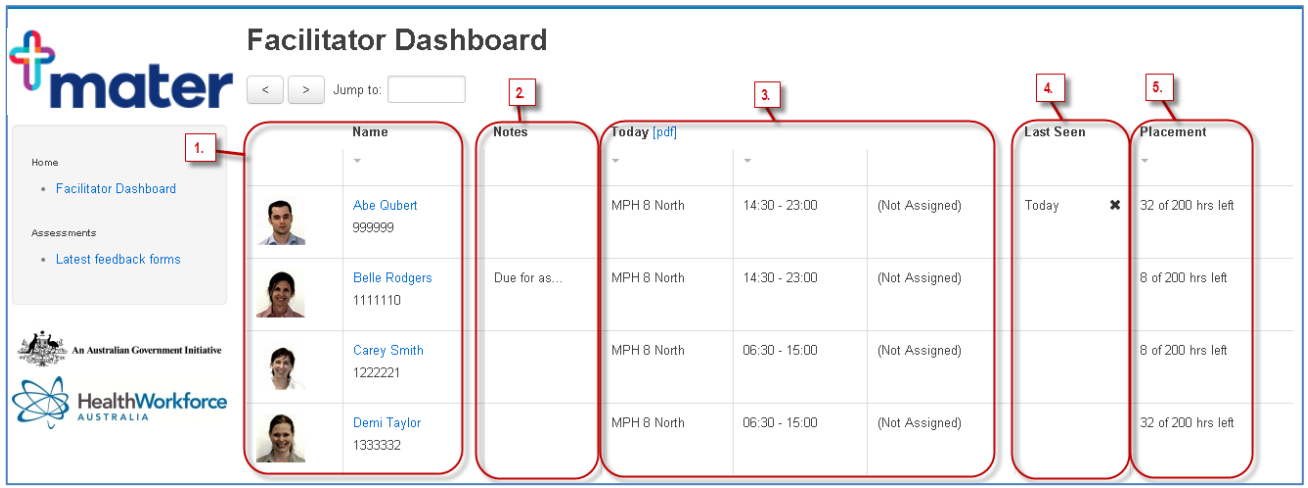
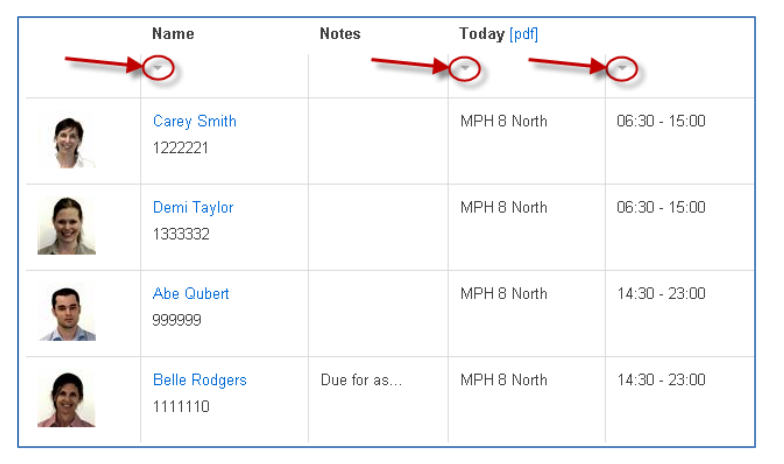
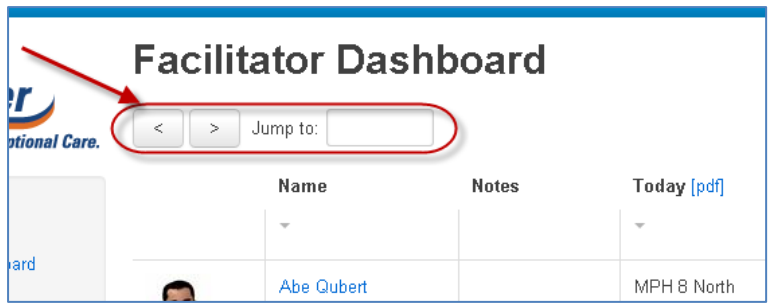
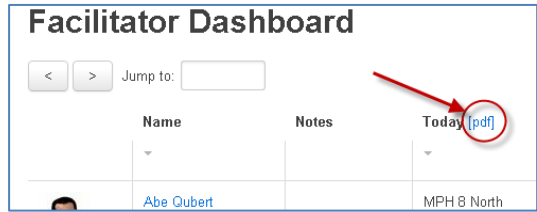


## FRef-01 – Facilitator Reference Sheet – Using the Facilitator Dashboard.

Steps	Action	What it looks like
1.	<p>Logging into SPOT will display your <b>Facilitator Dashboard</b>. This displays:</p> <ol style="list-style-type: none"> <li>1. a list of all of your currently assigned students in alphabetical order of first <b>Name</b>.</li> <li>2. the last <b>Note</b> written about the student.</li> <li>3. the <b>Area</b>, <b>Shift Time</b> and <b>Supervisor</b> (if assigned) of the shift each student has booked for today.</li> <li>4. the date the student was <b>Last Seen</b> by a Facilitator.</li> <li>5. the number of hours the student has left to complete their allocated <b>Placement</b> hours.</li> </ol>	
2.	<p>Clicking the ▾ button above the:</p> <ul style="list-style-type: none"> <li>- student's <b>Names</b> will sort the list in alphabetical order of the student's first name.</li> <li>- <b>Areas</b> will sort the list in alphabetical order of the area the students are working today (grouping students by Area)</li> <li>- <b>Shift Time</b> will sort the list in chronological order of time (grouping students working at the same time together)</li> </ul>	
3.	<p>To navigate to a different date other than to today, use the:</p> <ul style="list-style-type: none"> <li>- <b>Arrow</b> buttons to move forward or back one day.</li> <li>- <b>Jump to:</b> field to move to a specific date.</li> </ul>	

4. Clicking the **[pdf]** button next to the **Date** will generate a printable PDF of that date's student shifts.

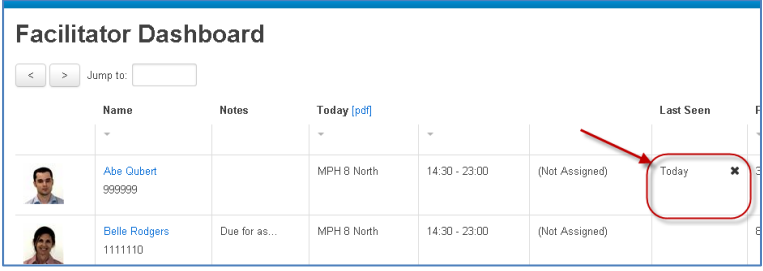


### Daily Student List

Thursday, 22/05/14

Location	Time	Student	Supervisor	Remaining	Comments
MPH 8 North	14:30 - 23:00	Abe Qubert	(Not Assigned)	32 of 200	
MPH 8 North	14:30 - 23:00	Belle Rodgers	(Not Assigned)	8 of 200	
MPH 8 North	06:30 - 15:00	Carey Smith	(Not Assigned)	8 of 200	
MPH 8 North	06:30 - 15:00	Demi Taylor	(Not Assigned)	32 of 200	

5. To record when you last saw a student on placement, click in the **Last Seen** column and that will automatically record when you saw the student. If you record the incorrect date you can click the **X** button to delete it.




6. Clicking on a student's **Name** or photograph will navigate to their Student page.

The student **Details** tab displays the student's placement details and which program they are studying.

There is a link to send the student an email and download buttons to access the student's learning documentation.

### Demi Taylor

[Details](#) | [Feedback Forms](#) | [Shifts](#) | [Notes](#)



**Placements**  
*Mater Private Hospital - Brisbane*  
 8 North  
 24/03/2014 - 25/05/2014  
 32.00 of 200 hrs remaining (168 hrs completed)

**Student Group**  
 Diploma 1st Semester

**Email**  
[spot.student12@spotapp.com.au](mailto:spot.student12@spotapp.com.au)

**Program**  
 Diploma of Nursing

**Education Provider**  
 Mater Education

**Year**  
 1

**Learning Objectives**  
[Download](#)

**Orientation Manual**  
[Download](#)

7. 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](#)

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:

[Download](#)

8. 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 Taylor**

Details Feedback Forms **Shifts** Notes

Placement Start: 24/03/2014 Placement End: 25/05/2014 Required Hours: 200

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

9. The **Notes** tab displays any notes attached to the student's profile, including the date created and who created it.

**Private** Notes are not visible to *Students* or their *Supervisors*, but they are visible to other *Facilitator* and *Director* users that have been assigned this student.

**Public** Notes are visible to *Students* or their *Supervisors*.

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.

**Jane Jones**

Details Feedback Forms Shifts **Notes**

**Public** Private

Add

Created by Jane Jones 24/09/2014

Student Note

Created by Social Work Supervisor2 24/09/2014

Manager Test

Created by SPOT Educator 17/09/2014 edit delete

Public Test 2

10. **Troubleshooting 1:**  
 If a student that you are expecting to see on your dashboard is not displaying:

1. Check with your SPOT Education Provider User/ Administrator that you have been assigned as a Facilitator to the **Placement Request** that the student is on placement in (See Reference Sheet *EPRRef-03* if you have Education Provider access).
2. Check with your SPOT Education Provider User/ Administrator that the student is on placement (See Reference Sheet *EPRRef-06* if you have Education Provider access).