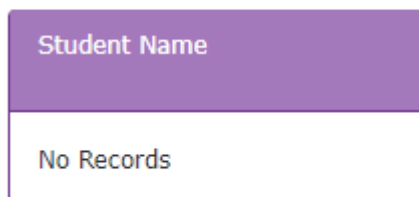
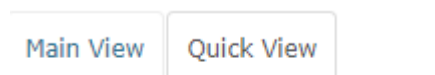
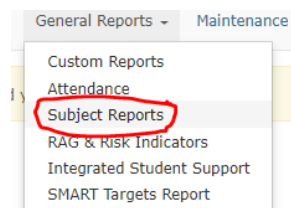


ProMonitor Guide - Subject Reports

Add Subject reports for the Whole Group

On your Student Group page select “General Reports” and chose “Subject Report”



This will take you to the subject report page. The correct report should have been automatically selected for you – either *Term 1* or *Term 2*.

There are two tabs: “Main View” and “Quick View”.
Select “Quick View”.

At the bottom of the Quick View page is a *Subject Area* box. You will need to input the subject area you are teaching (so that you have a subject to report against), then click on the “Add Subject Area for all students” (You may need to press ‘yes’ if a pop-up appears in your browser).

Subject Area:

This will then display your students with the Subject Area and the four required drop down options.

Student Name	Subject Area:	Motivation	Progress	Standard of Work:	Subject Area Attendance
Victoria Biggs	Unit 1 Accounting	- Select -	- Select -	- Select -	- Select -
Matthew Foster	Unit 1 Accounting	- Select -	- Select -	- Select -	- Select -

Using the drop-down menu, answer the statement at the top of the columns.

You also need to add comments about the students by clicking on the Blue notepad icon. This will generate a text box to fill in. Once you have filled in the text box, it will go Red to show that changes have been made but not yet saved. Once you have saved the page, it will turn blue.

MAKE SURE YOU SAVE OFTEN

Add subject report for Individual student

It is possible to create an ad-hoc Subject Report for an individual student via the “Main View” page. You might want to do this in specific cases, e.g. if you are providing ALS. To do this, click “Add” on the same row of the student you wish to add a subject report to. This will generate a pop-up box containing all the fields/options you need to complete the report: Subject Area, the 4 drop downs and Comment box. Once you have completed the report press save.

Student Name	Visible in ProPortal	Complete	SMART Target	View Report	Add
Victoria Biggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="View Report"/>	<input type="button" value="Add"/>

Any questions? Please get in touch: elearning@hrc.ac.uk