

How to add/remove students to/from the sets

1. Go to “Teaching Manager” module then looking for the subject to edit the set list i.e. Spanish MFL(P)

Teaching Manager

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Current Academic Year

Subject List (1033 Subjects)

Below are listed all of the Subjects that have been configured within the system.

Expand All Subjects | Create Subject | Group Edit

All Divisions | Show Active Subjects

Subject Name (Teachers & Heads of Subject)	H of D	H of S	Edit Teachers	Edit Subject	Edit Forms	Edit Sets	Delete
Swimming KS2 [14 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
Learning Support Unit (Primary) [0 Heads of Department]							
4 Subjects							
Extended Learning Tracking (P) [0 Teachers & 0 Subject Heads]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
G&T Literacy [0 Teachers & 0 Subject Heads]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
G&T Maths [0 Teachers & 0 Subject Heads]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
Learning Support (P) [0 Teachers & 0 Subject Heads]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
World Languages (Primary) [2 Heads of Department]							
6 Subjects							
French MFL (P) [4 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
German MFL (P) [3 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
Japanese MFL (P) [3 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
Mandarin MFL (P) [2 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
SG Mandarin MFL (P) [2 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete
Spanish MFL (P) [3 Teachers & 1 Subject Head]	H of D	H of S	Teachers	Edit Subject	-	Edit Sets	Delete

2. Looking for the set, i.e. Y4A Spanish, click Edit button.

Teaching Manager

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Current Academic Year

Spanish MFL (P) Set List (16 Sets)

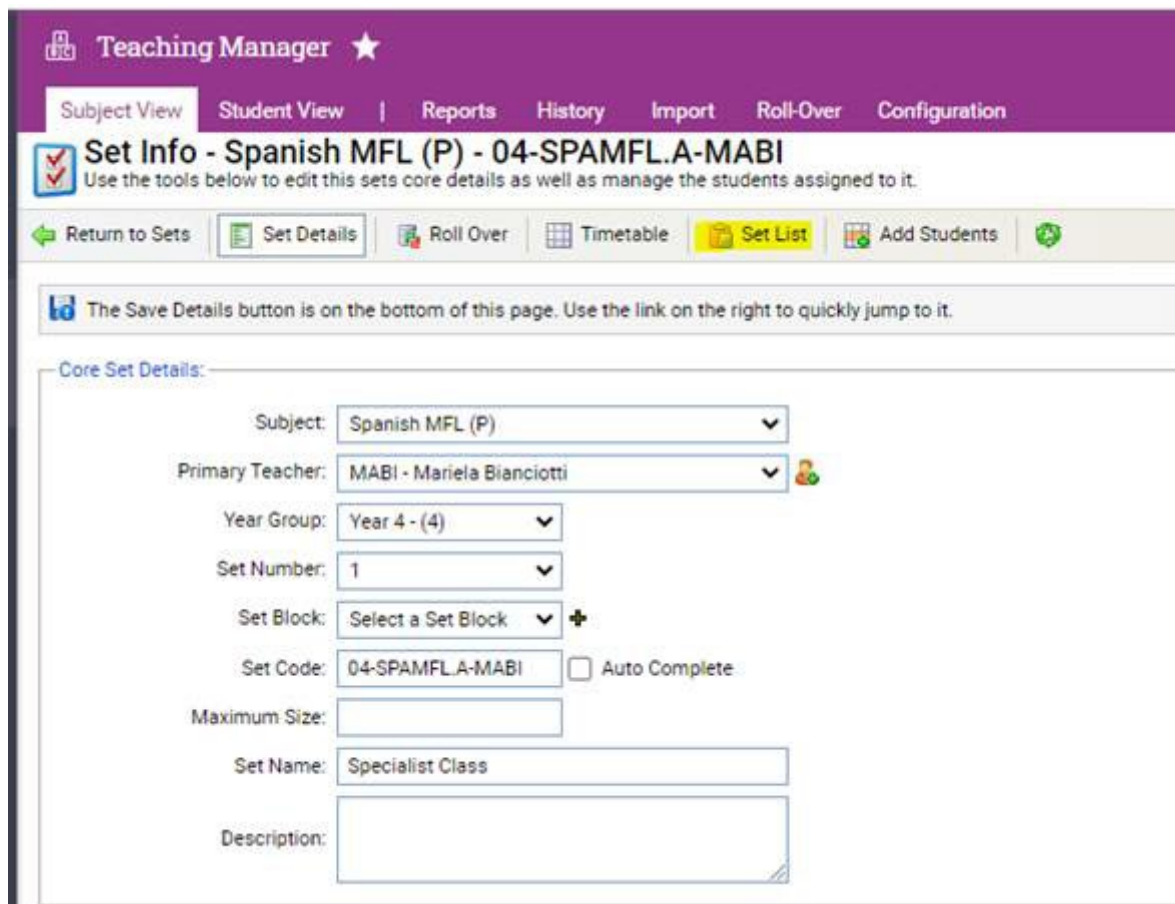
Below are listed all of your sets that are configured for this subject - Spanish MFL (P).

Return to Subjects | Create Set | View Totals

Print Sets | Export Sets | Jump Subject

Set Name - (Set Code)	INT	Block	Set#	Year	Max. Si...	Size	S Size	Edit	Delete
Year Group: Year 4 (4)									
4 Set(s)									
Specialist Class (04-SPAMFLA-CACL)	CACL	-	1	Y04 (4)	-	0	M:0 F:0	Edit	Delete
Specialist Class (04-SPAMFLA-MABI)	MABI	-	1	Y04 (4)	-	20	M:6 F:14	Edit	Delete
Specialist Class (04-SPAMFLB-CACL)	CACL	-	1	Y04 (4)	-	0	M:0 F:0	Edit	Delete
Specialist Class (04-SPAMFLB-MABI)	MABI	-	1	Y04 (4)	-	14	M:6 F:8	Edit	Delete
Year Group Total:						34	M:12 F:22		

3. Click the “Set List” button.



The screenshot shows the 'Set Info' page for 'Spanish MFL (P) - 04-SPAMFL.A-MABI'. The page has a purple header with the 'Teaching Manager' logo and a navigation bar with tabs: Subject View, Student View, Reports, History, Import, Roll-Over, and Configuration. Below the header, there's a sub-header with the set name and a description: 'Use the tools below to edit this sets core details as well as manage the students assigned to it.' A toolbar contains buttons: Return to Sets, Set Details, Roll Over, Timetable, Set List (highlighted in yellow), Add Students, and a green circular icon. A message box states: 'The Save Details button is on the bottom of this page. Use the link on the right to quickly jump to it.' The 'Core Set Details' section includes fields for Subject (Spanish MFL (P)), Primary Teacher (MABI - Mariela Bianciotti), Year Group (Year 4 - (4)), Set Number (1), Set Block (Select a Set Block), Set Code (04-SPAMFL.A-MABI) with an 'Auto Complete' checkbox, Maximum Size, Set Name (Specialist Class), and Description.

Teaching Manager ★

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | **Set List** | Add Students

The Save Details button is on the bottom of this page. Use the link on the right to quickly jump to it.

Core Set Details:

Subject: Spanish MFL (P) ▼

Primary Teacher: MABI - Mariela Bianciotti ▼

Year Group: Year 4 - (4) ▼

Set Number: 1 ▼

Set Block: Select a Set Block ▼ +

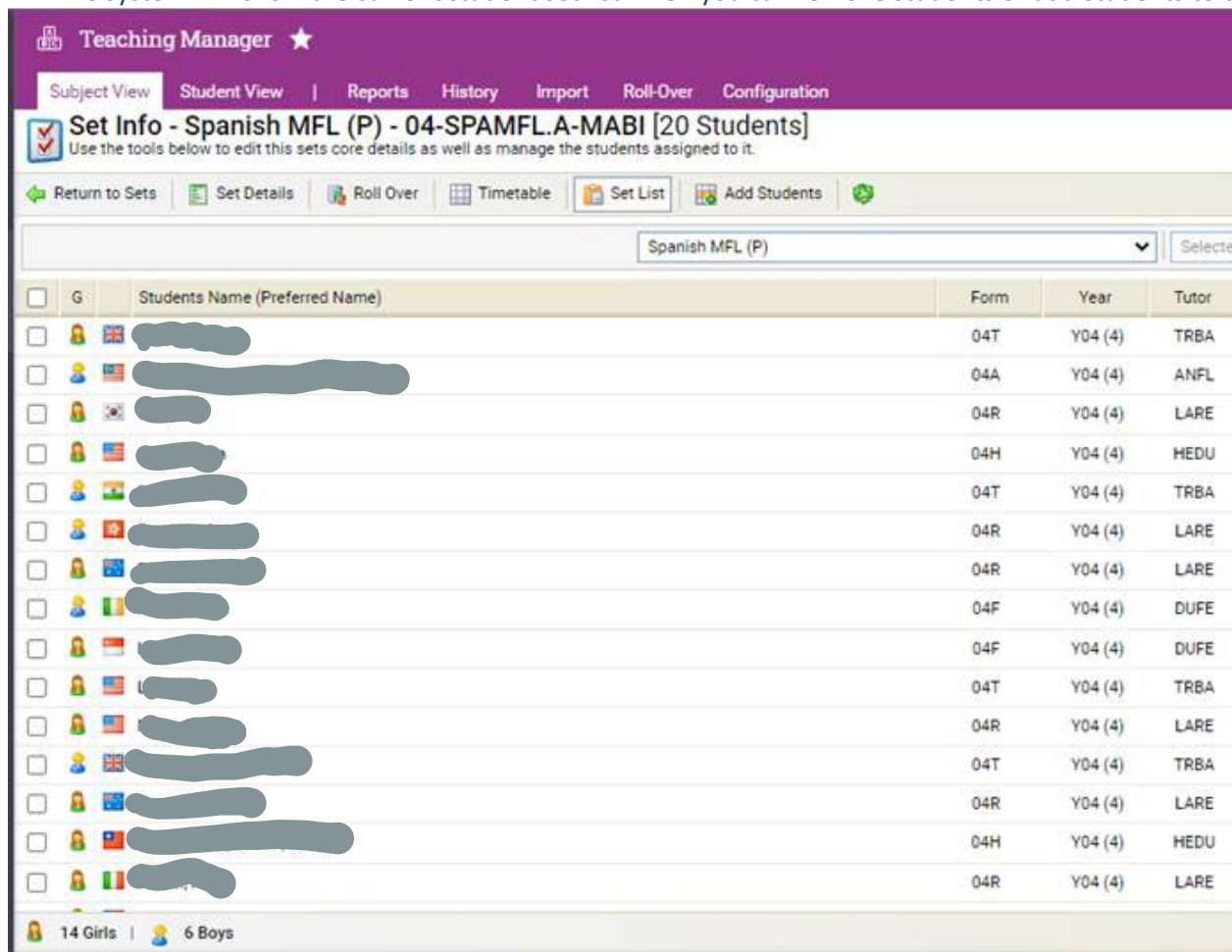
Set Code: 04-SPAMFL.A-MABI ☐ Auto Complete

Maximum Size:

Set Name: Specialist Class

Description:

4. The system will show the current student set list. Then you can remove students or add students to the set list.



The screenshot shows the 'Set Info' page for 'Spanish MFL (P) - 04-SPAMFL.A-MABI' with 20 students listed. The page has a purple header with the 'Teaching Manager' logo and a navigation bar with tabs: Subject View, Student View, Reports, History, Import, Roll-Over, and Configuration. Below the header, there's a sub-header with the set name and the number of students: 'Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI [20 Students]'. A message box states: 'Use the tools below to edit this sets core details as well as manage the students assigned to it.' A toolbar contains buttons: Return to Sets, Set Details, Roll Over, Timetable, Set List (highlighted in yellow), Add Students, and a green circular icon. A dropdown menu shows 'Spanish MFL (P)' with a 'Select' button. The table lists 20 students with columns: G (checkbox), Students Name (Preferred Name), Form, Year, and Tutor. The bottom of the page shows a summary: 14 Girls | 6 Boys.

Teaching Manager ★

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI [20 Students]
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | **Set List** | Add Students

Spanish MFL (P) ▼ Select

☐	G	Students Name (Preferred Name)	Form	Year	Tutor
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04A	Y04 (4)	ANFL
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04H	Y04 (4)	HEDU
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04F	Y04 (4)	DUFE
☐		[Redacted]	04F	Y04 (4)	DUFE
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04H	Y04 (4)	HEDU
☐		[Redacted]	04R	Y04 (4)	LARE

14 Girls | 6 Boys

5. To remove student from the set list, tick the check off for the student to be removed and then select “Remove” from the dropdown list. Then click “Yes” to confirm.

Teaching Manager

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Current Academic Year

Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI [20 Students]
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | **Set List** | Add Students

Spanish MFL (P)

☐	G	Students Name (Preferred Name)	Form	Year
☐		[Redacted]	04T	Y04 (4)
☒		[Redacted]	04A	Y04 (4)
☐		[Redacted]	04R	Y04 (4)
☐		[Redacted]	04H	Y04 (4)

Selected Students

Remove

Year 3

- Specialist Class - 03-SPAMFL A-CACL () (CACL) (0 pupils)
- Specialist Class - 03-SPAMFL B-CACL () (CACL) (0 pupils)
- Specialist Class - 03-SPAMFL A-MABI () (MABI) (20 pupils)
- Specialist Class - 03-SPAMFL B-MABI () (MABI) (17 pupils)

Year 4

- Specialist Class - 04-SPAMFL A-CACL () (CACL) (0 pupils)
- Specialist Class - 04-SPAMFL B-CACL () (CACL) (0 pupils)

Teaching Manager

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI [20 Students]
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | **Set List** | Add Students

Spanish MFL (P) Remove

☐	G	Students Name (Preferred Name)	Form	Year	Tutor	A/House
☐		[Redacted]	04T	Y04 (4)	TRBA	-
☒		[Redacted]				
☐		[Redacted]				
☐		[Redacted]				
☐		[Redacted]				
☐		[Redacted]				
☐		[Redacted]				
☐		[Redacted]				
☐		[Redacted]	04F	Y04 (4)	DUFE	-

Set Changes
Are you sure you want to remove the selected students from this set?

Yes No

6. To add students to the set list. Click “Add Students” button.

Teaching Manager

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | **Add Students**

The Save Details button is on the bottom of this page. Use the link on the right to quickly jump to it.

Core Set Details:

Subject: Spanish MFL (P)

Primary Teacher: MABI - Mariela Bianciotti

Year Group: Year 4 - (4)

Set Number: 1

Set Block: Select a Set Block

Set Code: 04-SPAMFLA-MABI ☐ Auto Complete

Maximum Size:

Set Name: Specialist Class

7. Select students by ticking on the check box then click “Save & Return to List” then click “Yes” to confirm.

Teaching Manager ★

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

☒ **Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI**
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | Set List | Add Students

Year 4 - (4) | All Houses | All School Forms | Both Genders

☐	G	Students Name (Preferred Name)	Form	Year (NC)	Tutor	House	DOB (Age)
☐		[Redacted]	04D	Y04 (4)	DUCH	-	20-Feb-2014 (8.0)
☐		[Redacted]	04A	Y04 (4)	ANFL	-	27-Feb-2014 (8.8)
☐		[Redacted]					Aug-2014 (8.2)
☐		[Redacted]					Oct-2014 (8.6)
☐		[Redacted]					Nov-2013 (8.11)
☐		[Redacted]					Dec-2013 (8.10)
☐		[Redacted]					Jan-2014 (8.6)
☐		[Redacted]					Feb-2014 (8.9)
☐		[Redacted]					Aug-2014 (8.2)
☒		[Redacted]	04R	Y04 (4)	LARE	-	30-May-2014 (8.5)
☐		[Redacted]	04F	Y04 (4)	DUFE	-	06-Oct-2013 (9.0)
☐		[Redacted]	04T	Y04 (4)	TRBA	-	15-May-2014 (8.5)
☐		[Redacted]	04H	Y04 (4)	HEDU	-	05-Dec-2013 (8.10)
☐		[Redacted]	04W	Y04 (4)	SAWV	-	07-Aug-2014 (8.2)
☐		[Redacted]	04W	Y04 (4)	SAWV	-	21-Nov-2013 (8.11)
☐		[Redacted]	04N	Y04 (4)	ALFU	-	29-Jan-2014 (8.9)

Save & Return to List | Save & Add More | Reset Form

8. Then student has been added to the set list.

Teaching Manager ★

Subject View | Student View | Reports | History | Import | Roll-Over | Configuration

☒ **Set Info - Spanish MFL (P) - 04-SPAMFL.A-MABI [21 Students]**
Use the tools below to edit this sets core details as well as manage the students assigned to it.

Return to Sets | Set Details | Roll Over | Timetable | Set List | Add Students

Spanish MFL (P) | Selected S

☐	G	Students Name (Preferred Name)	Form	Year	Tutor
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04H	Y04 (4)	HEDU
☐		[Redacted]	04T	Y04 (4)	TRBA
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04R	Y04 (4)	LARE
☐		[Redacted]	04F	Y04 (4)	DUFE
☐		[Redacted]	04F	Y04 (4)	DUFE
☐		[Redacted]	04T	Y04 (4)	TRBA