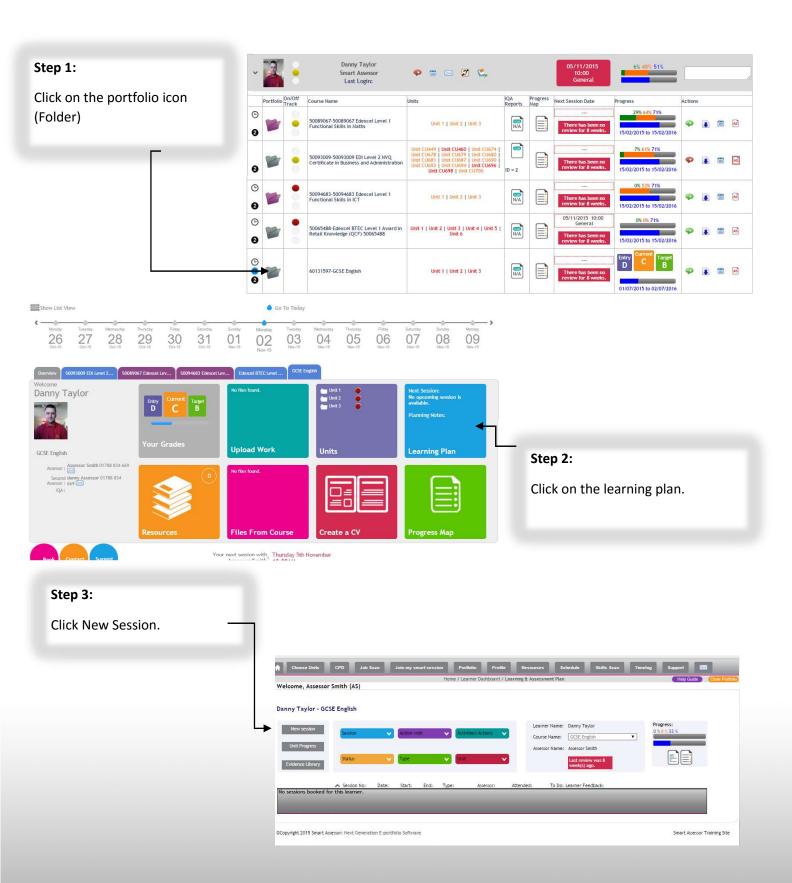


How to book a Repeat Session

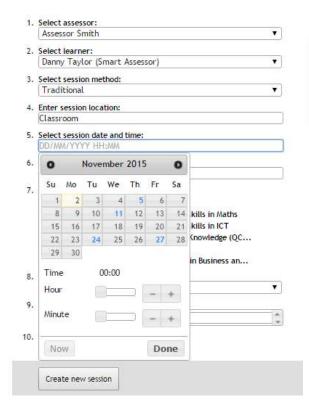


I. Repeat frequency:

Daily

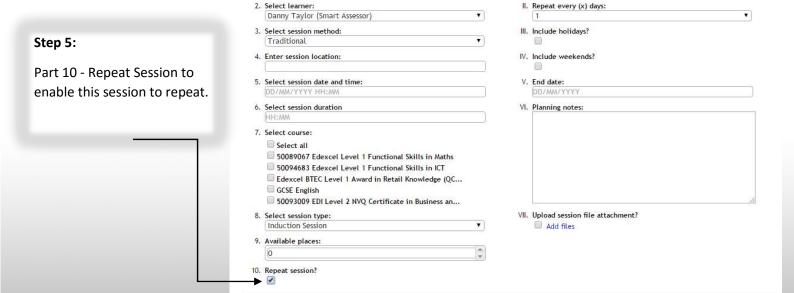


Book a new session



Step 4:

Fill out the relevant information. Parts 1 - 8.



1. Select assessor:

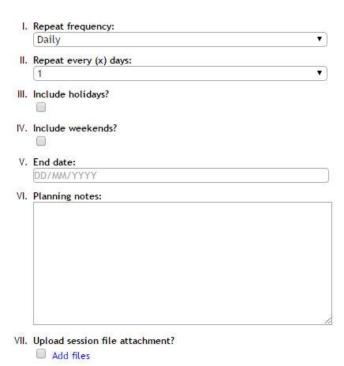
2. Select learner:

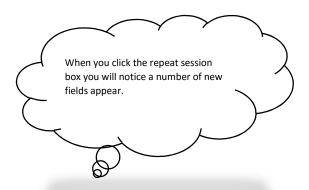
Assessor Smith

Create new session



SMART ASSESSOR USER GUIDE





Step 6:

You can specify a daily, weekly or monthly frequency. (i)

Once a frequency has been set you can then set how often this will be repeated. (ii)

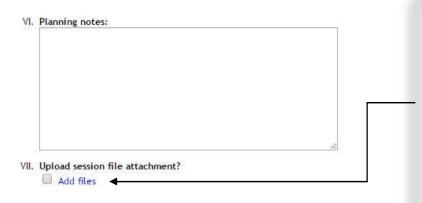
After this you can then specify if you want these sessions to include holidays and weekends (iii) (iv) and finally setting an End Date when the repeat session will end. (v)

Example: Frequency = Weekly, Repeat every = 8.

This will schedule a session every 8 weeks up until the specified end date.



SMART ASSESSOR USER GUIDE



Step 7:

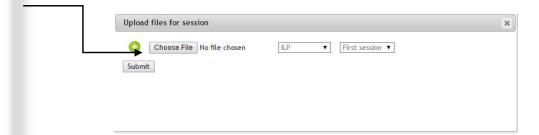
Once you have set the session up you can, if required, provide planning notes for the repeat session.

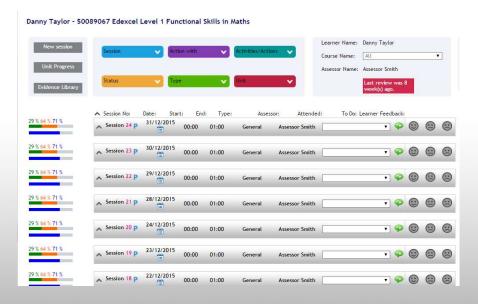
There is also the option to upload session files by clicking Upload session file attachment (vii)

Additional:

If you wish to add files to these repeat sessions you first need to browse to the file in question by pressing the choose file button.

Once the file has been selected you need to nominate the file type (ILP Review etc..) You can then specify if this file is to be allocated to the first session created or all sessions.





Once the session has been created you will then go back to the learning plan with the repeat sessions present.

The planned repeat sessions can be identified by the blue



