SPOT Student Placement Online Tool



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

Steps	Action	What it looks like
1.	Click on the Assign yourself to students link in the sidebar to navigate to the Manager Dashboard.	Student Placement Online Tool Student Placement Online Tool Subject Exceptional Care Subject Subject Subject State Student Suppriser Student Student Suppriser Student Suppriser Student Suppriser Student Suppriser Student Suppriser Student Suppriser Student Student
2.	Any student shifts that do not have a supervisor assigned will have a blue button labelled Assign Yourself located under the student's name. Any student shifts that do have a supervisor assigned will have a red button with the assigned supervisor's name displayed. Click the Assign Yourself button to display the supervisor pop-up box.	McH - MCH ED Sun 03 Feb Mon 04 Feb Akt (1/0) Katherine Hewitt Assign Yourself Wed 06 Feb Wed 06 Feb
3.	Click on the Add Yourself button.	Student Supervisors (07:00 - 19:30) No supervisors have been assigned. Mon 04 Feb Akt (1/0) Katherine Hewitt Assign Yourself
4.	Your name will appear above and also in the Red supervisor button. To remove yourself as the supervisor, click the Remove Yourself button. You can also set yourself as the Default supervisor for every shift that student books by clicking the Set As Default button. Click "x" in the top right hand corner to close the pop-up box.	Student Supervisors (07:00 - 19:30) X Spot Preceptor Set As Default Mon 04 Feb Aut (170) Katherine Hewitt Supervisor (Spot Preceptor)

