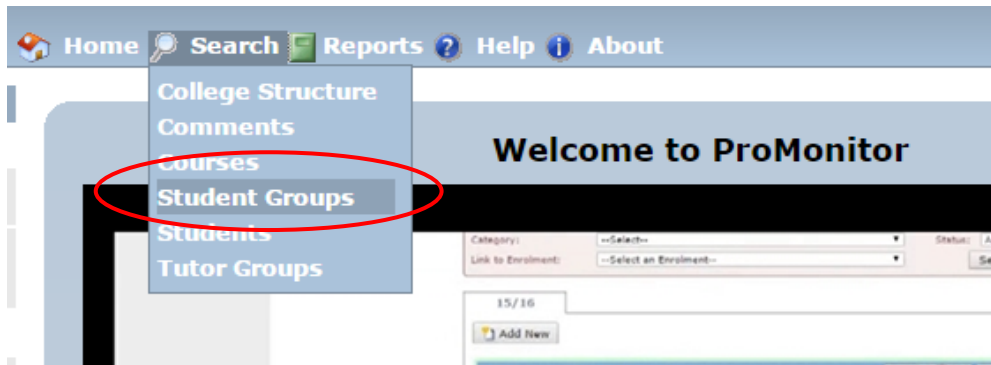


How to add yourself to your Student Group

From the search option, select "Student group"



Enter your student group number into the "Student Group Code" field and click Search

Structure Level:

Student Group Code: Student Group Title:

Course Code: Course Title:

Teacher Name:

Only show student groups which contain at least one active student

Only show Student Groups related to Courses flagged as Qualifications

Then click on the Student group from the list returned

Student Group	Course
BCM021XA (It Users - Btec Diploma Level 1)	BCM021X (It Users - Btec Diploma Level 1)

1 student group(s) found

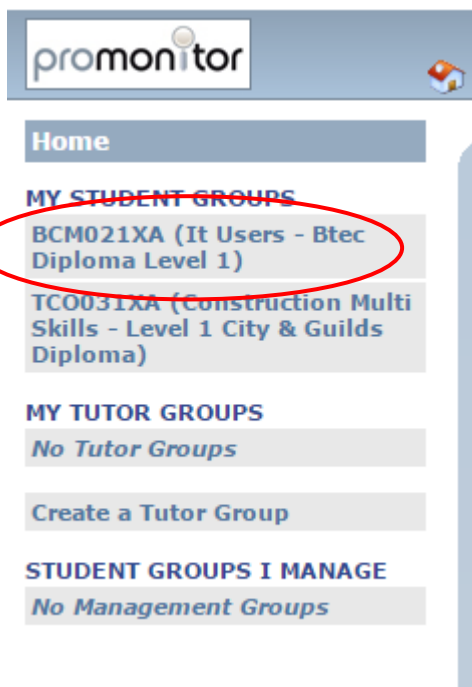
On student group page, click "here" in the yellow highlighted text to add yourself to the student group

A screenshot of the ProMonitor 'Details for BCM021XA (It Users - Btec Diploma Level 1)' page. The page features a navigation bar with 'promonitor' and 'Home', 'Search', 'Reports', 'Help', 'About'. A yellow banner at the top contains the text: 'This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)'. Below this, the page title is 'Details for BCM021XA (It Users - Btec Diploma Level 1)'. A sidebar on the left lists 'STUDENT GROUP' options: 'Details', 'Student Group Type', 'Add Student Comment', 'Add Student Diary Note', 'Add Student Meeting', 'SMART Targets Calendar', 'Add Enrichment Activity', and 'Add Support'. The main content area displays details for the student group: Name: BCM021XA (It Users - Btec Diploma Level 1), Course: BCM021X (It Users - Btec Diploma Level 1), Structure: CE > COMP, Teacher(s): [No teachers], Manager: [No Manager Selected], Type: [None Selected]. The 'hrc Hert...' logo is visible in the bottom right corner.

This will then show you as a teacher on this student group

Name: BCM021XA (It Users - Btec Diploma Level 1)
Course: [BCM021X \(It Users - Btec Diploma Level 1\)](#)
Structure: [CE > COMP](#)
Teacher(s): **Dominic Dewey**
Manager: [No Manager Selected]
Type: [\[None Selected\]](#)

This group will then show on your Dashboard under student groups.



The screenshot shows the Promonitor dashboard interface. At the top is the Promonitor logo. Below it is a navigation bar with a 'Home' button. The main content area is divided into sections: 'MY STUDENT GROUPS' (with the group 'BCM021XA (It Users - Btec Diploma Level 1)' circled in red), 'MY TUTOR GROUPS' (showing 'No Tutor Groups'), 'Create a Tutor Group' (a button), and 'STUDENT GROUPS I MANAGE' (showing 'No Management Groups').