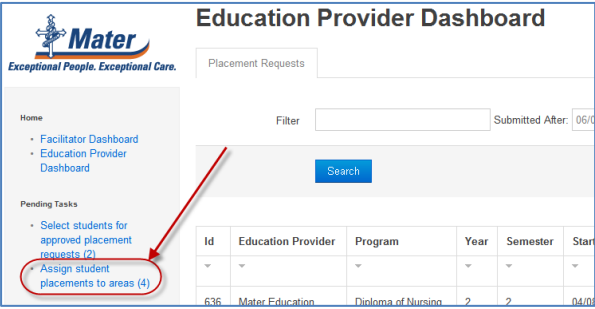
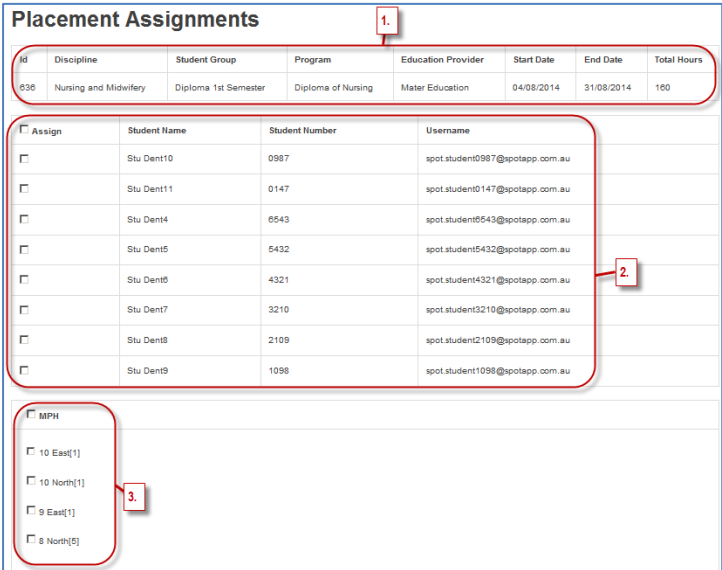
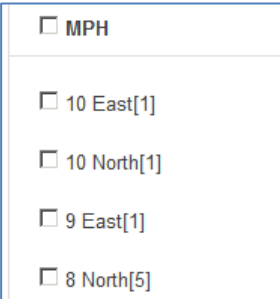


## EPRef-07– Education Provider Reference Sheet – Assigning a Student to an Area.

Steps	Action	What it looks like																																																									
1.	<p><b>Troubleshooting:</b></p> <p>As an Education Provider User, you will only have access to assign Students to Areas if the placement provider has allocated Areas to your approved Placement Request. If the placement provider has not allocated Areas at Approval time, they will need to assign the students to Areas.</p>																																																										
2.	<p>To assign students to areas, click on the <b>Assign student placements to areas (#)</b> link under the <b>Pending Tasks</b> section on the sidebar.</p>	 <p><b>Education Provider Dashboard</b></p> <p>Placement Requests</p> <p>Filter [ ] Submitted After: 06/0</p> <p>Search [ ]</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start</th> </tr> </thead> <tbody> <tr> <td>636</td> <td>Mater Education</td> <td>Diploma of Nursing</td> <td>2</td> <td>2</td> <td>04/08</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start	636	Mater Education	Diploma of Nursing	2	2	04/08																																													
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3.	<p>If you have more than one placement request to assign to Areas, a list of unassigned placements will display.</p> <p>To choose a placement, click the <b>Assign</b> button.</p>	<p><b>Placement Assignments</b></p> <table border="1"> <thead> <tr> <th>Id</th> <th>Discipline</th> <th>Program</th> <th>Education Provider</th> <th>Students</th> <th>Start Date</th> <th>End Date</th> <th>Total Hours</th> <th></th> </tr> </thead> <tbody> <tr> <td>623</td> <td>Nursing and Midwifery</td> <td>Bachelor of Nursing</td> <td>Mater Education</td> <td>4</td> <td>16/06/2014</td> <td>27/07/2014</td> <td>280</td> <td><input type="button" value="Assign"/></td> </tr> <tr> <td>636</td> <td>Nursing and Midwifery</td> <td>Diploma of Nursing</td> <td>Mater Education</td> <td>8</td> <td>04/08/2014</td> <td>31/08/2014</td> <td>160</td> <td><input type="button" value="Assign"/></td> </tr> </tbody> </table>	Id	Discipline	Program	Education Provider	Students	Start Date	End Date	Total Hours		623	Nursing and Midwifery	Bachelor of Nursing	Mater Education	4	16/06/2014	27/07/2014	280	<input type="button" value="Assign"/>	636	Nursing and Midwifery	Diploma of Nursing	Mater Education	8	04/08/2014	31/08/2014	160	<input type="button" value="Assign"/>																														
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4.	<p>The <b>Placement Assignments</b> screen displays the :</p> <ol style="list-style-type: none"> <li>1. Details of the placement,</li> <li>2. Details of the individual students and</li> <li>3. Areas that have been allocated to you for this placement request.</li> </ol>	 <p><b>Placement Assignments</b></p> <table border="1"> <thead> <tr> <th>Id</th> <th>Discipline</th> <th>Student Group</th> <th>Program</th> <th>Education Provider</th> <th>Start Date</th> <th>End Date</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>636</td> <td>Nursing and Midwifery</td> <td>Diploma 1st Semester</td> <td>Diploma of Nursing</td> <td>Mater Education</td> <td>04/08/2014</td> <td>31/08/2014</td> <td>160</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Assign</th> <th>Student Name</th> <th>Student Number</th> <th>Username</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Stu Dent10</td><td>0987</td><td>spot.student0987@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent11</td><td>0147</td><td>spot.student0147@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent4</td><td>6543</td><td>spot.student6543@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent5</td><td>5432</td><td>spot.student5432@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent6</td><td>4321</td><td>spot.student4321@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent7</td><td>3210</td><td>spot.student3210@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent8</td><td>2109</td><td>spot.student2109@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent9</td><td>1098</td><td>spot.student1098@spotapp.com.au</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th><input type="checkbox"/> MPH</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 10 East[1]</td></tr> <tr><td><input type="checkbox"/> 10 North[1]</td></tr> <tr><td><input type="checkbox"/> 9 East[1]</td></tr> <tr><td><input type="checkbox"/> 8 North[5]</td></tr> </tbody> </table>	Id	Discipline	Student Group	Program	Education Provider	Start Date	End Date	Total Hours	636	Nursing and Midwifery	Diploma 1st Semester	Diploma of Nursing	Mater Education	04/08/2014	31/08/2014	160	<input type="checkbox"/> Assign	Student Name	Student Number	Username	<input type="checkbox"/>	Stu Dent10	0987	spot.student0987@spotapp.com.au	<input type="checkbox"/>	Stu Dent11	0147	spot.student0147@spotapp.com.au	<input type="checkbox"/>	Stu Dent4	6543	spot.student6543@spotapp.com.au	<input type="checkbox"/>	Stu Dent5	5432	spot.student5432@spotapp.com.au	<input type="checkbox"/>	Stu Dent6	4321	spot.student4321@spotapp.com.au	<input type="checkbox"/>	Stu Dent7	3210	spot.student3210@spotapp.com.au	<input type="checkbox"/>	Stu Dent8	2109	spot.student2109@spotapp.com.au	<input type="checkbox"/>	Stu Dent9	1098	spot.student1098@spotapp.com.au	<input type="checkbox"/> MPH	<input type="checkbox"/> 10 East[1]	<input type="checkbox"/> 10 North[1]	<input type="checkbox"/> 9 East[1]	<input type="checkbox"/> 8 North[5]
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5.	<p>The Areas allocated to this placement will display the <b>Location(s)</b> at the top of each column in bold, and the Area(s)' names.</p> <p>The number <b>[#]</b> brackets after each Area is the number of spots that you can assign students to. This number reduces each time you assign a student, showing how many spots you have left.</p>	 <p><input type="checkbox"/> MPH</p> <p><input type="checkbox"/> 10 East[1]</p> <p><input type="checkbox"/> 10 North[1]</p> <p><input type="checkbox"/> 9 East[1]</p> <p><input type="checkbox"/> 8 North[5]</p>																																																									

<p>6.</p> <p>To assign student to an Area:</p> <ol style="list-style-type: none"> <li>1. Click on the tick box in the <b>Assign</b> column for the student that you wish to assign.</li> <li>2. Click on the tick box for the area you wish to assign the student to</li> <li>3. Click the <b>Assign Areas</b> button at the bottom of the screen.</li> </ol> <p>The selected student will then be removed from the list and the number of students able to be placed in that Area will reduce by 1.</p>		<table border="1"> <thead> <tr> <th><input type="checkbox"/> Assign</th> <th>Student Name</th> <th>Student Number</th> <th>Username</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Stu Dent10</td><td>0987</td><td>spot.student0987@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent11</td><td>0147</td><td>spot.student0147@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent4</td><td>6543</td><td>spot.student6543@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent5</td><td>5432</td><td>spot.student5432@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent6</td><td>4321</td><td>spot.student4321@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent7</td><td>3210</td><td>spot.student3210@spotapp.com.au</td></tr> <tr><td><input type="checkbox"/></td><td>Stu Dent8</td><td>2109</td><td>spot.student2109@spotapp.com.au</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Stu Dent9</td><td>1098</td><td>spot.student1098@spotapp.com.au</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th><input type="checkbox"/> MPH</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 10 East[1]</td></tr> <tr><td><input type="checkbox"/> 10 North[1]</td></tr> <tr><td><input type="checkbox"/> 9 East[1]</td></tr> <tr><td><input checked="" type="checkbox"/> 8 North[5]</td></tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Assign Areas"/></p>	<input type="checkbox"/> Assign	Student Name	Student Number	Username	<input type="checkbox"/>	Stu Dent10	0987	spot.student0987@spotapp.com.au	<input type="checkbox"/>	Stu Dent11	0147	spot.student0147@spotapp.com.au	<input type="checkbox"/>	Stu Dent4	6543	spot.student6543@spotapp.com.au	<input type="checkbox"/>	Stu Dent5	5432	spot.student5432@spotapp.com.au	<input type="checkbox"/>	Stu Dent6	4321	spot.student4321@spotapp.com.au	<input type="checkbox"/>	Stu Dent7	3210	spot.student3210@spotapp.com.au	<input type="checkbox"/>	Stu Dent8	2109	spot.student2109@spotapp.com.au	<input checked="" type="checkbox"/>	Stu Dent9	1098	spot.student1098@spotapp.com.au	<input type="checkbox"/> MPH	<input type="checkbox"/> 10 East[1]	<input type="checkbox"/> 10 North[1]	<input type="checkbox"/> 9 East[1]	<input checked="" type="checkbox"/> 8 North[5]
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<p>7.</p> <p>You can also assign multiple students to a single Area:</p> <ol style="list-style-type: none"> <li>1. Tick all of the students you are assigning,</li> <li>2. Tick the Area you are assigning to,</li> <li>3. Click <b>Assign Areas</b>.</li> </ol>		<table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/> Assign</th> <th>Student Name</th> <th>Student Number</th> <th>Username</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Stu Dent10</td><td>0987</td><td>spot.student0987@spotapp.com.au</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Stu Dent11</td><td>0147</td><td>spot.student0147@spotapp.com.au</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Stu Dent4</td><td>6543</td><td>spot.student6543@spotapp.com.au</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Stu Dent5</td><td>5432</td><td>spot.student5432@spotapp.com.au</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th><input type="checkbox"/> MPH</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 10 East[0]</td></tr> <tr><td><input type="checkbox"/> 10 North[0]</td></tr> <tr><td><input type="checkbox"/> 9 East[0]</td></tr> <tr><td><input checked="" type="checkbox"/> 8 North[4]</td></tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Assign Areas"/></p>	<input checked="" type="checkbox"/> Assign	Student Name	Student Number	Username	<input checked="" type="checkbox"/>	Stu Dent10	0987	spot.student0987@spotapp.com.au	<input checked="" type="checkbox"/>	Stu Dent11	0147	spot.student0147@spotapp.com.au	<input checked="" type="checkbox"/>	Stu Dent4	6543	spot.student6543@spotapp.com.au	<input checked="" type="checkbox"/>	Stu Dent5	5432	spot.student5432@spotapp.com.au	<input type="checkbox"/> MPH	<input type="checkbox"/> 10 East[0]	<input type="checkbox"/> 10 North[0]	<input type="checkbox"/> 9 East[0]	<input checked="" type="checkbox"/> 8 North[4]																
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<p>8.</p>	<p>If you attempt to assign more students to an Area than there are spots allocated, you will receive an Error message.</p>	<p style="text-align: center;"><b>Error.</b> There is not enough capacity.</p>																																									
<p>9.</p>	<p>Once you have completed assigning all students to Areas you will receive a Success message.</p>	<p style="text-align: center;"><b>Success.</b> Your placements have been assigned to the selected areas.</p>																																									