

# Addysg



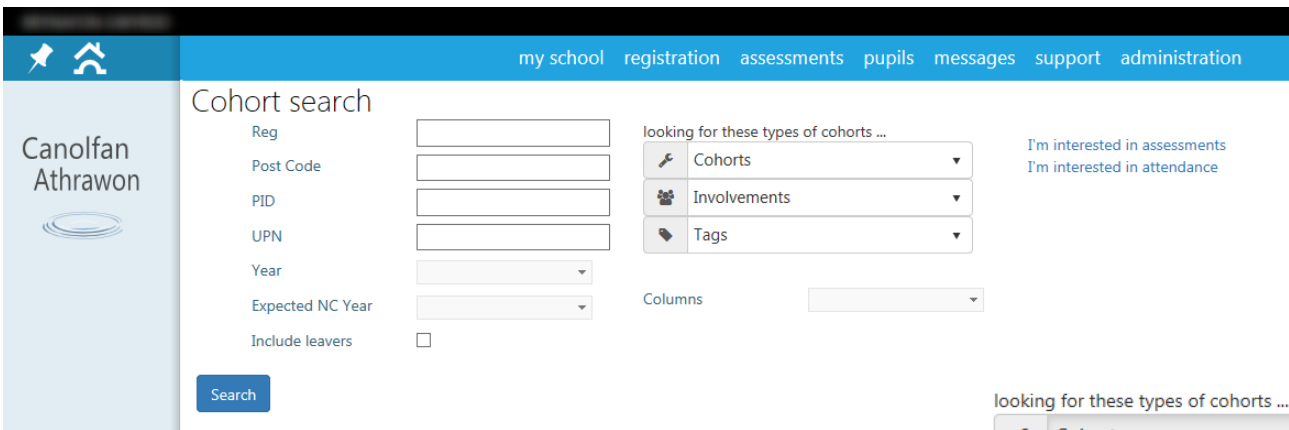
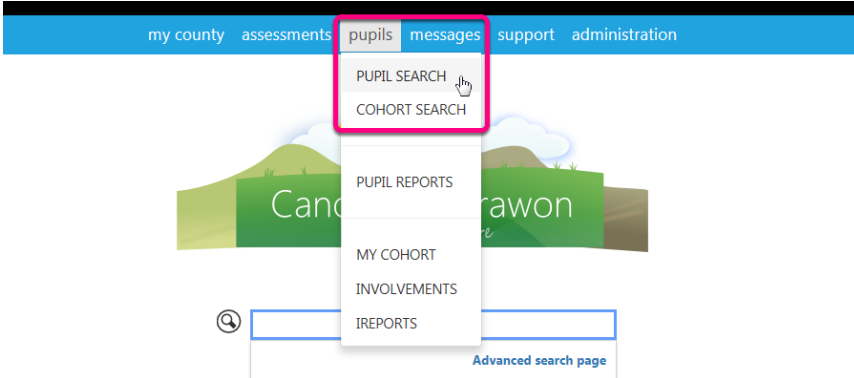
Cefnogi Dysgu  
Supporting Learning

# Teacher Centre

Cohort Search

## Searching for a Cohort

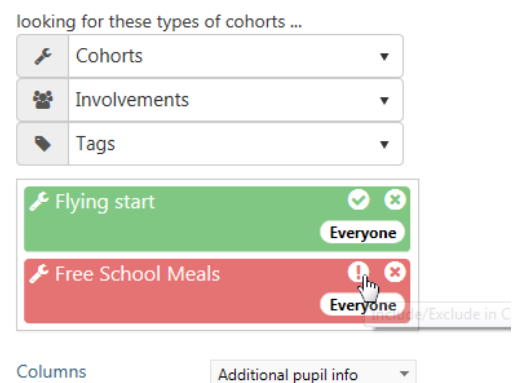
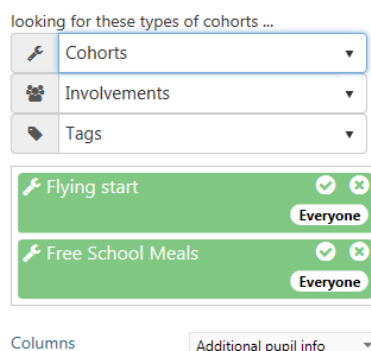
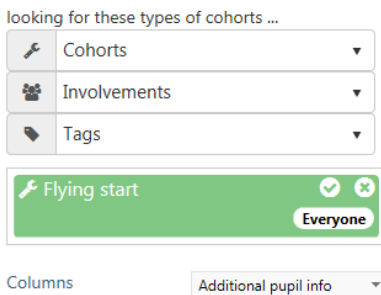
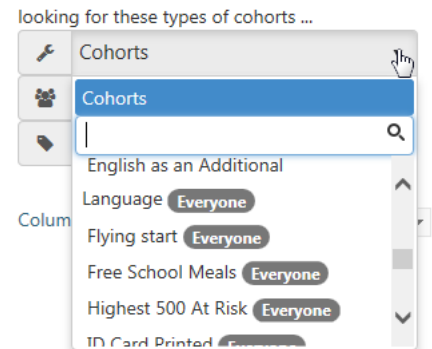
To search for a cohort, first go to the **Cohort Search** page by going to **Pupils** then selecting **Cohort Search**.



Set the requirements of your Cohort using the option available.

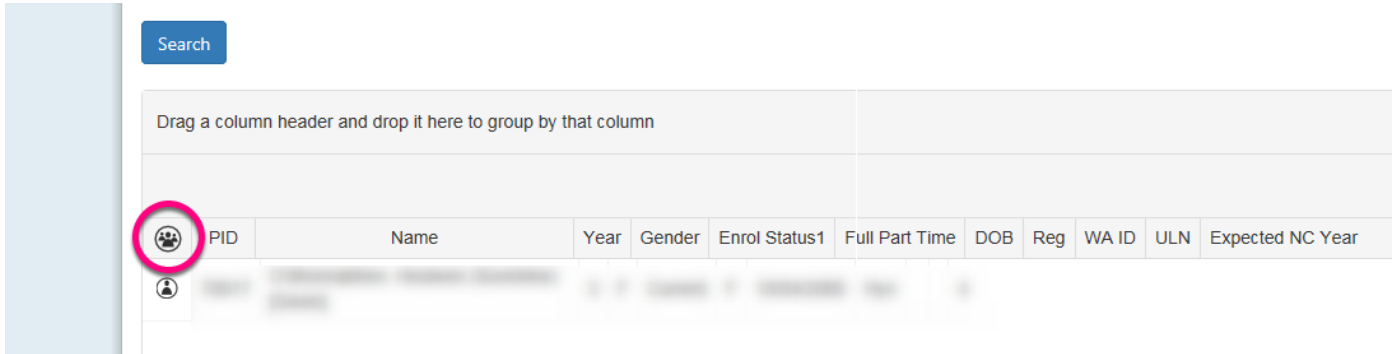
In this example, I am searching for all Flying Start pupils who are not on Free School Meals. To do this, Select Flying Start from the Cohorts drop down, then select Free School Meals and click on the tick to exclude.

Once you are happy with the requirements that you have set, click search.



## Cohort Actions

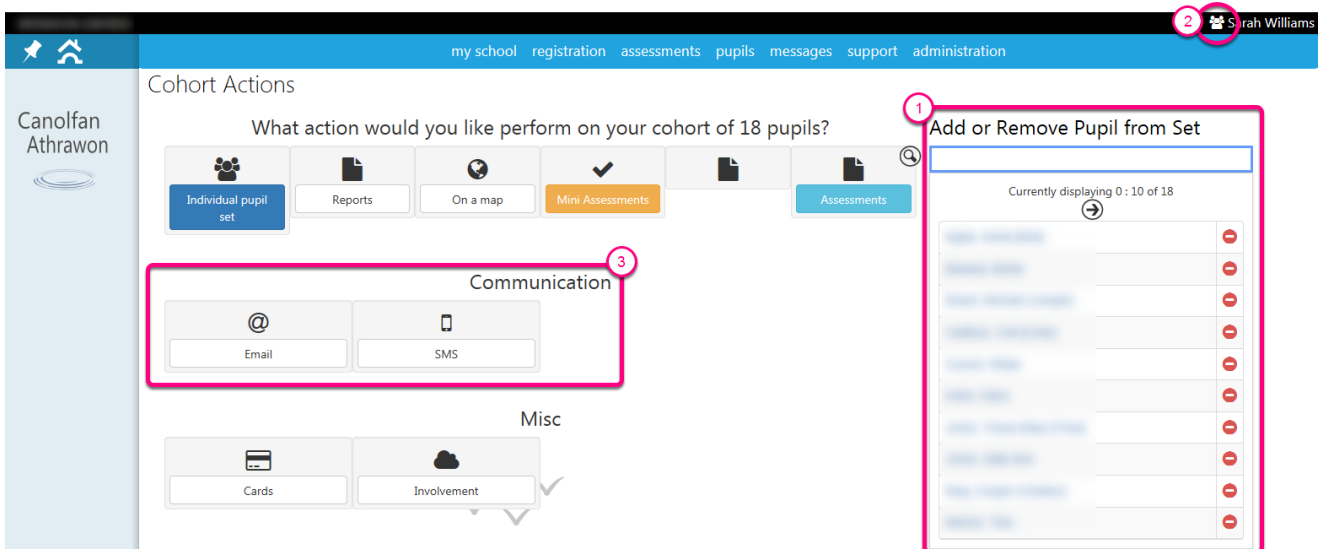
Once your search results are displayed, you can view the **Cohort Actions** page by clicking on the **Cohort Actions** button which is in the top left corner of the search results box.



You can add or remove pupils from your cohort set using the list, marked **1** on the image below.

If you have to navigate away from the **Cohort Actions** page, you can return to it by clicking the **Cohort Actions** button in the top right corner of the page, next to your name in the black bar. (Marked **2** on the image below).

To send an Email or SMS to the cohort, click the Email or SMS button, marked **3** on the image below.



**Gwasanaeth TGCh Ysgolion a'r Gymuned**

@ <http://addysg.cerenet.org.uk>

☎ 01970 633678

✉ [servicedesk@cerenet.org.uk](mailto:servicedesk@cerenet.org.uk)

🐦 Dilynwch ni ar Twitter [@CereICTSupport](https://twitter.com/CereICTSupport)

**ICT Service for Schools and the Community**

<http://addysg.cerenet.org.uk> @

01970 633678 ☎

[servicedesk@cerenet.org.uk](mailto:servicedesk@cerenet.org.uk) ✉

Follow us on Twitter [@CereICTSupport](https://twitter.com/CereICTSupport) 🐦

*Last updated 18-Oct-16*