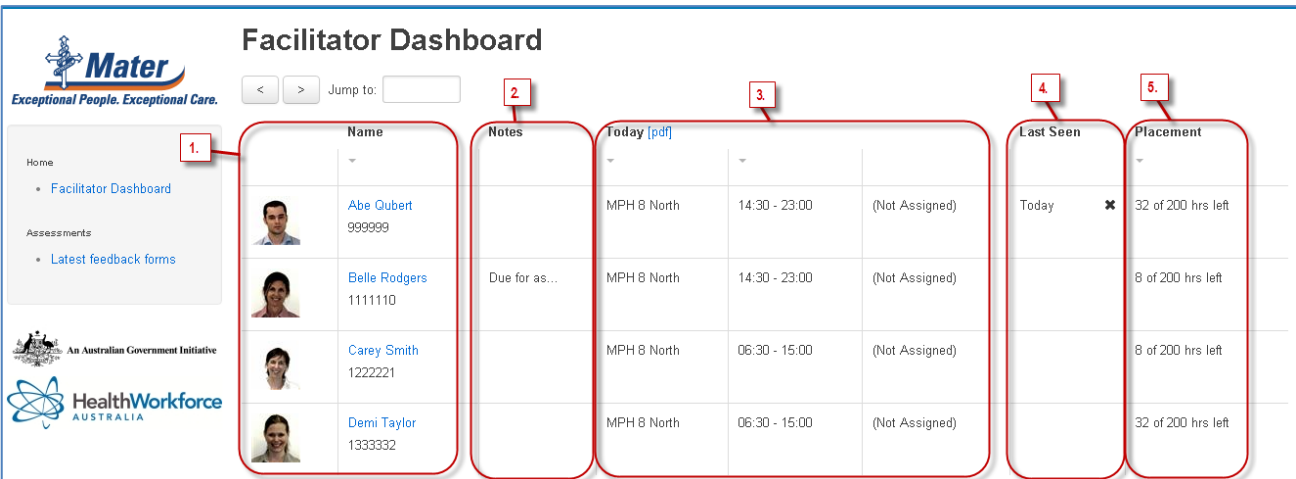
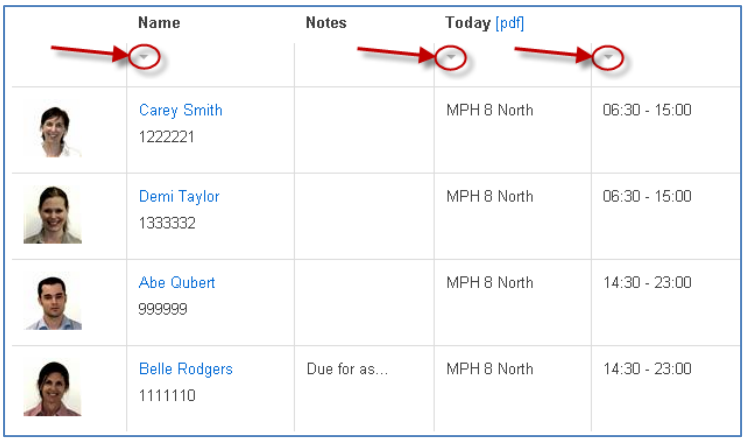
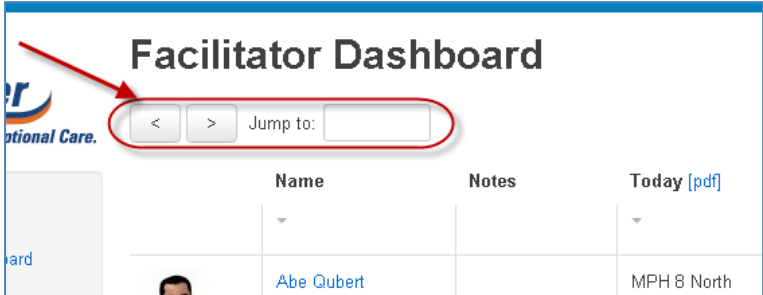


FRef-01 – Facilitator Reference Sheet – Using the Facilitator Dashboard.

| Steps | Action | What it looks like |
|-------|--|--|
| 1. | <p>Logging into SPOT will display your Facilitator Dashboard. This displays:</p> <ol style="list-style-type: none"> 1. a list of all of your currently assigned students in alphabetical order of first Name. 2. the last Note written about the student. 3. the Area, Shift Time and Supervisor (if assigned) of the shift each student has booked for today. 4. the date the student was Last Seen by a Facilitator. 5. the number of hours the student has left to complete their allocated Placement hours. |  |
| 2. | <p>Clicking the ▾ button above the:</p> <ul style="list-style-type: none"> - student's Names will sort the list in alphabetical order of the student's first name. - Areas will sort the list in alphabetical order of the area the students are working today (grouping students by Area) - Shift Time will sort the list in chronological order of time (grouping students working at the same time together) |  |
| 3. | <p>To navigate to a different date other than to today, use the:</p> <ul style="list-style-type: none"> - Arrow buttons to move forward or back one day. - Jump to: field to move to a specific date. |  |

4.

Clicking the **[pdf]** button next to the **Date** will generate a printable PDF of that date's student shifts.

Facilitator Dashboard

< > Jump to:

| Name | Notes | Today [pdf] |
|------------|-------|-------------|
| Abe Qubert | | MPH 8 North |

Daily Student List
Thursday, 22/05/14

| Location | Time | Student | Supervisor | Remaining | Comments |
|-------------|---------------|---------------|----------------|-----------|----------|
| MPH 8 North | 14:30 - 23:00 | Abe Qubert | (Not Assigned) | 32 of 200 | |
| MPH 8 North | 14:30 - 23:00 | Belle Rodgers | (Not Assigned) | 8 of 200 | |
| MPH 8 North | 06:30 - 15:00 | Carey Smith | (Not Assigned) | 8 of 200 | |
| MPH 8 North | 06:30 - 15:00 | Demi Taylor | (Not Assigned) | 32 of 200 | |

5.

To record when you last saw a student on placement, click in the **Last Seen** column and that will automatically record when you saw the student. If you record the incorrect date you can click the **x** button to delete it.

Facilitator Dashboard

< > Jump to:

| Name | Notes | Today [pdf] | Last Seen |
|--------------------------|---------------|--|----------------|
| Abe Qubert 999999 | | MPH 8 North 14:30 - 23:00 (Not Assigned) | Today x |
| Belle Rodgers 1111110 | Due for as... | MPH 8 North 14:30 - 23:00 (Not Assigned) | |

6.

Clicking on a student's **Name** or photograph will navigate to their Student page.

The student **Details** tab displays the student's placement details and which program they are studying.

There is a link to send the student an email and download buttons to access the student's learning documentation.

Demi Taylor

Details Feedback Forms Shifts Notes

Placements
Mater Private Hospital - Brisbane
8 North
24/03/2014 - 25/05/2014
32.00 of 200 hrs remaining (168 hrs completed)

Student Group
Diploma 1st Semester

Email
spot.student12@spotapp.com.au

Program
Diploma of Nursing

Education Provider
Mater Education

Year
1

Learning Objectives
Download

Orientation Manual
Download

7.

The **Feedback Forms** tab gives you access to the student's feedback.

In the **Feedback Period Start** field, enter the date that you wish to review the feedback forms from. This will generate forms for periods worked between the selected date and today's date.

Then click the **Download** button to view a PDF version of the forms.

Demi Taylor

Details Feedback Forms Shifts Notes

A confidential PDF of student's feedback forms is available for you to download. You can select how far back you want to see feedback forms based on the date they were submitted.

Feedback Period Start:

Download



8. The **Shifts** tab displays a list of shifts that the student has booked and/or completed in their current placement.

Clicking the forward/back arrow buttons will show past or future placements.

The green highlighted row is today's date, and the **Cumulative Hours** column shows how many placement hours the student will complete

Demi Taylor

Details Feedback Forms **Shifts** Notes

Placement Start: 24/03/2014 Placement End: 25/05/2014 Required Hours: 200

| Area | Start Time | End Time | Hours Completed | Supervisors | Date | Cumulative Hours |
|---------------|------------|----------|-----------------|----------------|----------------------|------------------|
| MPH - 8 North | 06:30 | 15:00 | 8 | | Wednesday 26/03/2014 | 8 |
| MPH - 8 North | 06:30 | 15:00 | 8 | SPOT Preceptor | Thursday 27/03/2014 | 16 |
| MPH - 8 North | 06:30 | 15:00 | 8 | | Saturday 29/03/2014 | 24 |
| MPH - 8 North | 14:30 | 23:00 | 8 | | Sunday 30/03/2014 | 32 |
| MPH - 8 North | 06:30 | 15:00 | 8 | | Thursday 03/04/2014 | 40 |
| MPH - 8 North | 06:30 | 15:00 | 8 | SPOT Preceptor | Friday 04/04/2014 | 48 |
| MPH - 8 North | 06:30 | 15:00 | 8 | | Saturday 05/04/2014 | 56 |
| MPH - 8 North | 06:30 | 15:00 | 8 | | Sunday 06/04/2014 | 64 |

9. The **Notes** tab displays any notes attached to the student's profile, including the date created and who created it.

Private Notes are not visible to *Students* or their *Supervisors*, but they are visible to other *Facilitator* and *Director* users that have been assigned this student.

Public Notes are visible to *Students* or their *Supervisors*.

To create a new Note, choose **Public** or **Private**, type into the text field and click the **Add** button. Your note will display at the top of the list.

Jane Jones

Details Feedback Forms Shifts **Notes**

Public Private

Add

Created by Jane Jones 24/09/2014

Student Note

Created by Social Work Supervisor2 24/09/2014

Manager Test

Created by SPOT Educator 17/09/2014

Public Test 2

10. **Troubleshooting 1:**

If a student that you are expecting to see on your dashboard is not displaying:

1. Check with your SPOT Education Provider User/ Administrator that you have been assigned as a Facilitator to the **Placement Request** that the student is on placement in (See Reference Sheet *EPR*Ref-03 if you have Education Provider access).
2. Check with your SPOT Education Provider User/ Administrator that the student is on placement (See Reference Sheet *EPR*Ref-06 if you have Education Provider access).