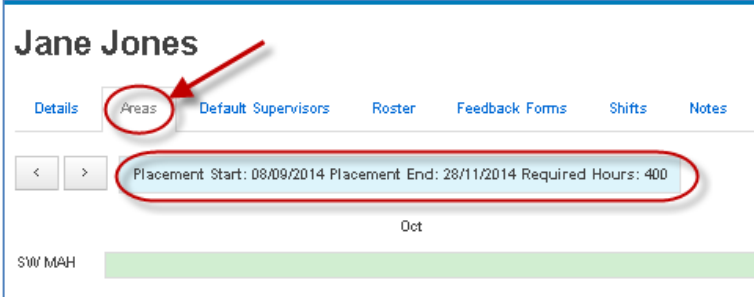
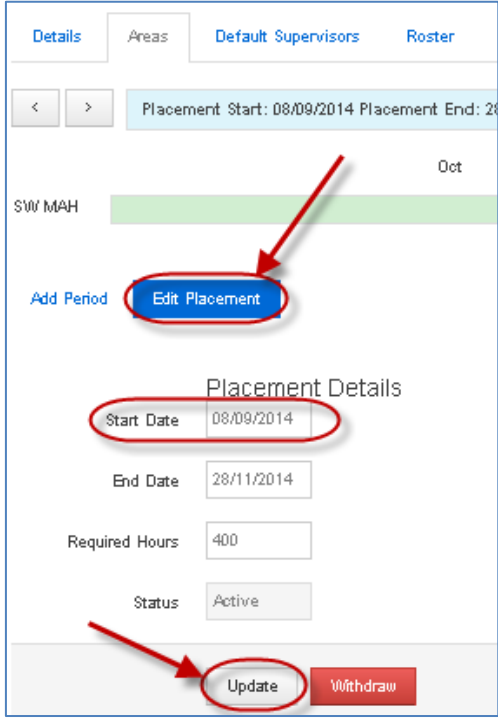
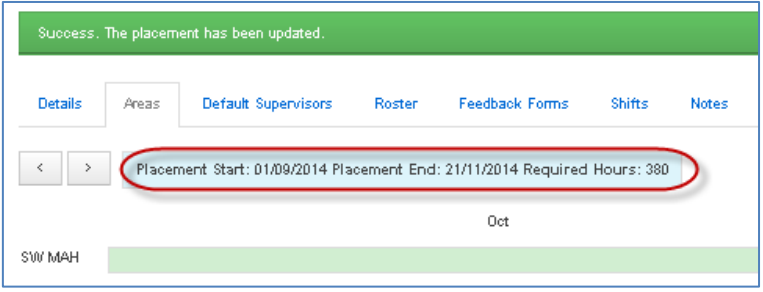


DRef-06 – Director Reference Sheet – Modifying Placement Dates, Hours and Areas.

Steps	Action	What it looks like
1.	<p>After navigating to the student details screen from the Find a student link, click on the Areas tab. See Reference Sheet <i>DRef-05</i> for more details on this action.</p> <p>The Areas tab displays the student's current placement dates and the areas that they have been assigned to.</p>	
2.	<p>To modify the start and/or end date of the <u>entire</u> placement, or the number of hours the student is required to work to complete their placement, click the Edit Placement button.</p> <p>Click on the Start Date and/or End Date fields and then click on the new date from the pop-up calendar.</p> <p>Delete the number in the Required Hours field and type in the new amount.</p> <p>Click the Update button to save the placement date and hour changes.</p>	
3.	<p>Once the update has been made, a green Success message will be displayed and the modified dates and hours will display.</p> <p>IMPORTANT: If you extend a student's placement by either moving the start date forward or the end date back, any Areas that were assigned for the entire placement will adjust accordingly. However Areas added for only part of a placement will not and must be manually modified.</p>	

4. Any Areas that the student currently has assigned will display as an **Area bar** with the Area's abbreviation at the start and is filled green for when the student is assigned to that Area, and is blank when the student is not assigned there (1.). Clicking anywhere on the green part of the bar displays a pop-up showing the dates that the student is assigned to that area (2.).

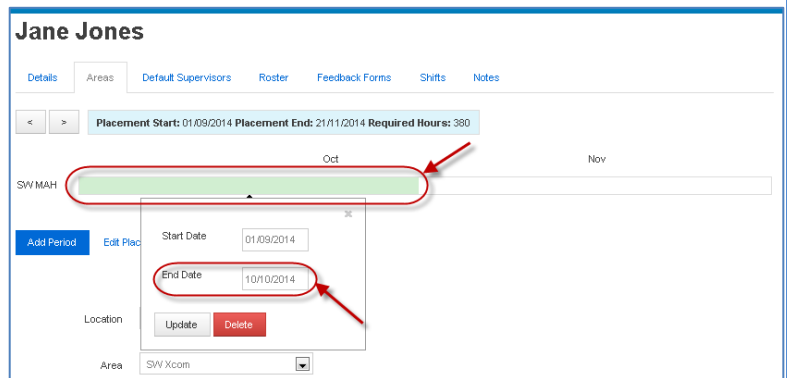
To add a new area that a student can book shifts in during their placement, click on the **Add Period** button (3.): This will display the following edit controls:

- The **Location** and **Area** drop down menus.
- The **Start Date** and **End Date** fields
- The **Apply to entire placement request** tick box

The screenshot displays the SPOT interface for a student named Jane Jones. At the top, there are navigation tabs: Details, Areas (selected), Default Supervisors, Roster, Feedback Forms, Shifts, and Notes. Below the tabs, a summary bar shows: Placement Start: 01/09/2014, Placement End: 21/11/2014, and Required Hours: 380. A calendar view shows a green bar for the area 'SVV MAH' from October to November, with a callout '1.' pointing to it. On the left, the 'Add Period' button is circled in red with a callout '3.'. The 'Add Period' form includes: 'New Period' title, 'Location' dropdown (MHS XCom), 'Area' dropdown (SVV Xcom), 'Start Date' field (08/09/2014), 'End Date' field (28/11/2014), and an 'Apply to entire placement request' checkbox. A pop-up window shows 'Start Date' (01/09/2014) and 'End Date' (21/11/2014) fields with 'Update' and 'Delete' buttons, and a callout '2.' pointing to it. An 'Add' button is at the bottom of the form.

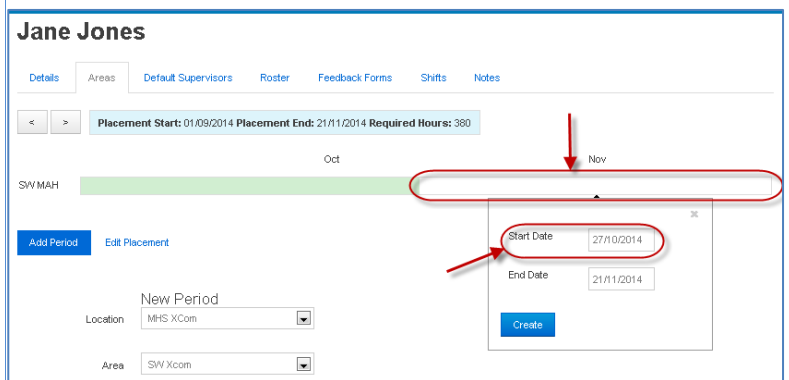
5. To modify the start/end date of an Area that a student is assigned to, click the **Area bar** to bring up the pop-up window and then click on the **Start** or **End** field. Select a new date from the pop-up calendar and then click the **Update** button.

The **Area bar** will update to show the change in dates. Clicking the green area will display a pop-up with the corresponding assigned dates.



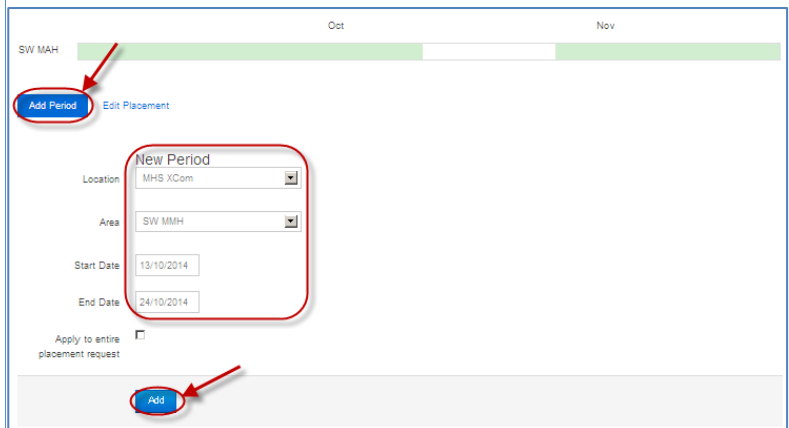
6. To assign a student to an area over several periods (i.e. you want to stop a student from booking shifts during a certain period), click on the blank part of the **Area bar**, select dates and then click the **Create** button.

The **Area bar** will then update to show the two periods in that Area.

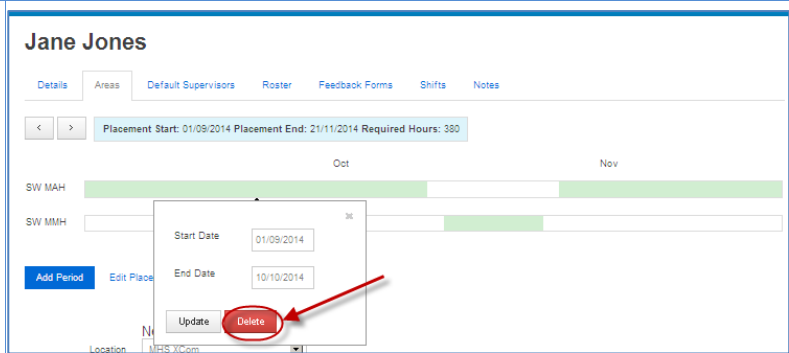


7. To assign a student to a second or subsequent area (i.e. the student is rotating or working across multiple areas), click the **Add Period** button and then choose the additional location and area, select the dates that the student will have access to the Area, and click the **Add** button.

A new **Area bar** will display with the chosen Area and green fill for the selected dates.



8. To delete an assigned area for a time period, click on the green part of the **Area bar**, click the **Delete** button and then **Yes** for the time period in question.



9. Students can have as many or as few areas assigned to them, in any combination of concurrent or consecutive placements as you like. This allows you to control which areas a student can book shifts in at any given time, or allow them a choice of multiple areas from which to choose shifts.

In the example below, this student is assigned to four separate areas during her social work placement. She has access to book shifts in the Area:

- **Social MAH** for the entire placement except for a two week gap in the middle of her placement.
- **Social Xcom** for her entire placement.
- **Social MCH** for alternating weeks in the second, fourth and sixth weeks of her placement.
- **Social MMH** for a two week period in the middle of her placement that corresponds to the break from MAH.

Jane Jones

Details Areas Default Supervisors Roster Feedback Forms Shifts Notes

Placement Start: 01/09/2014 Placement End: 21/11/2014 Required Hours: 380

Area	Oct	Nov
SW MAH	Assigned (with gap)	Assigned
SW Xoom	Assigned	Assigned
SW MCH	Assigned (alternating weeks)	Assigned
SW MMH	Assigned (two weeks)	Assigned

10. To cancel a student's placement entirely, click the **Edit Placement** button, then click the **Withdraw** button and then click on the most appropriate reason from the drop down list.

NOTE: Once a student's placement has been cancelled, all future dated shifts booked by that student will be deleted and returned as open shifts to the Areas for others to book. Any shifts already worked will not be deleted and will remain on record.

Jane Jones

Details Areas Default Supervisors Roster Feedback Forms Shifts

Placement Start: 01/09/2014 Placement End: 21/11/2014 Required Hours: 380

SW MAH

Add Period **Edit Placement**

Placement Details

Start Date	01/09/2014	Deferral - Student will return
End Date	21/11/2014	Personal reasons - not returning
Required Hours	380	Unsatisfactory performance
Status	Active	Transfer to alternate placement provider
		Administrative error

Update **Withdraw**

11. **Troubleshooting:**
- If a location or area that you wish to assign a student to is not displayed, this will either be because:
1. The area has not been designated as being able to take this student's discipline or student group.
 - OR**
 2. The location/area has not been assigned to you as a director.

For both of these options you will need to contact your SPOT System Administrator to rectify, or if you have administrator functions, refer to Reference Sheets *ARef-02* and *ARef-10*.