

## Adding a cause for celebration and a cause for concern in eTrackr

### ProMonitor

Reviews, meetings and comments ▾ Miscellaneous ▾ W

- Learner Comments 0
- Learner Referrals, Reviews and Meetings
- Confidential Comments 0



**Learner Comments**  
Standard (S0Charmander)

Filter Options Add New



Add New

Comment Type: Select

Note:

For the Attention Of:

Link to Meeting:



Comment Type: - Select -

- Select -
- Additional Learner Support (ALS)
- Apprentice of the month nomination
- Attendance (For Att. Monitors)
- Careers (For Careers team only)
- Cause 2 Celebrate
- Cause 4 Concern
- Customer Services
- Event/Incident Log
- Informal / Needs Led
- Student Feedback
- Student Support Services

For the Attention Of:



Comment Type: Cause 2 Celebrate

Note:

Add

For the Attention Of:

Select: --Select-- Add

Search: Add



### eTrackr

Find the student **eILP** from your **My Students** list

Action Centre

**My Students**

WAD58322F 1819: L3 Extended Diploma Civil Engineering

Group: NO GROUP

Comments: 0

Once you have the eILP displayed, scroll down until you see the menu strip. Underneath, you have dedicated sections for the CFCs. **Select** the one **required**

CFC & Disciplinary Action Plans SMS Message Teachers Prior Quails Atten De

**CFC ?**

Cause for Celebrations: 0

Cause for Concerns: 0 (0 unresolved)

**Cause for Celebration** – Click the **New CFCelebration** button

Cause for Celebration

Search Students

Chanice Leon

New CFCelebration

Type the celebration text into the **blank area**. The date can be changed if required. Click inside the **date area** and select a new one from the pop-up calendar

Date: 14 Jun 2021

Celebration:

Date: 14 Jun 2021

Celebration: ABC

Path: p

**N.B.** Because this section is celebrating achievement, it is automatically available to the student in question and all staff who choose to view it

Comment Type: Cause 2 Celebrate  
 Created By Andy Edwards on 14/06/2021  
 Note Add  
 View Note  
 Follow Up

OR

Comment Type: Cause 4 Concern  
 Created By Andy Edwards on 14/06/2021  
 Note Add  
 View Note  
 Follow Up



Make Complete



☒ Complete

You can, however, decide to send an **email notification** to specific people. Select them from the list on the left and click the **Add** button to place them in the email column on the right

Select users to add to Email list:

- Student
- All HODs Associated With Student
- All Course Leaders Associated With Student
- All Unit Teachers Associated With Student
- Careers Team
- Safeguarding
- Welfare
- All Global Personal Tutors
- All Global Learning Support Tutors
- All Departmental Personal Tutors Associated
- All Departmental Learning Support Tutors Ass

Email to list:

**Add** **Remove**

Celebrations are automatically shared with student and all staff

Scroll to the bottom right and click **Save**

**Save**

**Cause for Concern** – Back in the eILP, select the appropriate **Cause for Concerns**, then choose the **New** button

Chalice Leon

**New**

Date	Concerns	Description	Resolved (Y/N)
There are no CFC records for this Student which have been shared with you.			

There are sections to add the **date** and last contact; specify the nature of the **concern**, and a tick box for **resolution**

Date: 14 Jun 2021

Date last Contacted:

Concerns:

- ☐ Behaviour
- ☐ Finance
- ☐ Medical
- ☐ Attendance
- ☐ Learning Difficulty
- ☐ Level of Motivation
- ☐ Welfare
- ☐ Disability
- ☐ Literacy And Numeracy
- ☐ Other

Resolved: ☐

You can then select/search for those to add to the **share list** to the right (i.e. access list). Those added can also be selected to receive an **email** notification of the Cause for Concern. In this example, only the HODs have been selected to receive the email notification, but both they and the student have access to the CFC

Select users to add to share list:

- Student
- All Staff
- All HODs Associated With Student
- All Course Leaders Associated With Student
- All Unit Teachers Associated With Student

Share list:

- Student
- All HODs Associated With Student

Select users to add to Email list:

- Student
- All HODs Associated With Student

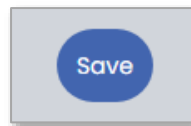
Email to list:

- All HODs Associated With Student

Fill out the **details** of the concern in the box provided then add the proposed **action(s)**. There is also an attachment section



**Save** when ready




The CFC is placed in a list. There is a **Resolved** tick which will remain 'greyed out' unless selected



Date	Concerns	Description	Resolved
14 Jun 2021	Behaviour	Details here	<input checked="" type="checkbox"/>

Select the tick when ready to resolve the CFC. A text box opens – add the **resolution notes** and click **OK**



The tick turns **green** to indicate a successful conclusion

