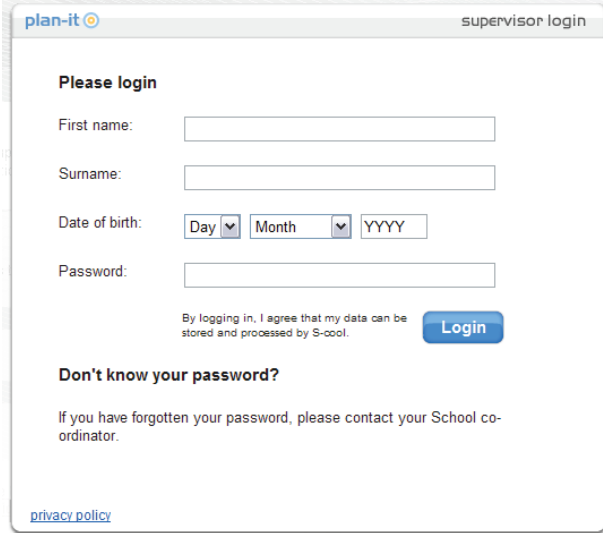

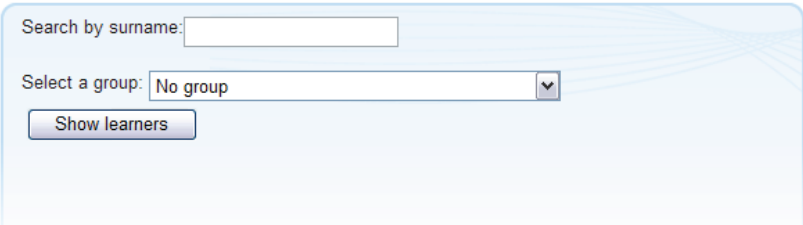
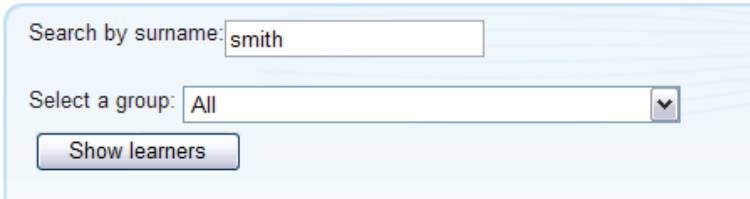
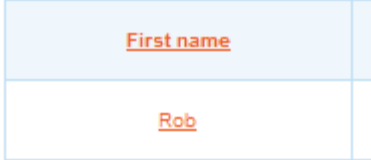







<b>Learner Management</b>	
<p>1. Open your web browser (for example Internet Explorer) and then open the supervisor site located at <a href="http://planit.s-cool.co.uk/supervisor">http://planit.s-cool.co.uk/supervisor</a></p>	
<p>2. Login into Plan-it using your personal details. Your password will be 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 'Learner Management'</p>	

<p>This will load the learner management screen, which contains a brief description of what this area allows you to do.</p>	<p><a href="#">back to home</a></p> <h2>Learner management</h2> <p>This section enables you to:</p> <ul style="list-style-type: none"> <li>• Manage learner details</li> <li>• Create new learner passwords</li> </ul> <p><b>1. To view and edit learner details:</b> Choose the group that the learner is in from the drop-down list and click 'Show learner'. To view and edit learner details click on either the first name or surname.</p> <p><b>2. To change learner passwords:</b> Choose the group that the learner is in from the drop-down list and click 'Show learner'. Click on 'Change' in the password column.</p> <p>Here are the learners currently studying at...</p> 										
<p>4. Input the learner's surname into the field provided, and select the group they are associated with (or 'no group') from the drop down list. Alternatively select 'All' to search through all groups.</p>											
<p>5. The results are then displayed in a table beneath the search fields.</p>	<table border="1"> <thead> <tr> <th>First name</th> <th>Surname</th> <th>Date of birth</th> <th>Group</th> <th>Password</th> </tr> </thead> <tbody> <tr> <td>Rob</td> <td>Smith</td> <td>01/01/1991</td> <td>1 groups</td> <td>Change</td> </tr> </tbody> </table>	First name	Surname	Date of birth	Group	Password	Rob	Smith	01/01/1991	1 groups	Change
First name	Surname	Date of birth	Group	Password							
Rob	Smith	01/01/1991	1 groups	Change							
<p>6. To change the learner's details, click on either their first name or surname.</p>											

<p>7. This page allows you to edit learner's details</p> <p>Please note that if you change the learners first name, surname or date of birth, it will change their <b>log in</b>.</p>	<p><b>▶ Learner details</b></p> <p>Here are the details about the learner you have selected.</p> <div data-bbox="671 439 1334 887"> <p>First name <input type="text" value="Rob"/></p> <p>Middle name <input type="text"/></p> <p>Surname <input type="text" value="Smith"/></p> <p>Date of birth <input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="1991"/></p> <p>Sex <input type="text" value="Male"/></p> <p>Ethnicity <input type="text" value="White - British"/></p> <p>Student code <input type="text"/></p> <p>Personal tutor <input type="text" value="Mr R Walker"/></p> <p><input type="button" value="cancel"/> <input type="button" value="save"/></p> </div>										
<p>8. Once all your changes have been made click 'save' (or alternatively if you wish to revert to the last saved state click on cancel)</p>	<div data-bbox="919 1043 1031 1084"> <p><input type="button" value="save"/></p> </div>										
<p>9. You will be asked to confirm your changes. Once you have confirmed this, you will be returned to the 'Learner Management' page</p>	<p><b>▶ Confirm changes</b></p> <p>Are you happy to save your changes?</p> <p><a href="#">Cancel</a> <a href="#">Yes</a></p>										
<p>10. To change the learner's password, click on the field provided in the results box.</p>	<div data-bbox="616 1469 1337 1756"> <table border="1"> <thead> <tr> <th>First name</th> <th>Surname</th> <th>Date of birth</th> <th>Groups</th> <th>Password</th> </tr> </thead> <tbody> <tr> <td>Rob</td> <td>Smith</td> <td>01/01/1991</td> <td>1 group</td> <td><a href="#">Change</a></td> </tr> </tbody> </table> <div data-bbox="759 1592 1166 1756"> <p><b>Password</b></p> <p><a href="#">Change</a></p> </div> </div>	First name	Surname	Date of birth	Groups	Password	Rob	Smith	01/01/1991	1 group	<a href="#">Change</a>
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Rob	Smith	01/01/1991	1 group	<a href="#">Change</a>							

<p>11. The following screen will allow you to either create your own new password or a secondary random password for the learner password.</p>	<p> <b>Change password</b></p> <p>Change password for Rob Smith</p> <p><input type="text"/> <a href="#">Generate random password</a></p> <p> <a href="#">cancel</a>  <a href="#">save</a></p>																									
<p>12. Once you have input the password click on save. You will be returned to the 'Learner Management' page.</p>	<p> <a href="#">save</a></p>																									
<p>13. If necessary, you can delete a learner account for from the Plan-it system, as long as the learner or a teacher have not yet logged into the learner account, and the learner is not included in a Post-16 group.</p> <p><b>To delete a learner account:</b></p> <ol style="list-style-type: none"> <li>Find the learner whose account you want to delete.</li> <li>Click <b>Delete</b>. The <i>Delete Learner</i> window is displayed.</li> <li>Click <b>Delete Learner</b>. The account is removed from the system.</li> </ol>	<table border="1"> <thead> <tr> <th>First name</th> <th>Surname</th> <th>Date of Birth</th> <th>Group Membership</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>any</td> <td>idiot</td> <td>01/01/1991</td> <td>Assigned to 1 group</td> <td><a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a></td> </tr> <tr> <td>Create</td> <td>Learner007</td> <td>01/01/1991</td> <td>Assigned to 1 group</td> <td><a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a></td> </tr> <tr> <td>create</td> <td>learner003</td> <td>01/01/1990</td> <td>Assigned to 1 group</td> <td><a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a></td> </tr> <tr> <td>delete</td> <td>learner009</td> <td>01/01/1930</td> <td>Assigned to 1 group</td> <td><a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a></td> </tr> </tbody> </table>	First name	Surname	Date of Birth	Group Membership	Actions	any	idiot	01/01/1991	Assigned to 1 group	<a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a>	Create	Learner007	01/01/1991	Assigned to 1 group	<a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a>	create	learner003	01/01/1990	Assigned to 1 group	<a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a>	delete	learner009	01/01/1930	Assigned to 1 group	<a href="#">Change learner password</a>   <a href="#">Edit learner</a>   <a href="#">Remove learner from groups</a>   <a href="#">Delete learner</a>
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<p>Once you have finished editing learner details or removing the learner, click on 'back to home' to return to the main menu.</p>	<p> <a href="#">back to home</a></p>																									