

## Adding EEPs to multiple students

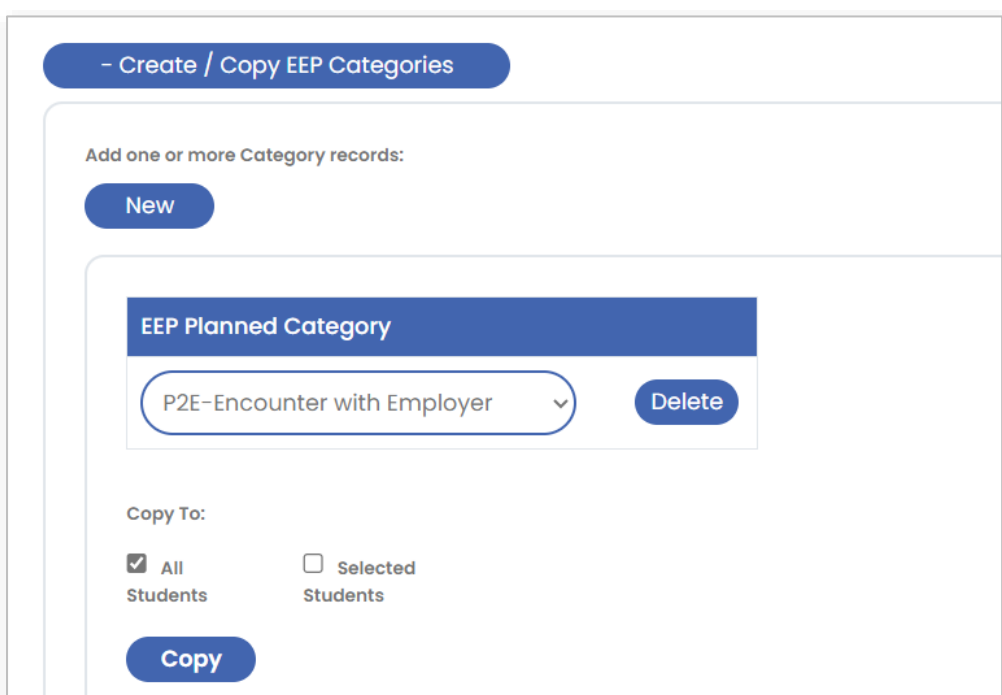
Access the main EEP menu by clicking **eTutorial** then **EEP** in the left-hand panel.



Select your group then click **+ EEP Tools**.



Expand the **Create / Copy EEP Categories** menu. Click **New** to add a category. Select the type of item from the **drop-down** box, i.e. P2E-Encounter with Employer. Tick **All Students** to add the category to everyone in the group.



You can use **Selected Students** to pick certain individuals by selecting them from a list that appears to the right.

**EEP Planned Category**

P2E-Encounter with Employer ▼ **Delete**

**Copy To:**

☐ All Students ☒ **Selected Students**

**Select Students:**

Students, Parents  
Parents with rights  
Students

When you are ready, you click **Copy** to assign the category to all students.

**Copy**

To add an activity to the category, expand the **Create / Copy EEP Activities** area and click **New**. Choose the **category** in the first box on the left then fill out all the other boxes. Once again, you can assign the activity to **All Students** or choose certain ones by ticking **Selected Students**. Click **Copy** when ready.

EEP Category	Name of the Activity	Start Date	End Date	Actual Hours	Description of the Activity	The Impact of the Activity	The Location
P2E ▼		13 Nov 21	13 Nov 21			Stude ▼	

**Copy To:**

☒ All Students ☐ Selected Students

☐ Set verified flag on all new records

**Copy**