

## Completing Progress Reviews

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

eTracker<sup>®</sup> Support Desk | User Help

eConsole My Students **Assessment** eTutorial Analysis and Reporting Setup Change Year: 2016/2017

You are in: Assessment > Progress Review

Enter Results  
Enter Prior Quals  
Enter Targets  
Assignments  
**Progress Review**

Progress Review - Select a

My Courses:

Select a Progress Review Period:

(Select)  
Period 1: Start: 17 Oct 2016 - End 04 Nov 2016  
Period 2: Start: 28 Nov 2016 - End 16 Dec 2016  
Period 3: Start: 06 Mar 2017 - End 24 May 2017  
Period 4: Start: 08 May 2017 - End 26 Jun 2017

Course Qualification Category: Pearson Level 3 QCF Qualifications  
Progress Review Template: Level-3 Substantial Vocational Courses  
Review Period definition: Standard College PR Period Definition for 2016-17  
Soft Skill profile: Level-3 Transferable and Research Skills  
[Data Snapshot:](#)

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.*

Course Selected: Q130F040-16#50091475 - BTEC LEVEL 3 SUBSIDIARY DIPLOMA IN IT - SOFTWARE DEVELOPMENT

Group Selected: A

Review Period: Period 1: Start: 17 Oct 2016 - End 04 Nov 2016

	Student Name	Initial Target Grade	Aspira... Target Grade	Currently Working-at Grade	PR Rating (RAG)	Skills Summary	Overall Attendance	Overall Traffic Light	PR Completed	View Review
<div>+ C</div> <div>+ A</div> <div>+ S</div>	4 BRADSHAW, Danny	D	D*	<div><div></div></div>	—		0%	<div><div></div></div>	<div><div></div></div> 0%	<div>View</div>

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.*

	Student Name	Current Evaluation	PR Rating (RAG)	Skills Summary	Overall Attendance	Overall Traffic Light	PR Completed	View Review
+C +S	1	Pass Level	Green		0%	Green	0%	View
+C +S	2	Pass Level	Green		0%	Green	0%	View
+C +S	3	Below a Pass Level	Yellow		0%	Green	0%	View
+C +S	4	Seriously Below a Pas	Red		0%	Green	0%	View
+C +S	5	Pass Plus Level Pass Level Below a Pass Level Seriously Below a Pass Level Not Set			0%	Green	0%	View
+C +S	6				0%	Green	0%	View

**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.

-S

Soft Skills

ALOM, Muhammed

Employability / Soft Skills	Skills Rating	Description of scenarios in which Skills have been demonstrated	Summary Profile
Time Management	4	>>	<div><div></div></div> 40%
Team Working	7	>>	<div><div></div></div> 70%
Solving Problems	9	>>	<div><div></div></div> 90%
Communication	10	>>	<div><div></div></div> 100%

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

