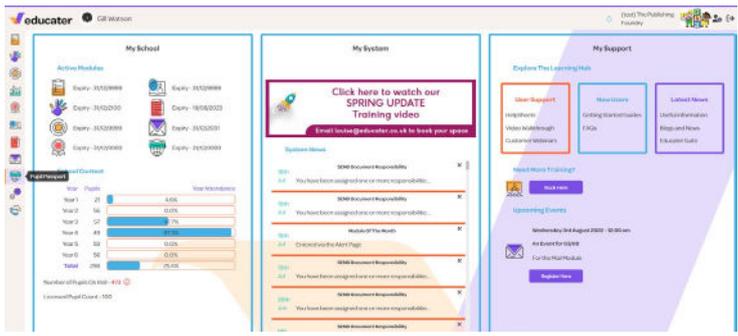
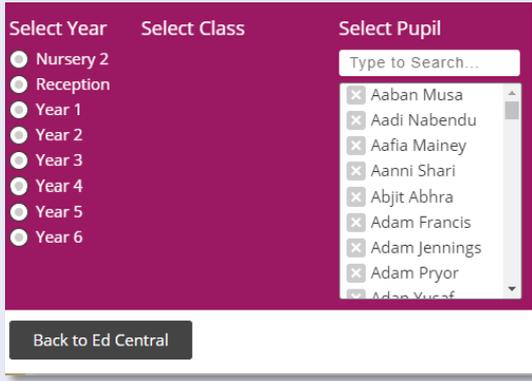
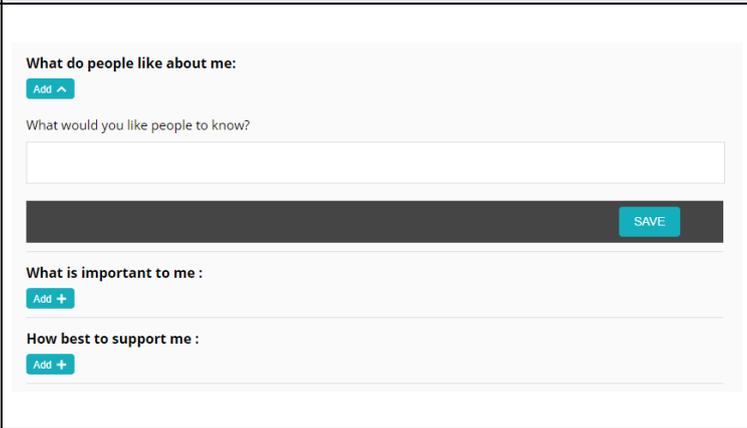
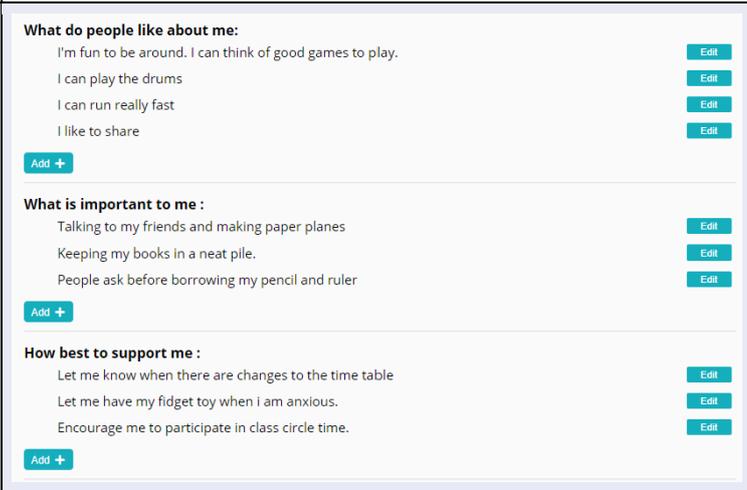


How to... Complete Pupil Passport

NOTES: A good one-page profile is detailed and specific so that if you removed a pupil's name and photo you would still know who it belongs to.

If the pupil has written this themselves or dictated it, it should be recorded in the first person. If you or another adult have completed this and it is not the pupil's own words, then it should be recorded as he/she.

<p>1. Accessing Pupil Passport</p> <p>From the menu on your dashboard click on </p>	
<p>2. Selecting a Pupil</p> <p>Start typing to search for the pupil or use the scroll bar to locate them.</p> <p>Check the box next to their name and their passport will open.</p>	
<p>3. Completing the Sections</p> <p>Once you have selected the pupil you can start by asking him / her how they are feeling and apply the appropriate image.</p>	

<p>4.</p>	<p>Completing the Sections</p> <p>There are three sections to complete:</p> <ol style="list-style-type: none"> 1. What do people like about me. 2. What is important to me. 3. How best to support me. 	
<p>5.</p>	<p>Adding a Response</p> <p>Click on the section that you wish to respond to.</p> <p>Click on Add + to add another sentence.</p> <p>Then click SAVE. The sentence will be added to the section.</p>	
<p>6.</p>	<p>Viewing Responses</p> <p>As you click save, the responses will appear under the heading.</p>	
<p>7.</p>	<p>Editing Responses</p> <p>If you wish to edit a response, click on Edit, make the changes and Save.</p> <p>If you decide to not edit – click on Cancel.</p>	