

Pro Monitor User Guide #5: Comments

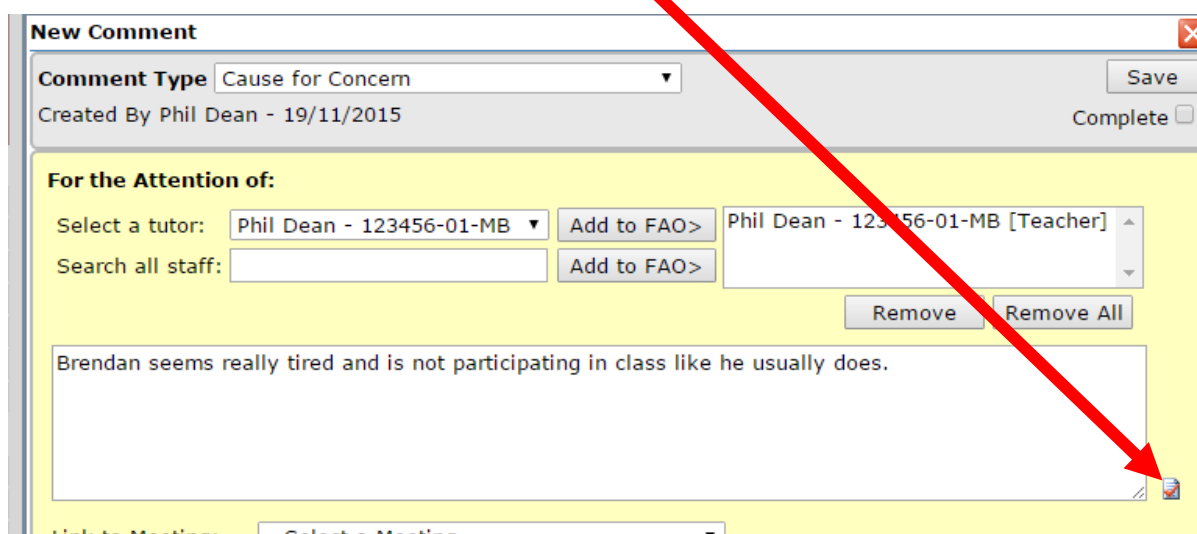
Completed by: All Staff

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.

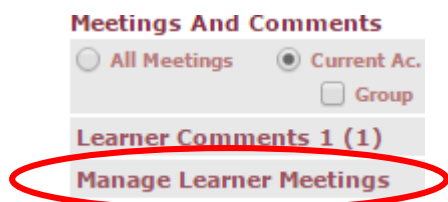
When adding comments to ProMonitor, please click the spell checker before saving:



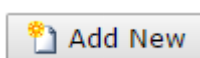
Comments can be added in two ways: Individually or by Group. It is also possible to make Comments within Subject Reports, One to Ones and Progress Reviews.

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.

The screenshot shows the 'New Comment' form with the following elements:

- Comment Type:** A dropdown menu set to "--Select a comment type--".
- Created By:** Dominic Dewey - 12/11/2015.
- Buttons:** "Save" and "Complete" (with a checkbox).
- For the Attention of:** A section with a yellow background containing:
 - Select a tutor:** A dropdown menu set to "--Select--" and an "Add to FAO>" button.
 - Search all staff:** A text input field and an "Add to FAO>" button.
 - Remove/Remove All:** Two buttons.
 - Text Area:** A large empty text box for the comment.
- Link to Meeting:** A dropdown menu set to "--Select a Meeting--".
- Link to Enrolment:** A dropdown menu set to "--Select an Enrolment--".
- Is At Risk:** A checkbox (unchecked) with the text "(please select an enrolment if ticking this flag)".
- Due Date:** A text input field.
- Read By Me:** A checked checkbox.
- Visible in ProPortal:** An unchecked checkbox.
- Email Student:** An unchecked checkbox.

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).

This screenshot shows the 'New Comment' form with the following changes and annotations:

- Comment Type:** Changed to "Cause for Compliment".
- Buttons:** "Save" and "Complete" (with a checkbox).
- For the Attention of:** A section with a yellow background containing:
 - Select a tutor:** A dropdown menu set to "Dominic Dewey - BCM126E" and an "Add to FAO>" button. A red arrow points to this button.
 - Search all staff:** A text input field containing "Mark Deeks (271002)" and an "Add to FAO>" button. A red arrow points to this button.
 - Remove/Remove All:** Two buttons.
 - Text Area:** A large empty text box for the comment.
- Link to Meeting:** A dropdown menu set to "--Select a Meeting--".
- Link to Enrolment:** A dropdown menu set to "--Select an Enrolment--".
- Is At Risk:** A checkbox (unchecked) with the text "(please select an enrolment if ticking this flag)".
- Due Date:** A text input field.
- Read By Me:** A checked checkbox.
- Visible in ProPortal:** An unchecked checkbox.
- Email Student:** An unchecked checkbox.

Two red arrows are present: one pointing to the "Add to FAO" button under "Select a tutor" and another pointing to the spell checker icon (a small 'd' in a square) at the bottom right of the text area.

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.