



Adviser Section

Advisers/Tutors have special logins which enable them to access student results. These logins need to be created by using your centre's Admin Login. Advisers/Tutors can then login to Fast Tomato in the normal manner.

It is essential that the Adviser keeps both their normal and Admin Login passwords secure. In the event of a suspected breach of password security Technical Support must be notified immediately on 01442 867300 and/or an e-mail sent to support@fasttomato.com marked 'urgent'.

You can look at this section as a guest adviser, viewing a fictional set of student records, by using the following Login:

Username: adviser
Password: fast

Once successfully logged-in, the Adviser will be presented with a Home Page that provides access to information, resources and student data.

Support and Resources

The Support & Resources grey panel contains links to a variety of useful information and downloadable guides.

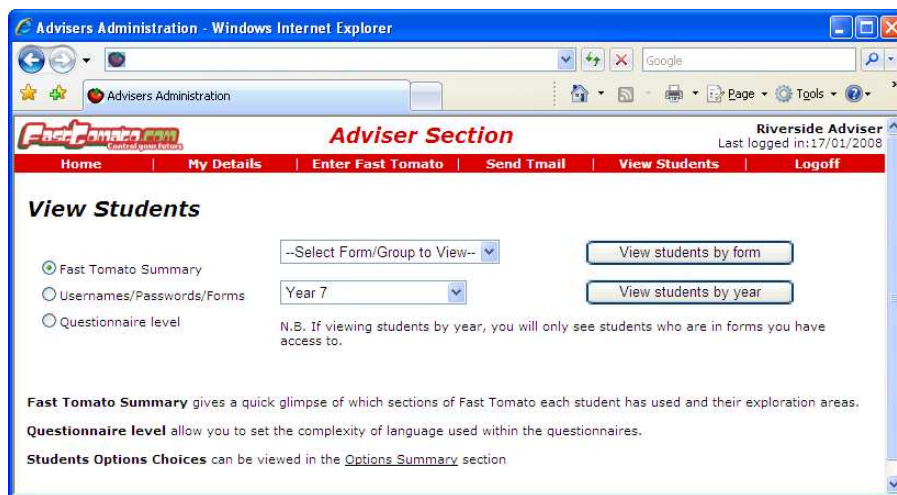


View Students

View Students is the main section for monitoring students' progress on Fast Tomato.

Select form group or year group from a drop down list. Advisers cannot view the results of users who have elected to remain 'private' although their name will be visible.

A. Fast Tomato Summary provides a quick glimpse of which sections of Fast Tomato each student has used and their exploration areas. Advisers (PAs or teachers) can monitor their students' use of Fast Tomato to see which questionnaires have been completed or modified and examine the questionnaire profiles and career, course and place investigations. Colour coding is used to enable the adviser to quickly focus on those users showing inconsistent or absent results. This also allows for easy identification of mismatches between (and within) chosen careers and courses.



The **PDA** link on the far right column for each user student provides access to the **Personal Development Assessment (PDA)** section.

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PDA aligns with the Connexions framework for Assessment, Planning, Implementation and Review (APIR). It is designed to provide Advisers with an indication of possible issues to explore with individuals who may require specific guidance and support.

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The student Personal Development Plan (PDP) gives a basic assessment of the four key areas (Skill & Achievements, Motivation & Aspiration, Home & Community and Personal Health) based on their Fast Tomato profile and answers to questions in "More About Me", which identifies skills, achievements and expectations, for example. The four key areas are broken down into sections which they can investigate, find more information about and keep personal notes.

Advisers can see a more detailed Personal Development Assessment (based on the same criteria as the students'). This highlights more specific areas a student may require assistance or further information. It also suggests possible questions that could be used to explore these areas in more depth. Advisers can keep notes and set the student's 'status' (as per the APIR) to show improvement and personal development. Summary reports can be printed, showing the student's status history and relevant notes.

Due to the sensitivity of issues dealt with in this student assessment, only APIR trained advisers can have access to this section. PDA access is only available upon request; written confirmation of the Adviser's name and Login details and name of the organisation must be provided. There is no extra cost for this facility.



B. Usernames/Passwords/Forms allows an adviser to view the student's username and password. To reset or change student passwords it is necessary to enter Student Details by clicking the student's name (see below). The Form drop down list enables an adviser to move students to a different form group. Click 'Save form changes' to confirm.

C. Questionnaire Level allows you to change the complexity of language used within the questionnaires.

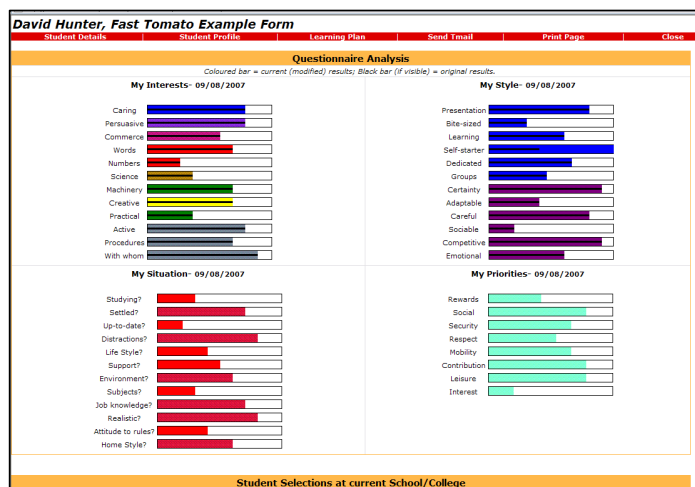
From each of the three views above (A. FT Summary; B. Usernames/Passwords/Forms and; C. Questionnaire Level), click on a student name to be provided with more details on the individual as follows...

Student Detail

- It is possible to change the user's password and/or reallocate the user to a different form. You can also reset the user's username, when necessary, if it has been changed.

Student Profile

- Provides a summary of the student's progress to date: Questionnaire Analysis; Student options; Student Exploration; Hobbies and Interests.



Learning Plan

- This section can form the basis of an annual or periodic learning plan for review with a tutor. It includes a Personal Statement, a record of achievements and expectations and a summary of Fast Tomato Personal List items (careers, courses and places the student is interested in). It also ties in to target setting.

T-Mail (Adviser-Student Communication)

- T-mail is a basic mail system allowing students to communicate with their assigned advisers. Messages can be sent to individual students or to all students in one form/group. T-mail is deactivated for advisers by default to stop students sending T-mail to advisers who are not actively checking their messages.
- T-mail can be activated / de-activated for the whole centre by using the admin login. To activate, advisers should log into Fast Tomato, visit the T-mail page and follow the on-screen instructions. A T-mail alert can be set up so that an email is sent each time a new T-mail message is received (although the user must log in to Fast Tomato to read the message).

Options Summary

The Options Summary displays all the options selected by students on the (possibly customised) Options pages. The summary can be imported into a spreadsheet and used for admin purposes.

Two important decision points for students are choosing their Key Stage 4 options and deciding what to do after Year 11.

Once an organisation's account is customised, students can choose their Options choices from those available at their current school/college. The options choices are given a rating for each student based on their responses to the questionnaires. This allows the student to make an informed decision about what they intend to study.

In the Adviser Section, an adviser can print off summaries of students' options choices, or import them into the organisation's current administration system.

Options summary

View Options for: Options At Years 10 & 11 By Year: Year 9

Summary Type: Summary Grid By Form: Fast Tomato Example Fc

	Science	Languages	Design and Technology	Options	Total																				
	Science - Double Award	Science - Triple Award	French	German	Spanish	D & T - Electronic Products	D & T - Food Technology	D & T - Graphic Products	D & T - Resistant Materials	D & T - Textiles Technology	Geography	History	Art and Design	Business Studies	Communication Studies	Drama	Economics	Media Studies	Misc	Physical Education	Religious Studies	Applied ICT	Health & Social Care	Leisure and Tourism	
Al-Zwi, Bandar	▲								▲																5
Armitage, Gemma	▲								▲																5
Bailey, Alison	▲																								5
Delgado, Javier	▲																								6
Shah, Meera	▲																								4
Test, Adviser	▲																								8
Total	3	3	2	1	3	1	2	1	1	1	4	3	0	3	0	0	1	1	0	1	0	1	1	0	8

To download this data as a '.csv' file right click on the download link below and select 'Save target as...' to store the file on your PC. To view the contents of the file open it in a spreadsheet or database program. [DOWNLOAD](#)

T-mail

If T-mail is enabled, then clicking here will take you a page where it is possible to set T-mail options (Alerts, Activate/Disable), and send messages to form groups. If the link is not shown then T-mail has been de-activated for your centre. Please contact your administrator for details.

Further information is available from the Fast Tomato team at: support@fasttomato.com