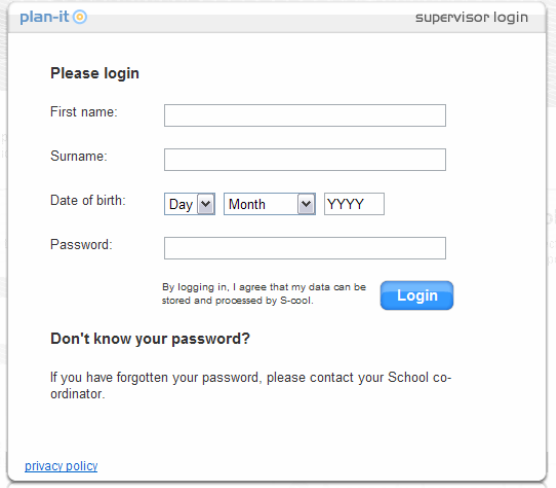
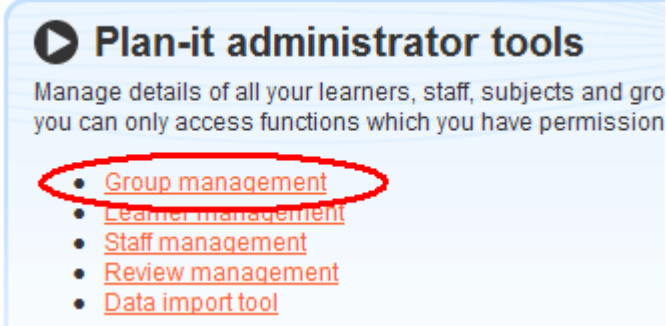
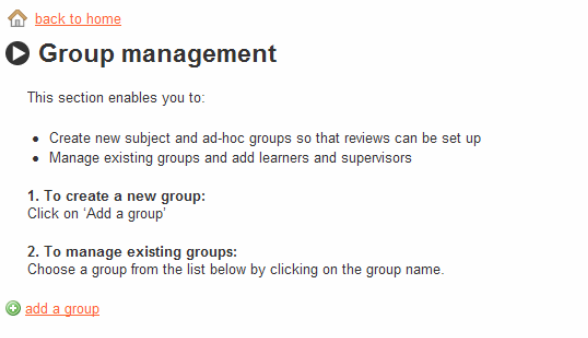



This function allows you to assign learners to groups. Learners in Post-16 Plan-it can be allocated to multiple groups.

<b>Assigning Learners to Groups</b>											
<p>1. Open your web browser (for example Internet Explorer) and then open the supervisor site located at <a href="http://planit.s-cool.co.uk/supervisor">http://planit.s-cool.co.uk/supervisor</a></p>											
<p>2. Login into Plan-it using your personal details. Your password will be supplied by S-Cool. If you do not have access to the Supervisor site, please contact our support desk at <a href="mailto:data@s-cool.co.uk">data@s-cool.co.uk</a>.</p>											
<p>3. From the main menu select 'Group Management'</p>											
<p>4. This will load the Group management screen. From here you can find the group you are assigning learners to. If the group has not been created, please see the 'Creating Groups' guide.</p> <p>To amend the group details, and assign learners and supervisors, click on the group name.</p>	 <table border="1"> <thead> <tr> <th>Group name</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>12Inb</td> <td>1</td> </tr> <tr> <td>Aim Higher! Residential Weekend</td> <td>1</td> </tr> <tr> <td>AR</td> <td></td> </tr> <tr> <td>C&amp;G Hospitality and Catering 01</td> <td>1</td> </tr> </tbody> </table>	Group name	Year	12Inb	1	Aim Higher! Residential Weekend	1	AR		C&G Hospitality and Catering 01	1
Group name	Year										
12Inb	1										
Aim Higher! Residential Weekend	1										
AR											
C&G Hospitality and Catering 01	1										

5. This screen gives you the option to edit the group details and beneath that, to add learners and staff.

Click on 'add learners'.

## Edit a group

To edit group details:  
Make changes in the fields below and then click on 'save'.

To add learners or supervisors to the group:  
Click on the buttons below the group details table.

The group has been setup do you want to add learners or supervisors to this group?

[add learners](#) [add staff](#)

6. To add learners to the group, select a group from the drop down box on the left. (Please note that learners can be in multiple groups)

Select a group to move members from:

No group

7. Highlight the learner that you want to copy to the new group (if you want to transfer multiple learners hold down [ctrl] and select the additional learners.










Once the learners have been highlighted click on the 'Add >' button.

Please note that if you want to add **all** learners from a group, use the 'Add All>' button.

Select a group to move members from:

Psychology A/S 01 Year 1

[save changes](#) [add staff](#)

<p>8. Once the learners have been assigned to the group click on the 'save changes' button. You will then receive confirmation that the changes have been saved</p>	<p>  <a href="#">save changes</a>  <a href="#">add staff</a> Your changes have been saved.         </p>
<p>9. If you want to remove any learners from the group highlight them in the right-hand window, and select 'Remove'</p>	<p>           Selected group to move members to:  <input type="text" value="Test group 1 Year 0"/> </p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">       Post16 Learner1.1        Post16 Learner1.6     </div> <p> <input type="button" value="Add &gt;"/>  <input type="button" value="Add All &gt;&gt;"/>  <input style="border: 2px solid red;" type="button" value="Remove"/> </p>
<p>11. Once all changes have been made click 'Save'.</p>	<p>  <a href="#">save changes</a>  <a href="#">add staff</a> Your changes have been saved.         </p>
<p>12. If learners from another group need to be assigned, select the relevant group on the left-hand window and repeat this process.</p>	<p> <input style="border: 2px solid red;" type="text" value="Select a group to move members from: C&amp;G Hospitality and Catering 05 Year 1"/> </p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">       Post16 Learnerx5        Post16 Learnerx5.0        Post16 Learnerx5.1        Post16 Learnerx5.2        Post16 Learnerx5.3        Post16 Learnerx5.4        Post16 Learnerx5.5        Post16 Learnerx5.6        Post16 Learnerx5.7        Post16 Learnerx5.8        Post16 Learnerx5.9     </div> <p> <input type="button" value="Add &gt;"/>  <input type="button" value="Add All &gt;&gt;"/>  <input type="button" value="Remove"/> </p>
<p>Remember to click on Save when you have finished making your changes.</p>	<p>  <a href="#">save changes</a>  <a href="#">add staff</a> Your changes have been saved.         </p>
<p>Once you have finished assigning learner details, click on 'back to home' to return to the main menu, 'back to the group management' page, or alternatively 'add staff' to assign staff to the group. (Please see the 'Assigning Staff' guide for more information).</p>	<p style="text-align: center;">  <a href="#">back to home</a>   <a href="#">back to group management</a>   <a href="#">add staff</a> </p>