

## ProMonitor Guide - Progress Review Tutorial meeting

1. Setting up the Progress Review Tutorial Meeting
2. Filling in Progress Review Tutorial
3. Completing the Progress Report and Meeting

### 1. Setting up the Progress Review Tutorial Meeting

On a student's ILP page, under from the heading "Meetings and Comments", select "Manage All Meetings", then click the "Add New" button...



...and, in the pop-up, select the **Meeting Date** and the **Meeting Type** (3. Progress Review Tutorial)

A screenshot of a 'Add' meeting form. The form has a title bar 'Add' with a close button. It contains several fields: 'Complete' and 'Cancelled' checkboxes, 'Meeting Date' (09/11/2018), 'Time' (hh:mm), 'Meeting Category' (Progress Review), 'Meeting Type' (3. Progress Review Tutorial), and 'Campus / Room'. A 'Save' button is at the bottom right. Red circles highlight the 'Meeting Date' and 'Meeting Type' fields.

### 2. Filling in Progress Review Tutorial

To open the Progress Review Tutorial meeting you have just created, click the meeting title/type on the *Manage All Meetings* page on the student's ILP page.

Manage All Meetings

Key: ✔ Complete ✖ Cancel

Meeting Date	Time	Type	Meeting Chair	Status	Completion Date
08 Nov 2018		3. Progress Review Tutorial	Dominic Dewey		
26 Oct 2018	10:30	Disciplinary: Formal stage 1	Lee Bridgen		
22 Oct 2018	11:00	Disciplinary: Formal stage 1	Julie Whytock		

Once in the Progress Review meeting you'll see, at the top of the page, a section containing the meeting time, location etc.

### 3. Progress Review Tutorial

Standard (1234)

Barbara Lewis



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

Meeting Date:  Time:

Complete  Cancelled

Campus / Room:

Meeting Chair:

Read and Agreed By Student

*You'll be coming back here later. For now, ignore this section and scroll down to beneath the Progress Reports heading.*

In the Progress Reports section, the personal Tutor should:

- Read through/consider the Subject Reports for the student
- Review any SMART Targets that have been set and set new ones as required.  
*Make sure you change the status of SMART Targets if they have been achieved, not met or reviewed (e.g. a date extension).*
- It's a good idea to *open a new tab* and look at other parts of the students ProMonitor ILP too, e.g. Cause for Concern/Compliments that have been added during the term under *Meetings and Comments > Comments*. Consider other sections of the ILP too, such as Risk, Attendance and Markbook completion/grades.

Finally, the Personal Tutor should make an overall comment about the student's progress and conduct based on the knowledge gained from the above, and their discussion with the student. To write or edit the Personal Tutor comment, click on the pen icon above the text box.

For completion by Personal Tutor

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

### 3. Ticking off the Progress Report *and* Meeting

Once you've filled in the Personal Tutor comment you need to finalise the report, like so:

Click edit at the top right of the Progress Report box...

The screenshot shows the 'Progress Reports' section. At the top, there is a yellow box with the text 'Select a Report from the list to view the Report for this Student.' Below this is a dropdown menu for 'Report:' set to 'Oct 22 2018 - Progress Review 1 (Term 1)'. The main report area contains several fields: 'Visible in ProPortal' with an unchecked checkbox, 'Complete' with an unchecked checkbox, 'Name: Barbara Lewis', 'Personal Tutor' with an empty text box, and 'Show Learning Target Grades on printed report:' with an unchecked checkbox. A small edit icon (pencil) is circled in red in the top right corner of the report area.

Tick the "Visible in ProPortal" and "Complete" boxes then add your name in the Personal Tutor box. After you've done this, it'll look something like this:

This screenshot shows the same 'Progress Reports' interface as the previous one, but with changes. The 'Visible in ProPortal' and 'Complete' checkboxes are now checked and circled in red. The 'Personal Tutor' text box now contains the name 'Dominc Dewey', which is also circled in red. The edit icon in the top right corner remains circled in red.

Finally, go back to the very top of the page and, in the Meeting section, tick 'Complete', then Save.

The screenshot shows the 'Meeting' form. At the top, it displays 'Meeting Type: 3. Progress Review Tutorial' with a 'Change' button and 'Meeting Category: Progress Review'. Below this are fields for 'Meeting Date:' (08/11/2018) and 'Time:' (hh:mm). The 'Complete' checkbox is checked and circled in red, while the 'Cancelled' checkbox is unchecked. There are also fields for 'Campus / Room:', 'Meeting Chair:' (Dominic Dewey), and a 'Select Me' button. At the bottom, there is a 'Read and Agreed By Student' checkbox and a large 'Save' button.

This will *lock* the meeting and it will show as complete in the system.

This Meeting has been marked as Complete and is currently Locked.

Unlock Meeting

Meeting Type: 3. Progress Review Tutorial

Meeting Category: Progress Review

Meeting Date: 08/11/2018

Time:

Complete

Cancelled

Campus / Room:

Meeting Chair:

Read and Agreed By Student

Problems / queries? Please email [eLearning@hrc.ac.uk](mailto:eLearning@hrc.ac.uk) or come and see us in the Learning Centre.