

Progress Reviews in eTrackr (not including the Induction Review)

In the **Progress Review** section under the **Assessment** menu, select the relevant period.

Select a Progress Review Period:

(Select:)

Period 1: 01 Sep 2022 - 01 Oct 2022

Period 2: 04 Oct 2022 - 31 Jan 2023

Period 3: 01 Feb 2023 - 30 Apr 2023

You can then choose the student by clicking the **Start Review** button.

4	Start Review
5	Start Review
6	Start Review
7	Start Review

The first section is for a comment. Click the blue **+C** to expand it.

+C	Edwards, Hannah				100%		0%	View
+U								Report
+A	3	00036748	Not Set	--				Publish
+S		06/10/2022						

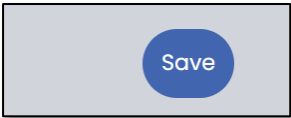
A box will appear where the **comment** can be typed.

Overall Comment

B *I* U

|

Remember to click **Save** in the bottom right corner when you have finished the comment.



You can now click the **+U** button to see a breakdown of unit progress. As you can see from the example below, this particular unit hasn't been marked yet

Units				
Unit Reference	Unit Title	Progress	Actual Grade	Actual Points
01	Example	<div><div></div></div>	-	-

The next button, **+A**, will open the **Action Plan** area where you can click **Add** to create an action plan for the student.

Review Period 1

Review Period 2

Review Period 3

Review Period 4

Other AP's for Student

Related to Review Period 2

None **Add**

Add the dates and status. You will now need to select the **+ button** (to the left).

Related to Review Period 2

SMART Target	Action Description	Start Date	Target End Date	Actual End Date	Status	Notes	Last Edited By
+		06 Oc	06 Oct	-	Not ▼	0	Andrew Edwards

Delete

The usual action plan boxes are displayed. Complete the areas as shown below. Remember to **save**.

Target

Type

Course Related ▼

Area for Development

☒ None ☐ Knowledge ☐ Skills ☐ Behaviour

Action

Notes

Add

The final section is accessed via the **+S** button and will display the following area showing **soft skills** ratings.

Employability / Soft Skills	Skills Rating	Description of scenarios in which Skills have been demonstrated	Summary Profile
C8 - Acting Reliably and Responsibly	9	X	+ 70%
C8 - Communicating Effectively	9	X	+ 80%
C8 - Listening Skills	8	X	+ 80%
C8 - Managing and Developing yourself	7	X	+ 70%

N.B. The drop-down boxes can be **1-4**, **1-10** or **traffic lights**, depending on your individual department.

When you click the **Not Set** drop-down menu, you will see the (RAG) traffic light or numerical score you can apply. **Red** is the lowest of the traffic lights, just as **1** is the lowest score.

A screenshot of a dropdown menu. The menu is open, showing a list of options. The first option is 'Not Set' with a downward arrow. Below it is another 'Not Set' option. Then there are 'Red', 'Amber', and 'Green' options. The last option is 'Not Set' with a downward arrow. The menu is enclosed in a blue border.

You should also click the **+**, which changes to a **-** and a notes box appears. A note related to the item can be added or you can tick **Comment not required for this Skill** if it isn't necessary.

A screenshot of the skill rating interface. At the top, it says 'C8 - Acting Reliably and Responsibly'. To the right of this is a dropdown menu showing 'Red'. Further right are two circular buttons, one blue with a minus sign and one red. Below this is a section titled 'Description of scenarios in which Skills have been demonstrated'. This section contains a rich text editor with various icons (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and a text area. To the right of the text area is a checkbox labeled 'Comment not required for this Skill'.

The last thing to do is add an overall **level**. **N.B.** Once again, click the **Save** button after every alteration. You can now view the finished review and select **Publish**. The completion should say **100%**.

Pass Level

100%

100%

100%

View

Report

Publish