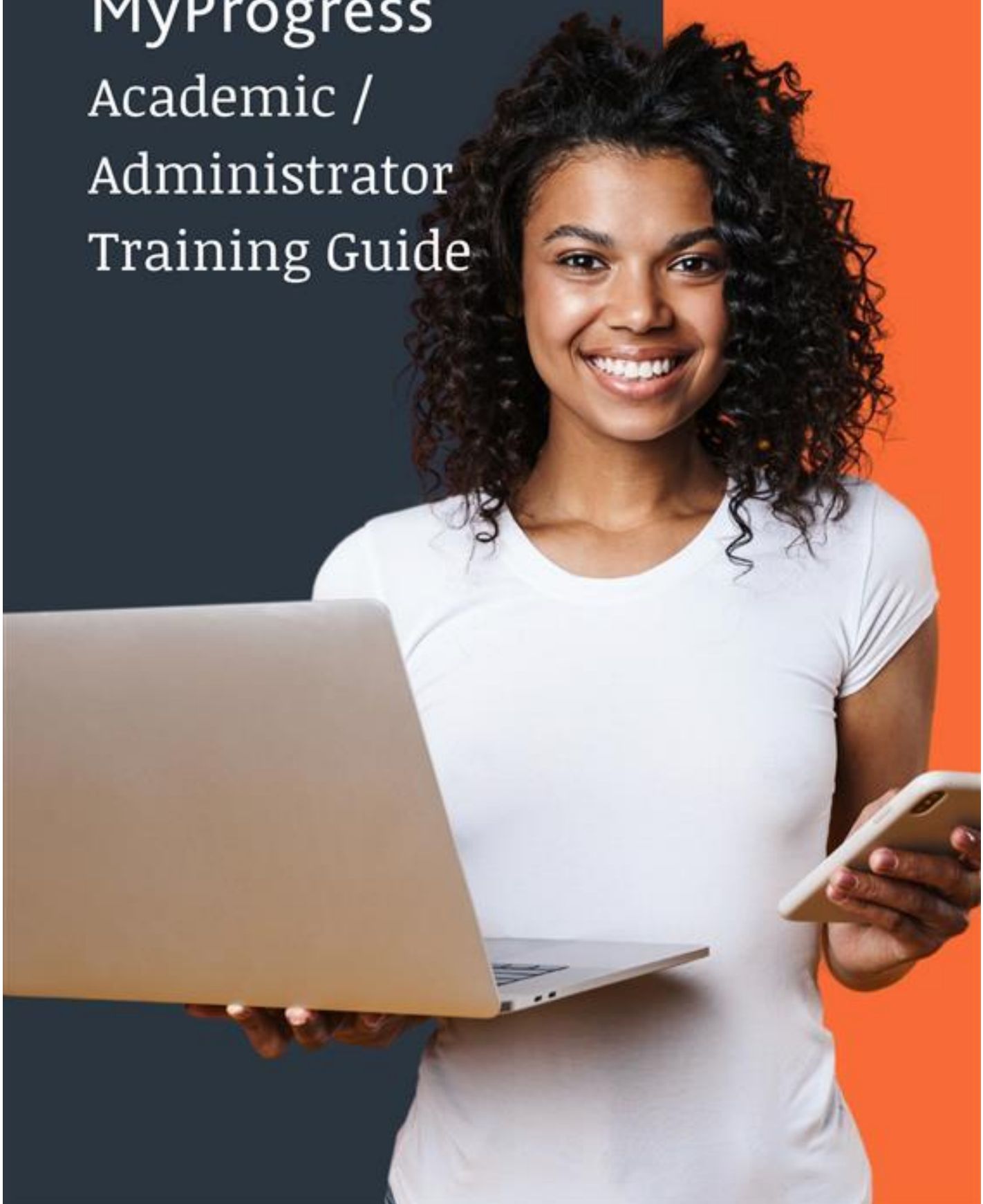
MyProgress

Academic / Administrator Training Guide



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1.0 What are Progress Views?

Progress Views are a way to show a framework of proficiencies/competencies/standards and how a student is progressing against these in a visual format. Form responses can "map" or link to the framework when completing a form or after the form has been submitted.

2.0 What forms can be mapped to the framework?

- Practice Supervisor Feedback on Student's Performance
- Record of Complementary Placement Experience
- Record of Meeting
- Initial Meeting
- Practice Assessor Review 1 - Student Reflection
- Practice Assessor Review 1
- Student Reflection following Practice Assessor Review 1
- Practice Assessor Review 2 - Student Reflection
- Practice Assessor Review 2
- Student Reflection following Practice Assessor Review 2
- Summative Holistic Assessment - Student Reflection
- Summative Holistic Assessment
- Student Reflection following Summative Holistic Assessment
- Summary of Progress
- Practice Episode Records
- Woman receiving care and/or their family feedback
- Breastfeeding assessment tool
- Reflective Journal/notes/additional evidence

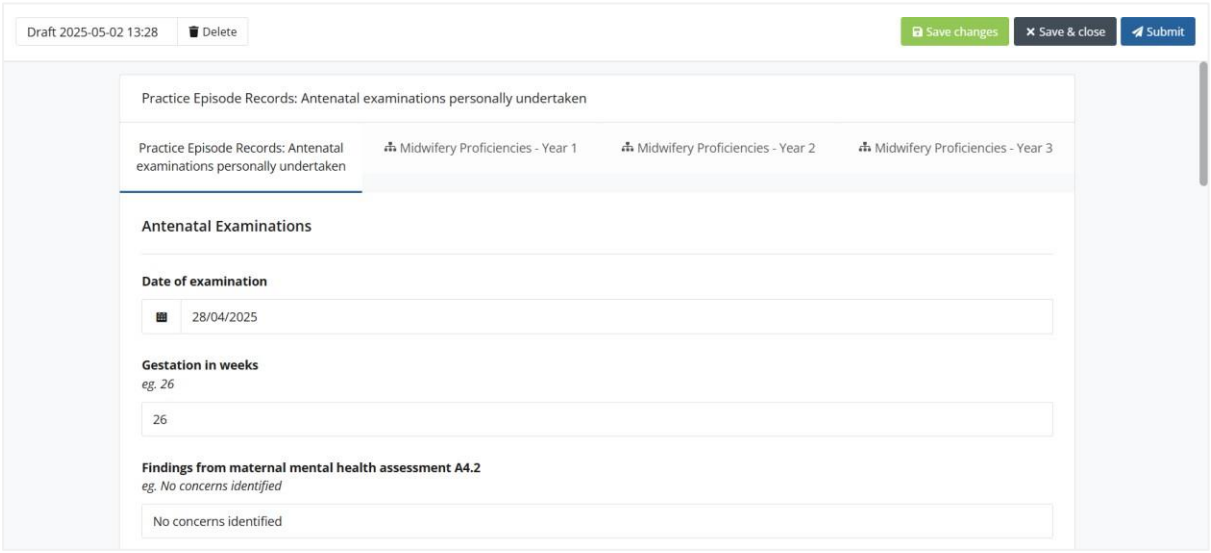
If student's are needing to get proficiencies signed off that relate to **discussions** or **demonstrations**, then these proficiencies can be signed off by either the student's Practice Assessor or Supervisor working with you to log the discussions or demonstrations within forms like the Record of Meeting, Practice Supervisor Feedback of Student Performance and mapping to the relevant proficiencies within the framework. Alternatively, the student's Practice Assessor or Supervisor can log into their own account, go to the student's progress view wheel, where they can add comments around the discussions or demonstrations that happened against the relevant proficiencies before they then grade the proficiency/s. These comments will act as the evidence in place of a physical form like the ones listed above.

3.0 Mapping form responses to the framework

3.1 Mapping during a form submission

Locate the required form within the student's ePortfolio and complete the form. An example is shown below.

Not all forms can be mapped to the framework (see section 2.0 above for which forms can be mapped). When selecting a form to complete, forms that can be mapped towards the framework will show additional tabs of the frameworks available like the example screenshotted below. Pleasure ensure the correct framework, relevant to your year of study, is selected.

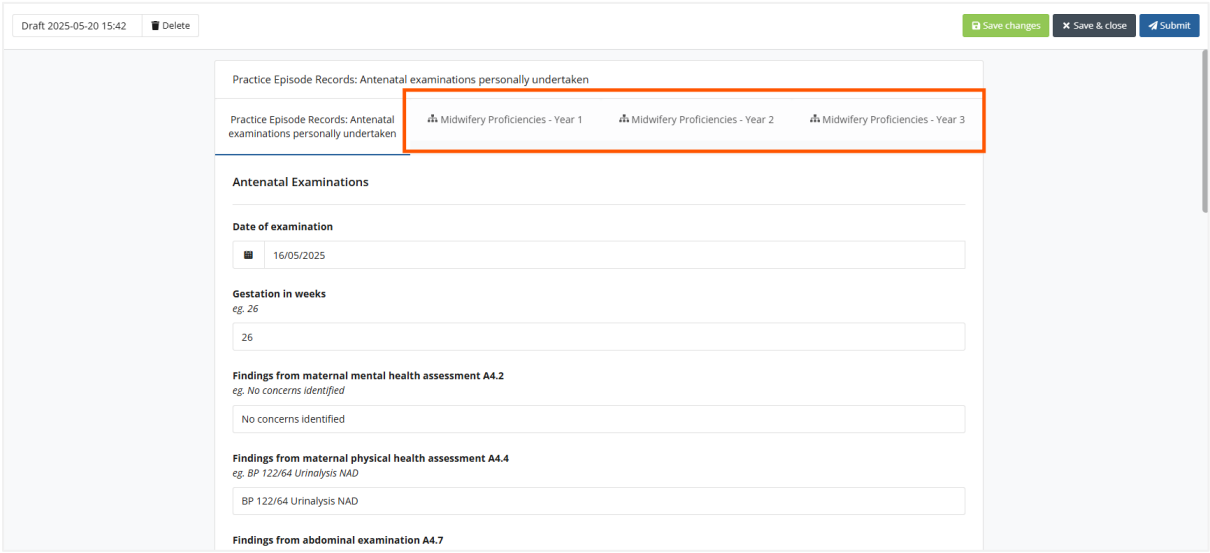


Next, you will be able to map this response against the framework.

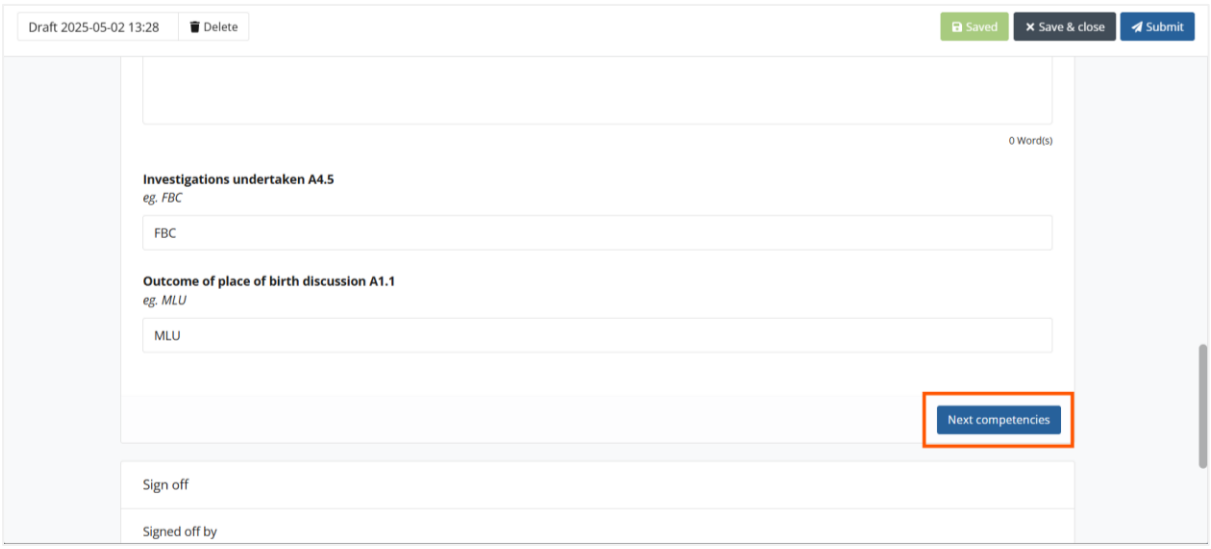
The form does not need to be mapped towards proficiencies straight away. If the student or Practice Assessor/Supervisor are busy or needing to consult further, they can submit the form and complete the mapping later**.**

Please see section 2.1 for more information.

To map this response against proficiencies at the point of completing a form, click the relevant years framework tab at the top of the page.

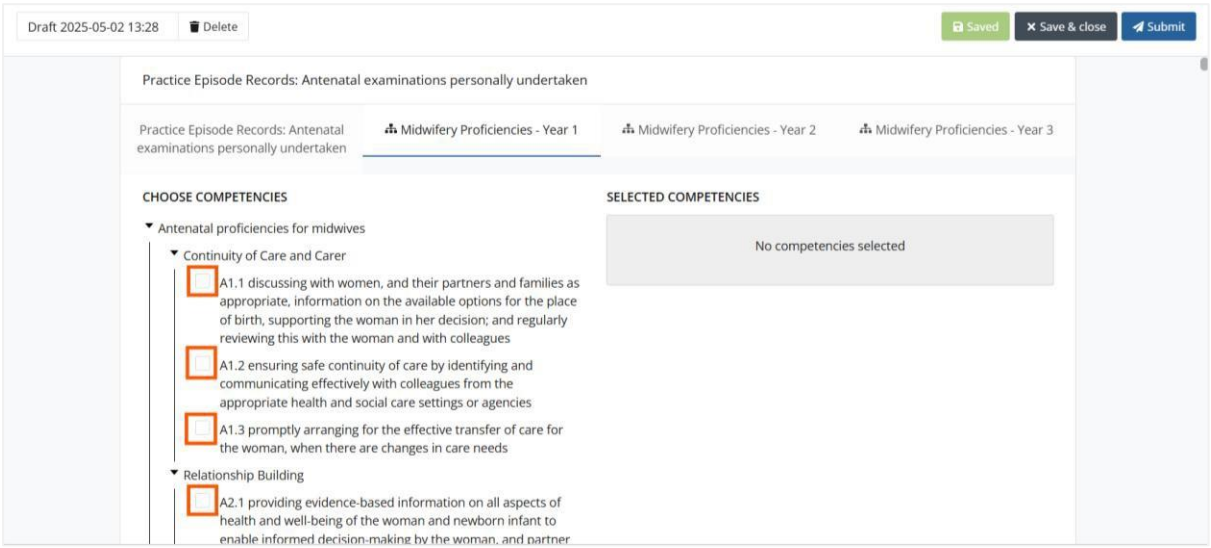


Note: If you navigate using the **Next competencies** button at the bottom of the form, it will take you to the next tab along which may not be the form you need so please ensure you are in the correct framework tab before selecting any proficiencies.



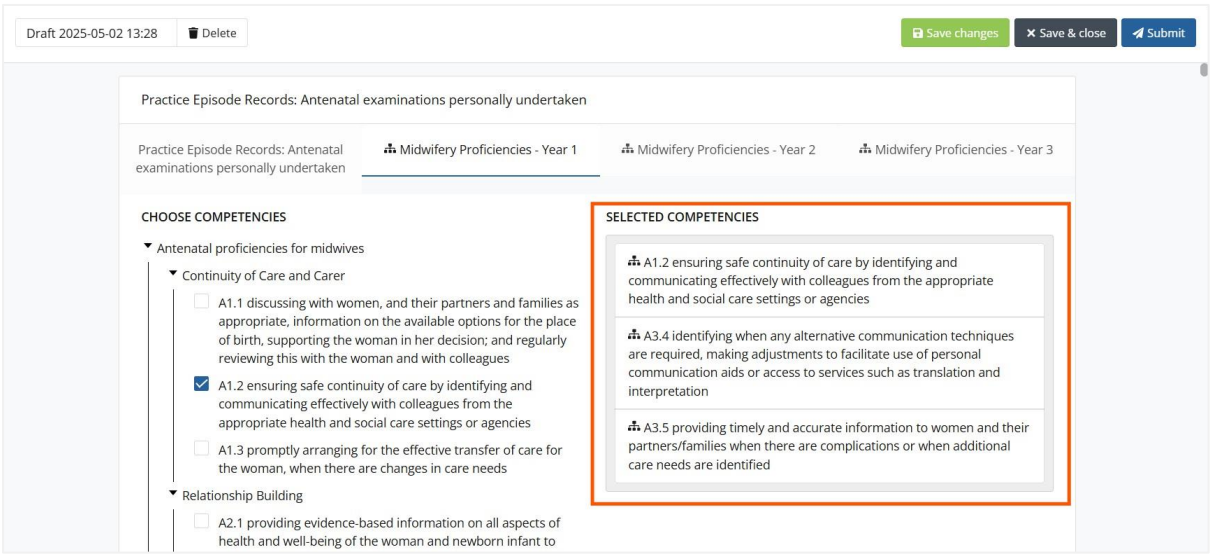
You will now be able to select the proficiencies evidenced by the submission of this form.

Select all that apply using the tick boxes.



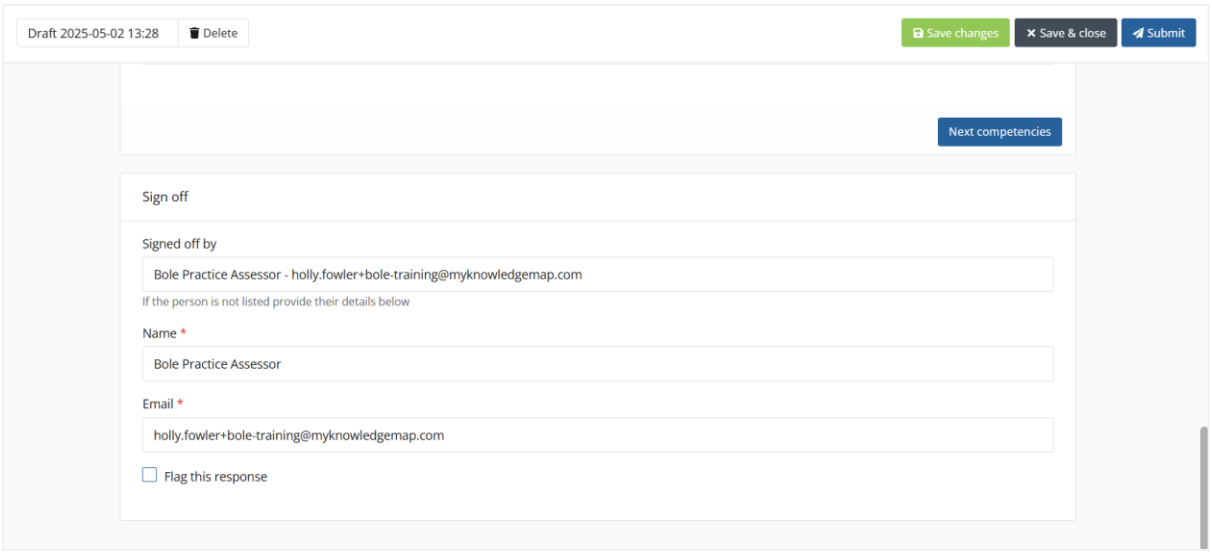
Note: If a student has come to the end of a year and their progress view wheel has been marked as complete, those proficiencies within that tab will not be able to be selected.
A red warning message will show stating 'This framework has been marked as complete. No further changes can be made.

Once the proficiencies have been selected, they will appear on the right hand side. Review the selected proficiencies to ensure that you are happy.

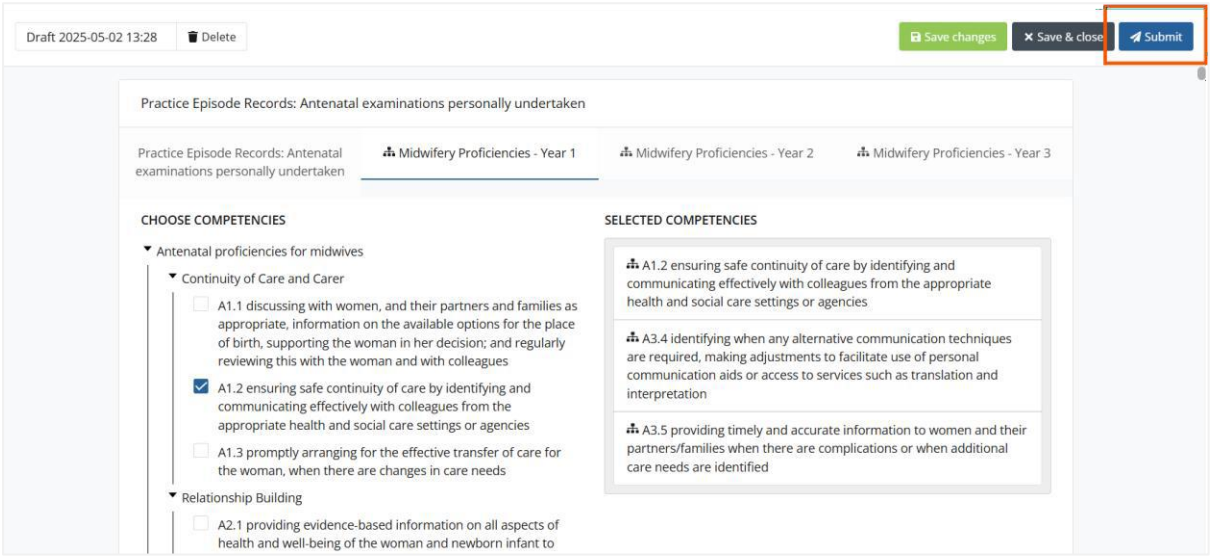


Once completed, the form will need signing off by a Practice Staff member who is able to validate your work.

To sign off the form, the Practice Staff will type in their full name and work email address as shown below.



The form can now be submitted. Click **Submit**.



Once submitted, you will no longer be able to make changes to the form.

Click **OK** to proceed.

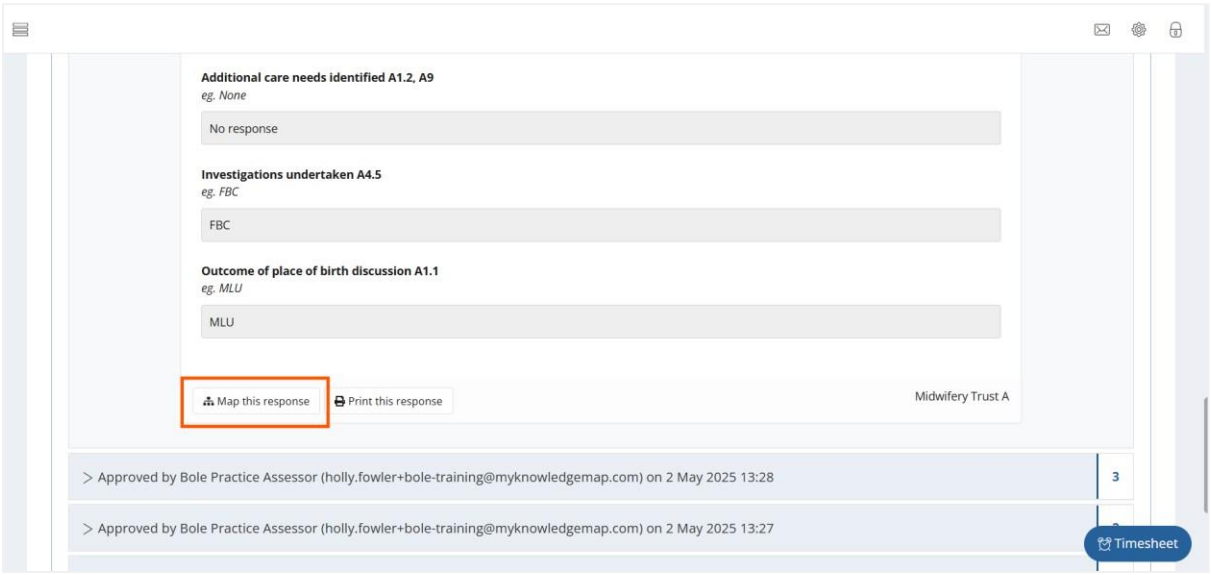
3.2 Mapping after a form submission

Once a form has been submitted, you are still able to map or unmap the form towards the framework.

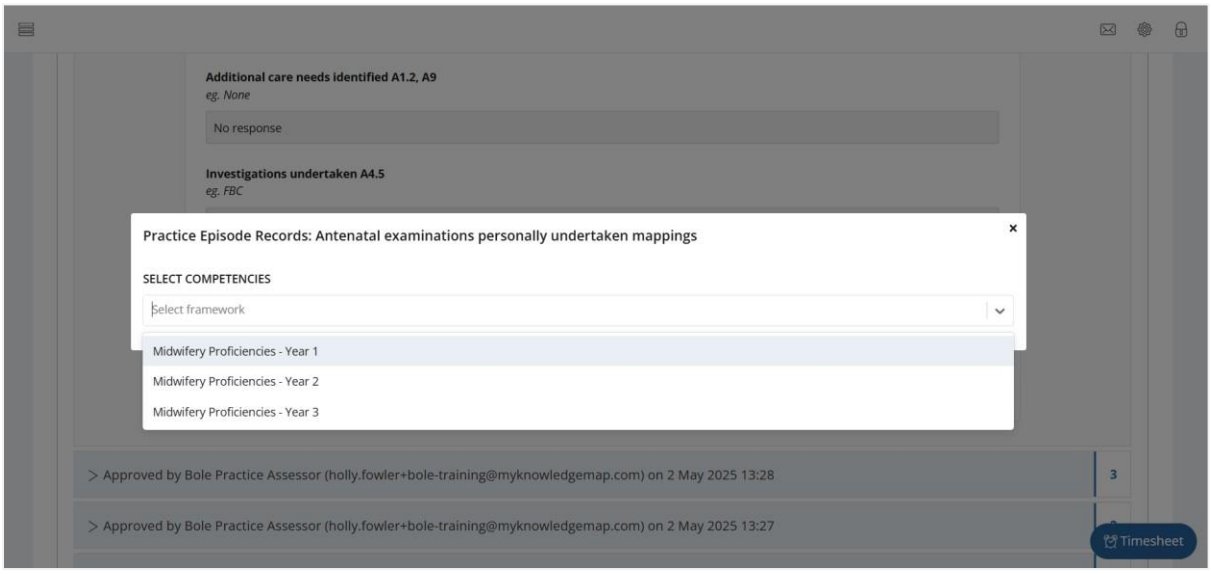
To do this, select the form to view the responses.

Click the submitted response. Use the date and time of submission to help you select the correct response.

Scroll to the end of the submitted form response and click **Map this response.**

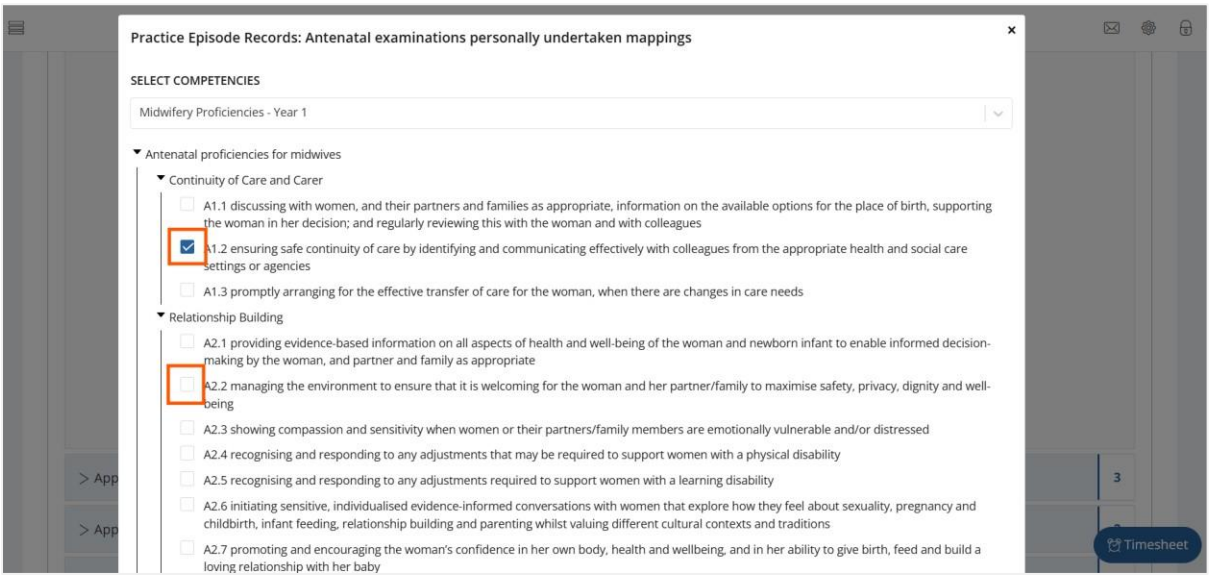


Select the correct framework of proficiencies depending on which year of program the student is in.

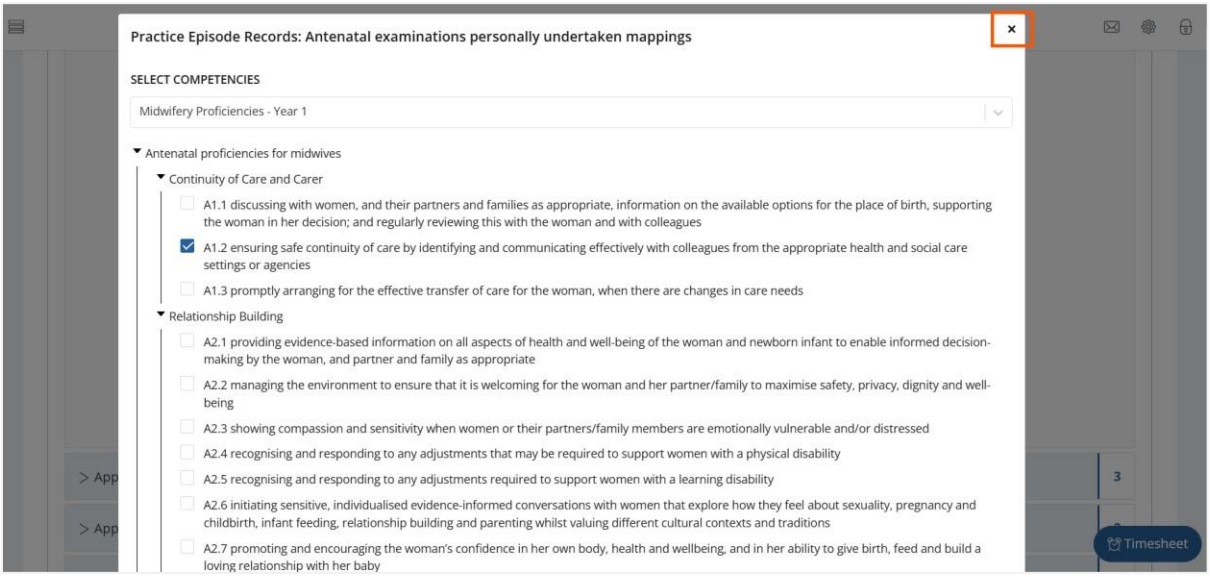


To remove a selected proficiency, click on the tick box to untick.

To add a proficiency, click on the tick box to tick.



When you have updated the choice of proficiencies, simply cross the framework off, and the changes will be saved automatically.



You will see a confirmation dialog box appear in the bottom right-hand corner after every change is made.

The Progress Views will now be updated to reflect the form response and selected proficiencies.

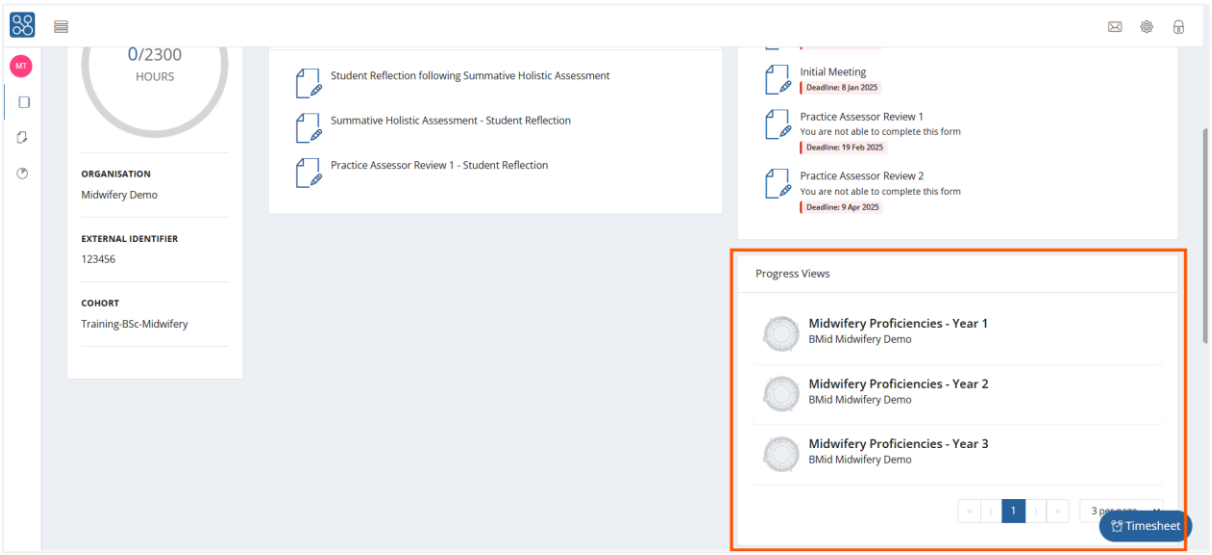
Please see section 3.0 for more information.

4.0 Viewing Progress Views

4.1 Navigation

Navigate the student's homepage by selecting their name from the dashboard.

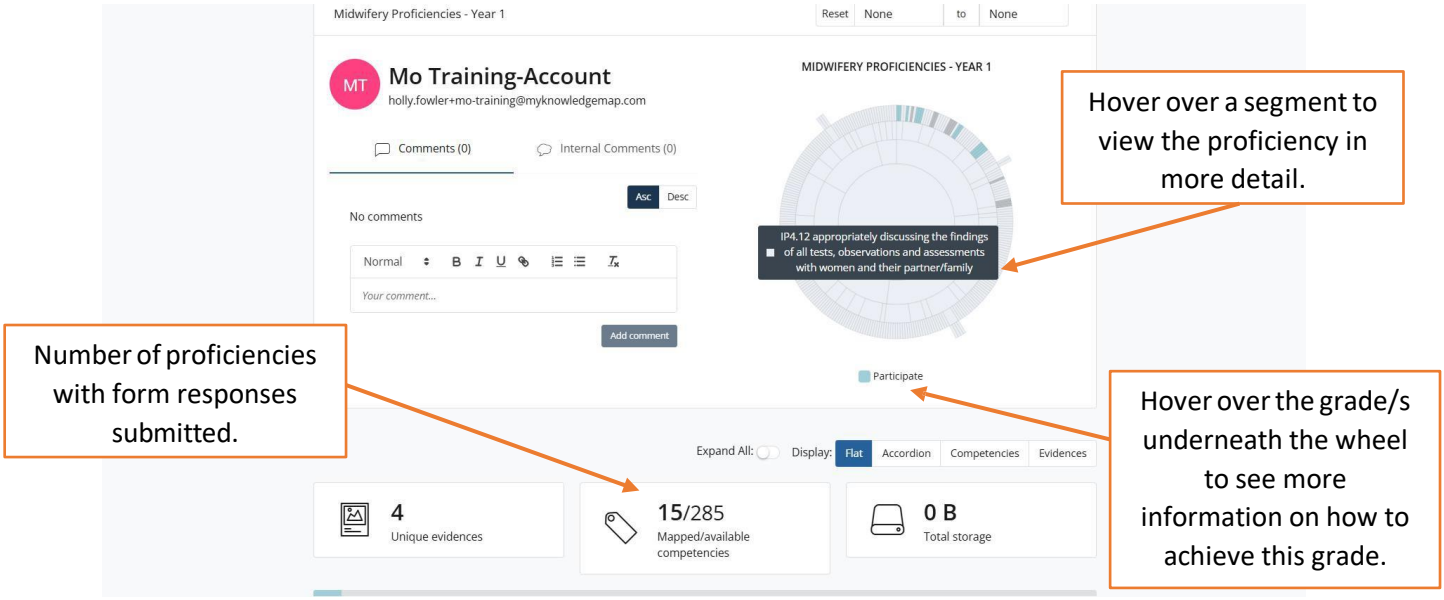
Scroll down to the Progress Views widget on the student homepage. You will need to select the correct framework depending on the year you wish to look at *e.g. Midwifery Proficiencies Year 1.*



4.2 Understanding Progress Views

The Progress Views wheel can be viewed here. Some points to note:

- Each segment of the wheel represents a proficiency or overarching section of proficiencies.
- A grey segment means a form has been added as evidence towards this proficiency.
- A coloured segment means this proficiency has been graded.
- The grading scheme is viewable below the wheel *e.g. participate* – you can hover over the grade to see what is required to achieved that grade.

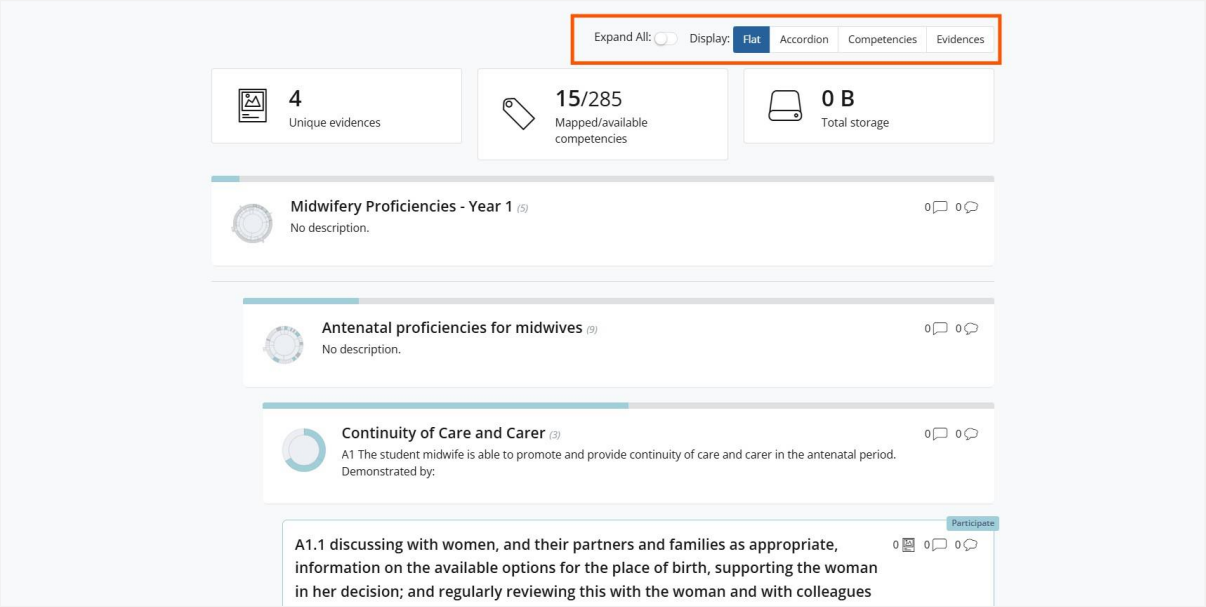


4.3 Understanding display options

The framework and proficiencies can be displayed in a variety of ways by selecting the required display type:

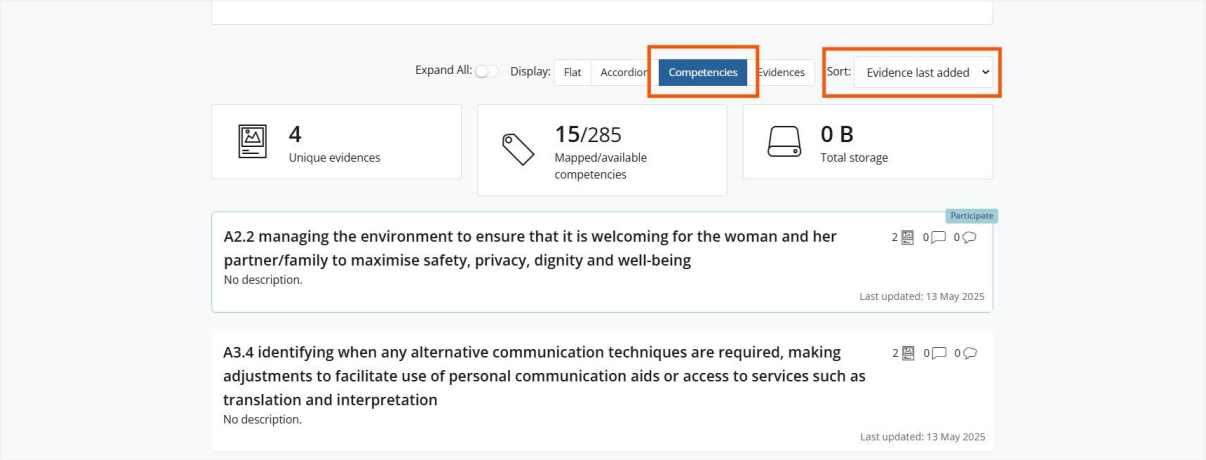
- **Flat** - Displays the relevant sections each proficiency comes under.
- **Accordion** – A condensed view displaying sections only.
- **Competencies** – A listed view displaying proficiencies only.
- **Evidences** – Displays form responses submitted in chronological order and the proficiencies they have been mapped towards.

Expand All can be toggled on for each of the display options to allow further details to be viewed.



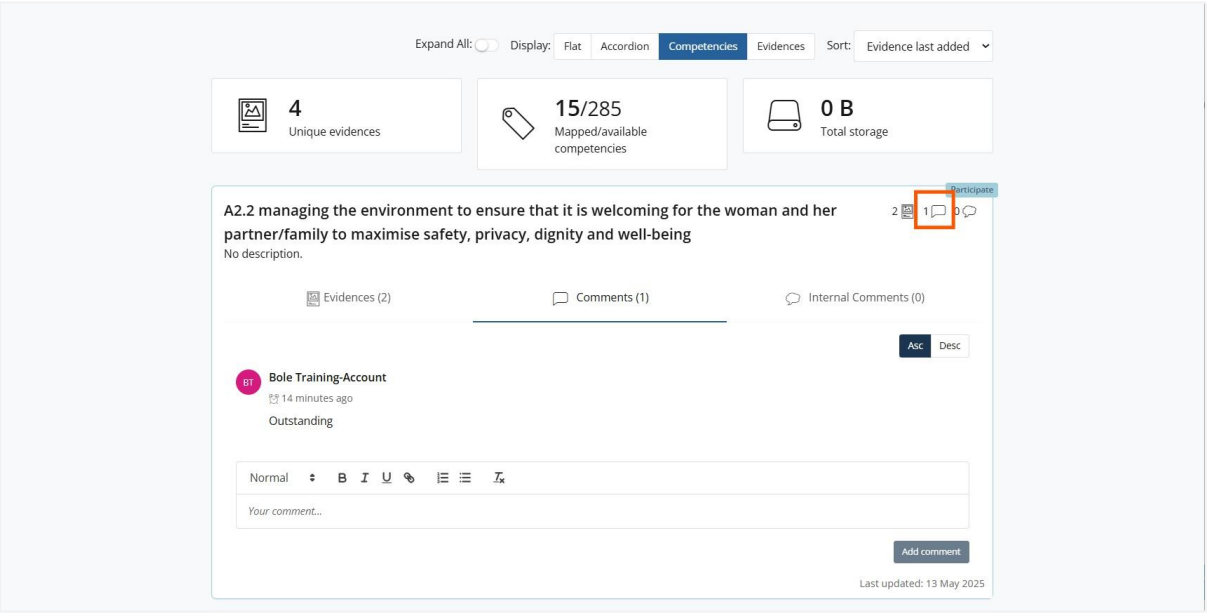
Tip!

By selecting the display as **Competencies** and then sort by **evidence last added**, you will be able to see which proficiencies have had form responses recently mapped most recently.



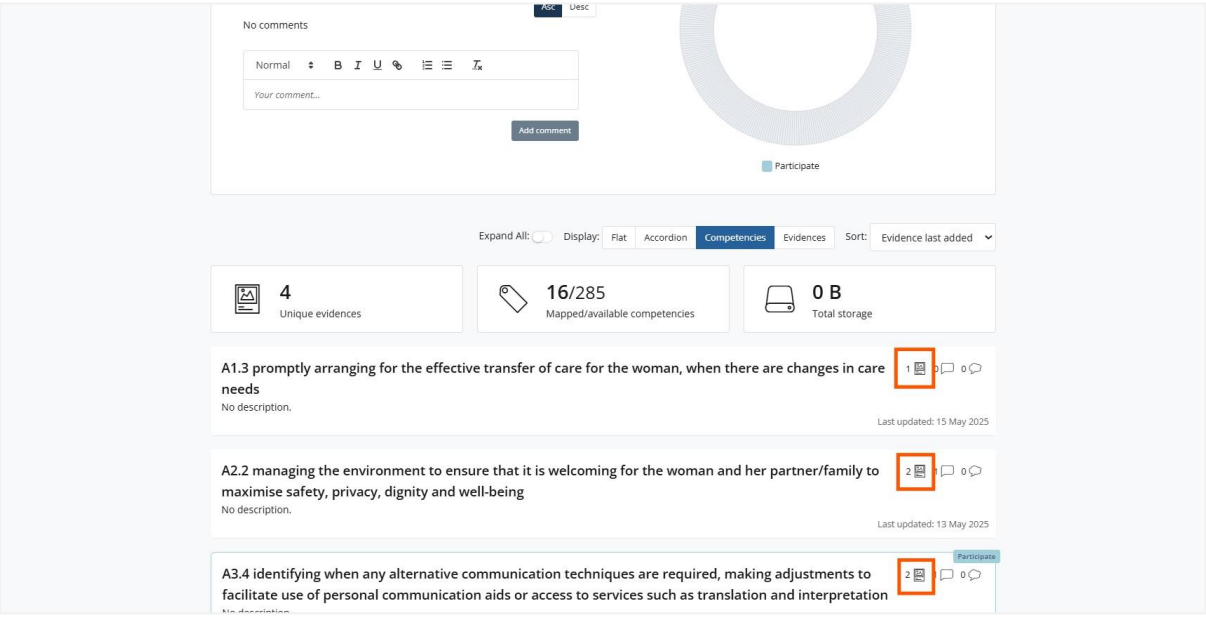
4.3.1 Comments

There may be comments attached to the proficiency. To view comments, click the **speech bubble icon.**

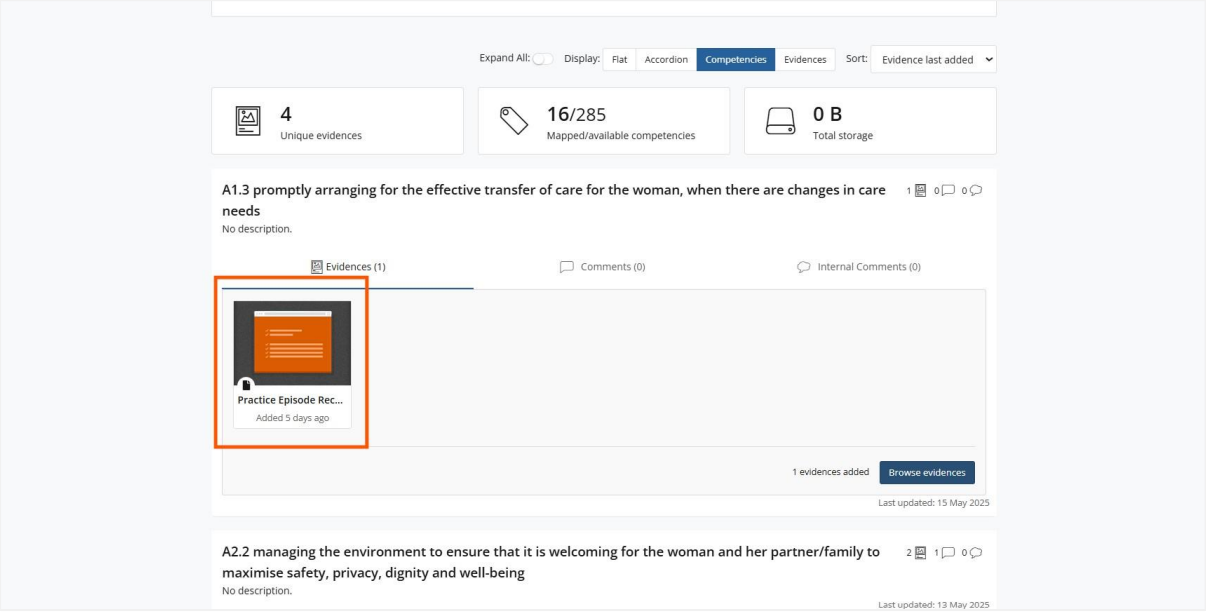


4.3.2 Evidence

Any proficiencies that have evidence attached to them show within the evidence icon. The number of evidences (form responses) submitted towards this proficiency will show next to the evidence icon. Click the **evidence icon** to view the form responses.



Click the form response to view in more detail or to delete the evidence.

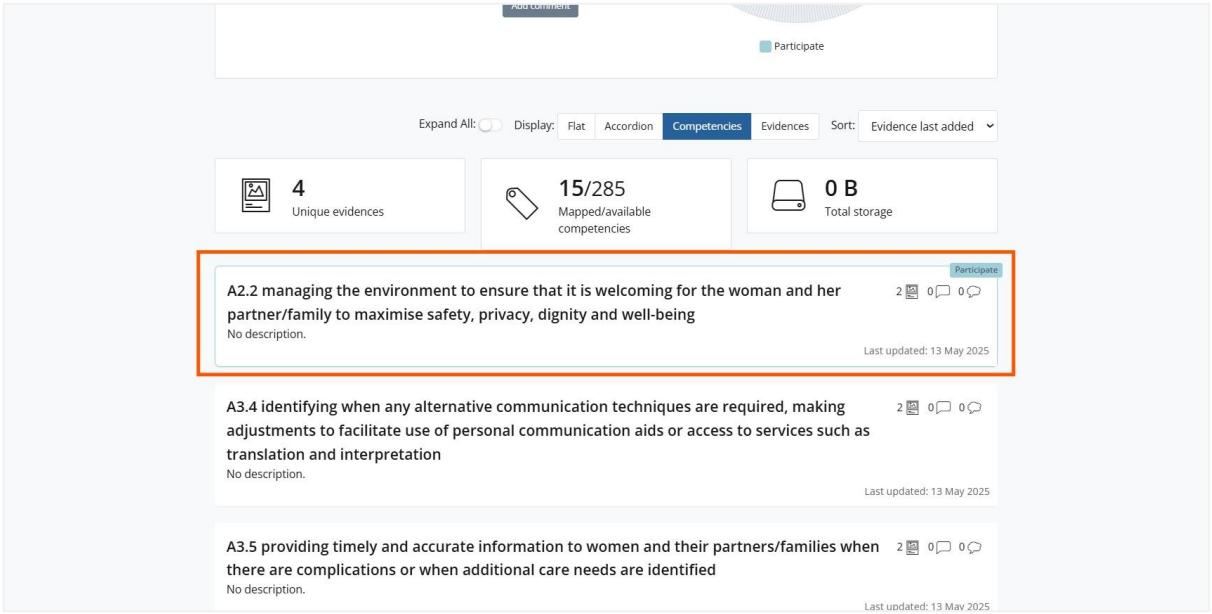


4.4 Understanding grades

In addition to the segments on your Progress Views changing from grey (mapped but ungraded) to coloured (mapped and graded), grades and any comments can be viewed in more detail under each proficiency listed below the Progress Views wheel.

To view grades, ensure that you have selected the display option as either Flat or Competencies.

When a proficiency has been graded, it will appear highlighted in colour and show a tag with your grade.



5.0 End of Year Update

As a student gets to the end of a year, Administrators or Academics will need to ensure that the current years progress view is marked as complete to ensure that it can no longer be mapped against.

STEP 1: Tutor / Administrator

1 - Log into MyProgress and locate the student via the dashboard;
2 - Click on their Progress View "wheel";
3 - Top right, click on the 3 dots and choose "Mark as Complete" - this will stop any future responses being mapped or any other changes from being made.
4 - Repeat for each student.

Video Guide:

https://youtu.be/0D-Xvp9quS0

Note: Within the response, once the framework is marked as complete, the past framework will still appear as a tab when completing any future forms, but it cannot be used to map the response.

STEP 2: Administrator
The next step is to attach the next years framework to create the next Progress View "wheel".

1 - Navigate to the "Program Instances" and locate your instance;
3 - Click on the instance;
4 - Click "add template";
5 - Choose your template, select "ok" and then "save" top right to confirm.
6 - The new framework is enabled to use immediately by all users.

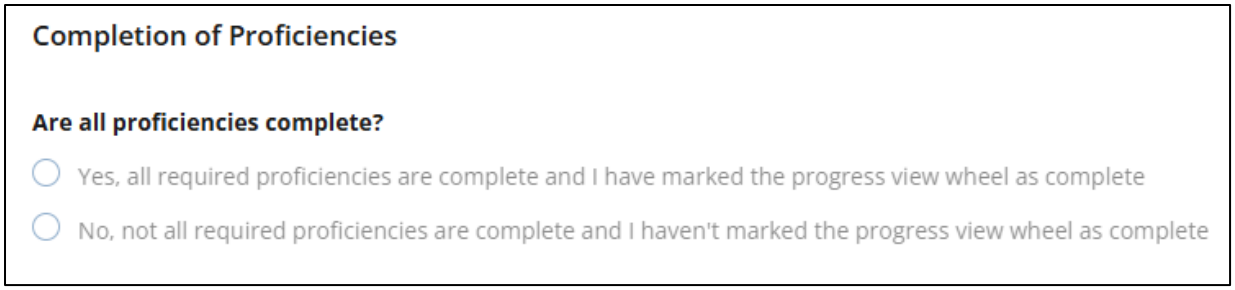
Note: Ensure you only add the framework once you are happy for students to begin using it. Adding it too early may risk responses being mapped against the framework when they shouldn't be.

Video Guide:

https://youtu.be/DM1F_nBLlt4

Note for Academics: To act as a reminder, we have added in an additional question within the Summary of Progress form to assist with reminding you of the **Step 1** process above.

The new question will look like this:



If selecting 'yes', you will need to have either before or after completing this form, ensure that you have been into that student's progress view wheel and marked it as complete.

If selecting 'no', then no further action will need be taken on the progress view wheel and it will remain open and available to map form responses against. Of course, if a student then meets are requirements to pass the year at a later date, you will then select 'yes' when completing this form again and then follow the steps in section 5.0 to mark the progress view as complete.