

EPRef-03 – Education Provider Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like
1.	To assign a Facilitator to a placement group of students, select the placement from the Education Provider Dashboard and click the View button.	Nume Column Results Nume Pagement Requests Nume Pagement Requests <
2.	In the placement screen, click on the Facilitators tab.	Placement Request Request Details Students Feedback Form Settings Feedback Form Questions Placement Feedback If you have not yet uploaded all of your students, you can do so here. Otherwise, simply select the students you want to add to this placement. First Name Last Name Student Number Email Year Level
3.	Type the name of the Facilitator into the Facilitator field and click on their name as they pop up. Click the Add button to assign them. You can add as many Facilitators to a placement as you like. You can remove any assigned Facilitators by clicking the Remove button, and then clicking Yes .	Placement Request Request Details Students Facilitators Documents Feedback Form Settings Feedback Form Questions Placement Feedback Facilitators that are added here will be able to see all of the students in this placement request. Actions Name UserName Actions Spot Facilitator spot fac1@spotapp.com.au Remove Facilitator spot fac1@spotapp.com.au Image: Spot Facilitator Spot Facilitator spot fac1@spotapp.com.au UserName
4.	 Troubleshooting: If a facilitator that you wish to assign to a placement is not displayed after typing in their name, this will either be because: a. The facilitator uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob. OR b. The User does not have the facilitator role assigned to their user profile. OR c. The User does not have the Discipline corresponding to the placement assigned to their user profile. 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. 	