

## EPRef-08 – Education Provider Reference Sheet – Editing Student Details.

Steps	Action	What it looks like																		
1.	<p>To edit a <u>single</u> student's details, navigate to the <b>Students</b> page via the <b>Find a student</b> link on the side bar.</p> <p>See <i>EPRef-06</i> for more details on the <i>Find a Student</i> function.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar on the left. The sidebar has a 'Students' section with a 'Find a student' link circled in red. A red arrow points from this link to the 'Students' section of the main dashboard area, which contains a table of student records.</p> <table border="1" data-bbox="1018 613 1385 770"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>616</td> <td>Mater Education</td> <td>Diploma of Nursing</td> <td>1</td> <td>1</td> <td>05/05/2014</td> </tr> <tr> <td>614</td> <td>Mater Education</td> <td>Diploma of Nursing</td> <td>1</td> <td>1</td> <td>28/04/2014</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	616	Mater Education	Diploma of Nursing	1	1	05/05/2014	614	Mater Education	Diploma of Nursing	1	1	28/04/2014
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2.	<p>Click the <b>Edit</b> button in the top right of the <b>Details</b> tab.</p> <p>This navigates to the Edit Student page.</p>	 <p>The screenshot shows the 'Jane Jones' student details page. At the top right, there is a navigation bar with tabs: 'Details', 'Feedback Forms', 'Shifts', 'Notes', and 'Documents'. The 'Details' tab is active. In the top right corner of the details area, there is an 'edit' button circled in red. A red arrow points from this button to the 'edit' button.</p>																		
3.	<p>The <b>Edit Student</b> screen has 2 sections.</p> <p>The <b>Required student fields</b> section contains the necessary details for the student's profile.</p> <p>The <b>Additional student fields...</b> section contains additional details that may be requested by the Placement Provider.</p> <p>All fields can be edited by entering a new value and clicking the <b>Save</b> button at the bottom of the page.</p>	 <p>The screenshot shows the 'Edit Jane Jones' page. It has a '&lt; Back' button at the top left. Below it is a section titled 'Required student fields.' containing input fields for 'Student Number' (123), 'Email' (spot.student1@hotmail.com), 'First Name' (Jane), 'Last Name' (Jones), and a dropdown menu for 'Program' (Bachelor of Nursing). Below this is another section titled 'Additional student fields required by some placement requests.' containing input fields for 'Medical Conditions' (Nil) and 'Special Requirements' (Non-ambulant access).</p>																		
4.	<p>To edit a <u>group</u> of student's details <b>excluding their email address</b>, follow the same process as uploading them to SPOT for the first time. To do this, follow the <b>EPRef-05 – Uploading Student Details</b> reference sheet.</p> <p><b>Note:</b> Student emails are their username and unique system identifier and as such can only be edited via the student's individual page.</p>																			