

Volume

2

DUDLEY COLLEGE

Electronic Individual Learning Plan (e-ILP)

ProMonitor

Student Guide 2010

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What is ProMonitor?

ProMonitor is the electronic Individual Learning Plan (ILP) system for Dudley College. Every student in the college has an ILP which is updated throughout your course by you and your tutor. It details your progress on your course, important information, achievements and your targets for development. The advantage of having this available electronically is that you can access it from anywhere with an internet connection whenever you wish.

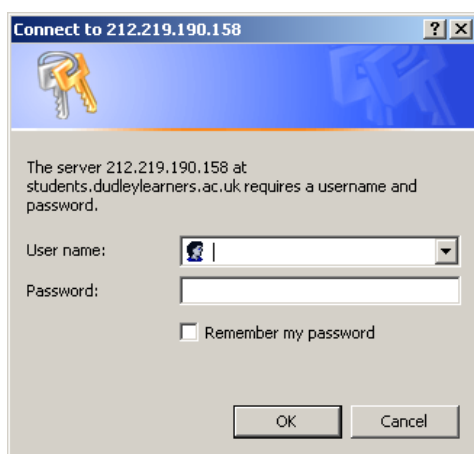
Your personal tutor will give you further information about your ILP during your tutorial sessions. This guide is designed to give you an overview of the sections of your ILP and how you can contribute to them. If you need further information please speak with your tutor.

ProMonitor is administered by a full time member of staff who can help if you are having problems accessing or using ProMonitor. He can be reached by e-mail (simon.hill@dudleycol.ac.uk), by phone (01384 363160) or by dropping into the E-learning Helpdesk in the Broadway Library.

How do I access it?

ProMonitor is web-based and can therefore be accessed from anywhere with an internet connection. If you are accessing ProMonitor from within the college there is a link to it from the Student Intranet. If you are accessing ProMonitor from outside of the college network you will need to type in the web address, which is:

<http://212.219.190.158/ProMonitorStudentPortal>



Username – Your username is your person code which you can find on your ID badge.

Password – Your password is your date of birth as an 8 digit number (e.g. 01071990)

Enter these details and then click on 'Login' to gain access to your ILP.

IMPORTANT

- *Never give you password details to anyone else. Nobody from the college will ever ask you for them.*
- *If you are concerned that someone may know your password then simply log in and change it using the above method.*
- *When you have finished using ProMonitor make sure you log out properly by clicking on the 'Log Out' button in the top right of the screen BEFORE you shut down your web browser.*

Overview of the ILP

You can navigate through all of the sections of your ILP using the menu down the left hand side. Some sections you can view only and some you can add to yourself. Below is a quick overview. You can find more details later in this guide.

INFORMATION
Learner Details
Academic Information
Published Reports to P/G
LEARNER ILP
Welcome
About My Course
My Goals & Targets
My Strengths & Development
My Attendance & Punctuality
Information I Have Read
My Plans After My Course
Course Feedback
My SMART Targets
My Actions
My Learning Diary
Upload Documents
Enrichment & Every Citizen Matters



Welcome to your Individual Learning Plan (ILP), which puts you at the centre of your learning and gives you control over your achievement. You can use the information here to review your progress and plan your future.

How do I use my Learning Plan?

- Complete 'About My Course', 'My Goals & Targets', 'My Strengths & Development' and 'Information I Have Read' at the start of your course.
- You can then record and review your progress in meetings with your Personal Tutor.
- You can use your Learning Plan as often as you need; to review progress and plan your future.

INFORMATION

Learner Details – Here you can see your details stored by the college. If any of your personal details should change (e.g. you move house) then please let your tutor know straight away. For information only.

Academic Information - Here you can view grades for assignments or units on your course. Please note this feature is not used by all courses. Please speak to your tutor to find out more. For information only.

LEARNER ILP

Welcome – The opening page of the student ILP (the first page that you see when you log on). Information only.

About my course – A section where you can complete information about your course, your previous achievements and future targets. Can be modified by student.

My goals and targets – A section where you can set personal goals while you are on the course. Can be modified by student.

My strengths and developments – A section where you can complete information about your learning styles, strengths and requests for additional support. This section also allows you to view your BKS Initial Assessment results, which is automatically populated once you undertake the assessments. Can be modified by student.

My attendance and punctuality – This section shows an automatic summary of your attendance at all sessions. Information only.

Information I have read – This is a series of links to important information that every student should read within the first few weeks of your course (e.g.

disciplinary procedure). You should tick to confirm that you have read each document before clicking 'Save this information'.

My plans for after my course – This is a brief exit survey that your tutor will ask you to complete towards the end of your course. Can be modified by student.

Course feedback – An informal feedback tool which your tutor may ask you to complete at certain times (perhaps before a 1:1 meeting). Can be modified by student.

My SMART targets – Here you can see a copy of all of the SMART targets currently set for you by your tutor(s). You can now even set your own SMART targets. Can be modified by student.

My Actions – Here you can see a list of actions that have been set by your tutor(s) that relate to you. For information only.

My Learning Diary – A simple calendar tool which you can use to record important upcoming events or dates. You can also see the dates of upcoming 1:1 personal tutor meetings or other events that your tutor has added to your calendar. Can be modified by student.

Enrichment & Every Citizen Matters – Here you can record any activity that comes under any of the 6 themes of Every Citizen Matters these are: Stay Safe, Be Healthy, Enjoy and Achieve, Achieve Economic Well Being, Make a Positive Contribution & Equality and Diversity. Can be modified by student.

Adding to my ILP

The sections above marked as ‘can be modified by student’ mean that you can add to them. Your tutor will prompt you to complete certain sections of your ILP as you progress through the course. They can all be completed in the same way.

1. Navigate to the section of the ILP you wish to alter.
2. Type into the boxes or use the drop-down lists to complete that section.

Personal Strengths

These are the things which I am good at:

- | | |
|---|---|
| <input type="checkbox"/> Physical activities | <input type="checkbox"/> Organising time/work |
| <input type="checkbox"/> Practical work | <input type="checkbox"/> Reading and Writing |
| <input type="checkbox"/> Working with others | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Creating new things | <input type="checkbox"/> Coursework |
| <input type="checkbox"/> Making presentations | <input type="checkbox"/> Tests and Exams |

These are the activities which I have done well in or enjoyed in the past:

These are the past achievements I am most proud of (e.g. musical, sporting, creative):

3. When you have completed making any changes to that section make sure you click on the ‘Save’ button (which can be found in the four corners of the screen).

NOTE

If you click to go to a different section of your ILP before you save the changes to your current section, those changes will be lost. Always make sure you click on ‘Save’ before you go to a different ILP section.

Your progress and actions

As mentioned briefly above you can view various details about your progress through your course:

1. Attendance. Clicking on 'My Attendance and Punctuality' will let you see a detailed report on your attendance at all sessions at the college. Your tutor can also see this.
2. Clicking on 'My SMART Targets' will let you see a list of all SMART

Code	Total Poss. Att.	No. Att.	Att. %	No. Auth. Abs.	Att. % (with Auth)	No. Lates	Punct. %	Recent Att. %
3ONITHWDA1/001 : NVQ 3 Practitioner	57	53	93	4	100	0	100	
Total Averages	57	53	93	4	100	0	100	

Attendance % = (No. Attended / Possible Attendance) * 100
 Attendance % (with Auth) = ((No. Attended + Authorised Absences) / Possible Attendance) * 100
 Punctuality % = (1 - (No. of Lates / No. Attended)) * 100

targets set for you by your tutors. A SMART target is an important goal that your tutor expects you to reach by a specific date in order to succeed in your course. Any targets shown in red have passed their target date. Your tutor will review these targets when they met with you.

SMART Targets

SMART: Specific, Measurable, Achievable, Relevant and Time based.

Date Set	Created By	SMART Target	Review Date	Achieved	Date Agreed	
Jul 15 2010	Admin	I will have 100% attendance of all timetabled classes from today's date for 2 weeks from today, in all sessions which will be monitored by my tutor and assessed on July 30th	Jul 30 2010	<input type="checkbox"/>	Jul 15 2010	Delete
Jul 15 2010	Admin	I will bring the correct materials for class (safety boots, pen, paper etc) to every session from (date). This will be reviewed in two weeks time, July 30th in tutorial, by my tutor.	Jul 30 2010	<input type="checkbox"/>	Jul 15 2010	Delete

3. Clicking on 'My Actions' lets you see a list of actions that have been set by your tutor. These might be actions for you which were set during 1:1 meetings with your tutor. Or they may be actions for other staff or areas of the college which your tutor has requested (e.g. a request to student services to arrange a careers advice meeting for you).

Notice of Concern Complete

FAO: Simon Hill

Created by Admin on 15/07/2010

Your attendance has dropped a bit recently, I have set you two SMART Targets to be reviewed over the next two weeks to try and get your attendance back to where it should be

Viewing my grades (not available for all courses)

The section of the ILP called 'Academic Information' allows you to see grade information for the units, assessments or tasks that make up your course. **Please note this facility is not available for all courses – please speak to your tutor to see if it is available for you.**

To view grades click on 'Academic Information'. You will then be asked to choose the academic year and the course you wish to view grades for by choosing from drop-down lists:

Academic Information

Select Markbook Information for an Academic Year: 09/10

and a Student Group: -- Select a Student Group --

Select an Academic Year and Student Group to View the mark

- 09/10 - 3ONITEDAE1 (Diploma In IT Level 3)
- 09/10 - 3ONITEDAF1 (Key Skills AON L2)
- 09/10 - 3ONITEDAG1 (Key Skills Comms Level 2)
- 09/10 - 3ONITHWDS1 (CLAIT Advanced)
- 09/10 - 3ONITHWDT1 (Key Skills Comms Level 2)
- 09/10 - 3ONITHWDU1 (Key Skills AON Level 2)
- 09/10 - 3ONITHWDV1 (ITQ Level 3)
- 09/10 - 8WCWBLWAA1 (zprog001 generic code)

Once you choose the above you will see a list of the grades for work you have completed on that course. The format of this will vary from courses to course but typically you will see a list of units, the assessments within those units and the grades you have so far achieved. If you need further information the please speak with your tutor.

Adding SMART Targets

As mentioned briefly above you can add your own SMART Targets for your course.

To do this select My SMART Targets from the left hand menu. When you have done this it will open up a new page, which should show any SMART targets set by your Tutors, and at the bottom of this table, the last row should be highlighted with a yellow background (see screenshot below)


SMART Targets

SMART: Specific, Measurable, Achievable, Relevant and Time based.

Date Set	Created By	SMART Target	Review Date Achieved	Student Agreed	Date Agreed
Aug 09 2010	Simon Hill		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adding a SMART Target is a simple three step process.

The first step is typing what the SMART Target is, so click in the textbox located in the column SMART Target, and type your target.

The second step is selecting a Review Date, and if you click on the  (Calendar Icon) and choose a date.

The last step is clicking on the Add button.

You have now added a SMART Target

Enrichment & Every Citizen Matters

Dudley College has an extensive enrichment programme on Wednesday afternoons. The programme is based on five areas:

1. Physical Activities
2. Creative Activities
3. New Skills
4. Practical Skills
5. Awards

Weekly attendance at enrichment is required for 16 – 19 year old full time learners.

Attendance at enrichment can be recorded and monitored on ProMonitor, in addition to this, participation in any activity or event that supports the 5 themes of Every Citizen Matters can also be recorded on this page.

When you wish to record your enrichment activities, the first step is to click Enrichment & Every Citizen Matters from the left hand menu.


The page this brings up is split into two parts, to record your enrichment activities you will be using the top part, with the title Student Activities and Enrichment.

Student Activities and Enrichment

All students are encouraged to take part in enrichment activities where their timetable allows. This can include courses, talks and visits.

Date	Created By	Activity	Comment	
No Records Found.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

The above image is where you will be adding your details of your enrichment

1. The first part is adding a date. Click  and a calendar should pop up click on the date you have taken part in the activity.
2. Then in the Activity box, type what your activity was about.
3. In the comment box, you can type any comments such as whether you enjoyed it or not.
4. The last step is selecting a topic it comes under out of the following topics:
 - a. Stay Safe
 - b. Be Healthy
 - c. Enjoy & Achieve
 - d. Achieve Economic Well Being
 - e. Make a Positive Contribution
 - f. Equality and Diversity
5. Then click the Add button

- Course Feedback
- My SMART Targets
- My Actions
- My Learning Diary
- Upload Documents
- Enrichment & Every Citizen Matters**

When you wish to record your Every Citizen Matters activities, the first step is to click Enrichment & Every Citizen Matters from the left hand menu.

The page this brings up is split into two parts, to record your Every Child Matters activities you will be using the second part, with the title Every Citizen Matters Outcomes.

This section of the page is constructed of 6 textboxes with 6 different headings, below is a screenshot of one of the textboxes.

Every Citizen Matters Outcomes

Stay Safe

for example Completed personal safety audit, anti-bullying exercise, ID fraud exercise, pre-driving course

Student Activity / Evident / Comment

A screenshot of a text input field with a vertical scrollbar on the right side. The field is currently empty.

You can add any of your activities in the boxes, for example. In the Be Healthy box, I could add “I have attended a Drug awareness tutorial”.

After I have typed in details of the activity I have completed, I click on the Save button which are located at the top and bottom of the page.