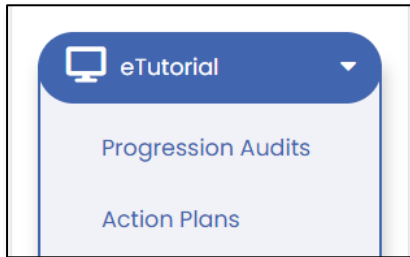
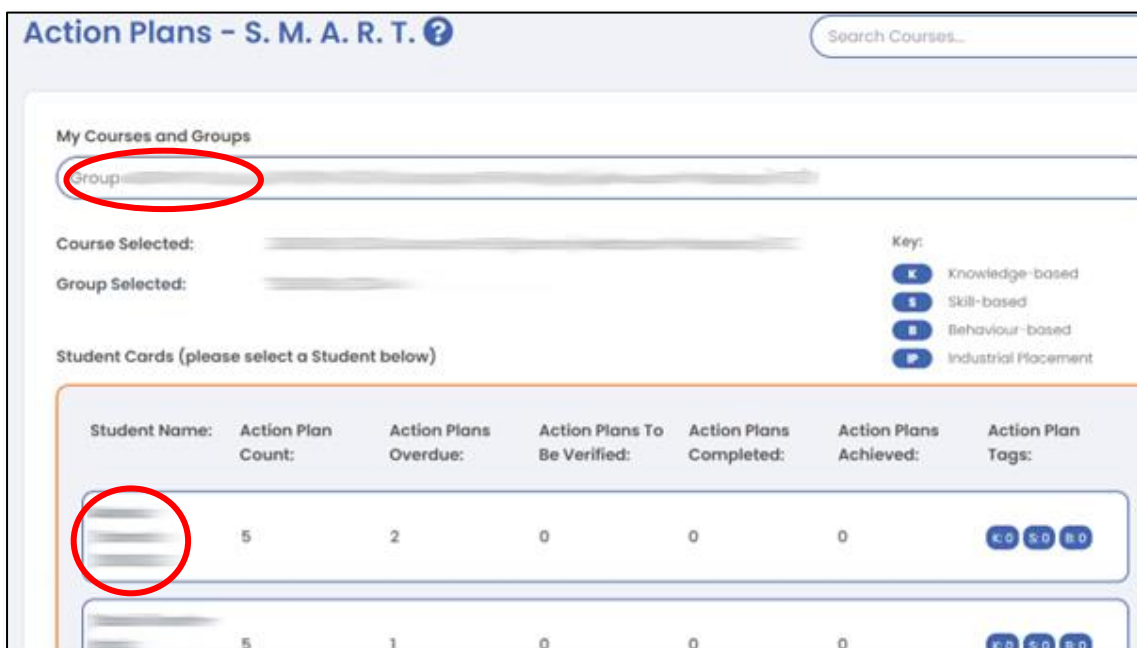


Setting multiple Action Plans at the same time

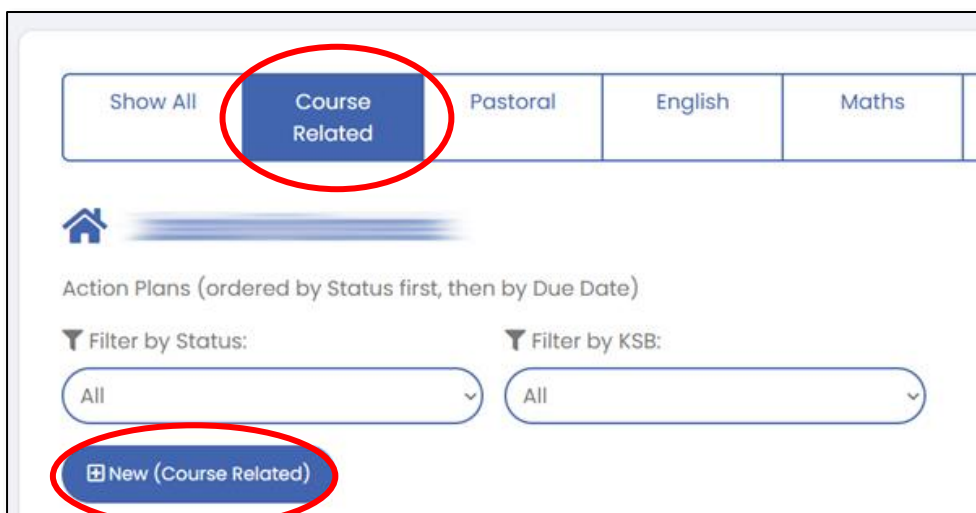
Select the **eTutorial** menu to the left-hand side of the home screen, then select **Action Plans**.



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.

Target Details Attachments

SMART Target:

Target here

Action Description:

Description here

☒ Assign this Action Plan to other selected students in the same group

To attach this Action Plan to multiple students in the group, hold down the ctrl key on your keyboard, and click on the relevant students in the list.

Save the action plan in the normal manner.

Save Close