

Cie feedback notes in Educator

Educator is the new student tracking system the Academy of Architecture is working with. In order to record all information around a student centrally, the feedback forms from the committee meetings are included in the student files. 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.

All mentors have been given access to the students they coach. As a mentor you log in with your AHK account.

Access is obtained via a shortcut in MyAHK or by logging in directly at <https://ahk.educator.eu/>. The first time you access 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.

In short

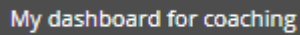
Login via <https://ahk.educator.eu/> or via the icon in MyAHK and select:
Menu (Hamburger) > My dashboard for coaching >
Student profile > Supervision, Documents and Notes >
Graduation notes, Graduation Committee Notes (Cie 1, Cie 2, Cie 3) and *Cie 4 form*.

For guidance, please follow the instructions below, or contact Irene Noordkamp at Monday, Tuesday, Thursday and Friday between 9 and 5 at +31 20 531 8216.

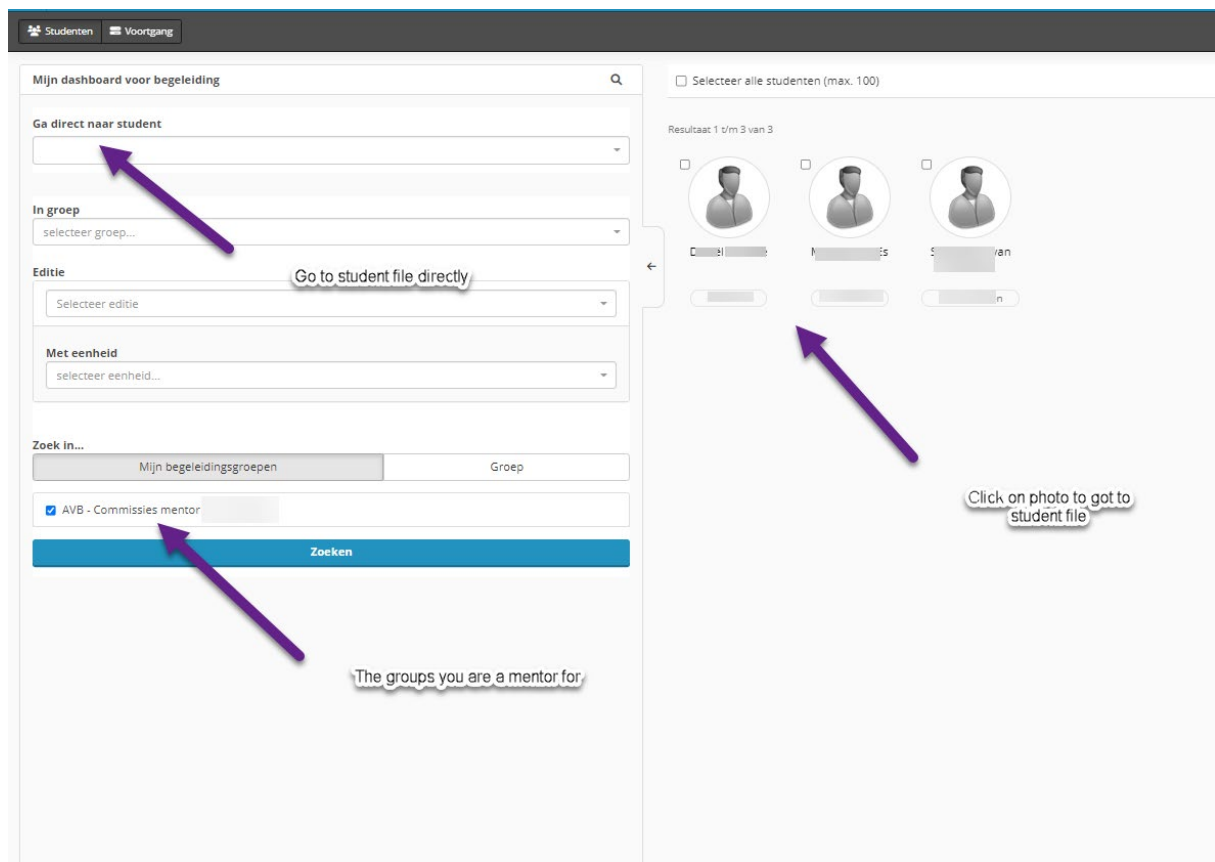
For questions about your AHK-account you can also contact the AHK-helpdesk at helpdesk@ahk.nl and 0205277752.

Instructions feedback notes committee meetings

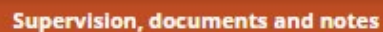
In the left (hamburger) menu you will find *My dashboard for coaching*.



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



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

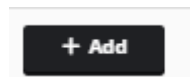


This tab provides access to Graduation notes, Graduation Committee Notes and Cie 4 form:



- **'Graduation notes'**: here, you can find the graduation proposal/plan for this student. You 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 committee members. Students are only able to view these notes.
- **'Cie4 form'**: this note template can be added and edited by mentors and committee members. Students are only able to view these notes.

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



Please do not forget to add the right date for the meeting, as well as select the right committee meeting number:

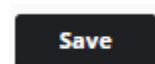
Startdate

Committee meetings *

If needed, it's also possible to add a file to the note:

Attach files

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:

Graduation committee notes

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: