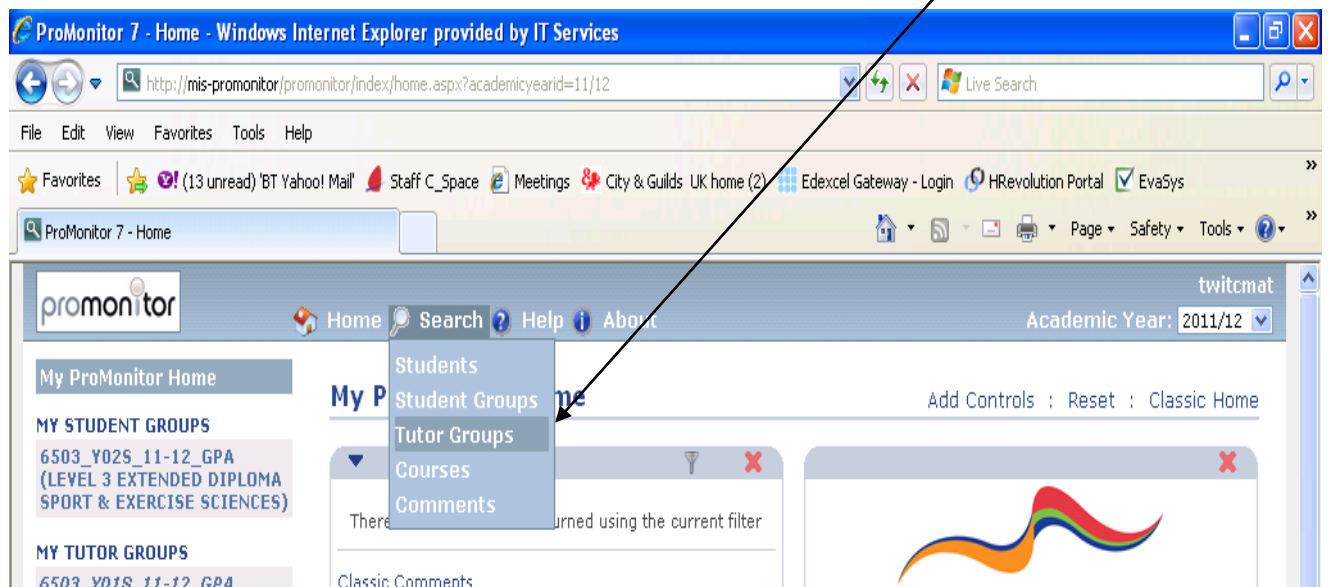
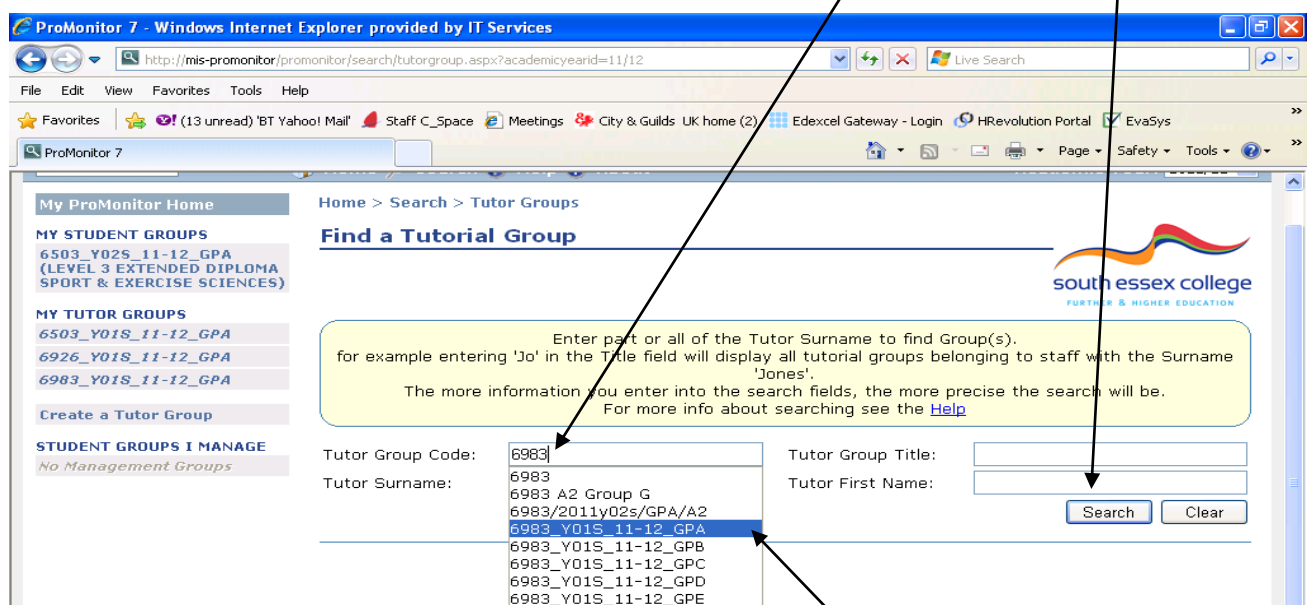


5. Allocating yourself as a Personal Tutor for 'A/AS' Level Tutor Group

Step 1 – On the home page, using the search function select 'tutor groups'.



Step 2 – Enter the tutorial course code, for 'A' level this is **6983** and click on **search**.



Step 3 -Select your tutor group from the list provided by Promonitor.

Step 4 – Promonitor will display the learners in the tutorial group selected.

ProMonitor 7 - Tutor Group: 6983_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/tutorgroup.aspx?tutorgroupid=B4tPY0TYHPI%3d

Name: 6983_Y01S_11-12_GPA
Tutor:

Learner Ref	Name	Date of Birth	Gender
50141608	Chloe Adams	11/05/1995	F
50143370	Robert Bailey	25/03/1995	M
50142921	Jack Bird	16/02/1995	M
50124304	Lauren Forsyth	02/02/1994	F
50145851	Patrick Hudson	10/02/1995	M
50122008	Holly Lane	05/07/1994	F
50142868	Billie Lewis	12/02/1995	F
50154401	Stevie Marden	06/05/1995	F
50155071	Bethany Mason	24/10/1994	F
50143115	Kieran Miles	26/06/1995	M
50143392	Temidayo Ogunuga	02/10/1994	M

http://mis-promonitor/promonitor/tutorgroup/maintenance/maintaingroup.aspx?tutorgroupid=B4tPY0TYHPI%3d

Step 5 - To allocate yourself as the tutor for this group, click on 'Tutor Group' under the Maintenance banner.

Step 6 – The following screen will appear where you can select yourself as the tutor by clicking on 'Select Me'

ProMonitor 7 - Tutor Group: 6983_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/maintenance/maintaingroup.aspx?tutorgroupid=B4tPY0TYHPI%3d

promonitor Home Search ? Help i About Academic Year: 2011/12 twtcmat

6983_Y01S_11-12_GPA Home > Tutor Group > Maintenance > Tutor Group

Maintain Tutor Group for 6983_Y01S_11-12_GPA

If necessary, change the Title and Tutor for this Tutor Group, then press 'Save'.

Code: 6983_Y01S_11-12_GPA [Delete Tutor Group](#)

Title:

Tutor: --Select-- [Select Me](#)

To change the students in the group click [here](#)

Step 7 - Finally click on 'Save', your tutor group is set up.