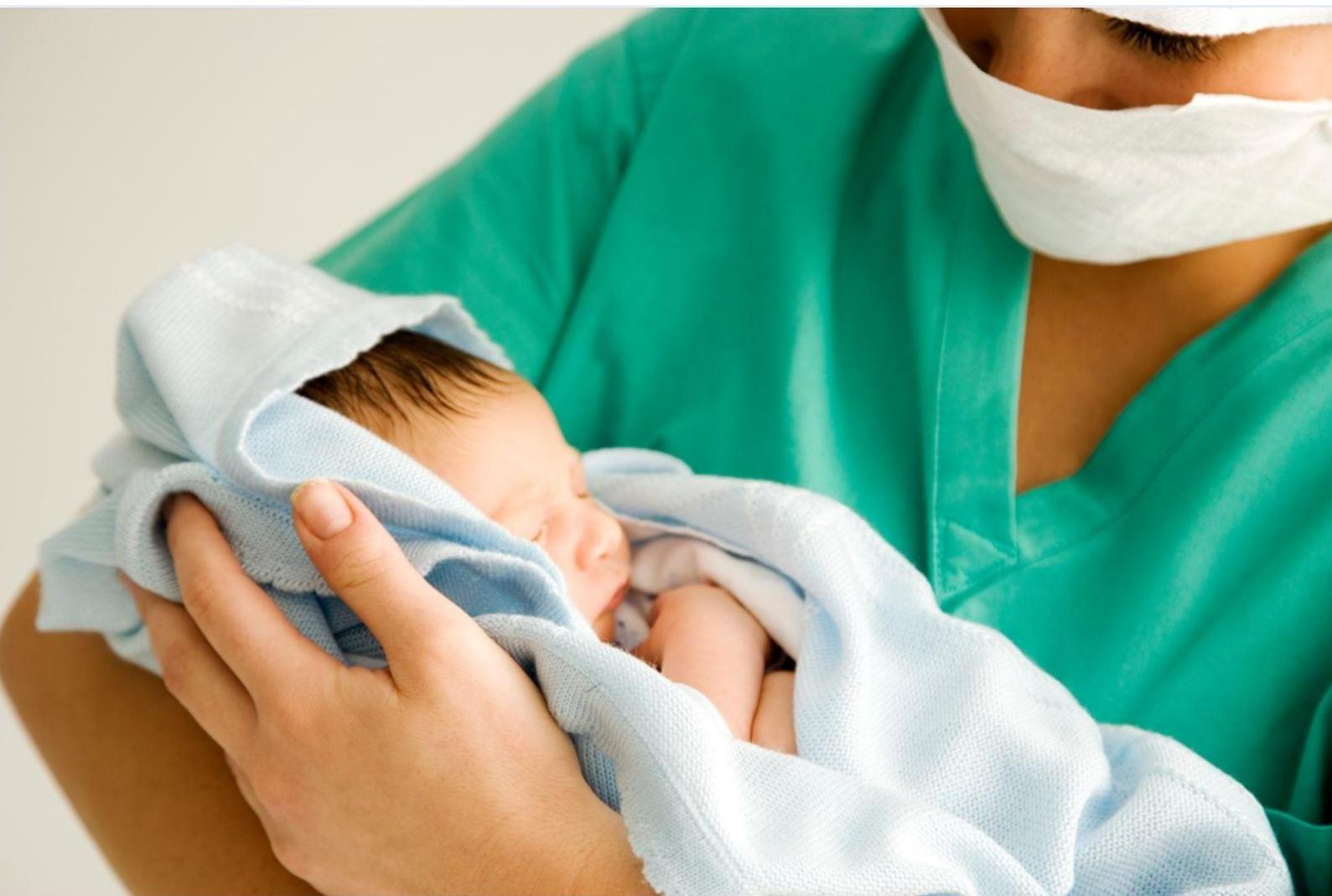




# Pan London eMORA

*Practice Assessment for Future Midwives*



## Guide for Academics (November 2025)

**PLPLG**



**myknowledgemap**

## Contents

1.0 Introduction to this Guide .....	4
2.0 Introduction to the eMORA .....	5
2.1 What is the Pan London eMORA? .....	5
2.2 Implementing the Pan London eMORA.....	5
2.3 Getting a Pan London eMORA account.....	5
2.3.1 Access for Academics.....	5
2.3.2 Role of Academic Assessor .....	6
2.3.3 Role of Practice Assessor or Practice Supervisor .....	6
2.4 The eMORA Website Address .....	6
2.5 Overview of the Pan London eMORA Mobile App .....	7
2.6 Additional Support.....	7
2.7 Terminology .....	7
3.0 Using the eMORA Website.....	8
3.1 Accessing the eMORA.....	8
3.1.1 Finding the Pan London eMORA website .....	8
3.1.2 Signing in with university credentials .....	9
3.1.3 Editing your eMORA profile (e.g. to upload a photo) .....	9
3.1.4 Signing out of the eMORA.....	10
3.1.5 Automatic Session Time-out.....	10
3.1.6 Access as a Practice Supervisor or Assessor – Completing a Form with a Student	10
3.2 Your eMORA Home Page and Dashboard .....	12
3.2.1 Your eMORA Home Page .....	12
3.2.2 The Dashboard.....	13
3.2.2 Form submission status .....	13
3.2.3 Form count status .....	14
3.3 Reviewing a Student’s eMORA .....	15
3.3.1 The Student’s eMORA Home Page .....	15
3.3.2 The eMORA Content Page .....	16
3.3.3 The Placement Page.....	17
3.4 Completing Forms as an Academic Assessor.....	18



## Guide for Academics

3.5 Practice Hours.....	20
3.5.1 Approving practice hours.....	20
3.5.2 Reviewing practice hours.....	20
3.5.3 Amending practice hours.....	21
3.5.4 Adding practice hours .....	22
3.6 Progress Views.....	24

## 1.0 Introduction to this Guide

This guide is written for midwifery academics to understand the key features of the Pan London electronic Midwifery Ongoing Record of Achievement (eMORA). If you need further support with the eMORA please contact your university's eMORA lead.

A guide to practice assessment processes and other useful resources can be found on the Pan London Practice Learning Group (PLPLG) website: <https://plplg.uk/emora/>

We hope you find this guide helpful. If you have any feedback about it, or about using the eMORA, please send it to your university's eMORA lead.

## 2.0 Introduction to the eMORA

### 2.1 What is the Pan London eMORA?

The eMORA is an online platform that enables the student, together with practice staff and their academic assessor, to complete all the forms associated with their practice assessment. It replaces the paper MORA for midwifery programmes.

The eMORA is mainly accessed via an internet browser on a desktop or laptop. However, it is accompanied by a mobile app enabling students, practice assessors and practice supervisors to submit forms on the student's mobile device. This is particularly useful where there is limited access to a desktop or laptop, or where there is poor Wi-Fi, as the app can be used offline.

The eMORA is administered for your university and your practice learning partners by your university's practice learning team and nominated eMORA lead. They manage the set-up of the underlying data and the placement allocations. They have access to a suite of reports that provide a range of outputs based on the forms and data that the system collects.

### 2.2 Implementing the Pan London eMORA

The Pan London eMORA is relatively new, although it has been implemented by universities elsewhere in the UK. Its introduction by Pan London universities started in September 2022. Each university will decide when to start and which cohorts of students to implement first and eventually all their students will use the ePAD.

Universities will liaise with their practice partners and provide training to ensure the introduction of the ePAD is as smooth as possible. It is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper version.

### 2.3 Getting a Pan London eMORA account

#### 2.3.1 Access for Academics

An account will be created for you by your university's eMORA lead. If you need an account, get in contact with them. They will ask you which student groups you need access to in order to set you up with the right views. See section 3.1 for a detailed guide to accessing the eMORA.

Academic access to the eMORA gives you the ability to review progress, i.e. forms submitted and practice hours logged, for any students who are in groups that you are linked to (e.g. a

## Guide for Academics

cohort or a personal tutor group). You can also use the eMORA for informal messaging with the student and their practice staff. See section 3.3 for a more detailed guide on reviewing the student's eMORA.

### 2.3.2 Role of Academic Assessor

If you are an Academic Assessor for one or more students you will require additional access to their eMORA to be able to complete certain forms, e.g. Year 1 Summary of Progress. This access is set up by your university's eMORA lead at the start of each year or part when Academic Assessors are assigned to students. Your name will appear as the Academic Assessor within the student's eMORA. If your Academic Assessor assignments change during a year or part, contact the eMORA lead and they can make the necessary changes in the system. See section 3.4 for a more detailed guide on completing forms as an Academic Assessor.

### 2.3.3 Role of Practice Assessor or Practice Supervisor

You might also be temporarily related to a student as a Practice Assessor or Supervisor, e.g. when they have simulated practice at the university. You will not need extra access to the eMORA to be able to sign off their simulated practice hours or any forms that might be applicable as you can do this via the student's account. See section 3.1 for a more detailed guide on completing forms in the student's account, and section 3.5 for more on approving practice hours.

## 2.4 The eMORA Website Address

The website address for students and lecturers is specific to your university. Find your university's eMORA link in the table below.

University	eMORA website link
Brunel University London	<a href="https://brunel.epads.mkmapps.com">https://brunel.epads.mkmapps.com</a>
Buckinghamshire New University	<a href="https://bnu.epads.mkmapps.com">https://bnu.epads.mkmapps.com</a>
Canterbury Christ Church University	<a href="https://cccu.epads.mkmapps.com">https://cccu.epads.mkmapps.com</a>
City St George's, University of London	<a href="https://citylondon.epads.mkmapps.com">https://citylondon.epads.mkmapps.com</a>
King's University	<a href="https://kcl.epads.mkmapps.com">https://kcl.epads.mkmapps.com</a>
Kingston University	<a href="https://kingston.epads.mkmapps.com">https://kingston.epads.mkmapps.com</a>
London South Bank University	<a href="https://lsbu.epads.mkmapps.com">https://lsbu.epads.mkmapps.com</a>
Middlesex University	<a href="https://middlesex.epads.mkmapps.com">https://middlesex.epads.mkmapps.com</a>
University of East London	<a href="https://uel.epads.mkmapps.com">https://uel.epads.mkmapps.com</a>
University of Greenwich	<a href="https://greenwich.epads.mkmapps.com">https://greenwich.epads.mkmapps.com</a>
University of Greenwich in association with Truro & Penwith University Centre	<a href="https://truro.epads.mkmapps.com">https://truro.epads.mkmapps.com</a>
University of Hertfordshire	<a href="https://herts.epads.mkmapps.com">https://herts.epads.mkmapps.com</a>



## Guide for Academics

University of Roehampton	<a href="https://roehampton.epads.mkmapps.com">https://roehampton.epads.mkmapps.com</a>
University of Sunderland	<a href="https://sunderland.epads.mkmapps.com">https://sunderland.epads.mkmapps.com</a>

## Guide for Academics

**Practice Supervisors and Practice Assessors** access the Pan London eMORA website using <https://panlondon.epads.mkmapps.com/#/>. They cannot access the eMORA using the university sign in button.

The website is compatible with all popular browsers and is designed for access on mobile devices as well as PCs and laptops.

### 2.5 Overview of the Pan London eMORA Mobile App

Although mainly accessed via an internet browser on a desktop or laptop, it is possible (and sometimes more convenient) for students, Practice Assessors and Practice Supervisors to access the Pan London eMORA on the student's mobile app.

The student will sign in to their Pan London eMORA account in the app on their own mobile device. They will access the required form and pass their mobile device to their Practice Assessor or Practice Supervisor to complete the form and sign it off. Once the form is signed off it cannot be changed. The Practice Assessor or Practice Supervisor will receive an email to confirm that they have signed off the form and details of who to contact if there are any issues.

The student can also use the mobile app to submit practice hours. They enter the hours they wish to record and hand their mobile device to a member of staff for approval. The approver will receive a weekly digest email to confirm the hours they have signed off and details of who to contact if there are any issues.

The student is responsible for making sure the app is synchronised with the website so the completed form or approved practice hours record appears in their eMORA.

### 2.6 Additional Support

If you require extra support with the use of the ePAD, please get in touch with your university's nominated eMORA lead. There is also more training material and a series of short videos covering essential functions found on the PLPLG website: <https://plplg.uk/>

### 2.7 Terminology

Throughout this guide we use the terms 'year' and 'part' to describe the segmentation of practice assessment requirements, where:

- 'year' – is generally used by standard length programmes
- 'part' – is generally used by shortened programmes, where the 3 parts make up the practice assessment requirements in the shorter programme length.

## 3.0 Using the eMORA Website

### 3.1 Accessing the eMORA

This section covers:

- How to find the Pan London eMORA website
- Sign in using your university credentials; editing your profile; signing out
- How to act as a Practice Supervisor or Practice Assessor for the student

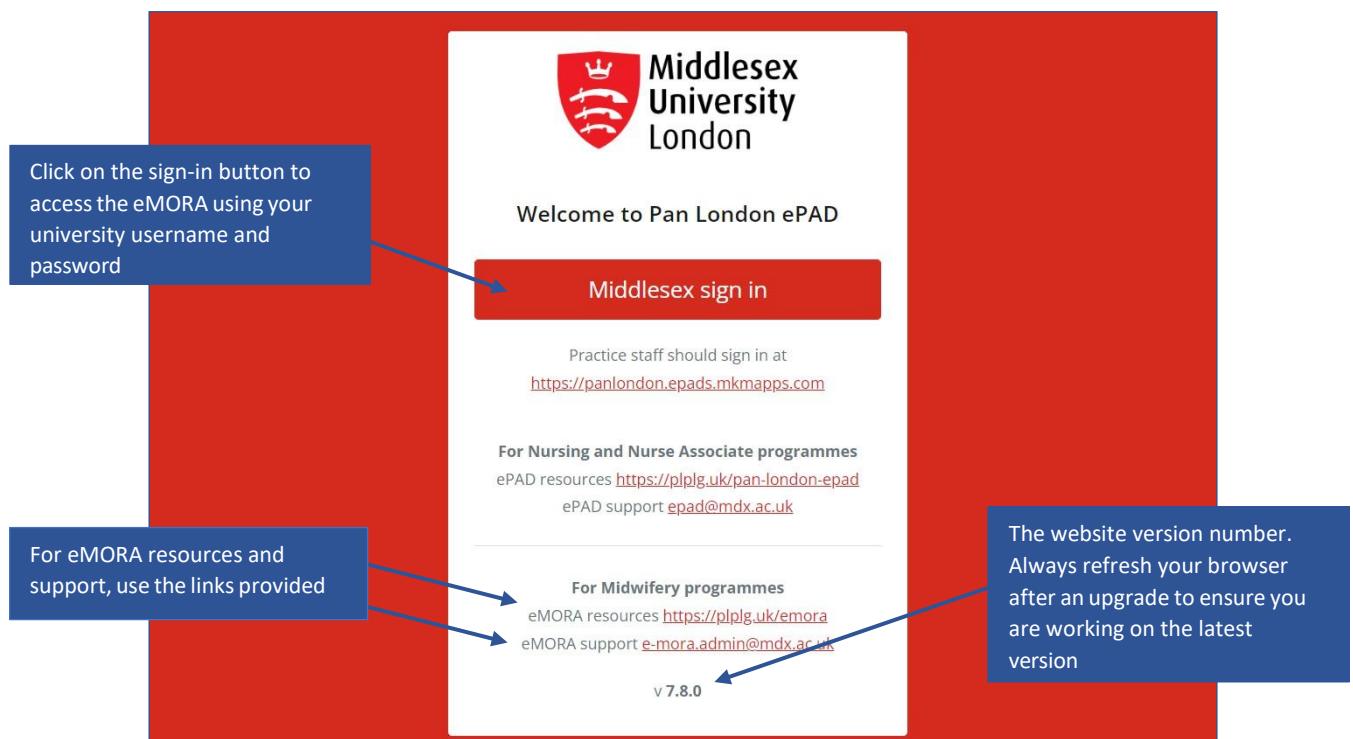
#### 3.1.1 Finding the Pan London eMORA website

The Pan London eMORA website is accessed via a university specific web address. For example, for Middlesex University the access is via <https://middlesex.epads.mkmapps.com/>. You can bookmark the website in your browser, or save it in your browser Favourites, so you don't have to remember it.

**TIP: DO NOT try to find the Pan London eMORA website via Google as you will be offered lots of different eMORA websites, which is very confusing.**

For Middlesex University, the Pan London eMORA sign-in page looks like this:

**[Note. Each university site is branded differently and has slightly different information.]**



## Guide for Academics

**TIP:** If you receive an error that **the site cannot be reached** then a) check that you have Wi-Fi or a data connection, if yes then b) check carefully the website address that you used, as any small mistake will make the page retrieval fail.

### 3.1.2 Signing in with university credentials

Your eMORA account uses the same username and password as your other university systems and is accessed via your university's account authentication process.

**Follow these steps to sign in:**

1. Go to your university specific eMORA sign-in page (see section above).
2. On the sign-in page, click on the **sign-in button**. This will take you to the usual university sign-in page.
3. Enter your university username and password on your university's sign-in page.

Successful completion of your university's authentication process results in your Pan London eMORA homepage being displayed.

Contact your **university's IT support** to get assistance if you are unable to sign in via your university page.

**TIP:** If you have accessed the eMORA website before but suddenly can't get access, it is worth clearing your browser cache as it may be storing an out-of-date version of the website. To do this follow instructions for the browser you are using (search 'clear my browser cache' to find instructions for your browser).

### 3.1.3 Editing your eMORA profile (e.g. to upload a photo)

In the eMORA profile page you can upload a profile photo.

**To upload a photo, follow these steps:**

1. On the eMORA homepage, click on the menu icon (top left of the page) to expand the left-hand menu.
2. In the left-hand menu, click on avatar icon with your initials inside of it. This opens a pop-up window.
3. Click on the cloud that appears.
4. Select your photo and then click on the 'Open' button.

**TIP:** If you have uploaded a profile photo, refresh your eMORA homepage to see it displayed (e.g. use the 'Ctrl' + 'F5' keys on a PC for a page refresh).

Note that you are prevented from editing certain fields in your profile because your access is managed via your university systems account.

## 3.1.4 Signing out of the eMORA

It is very important to sign out of your eMORA account after you have completed your reviews or updates, especially when using a shared or public computer. This prevents any accidental disclosure of eMORA information to an unauthorised person.

To sign out of your account, click on the **padlock icon**  that is always present in the top right corner of the page.

## 3.1.5 Automatic Session Time-out

It is useful to know that there is also an automatic 30-minute inactivity time-out. This means your session will be closed (you will be automatically signed out) if you haven't selected anything on the website for 30 minutes. This is done in case you have accidentally left yourself signed in on a shared or public computer.

**TIP:** After approx. 15 seconds of inactivity any changes you have made within a form will automatically be saved as a draft. See section 3.6 for more details about working with forms.

## 3.1.6 Access as a Practice Supervisor or Assessor – Completing a Form with a Student

If you need to act as a Practice Supervisor or Assessor, e.g. for simulated practice, you can complete the relevant forms with the student by using their eMORA account.

***Work through the following steps to complete forms via the student's eMORA account:***

1. The student will sign in to their account (or use their mobile app) and open the form for you to complete.
2. Complete the form and sign it off at the bottom **using your own name and work email address**. This is the equivalent of your signature on a paper form.

**TIP:** Once the form is submitted it cannot be changed so **review the contents** carefully before signing it off.

3. Submit the form.
4. A confirmation email will be sent to you with a link to the completed form. This email will include who to contact if you think there are any issues, such as you don't remember completing the form for that student.

### 3.2 Your eMORA Home Page and Dashboard

### 3.2.1 Your eMORA Home Page

When you sign in to your eMORA account you are presented with your home page. The main feature is the dashboard, which is covered in the next section. It is also useful to understand the following features (indicated on the screenshot below):

- The left-hand menu is opened by clicking on the menu icon. In this menu you find the avatar circle, which is where you can upload your photo (see section 3.1.3 above).
- Sign out of the eMORA by clicking on the padlock symbol in the top right-hand corner.

The screenshot shows the eMORA software interface. At the top left, there is a blue navigation bar with the text "Use the menu icon to expand & collapse the left-hand menu". At the top right, there is another blue navigation bar with the text "Click on the padlock to sign out". The main interface below the bars shows a dashboard for "AA-PL Midwifery (1 Jan 2023 to 1 Jan 2026)". The dashboard includes a search bar, filter options, and a table titled "PanLondon Midwifery Demo (BSc 3 Year Undergrad...)". The table has columns for Student, Hours, and various clinical categories. The "eMORA" column contains icons representing data for each row. The top right corner of the interface has a padlock icon.

### 3.2.2 The Dashboard

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement, including their practice hours. Above the table, the drop-down filters enable you to filter or change the information displayed on the dashboard.

The key features are explained in the following screenshot.

### 3.2.2 Form submission status

The dashboard uses colour coding on the form icons to indicate the submission status of forms. These are as follows:

- **Light Grey** - Form not submitted; not overdue (if a deadline has been set)
- **Amber** – Submitted; a threshold value set against the form has not been met
- **Green** - Form has been submitted; a threshold value set against the form has been met (if one was set)
- **Red** - Form has not been submitted and is past the deadline set

The form submission status key (see below) is displayed at the bottom of the home page.



## 3.2.3 Form count status

Each form icon shows the count of submitted forms, and, if set, the target number of submissions that students need to achieve. Where a target has been set the format displayed on the form icon is '**submission count / submission target**'.

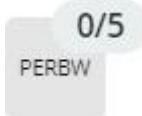
If a target submission number has been met, this will be indicated with blue colour on the form count, partial form submissions are marked with black colour and if no forms have been submitted then the form count shows the count in grey. See examples below.



Grey indicates no submissions; no target



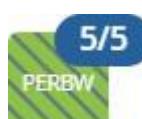
Black indicates a number of form submissions; no target



Grey indicates no submissions towards target (target is 5 in this example)



Black indicates below target number of submissions



Blue indicates that the submission target has been met

## 3.3 Reviewing a Student's eMORA

### 3.3.1 The Student's eMORA Home Page

The eMORA contains all the documentation previously available in the paper MORA. Although the majority of forms in the eMORA look very similar to the paper version, some have been split up and some have been combined, in order to make the eMORA as user-friendly and effective as possible.

To review a student's eMORA, select their name from the list of students in your dashboard. This opens the student's home page, containing an overview for that student. **Scroll down** the page to see everything that is available. The key features are explained in the following screenshot.

The screenshot shows the 'PanLondon Midwifery Demo (BSc 3 Year Undergraduate)' student home page. The page is divided into several sections:

- Top Left:** Shows the student's name, email, and a 'View messages' button.
- Top Right:** Shows the 'PanLondon Midwifery Demo (BSc 3 Y...' link and the 'PLPC' logo.
- Left Sidebar:** Includes a 'menu button' for quick navigation, a 'View practice hours' button, and a circular progress bar showing '118.75/2300 HOURS'.
- Current Placement Panel:** Displays '34.25/1000 HOURS' for 'Demsa Midwifery Trust 0' with 'START DATE - END DATE' from '1 Sep 2025 - 31 Jul 2026'.
- Progress Views:** A circular 'Midwifery Proficiencies (Long Programmes) - Year 3 (PanLondon General)' view with a 'Demonstrate' button.
- Assessments Panel:** Lists pending forms:
  - Assessment Planner: You are not able to complete this form (Deadline: 1 Sep 2026)
  - Initial Meeting: You are not able to complete this form (Deadline: 1 Sep 2026)
  - Practice Assessor Review 1: You are not able to complete this form (Deadline: 1 Sep 2026)
  - Practice Assessor Review 2: You are not able to complete this form (Deadline: 1 Sep 2026)
  - Summative Holistic Assessment: You are not able to complete this form (Deadline: 14 Jan 2026)
- Don't forget:** A list of forms with red exclamation marks:
  - Antenatal Care - Woman receiving care and/or their family feedback
  - Intrapartum Care - Woman receiving care and/or their family feedback
  - Postnatal Care - Woman receiving care and/or their family feedback
- Bottom Left:** 'WELCOME TO THE eMORA' section with a 'Introduction and Guidance' link.
- Bottom Right:** Three panels:
  - eMORA**: Information about the eMORA, including the date '31 Aug 2023 - 1 Sep 2026' and 'NMC Proficiencies for midwives (2019)'.
  - Training Guides**: Information about training guides.
  - FAQs**: Frequently Asked Questions.

Annotations with arrows point to specific features:

- An arrow points to the 'menu button' with the text: 'Use the menu button to quickly go to a particular location in the eMORA'.
- An arrow points to the 'View practice hours' button with the text: 'Click to view the student's practice hours'.
- An arrow points to the 'Current Placement' panel with the text: 'To view progress in the student's current placement, click the current placement panel'.
- An arrow points to the 'Assessments' panel with the text: 'Click on a form name for quick access to complete and submit a form'.
- An arrow points to the 'Progress Views' section with the text: 'Click on the Progress View to see the student's progress against their proficiencies for that year'.
- An arrow points to the 'Training Guides' panel with the text: 'Click on one of the three panels to view: Information and guidance about the eMORA Full contents of the student's eMORA Training guides on how to use the eMORA'.

## 3.3.2 The eMORA Content Page

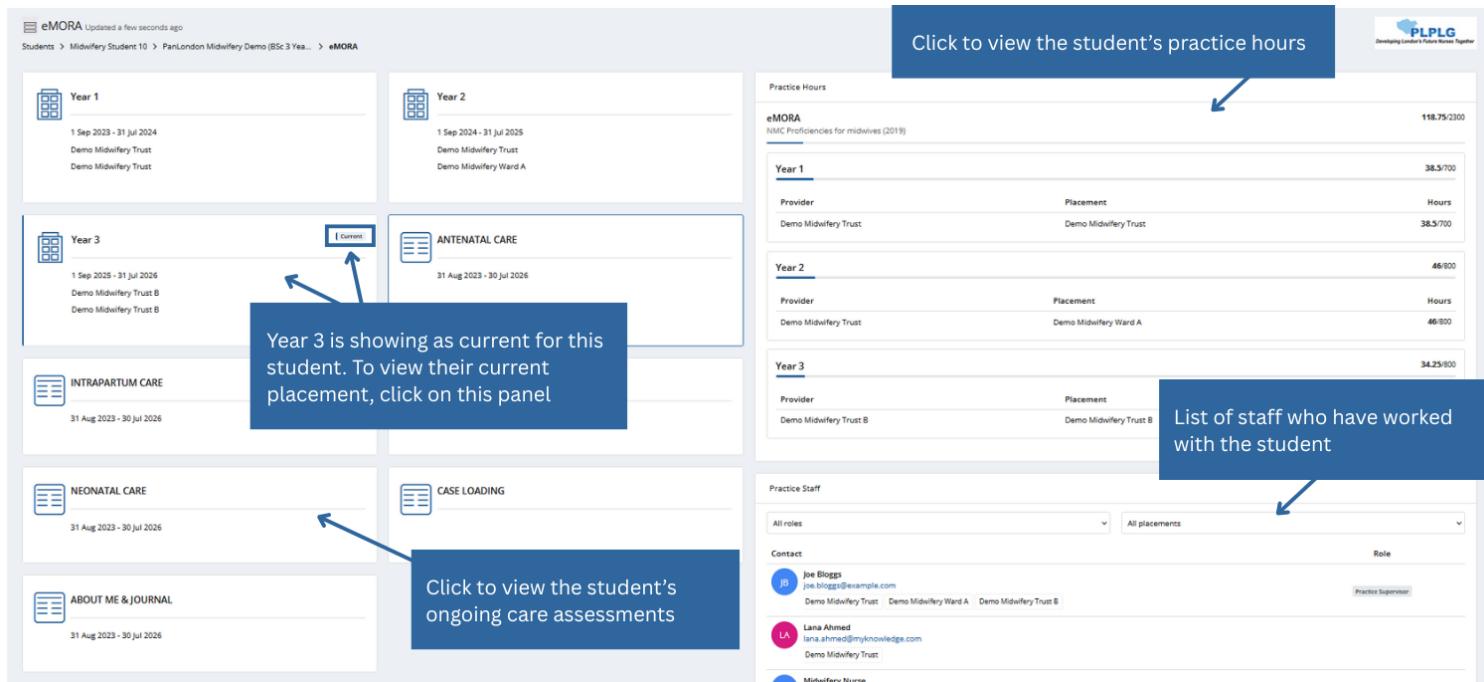
In the eMORA content page, which you can reach by clicking on the eMORA panel (shown above), you see panels for all the year or part placements, together with the programme-long care sections. **Click on any placement or care section panel** to view the forms contained in that placement/section.

**Click on a form name** to see the contents of a submitted form. The name (and email address if approved in the student's account) of the person who submitted / approved the form and the date/time submitted are provided at the top.

The page also contains a summary of practice hours by placement. **Click on the practice hours panel** to go directly to the practice hours page for a detailed view of the student's recorded hours.

Lastly, there is a list of all the Practice Supervisors and Practice Assessors who were linked to the student throughout the programme.

The key features are explained in the partial screenshot below.



The screenshot shows the eMORA content page with several panels:

- Year 1:** 1 Sep 2023 - 31 Jul 2024, Demo Midwifery Trust, Demo Midwifery Trust.
- Year 2:** 1 Sep 2024 - 31 Jul 2025, Demo Midwifery Trust, Demo Midwifery Ward A.
- Year 3:** 1 Sep 2025 - 31 Jul 2026, Demo Midwifery Trust B, Demo Midwifery Trust B. A callout box highlights this panel with the text: "Year 3 is showing as current for this student. To view their current placement, click on this panel".
- ANTENATAL CARE:** 31 Aug 2023 - 30 Jul 2026.
- INTRAPARTUM CARE:** 31 Aug 2023 - 30 Jul 2026.
- NEONATAL CARE:** 31 Aug 2023 - 30 Jul 2026.
- ABOUT ME & JOURNAL:** 31 Aug 2023 - 30 Jul 2026.
- CASE LOADING:** A callout box highlights this panel with the text: "Click to view the student's ongoing care assessments".
- Practice Hours:** A callout box highlights this panel with the text: "Click to view the student's practice hours".
- Practice Staff:** A callout box highlights this panel with the text: "List of staff who have worked with the student".

# Guide for Academics

## 3.3.3 The Placement Page

You can access the page for the student's current or most recent placement by selecting the top panel from their eMORA home page. Alternatively, go to the eMORA content page (see section above) for earlier placement panels, from where you can select one to review.

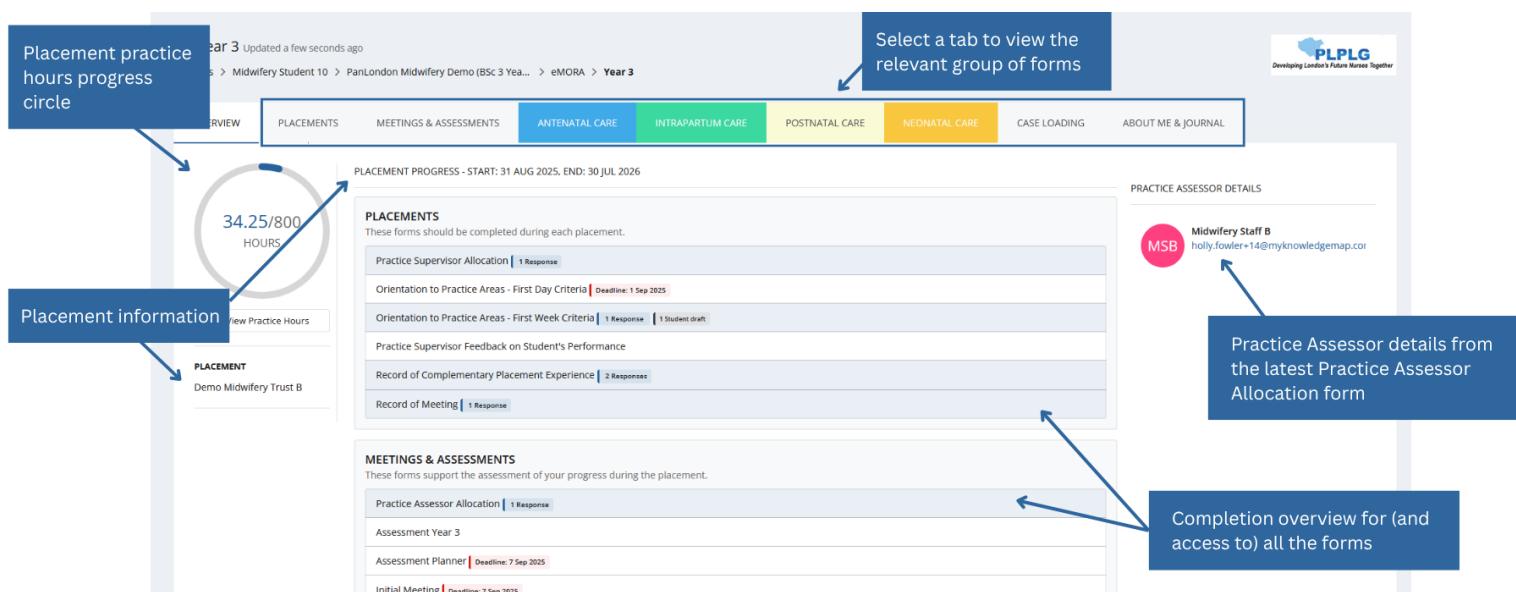
The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

- information about the placement (Trust, location name, dates etc)
- the placement practice hours progress circle
- completion overview for (and access to) all the forms relevant to the placement and care sections
- the current Practice Assessor's details.

The other tabs represent groups of forms that are helpful to look at together. However, there is no difference between selecting a form from the Overview tab or a different tab.

- **Placements** - forms to complete with the Practice Supervisor or other practice staff
- **Meetings & Assessments tabs** - forms to be submitted to document the student's progress
- **Antenatal Care / Intrapartum Care / Postnatal Care / Neonatal Care** – forms related to achievements
- **Case Loading** – form related to student's evidencing the provision of continuity of care. This form is completed for each case load
- **About Me & Journal tab** – forms for additional information the student may wish to record

The main placement page (Overview tab) features are described on the screenshot below.



The screenshot shows the 'Placement Page' (Overview tab) of the Pan London eMORA system. The page includes the following features:

- Placement practice hours progress circle:** Shows 34.25/800 HOURS.
- Placement information:** Shows 'Placement' and 'Demo Midwifery Trust B'.
- Header:** Shows 'Year 3' and a 'Select a tab to view the relevant group of forms' dropdown.
- Header tabs:** PLACEMENTS, MEETINGS & ASSESSMENTS, ANTEPARTUM CARE, INTRAPARTUM CARE, POSTNATAL CARE, NEONATAL CARE, CASE LOADING, and ABOUT ME & JOURNAL.
- Content sections:**
  - PLACEMENTS:** Includes 'Practice Supervisor Allocation' (1 Response), 'Orientation to Practice Areas - First Day Criteria' (Deadline: 1 Sep 2025), 'Orientation to Practice Areas - First Week Criteria' (1 Student draft), 'Practice Supervisor Feedback on Student's Performance', 'Record of Complementary Placement Experience' (2 Responses), and 'Record of Meeting' (1 Response).
  - MEETINGS & ASSESSMENTS:** Includes 'Practice Assessor Allocation' (1 Response), 'Assessment Year 3', 'Assessment Planner' (Deadline: 7 Sep 2025), and 'Initial Meeting' (Deadline: 7 Sep 2025).
  - PRACTICE ASSESSOR DETAILS:** Shows 'Midwifery Staff B' (holly.fowler+14@myknowledgemap.co.uk) with an MSB icon.
- Callouts:**
  - Left side: 'Placement information' and 'Placement practice hours progress circle'.
  - Top right: 'Select a tab to view the relevant group of forms'.
  - Right side: 'Practice Assessor details from the latest Practice Assessor Allocation form'.
  - Bottom right: 'Completion overview for (and access to) all the forms'.

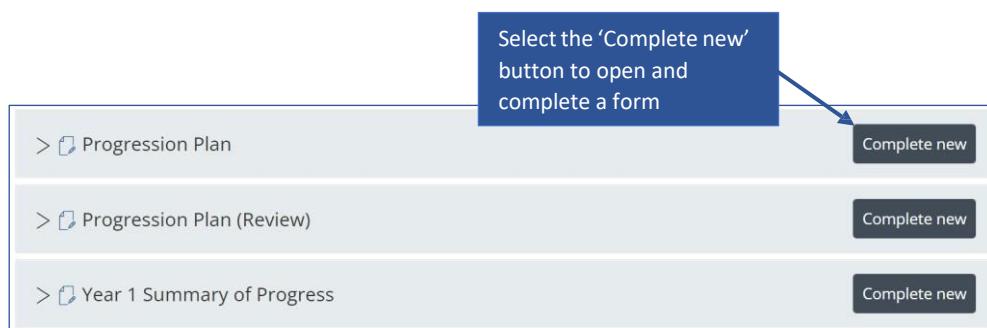
## 3.4 Completing Forms as an Academic Assessor

As an Academic Assessor you will have direct access to complete the Progression Plan and Progression Plan (Review) forms, which can be found in the Meeting and Assessment section of the current placement page. You will also be able to complete the Summary of Progress form for each year or part.

**TIP:** All forms are available to preview in the eMORA if they have not been completed before, and all completed forms are available to view, by **clicking on the form name**.

Work through the following steps to submit forms **relevant to the Academic Assessor role**:

1. Sign in to the eMORA website using your own account
2. Select the student's name from your dashboard
3. Click on the current placement panel and go to the Meetings & Assessments tab to find the Progression Plan and Progression Plan (Review) forms, or the Summary of Progress form
4. When you have located the form you want, click on the **Complete new** button, which opens the form in a new window. See the screenshot below.



5. **Complete the form.** How you do this depends on the format of the questions: you may need to select a date from a calendar, complete a check list, or type into a text box. The top part of the Progression Plan form is shown below as an example.

**TIP:** If the form needs more time, or you get interrupted, you can click on the **Save & close** button. This stores a copy of what you've entered, and you can continue it later by clicking again on the drop-down icon next to the Complete new button.

Draft 2025-10-22 13:33

Progression Plan - Completing for Midwifery Student 10

Progression Plan

A progression plan is required when there is a need to address the student's progress or performance. The Practice Assessor must inform the Nominated Person and Academic Assessor when an action plan is required/generated. The SMART principles should be used to construct the plan.

Practice area \*

Names of those present at the meeting (including the student) \*

Normal

0 Word(s)

Click on the Save and Close button to save your work and continue later

6. When you have completed the form **review it carefully** as it cannot be changed once submitted.
7. **Submit the form.** When you are happy with your responses in the form, click on the **Submit** button.

**TIP:** You will not be asked for your **name and email address** when you complete a form in your own account as your identity is verified when you sign in.

8. The submitted form will appear in the form list. It will show your details as the approver and the date and time when it was submitted. A progression plan is indicated with an 'i' symbol next to the student's name on the dashboard. **Note** that it can sometimes take several minutes for the form to appear in the forms list due to processing.

## 3.5 Practice Hours

Practice hours are usually added by the student. Students are advised to get their practice hours signed off daily if possible. You may be asked by the student to sign off hours that they spent in simulated practice.

### 3.5.1 Approving practice hours

***Work through the following steps to approve the student's practice hours:***

1. The student will present their practice hours for approval either in their app or using the website form.
2. **Check the hours** you are being asked to approve as they cannot be easily changed afterwards.
3. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper MORA.
4. There is a weekly digest email sent each Monday, confirming all the practice hours that you approved for students in the previous week. If you receive this email and don't remember approving the hours then contact your university's eMORA lead.

### 3.5.2 Reviewing practice hours

The dashboard shows the student's progress against practice hours targets. The full log of practice hours submitted is found on the practice hours page in the student's eMORA.

***Work through the following steps to view the student's practice hours page***, where you can see the detail of every practice hour record including absence and sick hours:

1. Sign in to the eMORA website using your own account.
2. Click on the student's name in your dashboard to go to their eMORA home page.
3. Click on '**View practice hours**' in the left-hand panel of their home page.

The practice hours page is displayed. This provides a listing of the practice hours that the student has logged for each placement, including the name and email address of the person who approved each hours record, for verification purposes. The key features are explained in the following screenshot.

Practice hours Updated a few seconds ago

Students > Midwifery Student1 > MDX Midwifery - Long Programme (DE... > Practice hours

Demo Midwifery Trust  
Demo Midwifery Ward A  
Start: 1 Sep 2022 - End: 31 Aug 2023

Absence 7 hours Day Shift 37 hours Night Shift 37 hours

Date Hours (decimal) Activity type Approver name Approver email

Mon 12/09/2022	7.5	Day Shift	Sabrina Voss	s.voss@example.com
Thu 08/09/2022	7.5	Night Shift	Sabrina Voss	
Wed 07/09/2022	7.5	Night Shift	Sabrina Voss	

Total Hours 74/800

⊕ Add practice hours

Click on any row in the table to amend the details in that record

You can sort the rows on any column by clicking on the column header

The 'Add practice hours' button allows you to add hours into the student's eMORA if required

**TIP:** You can return to the student's home page by clicking on the eMORA name link underneath the current page title. You can return to your own home page by clicking on the students link underneath the page title or the people icon in the left-hand menu.

### 3.5.3 Amending practice hours

From their own account, the Academic Assessor can amend the student's practice hours record where needed. The student cannot amend their own hours.

**Work through the following steps to amend the student's practice hours:**

1. Sign in to the eMORA website using your own account.
2. Click on the student's name in your dashboard to go to their eMORA home page.
3. Click on 'View practice hours' in the left-hand panel of their home page to display the practice hours page.
4. Click on the practice hours record that needs to be changed. This opens the Edit practice hours window with the current values displayed. See the screenshot below.
5. Amend the values as needed.

**TIP:** There is no 'Delete' function. Instead, you can change the practice hours value to zero if the record was created in error.

Activity type \*  
In Practice - Day Shift

Date \*  
Mon 12/09/2022

Duration \*  
7 : 30

Hours Minutes

Approver name \*  
Sabrina Voss

Approver email \*  
s.voss@example.com

Update Practice hours

Cancel

Submitted on 14 Sep 2022

Amend the fields as required

Sign off the amended hours with **your full name and work email address**

Select the 'Update practice hours' button to submit your amended details

6. If you are not the person who approved the hours before, then you must change the approver details to your own **full name and work email address** as the approver for the amended hours record. This is the equivalent of your signature in the paper version.
7. Click on the **Update Practice hours** button. The window closes and the practice hours page is refreshed with the updated hours record and amended totals.
8. The amended practice hours record will be included in the practice hours weekly email and will be indicated as amended.

#### 3.5.4 Adding practice hours

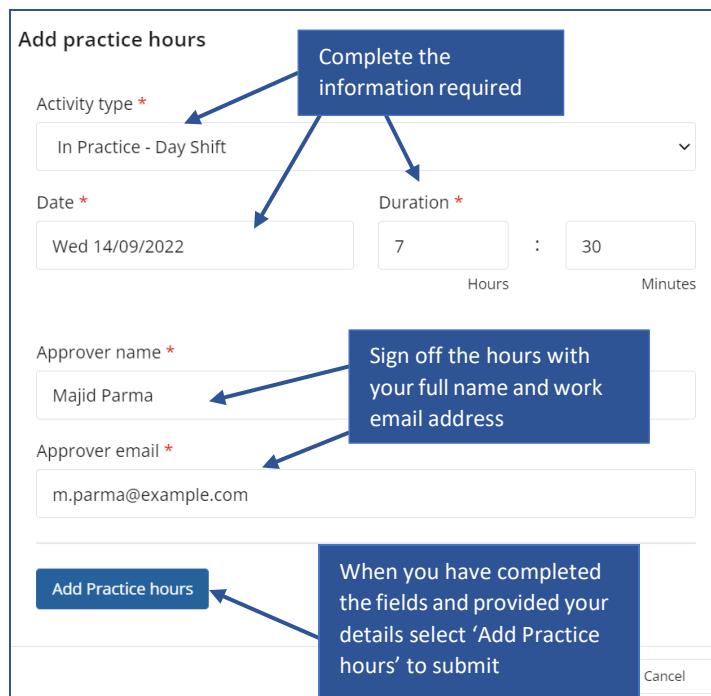
From their own account, the Academic Assessor can add a practice hours entry for a student that they are linked to. This may be necessary to correct missing hours from an earlier placement, for example. The student cannot add hours to a past placement.

**Work through the following steps to add practice hours for a student:**

1. Sign in to the eMORA website using your own account.
2. Click on the student's name in your dashboard to go to their home page.

## Guide for Academics

3. Click on 'View practice hours' in the left-hand panel of their eMORA home page to display the practice hours page.
4. Click on the **Add practice hours** button that is on the right-hand side of the page. This opens the Add practice hours window. See the screenshot below.



Add practice hours

Activity type \*

In Practice - Day Shift

Date \*

Wed 14/09/2022

Duration \*

7 : 30

Hours Minutes

Approver name \*

Majid Parma

Approver email \*

m.parma@example.com

Add Practice hours

Complete the information required

Sign off the hours with your full name and work email address

When you have completed the fields and provided your details select 'Add Practice hours' to submit

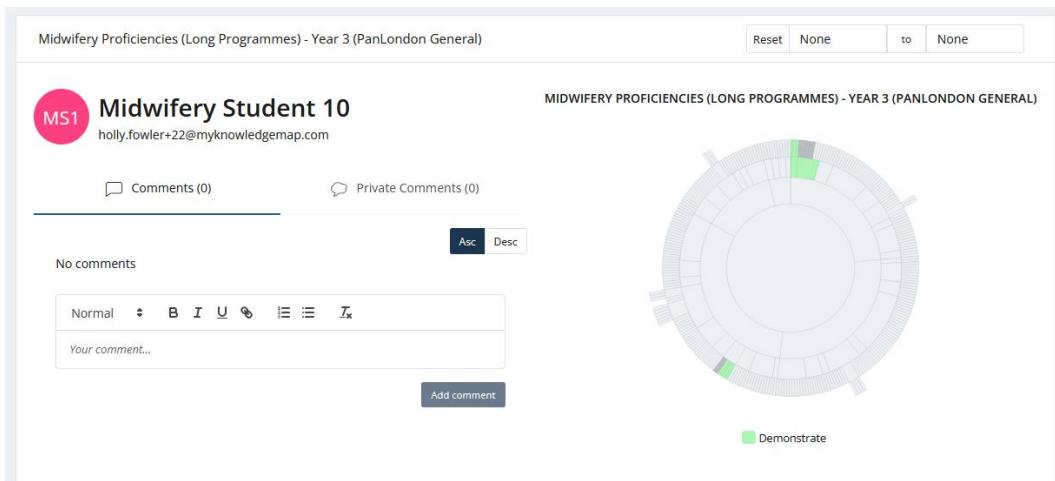
5. Complete the fields on the form as needed.

**TIP:** The 'Day shift' activity type is the default value to use when the others do not apply, e.g. you can use 'day shift' for induction days.

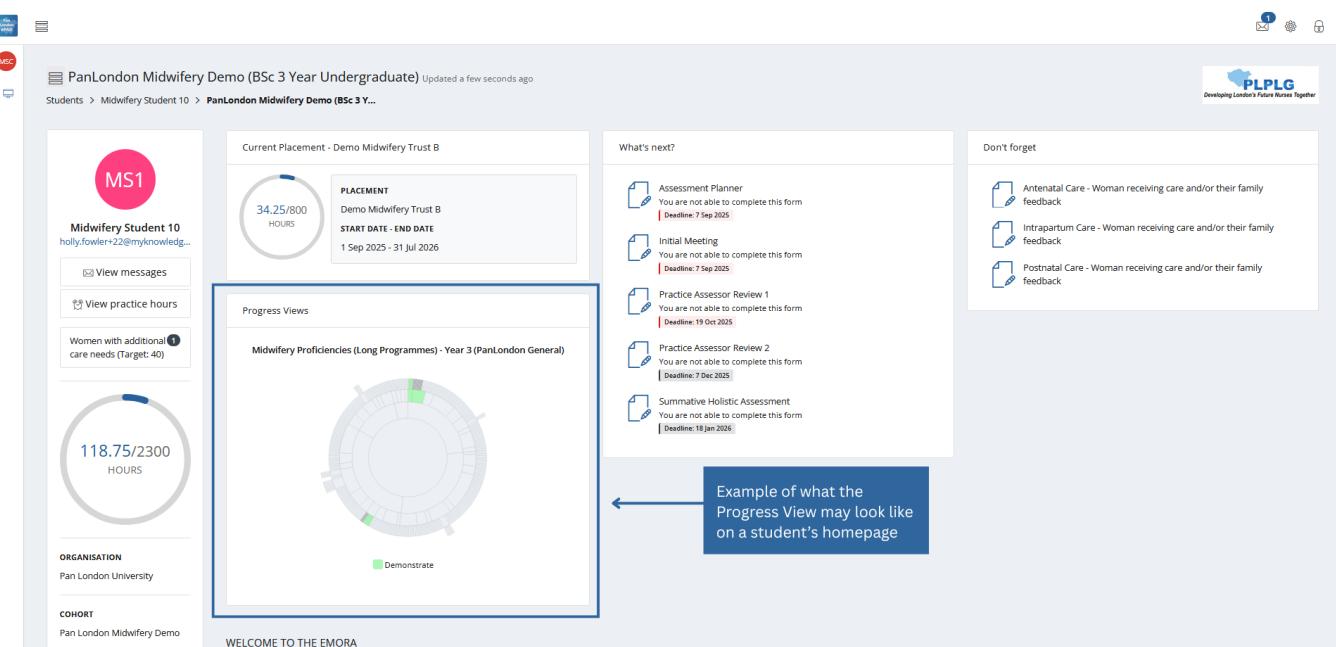
6. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper MORA.
7. Click on the **Add practice hours** button. The window closes and the practice hours page is refreshed with the new hours record and amended totals.
8. The added practice hours record will be included in your practice hours weekly email.

## 3.6 Progress Views

Progress Views show the framework of proficiencies relevant to a student's year of learning and how they're progressing against these. Progress views work by certain form responses being mappable against their framework, either just before submitting a response or after the form has been submitted.



The student's progress view wheel can be found on their homepage and the number of wheels they will see will depend on where they're currently at with their learning. Each wheel will be added just before the year of the student's learning commences.



Example of what the Progress View may look like on a student's homepage