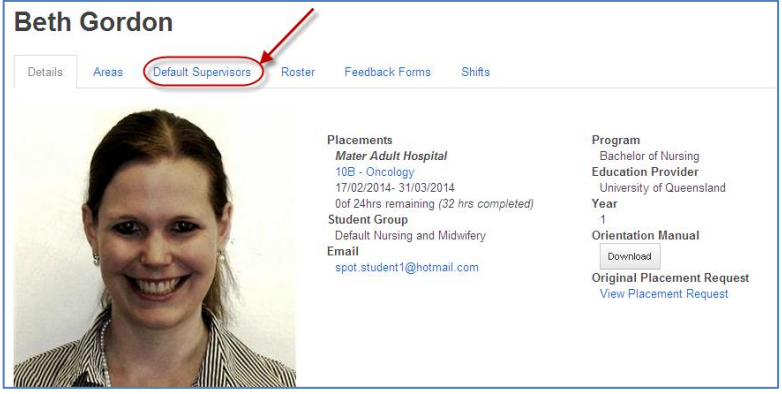
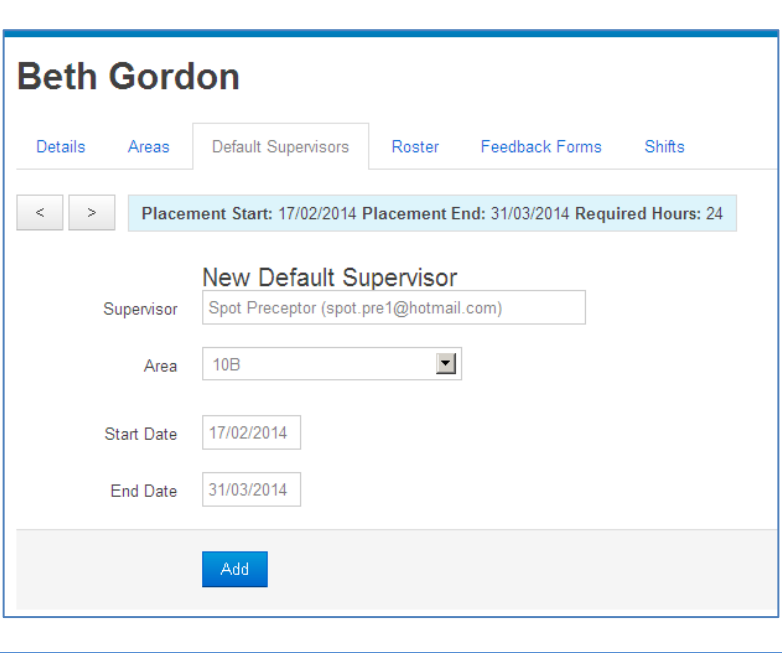


DRef-09b - Director Reference Sheet - Assigning Supervisors to Students - BY STUDENT

Steps	Action	What it looks like
1.	<p>Navigate to the student details page using the Find a Student function (see <i>DRef-05</i>).</p> <p>Then click on the Default Supervisors tab.</p>	 <p>Beth Gordon</p> <p>Details Areas Default Supervisors Roster Feedback Forms Shifts</p> <p>Placements <i>Mater Adult Hospital</i> 10B - Oncology 17/02/2014- 31/03/2014 0of 24hrs remaining (32 hrs completed)</p> <p>Program Bachelor of Nursing Education Provider University of Queensland</p> <p>Student Group Default Nursing and Midwifery</p> <p>Year 1</p> <p>Email spot.student1@hotmail.com</p> <p>Orientation Manual <input type="button" value="Download"/></p> <p>Original Placement Request <input type="button" value="View Placement Request"/></p>
2.	<p>Type the name of the supervisor required in the Supervisor field.</p> <p>As the name is entered, a list of users will appear. Click on the supervisor from the list.</p> <p>Then select the Area that the Supervisor will be supervising the Student in from the drop down list, as well as the Start and End Dates that the supervisors will be assigned (<i>the dates default to the start and end dates of the entire placement</i>).</p> <p>Once all four fields are completed, click the Add button. All shifts in the chosen Area during the chosen period will automatically now have the chosen Supervisor assigned.</p>	 <p>Beth Gordon</p> <p>Details Areas Default Supervisors Roster Feedback Forms Shifts</p> <p>< > Placement Start: 17/02/2014 Placement End: 31/03/2014 Required Hours: 24</p> <p>New Default Supervisor</p> <p>Supervisor <input type="text" value="Spot Preceptor (spot.pre1@hotmail.com)"/></p> <p>Area <input type="text" value="10B"/></p> <p>Start Date <input type="text" value="17/02/2014"/></p> <p>End Date <input type="text" value="31/03/2014"/></p> <p><input type="button" value="Add"/></p>
3.	<p>Troubleshooting:</p> <p>If a supervisor that you wish to assign to a student is not displayed after typing in their name, this will either be because:</p> <ol style="list-style-type: none"> The supervisor uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob. <p>OR</p> <ol style="list-style-type: none"> The User does not have the supervisor role assigned to their user profile. <p>Try a few different spellings of the supervisor's name to start with. If that fails, contact your SPOT System Administrator to rectify, or if you have administrator functions, refer to Reference Sheet <i>ARef-02</i>.</p>	