



# **SCHOOL MENTOR USER GUIDE :**

## **3. VISIT/ASSESSMENT SCHEDULE**

By default, your system will always take you to the **Visit/Assessment Schedule** tab first, as shown below.

When you have liaised with the student/university mentor and set a date for any of the types of visit/assessment you may undertake you should record this in the system.

The screenshot shows the University of Plymouth ePAD system interface. At the top left is the University of Plymouth logo. To the right of the logo is the user name 'Bugs Bunny'. Below the logo is the text 'UNIVERSITY OF PLYMOUTH'. To the right of the logo is a navigation menu with 'Home', 'Students', and 'Log Out' buttons. Below the navigation menu is a header bar with the following information: 'Student Name Rubble, Barney, Mr', 'Paired Student Daffy Duck', 'University Tutor Andrew Botros', 'Intake S18 BED PRIMARY', 'Placement School PARC EGLOS SCHOOL', and 'University Mentor Ned Bishay'. Below the header bar is a navigation menu with 'Visit / Assessment Schedule', 'Reflections', 'Evidence', 'Focussed Observation', 'Lesson Plans', 'Monitoring and Evaluation', and 'Grid' buttons. Below the navigation menu is a sub-navigation menu with 'Interim Grade', 'Final Report', and 'University Checklist' buttons. Below the sub-navigation menu is a light blue header for the 'Visit / Assessment Schedule' section. Below the header is a yellow button with a plus sign and the text '+ Add Scheduled Assessment'.

To record a visit please follow these instructions:

- Click on **+Add Scheduled Assessment**

A yellow button with a plus sign and the text '+ Add Scheduled Assessment'.

- The following pop up screen will appear for you to add the arrangements. Each field has a drop down list from which to pick.
- Please use 'additional visit' for any visits that fall outside of the standard scheduled visits for the particular placement block. Mandatory fields are denoted with a red \*

The screenshot shows the 'Visit / Assessment Schedule' pop up screen. At the top is a light blue header with the text 'Visit / Assessment Schedule'. Below the header is a yellow button with a minus sign and the text '- Add Scheduled Assessment'. Below the button is a table with three columns: 'Date', 'Time', and 'Assessment'. The 'Date' column has a red asterisk and a text input field with the placeholder 'dd/mm/yyyy'. The 'Time' column has a red asterisk and a time selection dropdown with the placeholder '--:--'. The 'Assessment' column has a red asterisk and a dropdown menu with the selected option 'Initial Briefing'. To the right of the table is a red asterisk and the text '\*Denotes required field'. Below the table is a blue 'Save' button.

- Click on the 'Save' button and the visit will then be added to the list in the bottom half of the screen. An automatic email will then be sent to the student informing them that a visit has been arranged and that they should log in to ePAD to see the details.

Visits are often rearranged to accommodate changing circumstances, but in order to retain an audit train, visits cannot be deleted in the system. However, they can be cancelled and rearrangements added as a new visit. Please follow these instructions to do this:

- Select the **cancel button**. The cancel button is only available for any Active visits (where the date and time have not passed).
- Once cancelled the visit arrangements turn red and a line will strike through the meeting – an example is shown below. An automatic email will then be sent to the student informing them that a visit has been re-arranged and that they should log in to ePAD to see the new details.

Assessment Date	Assessment Time	Assessment Type	Assessment Status	
22/09/2019	22:12	Monitoring and Evaluation 2	Cancelled	
19/09/2019	10:10	Focussed Observation 2	Active	Cancel
11/09/2019	11:11	Monitoring and Evaluation 1	Completed	
11/09/2019	11:11	Focussed Observation 1	Completed	
09/09/2019	04:11	Focussed Observation 4	Completed	
04/09/2019	04:04	Monitoring and Evaluation 4	Completed	
03/09/2019	13:13	Monitoring and Evaluation 3	Completed	

### HELPFUL HINT:

If the visit/assessment you have booked is for either a Focussed Observation or a Monitoring & Evaluation, a form will automatically be created in the relevant tab.

For example, you can see a visit/assessment has been booked for a Monitoring & Evaluation 2 on 30/01/2020:

Visit / Assessment Schedule				
<a href="#">+ Add Scheduled Assessment</a>				
Assessment Date	Assessment Time	Assessment Type	Assessment Status	
30/01/2020	09:00	Monitoring and Evaluation 2	Completed	
23/01/2020	14:40	Focussed Observation 2	Completed	

If you then click into the Monitoring & Evaluation tab, you will see the Monitoring & Evaluation 2 form pre-created for you ready to use:

List of Monitoring and Evaluation Reports					
	Date Created	Observation Date	Submitted	Date Submitted	Type
<a href="#">Click Here</a>	16/01/2020	30/01/2020	Yes	30/01/2020	Monitoring and Evaluation 2