School of Health and Social Care

Tutor guide to

OPAL (Online Practice Assessment for Learning)

Where can I use OPAL? OPAL can be accessed on any computer, tablet device or smart phone that is linked to the Internet. This may be a hospital or clinic based PC, or students may ask to use their tablet devices/phones in the practice area.

How do I access OPAL? Search for www.opalbu.com in your search engine. You might want to make the site one of your 'favorites' for easy future access. You have been sent a tutor username and password. Some of you may want to register yourself a mentor username and password in the future, if you think you might need to sign off skills or experiences for students. You cannot do this though the tutor functions.

How does OPAL work? Each student, sign-off mentor, midwife and tutor will have a unique profile in OPAL. The student can generate a 'relationship' between their profile and their mentors. BU tutors will be linked to their personal students but can also search for any student and view their profile if required. Although the webpages that you can see when in your own profile may look similar to that of students and mentors, your pages have a different kind of access. The student (and sign-off mentors or midwives attached to their profile) can view all of the comments that you have created, but cannot alter them. Likewise you can see the comments that the student or midwives/sign off mentors have made but cannot amend them. Each action taken in OPAL will be identified in the system by the username of the person who undertook it. Some tasks require one of the individuals in the 'relationship' to take an action (such as the student undertaking a self assessment) before the appropriate fields open up for the other person to respond, so not all screens are available at all times.

What happens if I have a problem? If required you can find further information and assistance from:

OPAL webpages: http://www.bournemouth.ac.uk/hsc/placements/opal-at-bu.html
OPAL dedicated helpdesk: opalsupport@bournemouth.ac.uk

What users can do in OPAL...

What	When	Where	Who
Register as a sign-off mentor or midwife Students need to activate their registration and link to tutor	ASAP	Home page	Sign-off mentors and midwives Students
Placement Details	Beginning of placement	Level C tab	Student
Initial Interview	Beginning of placement	Level C tab	Sign-off mentors and midwives
Mid-placement Interview	Mid placement if relevant	Level C tab	Sign-off mentors and midwives
Final Interview	End of placement	Level C tab	Sign-off mentors and midwives
Development Plans	If there is a development need	Level C tab	Sign-off mentors
Create a 'relationship' between student and mentor	If working 'ad hoc', not as a named mentor	Level C tab*	Student
Assessment of skills	Throughout placements	Continuous Assessment tab	Sign-off mentors
Formative Assessment of Competence (RAG marking)	End of Semesters 1 and 2	Semester tab	Sign-off mentors
Summative Assessment of Competence (RAG marking)	Before 'hand in' date in Semester 3	Semester tab	Sign-off mentors
Verification of EU and other clinical experiences	Throughout programme	Continuous Assessment tab	Sign-off mentors and midwives
Communication with the student/tutor	As required	Continuous Assessment tab	Sign-off mentors and midwives
Tutor overview and comments	End of semester and as required	Tutor environment	Tutors
Spoke placements	Not used by midwifery		
User feedback	Not currently used by midwifery		
Hours record	Not used by midwifery		

PLEASE NOTE: YOU SHOULD NOT TRY TO RUN TWO PROFILES (eg A STUDENT AND TUTOR) BY OPENING TWO WINDOWS ON THE SAME BROWSER ON THE SAME COMPUTER OR DEVICE AT THE SAME TIME

<u>Sign in</u>
- Search online for www.opalbu.com and click on opalBU.com – Home.
- You may want to save this site in your 'favorites' for future use.
- Use the tutor username and password you have been given. You will be able to change your password in the future once that function has been added.

<u>Register additionally with a mentor profile if required</u>

- In the tutor profile you can not sign off skills or do Assessment of Competence. You will need to have a mentor profile for this, which you need to set up yourself. We recommend that you do this immediately because you will need a mentor profile to sign off students AND in particular you will need it when doing mentorship assessments.
- Search online for www.opalbu.com and click on opalBU.com – Home.
- Once in OPAL click on 'Mentor registration' in the left hand margin.
- Complete the mentor registration form.
- Your username should be your initial or first name and last name…we would suggest you add 'mentor' to this for your mentor profile as your name will already be allocated to your tutor profile (eg my mentor user name is cangellmentor). It is not upper or lower case specific.
- You can choose whatever password you would like, providing it is not easily guessable!
- Please always register using your BU email address.
- Please register as either a 'Registered Midwife and a Sign-off Midwifery Mentor' if you have completed and passed an approved NMC mentorship programme or as a 'Registered Midwife who does NOT have a Sign-off Midwifery Mentor qualification'.

- You need to enter your NMC number
- You <u>do not need</u> to enter your staff number
- Your 'Location' is BU
- Next time you enter OPAL you can log-in in the top right corner of the screen.

<u>To view your students</u>
- To view your personal students press the 'my learners' button
- A list will appear of students who have identified you as their tutor. Click on a name to see a student's current placement details.

- You can see the students 'log book' of previous placements and assessments by clicking on the tiny printer icon in the orange bar at the top of the screen. This will change soon to a more obvious viewing icon.

To view other students
- In your home page use the search area to insert a student surname and 'search'. You can view any student registered on the Level C programme.

To record tutorial meetings
- You can write a comment to the student about the tutorial meeting in the 'Continuous Assessment' tab if you wish.
- Go to the 'Comments' section.
- Click on the 'Add new' button and a window will open.
- It is probably a good idea to entitle the comment 'Tutorial meeting' so that it is easy to spot later on.
- We know that many of us keep a detailed written or electronic record of tutorials, which is confidential. You may want to continue to do so because the record in OPAL will NOT be confidential…all mentors accessing the student's profile will be able to see your comment. It is really a tool to document that a tutorial has taken place and write basic notes or comments for the student.

To view OPAL's functions or demonstrate it to other users you can use our test subjects….

Student profile:
Username = suestudent   Password = password

You can sign in as suestudent's sign-off mentor profile:
Username = marymentor   Password = password

You can also sign in as suestudent's other mentor, who is a non-sign off midwife (the rules allowing her to input into OPAL will be different to those of a sign-off mentor):
Username = millymidwife   Password = password