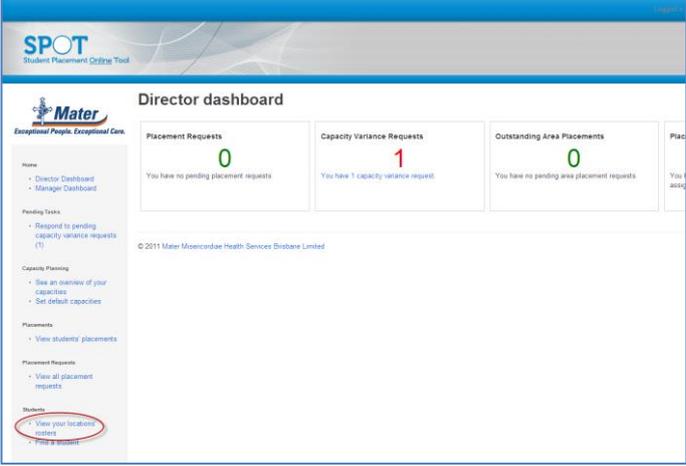
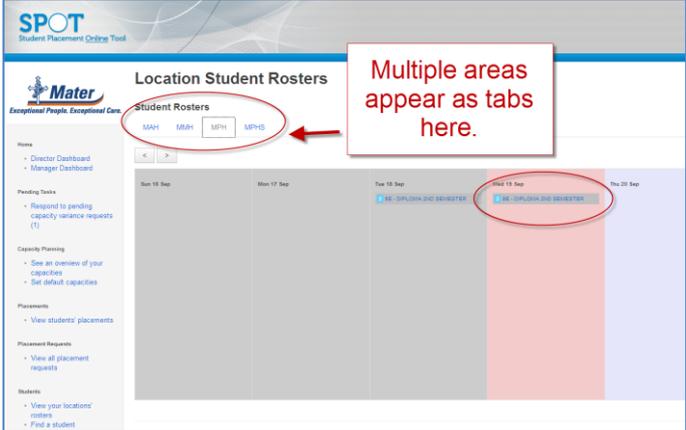
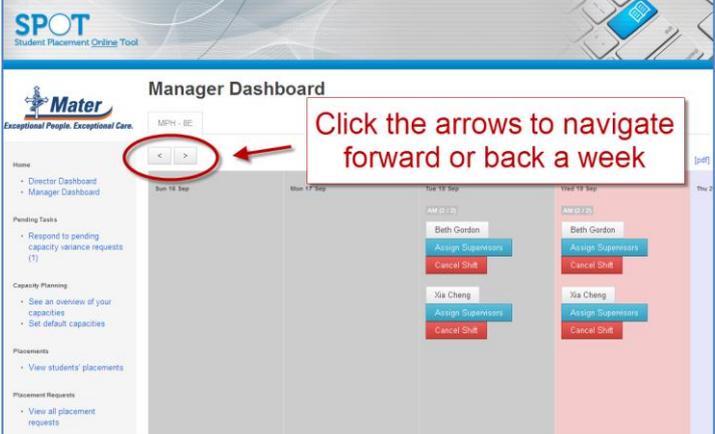
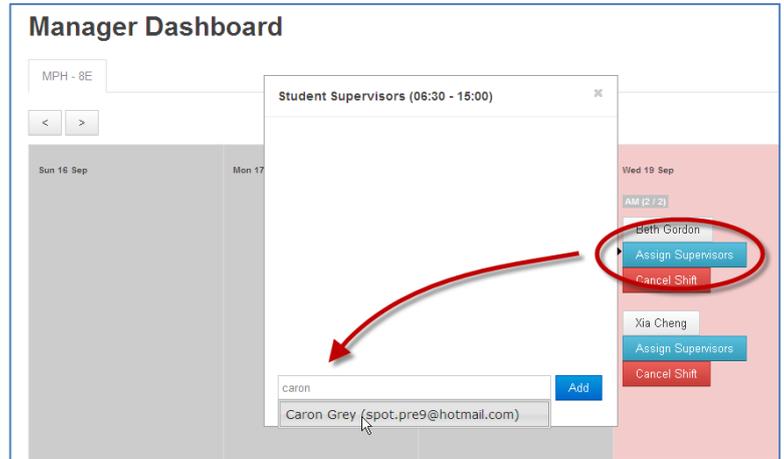


## DRef-09a - Director Reference Sheet - Assigning Supervisors to Students - BY SHIFT

Steps	Action	What it looks like
1.	<p>Click the <b>View your locations' rosters</b> link in the sidebar under the <b>Students</b> section.</p>	
2.	<p>Click on the <b>Student Group</b> link under the date that is required.</p> <p>If you have multiple areas, click on the <b>Area</b> tab to display the relevant <b>Student Groups</b> for that area.</p>	 <p>Multiple areas appear as tabs here.</p>
3.	<p>The <b>Manager Dashboard</b> screen shows all student shifts currently booked in the area for the week.</p> <p>Any student shifts that do not have a supervisor assigned will have a blue box labelled <b>Assign Supervisor</b> located under the student's name.</p>	 <p>Click the arrows to navigate forward or back a week</p>

4. Click the **Assign Supervisor** box.  
 Type the name of the supervisor required in the field at the bottom of the pop-up box.  
 As the name is entered, a list of users will appear. Click on the supervisor from the list and then click the **Add** button.  
Multiple supervisors can be added by repeating this process.  
 Click “x” in the top right hand corner to close the pop-up box.



5. Once assigned, either the supervisor’s name or “Multiple Supervisors” will be displayed.  
 To remove a supervisor, click on the supervisors name to display the pop up box and click the **Remove** button.



6. **Troubleshooting:**  
 If a supervisor that you wish to assign to a student is not displayed after typing in their name, this will either be because:  
 a. The supervisor uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob.  
**OR**  
 b. The User does not have the supervisor role assigned to their user profile.  
 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.