

Creating Groups in Plan-it

1. Open your web browser (for example Internet Explorer) and go to the supervisor site at <http://planit.s-cool.co.uk/supervisor>

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

3. From Plan-it administrator tools on the home page, select **Group Management**

4. From here you can view the existing groups at your provider and **add a new group**.

5. When setting up your group, you will need to complete all mandatory fields which are marked with an asterisk (*)

Fields should be completed as follows:

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▶ Add a group

Create a new group by completing the fields below and clicking on 'save'. Once the group has been set up learners and supervisors can be added.

required fields *

Group / subject code *

Group/subject title *

Year *

Level

Start date

End date

Group/subject description

Qualification description





QAN

LAD

Faculty / department name

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Group/Subject code	This is a mandatory field. Please note that this code will be needed when importing attendance and performance data. It needs to be unique for each subject/group.
Group/Subject title	This is a mandatory field. What you enter here will appear throughout Plan-it, on both the learner and supervisors sites and needs to be unique for each subject/group.
Year	This mandatory field is the year of the subject/group, e.g. 1, 2, 3
Level	This is the level of the subject/group, which ranges from Entry through to 1 to 7
Start Date	The start date of the subject/group
End Date	The end date of the subject/group
Group/Subject description	This field is not mandatory. A brief description of the subject/group
Qualification description	This field is not mandatory. A brief description of the qualification.
QAN	Qualification Accreditation Number for the subject as per the QCA database
LAD	Learning Aim Database from the LSC website
Faculty/Department name	Faculty/Department that hosts the course/subject

<p>Once you have completed all the details on the form, click on the save button to save the changes.</p>	<p></p>
<p>This will create the group. You will be prompted to add learners, staff or return back to the main menu.</p> <p>For information about assigning learners and staff please see the relevant training document.</p>	<p></p> <p>The group has been setup do you want to add learners or supervisors to this group?</p> <p> </p>