

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 also need it to get learners into the site if they have forgotten their 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 Area
- Know how to use 'Forgotten 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 on 'Forgot password?'
3. The learner enters their first name, surname and date of birth
4. The teacher checks learner data then enters their own surname and password
5. Learner completes registration process

Create New User Function:

1. Follow steps 1 – 3 as for 'Forgotten password' – system will not be able to find them and will offer 'Create new user account'
2. The learner enters required information
3. The teacher checks the learner data and enters their own surname and password
4. Tell your coordinator that a new learner account has been created

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