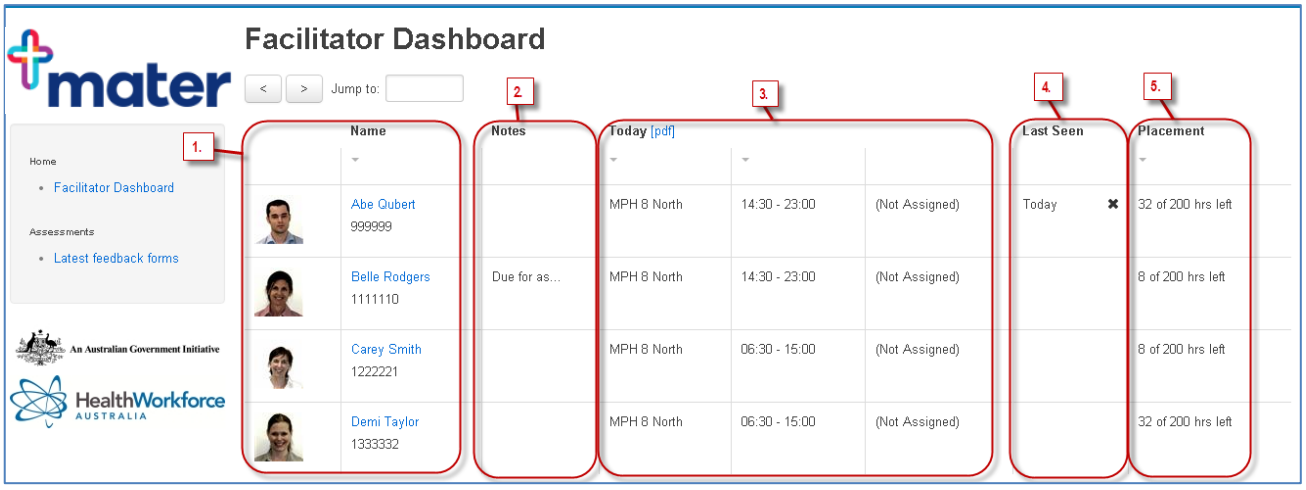
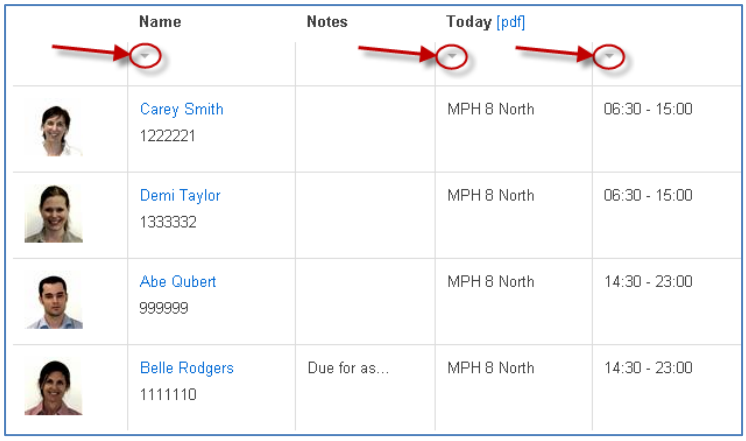
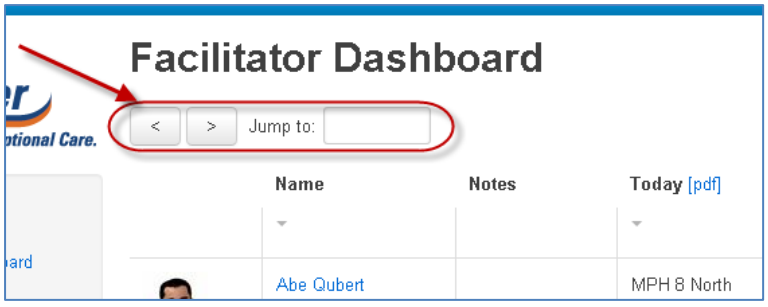
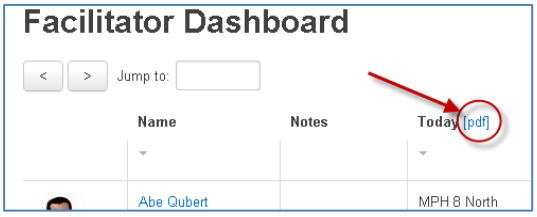
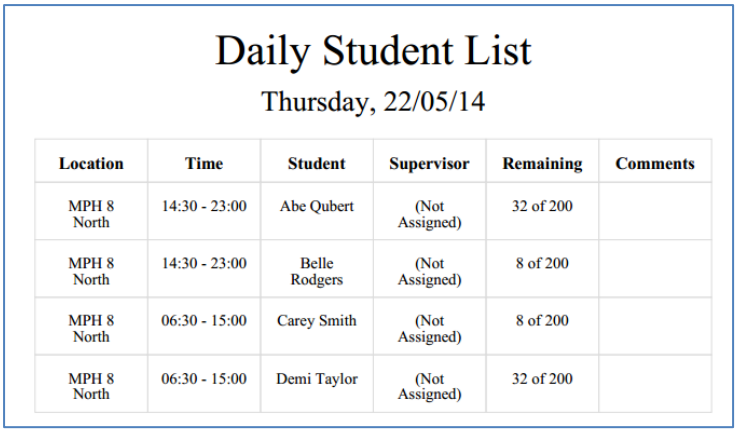
FRef-01 – Facilitator Reference Sheet – Using the Facilitator Dashboard.

Steps	Action	What it looks like
1.	Logging into SPOT will display your **Facilitator Dashboard.** This displays: **1.** a list of all of your currently assigned students in alphabetical order of first **Name.** **2.** the last **Note** written about the student. **3.** the **Area**, **Shift Time** and **Supervisor** (if assigned) of the shift each student has booked for today. **4.** the date the student was **Last Seen** by a Facilitator. **5.** the number of hours the student has left to complete their allocated **Placement** hours.	
2.	Clicking the ▼ button above the: - student's **Names** will sort the list in alphabetical order of the student's first name. - **Areas** will sort the list in alphabetical order of the area the students are working today (grouping students by Area) - **Shift Time** will sort the list in chronological order of time (grouping students working at the same time together)	
3.	To navigate to a different date other than to today, use the: - **Arrow** buttons to move forward or back one day. - **Jump to:** field to move to a specific date.	

4.

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





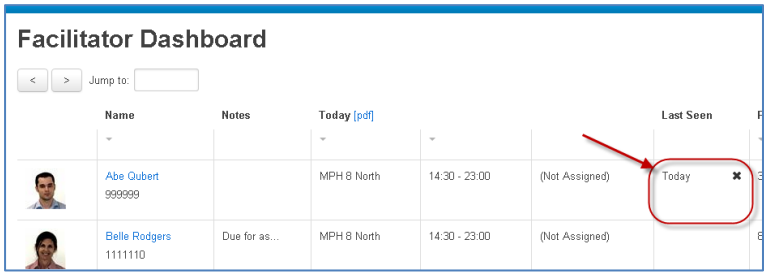
Daily Student List

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 ✖ button to delete it.

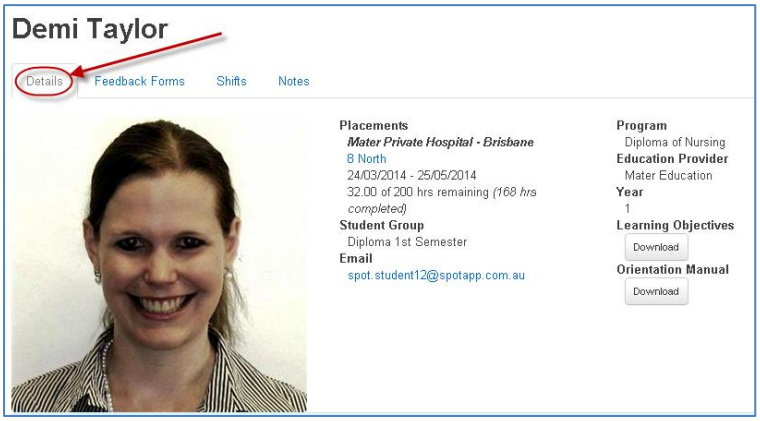


6.

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.

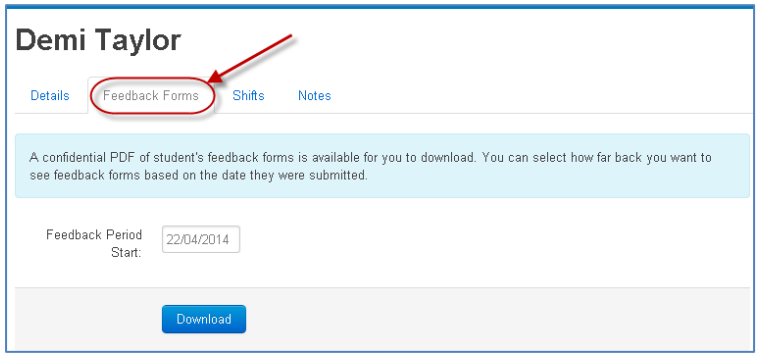


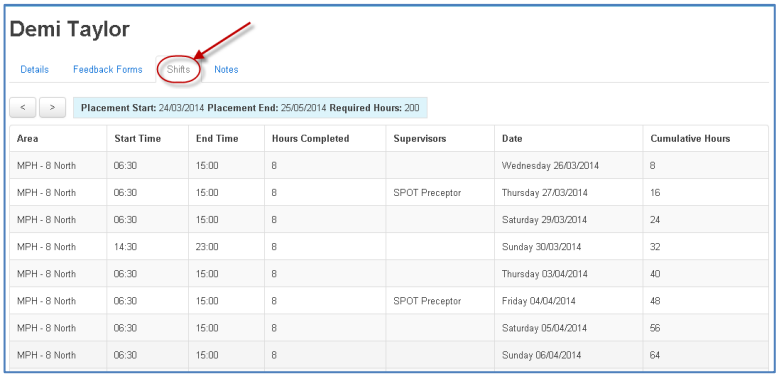
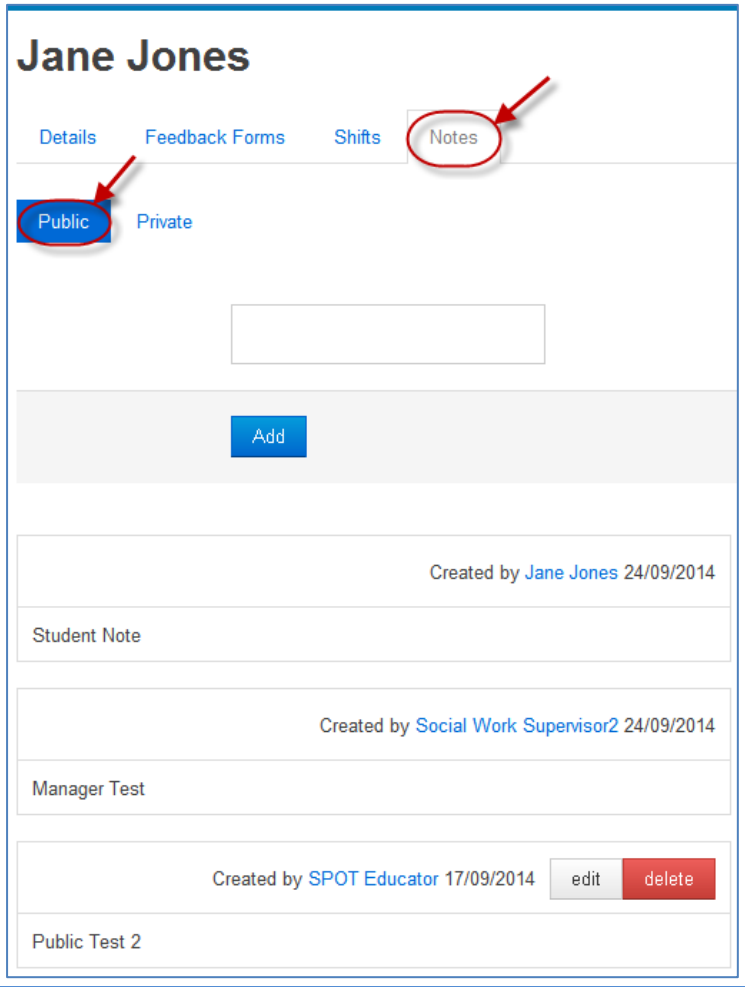
7.

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.



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	
9.	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 *Students* or their *Supervisors*, but they are visible to other *Facilitator* and *Director* users that have been assigned this student. **Public** Notes <u>are</u> 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.	
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 *EPRef-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 *EPRef-06* if you have Education Provider access).	