

## Setting up any Meeting

On the Students ILP Page from the Heading menu “Meetings and Comments”, select “Manage Learner Meetings”



On the Manage Learner Meetings page click on “Add New”. This will generate a pop-up where you will select Meeting Date, time and what type of meeting and then finally click “Save”.

Complete  Cancelled

Meeting Date:

Time:

Meeting Category:

Meeting Type:

- Select--
- 2. 1:1 Tutorial
- 6. Additional Learning Support Intervention
- Destination Interview
- Disciplinary (Informal): Positive Engagement
- Disciplinary: Formal stage 1
- Disciplinary: Formal stage 2
- Disciplinary: Formal stage 3

This will add the meeting to you list of meetings.

Manage All Meetings

Meeting Date	Time	Type	Reviewed By
13 Aug 2018		2. 1:1 Tutorial	Dominic Dewey