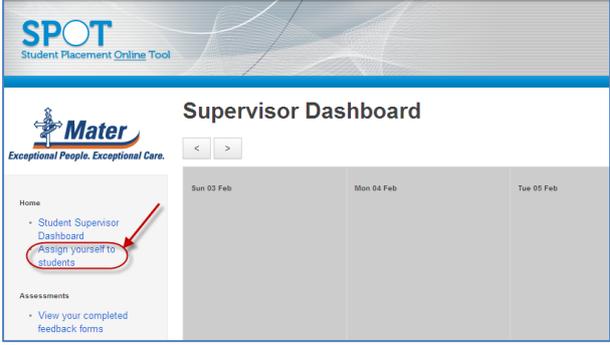
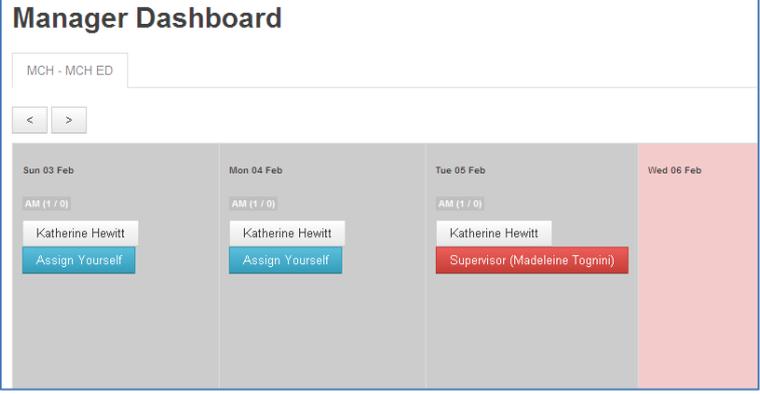
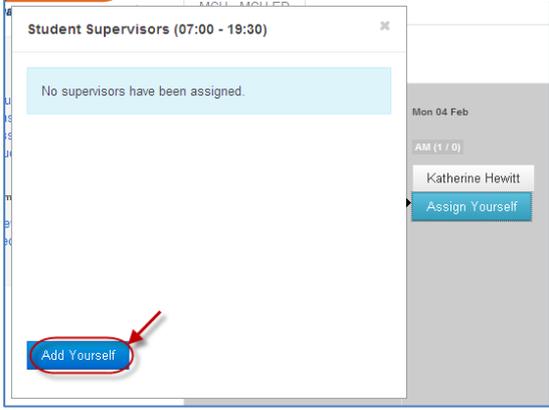


SASRef-01 – Self Assigning Supervisor Reference Sheet - Assigning Yourself to Students.

Steps	Action	What it looks like
1.	<p>Click on the Assign yourself to students link in the sidebar to navigate to the Manager Dashboard.</p>	
2.	<p>Any student shifts that do not have a supervisor assigned will have a blue button labelled Assign Yourself located under the student's name.</p> <p>Any student shifts that do have a supervisor assigned will have a red button with the assigned supervisor's name displayed.</p> <p>Click the Assign Yourself button to display the supervisor pop-up box.</p>	
3.	<p>Click on the Add Yourself button.</p>	
4.	<p>Your name will appear above and also in the Red supervisor button.</p> <p>To remove yourself as the supervisor, click the Remove Yourself button.</p> <p>You can also set yourself as the Default supervisor for every shift that student books by clicking the Set As Default button.</p> <p>Click "x" in the top right hand corner to close the pop-up box.</p>	