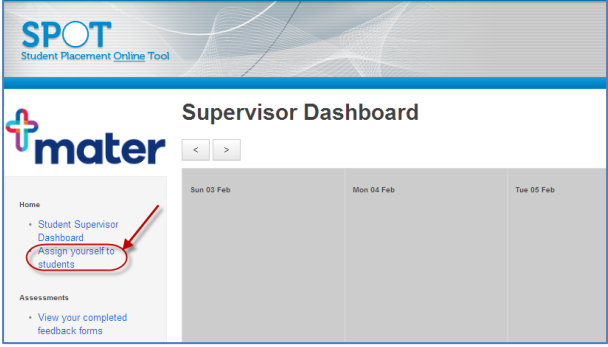
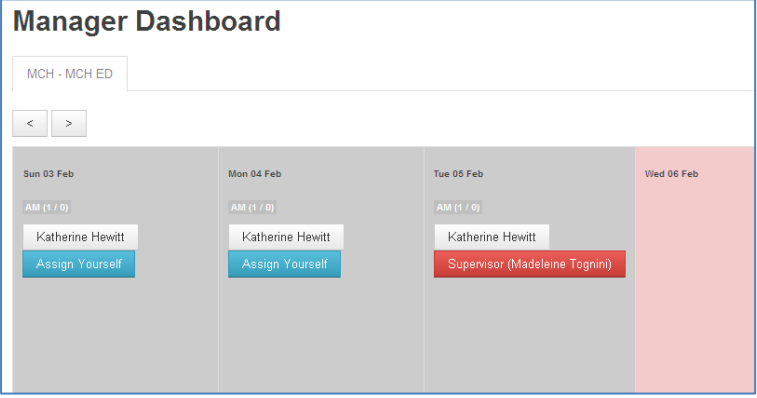
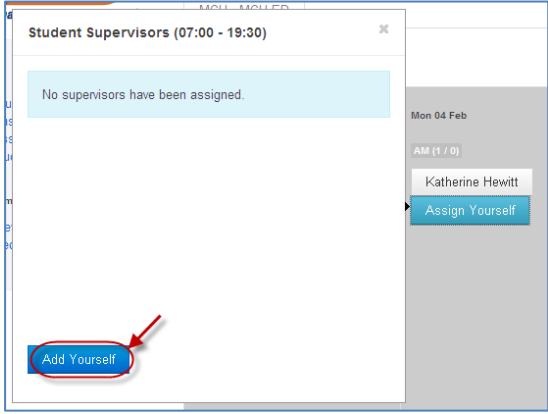


## SASRef-01 – Self Assigning Supervisor Reference Sheet - Assigning Yourself to Students.

Steps	Action	What it looks like
1.	<p>Click on the <b>Assign yourself to students</b> 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 <b>Assign Yourself</b> 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 <b>Assign Yourself</b> button to display the supervisor pop-up box.</p>	
3.	<p>Click on the <b>Add Yourself</b> 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 <b>Remove Yourself</b> button.</p> <p>You can also set yourself as the <b>Default</b> supervisor for every shift that student books by clicking the <b>Set As Default</b> button.</p> <p>Click "x" in the top right hand corner to close the pop-up box.</p>	