

Setting up your tutors and tutor groups in UCAS Progress

Adding your tutors to UCAS Progress

Note: Before you start you may wish to warn tutors that you are about to set up their account as once the steps below are completed they will immediately receive an automated email requesting that they verify and activate their account, enabling them to create a password.

- ▶ Log into UCAS Progress and click the 'Users' tab along the top menu bar.
- ▶ Click 'Create User'.
- ▶ Complete the key information for the tutor: their email address, first name and last name. The local authority and your provider (school) name should be added already, but if not add these in. The phone number is not necessary.
- ▶ Tick 'Learner Manager' as the role.
- ▶ Click the blue 'Create user and add another' button to save

An email will then be automatically generated from the system. Tutors will need to click on a link in the email to activate their account.

Linking Tutors to their tutor group in UCAS Progress

Note: You will need to have all of your learners and tutors set up in the system before completing this process.

Step 1 – Create learner group

- ▶ Click on 'Provider' in the top menu.
- ▶ Click on the red 'Learner groups' link.
- ▶ Click the blue 'Create a learner group' button in the top left of the page
- ▶ Enter a 'Learner group name' (this could be the name of the tutor group or name of the tutor) and check that your school name is displayed below the Provider box.
- ▶ Click 'Save' and the learner group will be saved, ready for you to associate learners and learner managers with the group.
- ▶ Repeat this process to add other learner groups

Step 2 - Associate learners with the tutor group

- ▶ Click on 'Provider' in the top menu.
- ▶ Click on the red 'Learner groups' link.
- ▶ Click on the red 'Learners' link of the group you would like to associate learners with.
- ▶ Names of all of your learners will be displayed – there may be several pages.
- ▶ Scroll through the pages or search at the top to find learners and tick to associate them with the group
- ▶ Repeat this process for your other learner groups

Step 3 – Associate tutors with their Tutor group

- ▶ Click on 'Provider' in the top menu.
- ▶ Click on the red 'Learner groups' link.
- ▶ Click on the red 'Learner managers' link of the group you would like to associate a tutor with.
- ▶ Names of all your 'learner managers' will be displayed in a scrolling list.
- ▶ Select the tutor you wish to associate with the particular tutor group.
- ▶ Repeat this process for your other tutor groups.

Linking students to other groups

Students can be in more than one group.

You can create learner groups other than tutor groups. For example a group for all students supported by a SENCO or for all students in a house. As long as you have set the group leader up as a 'Learner manager' you can associate students and the Learner manager with the group as described for tutors above.

Facilities of Learner Managers associated with a group

Once a learner manager has been associated with a group they will only be able to see learners in that group. They will have the same facilities to view, edit and approve profiles; to add references and to reset passwords etc. but only for learners in their group.

Learner groups do not apply when viewing the adviser options such as adviser's learners and Adviser's applications – here a learner manager will see all students not just those in their group.

Seeing the whole year and a subgroup

If a learner manager has a learner group as well as needing to monitor the whole of Year 11 they can either:

- Be added to a Learner group called 'All year 11' (which contains all students) and added to one or more specific groups as well – they can then filter to see either the All Year 11 group or the specific group's Learners.
- Be added as a learner manager for all Learner groups.

Using learner groups from previous years

Learner groups can continue from one year to the next.

So, if you had a learner group called 11R last year and you will have a group with the same name this year you can keep the group and add new students to it.

If necessary you can also add a new form tutor as the 'Learner group manager' and remove the previous Learner group manager.

Whilst you may remove the previous year's students from the group this is not essential as from 1st October the current Year 11s will be displayed automatically and last year's students will only appear when filtering for 'Year 12'.