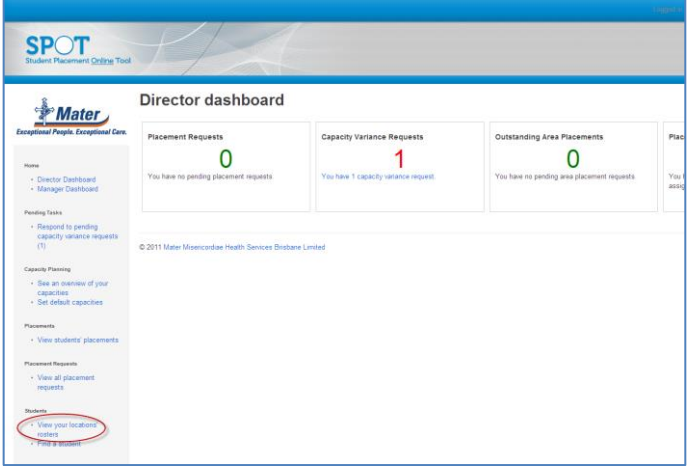
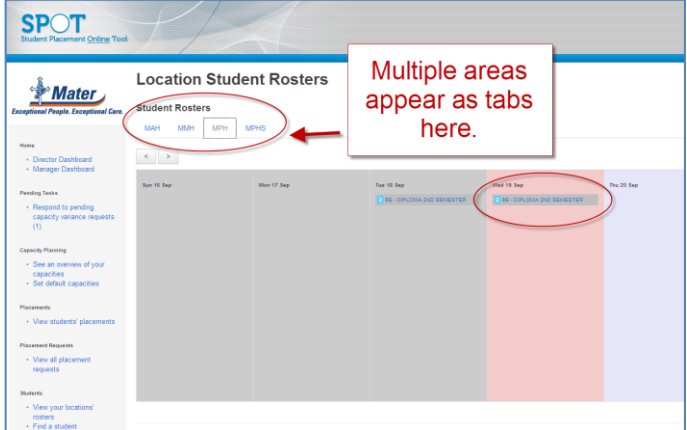
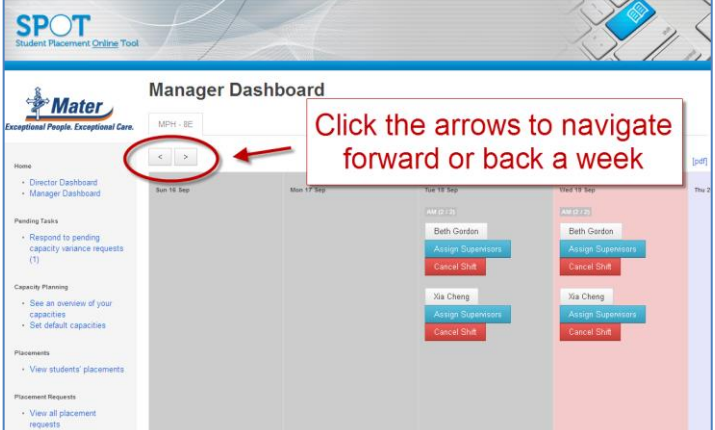
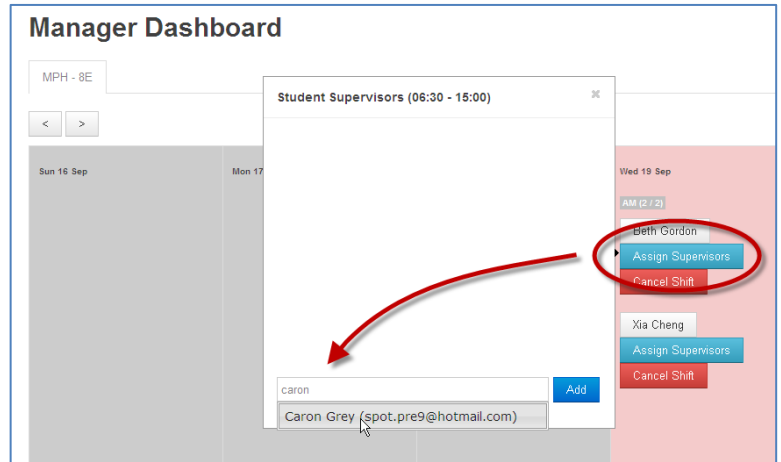


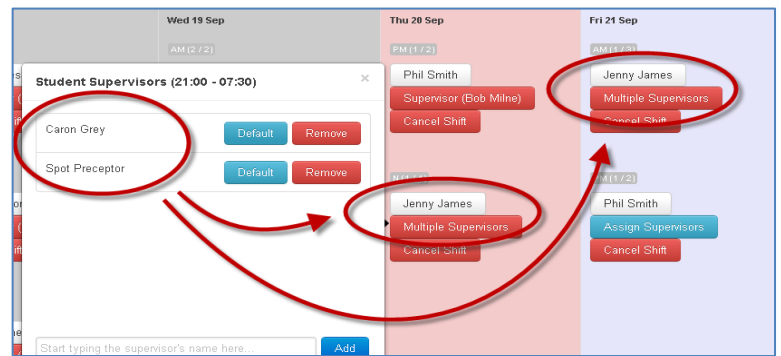
DRef-09a - Director Reference Sheet - Assigning Supervisors to Students - BY SHIFT

Steps	Action	What it looks like
1.	<p>Click the View your locations' rosters link in the sidebar under the Students section.</p>	 <p>The screenshot shows the Director dashboard with three summary cards: Placement Requests (0), Capacity Variance Requests (1), and Outstanding Area Placements (0). The sidebar on the left contains navigation links, with the 'Students' section and its sub-link 'View your locations' rosters' circled in red.</p>
2.	<p>Click on the Student Group link under the date that is required.</p> <p>If you have multiple areas, click on the Area tab to display the relevant Student Groups for that area.</p>	 <p>The screenshot shows the 'Location Student Rosters' page. A red circle highlights the 'Student Rosters' tabs (MAH, MMB, MPH, MPHS). Another red circle highlights the 'Area' tab for the date 'Thu 12 Sep'. A red arrow points from a text box to the 'Area' tab.</p>
3.	<p>The Manager Dashboard 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 Assign Supervisor located under the student's name.</p>	 <p>The screenshot shows the Manager Dashboard for 'MPH - BE'. Red circles highlight the left and right navigation arrows. A red arrow points from a text box to these arrows. Another red circle highlights the 'Assign Supervisor' buttons for students like 'Beth Gordon' and 'Xia Cheng'.</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.