

MORA User Guide

Date Written	September 2022	Date Updated	March 2023
---------------------	----------------	---------------------	------------

Table of Contents

Welcome to the MORA – Academic Assessor Guide.....	2
Practice Supervisor / Practice Assessor views.	2
MORA Parts	2
Access as an Academic Assessor	3
How to log in to MORA	3
The Main Menu.....	4
Student Search.....	5
(Practice Assessor/Academic Assessor view only)	5
Assessment Planner – For information only	6
Practice Episode Records	7
Progression Plan	8
Records of Meetings / Periodic Observation	10
Evidence to support the achievement of proficiencies	11
Deleting Files	16
Summative Holistic Assessment.....	17
Help and Support	19

Welcome to the MORA – Academic Assessor Guide

MORA stands for Midwifery Ongoing Record of Achievement and is the electronic platform for practice assessment documentation for the Midwifery programme.

The table of contents on the previous page contains hyperlinks enabling you to jump to any section on the document by clicking on the appropriate heading. Each section also summarises whether it is view only, view/select, or editable by the Student, Practice Supervisor, Practice Assessor and **Academic Assessor**. These headings in the index above are also hyperlinks to that section of the user guide.

There are videos available which demonstrate the student and Practice Supervisor / Practice Assessor / Academic Assessor views. These can be accessed here: - [UWL MORA GUIDE | Rise 360 \(articulate.com\)](#)



Any difficulties in accessing or using MORA, please contact MORA@uwl.ac.uk

Any queries relating to Assessment Criteria for MORA please contact your Academic Assessor, Link Lecturer, or Andrea Aras-Payne on andrea.aras-payne@uwl.ac.uk

MORA Parts

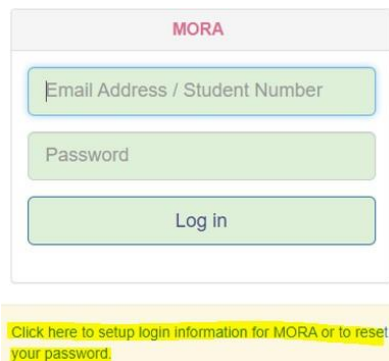


Access as an Academic Assessor

How to log in to MORA

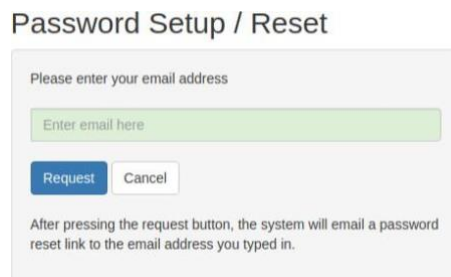
Academic Assessors - Please log in directly to the student's MORA via the website <https://uwl.arcwebonline.com/MORA>.

If you are logging on for the first time or have forgotten your password, use the setup login information/reset password link underneath the log in box.



The image shows a login form titled "MORA" in red text. It contains three input fields: "Email Address / Student Number", "Password", and a "Log in" button. Below the form is a yellow link that reads: "Click here to setup login information for MORA or to reset your password."

If you click on the setup login information or to reset your password, you will be taken to the following screen:



The image shows a form titled "Password Setup / Reset". It asks the user to "Please enter your email address" and provides an input field labeled "Enter email here". Below the input field are two buttons: "Request" (in blue) and "Cancel" (in white). At the bottom, a note states: "After pressing the request button, the system will email a password reset link to the email address you typed in."

Enter your email address and click on the **Request** button. You will then receive an email link to create your password.

The Main Menu

To access the main menu, click on the 3 lines at the top left of the page. The Menu has the following items: This is the Student's menu.

☰ MAIN MENU

Students

📁 PROGRAMME

Practice Episode Records
Proformas to Print

📁 YEAR

About Me
Learning Contract
Orientation and Timesheets
Initial meeting
Assessment Planner
Learning Plan
Progression Plan
Proficiencies
Supervisor Feedback
Practice Assessor Review 1
Practice Assessor Review 2
Record of Meetings / Periodic Observation
Summative Holistic Assessment
Evidence to support the achievement of proficiencies

Student Search

(Practice Assessor/Academic Assessor view only)

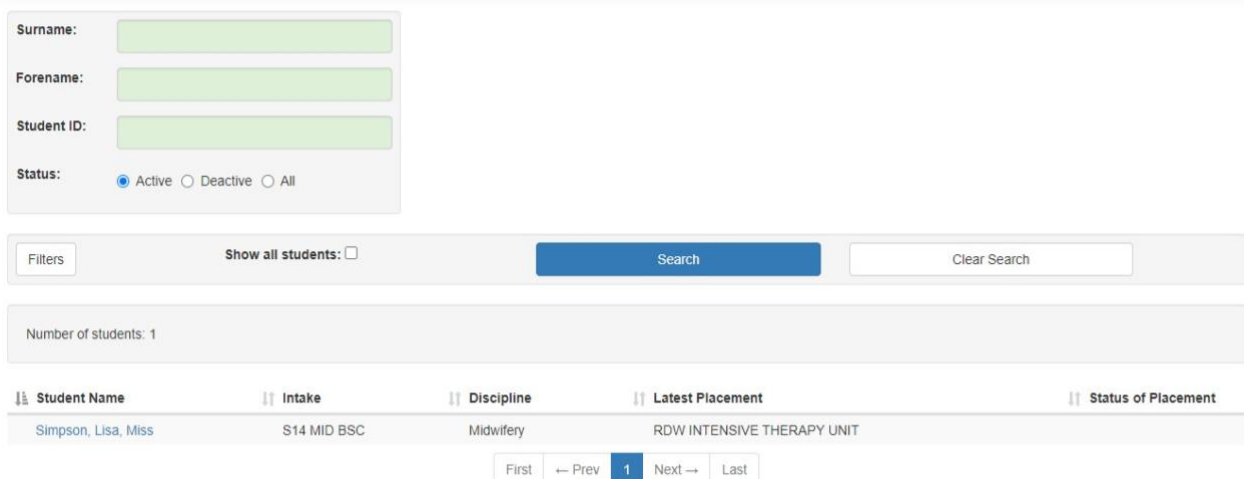
The **student** and **Practice Supervisor** will not see the menu item **Students**, this is purely for the **Practice Assessor** and **Academic Assessor** to search for and select the appropriate **student**.

Now Do This ...

1. To access the **student** record select the 3 lines next to the University logo to open the menu and select **Students**.

Please note – you will not be able to use the links in the menu until you have selected the **Student** heading as all the other headings are greyed out.

2. Select the appropriate **student** from the list. The **students** are listed alphabetically, or you can use the search text boxes to narrow this list.



Surname:

Forename:

Student ID:

Status: ☒ Active ☐ Deactive ☐ All

Filters ☐ Show all students: ☐

Number of students: 1

Student Name	Intake	Discipline	Latest Placement	Status of Placement
Simpson, Lisa, Miss	S14 MID BSC	Midwifery	RDW INTENSIVE THERAPY UNIT	

First 1 Last



- 3 You will then be able to access the MORA sections for the chosen **student** from the main menu.

Assessment Planner – For information only

Now Do This ...

1. The Assessment Planner is a tool that can be used to plan dates for key assessments and meetings of the MORA.
2. To add a planned assessment date, you can either type a date in the date fields or select the small calendar symbol to the right in the field to open a date picker tool.

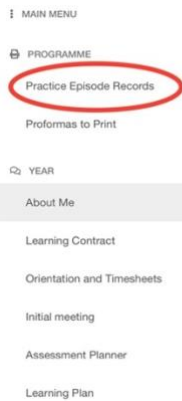
Add Assessment Planner BUGS BUNNY

Initial Meeting Date	Practice Assessor Review 1 Date	Practice Assessor Review 2 Date	Summative holistic assessment Date
13/08/2021 	13/08/2021 	13/08/2021 	13/08/2021 
Save			

3. Once filled in select **Save** to commit the dates to the assessment planner table.
4. Once the planned assessments have been completed the table will record the name of the **Practice Assessor** and **Academic Assessor** involved. There is also a file symbol button next to the name of the meeting which when selected will take you to that section of the MORA. Dates can be altered if this plan needs to be amended.

Practice Episode Records

1. To access the Practice Episode Records, open the main menu by clicking on the three horizontal lines in the top left corner of the screen and click on **Practice Episode Records**.



2. Clicking on 'Guidelines on completing the Practice Episode Records' will open a drop-down box giving guidance for both **students** and **Practice Supervisors**

Student Name	Test, Mora, Miss	Academic Assessor
Year	3	Last Practice Assessor
Field	Midwifery	
Intake	ARC TEST	

[Guidelines on completing the Practice Episode Records](#)

Students:

- Please click on "Create Submission"
- Start adding entries to a submission. These can be saved at any point and resumed at a later date
- You may have multiple submissions on the go at any point in time. These submissions will remain listed at the top of the screen until they are submitted to a supervisor
- Once you have created all entries in a submission, these can be sent as one batch to your supervisor by clicking "Submit to Supervisor"
- Enter your supervisor's email address and an optional comment
- Your supervisor will be notified via email and provided with a link to access your Practice Episode Records
- All submitted entries appear in the list below any active submissions

Practice Supervisors:

- The list of Practice Episode Records can be filtered using the "Only Show Items Pending Your Approval" option.
- Any item that has been sent to you can be approved by clicking on the "Approve" button
- All pending items for a section can be approved together by using the "Approve all Entries" button

3. Clicking on the 'Practice Episode Records requirements' or 'Practice Episode Recordsexamples' will open documents in a new window which will give more information about how to complete this section.

[Guidelines on completing the Practice Episode Records](#)

[Practice Episode Records requirements](#)

[Practice Episode Records examples](#)

4. On this page you'll see an overview of the Practice Episode Records and a countertotalling how many entries have been logged for each section. If you click on the PER it will show more details.

Progression Plan

Now Do This ...

1. The progression plan is to be completed by the **Practice Assessor** to record any plans or actions needed to address the **student's** progress or performance. This is only used when concerns have been highlighted. It is essential that the **Practice Assessor** contacts the **Academic Assessor** as a tripartite approach is needed to develop the Progression Plan.

To create a new record, click on '**Create New Progression Plan**'

Create New Progression Plan

[To create a new Progression Plan click here](#)

2. This will open the progression plan form. There are two text boxes for the **Practice Assessor** to write their comments regarding the issue that's arisen and the desired outcome. Then enter a Target Date. Indicate the Placement Area and the names of those present at the meeting.

<p>What is the issue? Refer to proficiency or Professional value (Specific), state the reason for concern and/or why proficiency has not been achieved.</p> <input type="text"/>	<p>What are the expectations for achievement? (Measurable) Ensure an appropriate level of expectation – refer to the expectations for the student's academic and professional level (Achievable and Realistic)</p> <input type="text"/>
<p>Target Date : <input type="text"/></p>	
<p>Placement Area</p> <input type="text"/>	
<p>Name of those Present</p> <input type="text"/>	

3. Once all fields have been completed press '**Submit**' to save the information and it will then appear in the List of Progression Plans table.

List of Progression Plans

Date Created: 14/04/2022

Target Date:

08/05/2022



Update

In Progress

[Click to View](#)

4. In the **List of Progression Plans** table you can view all plans logged and comment on their progress. As well as see their status – whether a plan has been completed or is still in progress. Select '**Click to View**' to expand the table entries and view the detail of each record.

Date Created: 14/04/2022
Target Date:
08/05/2022
Update
In Progress
Click to View

What is the issue?
test

What are the expectations for achievement?
test

Student Name
Bob

Academic Assessor Name
Jane

Practice Assessor Name
John

[Create New Plan](#)
To create a Plan click here

5. To update the **Target Date** of a plan, enter a new date in the date field on the record and select **Update** to save the new date.

Target Date:
08/05/2022
Update

6. To comment on an existing plan, expand the entry in the table (as detailed in step 6) and click on **Create New Plan**.

[Create New Plan](#)
To create a Plan click here

7. This will open the update form section where a comment can be added and the status of plan can be marked as 'Not Achieved', 'In Progress' or 'Achieved'. Once complete select '**Add Plan**' to save the comments and new status to this record.

[Create New Plan](#)
To create a Plan click here

Status:
☒ Not Achieved
☒ In Progress
☒ Achieved

Add Plan

8. When saved this will show in the Review table for that Plan.

[Create New Plan](#)
To create a Plan click here

Reviews

Date Created	Created By	Creator Role		Status
14/04/2022	Marge Simpson	Practice Assessor	View Text	In Progress

Records of Meetings / Periodic Observation

1. This section of the MORA is to enable the record keeping of any additional or relevant meetings, discussions, simulations, or observations the **student** has with their assessors or practice placement supervisors. Records can be added by any user – **Student, Practice Supervisor, Practice Assessor or Academic Assessor**.

2. To add a record, select '**Add summary of meeting or periodic observation**' button which will open a free text box to add any comments. Once complete click on the **Save** button to commit the data to the table.

— Add Summary of meeting or periodic observation

Summary of meeting or periodic observation

test

Save Summary of meeting or periodic observation


3. If a record has been added in error the person who completed the entry can delete it by clicking on the red 'Delete' button next to the entry in the table.

Entry	Name	Role	Date	
test test	Marge Simpson	Practice Assessor	27/05/2021	Delete
test	Marge Simpson	Practice Assessor	11/02/2021	Delete
Second placement was good	Simpson, Lisa, Miss		02/10/2020	

Evidence to support the achievement of proficiencies

This section is where the **student** can demonstrate their learning by uploading documents and evidence to support their practice assessment achievements.

The **Academic Assessor** has editing rights; however, completion of this section is the **student's responsibility** and the review done by either the practice assessor, practice supervisor or academic assessor.

can be  MAIN MENU

 PROGRAMME

Practice Episode Records

Proformas to Print

 YEAR

About Me

Learning Contract

Orientation

Initial meeting

Assessment Planner

Learning Plan

Progression Plan

Proficiencies

Supervisor Feedback

Practice Assessor Review 1

Practice Assessor Review 2

Record of Meetings / Periodic Observation

End of year summative assessment

Evidence to support the achievement of proficiencies

Now Do This ...

- This section is divided into 3 years, so it is important that the correct year is selected. The system will automatically select the **student's** current year.

Year 1 (Level 4) Year 2 (Level 5) Year 3 (Level 6)

- Each of these sections have multiple subsections. Click on a heading to expand that section, or by clicking on 'Expand Sections' you'll see all available subsections.

Evidence to support the achievement of proficiencies

This section provides an opportunity for you to demonstrate your wider learning. It is important that all add Confidentiality must be maintained at all times. No client, staff or placement/ Trust identifiable details may

Expand Sections

Workpacks or logs

Reflections

Expand Sections

Workpacks or logs

Add New Workpack or logs

Drag file below or click button to browse your files

Upload a file

Document Title:

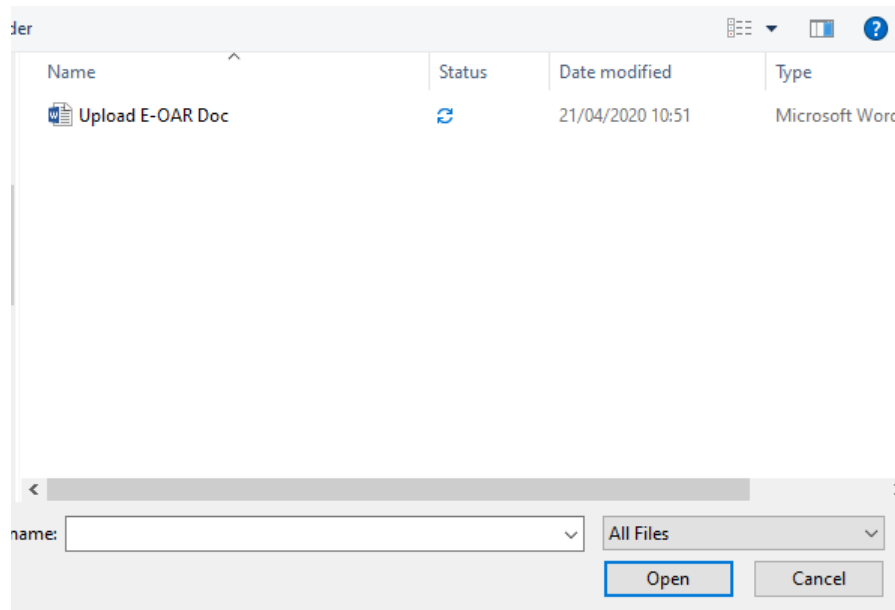
Save

Each expanded section gives the option to add/view/upload.

- To add a file, click on the **Upload File** button.

Upload a file

5. This will launch an explorer window enabling you to locate the appropriate file. Select the file and click **Open**.

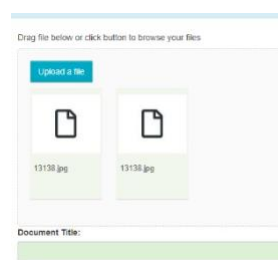


6. **Alternatively**, you can drag and drop the file.

7. Although the description/comment field is optional, it is essential that a brief description/comment is completed to identify the uploaded file and facilitate navigation as there will potentially be several files and will avoid confusion and make it easier to access the correct one.

 A screenshot of a web form. It features a dashed-line text input field at the top. Below it, the text 'Document Title:' is displayed. Underneath is a solid green text input field containing the text 'Delivery 1'. At the bottom of the form is a green button labeled 'Save'.

8. The following screen will open where documents can be uploaded by dragging and dropping or browsing to a file on your device.



9. Click on the **Save** button.



10. The document can then be seen, showing the Title, who uploaded it and date. The link **View** will download the document.

Title	Uploaded By	Date	Link
test	Simpson, Lisa, Miss	07/01/2022	View
this entry should be showing upload test word document	Marge Simpson	06/09/2021	View
Delivery 1	Simpson, Lisa, Miss	06/10/2020	View

11. There is the option to delete the document, but this can only be done by the person who uploaded it.

Link	
View	Delete

12. **Further Evidence** can be added in the same way. This section requires **students** to provide a rationale for including this evidence, demonstrating their learning.

13. To add a new entry the **Communications** section. Click on the **Add New Entry** button. Please note that this field is normally used by the **Academic Assessor** or personal tutor when reviewing this section. It can, however, be used for any direct communication between the **student** and/or any staff supporting them; an email will be sent directly to the recipient(s). Please note that any entries will remain visible to anyone accessing the **student's** MORA so will form a useful audit trail of communication.

14. This will expand the section. Enter the text for the body of the email in the text box below the New Communication heading. Next select the email recipient from the list displayed after clicking the drop-down arrow.

Communications

Add New Entry

Recipient:

Mr Charlie Brown
Marge Simpson
Eric Bonnici

Send

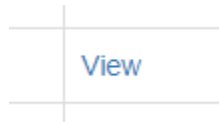
15. Click on the **Send** button to send the message, which will be emailed to the recipient.

16. Summary information for each communication will be displayed in a list below this section:

View Communications

Sender	Date	Recipient		
Marge Simpson	22/06/2021 15:44:23		View	
Mr Charlie Brown	08/06/2021 14:51:59	Simpson, Lisa, Miss	View	
Marge Simpson	08/06/2021 14:42:13	Mr Charlie Brown	View	
Marge Simpson	27/05/2021 10:46:13	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/10/2020 14:18:19	Mr Charlie Brown	View	Delete
Simpson, Lisa, Miss	18/09/2020 10:08:01		View	Delete
Mr Charlie Brown	02/09/2020 12:42:25	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/09/2020 12:39:22	Mr Charlie Brown	View	Delete

17. To view the contents of an email, click on **View** for the appropriate entry.



This will show the message and when it was sent.

Message from Simpson, Lisa, Miss

18/09/2020 10:08:01

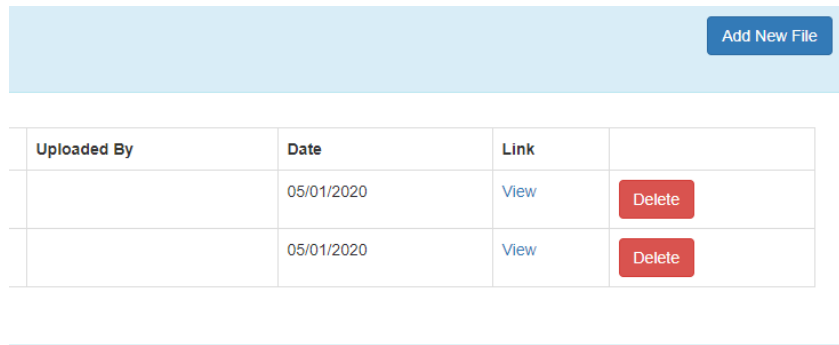
Please check my non-maternity pack, Marge

18. If you wish to close this section, click on **Add New Communication** button again.

Deleting Files

Now Do This ...

1. **Student/Practice Assessor/Practice Supervisor/Academic Assessor** users can delete files that have been uploaded in error.
2. There is a delete button next to the view link which is only visible to the users that have uploaded the file.



Uploaded By	Date	Link	
	05/01/2020	View	Delete
	05/01/2020	View	Delete

3. Once you have clicked on the Delete button you will see the following screen.

Are you sure you want to delete Capture.JPG?

[OK](#)

[Cancel](#)

When you click OK, your file will be deleted.

4. **Please note:** Files can only be deleted by the person who uploaded the file.

Summative Holistic Assessment

1. The **Academic Assessor** will receive an auto email to let them know this section has been completed by the **Practice Assessor**. The **Academic Assessor** can access the End of Year Summative Assessment by clicking on the link in the auto email from the **student**, or by logging into MORA and finding their **student**, and clicking on 'End of year summative assessment' from the main menu. The **Academic Assessor** may or not be present for the Summative Holistic Assessment; this can be negotiated flexibly between the relevant parties.

The question 'Are all proficiencies completed?' will be automatically populated by the contents of the MORA. **Academic Assessors** need to select 'Yes' or 'No' for the question 'Has the student maintained the expected professional behaviour' behaviour, referring to comments from the Practice Assessor and Practice Supervisors. If these have not been maintained, a textbox will appear for further comment.

Academic Assessor Summary of Progress

Proficiency Section	Are all proficiencies completed?	Has the student maintained the expected professional behaviour?
Antenatal Care	Yes No	Yes No
Intrapartum Care	Yes No	Yes No
Postnatal Care	Yes No	Yes No
Neonatal Care	Yes No	Yes No
Promoting Excellence	Yes No	Yes No

2. The **Academic Assessor** then needs to review the summary table of Practice Episodes (EU requirements recorded) and add any comments. The total verified PERs will be automatically transferred to this section.

Number of Practice Episodes (EU requirements recorded)		
Section	Universal Care	Additional Ca
Antenatal Examinations (100)	25	1
Intrapartum care - Records of births witnessed (5 optional)	0	0
Intrapartum care - Records of pregnant women cared for and births personally facilitated (40)	6	0
Intrapartum care - Records of women cared for in labour (40)	0	0
Postnatal examinations (100)	1	0
Neonatal examinations - Records of ongoing assessment of the newborn (N1.2 = 100)	1	0
Neonatal examinations - Systematic examination of the newborn (N1.1 = 20)	1	0

The Academic Assessor can also view the summative holistic assessment and add comments, as well as the summary of practice hours and add comments:

Summative holistic assessment			
Date of Assessment	Descriptor Awarded	Equivalent Grade (if applicable)	Comments / Plan
27/04/2022	Excellent (70-85)		

Summary of practice hours			
Hours required	Hours recorded	Hours outstanding	Comments/plan
0.0	0.0	0.0	

3. The **Academic Assessor** then needs to click 'Yes' or 'No' to whether the **student** progression is recommended and can add any further comments if they wish.

Progression	
Student progression recommended	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

Academic Assessor verification	
Comments:	

Then click 'Save and Submit'

Save and Submit

Help and Support

Stuck? Need help or guidance on a section of MORA?

Alongside this user guide we have videos showing the different sections of MORA on XXX

For further support please contact the Placement Systems Compliance Team at PESU@owl.ac.uk and we will endeavour to help.