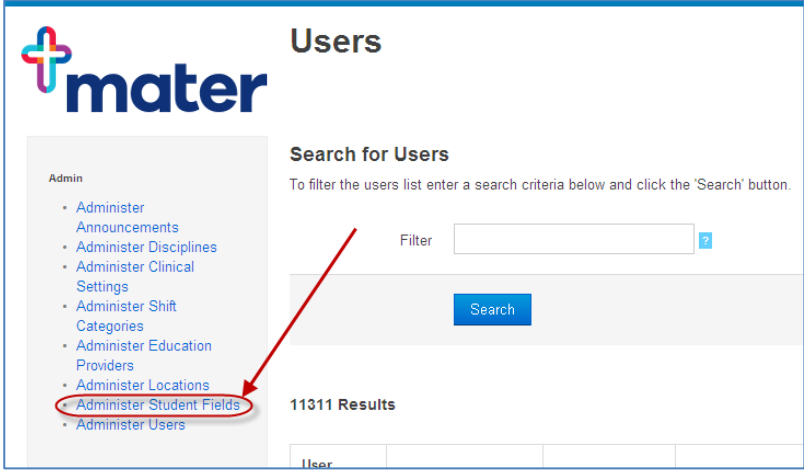
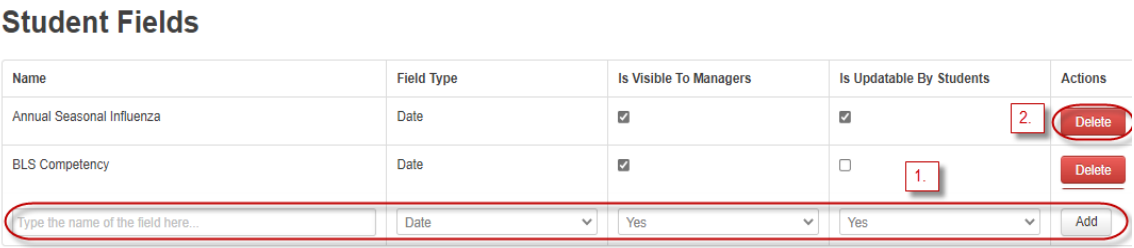


## ARef-07 - Administrator Reference Sheet – How to Administer Student Fields.

Steps	Action	What it looks like																				
1.	<p>Click on the <b>Administer Student Fields</b> link in the side bar.</p> <p>This navigates to the <b>Student Fields</b> screen.</p>																					
2.	<p>The <b>Student Fields</b> screen shows a list of all Student Fields that may be requested as mandatory prerequisites from Education Providers for students attending placement.</p> <p>You can:</p> <ol style="list-style-type: none"> <li>1. add a <b>Student Field</b> by typing its name into the free text field, selecting whether the field should be entered as a <i>Date</i> (eg the date of immunisation) or as <i>Text</i> (eg any Special Requirements) from the drop down list, whether the field can be updated by students and clicking the <b>Add</b> button.</li> <li>2. delete a Student Field by clicking the <b>Delete</b> button.</li> </ol>																					
<table border="1"> <thead> <tr> <th>Name</th> <th>Field Type</th> <th>Is Visible To Managers</th> <th>Is Updatable By Students</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Annual Seasonal Influenza</td> <td>Date</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><span>2.</span> <span>Delete</span></td> </tr> <tr> <td>BLS Competency</td> <td>Date</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><span>1.</span> <span>Delete</span></td> </tr> <tr> <td><input type="text" value="Type the name of the field here..."/></td> <td><input type="text" value="Date"/></td> <td><input type="text" value="Yes"/></td> <td><input type="text" value="Yes"/></td> <td><span>Add</span></td> </tr> </tbody> </table>			Name	Field Type	Is Visible To Managers	Is Updatable By Students	Actions	Annual Seasonal Influenza	Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span>2.</span> <span>Delete</span>	BLS Competency	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1.</span> <span>Delete</span>	<input type="text" value="Type the name of the field here..."/>	<input type="text" value="Date"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<span>Add</span>
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