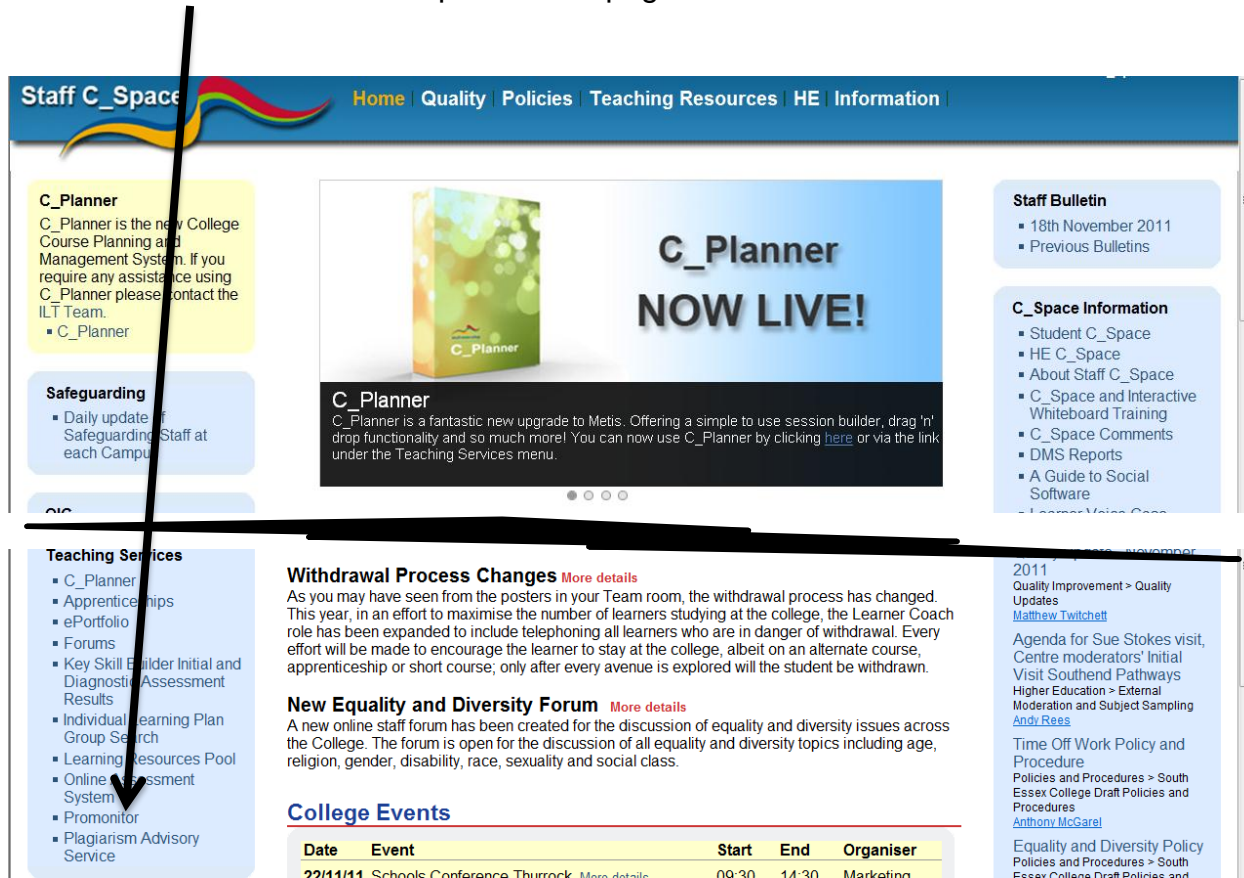


1. Bite-Size ProMonitor – Log on and finding a Group

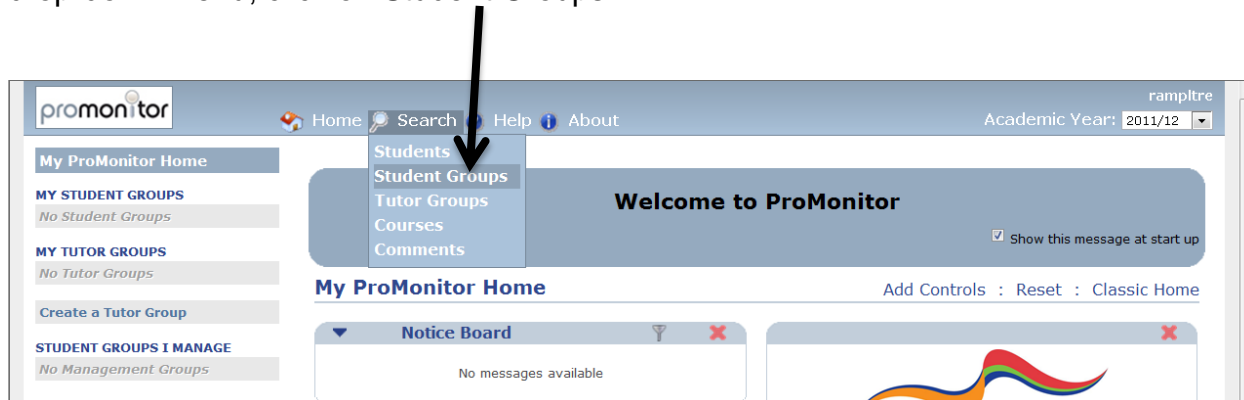
Locate Promonitor on the C_Space home page:



The screenshot shows the Staff C_Space home page. A black arrow points from the text 'Locate Promonitor on the C_Space home page:' to the 'Promonitor' link in the 'Teaching Services' sidebar. The sidebar also includes links for C_Planner, Apprenticeships, ePortfolio, Forums, Key Skill Builder, Individual Learning Plan, Learning Resources Pool, Online Assessment System, and Plagiarism Advisory Service. The main content area features a 'C_Planner NOW LIVE!' banner, a 'Withdrawal Process Changes' notice, a 'New Equality and Diversity Forum' notice, and a 'College Events' table.

Date	Event	Start	End	Organiser
22/11/11	Schools Conference-Thurrock	09:30	14:30	Marketing

On the ProMonitor homepage, hover your Mouse pointer on the Search option, and on the drop-down menu, click on Student Groups.



The screenshot shows the ProMonitor homepage. A black arrow points from the text 'On the ProMonitor homepage, hover your Mouse pointer on the Search option, and on the drop-down menu, click on Student Groups.' to the 'Student Groups' option in the Search drop-down menu. The page includes a 'Welcome to ProMonitor' message, a 'My ProMonitor Home' sidebar, and a 'Notice Board' section.

Enter the Student Group Code and then select relevant group from the drop down menu.

The screenshot shows the 'Find a Student Group' page. A yellow box contains instructions: 'Enter part or all of the Group Title to find Group(s). for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title. The more information you enter into the search fields, the more precise the search will be. For more info about searching see the [Help](#)'. Below this, there are input fields for 'Student Group Code', 'Course Code', and 'Teacher Name'. A dropdown menu is open under 'Student Group Code', showing options like '6335', '6335_Y01B_11-12_GPA', '6335_Y01S_11-12_GPA', '6335_Y01S_11-12_GPB', '6335_Y01S_11-12_GPC', and '6335_Y01T_11-12_GPA'. To the right, there are fields for 'Student Group Title' and 'Course Title'. At the bottom right, there are 'Search' and 'Clear' buttons. Arrows point from the text above to the 'Student Group Code' dropdown and the 'Search' button.

Once you have selected the group, click on 'search' button. Then select the student group.

The screenshot shows the 'Find a Student Group' page after a search. The 'Student Group Code' field now contains '6335_Y01S_11-12_GPA'. Below the input fields, a table displays the search results. The table has two columns: 'Student Group' and 'Course'. The first row shows '6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)' under 'Student Group' and '6335_Y01S_11-12 (Level 3 Extended Diploma Health Studies)' under 'Course'. Below the table, it says '1 student group(s) found'. An arrow points from the text above to the first row of the table.

Student Group	Course
6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)	6335_Y01S_11-12 (Level 3 Extended Diploma Health Studies)

The list of students will be displayed.

The screenshot shows the 'Student Group Details' page for the group '6335_Y01S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA HEALTH STUDIES)'. A yellow banner at the top says 'This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)'. On the left, there is a sidebar with navigation links. The main content area shows details for the group, including 'Name', 'Course', 'Teacher(s)', 'Manager', and 'Type'. Below this, a table lists the students in the group. The table has columns: 'Learner Ref', 'Name', 'Date of Birth', and 'Gender'. The students listed are Kehinde Elizabeth Adenodi, Joshua Betts, Kristina Bragg, Bethany Rose Cooper, Hayley Dillon, and Katie Edwards.

Learner Ref	Name	Date of Birth	Gender
50124393	Kehinde Elizabeth Adenodi	24/02/1994	F
50121681	Joshua Betts	27/12/1993	M
50140429	Kristina Bragg	10/05/1995	F
50130223	Bethany Rose Cooper	23/06/1993	F
50141135	Hayley Dillon	16/04/1995	F
50126257	Katie Edwards	04/05/1994	F