

For a detailed introduction to Plan-it and how it works visit the online Handbook, which can be accessed from the link at the top of the supervisor home page or by using the following web address:

www.s-cool.co.uk/planithandbook

The 'live' learner site address is: <https://planit.s-cool.co.uk/learner>

The 'live' supervisor site address is: <https://planit.s-cool.co.uk/supervisor>

1. Really quick start:

If you are running a Plan-it IT session you need to:

- Have learners' temporary passwords (if they are logging in for the first time) and usernames;
- Have *your* username and password for the supervisor site;
- Know how to use the 'Forgot password?' and 'Forgotten Username' functions;
- Be able to briefly explain what Plan-it does;
- Tell students how far they are expected to go through the system during the session.

Note: If one or more of your learners does not have a Plan-it account, you can create one for them, as described in 'Create a new learner account' in Section 7 of the Plan-it Online Handbook 'Supervisor Area: Access and Functions'.

2. Plan-it overview



Where are you now?

- My Qualities and Skills Banks
- My Subjects Now
- My School Life

Optional sections

- My Learning Styles
- My Interests and Achievements
- My School Data
- My Experiences of Work

Where would you like to get to?

- My Future Life
- My Ambitions
- My Careers
- My Future Subjects

How are you going to get there?

- Using My Summary
- My Action Plan
- CV Builder
- Review

3. Forgotten password function:

- A learner logs into the 'live' site: <https://planit.s-cool.co.uk/learner>
- Then clicks on '**Forgot password?**'
- Then enters their first name, surname and date of birth
- The staff member enters *their own* username and password
- The learner completes the registration process

4. Forgotten Username:

- Login to the supervisor site: <https://planit.s-cool.co.uk/supervisor>
- Click 'Plan-it Learner Username Report'.
- Select a year group from the drop-down menu, and type surname if you like.
- Click **Submit**.
- Learner details are displayed, including the username of the learner.