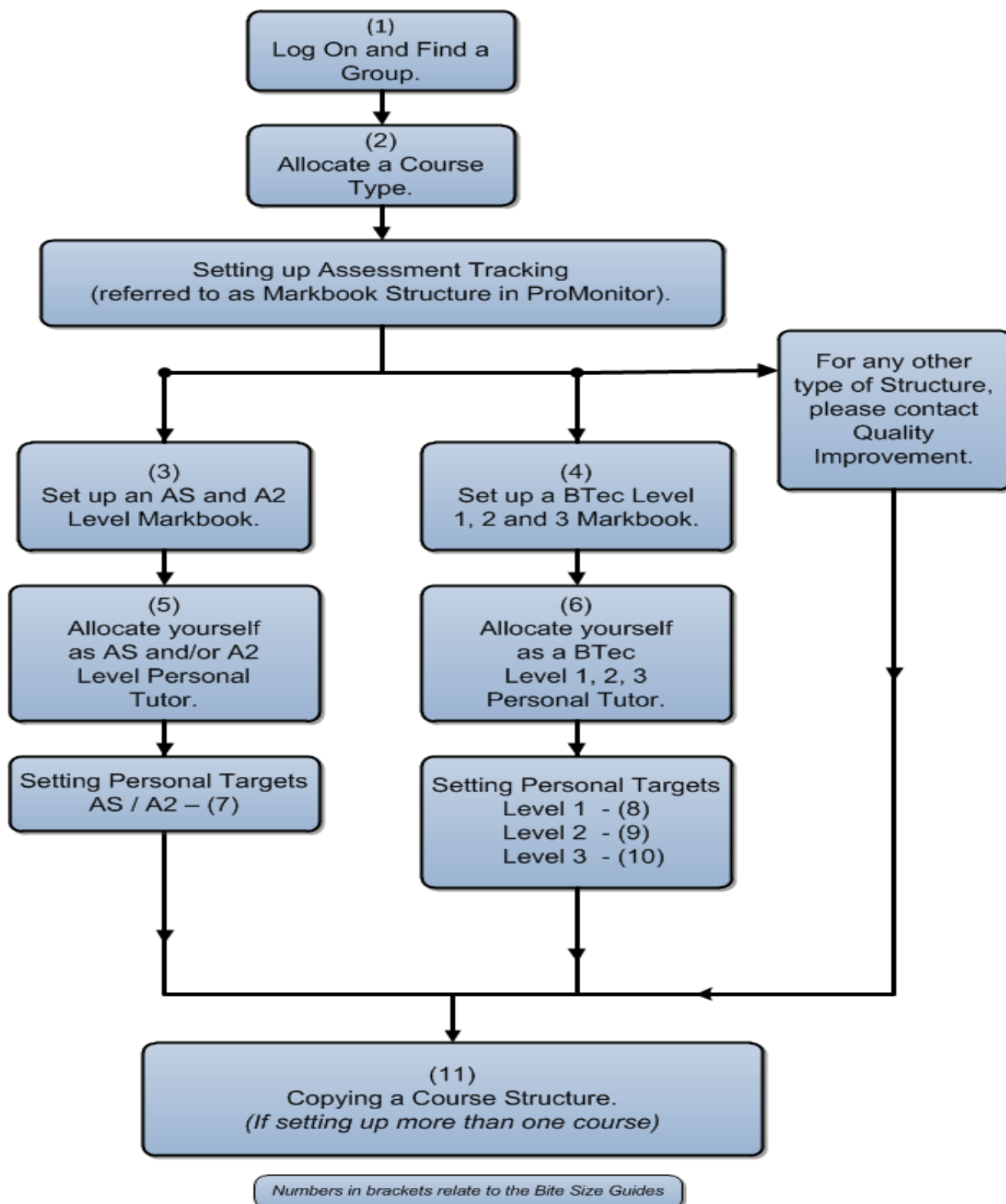


Promonitor Support Document

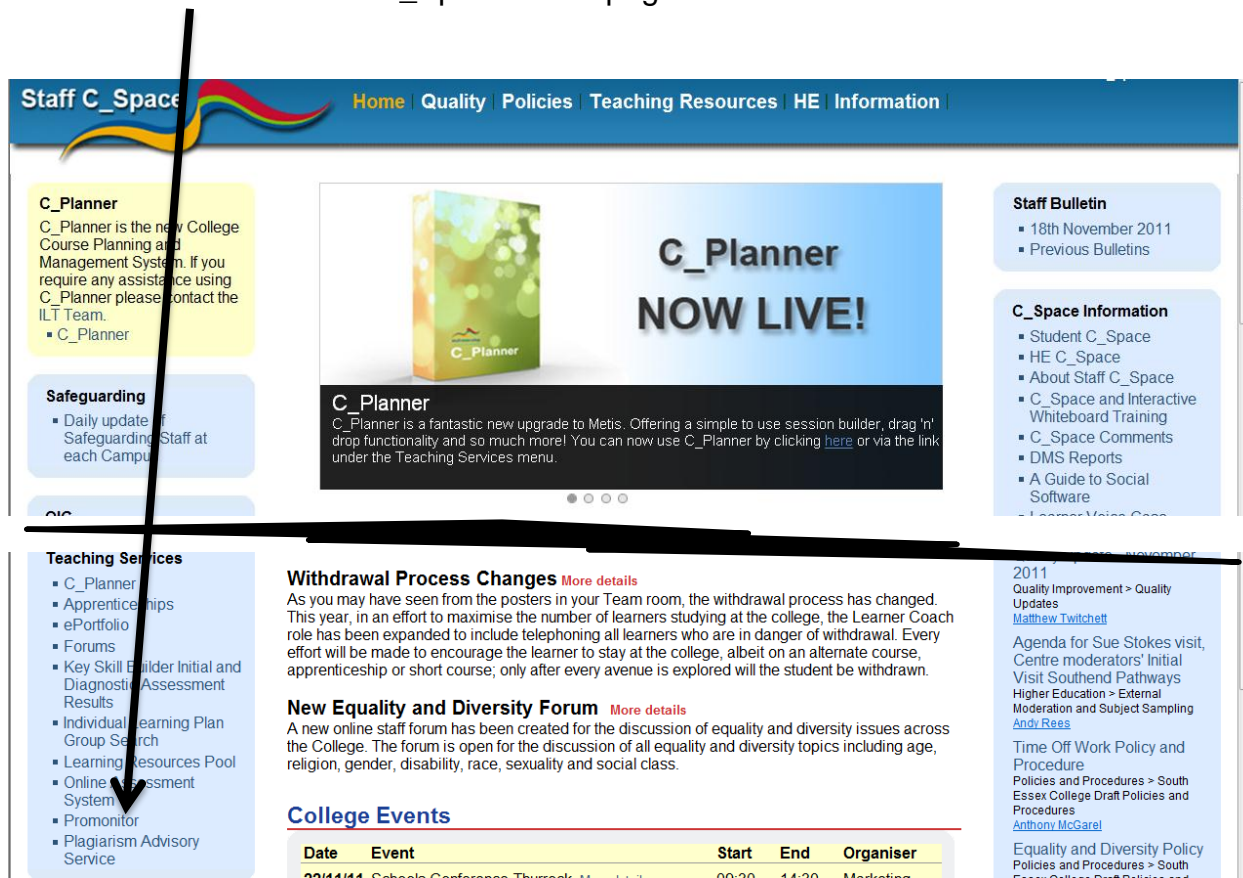
This document is a step by step guide to setting up a course onto Promonitor. If you require any further assistance please contact the Quality Improvement Team

ProMonitor Flow Chart Setting up a course



1. Bite-Size ProMonitor – Log on and finding a Group

Locate Promonitor on the C_Space home page:



The screenshot shows the Staff C_Space home page. A black arrow points from the text 'Locate Promonitor on the C_Space home page:' to the 'Promonitor' link in the 'Teaching Services' menu on the left. The page features a blue header with navigation links: Home, Quality, Policies, Teaching Resources, HE, and Information. A central banner for 'C_Planner NOW LIVE!' is displayed. The left sidebar contains sections for C_Planner, Safeguarding, and Teaching Services. The right sidebar includes Staff Bulletin, C_Space Information, and a 2011 Quality Improvement update. The main content area contains news items about withdrawal process changes, a new equality and diversity forum, and college events.

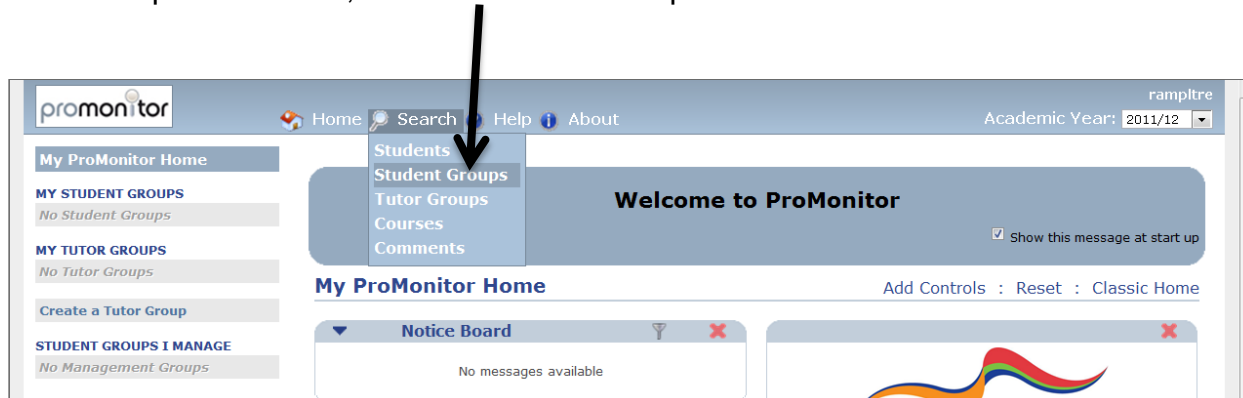
Teaching Services

- C_Planner
- Apprenticeships
- ePortfolio
- Forums
- Key Skill Builder Initial and Diagnostic Assessment Results
- Individual Learning Plan Group Search
- Learning Resources Pool
- Online Assessment System
- Promonitor
- Plagiarism Advisory Service

College Events

Date	Event	Start	End	Organiser
22/11/11	Schools Conference-Thurrock More details	09:30	14:30	Marketing

On the ProMonitor homepage, hover your Mouse pointer on the Search option, and on the drop-down menu, click on Student Groups.



The screenshot shows the ProMonitor homepage. A black arrow points from the text 'On the ProMonitor homepage, hover your Mouse pointer on the Search option, and on the drop-down menu, click on Student Groups.' to the 'Student Groups' option in the Search dropdown menu. The page features a blue header with navigation links: Home, Search, Help, and About. The left sidebar contains sections for My ProMonitor Home, MY STUDENT GROUPS, MY TUTOR GROUPS, and STUDENT GROUPS I MANAGE. The main content area contains a 'Welcome to ProMonitor' message, a 'My ProMonitor Home' section, and a 'Notice Board'.

Search

- Students
- Student Groups
- Tutor Groups
- Courses
- Comments

My ProMonitor Home

Add Controls : Reset : Classic Home

Notice Board

No messages available

Enter the Student Group Code and then select relevant group from the drop down menu.

promonitor Home Search Help About Academic Year: 2011/12

My ProMonitor Home

MY STUDENT GROUPS
No Student Groups

MY TUTOR GROUPS
No Tutor Groups

Create a Tutor Group

STUDENT GROUPS I MANAGE
No Management Groups

Home > Search > Student Groups

Find a Student Group

Enter part or all of the Group Title to find Group(s).
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Student Group Code: 6335
Course Code: 6335_Y01B_11-12_GPA
Teacher Name: 6335_Y01S_11-12_GPA
6335_Y01S_11-12_GPB
6335_Y01S_11-12_GPC
6335_Y01T_11-12_GPA

Student Group Title:
Course Title:

Once you have selected the group, click on 'search' button. Then select the student group.

promonitor Home Search Help About Academic Year: 2011/12

My ProMonitor Home

MY STUDENT GROUPS
No Student Groups

MY TUTOR GROUPS
No Tutor Groups

Create a Tutor Group

STUDENT GROUPS I MANAGE
No Management Groups

Home > Search > Student Groups

Find a Student Group

Enter part or all of the Group Title to find Group(s).
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Student Group Code: 6335_Y01S_11-12_GPA
Course Code:
Teacher Name:

Student Group Title:
Course Title:

Student Group	Course
6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)	6335_Y01S_11-12 (Level 3 Extended Diploma Health Studies)

1 student group(s) found

The list of students will be displayed.

promonitor Home Search Help About Academic Year: 2011/12

This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)

Home > Student Group > Details

Student Group Details for 6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)

Name: 6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)
Course: [6335_Y01S_11-12 \(Level 3 Extended Diploma Health Studies\)](#)
Teacher(s): [No teachers]
Manager: [No Manager Selected]
Type: [None Selected]

	Learner Ref	Name	Date of Birth	Gender
	50124393	Kehinde Elizabeth Adenodi	24/02/1994	F
	50121681	Joshua Betts	27/12/1993	M
	50140429	Kristina Bragg	10/05/1995	F
	50130223	Bethany Rose Cooper	23/06/1993	F
	50141135	Hayley Dillon	16/04/1995	F
	50176257	Katie Edwards	04/05/1994	F

STUDENT GROUP
Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Unit Grades

Unit Target Dates

Unit Marks (HE)

Unit Credits (HE)

2. Bite-Size ProMonitor – Allocate a Course Type

To allocate a Course Type, click on a course that you have found.

promonitor Home Search Help About Academic Year: 2010/11

My ProMonitor Home

MY STUDENT GROUPS
No Student Groups

MY TUTOR GROUPS
11142_Y01_10-11 (Basic Photoshop)
Create a Tutor Group

STUDENT GROUPS I MANAGE
No Management Groups

Home > Search > Student Groups

Find a Student Group

Compass computer consultants ltd

Enter part or all of the Group Title to find Group(s).
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Student Group Code: Student Group Title:
Course Code: 6505_Y01_10-11 Course Title:
Teacher Name: Search Clear

Student Group	Course
6505_Y01_10-11_GPA (6505/2010Y01/GPA)	6505_Y01_10-11 (Level 2 Diploma in Sport)
6505_Y01_10-11_GPB (6505/2010Y01/GPB)	6505_Y01_10-11 (Level 2 Diploma in Sport)

2 student group(s) found

Next to Type: click on [None Selected]

6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Home > Student Group > Details

Student Group Details for 6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Compass computer consultants ltd

STUDENT GROUP Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

Name: 6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Course: [6505_Y01_10-11 \(Level 2 Diploma in Sport \)](#)

Teacher(s): [No teachers]

Message: [No messages listed]

Type: [\[None Selected\]](#)

Ref	Name	Date of Birth	Gender
50125855	Chay Ballard	18/08/1994	M

To assign a Type, click on the [here](#) link.

6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Home > Student Group > Student Group Type

Student Group Type for 6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Compass computer consultants ltd

STUDENT GROUP Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

This student group has not yet been assigned a type. Click [here](#) to add a student group type to this student group.

This will open the Maintain Student Group window.

Click on the Arrow button to select a name from the list that will pop up.

6505_Y01_10-11_GPA (6505/2010Y01/GPA)

Home > Student Group > Maintenance > Student Group

Maintain Student Group

If necessary, you can change the Title, Manager and Type for this Student Group, then press 'Save'.

Code: 6505_Y01_10-11_GPA

Title: 6505/2010Y01/GPA

Manager: --Select-- [Select Me](#)

Type: First Diploma

Show Withdrawn/Transferred Students? ☐

[Save](#)

To change the students in the group click [here](#)

Select the appropriate name from the list, and repeat this process with the option for Type of course as seen below.

Maintain Student Group

If necessary, you can change the Title, Manager and Type for this Student Group, then press 'Save'.

Code: 6505_Y01_10-11_GPA

Title: 6505/2010Y01/GPA

Manager: Twitchett, Matthew [Select Me](#)

Type: First Diploma

Show Withdrawn/Transferred Students? ☐

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Code: 6505_Y01_10-11_GPA

Title: 6505/2010Y01/GPA

Manager: Twitchett, Matthew [Select Me](#)

Type: First Diploma

Show Withdrawn/Transferred Students? ☒

[Save](#)

To change the students in the group click [here](#)

Click on Show Withdrawn/Transferred Students if required, and then click on Save.

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Code: 6505_Y01_10-11_GPA

Title: 6505/2010Y01/GPA

Manager: Twitchett, Matthew [Select Me](#)

Type: First Diploma

Show Withdrawn/Transferred Students? ☒

[Save](#)

To change the students in the group click [here](#)

Note: There is also an option to change the students in the group

3. Bite-Size ProMonitor – Set up an A Level Markbook

Teaching Services

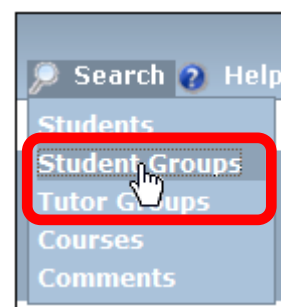
- C_Planner
- Apprenticeships
- ePortfolio
- Forums
- Key Skill Builder Initial and Diagnostic Assessment Results
- Individual Learning Plan Group Search
- Learning Resources Pool
- Online Assessment System
- **ProMonitor**
- Placement Advisory Service

Launch **Internet Explorer**, and on **C_Space** click on the link for **ProMonitor** on the left-hand side of the screen.

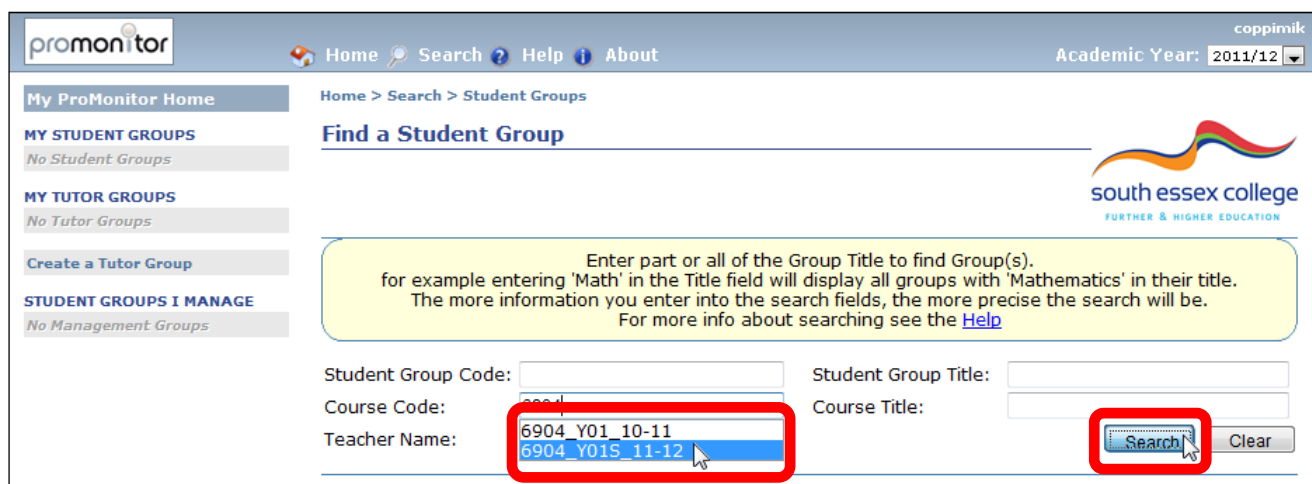
The ProMonitor Home Page

If you are a Tutor your courses will appear on the left-hand side of the screen.

To find and edit a course structure, click on the **Search** option at the top of the page and select **Student Groups**.



The **Find a Student Group** page will be displayed, so enter the course code you require in the **Course Code** option, click on the complete relevant code from the drop-down list, as seen below, and click on the **Search** button.



promonitor Home Search Help About Academic Year: 2011/12

My ProMonitor Home

MY STUDENT GROUPS
No Student Groups

MY TUTOR GROUPS
No Tutor Groups

Create a Tutor Group

STUDENT GROUPS I MANAGE
No Management Groups

Home > Search > Student Groups

Find a Student Group

Enter part or all of the Group Title to find Group(s).
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Student Group Code: Student Group Title:

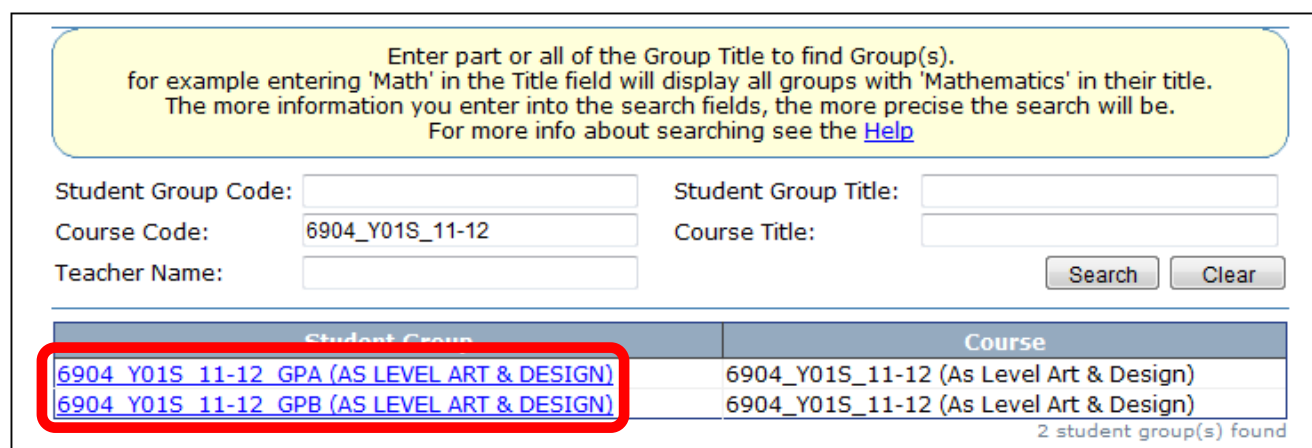
Course Code: Course Title:

Teacher Name:

6904_Y01S_11-12

Search Clear

You will then see a list of the Groups set up for your course, so click on the course group you wish to edit.



Enter part or all of the Group Title to find Group(s).
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Student Group Code: Student Group Title:

Course Code: 6904_Y01S_11-12 Course Title:

Teacher Name:

Search Clear

Student Group	Course
6904_Y01S_11-12 GPA (AS LEVEL ART & DESIGN)	6904_Y01S_11-12 (As Level Art & Design)
6904_Y01S_11-12 GPB (AS LEVEL ART & DESIGN)	6904_Y01S_11-12 (As Level Art & Design)

2 student group(s) found

Clicking on a group will display the **Student Group Details** page seen here.

6904_Y01S_11-12_GPA (AS LEVEL ART & DESIGN)

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure


Assessment Schedule

IV\EV

Target Setting

Home > Student Group > Details

Student Group Details for 6904_Y01S_11-12_GPA (AS LEVEL ART & DESIGN)



south essex college
FURTHER & HIGHER EDUCATION



Name: 6904_Y01S_11-12_GPA (AS LEVEL ART & DESIGN)

Course: [6904_Y01S_11-12 \(As Level Art & Design\)](#)

Teacher(s): Derrick Griffiths

Manager: [No Manager Selected]

Type: [A Level](#)

	Learner Ref	Name	Date of Birth	Gender
	50140909	Michaela Bannon	17/08/1995	F
	50144448	Charlotte Cockell	03/09/1994	F

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

This page provides links to the structure of the course itself, and to all learners enrolled on the course (a new window will open for learner data so use the Task bar at the bottom of the screen to switch between windows).

To view the **Markbook Structure**, click on the left-hand link.

Clicking on the **Expand All**, and **Contract All** options, will display or hide all Units and Assessments that have been created.

Click on the **here** link to display the **Maintain Units** (for the course) page.

6904_Y01S_11-12_GPA (AS LEVEL ART & DESIGN)

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

Smart Targets Calendar

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule


IV\EV

Target Setting

MARKBOOK REPORTS

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6904_Y01S_11-12_GPA (AS LEVEL ART & DESIGN)



south essex college
FURTHER & HIGHER EDUCATION

Can't see the Unit/Assessment/Task you want to include? [Click here](#)

For the Whole Group | For Each Student



Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

Save	Save
Expand All Contract All	Tick All Untick All
<p>Unit 10 Still Life etc <input checked="" type="checkbox"/></p>	
Save	Save

Click [here](#) to go to the Group Markbook
Click [here](#) to go to the Student Markbook

Click on the **Edit** button to edit the Unit title, or to add further Units.

This is the pool of Units available for Student Groups within this Course. Units can be added, edited and deleted using the grid below.

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use	
	10	Still Life etc	2	1	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
				1	E	<input type="checkbox"/>	<input type="checkbox"/>	

Click the **Update** button (or the **Cancel** button if you decide to keep the original title) when you have finished editing.

This is the pool of Units available for Student Groups within this Course.
Units can be added, edited and deleted using the grid below.

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use	
<div>Update</div> <div>Cancel</div>	10	Still Life - Drawing	2	1	3	<input type="checkbox"/>	<input type="checkbox"/>	✗

COURSE STRUCTURE

- View Course Structure
- Maintain Units**
- Maintain Assessments
- Maintain Tasks
- Task Allocation
- Relate Tasks
- Merge Tasks
- Copy Course Structure

To edit or add to the Assessments that have been created within the Unit, click on the **Maintain Assessments** option on the left-hand side of the screen.

This displays the **Maintain Assessments** page for the course.

Choose the Unit title from the drop-down option above the Assessment titles, and then click on the **Edit** button to edit the Assessment title you wish to edit, and then click on the **Update** button as seen below to confirm the changes..

Select Unit: 10 - Still Life - Drawing

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use	
<div>Update</div> <div>Edit</div>	1	Basket of Fruit (Cuddley Toy is Optional)	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	2	Assessment Title	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	3	Assessment Title	Course Work	100	1.00	<input type="checkbox"/>	✗

Continue this process with all the Assessment titles within all Units that require editing, and when the editing is complete, click on the **Return to Student Group** option on the left-hand side of the screen.

Incomplete Elements

COURSE STRUCTURE

- View Course Structure
- Maintain Units
- Maintain Assessments**
- Maintain Tasks
- Task Allocation
- Relate Tasks
- Merge Tasks
- Copy Course Structure
- Return To Student Group**

Select Unit: 10 - Still Life - Drawing

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use	
<div>Edit</div>	1	Basket of Fruit (Cuddley Toy is Optional)	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	2	Perspective	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	4	Figure 2 - Nude Man Standing - Matron!!!	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	5	Object of Choice - Natural	Course Work	100	1.00	<input type="checkbox"/>	✗
<div>Edit</div>	6	Object of Choice - Man made	Course Work	100	1.00	<input type="checkbox"/>	✗

This will display the **Markbook Structure** page for the course, where these changes can be saved.

Click on **Expand All** to view the changes, and **Tick All** to select all items (deselect any that are not required), and click on the **Save** button.

Can't see the Unit/Assessment/Task you want to include? Click [here](#)

For the Whole Group For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group.
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

Expand All **Contract All** **Tick All** **Untick All**

10	Still Life - Drawing	<input checked="" type="checkbox"/>
1	Basket of Fruit (Cuddley Toy is Optional)	<input checked="" type="checkbox"/>
2	Perspective	<input checked="" type="checkbox"/>
3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	<input checked="" type="checkbox"/>
4	Figure 2 - Nude Man Standing - Matron!!!	<input checked="" type="checkbox"/>
5	Object of Choice - Natural	<input checked="" type="checkbox"/>
6	Object of Choice - Man made	<input checked="" type="checkbox"/>
7	Textures and Materials	<input checked="" type="checkbox"/>
8	Exam 1	<input checked="" type="checkbox"/>

Save Save

ProMonitor will confirm that the changes have been saved successfully.

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6904_Y01_11-12_GPA
(6904/2011Y01/GPA)

Can't see the Unit/Assessment/Task you want to include? Click [here](#)

For the Whole Group For Each Student

The data was saved successfully

Select the Units, Assessments and Tasks you want to include in the markbook for this group.
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

Expand All **Contract All** **Tick All** **Untick All**

10	Still Life - Drawing	<input checked="" type="checkbox"/>
1	Basket of Fruit (Cuddley Toy is Optional)	<input checked="" type="checkbox"/>
2	Perspective	<input checked="" type="checkbox"/>
3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	<input checked="" type="checkbox"/>
4	Figure 2 - Nude Man Standing - Matron!!!	<input checked="" type="checkbox"/>
5	Object of Choice - Natural	<input checked="" type="checkbox"/>

Note: Please see **Section 11 – Copying a Course Structure** if you need to copy an existing structure from one course to another.

4. Set up a BTEC Level 1, 2, 3, Markbook

Once you have clicked on 'Markbook Structure' it will take you to this page:

promonitor Home Search Help About Academic Year: 2011/12

This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)

6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

Can't see the Unit/Assessment/Task you want to include? Click [here](#)

For the Whole Group For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

Expand All Contract All Click All Untick All

	Unit Code	Unit Title	
+	1	Investigating the Travel and Tourism Sector	
+	10	Business Travel Operations	
+	11	Investigating the Cruise Industry	
+	12	Responsible Tourism	
+	13	Tour Operations	
+	15	Working as a Holiday Representative	
+	17	Events, Conferences and Exhibitions	
+	18	Tourism in Rural Areas	
+	2	Business of Travel and Tourism	
+	20	Hospitality Operations in Travel and Tourism	
+	21	Entertainment for Holiday Makers	
+	22	Work Experience	
+	23	Residential Study Visit	

1. Click 'here' to **add** and **edit** your course units and to take you to the screen below.

2. On this screen, you add the units for your course, using the 'edit' button.

promonitor Home Search Help About Academic Year: 2011/12

6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

Home > Student Group > Course > Structure > Maintain Units

Maintain Units for 6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

This is the pool of Units available for Student Groups within this Course. Units can be added, edited and deleted using the grid below.

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use	
Edit	1	Investigating the Travel and Tourism Sector	Y/600/9476	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	10	Business Travel Operations	H/600/9495	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	11	Investigating the Cruise Industry	K/600/9496	5	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	12	Responsible Tourism	M/600/9497	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	13	Tour Operations	T/600/9498	1	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	15	Working as a Holiday Representative	T/600/9615	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	17	Events, Conferences and Exhibitions	J/600/9621	5	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	18	Tourism in Rural Areas	F/600/9468	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
Edit	2	Business of Travel and Tourism	D/600/9480	10	3	<input type="checkbox"/>	<input type="checkbox"/>	✗

3. The 'External Unit Code' can be found on your course spec.

4. Leave these checkboxes **blank**.

Note: There is no option to 'save' on this page. It saves automatically.

5. When you have added your unit, click on 'Maintain Assessments'. Here you maintain the assessments for each unit.

6. Make sure you select the correct unit here

7. You can add each assessment / assignment here.

8. You can add separate tasks for each assignment by clicking on 'Maintain Tasks'. This will take you to the next screen.

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use
Edit	Task 1	Agents of Tourism	Assignment	100	1.00	<input type="checkbox"/> <input checked="" type="checkbox"/>
Add			--Select--	100	1.00	<input type="checkbox"/> <input type="checkbox"/>

9. Here you must add the grading criteria for the whole unit. In 'Task Code' enter P1/P2/M1/D1 etc.

	Task Code	Task Title	Task Order	
Edit	P1	task 1 Name	1	<input checked="" type="checkbox"/>
Edit	P2	Task 2 name	2	<input checked="" type="checkbox"/>
Edit	P3	Task 3 Name	3	<input checked="" type="checkbox"/>
Edit	P4	Task 4 Name	4	<input checked="" type="checkbox"/>
Edit	M1	Task 1 Name	5	<input checked="" type="checkbox"/>
Add				

Task Quick Sort (Alphabetically/P,M,D)

10. When you have added your tasks, click on 'Task Allocation'. This is where you assign tasks to assignments.

promonitor Home Search Help About Academic Year: 2011/12

6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

COURSE
Details
Create Student Group

REPORTS
Assessment Vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure

Home > Student Group > Course > Structure > Task Allocation

Task Allocation for 6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

Select Unit: 1 - Investigating the Travel and Tourism S

Assessment	P1	P2	P3	P4	M1
Task 1 - Agents of Tourism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Use the checkboxes to assign tasks to assignments.

12. Once you have assigned the tasks, click on 'Apply changes'.

13. Click on 'Return to Student Groups'.

Apply Changes

Return To Student Group

promonitor Home Search Help About Academic Year: 2011/12

This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)

6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

STUDENT GROUP
Details
Student Group Type
Add Student Comment
Add Student Diary Note
Add Group Meeting
Smart Targets Calendar

MARKBOOK
By Group
By Student
Markbook Structure
Assessment Schedule
IV\EV
Target Setting

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

Can't see the Unit/Assessment/Task you want to include? Click [here](#)

For the Whole Group For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

Expand All Contract All Tick All Untick All

1	Investigating the Travel and Tourism Sector	<input type="checkbox"/>
10	Business Travel Operations	<input type="checkbox"/>
11	Investigating the Cruise Industry	<input type="checkbox"/>
12		<input type="checkbox"/>

14. Tick all relevant boxes so they will show to the learners.

promonitor Home Search Help About Academic Year: 2011/12

6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE)

STUDENT GROUP
Details
Student Group Type
Add Student Comment
Add Student Diary Note
Add Group Meeting
Smart Targets Calendar

MARKBOOK
By Group
By Student
Markbook Structure
Assessment Schedule
IV\EV
Target Setting

Home > Student Group > Markbook > Assessment Schedule

Assessment Schedule for 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE)

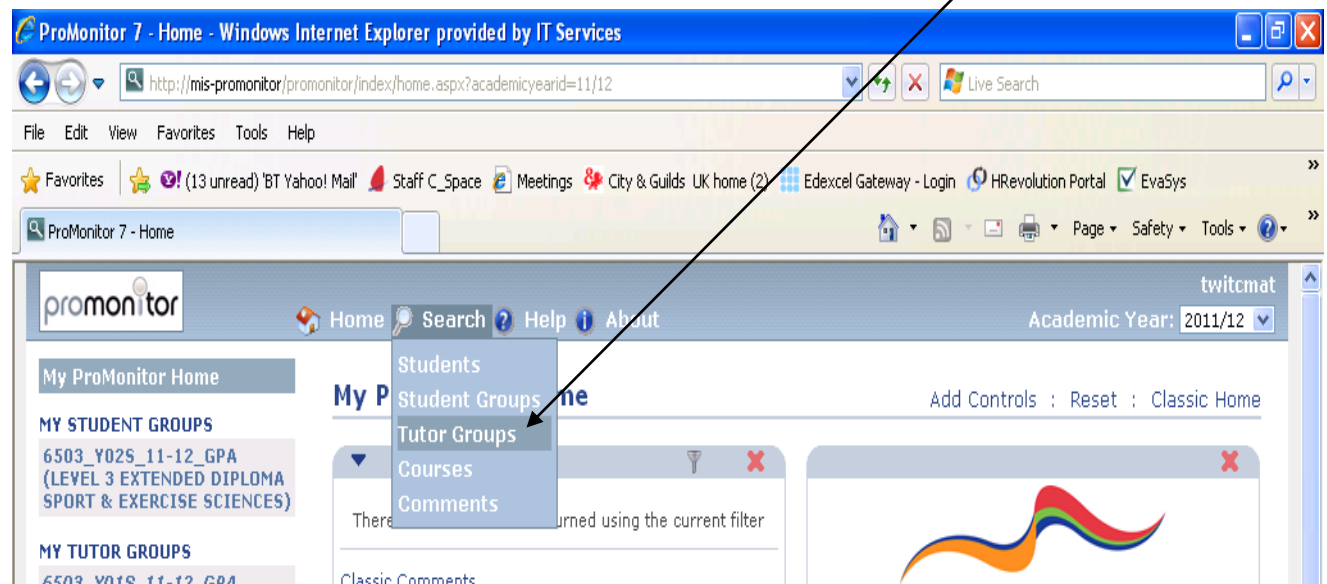
Save Save

Assessment	Out Of	Weight	Date Set	Date Exp'd	Teacher
1 - It's not just about the heart	100	1.00			--Select--
2 - Going the extra mile	100	1.00			--Select--
1 - Health Screening	100	1.00			--Select--
2 - How Fit Are You?	100	1.00			--Select--
1 - Skeletal system	100	1.00			--Select--
2 - Muscular System	100	1.00			--Select--
3 - CV system	100	1.00			--Select--
1 - Exploring the World of a Sports Coach	100	1.00			--Select--
2 - Practice What You Preach	100	1.00			--Select--
1 - Mind Over Matter	100	1.00			--Select--
2 - Train the Brain	100	1.00			--Select--

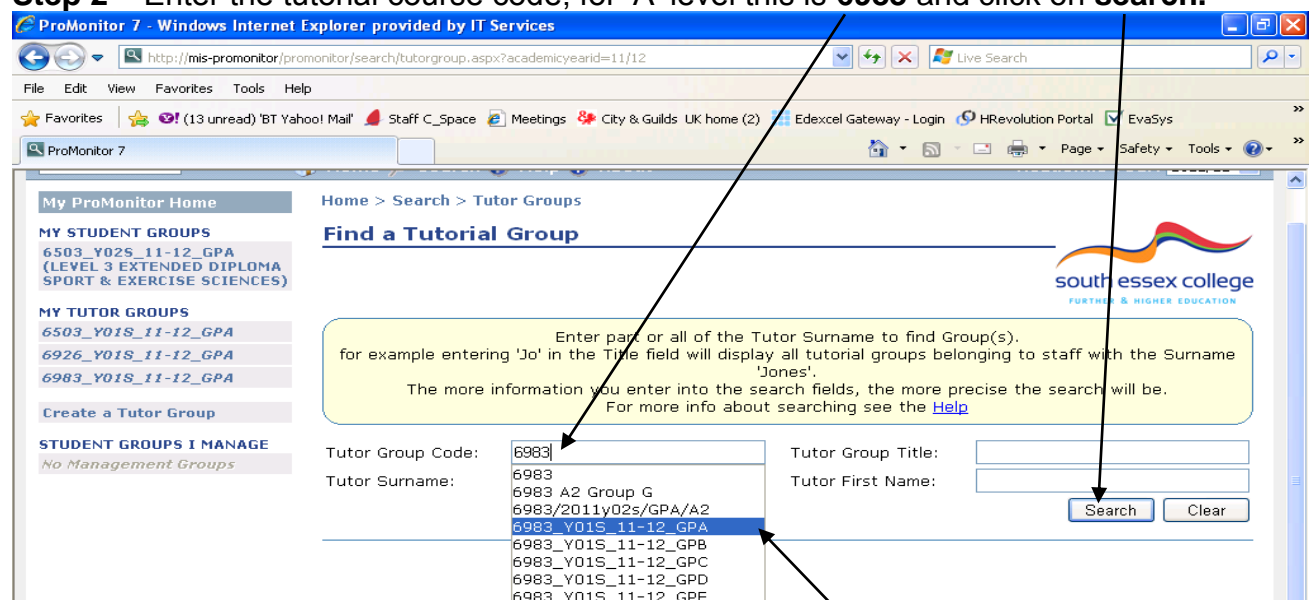
15. Click on 'Assessment Schedule' to enter submission dates for assignments.

5. Allocating yourself as a Personal Tutor for 'A/AS' Level Tutor Group

Step 1 – On the home page, using the search function select **'tutor groups'**.



Step 2 – Enter the tutorial course code, for 'A' level this is **6983** and click on **search**.



Step 3 -Select your tutor group from the list provided by Promonitor.

Step 4 – Promonitor will display the learners in the tutorial group selected.

ProMonitor 7 - Tutor Group: 6983_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/tutorgroup.aspx?tutorgroupid=B4tPY0TYHP1%3d

Name: 6983_Y01S_11-12_GPA
Tutor:

Learner Ref	Name	Date of Birth	Gender
50141608	Chloe Adams	11/05/1995	F
50143370	Robert Bailey	25/03/1995	M
50142921	Jack Bird	16/02/1995	M
50124304	Lauren Forsyth	02/02/1994	F
50145851	Patrick Hudson	10/02/1995	M
50122008	Holly Lane	05/07/1994	F
50142868	Billie Lewis	12/02/1995	F
50154401	Stevie Marden	06/05/1995	F
50155071	Bethany Mason	24/10/1994	F
50143115	Lynan Miles	26/06/1995	M
50143392	Temidayo Olorugba	02/10/1994	M

REPORTS
Assessment Performance
Attendance
Overdue and Upcoming Meetings
Smart Targets
Student Meetings Matrix
Student Meetings With Comments
Reports To Parents
Risk Indicators

MAINTENANCE
Tutor Group
Students

Local intranet 100% 13:13

Step 5 - To allocate yourself as the tutor for this group, click on 'Tutor Group' under the Maintenance banner.

Step 6 – The following screen will appear where you can select yourself as the tutor by clicking on 'Select Me'.

ProMonitor 7 - Tutor Group: 6983_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/maintenance/maintaingroup.aspx?tutorgroupid=B4tPY0TYHP1%3c

Home > Tutor Group > Maintenance > Tutor Group

Maintain Tutor Group for 6983_Y01S_11-12_GPA

If necessary, change the Title and Tutor for this Tutor Group, then press 'Save'.

Code: 6983_Y01S_11-12_GPA
Title:
Tutor: --Select-- [Select Me](#) [Delete Tutor Group](#)

To change the students in the group click [here](#)

promonitor Home Search Help About Academic Year: 2011/12

6983_Y01S_11-12_GPA

TUTOR GROUP
Details
Add Student Comment
Add Student Diary Note
Add Group Meeting
Search Student Meetings
Student Meetings Calendar
Smart Targets Calendar

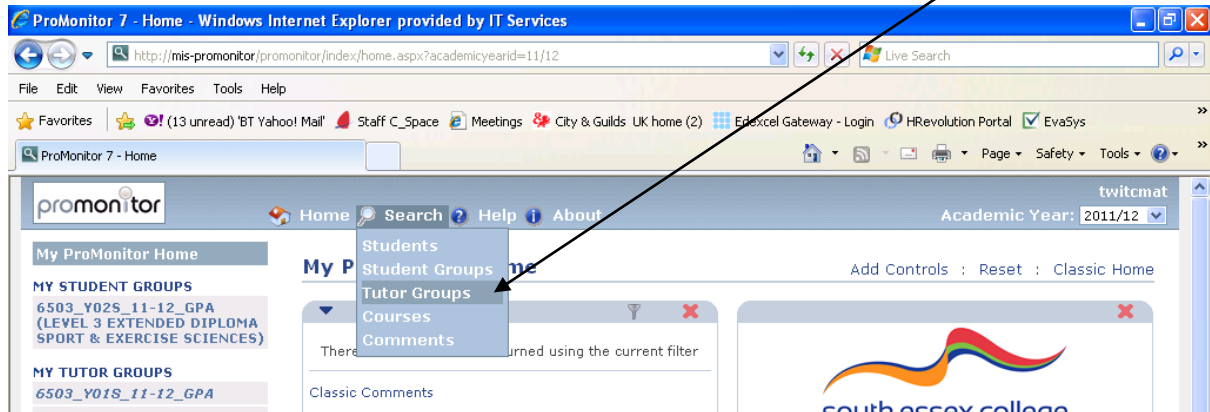
REPORTS
Assessment Performance
Attendance
Overdue and Upcoming Meetings
Smart Targets
Student Meetings Matrix

twitcmat
south essex college
FURTHER & HIGHER EDUCATION

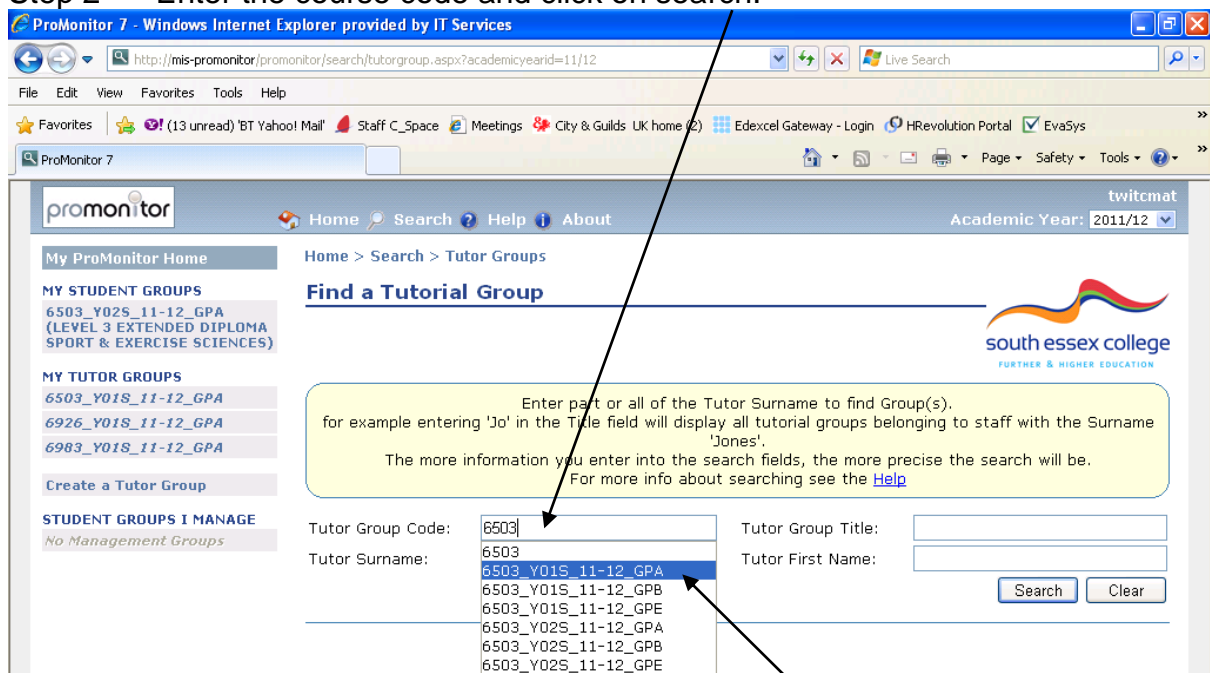
Step 7 - Finally click on 'Save', your tutor group is set up.

6. Allocating yourself as a BTEC level 1, 2, 3 Personal Tutor

Step 1- On the home page, using the search function select 'tutor groups'



Step 2 - Enter the course code and click on search.



Step 3 - Select your tutor group from the list provided by Promonitor.

Step 4 – Click on your tutor group listed

ProMonitor 7 - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/search/tutorgroup.aspx?academicyearid=11%2f12

Home > Search > Tutor Groups

Find a Tutorial Group

Enter part or all of the Tutor Surname to find Group(s).
for example entering 'Jo' in the Title field will display all tutorial groups belonging to staff with the Surname 'Jones'.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Tutor Group Code: Tutor Group Title:
Tutor Surname: Tutor First Name:

Tutor Group	Tutor Name
6503_Y01S_11-12_GPA	

1 tutor group(s) found

Step 5 - Promonitor will display the learners in the tutorial group selected.

ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/tutorgroup.aspx?tutorgroupid=p5b3c1KHvdk%3d

ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA

Name: 6503_Y01S_11-12_GPA
Tutor:

	Learner Ref	Name	Date of Birth	Gender
	50143053	Kelly Chamberlain	03/02/1995	F
	50142292	Lauren Chittock	08/10/1994	F
	50155176	Frank Hawkes	07/03/1995	M
	50141663	Stuart Holder	15/01/1994	M
	50130519	Mark Holt	28/10/1993	M
	50125750	Thomas Lassman	11/03/1994	M
	50143072	Peter Letch	04/05/1995	M
	50125787	Benjamin Dickmann	13/04/1994	M

Step 6 - To allocate yourself as the tutor for this group, click on 'Tutor Group' under the Maintenance banner.

Step 7 – The following screen will appear where you can select yourself as the tutor by clicking on 'Select Me'.

The screenshot shows the ProMonitor 7 web application interface. The browser window title is "ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services". The address bar shows the URL: <http://mis-promonitor/promonitor/tutorgroup/maintenance/maintaingroup.aspx?tutorgroupid=p5bQF1KHvdK%3>. The page header includes "promonitor" logo, navigation links (Home, Search, Help, About), and "Academic Year: 2011/12". The sidebar on the left lists various functions under "TUTOR GROUP" and "REPORTS". The main content area is titled "Maintain Tutor Group for 6503_Y01S_11-12_GPA" and contains a yellow instruction box: "If necessary, change the Title and Tutor for this Tutor Group, then press 'Save'." Below this, there are input fields for "Code" (6503_Y01S_11-12_GPA), "Title" (empty), and "Tutor" (a dropdown menu showing "--Select--"). A "Select Me" link is next to the Tutor dropdown. A "Save" button is located below the form. A "Delete Tutor Group" link is on the right. At the bottom, a message says "To change the students in the group click [here](#)". Two arrows are present: one pointing from the text "Step 7" to the "Select Me" link, and another pointing from the text "Step 8" to the "Save" button.

Step 8 - Finally click on 'Save', your tutor group is set up.

7. 'AS' and 'A2' – Setting Personal Targets

You can use Promonitor to set a target grade for each 'A' or 'AS' level. The system uses the following grade boundaries to allocate a grade.

Grade Boundaries Table

Grade Awarded	Min %	Max %
Grade: U	0	39
Grade: E	40	44
Grade: D/E	45	49
Grade: D	50	54
Grade: C/D	55	59
Grade: C	60	64
Grade: B/C	65	69
Grade: B	70	74
Grade: A/B	75	79
Grade: A	80	100

Once you have set a target grade for the learner the system will colour code each assessment activity with green, amber or red.

To allocate a target for each 'A/AS' complete the following.

1. Find the group you want to assign targets to in Promonitor as usual.
2. In the Mark Book click on 'Target Setting'.

3. The following screen will appear, in the Personal Target Percent column enter the target grade for each learner using a grade Boundary from the table above.

(For example, if you set a Personal Target Grade of an A you will set the Personal Target Percent as 80% (Taken from min% column in the Grade Boundaries Table).

4. Enter the actual grade in the Personal Target Grade.
5. Click Save and the target is set.

8. BTEC Level 1 – Setting Personal Targets

Promonitor can be used to set individual targets for learners for BTEC learners.

To set up this function up complete the following

1. Find your group using the search options
2. Click on the Target setting section in the Mark Book

The screenshot shows the Promonitor 7 web application interface. The browser title is 'ProMonitor 7 - Student Group: 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SC)'. The URL is 'http://mis-promonitor/promonitor/studentgroup/markbook/targetsetting.aspx?studentgroupid=FcYvQQ3jvUs%'. The page title is 'Targets for 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SCIENCES)'. The sidebar on the left has a 'MARKBOOK' section with a 'Target Setting' link highlighted. The main table has columns: Name, Personal Target Grade, National Target Grade, Personal Target Percent, and Personal Target Points. The table lists students: Philip Ames, Peter Bashorun, Lewis Bourne, Jez Bryan, Bradley Cole, Joe Crouch, Lauren Deans, Kirsty George, Jessica Gyles, Nikki Louise Hodges-Smith, and Taylor Hughes. The 'Personal Target Grade' column has values 'MMM', 'DDD', and 'DMM' for the first three students. The 'Personal Target Points' column has values '1380', '1500', and '1420' for the first three students. Arrows point from the instructions to the 'Target Setting' link in the sidebar and the 'Personal Target Grade' column in the table.

Name	Personal Target Grade	National Target Grade	Personal Target Percent	Personal Target Points
Philip Ames	MMM			1380
Peter Bashorun	DDD			1500
Lewis Bourne	DMM			1420
Jez Bryan				
Bradley Cole				
Joe Crouch				
Lauren Deans				
Kirsty George				
Jessica Gyles				
Nikki Louise Hodges-Smith				
Taylor Hughes				

3. Enter the learners Personal Target grade in the first column and the points this equates to in the Personal Targets Points

The following table will help you with this

Level 2 – Diploma	
Grade	Points
P	36

9. BTEC Level 2 – Setting Personal Targets

Promonitor can be used to set individual targets for learners for BTEC learners.

To set up this function up complete the following

1. Find your group using the search options
2. Click on the Target setting section in the Mark Book

The screenshot shows the Promonitor 7 web application interface. The browser address bar indicates the URL: `http://mis-promonitor/promonitor/studentgroup/markbook/targetsetting.aspx?studentgroupid=FcYvQQ3jvUs%`. The page title is "Targets for 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SCIENCES)". The sidebar on the left contains a "MARKBOOK" section with a "Target Setting" link highlighted. The main content area features a table with the following columns: "Name", "Personal Target Grade", "National Target Grade", "Personal Target Percent", and "Personal Target Points". The table lists several students, including Philip Ames, Peter Bashorun, Lewis Bourne, Jez Bryan, Bradley Cole, Joe Crouch, Lauren Deans, Kirsty George, Jessica Gyles, Nikki Louise Hodges-Smith, and Taylor Hughes. The "Personal Target Grade" column for Philip Ames is set to "MMM", and the "Personal Target Points" for Lewis Bourne is set to "1420".

3. Enter the learners Personal Target grade in the first column and the points this equates to in the Personal Targets Points

The following table will help you with this

Level 2 – Diploma	
Grade	Points
P	300
M	340
D	380
D*	400

10. BTEC Level 3 – Setting Personal Targets

Promonitor can be used to set individual targets for learners for BTEC learners.

To set up this function up complete the following

1. Find your group using the search options
2. Click on the Target setting section in the Mark Book

The screenshot shows the Promonitor 7 web application interface. The browser window title is "ProMonitor 7 - Student Group: 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SC - Windows Internet Explorer pro". The URL is "http://mis-promonitor/promonitor/studentgroup/markbook/targetsetting.aspx?studentgroupid=FcyvQQ3jvUs%". The page title is "Targets for 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SCIENCES)". The sidebar on the left has a "MARKBOOK" section with a "Target Setting" link highlighted. The main content area shows a table with columns: Name, Personal Target Grade, National Target Grade, Personal Target Percent, and Personal Target Points. The table lists 12 students, with the first three having target grades and points set.

Name	Personal Target Grade	National Target Grade	Personal Target Percent	Personal Target Points
Philip Ames	MMM			1380
Peter Bashorun	DDD			1500
Lewis Bourne	DMM			1420
Jez Bryan				
Bradley Cole				
Joe Crouch				
Lauren Deans				
Kirsty George				
Jessica Gyles				
Nikki Louise Hodges-Smith				
Taylor Hughes				

3. Enter the learners Personal Target grade in the first column and the points this equates to in the Personal Targets Points

The tables on the next page have the BTEC grade and the equivalent points

BTEC Grade Equivalent Points for level 3 Programmes

Level 3 – Extended Diploma	
Grade	Points
PPP	1260
MPP	1300
MMP	1340
MMM	1380
DMM	1420
DDM	1460
DDD	1500
DDD*	1530
DD*D*	1560
D*D*D*	1590

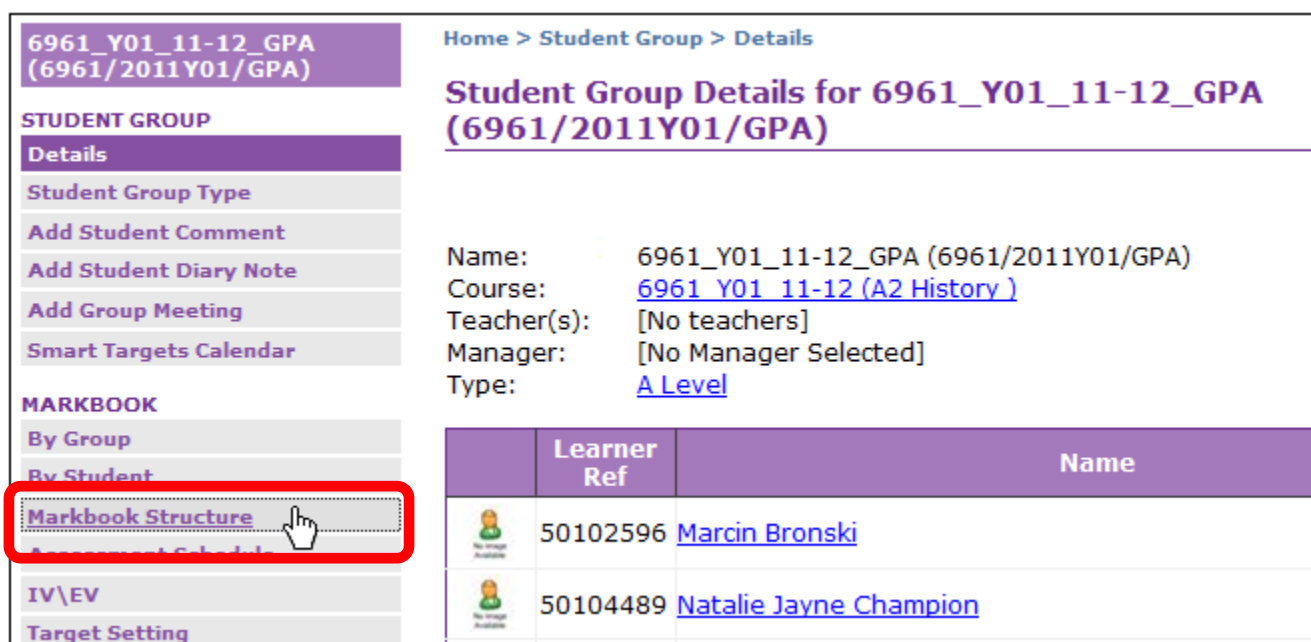
Level 3 – Diploma	
PP	840
MP	880
MM	920
DM	960
DD	1000
DD*	1030
D*D*	1060

Level 3 – Subsidiary Diploma	
P	420
M	460
D	500
D*	520

Level 3 – Certificate	
Grade	Points
P	210
M	230
D	250
D*	260

11. Bite-Size ProMonitor – Copying a Course Structure

Once on the **Student Group Details** page, click on the left-hand option for **Markbook Structure** as seen below.



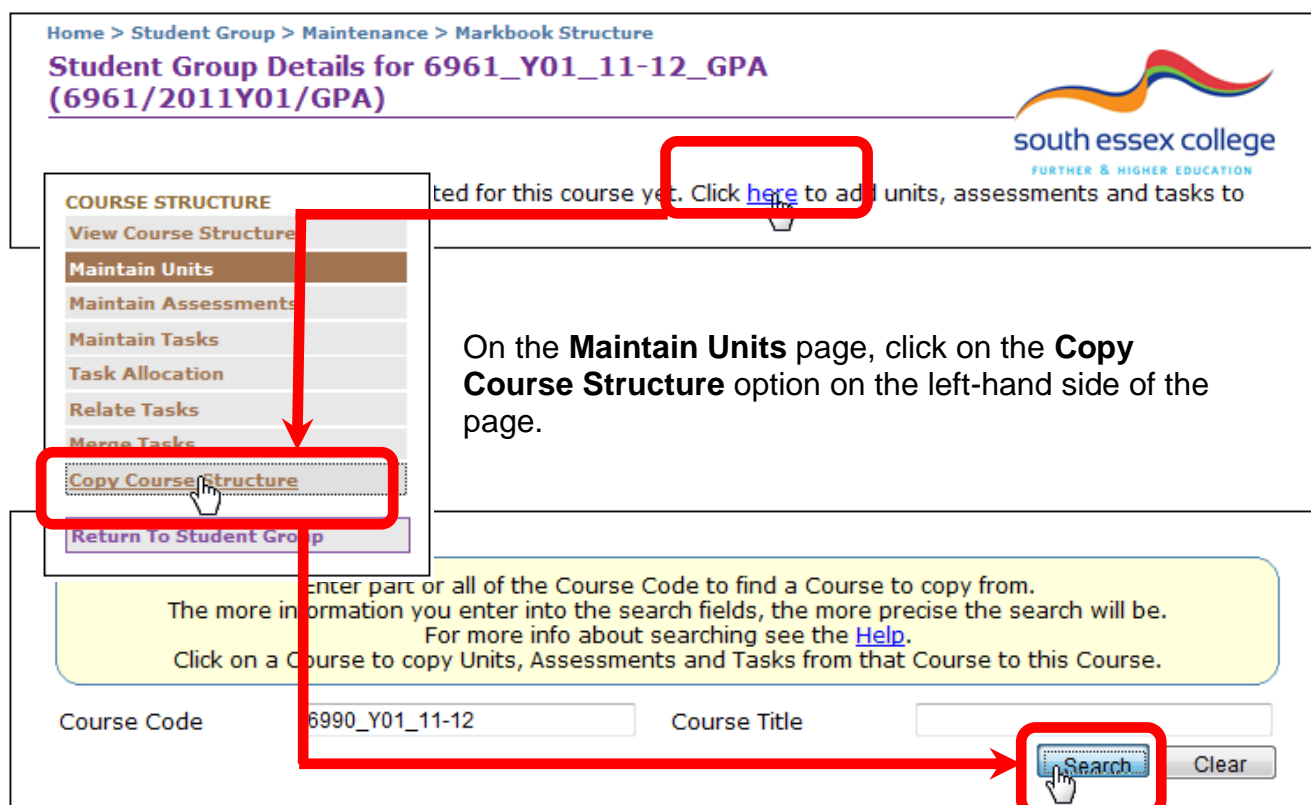
Home > Student Group > Details

Student Group Details for 6961_Y01_11-12_GPA (6961/2011Y01/GPA)

Name: 6961_Y01_11-12_GPA (6961/2011Y01/GPA)
Course: [6961_Y01_11-12 \(A2 History\)](#)
Teacher(s): [No teachers]
Manager: [No Manager Selected]
Type: [A Level](#)

	Learner Ref	Name
	50102596	Marcin Bronski
	50104489	Natalie Jayne Champion

If no structure has been created, or copied, ProMonitor will say so. To copy an existing structure, click on the **here** option.



Home > Student Group > Maintenance > Markbook Structure

Student Group Details for 6961_Y01_11-12_GPA (6961/2011Y01/GPA)

ted for this course yet. Click [here](#) to add units, assessments and tasks to

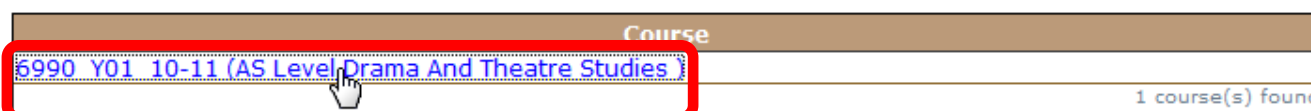
On the **Maintain Units** page, click on the **Copy Course Structure** option on the left-hand side of the page.

Enter part or all of the Course Code to find a Course to copy from.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#).
Click on a Course to copy Units, Assessments and Tasks from that Course to this Course.

Course Code Course Title

As shown above, enter the course code for the structure to be copied from, and click the **Search** button.

The **Copy Course Structure** page will then be displayed, so click on the course link.



Course
6990_Y01_10-11 (AS Level Drama And Theatre Studies)

1 course(s) found

The **Copy Course Structure** page displays the **Units** and (if the **Expand All** option is clicked) all the **Assessments** that have been created within them. Click on the **Tick All** option, and then click on the **Next** button.

ProMonitor states that the structure has been successfully copied, so click on the **Finish** button.

Click on the **Return To Student Group** option at the bottom of the left-hand side of the page.

The Markbook Structure page will be displayed, and to finish the copying process, click on the option to **Tick All** and then click on the **Save** button.

ProMonitor will state that the data has been saved successfully.

The copied course structure may then be reviewed or edited, and the structure copied to additional groups as required.

To copy a Markbook Structure from one course to another, select the course you wish to copy to using the normal search function, then click on Markbook Structure.