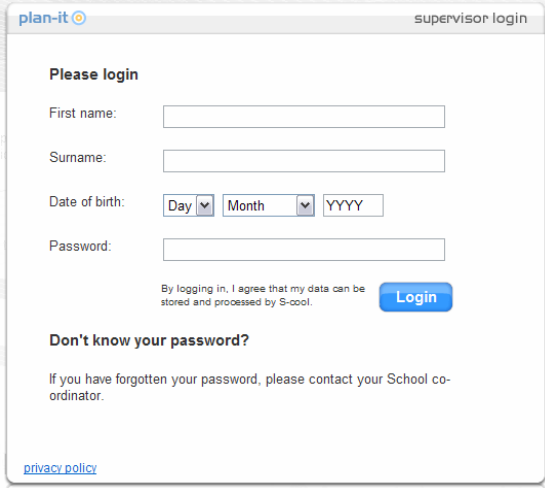
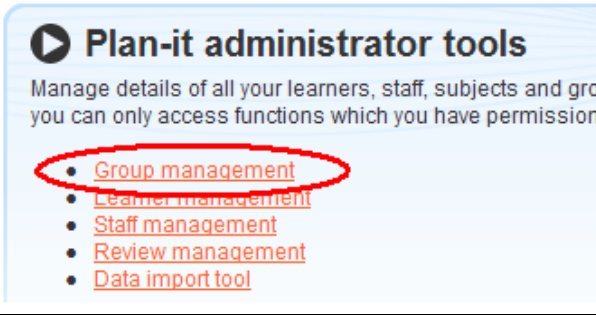
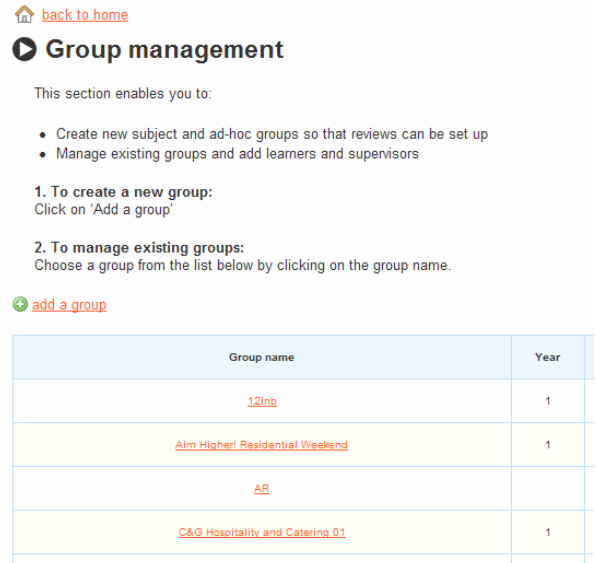


This function allows you to assign members of staff to groups. Please note that only supervisors assigned to a group can edit the reviews of learners in that group.

Assigning Staff to Groups											
<p>1. Open your web browser (for example Internet Explorer) and then open the supervisor site located at http://planit.s-cool.co.uk/supervisor</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 data@s-cool.co.uk.</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 relevant group. 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" style="margin-left: auto; margin-right: auto;"> <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&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?

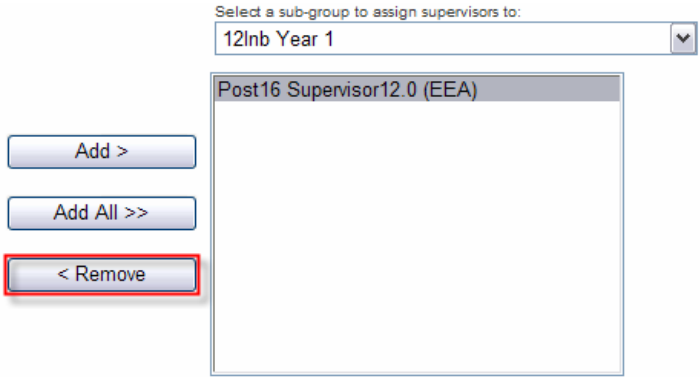
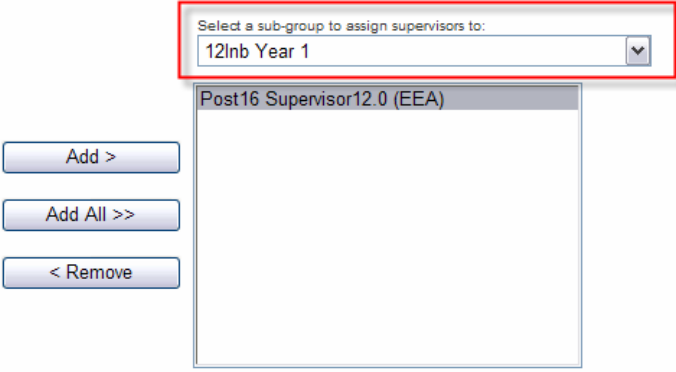



[+ add learners](#) [+ add staff](#)

6. To add staff to the group, select them from the box on the left hand side of the screen. To select multiple supervisors, hold down [ctrl]. Once supervisors have been selected click on add.

Please note that if you want to add **all** supervisors to the group use the 'Add All>' button.

Select a supervisor to assign to a sub-group:

[✔ save changes](#) [+ add learners](#)

<p>7. If you want to remove any learners from the group (you may have added them accidentally), highlight them in the right-hand window, and select 'Remove'.</p>	
<p>8. Once the supervisors have been assigned to the group click 'save changes'. You will then receive confirmation that the changes have been saved.</p>	<p>✔ save changes ✔ add learners Your changes have been saved.</p>
<p>9. On this page you can also assign and remove supervisors related to other groups by selecting the appropriate group from the drop down list on the right hand side of the screen.</p>	
<p>10. Remember to click on 'save changes' when you have finished.</p>	<p>✔ save changes ✔ add staff Your changes have been saved.</p>
<p>Once you have finished assigning staff, click on 'back to group management' link or 'add leaders' to assign learners (please see the 'Assigning Learners' guide for more details) alternatively you can select 'back to home' to return to the main menu.</p>	<p style="text-align: center;">  back to home  back to group management  add learners </p>