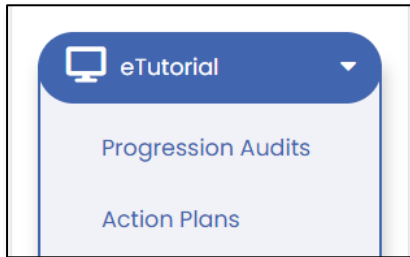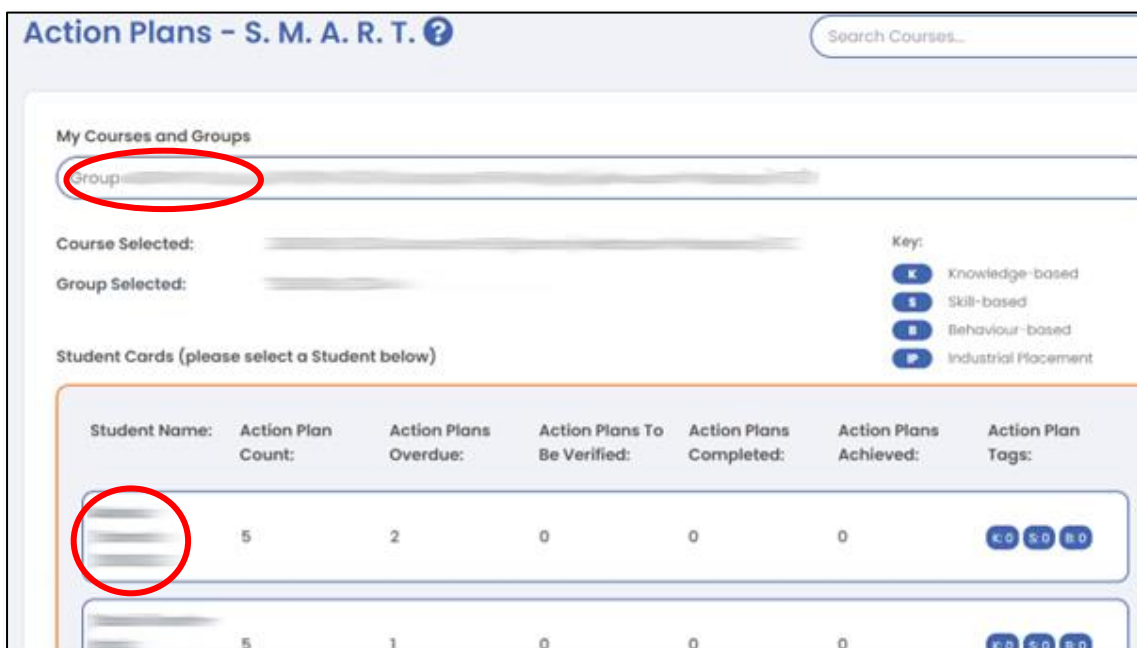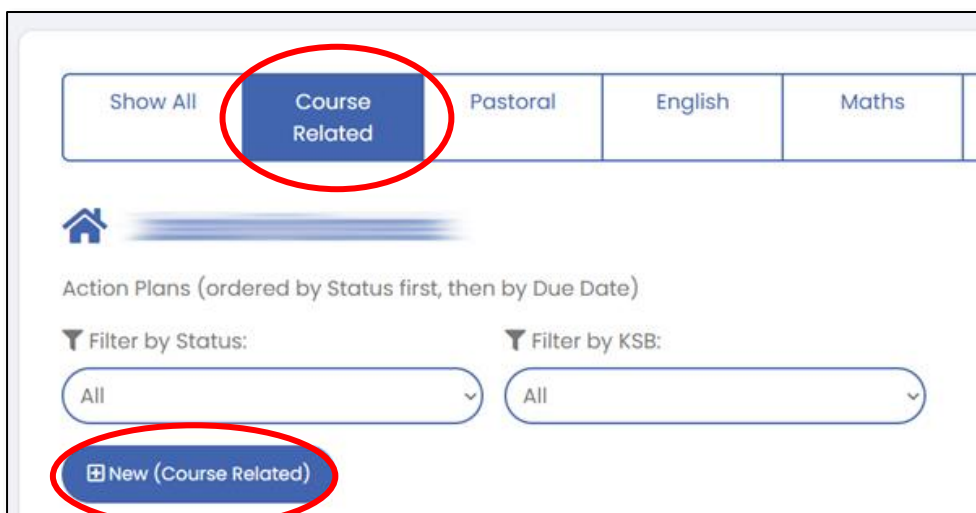# Setting multiple Action Plans at the same time

Select the **eTutorial** menu to the left-hand side of the home screen, then select **Action Plans**.

Select your **group** then choose **one of the students** you want to include in the action plan.

Select the **type** of **action plan** then click the **New** button.

Fill out all the boxes as normal, i.e. dates, text. Scroll to the section that says **Assign this Action Plan to other selected students in the same group** and **tick** the **box**. N.B. The icon flashes to draw your attention. Having ticked the box, **select** the required **students** from the list below right.

Save the action plan in the normal manner.