	11/02/1998	M
<input type="checkbox"/>	306305	Bilbo Baggins	27/05/1996	M
<input checked="" type="checkbox"/>	322913	Bertha Bagnall	30/12/1997	M
<input type="checkbox"/>	322823	Brush Basil	21/01/1998	M
<input checked="" type="checkbox"/>	321216	Conner Benson	26/11/1997	M

Next>>

Then scroll down to the bottom of the table and click on

You then need to set up the meeting. Pick a meeting type from the drop-down menu.

The page will then change based on your selected meeting type.

Click on the 'Meeting Date' box to select a date. You can leave the time blank for now, as of course you can't have a meeting with multiple students at the same time.

Meeting Type:	-- Select a Meeting Type --	
Meeting Date:	19/11/2015	Time: <input type="text"/>
<input type="checkbox"/> Complete		

After selecting your date / meeting type, scroll down and ignore the 'Brief Meeting Notes' boxes.

Add

Click on the **Add** button at the bottom. Your meetings have now been created and can be accessed from the individual student's meeting page(s).

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

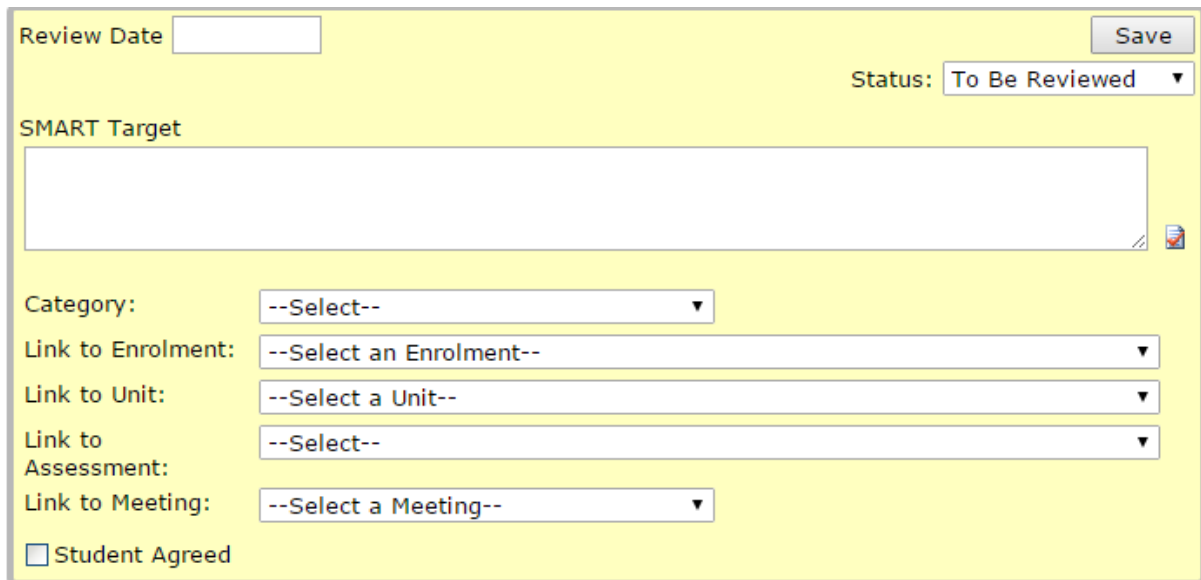
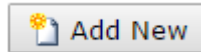
Strengths

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 form for adding a SMART Target. It has a yellow background. At the top left is a "Review Date" text box. At the top right is a "Save" button. Below that is a "Status:" dropdown menu currently set to "To Be Reviewed". The main area is a large "SMART Target" text box. Below that 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

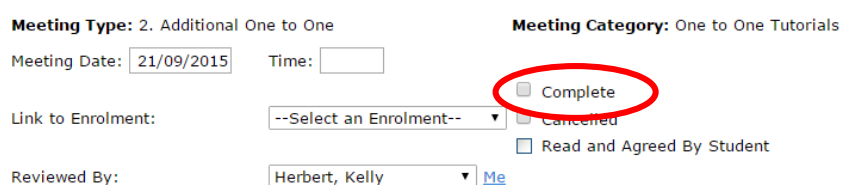
You are then able to add an *optional* comment with the 'Add' button. This is useful if you want to make a comment that is 'For the attention of' another staff member, meaning it will appear on their dashboard. For more info, please see the *ProMonitor Guide #5 - Comments*.

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". There are fields for "Meeting Date: 21/09/2015", "Time:", "Link to Enrolment:" (set to "--Select an Enrolment--"), and "Reviewed By:" (set to "Herbert, Kelly"). At the bottom right, there are three checkboxes: "Complete" (which is circled in red), "Cancelled", and "Read and Agreed By Student".

Pro Monitor User Guide #6.2: Progress Review Meetings

Completed by: Personal Tutors (at meeting with learner)

When: During November and February Review Weeks

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.

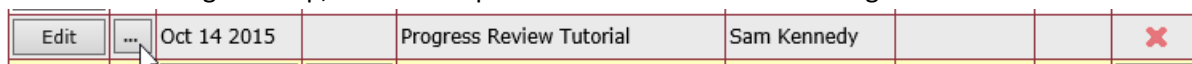
NB. Please see the final page of this guide for details of other areas of the ILP you should look at during the review meeting!

- *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'.



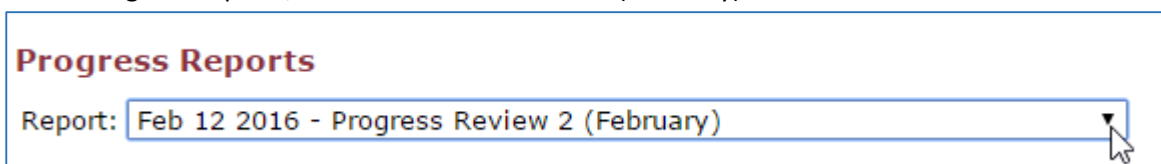
A screenshot of a form for adding a meeting. It features a dropdown menu with 'Progress Review Tutorial' selected, a text field containing 'Sam Kennedy', and an 'Add' button. A mouse cursor is pointing at the 'Add' button.

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



A screenshot of a table showing meeting details. The table has columns for 'Edit', 'Date', 'Meeting Type', and 'Learner Name'. The first row shows 'Oct 14 2015', 'Progress Review Tutorial', and 'Sam Kennedy'. There is an ellipsis button '...' next to the date and a red 'X' icon at the end of the row.

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



A screenshot of the 'Progress Reports' section. It shows a dropdown menu with 'Feb 12 2016 - Progress Review 2 (February)' selected. A mouse cursor is pointing at the dropdown arrow.

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

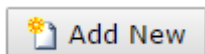
- Under 'For completion by Personal Tutor', click edit, type in your comment and click save.

For completion by Personal Tutor

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



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

Status:

SMART Target

Category:

Link to Enrolment:

Link to Unit:

Link to Assessment:

Link to 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.

Link to unit: Do not use (currently redundant)

Link to assessment: Do not use (currently redundant)

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

Student Agreed: (currently redundant)

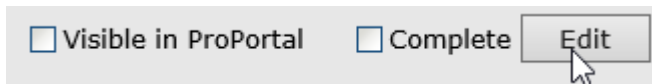
Once the SMART Target is filled in, click ‘Save’ in the top right corner of the pop-up. This will add the SMART Target to the SMART Target page.

- 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 *Pro Monitor Guide #5 - Comments*.

Comments resulting from this meeting



- 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.

A screenshot of a form with a yellow background. At the top right, there are two checkboxes: 'Visible in ProPortal' and 'Complete', both of which are circled in red. To their right are 'Cancel' and 'Save' buttons. Below these, the form contains: 'Name: Sapple Adam', 'Personal Tutor' with a dropdown menu showing '-- Select from Tutors --', and 'Show Learning Target Grades: (shown on printed reports)'.

IMPORTANT

- If you don’t tick ‘complete’, the progress review **will not** be processed for the printed reports.
- 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’.

Save
Save

Meeting Type: 3. Progress Review Tutorial **Meeting Category:** Progress Review

Meeting Date: Time:

Link to Enrolment:
 Complete
 Cancelled
 Read and Agreed By Student

Reviewed By: [Me](#)

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 Target and Aspirational Grades have in fact been set for the learner and add/adjust where necessary.
- **Career Plans**
To note down student's career goals in the 'what are your career goals?' box. (They will be able to do this themselves in future 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 (February this time round).