UCL Personal and Professional Development System – Staff User Guide

1. What is the UCL Personal and Professional Development System?

The personal and professional development (PPD) System allows students to plan and record their development in a systematic way. This will help them to assess where they need to concentrate their development efforts, think about how to best develop their skills, attributes and knowledge and how they can best present them to others.

2. View reports of my students' development

To view reports of your students' development you must first be registered as their personal or departmental tutor in PORTICO. Your students can do this for you if you give them your UPI (which is shown on your staff card and your entry in the UCL directory at www.ucl.ac.uk/directory). Alternatively, you can do this yourself.

Register yourself as your students' personal or departmental tutor

- Go to http://www.ucl.ac.uk/portico in your browser and log in using your UCL user ID and password. You will see the PORTICO staff home page.
- Click on **Assign personal tutor(s)** in the Student Personal Details container.
- You can search for an individual student within your department (or super-department) by entering their details into the boxes (using * as a wildcard) and clicking **Retrieve**
- Alternatively, you can click **List** next to the Year of study, to see the years of study available to be entered. Click **Select** next to the year of study for the student(s), for whom you wish to enter personal tutors. Click **Retrieve** to see a list of students in your department (or super-department) in that year of study
- Find the student you wish to enter data for using the navigation tools in the Page Number Details box at the top of the page
- Enter the UPI for the student's personal tutor and departmental tutor in the appropriate boxes next to their name
- Click **Store**
- To return to the search page click **Clear**
- To return to the PORTICO home page click the **Staff Home Page** tab at the top of the page

View your students' PPD reports

Once you are registered as a student's personal or departmental tutor, you can view reports of their PPD development in PORTICO:

- From the Staff Home Page in PORTICO, click on **development reports** in the Student Personal Details container. This will bring up a list of the students for whom you are registered as their personal or departmental tutor

To view the non-completed development plans for a particular student:

- Click on **Active plans** next to their name
- If you get an error report, this means that the student does not currently have any non-completed plans
- To expand a plan click the **+** next to the area name
- To collapse a plan click the **-** next to the area name
- Click **Return** to go back to the list of students

To view the current development profile of a student:

- Click on **All profiles and plans** next to the student's name from the list of students
- If you get an error report, this means that the student has not yet completed their initial profile
- Click **Return** to go back to the list of students

To view the evidence a student has listed for a particular area:

- Click on **All profiles and plans** next to the student's name from the list of students
- Click on the **area name** for the area of interest. Please note that the profile report is in the process of being updated to show when the evidence was last updated, in order to make this process more user-friendly
- Click **Return** to go back to the profile report for the student and **Return** again to go back to the list of students

To view the plans a student has created for a particular area:

- Click on **All profiles and plans** next to the student's name from the list of students
- Click on the **plan target date** (or the word **Complete**) for the area of interest
- to collapse a plan click the **-** next to the area name
- to expand a plan click the **+** next to the area name
- Click **Return** to go back to the profile report for the student and **Return** again to go back to the list of students

3. View the PPD system as a student

You can view the PPD system as a student by clicking on the **personal and professional development tab** at the top of the PORTICO staff home page. For further guidance on student use of the system see the PPD System Student User Guide, downloadable from the PPD website (www.ucl.ac.uk/ppd).