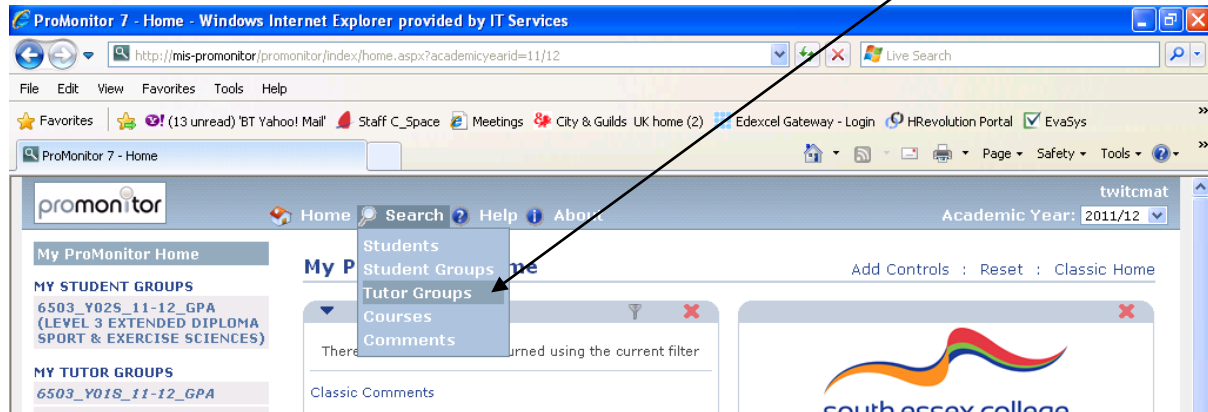
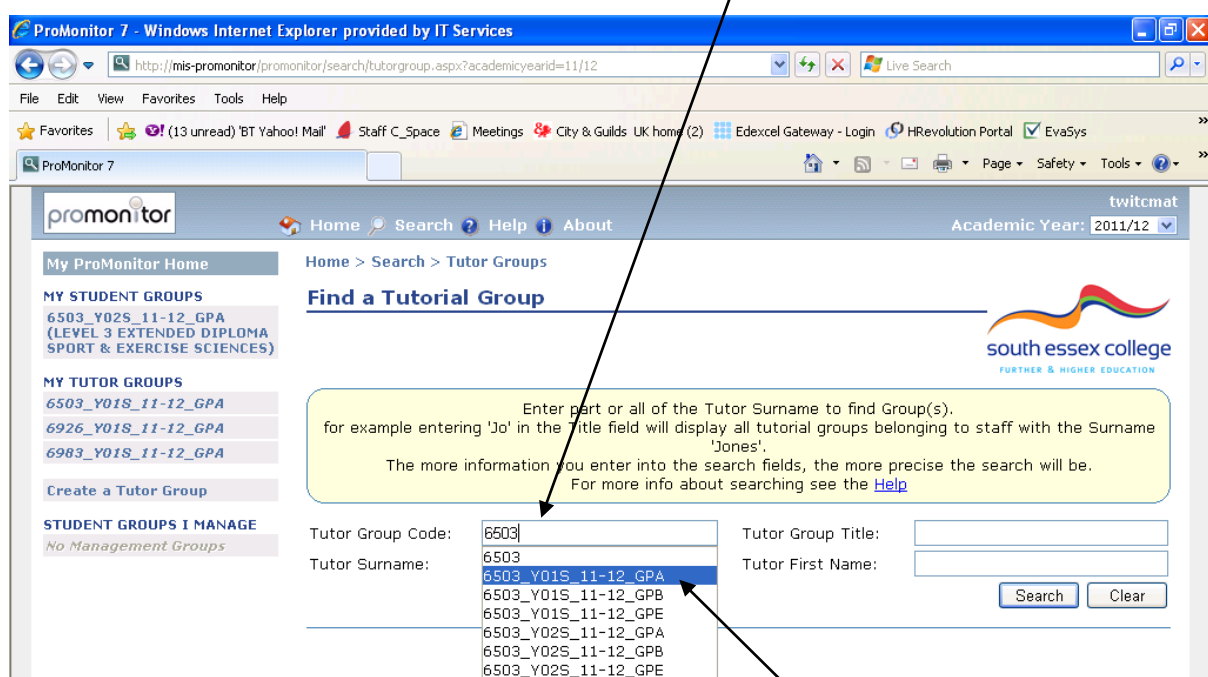


6. Allocating yourself as a BTEC level 1, 2, 3 Personal Tutor

Step 1- On the home page, using the search function select **'tutor groups'**



Step 2 - Enter the course code and click on **search**.



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

Step 4 – Click on your tutor group listed

The screenshot shows the ProMonitor 7 search page. The browser title is "ProMonitor 7 - Windows Internet Explorer provided by IT Services". The URL is "http://mis-promonitor/promonitor/search/tutorgroup.aspx?academicyearid=11%2f12". The page has a navigation bar with "Home", "Search", "Help", and "About". The "Academic Year" is set to "2011/12". On the left, there are sections for "MY STUDENT GROUPS" and "MY TUTOR GROUPS". The "MY TUTOR GROUPS" section lists three groups: "6503_Y01S_11-12_GPA", "6926_Y01S_11-12_GPA", and "6983_Y01S_11-12_GPA". The "6503_Y01S_11-12_GPA" group is highlighted. In the center, there is a "Find a Tutorial Group" section with a search box and a "Search" button. Below the search box, there is a table with two columns: "Tutor Group" and "Tutor Name". The table contains one row with the value "6503_Y01S_11-12_GPA" in the "Tutor Group" column. A black arrow points from the text "Step 4 – Click on your tutor group listed" to the "6503_Y01S_11-12_GPA" link in the table.

ProMonitor 7 - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/search/tutorgroup.aspx?academicyearid=11%2f12

File Edit View Favorites Tools Help

Home Search Help About

Academic Year: 2011/12

My ProMonitor Home

MY STUDENT GROUPS

6503_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE SCIENCES)

MY TUTOR GROUPS

6503_Y01S_11-12_GPA

6926_Y01S_11-12_GPA

6983_Y01S_11-12_GPA

Create a Tutor Group

STUDENT GROUPS I MANAGE

No Management Groups

Find a Tutorial Group

Enter part or all of the Tutor Surname to find Group(s).
for example entering 'Jo' in the Title field will display all tutorial groups belonging to staff with the Surname 'Jones'.
The more information you enter into the search fields, the more precise the search will be.
For more info about searching see the [Help](#)

Tutor Group Code: 6503_Y01S_11-12_GPA Tutor Group Title:

Tutor Surname: Tutor First Name:

Search Clear

Tutor Group	Tutor Name
6503_Y01S_11-12_GPA	

1 tutor group(s) found

Step 5 - Promonitor will display the learners in the tutorial group selected.

The screenshot shows the ProMonitor 7 tutor group page. The browser title is "ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services". The URL is "http://mis-promonitor/promonitor/tutorgroup/tutorgroup.aspx?tutorgroupid=p5bQK1KHvdk%3d". The page has a navigation bar with "Home", "Search", "Help", and "About". The "Academic Year" is set to "2011/12". On the left, there are sections for "Add Student Diary Note", "Add Group Meeting", "Search Student Meetings", "Student Meetings Calendar", "Smart Targets Calendar", "REPORTS", "ASSESSMENT PERFORMANCE", "ATTENDANCE", "OVERDUE AND UPCOMING MEETINGS", "SMART TARGETS", "STUDENT MEETINGS MATRIX", "STUDENT MEETINGS WITH COMMENTS", "REPORTS TO PARENTS", "RISK INDICATORS", "MAINTENANCE", "Tutor Group", and "Students". The "Tutor Group" section is highlighted. In the center, there is a table with four columns: "Learner Ref", "Name", "Date of Birth", and "Gender". The table contains eight rows of learner data. A black arrow points from the text "Step 5 - Promonitor will display the learners in the tutorial group selected." to the "Name" column header of the table.

ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/tutorgroup.aspx?tutorgroupid=p5bQK1KHvdk%3d

File Edit View Favorites Tools Help

Home Search Help About

Academic Year: 2011/12

Add Student Diary Note

Add Group Meeting

Search Student Meetings

Student Meetings Calendar

Smart Targets Calendar

REPORTS

ASSESSMENT PERFORMANCE

ATTENDANCE

OVERDUE AND UPCOMING MEETINGS

SMART TARGETS

STUDENT MEETINGS MATRIX

STUDENT MEETINGS WITH COMMENTS

REPORTS TO PARENTS

RISK INDICATORS

MAINTENANCE

Tutor Group

Students

Name: 6503_Y01S_11-12_GPA

Tutor:

Learner Ref	Name	Date of Birth	Gender
50143053	Kelly Chamberlain	03/02/1995	F
50142292	Lauren Chittock	08/10/1994	F
50155176	Frank Hawkes	07/03/1995	M
50141663	Stuart Holder	15/01/1994	M
50130519	Mark Holt	28/10/1993	M
50125750	Thomas Lassman	11/03/1994	M
50143072	Peter Letch	04/05/1995	M
50125787	Benjamin Richardson	12/04/1994	M

Step 6 - To allocate yourself as the tutor for this group, click on 'Tutor Group' under the Maintenance banner.

Step 7 – The following screen will appear where you can select yourself as the tutor by clicking on **'Select Me'**.

ProMonitor 7 - Tutor Group: 6503_Y01S_11-12_GPA - Windows Internet Explorer provided by IT Services

http://mis-promonitor/promonitor/tutorgroup/maintenance/maintaingroup.aspx?tutorgroupid=p5bQF1KHvdk%3

File Edit View Favorites Tools Help

Home > Tutor Group > Maintenance > Tutor Group

Maintain Tutor Group for 6503_Y01S_11-12_GPA

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

Code: 6503_Y01S_11-12_GPA

Title:

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

[Delete Tutor Group](#)

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

Step 8 - Finally click on **'Save'**, your tutor group is set up.