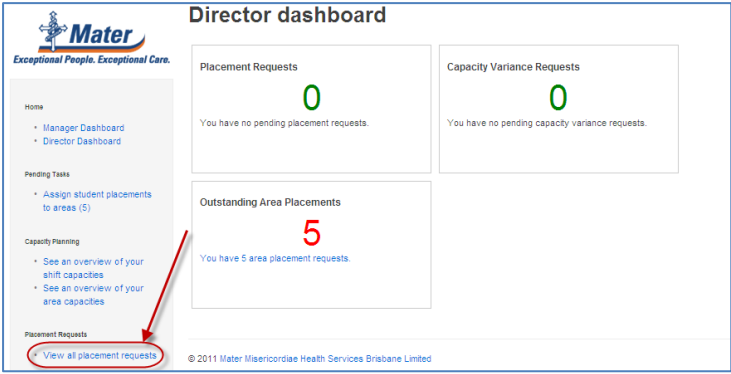
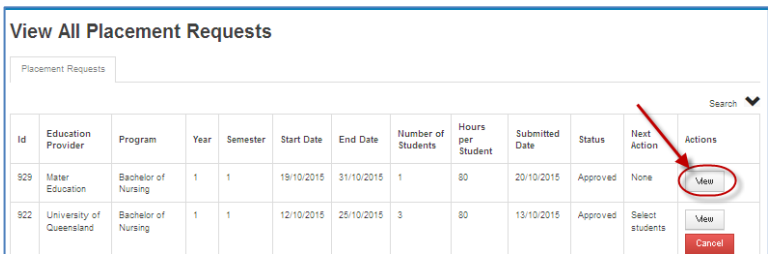
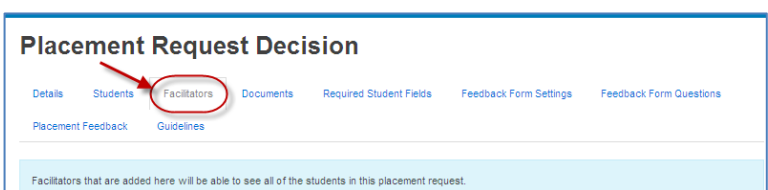
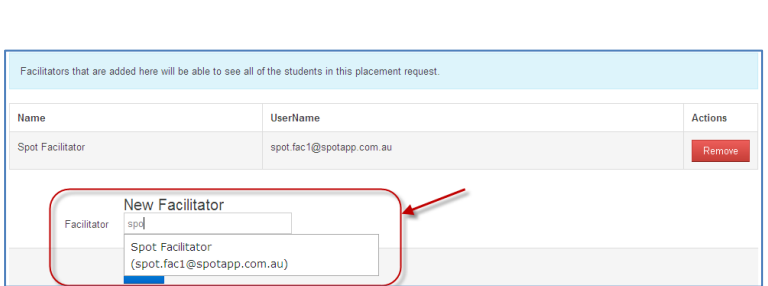


DRef-10 – Director Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like																																							
1.	To assign a Facilitator to a placement group of students, navigate to the View all placement requests page by clicking the link in the sidebar.	 <p>The screenshot shows the Director dashboard with a sidebar on the left. A red circle highlights the 'View all placement requests' link at the bottom of the sidebar. The main content area shows three summary cards: 'Placement Requests' with a count of 0, 'Capacity Variance Requests' with a count of 0, and 'Outstanding Area Placements' with a count of 5.</p>																																							
2.	Select the placement request and click the View button.	 <p>The screenshot shows a table titled 'View All Placement Requests'. A red circle highlights the 'View' button in the 'Actions' column for the first row (ID 929, Mater Education, Bachelor of Nursing).</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>929</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>19/10/2015</td> <td>31/10/2015</td> <td>1</td> <td>80</td> <td>20/10/2015</td> <td>Approved</td> <td>None</td> <td>View</td> </tr> <tr> <td>922</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>25/10/2015</td> <td>3</td> <td>80</td> <td>13/10/2015</td> <td>Approved</td> <td>Select students</td> <td>View</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	929	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View	922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View
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922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View																													
3.	In the placement screen, click on the Facilitators tab.	 <p>The screenshot shows the 'Placement Request Decision' screen. A red circle highlights the 'Facilitators' tab in the top navigation bar.</p>																																							
4.	<p>Type the name of the Facilitator into the Facilitator field and click on their name as they pop up. Click the Add button to assign them.</p> <p>You can add as many Facilitators to a placement as you like. You can remove any assigned Facilitators by clicking the Remove button, and then clicking Yes.</p>	 <p>The screenshot shows the 'Facilitators' tab with a table of existing facilitators and a 'New Facilitator' search box. A red circle highlights the search box and the dropdown menu.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>UserName</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Spot Facilitator</td> <td>spot.fac1@spotapp.com.au</td> <td>Remove</td> </tr> </tbody> </table> <p>New Facilitator search box: Facilitator: [spot] (dropdown) Spot Facilitator (spot.fac1@spotapp.com.au)</p>	Name	UserName	Actions	Spot Facilitator	spot.fac1@spotapp.com.au	Remove																																	
Name	UserName	Actions																																							
Spot Facilitator	spot.fac1@spotapp.com.au	Remove																																							
5.	<p>Troubleshooting:</p> <p>If a facilitator that you wish to assign to a placement is not displayed after typing in their name, this will either be because:</p> <ol style="list-style-type: none"> The facilitator uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob; OR The User does not have the facilitator role assigned to their user profile; OR The User does not have the Discipline corresponding to the placement 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 ARef-02.</p>																																								