SPOT Student Placement Online Tool



EPRef-06 – Education Provider Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like						
1.	To view and manage a particular student's details, click on the Find a student link on the side bar. This will navigate to the Students Screen.	Education Provider Dashboard Picement Requests Picement Requests Filter Submitted Afte Perding Tasks • Select students for appoint requests (1) Filter Submitted Afte Picement Requests Picement Requests • Select students for appoint requests (1) Picement Requests Picement Request • Request placements for your students • Request placements for your students • * * * * * * • 1 1 0505/2014 • Bequest placements for your students • * * * * * • * • * * * * * * • * • * * * * * • * • * * * * • * • * * * • * • * * * * • * • * * * • * • * * • * • *						
2.	The Find a Student screen displays an student who has ever had been uploaded by your assigned Education Provider(s) Students who have a <u>current</u> active placement will have entries in the Student Group and Area columns, whit those with no <u>current</u> active placement will have those fields empty.	Find a Student To fiter the student list enter a search criteria below and click the Search' button. Filter Filter Search 153 Results Preveux Next						
3.	To display only students that have(had) an active placement on a certain date, select the with option from the drop dow list in the filter and select the date (defaults to today's date), then click the Search button.	e placement on a certain date, ne with option from the drop down e filter and select the date s to today's date), then click the						
4.	To find a specific student, type their name into the Filter field and click the Search button. Click the View Details button in the row for the student in question. This will navigate to that student's screen.							

Stuc	POT lent Placement <u>Online</u> Tool		1			S.	Y	
5.	The student Details tab displays the student's placement, personal, mandatory pre-requisite and learning details in one place. There is a link to send the student an email, to view the original placement request and download buttons to access the student's learning objectives and assessment requirements.	Demi Tayl Correction Feedback	k Form 3 Shifts	aible for keeping y	Documents Mater Private Hospital - Bin OS032014-3011/2014 OS032014-3011/2014 Student Group Defone 1at Senester Email spot student 12@epotepp.co pour details up to date in the S tetatils aren't correct then you Blue Card Numt 1832976/3	bbane D Ed M B hrs completed) Veri P P P P P P P P P P P P P P P P P P P	comment Request Documents arming Objectives entation Manual mentation Manual ident Documents inical Skills Expectations	itis A Hepatitis B
6.	The Feedback Forms tab gives you access to the student's feedback. In the Feedback Period Start field, enter the date that you wish to review the feedback forms from. This will generate forms for periods worked between the selected date and today's date. Then click the Download button to view a PDF version of the forms.	Demi Taylor Details Feedback Forms Shifts Notes Documents A confidential PDF of student's feedback forms is available for you to download. You can select how far back you want to see feedback forms based on the date they were submitted. Feedback Period Start: 11/10/2014						
7.	 The Shifts tab displays a list of shifts that the student has booked and/or completed in their current placement. Clicking the forward/back arrow buttons will show past or future placements. The green highlighted row is today's date, and the Cumulative Hours column shows how many placement hours the student will complete. 	Demi Tayl	ck Forms Shift	Notes 2014 Placement I 15.00 15.00 23.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00	Documents End: 30/11/2014 Required H Mours Completed 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Supervisors SPOT Preceptor SPOT Preceptor SPOT Preceptor SPOT Preceptor	Date Wednesday 2503/2014 Thursday 2703/2014 Saturday 2303/2014 Sunday 3003/2014 Thursday 0302/2014 Thursday 0304/2014 Finday 04/04/2014 Saturday 0504/2014 Sunday 06/04/2014 Wednesday 09/04/2014	Cumulative Hours 8 16 24 32 40 48 66 64 72

	POT ent Placement <u>Online</u> Tool						
8.	The Notes tab displays any notes attached to the student's profile, including the date created and who created it. Private Notes are <u>not</u> visible to <i>Students</i> or their <i>Supervisors</i> , but they are visible to other <i>Facilitator</i> and <i>Director</i> users that have been assigned this student. Public Notes <u>are</u> visible to <i>Students</i> or their <i>Supervisors</i> .	Details Feedback Forms Shifts Documents Public Private					
	To create a new Note, choose Public or Private , type into the text field and click the Add button. Your note will display at the top of the list.	Add					
9.		Demi Taylor					
	The Documents tab displays any documents specifically attached to this student's profile. To upload a new document, type into the Document Name field and Browse for the appropriate file to Upload . Your document will display in the list.	Details Feedback Forms Shifts Notes Documents					
		Clinical Skills Expectations					
		Upload Document Document Name File Browse					
		Upload					
10.	Troubleshooting 1:						
	If a student that you are searching for is not displaying:						
	 Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie". 						
	If the student still does not appear, they may have <i>EPRef-05</i> on how to upload student details)	ave not been uploaded into SPOT. (See Reference Sheet					