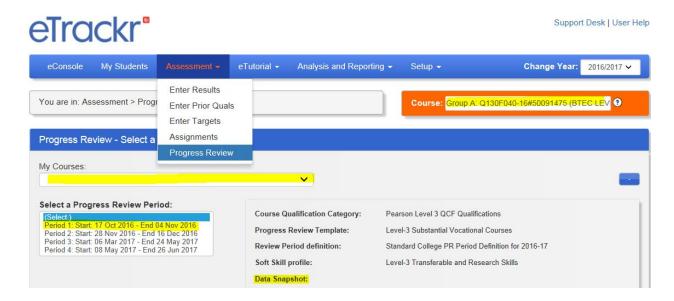
Completing Progress Reviews

To Access the Progress Review Module go to Assessments | Progress Review | and select or search for your course - see below:



Select the period that you want to do a Review for from the 'Select a Progress Review Period' list.

This will bring you to the group list for the **Progress Review Module**.

First set the status to what the student is currently working at:

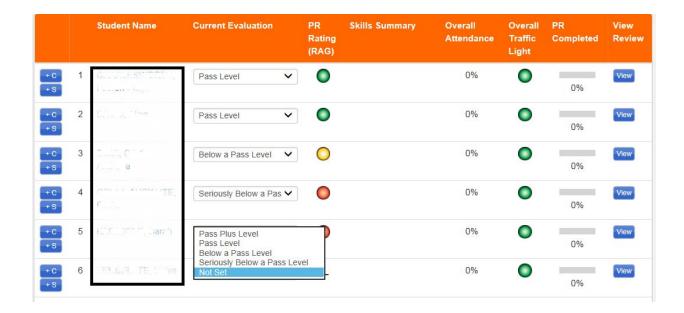
- For graded courses this is the Currently Working at Grade
- For Pass only courses this is the **Current Evaluation**

If the course is **graded** this will be a grade from the range for that course. e.g. P,M,D, D*. - see below.

Please note Target Grades need to be set in advance to generate a RAG Rating. Click here for a guide on Setting Target Grades on Graded courses.

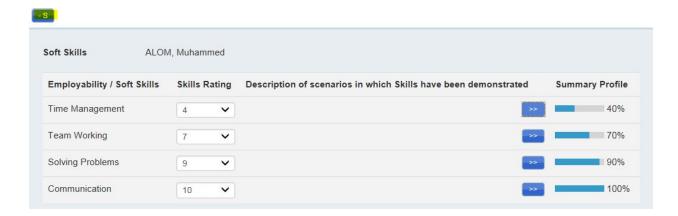


If it's a **Pass only course** this will be a range for working below or above a Pass. *Please image below and the RAG rating showing reflecting the grade.*



Next click on the **+C** button to the right of the students names. This will open up the comments section. Please add your comment.

Next click on the **+S** button. This will open the t-Shape Skills section. Please grade the progress students the students are making against that Skill.



The Grade for reviewing skills is 1-10: this is to show progress with each of the skills e.g. (1= 10%, 5 = 50% and 10 = 100%). A student who is at 10 means that they are work-ready.

The **PR Completed** percentage highlights how many elements of the Review you have completed. On average we would expect this to above 30%. To get 100% means that all the comment fields have been entered which includes comments on each Skill.

Finally click the **Save** in the bottom right hand corner of the page

