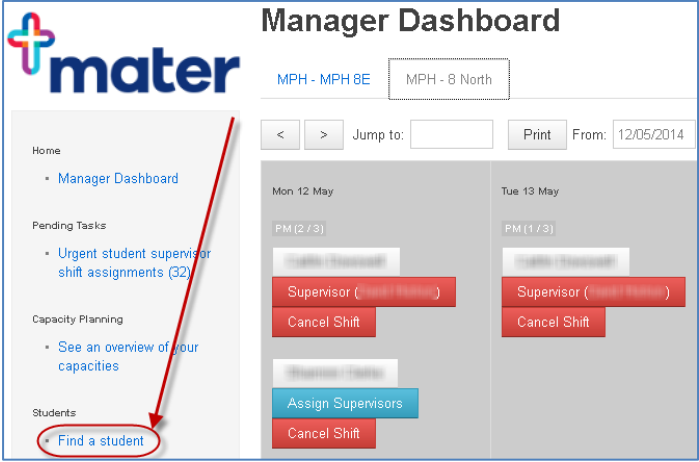
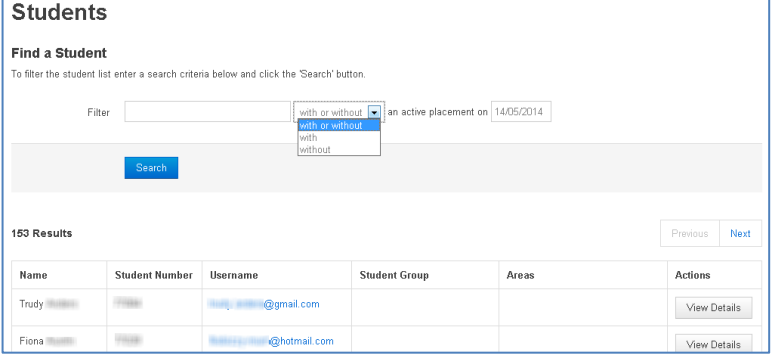
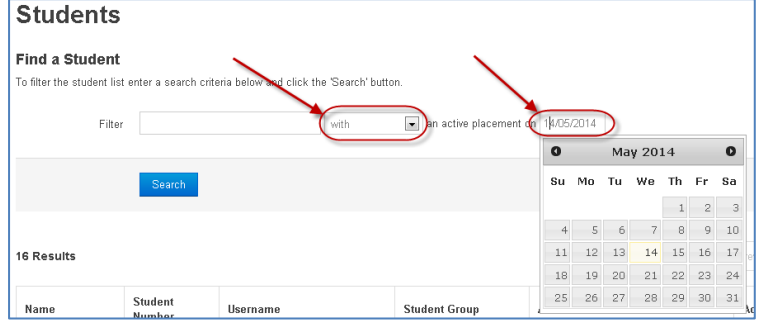
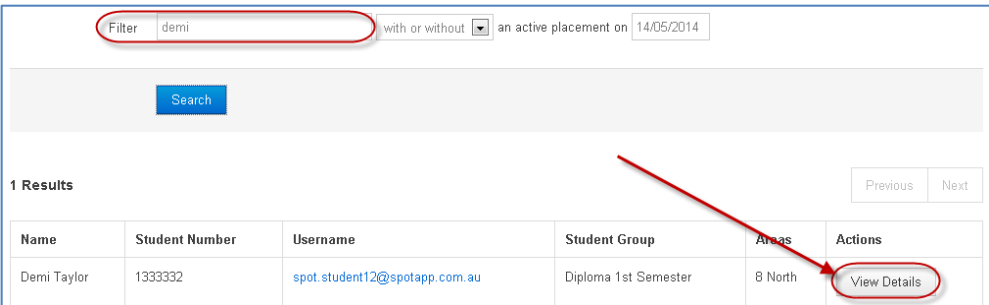


RMRef-01 – Rostering Manager Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like																		
1.	<p>To view a particular student's profile, click on the Find a student link on the side bar.</p> <p>This will navigate to the Students Screen.</p>	 <p>The screenshot shows the 'Manager Dashboard' with a sidebar on the left. The 'Students' section in the sidebar has a 'Find a student' link circled in red. A red arrow points from this link to the main dashboard area.</p>																		
2.	<p>The Find a Student screen displays any student who has ever had an active placement in your Manager Area(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>	 <p>The screenshot shows the 'Find a Student' search interface. The 'Filter' field is empty, and the 'with or without' dropdown is set to 'with'. The date is set to 14/05/2014. Below the search bar, there are 153 results. A table shows the first two results:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Trudy</td> <td></td> <td>trudy.williams@gmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>Fiona</td> <td></td> <td>fiona.williams@hotmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Trudy		trudy.williams@gmail.com			View Details	Fiona		fiona.williams@hotmail.com			View Details
Name	Student Number	Username	Student Group	Areas	Actions															
Trudy		trudy.williams@gmail.com			View Details															
Fiona		fiona.williams@hotmail.com			View Details															
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>	 <p>The screenshot shows the 'Find a Student' search interface. The 'Filter' field is empty, and the 'with or without' dropdown is set to 'with'. The date is set to 14/05/2014. A calendar widget is open, showing the date 14/05/2014 selected. Below the search bar, there are 16 results. A table shows the first two results:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions												
Name	Student Number	Username	Student Group	Areas	Actions															
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>The screenshot shows the 'Find a Student' search interface. The 'Filter' field contains the name 'demi'. The 'with or without' dropdown is set to 'with'. The date is set to 14/05/2014. Below the search bar, there is 1 result. A table shows the first result:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Demi Taylor</td> <td>1333332</td> <td>spot.student12@spotapp.com.au</td> <td>Diploma 1st Semester</td> <td>8 North</td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Demi Taylor	1333332	spot.student12@spotapp.com.au	Diploma 1st Semester	8 North	View Details						
Name	Student Number	Username	Student Group	Areas	Actions															
Demi Taylor	1333332	spot.student12@spotapp.com.au	Diploma 1st Semester	8 North	View Details															

5. The **Student** screen displays several tabs of information about the student.

The **Details** tab displays the student's placement, program, learning details and other important information in one place.

There are also links to send the student an email, to see who their assigned Facilitators are and to download any associated documents.

Jane Jones

Details | Default Supervisors | Roster | Feedback Forms | Notes

Placements
 Mater Adult Hospital
 10B - Oncology
 13/07/2015- 30/10/2015
 120.00of 120hrs remaining (0 hrs completed)

Program
 Diploma of Nursing
 Education Provider
 Mater Education
 Year
 1

Student Group
 Diploma 1st Semester
 Email
 spot.student1@hotmail.com

Placement Request Documents
[Example example](#)
[Orientation Manual](#)
[Facilitators](#)
[View facilitators](#)

NOTE: Your education provider is responsible for keeping your details up to date in the SPOT system. If your details are incorrect or out of date, please contact your education provider as soon as possible. This is important - if your details aren't correct then you might be prevented from completing your placement.

Fire and Safety	Medical Conditions	Special Requirements
NA	NI	Non-ambulant access

6. There are four other tabs for each student.
 In the **Default Supervisors** tab you can assign a default supervisor to the student. See Reference Sheet *MRef-03*.

In the **Roster** tab you can book and cancel shifts on the student's behalf. See Reference Sheets *RMRef-02* and *RMRer-03*.

In the **Feedback Forms** tab you can review a student's feedback. See Reference Sheet *MRef-06*.

In the **Notes** tab you can review and add notes. See Reference Sheet *MRef-08*.

Jane Jones

Details | Default Supervisors | Roster | Feedback Forms | Notes

7. **Troubleshooting 1:**

If a student that you are expecting in your area is not displaying, follow these steps until resolved:

1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie".
2. Check with your SPOT System Administrator that the student has been assigned to your area in their **Area** tab (See Reference Sheet *DRef-06* if you have Director access)