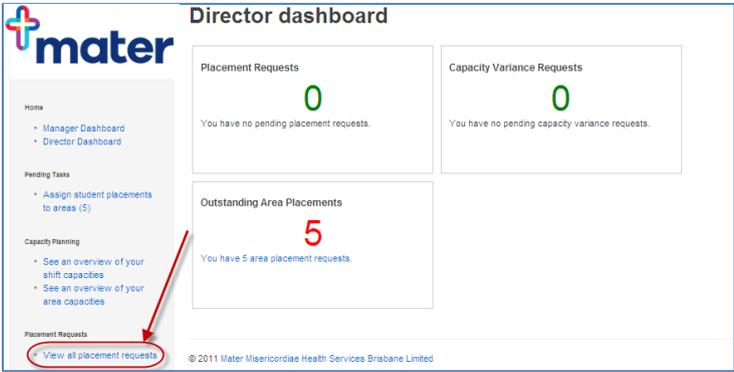
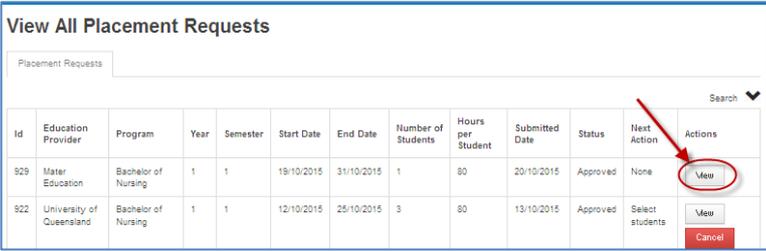
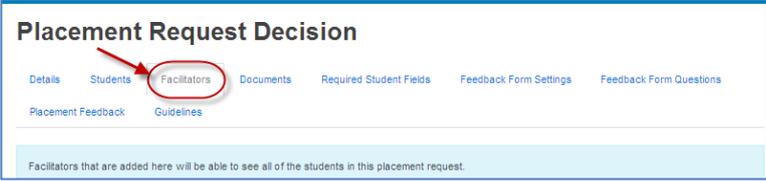
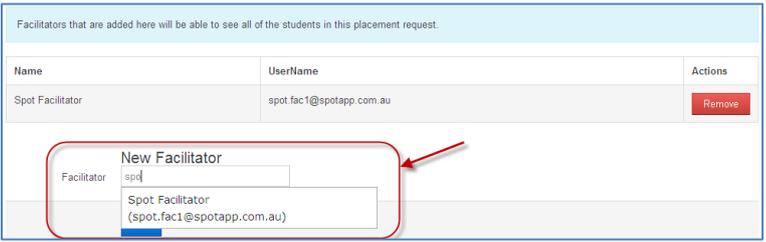


## DRef-10 – Director Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like																																							
1.	To assign a <b>Facilitator</b> to a placement group of students, navigate to the <b>View all placement requests</b> page by clicking the link in the sidebar.	 <p>Director dashboard</p> <p>Placement Requests: 0 You have no pending placement requests.</p> <p>Capacity Variance Requests: 0 You have no pending capacity variance requests.</p> <p>Outstanding Area Placements: 5 You have 5 area placement requests.</p> <p>View all placement requests</p>																																							
2.	Select the placement request and click the <b>View</b> button.	 <p>View All Placement Requests</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>929</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>19/10/2015</td> <td>31/10/2015</td> <td>1</td> <td>80</td> <td>20/10/2015</td> <td>Approved</td> <td>None</td> <td>View</td> </tr> <tr> <td>922</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>25/10/2015</td> <td>3</td> <td>80</td> <td>13/10/2015</td> <td>Approved</td> <td>Select students</td> <td>View</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	929	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View	922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View
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3.	In the placement screen, click on the <b>Facilitators</b> tab.	 <p>Placement Request Decision</p> <p>Facilitators</p> <p>Facilitators that are added here will be able to see all of the students in this placement request.</p>																																							
4.	Type the name of the Facilitator into the <b>Facilitator</b> field and click on their name as they pop up. Click the <b>Add</b> button to assign them.	 <p>Facilitators that are added here will be able to see all of the students in this placement request.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>UserName</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Spot Facilitator</td> <td>spot.fac1@spotapp.com.au</td> <td>Remove</td> </tr> </tbody> </table> <p>New Facilitator</p> <p>Facilitator: spot</p> <p>Spot Facilitator (spot.fac1@spotapp.com.au)</p>	Name	UserName	Actions	Spot Facilitator	spot.fac1@spotapp.com.au	Remove																																	
Name	UserName	Actions																																							
Spot Facilitator	spot.fac1@spotapp.com.au	Remove																																							
5.	<p><b>Troubleshooting:</b></p> <p>If a facilitator that you wish to assign to a placement is not displayed after typing in their name, this will either be because:</p> <ol style="list-style-type: none"> <li>The facilitator uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob; <b>OR</b></li> <li>The User does not have the facilitator role assigned to their user profile; <b>OR</b></li> <li>The User does not have the Discipline corresponding to the placement assigned to their user profile.</li> </ol> <p>Try a few different spellings of the supervisor's name to start with. If that fails, contact your SPOT System Administrator to rectify, or if you have administrator functions, refer to Reference Sheet ARef-02.</p>																																								