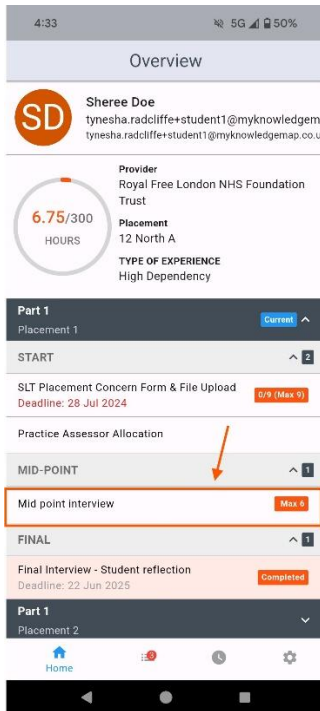
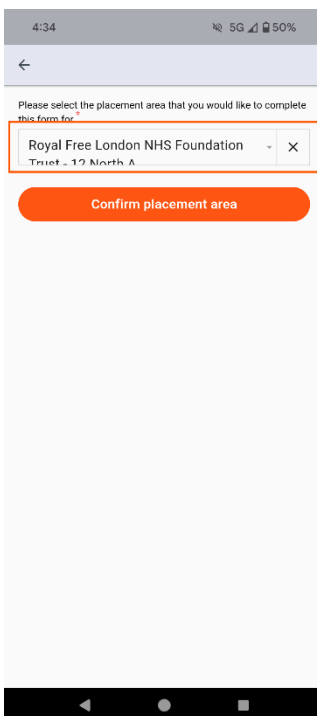


Completing a form on the MyProgress App

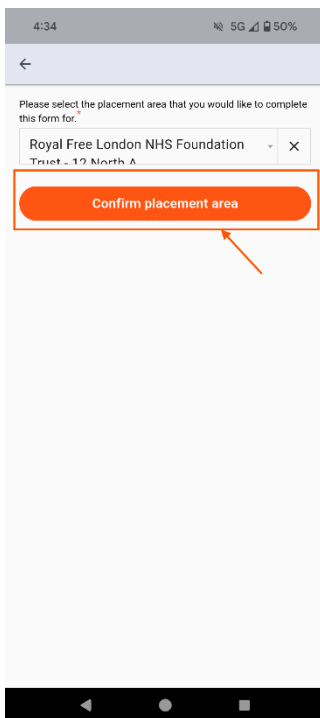
Select a form from the homepage form list. This opens a blank form.



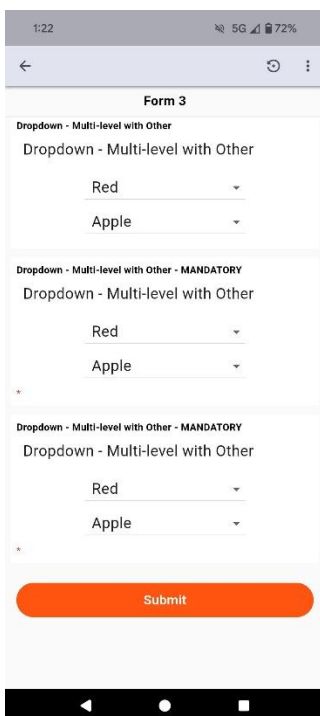
If prompted to select a placement area, press the dropdown and select this.



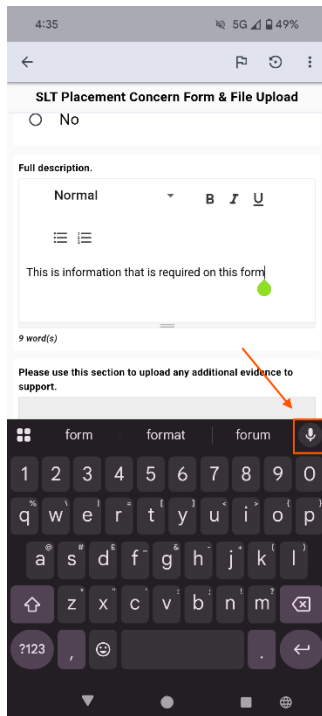
Then press on “confirm placement area”.



Fill out the form by either selecting an option (or multiple ones), typing in a text box or selecting an option from a dropdown menu.

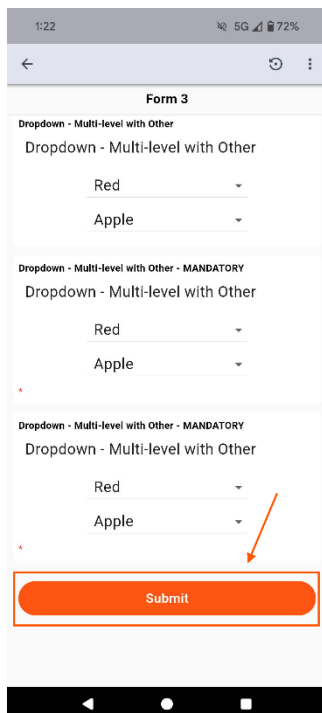


Please note: For text boxes, you can use the speech-to-text function on your device to allow practice staff members to dictate their response as an alternative to typing.

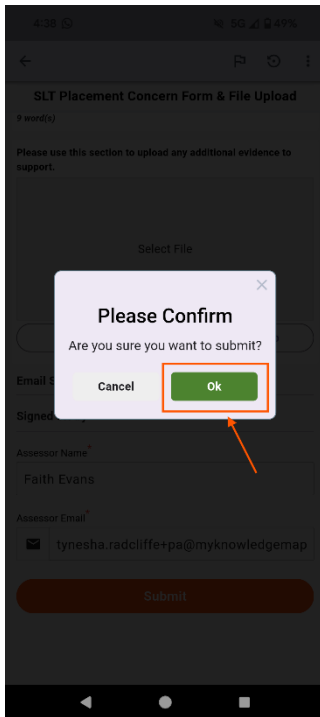


Forms with no sign off

Review the form as these can only be edited by University admin staff once they are submitted. Once reviewed, then press the "Submit" button.



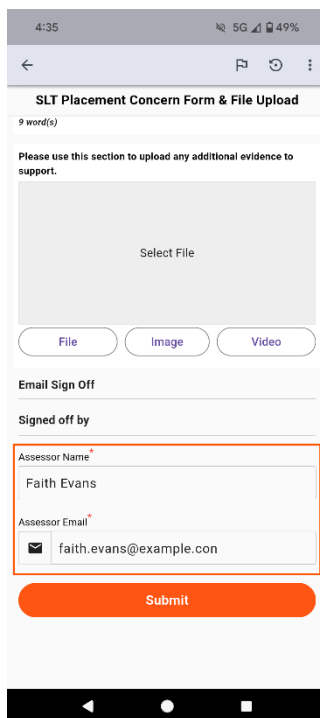
Press the "Ok" button



Forms requiring a practice staff member sign off

You'll need a practice staff member present (or their express permission) to enter their sign-off details on their behalf.

Ask the Practice staff member to complete the sign-off fields at the bottom of the form using their full name and work email address (this is the equivalent of their signature on a paper form).



4:35 5G 49%

SLT Placement Concern Form & File Upload

9 word(s)

Please use this section to upload any additional evidence to support.

Select File

File Image Video

Email Sign Off

Signed off by

Assessor Name*
Faith Evans

Assessor Email*
faith.evans@example.com

Submit

Once a practice staff member has signed off the form, you can press on the "Submit" button.

Please note: submitted forms can only be viewed on the web version of your program instance. To access your instance from your app, go to the Settings page and press "Open Web View".