

OPAL Technical Guide 6 (Mentor)



How to create a Development plan (Action plan) in OPAL (mentor).

Occasionally you may feel as a mentor that it is necessary to make a clear and agreed plan with a student. OPAL has the facility to create what are called development plans and these can be accessed from the dashboard in the 'Areas for Assessment' (see arrow).

Simply click on the 'view' link after the heading 'Development plan' and a new page will open. This will allow you to create a new development plan by clicking on the 'Add New' button

The screenshot shows the OPAL interface for a mentor. The main content area displays 'Development Plans' with instructions: 'To be completed by mentor/UPLA or AA when specified. Please sign and date all plans.' Below this is an 'Add new' button. To the right, there are four panels: 'Placement details', 'Mentors (2)', 'Initial interview', and 'Areas for assessment'. An orange arrow points from the 'Add new' button in the main content area to the 'Add new' button in the 'Areas for assessment' panel.

You will then have a number of sections which can be completed. You can also copy and paste text which is already written from another document which is sometimes quite helpful as OPAL locks out after 35 minutes so it might be useful to construct the action plan in a word document to simply copy and paste into OPAL. There are four headings:

1. Area of Development
2. Action
3. Review date
4. Evaluation

Complete sections 1-3 and then click **Quick save**. This will save the text but allow you to then complete the 'evaluation' section on or after the due date. The student, their tutor and other

Add new

Signed	Area of development	Action	Review date	Evaluation	Action
No	Example of action plan	Actions can be bullet pointed or numbered using text editor.	14/12/2016		 Sign now

mentors linked to the student will be able to see the development plan. Following the evaluation open up the development plan by clicking on the view

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link from the dashboard. You will see your action plan and by clicking on the '**Pen icon**' the development plan will open for you to add the evaluation text (the dustbin icon will permanently delete the action plan!).

Once the evaluation section is completed the option to save the comments will be open and then you will be required to click the '**Sign now**' button **which will lock the action plan as completed**. If you complete a development plan due to underperformance / misconduct you should follow the BU raising concerns protocol and also notify the academic advisor who will be able to view the progress of the development plan through OPAL.

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