

DRef-02 – Director Reference Sheet – How to Complete an Area Placement Request.

Steps	Action	What it looks like																														
1.	<p>To assign students to areas, click on:</p> <ul style="list-style-type: none"> - The Assign student placements to areas (#) link under the Pending Tasks section on the sidebar, or - The You have # area placement requests link in the Outstanding Area Placements box. 	<p>The screenshot shows the Director dashboard with a sidebar on the left containing 'Home', 'Pending Tasks', and 'Capacity Planning'. Under 'Pending Tasks', there is a link 'Assign student placements to areas (5)' circled in red. In the main content area, the 'Outstanding Area Placements' box shows '5' and 'You have 5 area placement requests.', also circled in red.</p>																														
2.	<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 Assign button.</p>	<p>The screenshot shows a table titled 'Placement Assignments' with columns: Id, Locations, Discipline, Program, Education Provider, Students, Start Date, End Date, Total Hours, and an 'Assign' button. Two rows are visible, with the 'Assign' buttons circled in red.</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Locations</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>663</td> <td>Mater Cross Complex Services</td> <td>Physiotherapy</td> <td>Graduate Entry Masters of Physiotherapy</td> <td>Griffith University</td> <td>6</td> <td>29/09/2014</td> <td>02/11/2014</td> <td>190</td> <td><input type="button" value="Assign"/></td> </tr> <tr> <td>939</td> <td>Mater Mother's Hospital</td> <td>Nursing and Midwifery</td> <td>Diploma of Nursing</td> <td>Mater Education</td> <td>3</td> <td>05/12/2015</td> <td>25/12/2015</td> <td>80</td> <td><input type="button" value="Assign"/></td> </tr> </tbody> </table>	Id	Locations	Discipline	Program	Education Provider	Students	Start Date	End Date	Total Hours		663	Mater Cross Complex Services	Physiotherapy	Graduate Entry Masters of Physiotherapy	Griffith University	6	29/09/2014	02/11/2014	190	<input type="button" value="Assign"/>	939	Mater Mother's Hospital	Nursing and Midwifery	Diploma of Nursing	Mater Education	3	05/12/2015	25/12/2015	80	<input type="button" value="Assign"/>
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3.	<p>The Placement Assignments screen displays the details of the placement, the details of the individual students and all of your Areas that accept students of the corresponding Discipline.</p>	<p>The screenshot shows the 'Placement Assignments' details screen. It includes a table for placement details and a list of students with checkboxes for assignment. The 'Assign' checkbox for the first student is circled in red.</p> <table border="1"> <thead> <tr> <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>Nursing and Midwifery</td> <td>Default Nursing and Midwifery [edit]</td> <td>Bachelor of Midwifery</td> <td>Griffith University</td> <td>21/01/2013</td> <td>03/03/2013</td> <td>240</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>Xia Cheng</td> <td>555555</td> <td>spot.student5@hotmail.com</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Jenny James</td> <td>41520931</td> <td>spot.student3@hotmail.com</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Francesca Renior</td> <td>666666</td> <td>spot.student6@hotmail.com</td> </tr> </tbody> </table>	Discipline	Student Group	Program	Education Provider	Start Date	End Date	Total Hours	Nursing and Midwifery	Default Nursing and Midwifery [edit]	Bachelor of Midwifery	Griffith University	21/01/2013	03/03/2013	240	<input type="checkbox"/> Assign	Student Name	Student Number	Username	<input type="checkbox"/>	Xia Cheng	555555	spot.student5@hotmail.com	<input type="checkbox"/>	Jenny James	41520931	spot.student3@hotmail.com	<input type="checkbox"/>	Francesca Renior	666666	spot.student6@hotmail.com
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4.	<p>Placements are assigned to a Student Group at the time of approval (See DRef-01).</p> <p>If you want to assign this placement group to a different Specific Student Group, click the [edit] button and choose the appropriate Student Group from the list, then click Save.</p>	<p>The screenshot shows the 'Placement Assignments' screen with a dropdown menu for 'Student Group' open. The 'edit' button next to the current selection is circled in red.</p>																														
5.	<p>Troubleshooting:</p> <p>If a <i>Student Group</i> that you wish to assign to the placement is not displayed in the drop down field, this will be because the <i>Student Group</i> has not been created. Contact your System Administrator to add it or, if you have Administrator access, refer to ARef-05 - How to Administer Disciplines</p>																															



6. If this placement has Areas allocated to it, only the **Location(s)** and Area(s) that have been allocated will display.

The number [#] brackets after each Area in this case 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.

If there are no brackets displaying next to Areas, this placement may be allocated to any Area.

MPH

10 East[1]

10 North[1]

9 East[1]

8 North[5]

7.

To assign student/s to a single area:

1. Click on the tick box in the **Assign** column for each student that you wish to assign to the single area. (Click the tick box next to the **Assign** column heading to select all students),
2. Click on the tick box for the area you wish to assign the students to,
3. Click the **Assign Areas** button at the bottom of the screen. The selected students will then be removed from the list.

<input type="checkbox"/> Assign	Student Name	Student Number	Username
<input checked="" type="checkbox"/>	Xia Cheng	555555	spot.student5@hotmail.com
<input type="checkbox"/>	Jenny James	41520931	spot.student3@hotmail.com
<input type="checkbox"/>	Franosca Renior	666666	spot.student6@hotmail.com

MPH

10 East

10 North

MPH 8E

8 North

8 South

9 East

9 North

MPH CCU

MPH ICU

MECC

MPH OT

PACU

Rehab L4

Rehab L5

Rehab L6

MAH

10B

8A

8B

9A - Medical

9B - Medical

CCU

Day Surg

QDC

ICU

OT

Stomal



<p>8.</p> <p>For students assigned to multiple areas:</p> <ol style="list-style-type: none"> 1. Click on the tick box in the Assign column for each student that you wish to assign to the <u>same combination of areas</u>. (Click the tick box next to the Assign column heading to select <u>all</u> students), 2. Click on the tick box for all of the areas you wish to assign the students to, 3. Click the Assign Areas button at the bottom of the screen. The selected students will then be removed from the list. 		<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>Jenny James</td> <td>41520931</td> <td>spot.student3@hotmail.com</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Francoisca Renior</td> <td>666666</td> <td>spot.student6@hotmail.com</td> </tr> </tbody> </table> <table border="1"> <tr> <td> <input checked="" type="checkbox"/> MPH <input checked="" type="checkbox"/> 10 East <input checked="" type="checkbox"/> 10 North <input checked="" type="checkbox"/> MPH 8E <input checked="" type="checkbox"/> 8 North <input checked="" type="checkbox"/> 8 South <input checked="" type="checkbox"/> 9 East <input checked="" type="checkbox"/> 9 North <input checked="" type="checkbox"/> MPH CCU <input checked="" type="checkbox"/> MPH ICU <input checked="" type="checkbox"/> MECC <input checked="" type="checkbox"/> MPH OT <input checked="" type="checkbox"/> PACU <input checked="" type="checkbox"/> Rehab L4 <input checked="" type="checkbox"/> Rehab L5 <input checked="" type="checkbox"/> Rehab L6 </td> <td> <input type="checkbox"/> MAH <input type="checkbox"/> 10B <input type="checkbox"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9A - Medical <input type="checkbox"/> 9B - Medical <input type="checkbox"/> ED <input type="checkbox"/> CCU <input type="checkbox"/> Day Surg <input type="checkbox"/> QDC <input type="checkbox"/> ICU <input type="checkbox"/> OT <input type="checkbox"/> Stomal </td> </tr> </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"/>	Jenny James	41520931	spot.student3@hotmail.com	<input checked="" type="checkbox"/>	Francoisca Renior	666666	spot.student6@hotmail.com	<input checked="" type="checkbox"/> MPH <input checked="" type="checkbox"/> 10 East <input checked="" type="checkbox"/> 10 North <input checked="" type="checkbox"/> MPH 8E <input checked="" type="checkbox"/> 8 North <input checked="" type="checkbox"/> 8 South <input checked="" type="checkbox"/> 9 East <input checked="" type="checkbox"/> 9 North <input checked="" type="checkbox"/> MPH CCU <input checked="" type="checkbox"/> MPH ICU <input checked="" type="checkbox"/> MECC <input checked="" type="checkbox"/> MPH OT <input checked="" type="checkbox"/> PACU <input checked="" type="checkbox"/> Rehab L4 <input checked="" type="checkbox"/> Rehab L5 <input checked="" type="checkbox"/> Rehab L6	<input type="checkbox"/> MAH <input type="checkbox"/> 10B <input type="checkbox"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9A - Medical <input type="checkbox"/> 9B - Medical <input type="checkbox"/> ED <input type="checkbox"/> CCU <input type="checkbox"/> Day Surg <input type="checkbox"/> QDC <input type="checkbox"/> ICU <input type="checkbox"/> OT <input type="checkbox"/> Stomal
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<p>9.</p>	<p>For a placement with allocated spots, if you attempt to assign more students to an Area than there are spots allocated, you will receive an Error message.</p>	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;"> <p>Error. There is not enough capacity.</p> </div>														
<p>10.</p>	<p>Once you have completed assigning all students to Areas you will receive a Success message.</p> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;"> <p>Success. Your placements have been assigned to the selected areas.</p> </div>															