

To see reports and your learners' progress in Plan-it go to:

<https://planit.s-cool.co.uk/supervisor>

You will need to have a password. Get this from your coordinator.
REMEMBER IT!

You will need your username and password to get learners into the site if they have forgotten their own username or password.

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

Really quick start:

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

- Have a password for each learner
- Have *your* username and password for the supervisor site
- Know how to use the 'Forgot password?' and 'Learner Username Report' functions
- Be able to briefly explain what Plan-it does
- Tell learners how far they are expected to go through the system

Forgotten Password Function:

1. A learner logs into the learner site: <https://planit.s-cool.co.uk/learner>
2. The learner clicks 'Forgot password?'
3. The learner enters their first name, surname and date of birth.
4. The teacher checks learner data then enters their own username and password.
5. Learner returns to login page and enters username and new password.

Forgotten Username:

1. Login to the supervisor site: <https://planit.s-cool.co.uk/supervisor>
2. Click on 'Plan-it Learner Username Report'.
3. Select a year group from the drop-down (and type in a surname)
4. Click on 'Submit'.
5. The learners' details are displayed onscreen, including: first name, surname, date of birth and username.

To see reports and your learners' progress in Plan-it go to:

<https://planit.s-cool.co.uk/supervisor>

You will need to have a password. Get this from your coordinator.
REMEMBER IT!

You will need your username and password to get learners into the site if they have forgotten their own username or password.

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

Really quick start:

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

- Have a password for each learner
- Have *your* password for the supervisor site
- Know how to use the 'Forgot password?' and 'Create new user' functions
- Be able to briefly explain what Plan-it does
- Tell learners how far they are expected to go through the system during the session

Forgotten Password Function:

1. A learner logs into the learner site: <https://planit.s-cool.co.uk/learner>
2. The learner clicks 'Forgot password?'
3. The learner enters their first name, surname and date of birth.
4. The teacher checks learner data then enters their own username and password.
5. Learner returns to login page and enters username and new password.

Forgotten Username:

1. Login to the supervisor site: <https://planit.s-cool.co.uk/supervisor>
2. Click on 'Plan-it Learner Username Report'.
3. Select a year group from the drop-down (and type in a surname)
4. Click on 'Submit'.
5. The learners' details are displayed onscreen, including: first name, surname, date of birth and username.