

Promonitor User guide #6: Meetings

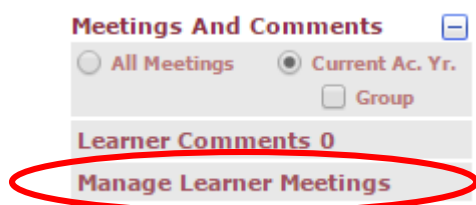
Done by: Personal Tutor

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 calendar is open, showing 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:

Meeting Date: Time:

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).