

## 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 4<sup>th</sup> November (18<sup>th</sup> Nov, 2<sup>nd</sup> & 16<sup>th</sup> 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)**

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

### MY TUTOR GROUPS

No Tutor Groups

Create a Tutor Group

### STUDENT GROUPS I MANAGE

No Management Groups

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


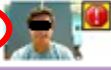




**Risk Indicators**

Integrated Student Support

SMART Targets

	311897	<a href="#">Bert Jansch</a>
	321601	<a href="#">Clara Jones</a>
	318448	<a href="#">Leanne Leeks</a>

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?	
	 <a href="#">Sapple Adam</a>	88	96	0	0		✓	
	 <a href="#">Bilbo Baggins</a>	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