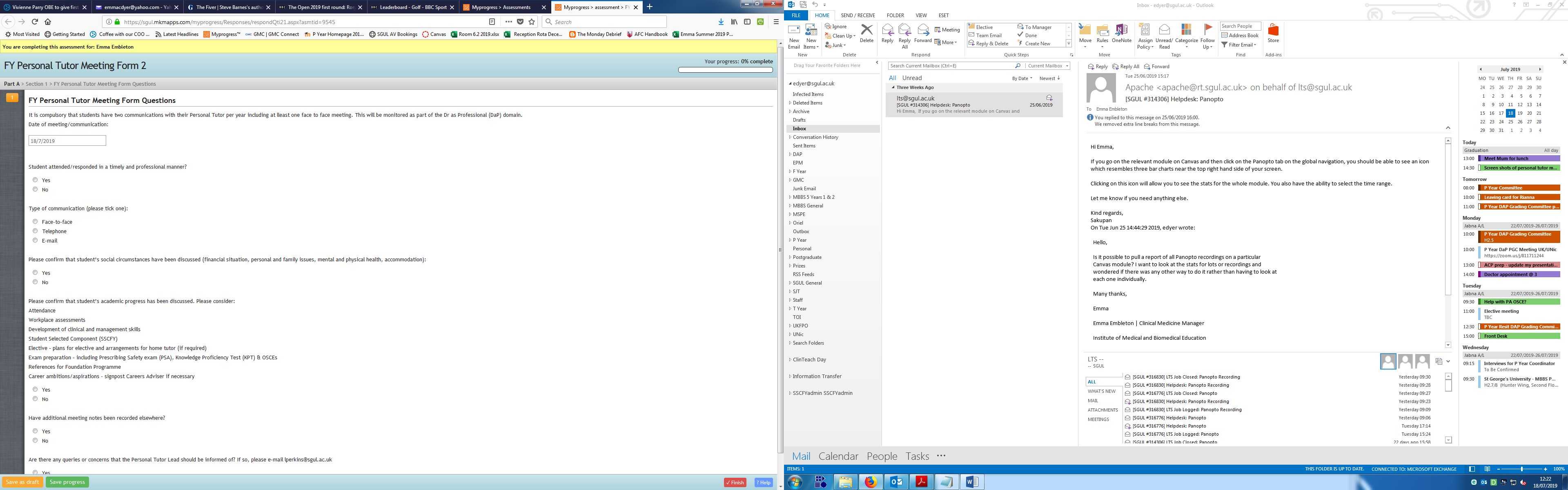
**Guidance for Personal Tutors using My Progress to record attendance for Personal Tutor Meetings**

All students are expected to have at least two meetings/communications with their Personal Tutor during T, P and F Year, one of which must be face-to -face. This is mandatory and included in the assessment for Dr as Professional (DaP). While face to face meetings are prefereable, if it is inconvenient due to the requirements of the student’s clinical placements to meet in person, and both tutor and tutee agree, **one** of these meetings/communications can be via telephone or e-mail. Attendance for these meetings will be recorded using the My progress online recording system. All T, P and F year students have access to My Progress via their personal account on their electronic devices. Personal tutors do not have direct access to this. Students are therefore responsible for making sure their attendance is signed off. Additional tutor meeting notes may be recorded and kept securely elsewhere but do not need to be submitted. The purpose of these guidelines is to illustrate the process for completing the attendance sign off on Myprogress for both the face-to-face meeting, and distance meetings (telephone/e-mail).

**Face-to-face meetings**

If you have a face-to-face meeting with your personal tutee the assessment must be completed on the student’s device. The student should open the My Progress document and hand you their device with the My Progress form on it. It will look like this:

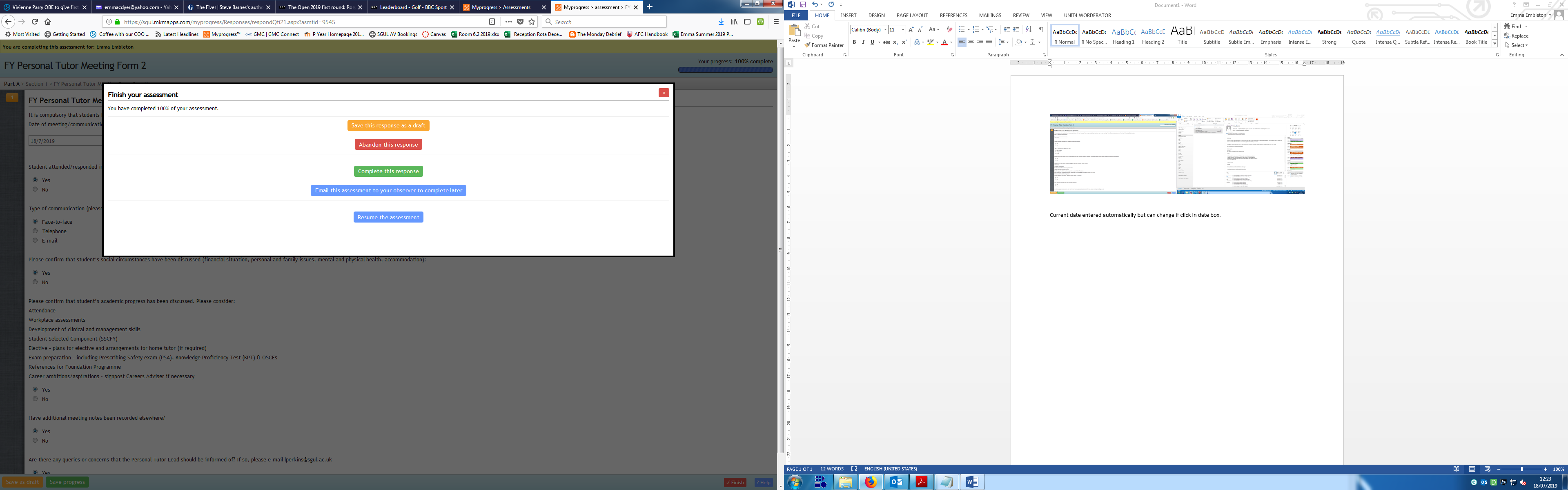


The tutee’s name will be at the top of the form (as indicated by the purple box in the image above).

The current date will be populated automatically (as indicated by the green box in the image above) however you can amend this by clicking in the box.

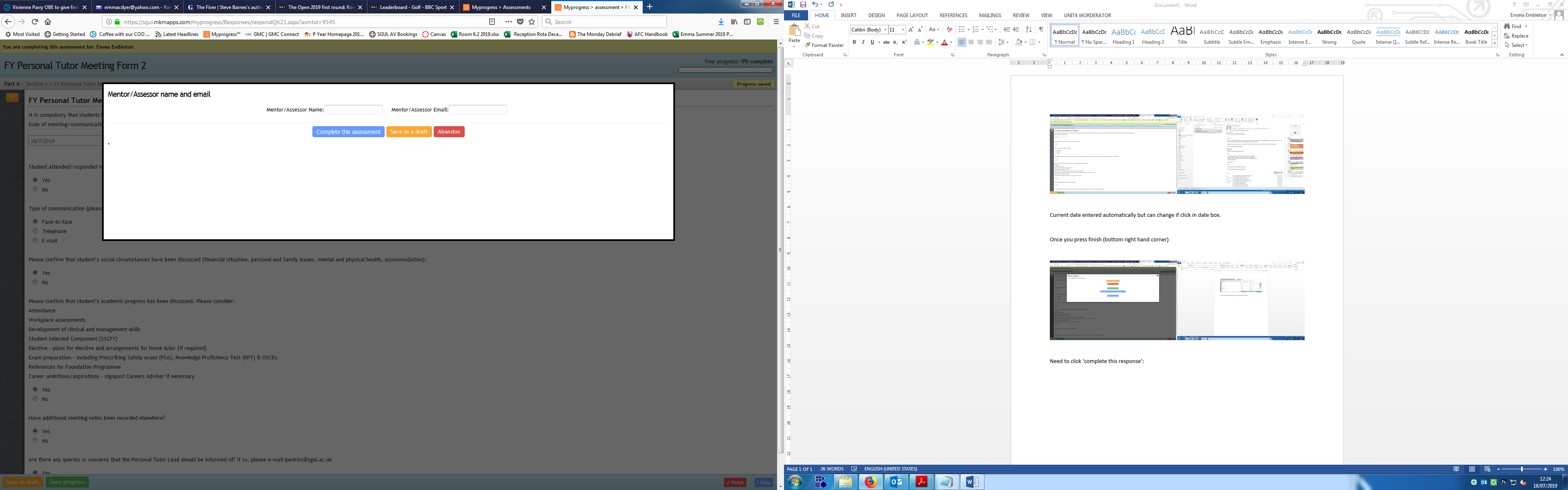
All of the items have a tick box format, and you are not required to write any text. Please contact the Personal Tutor Lead directly by e-mail if there are any issues you or the tutee think she should be informed of or wish to discuss further. Once you have completed the form, you need to click the red ‘Finish’ button in the bottom right-hand corner (highlighted by the orange box in the image above).

After you have clicked finish, the following screen will appear:

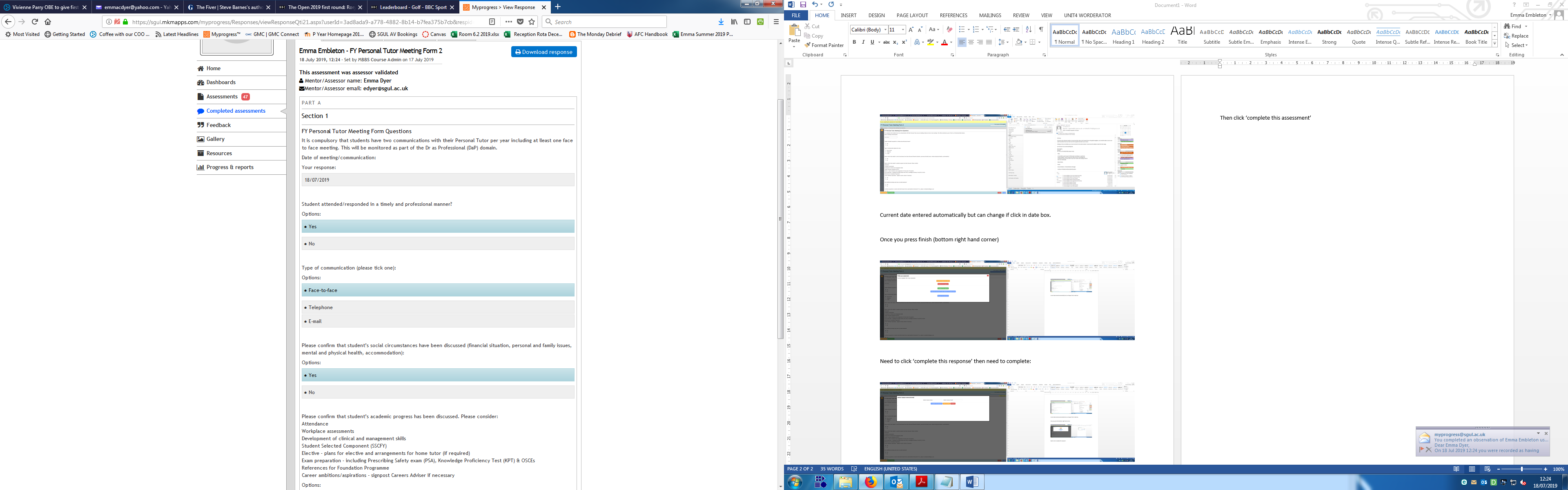


Please click the green ‘Complete this response’ button.

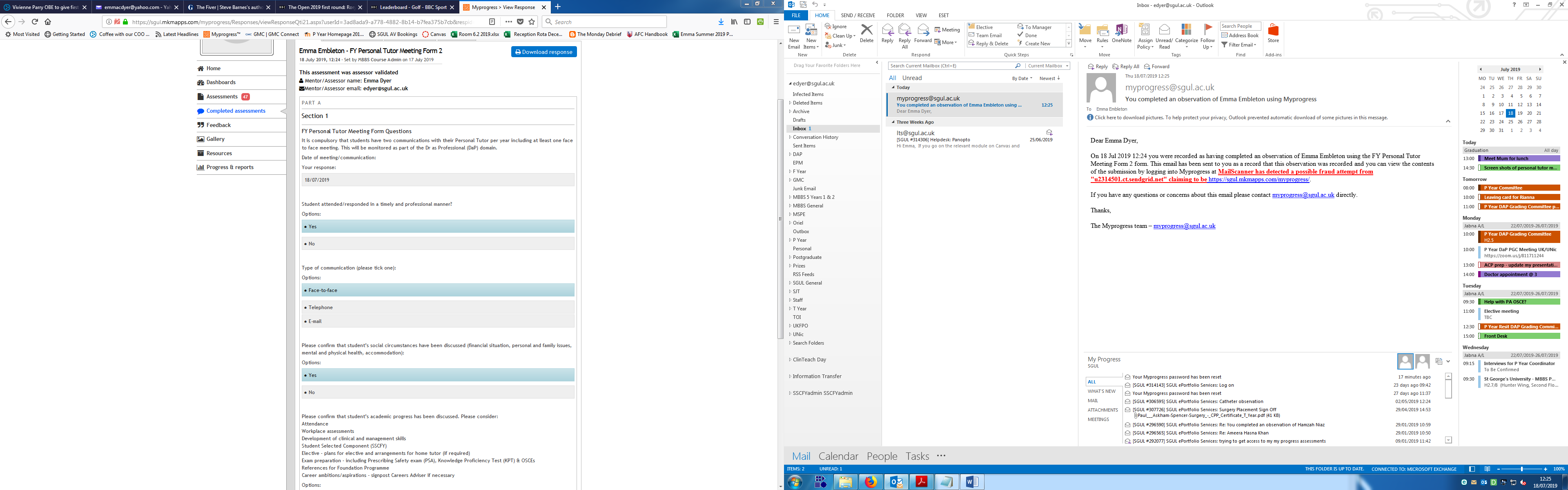
The following screen will then appear:



You need to fill in your name and email address then click the blue ‘Complete this assessment’ button. You are then taken to the following screen where you can see the completed form in full:



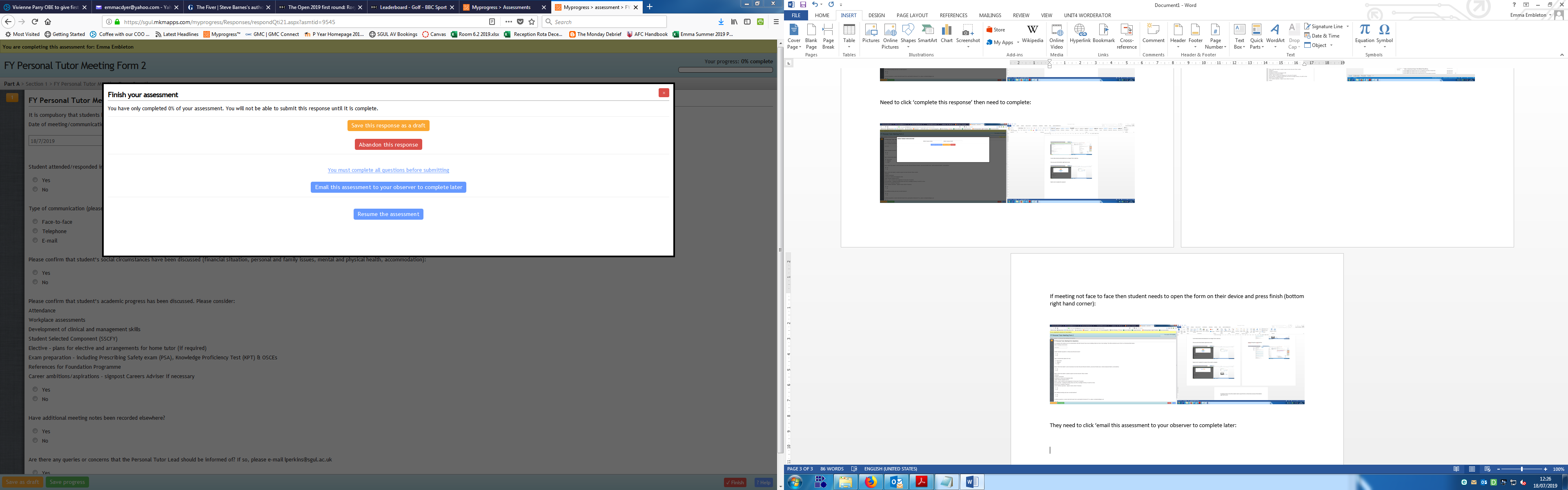
You will then receive email receipt from [myprogress@sgul.ac.uk](mailto:myprogress@sgul.ac.uk) to verify that the meeting has taken place which looks like this:



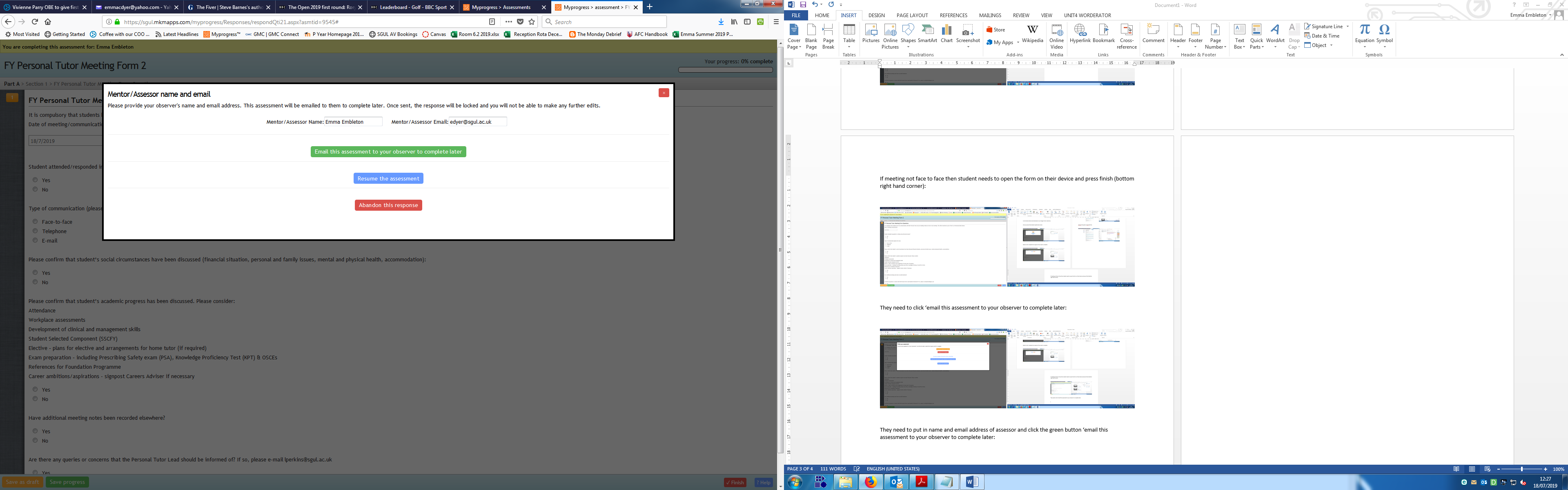
*Please ignore the mail scanner warning here.* The green circle above indicates where your name as the assessor should be and the name of the student should be indicated. Receipt of this email is confirmation that you have completed the Personal Tutor Meeting Form with your tutee. If you receive an email like this but you DID NOT complete the form with the tutee named (highlighted in grey in image above) then please forward the email to [myprogress@sgul.ac.uk](mailto:myprogress@sgul.ac.uk) to inform us of this.

**Recording meetings/communications held by telephone or e-mail**

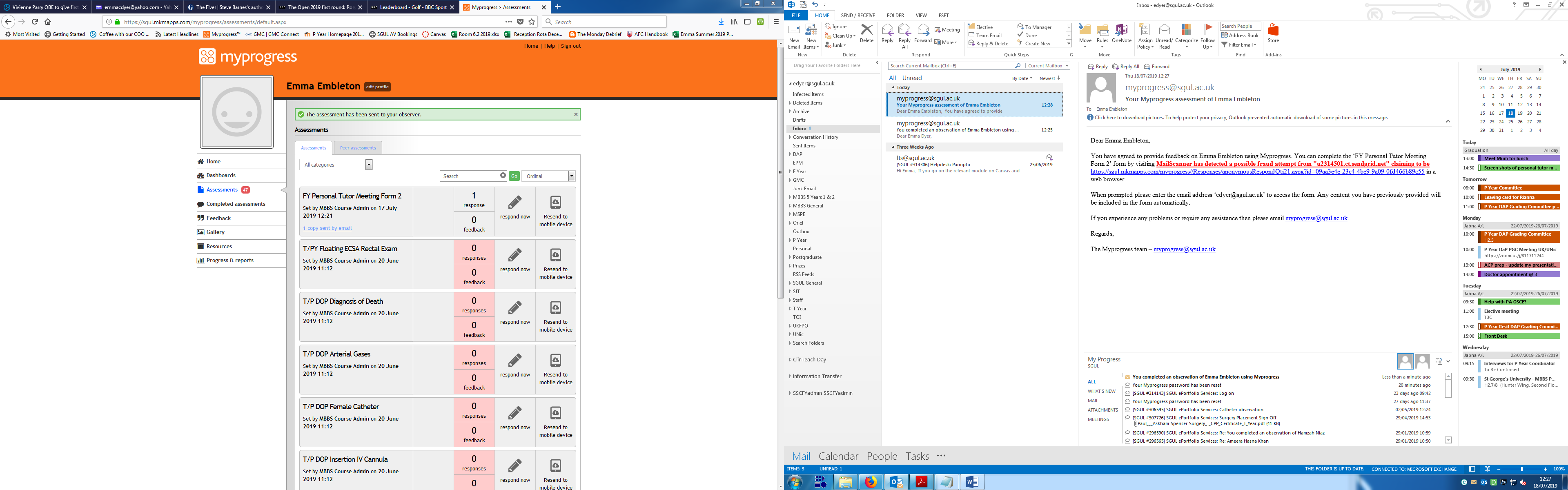
If you have a mandatory Personal Tutor communication by telephone or e-mail rather than face-to-face, this should also be recorded using My Progress. The **student** needs to open the form on their device and press the red ‘Finish’ button in the bottom right-hand corner of their screen **without answering any of the questions**. After they have clicked the finish button they will be taken to the following screen:



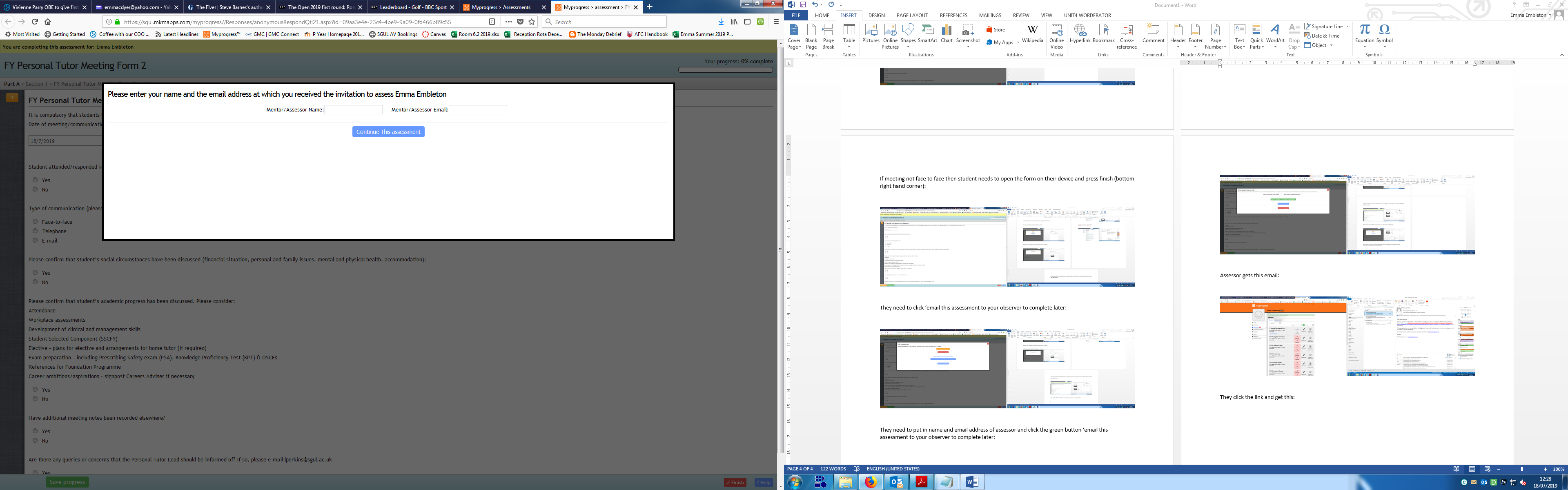
The **student** needs to click the blue ‘Email this assessment to your observer to complete later’ button (highlighted by the purple box in the image above). They will be taken to the following screen where they should type in the Personal Tutor’s name and email address and click the green button ‘Email this assessment to your observer to complete later’ (highlighted by the orange box in the image below).



**You** will then receive the following email:

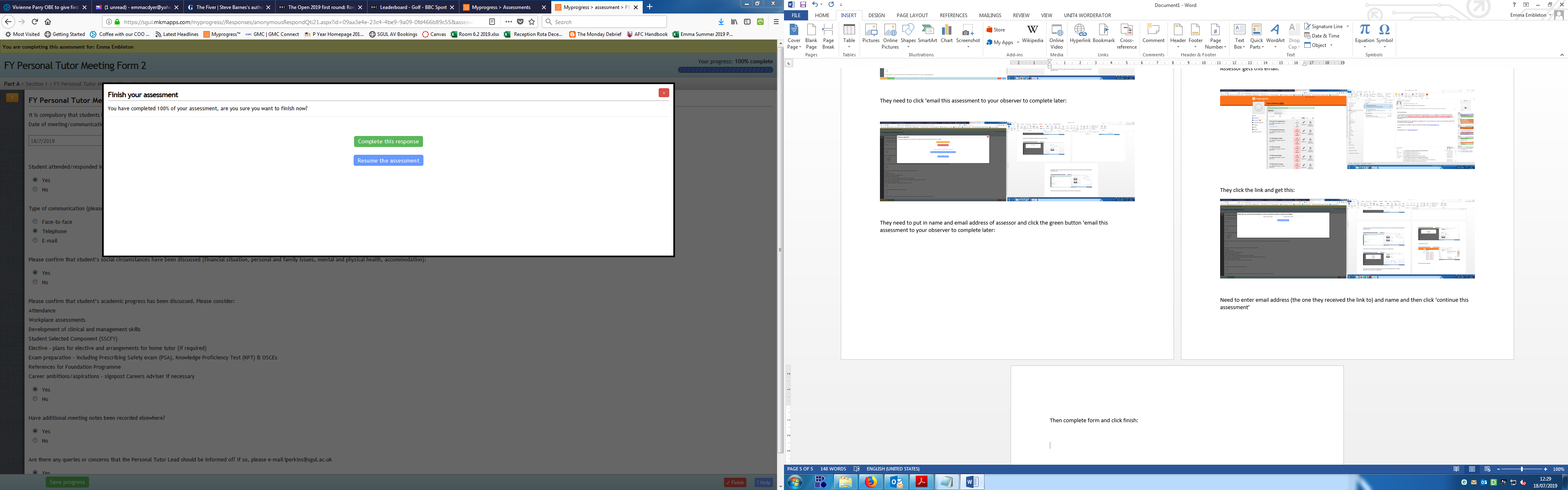


Please click the link in the email. You will then be taken to the following screen:

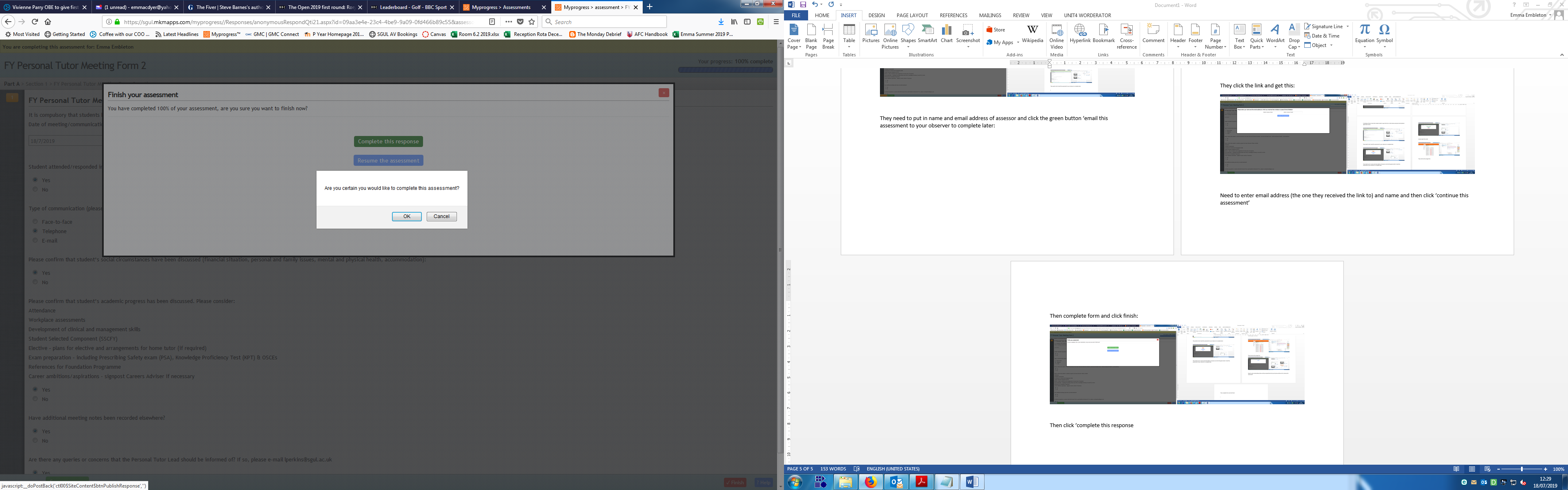


You need to check that the student’s name (highlighted above in the pink box) is correct and then enter your names and email address (the one you received the link to). Then please click the blue ‘Continue this assessment’ button.

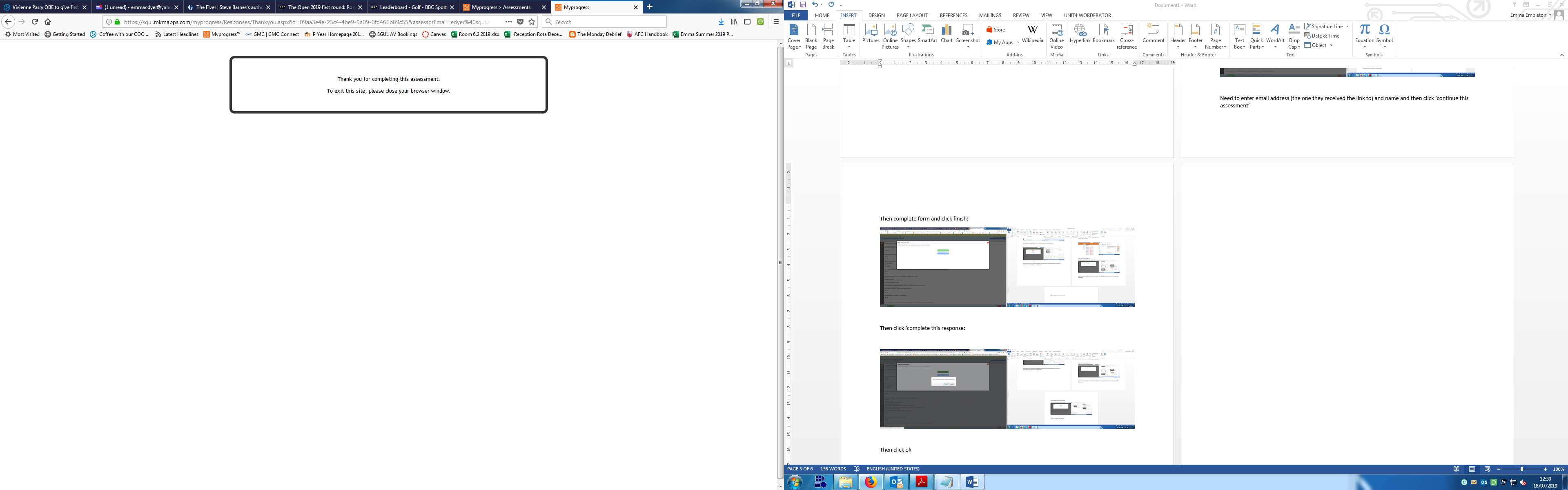
The form will then appear on the screen. Please complete this and then click the red ‘Finish’ button in the bottom right-hand corner. Once you have clicked ‘Finish’ the following screen will appear:



You then click the green ‘Complete this response’ button and the screen will change to:



Click ‘OK’ to complete the process and the final screen will appear.



You will then receive the same confirmation email as before (as if the form had been completed with the student on their device).

Thank you for your co-operation.

Please let us know if you have any problems using My Progress. You can contact the My Progress team directly or the Personal Tutor Lead or Personal Tutor Administrator via - [mbbs\_personaltutoradmin@sgul.ac.uk](mailto:mbbs_personaltutoradmin@sgul.ac.uk)