

Cie feedback notes in Educator

Version 23-9-24

The feedback forms from the committee meetings are included in the student files in Educator. This allows the study secretariat and the study management to keep track of the progress and the graduation committee to provide its written feedback directly to the student.

With an AHK-account a mentor can edit the feedback directly to the student's graduation notes. Another option is given to the students, they can add the feedback given by the committee members to their file in Educator themselves.

In short

Login via <https://ahk.educator.eu/> or via the icon in MyAHK and select:

Menu (Hamburger) > My dashboard for coaching >

Student profile > Supervision, Documents and Notes >

Graduation notes, Graduation Committee Notes (Cie 1, Cie 2, Cie 3) and Cie 4 form.

First-time access for mentors

Access is obtained via a shortcut in MyAHK or by logging in directly at

<https://ahk.educator.eu/>. Ask for access the first time via avb-graduation@ahk.nl.

The first time you open Educator, you will be asked to link your account by using Surfconext.

This means you will always be able to login to the application using your AHK account.

Support

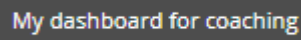
For guidance, please follow the instructions below, or contact Irene Noordkamp via avb-graduation@ahk.nl or on Monday, Tuesday, Thursday and Friday between 9 and 5 at +31 20 531 8216.

For questions about your AHK-account you can also contact the AHK-helpdesk at helpdesk@ahk.nl and 0205777752.

Instructions feedback notes committee meetings

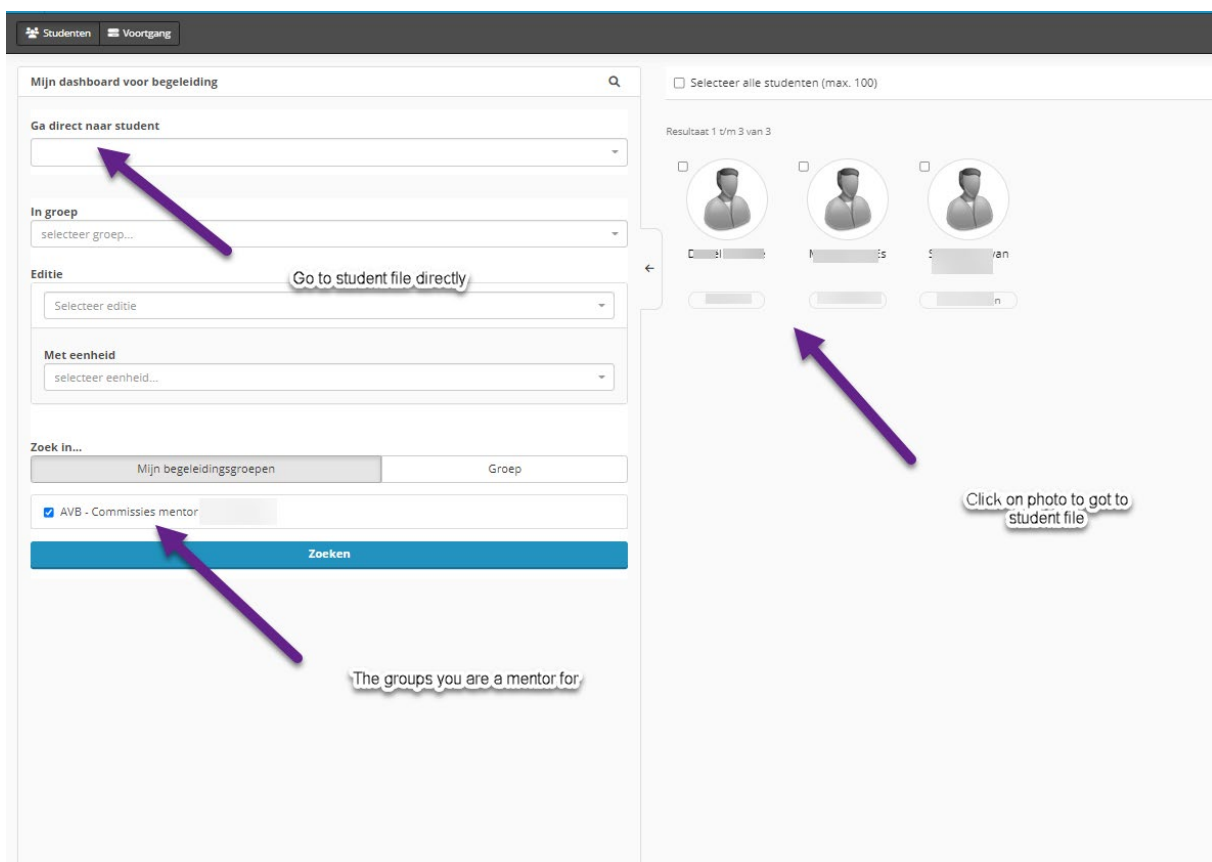
For mentors

In the left (hamburger) menu you will find *My dashboard for coaching*.



My dashboard for coaching

If you click on that you will get the overview of students you are coaching during their graduation:



Mijn dashboard voor begeleiding

Studenten Voortgang

Go to student file directly

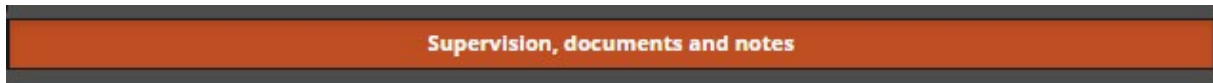
Click on photo to got to student file

The groups you are a mentor for

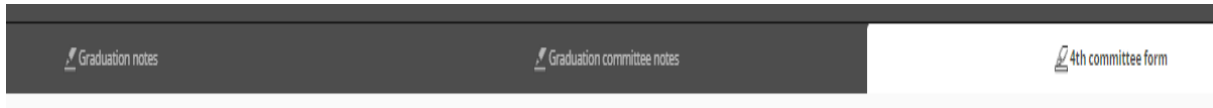
If you click on the student's profile, then the student file will open. There you will be able to see the student's basic information, as well as their study progress.

For mentors and students:

Under *Supervision, Documents and Notes*, the area for adding notes will be available:

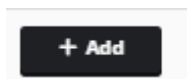


This tab provides access to Graduation notes, Graduation Committee Notes and Cie 4 form:

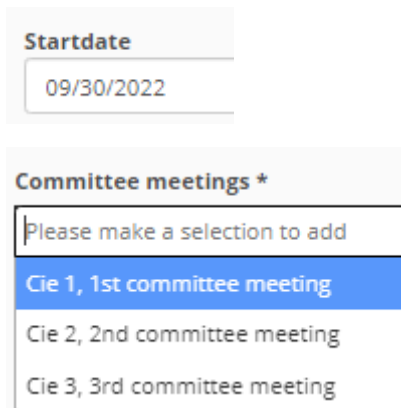


- **'Graduation notes'**: here, you can find the graduation proposal/plan. Mentors' will only be able to read this, not change it.
- **'Graduation committee notes'**: this note template can be used for **Cie1, Cie2 en Cie3** meetings and can be added and edited by mentors and students.
- **'Cie4 form'**: this note template can be added and can be added and edited by mentors and students.

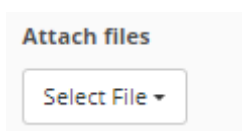
Under **'Graduation committee notes'** and **'Cie4 form'** it is possible to add a new note using the "Add" button:



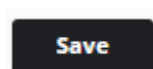
Don't forget to add the correct date for the meeting, as well as select the correct committee meeting number:

A form with two sections. The first section is titled "Startdate" and contains a text input field with the value "09/30/2022". The second section is titled "Committee meetings *" and contains a dropdown menu with the text "Please make a selection to add". The dropdown menu is open, showing three options: "Cie 1, 1st committee meeting" (highlighted in blue), "Cie 2, 2nd committee meeting", and "Cie 3, 3rd committee meeting".

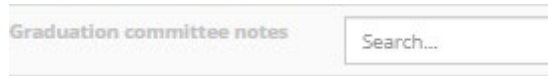
It's possible to add a file (committee form) to the note:

A section titled "Attach files" with a text input field containing the text "Select File" and a small downward arrow.

When the form is complete, save it by choosing 'Save' in the bottom right section of the screen:



The new note has now been added to the student file and can be read by the student themselves as well as other coaches with the proper authorization. You will also be able to search through the content of all notes in the file:



A screenshot of a web interface showing a search bar. The text "Graduation committee notes" is displayed on the left side of the search bar. The search bar itself contains the placeholder text "Search..." and is enclosed in a light gray border.

Should you want to edit or delete the note at a later point, this is possible by 'expanding' the note, then choosing either 'Edit' or 'Delete' in the lower right section of the screen:



A screenshot of two buttons, "Edit" and "Delete", positioned side-by-side. Both buttons are rectangular with rounded corners and a light gray background, separated by a thin vertical line. They are enclosed in a light gray border.