

Promonitor Training: Students

Working with SMART targets

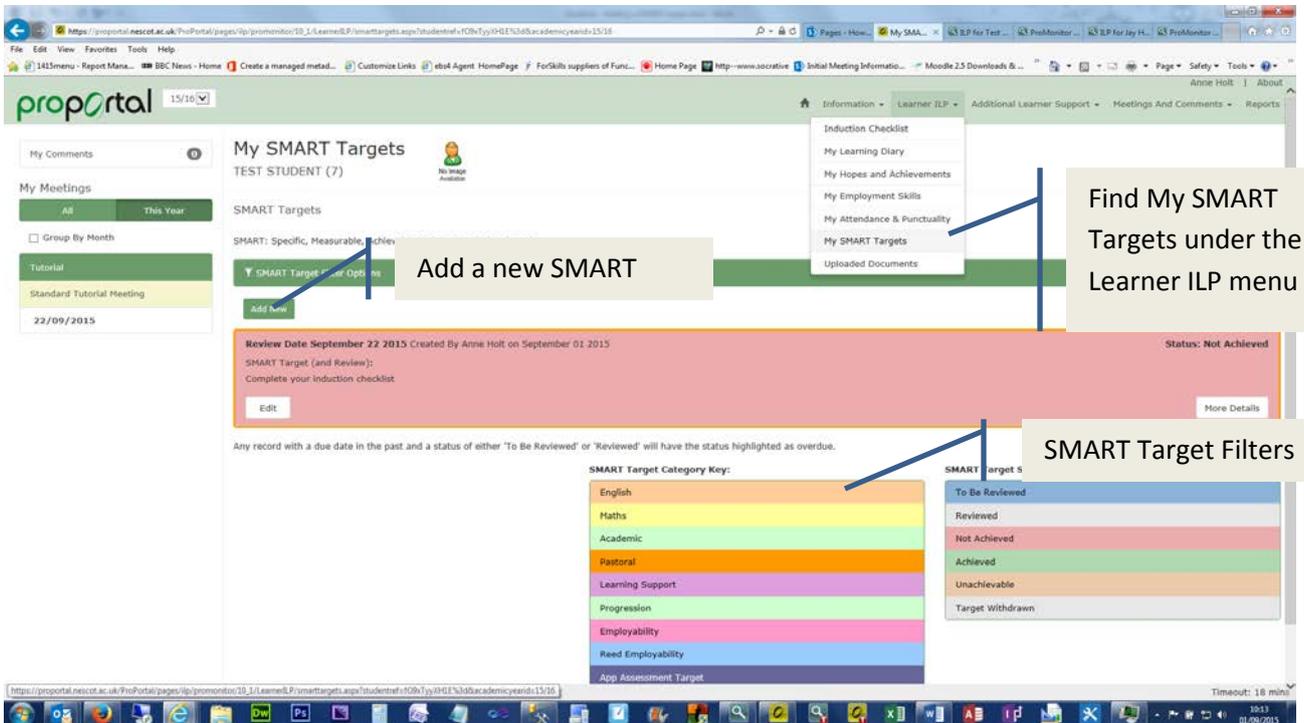
This session covers the following:

- Add a SMART target
- Edit a SMART target

To start go to <https://proportal.nescot.ac.uk/proportal>

Add a SMART Target

Existing SMART Targets will be visible on your homepage. To add or edit a SMART Target go to My SMART Targets under the Learner ILP Menu on the top navigation bar.



1. Click on the **Add** button



2. The new Target window then appears.

3. In the “**Review Date**” text box, use the date picker to choose the date on which you will review this target.
4. In the “**SMART Target (and Review)**” text area, type in your SMART Target

Remember that your target must be:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-based**

5. In the “**Student: How I am going to achieve this target**” text area, type in how you are going to achieve the target
6. Use the “**Category**” drop-down to select the type of Target you are putting in.
7. If appropriate, use the “**Link to Course**”, “**Link to Unit**” and “**Link to Assessment**” drop-down menus to pick the course, unit and assessment that your Target is connected to.
8. Tick the box next to “**For Student Use: I am aware of the target**”, to confirm to your teacher or tutor that you are aware of the target.
9. When you have finished click on the **Save** button

Edit a SMART Target

To edit a SMART Target that either you or a member of staff has created for you:

1. Go to your **My SMART Targets** page.
2. Find the Target that you want to edit. You can use the filters at the top of the page, to help you find the Target:

SMART: Specific, Measurable, Achievable, Relevant and Time based.

SMART Target Filter Options

Academic Year: 15/16

Category: **Select a category**
 (Uncategorised)
 English
 Maths
 Academic
 Progression
 Learning Support
 Employability
 App Assessment Target
 App Learning Target

Review Date September 22 2015

SMART Target (and Review):
 Complete your induction checklist

Status: Not Achieved

Edit More Details

You can filter by **Category** of Target and the **Course** it was linked to. You can also filter by its status (**All**, **Achieved**, **Not Achieved** and **Target Withdrawn**). Once you have selected your filters click on the **Search** button to filter the results.

3. Click on the **Edit** button next to your Target

Review Date September 22 2015 Created By Ann

SMART Target (and Review):
 Complete your induction checklist

Edit

4. The Target window will then appear in full.

The screenshot shows a web form titled 'Add New' with a close button (X) in the top right corner. The form contains the following fields and options:

- Review Date:** A date input field with the placeholder 'dd/mm/yyyy'.
- Status:** A dropdown menu currently set to 'Not Achieved'.
- SMART Target (and Review):** A large text area for the target description.
- Student: How I am going to achieve this target:** A text area for student input, with a callout box pointing to it that says 'How you are going to achieve your target'.
- Category:** A dropdown menu with '- Select a Category -'.
- Link to course:** A dropdown menu with '- Select an Enrolme'.
- Link to Unit:** A dropdown menu with '- Select a Unit -'.
- Link to Assessment:** A dropdown menu with '- Select an Assessm'.
- Link to Meeting:** A dropdown menu with '- Select a Meeting -'.
- For Student Use: I am aware of the target:** A checkbox that is currently unchecked, with a callout box pointing to it that says 'Tick to say you are aware of the Target'.
- Save:** A green button at the bottom right.

If a member of staff has created the target, you **can not** edit or delete anything that they have added to the Target. However you can add to it. The most common things that you will want to add are:

- Information In the **“Student: How I am going to achieve this target”** text area. Explain how you are going achieve the Target that you have been set.
- Tick the box next to **“For Student Use: I am aware of the target”**, to confirm to your teacher or tutor that you are aware of the target.

If you have created the Target, you can edit any part of it.

5. When you have finished click on the **Save** button to save your changes.