

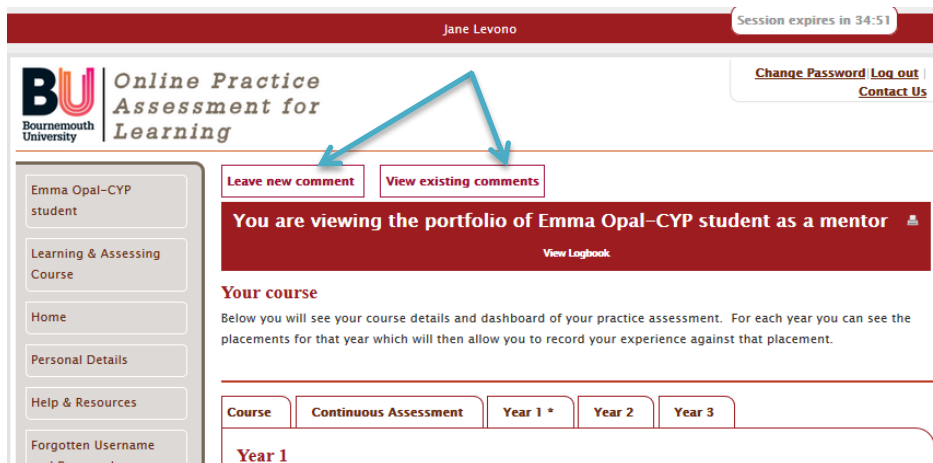
## OPAL Technical Guide 4 (Mentor)



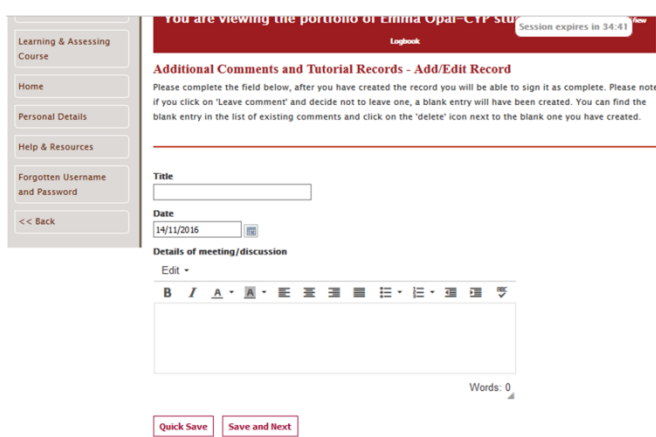
### How to create leave a comment in OPAL (Mentor).

There may be occasions when as a mentor you wish to record something in one of your students OPAL PAT but it is not the right time for an interview. There is a very simple facility to add a comment which is recorded in OPAL and can be viewed by the student, other mentors and the tutor. This facility can be used to leave positive feedback for example commendation from the team on excellent performance or feedback from service users. It can also be used to record details of a conversation or interview to give feedback and guidance.

When you log in as mentor and select your student you will see on the dashboard the options to **'Leave new comment'** or **'view existing comments'**.



**View existing comments:** by clicking on this button you will see comments previously left. If nothing appears this means there are no comments to view!



**Leave new comment:** by clicking on this button a new window will open which allows a title to be added and a box to type in. This box will also allow you to cut and paste from another document and this is a useful facility if you wish to take time constructing the entry.

Once the entry is added and spell checked there are two options, to **'Quick save'** which saves the comment but allows you to edit later or to **'Save and next'** which takes

you to the page to sign the entry. Once the entry is signed it cannot be changed.

You may like to look at OPAL Technical guide 6 which looks at how to create a development (action plan) as this facility is also available in OPAL.