

**Educator Guide to Completing the Educator Assessment Form for Occupational Therapy  
Placements (Nov 2020 onwards)**

- The Educator Assessment Form is held within the student's MyProgress profile. MyProgress is an online system that hosts the occupational therapy placement paperwork.
- Students input their educator's name and email address on the form when requested and a link is sent to the educator to complete the form.
- Educators are sent a REFERENCE ONLY PDF of the Educator Assessment Form relevant to the level of placement the student is undertaking. This PDF can be used to refer to during supervision sessions, to monitor student progress against the University Learning Objectives (SECTION 2).
- The REFERENCE ONLY PDF is attached to the email containing the student placement information.
- **Please do not attempt** to complete the Educator Assessment Form using the REFERENCE ONLY PDF version as this will not work and you will be asked to re-submit your report using the link the student sends you.
- Towards the end of the placement, Educators should ask the student to send them the link to complete the Educator Assessment Form online. The student does this through their MyProgress profile. \*Please ensure email addresses are spelt correctly\*
- Please note: At present there is no 'save and return' option with the online form so it is suggested that Educators type their report (SECTION 4) into a word document and then copy and paste this into the online form.
- Once they have completed the online form, Educators can put in their email address to receive a copy of the form. This is useful to keep for their own records and to discuss the educator report with the student.

Educators can view the student guide to MyProgress using the video link below or ask the student to show them the system:

<https://cardiff.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=85d43dcb-180b-4b2b-8cc4-abfb00e5c658>