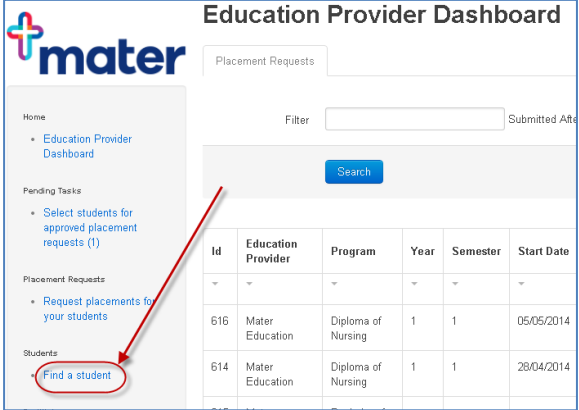
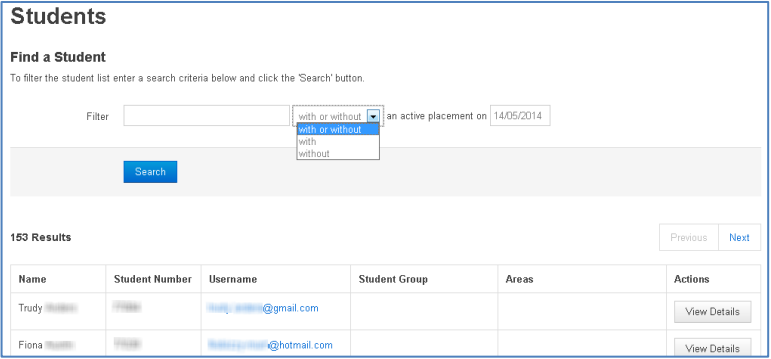
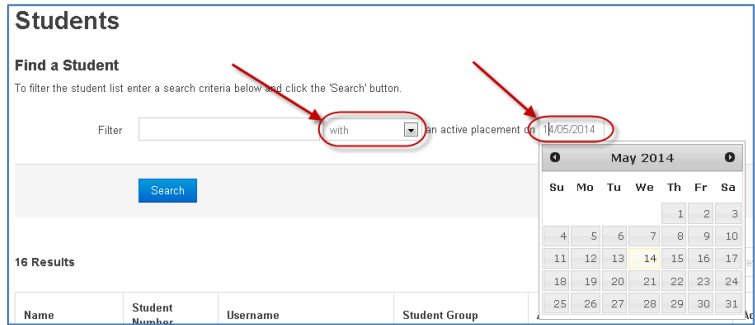
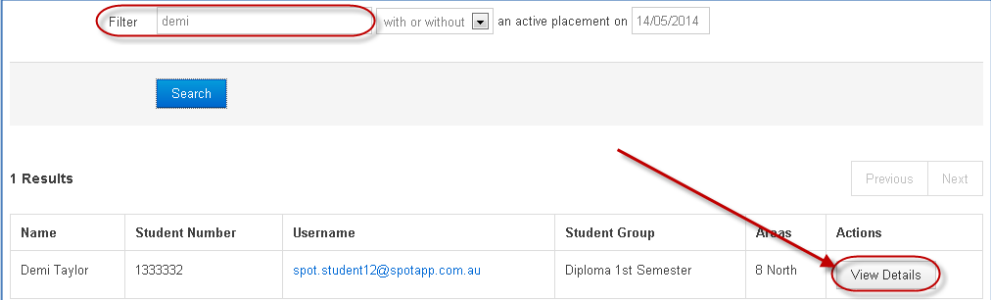
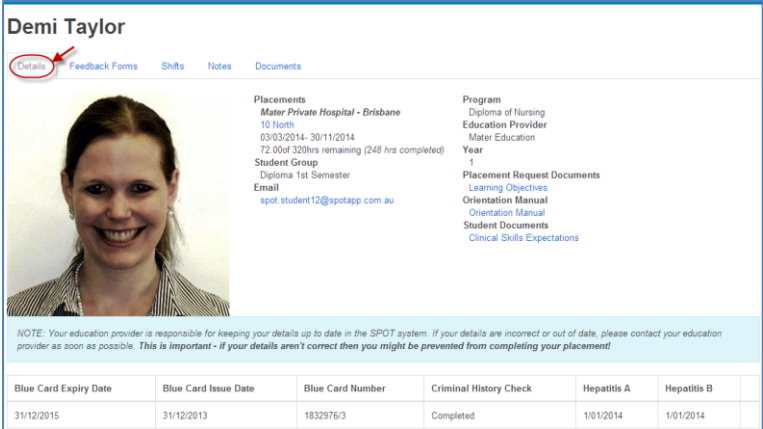
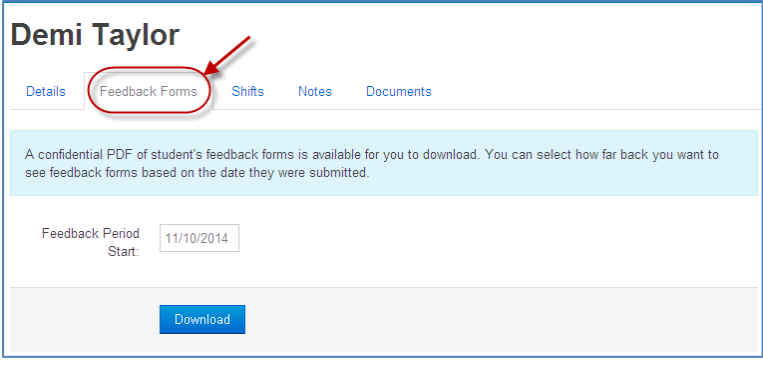
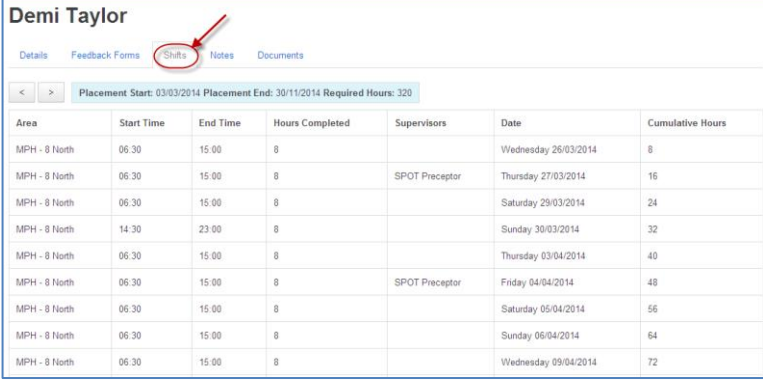
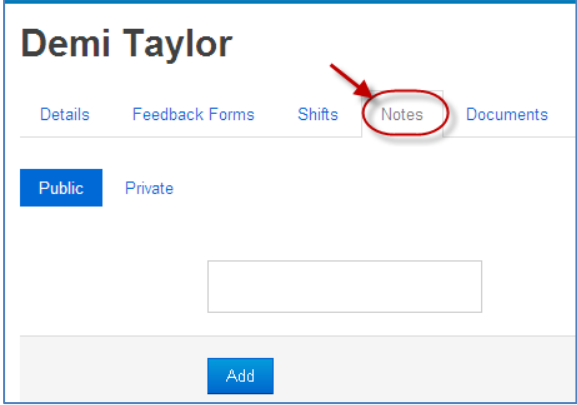
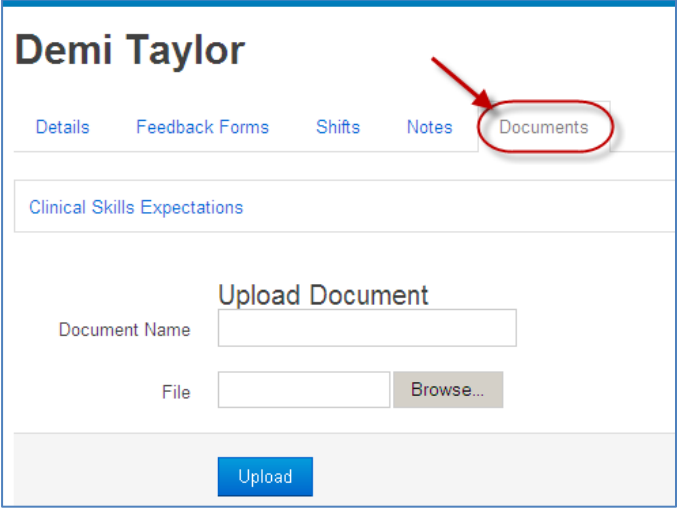


EPreF-06 – Education Provider Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like
1.	<p>To view and manage a particular student's details, click on the Find a student link on the side bar.</p> <p>This will navigate to the Students Screen.</p>	
2.	<p>The Find a Student screen displays any student who has ever had been uploaded by your assigned Education Provider(s).</p> <p>Students who have a <u>current</u> active placement will have entries in the Student Group and Area columns, while those with no <u>current</u> active placement will have those fields empty.</p>	
3.	<p>To display only students that have(had) an active placement on a certain date, select the with option from the drop down list in the filter and select the date (defaults to today's date), then click the Search button.</p>	
4.	<p>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.</p>	

<p>5.</p> <p>The student Details tab displays the student's placement, personal, mandatory pre-requisite and learning details in one place.</p> <p>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.</p>																																																																								
<p>6.</p> <p>The Feedback Forms tab gives you access to the student's feedback.</p> <p>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.</p> <p>Then click the Download button to view a PDF version of the forms.</p>																																																																								
<p>7.</p> <p>The Shifts tab displays a list of shifts that the student has booked and/or completed in their current placement.</p> <p>Clicking the forward/back arrow buttons will show past or future placements.</p> <p>The green highlighted row is today's date, and the Cumulative Hours column shows how many placement hours the student will complete.</p>		 <table border="1"> <thead> <tr> <th>Area</th> <th>Start Time</th> <th>End Time</th> <th>Hours Completed</th> <th>Supervisors</th> <th>Date</th> <th>Cumulative Hours</th> </tr> </thead> <tbody> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Wednesday 26/03/2014</td> <td>8</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td>SPOT Preceptor</td> <td>Thursday 27/03/2014</td> <td>16</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Saturday 29/03/2014</td> <td>24</td> </tr> <tr> <td>MPH - 8 North</td> <td>14:30</td> <td>23:00</td> <td>8</td> <td></td> <td>Sunday 30/03/2014</td> <td>32</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Thursday 03/04/2014</td> <td>40</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td>SPOT Preceptor</td> <td>Friday 04/04/2014</td> <td>48</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Saturday 05/04/2014</td> <td>56</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Sunday 06/04/2014</td> <td>64</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Wednesday 09/04/2014</td> <td>72</td> </tr> </tbody> </table>	Area	Start Time	End Time	Hours Completed	Supervisors	Date	Cumulative Hours	MPH - 8 North	06:30	15:00	8		Wednesday 26/03/2014	8	MPH - 8 North	06:30	15:00	8	SPOT Preceptor	Thursday 27/03/2014	16	MPH - 8 North	06:30	15:00	8		Saturday 29/03/2014	24	MPH - 8 North	14:30	23:00	8		Sunday 30/03/2014	32	MPH - 8 North	06:30	15:00	8		Thursday 03/04/2014	40	MPH - 8 North	06:30	15:00	8	SPOT Preceptor	Friday 04/04/2014	48	MPH - 8 North	06:30	15:00	8		Saturday 05/04/2014	56	MPH - 8 North	06:30	15:00	8		Sunday 06/04/2014	64	MPH - 8 North	06:30	15:00	8		Wednesday 09/04/2014	72
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<p>8. The Notes tab displays any notes attached to the student's profile, including the date created and who created it.</p> <p>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>.</p> <p>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.</p>	
<p>9. The Documents tab displays any documents specifically attached to this student's profile.</p> <p>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.</p>	
<p>10. Troubleshooting 1:</p> <p>If a student that you are searching for is not displaying:</p> <ol style="list-style-type: none"> 1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie". <p>If the student still does not appear, they may have not been uploaded into SPOT. (See Reference Sheet <i>EPRef-05</i> on how to upload student details)</p>	