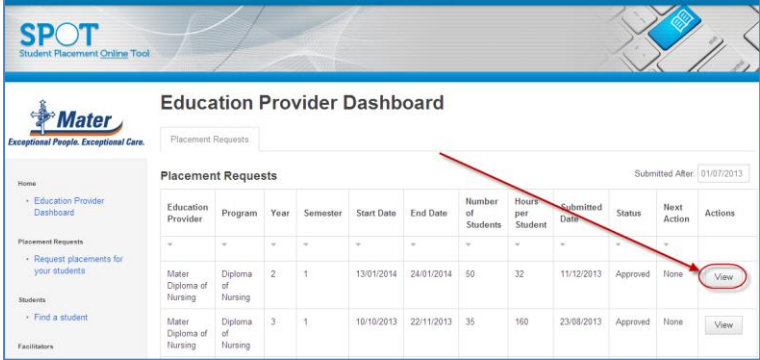
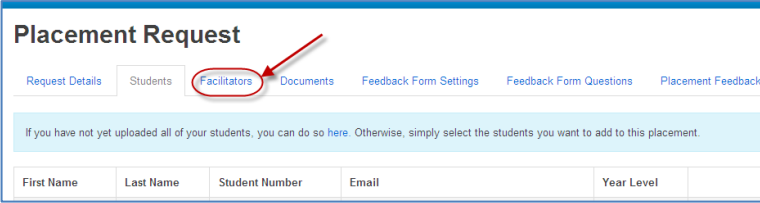
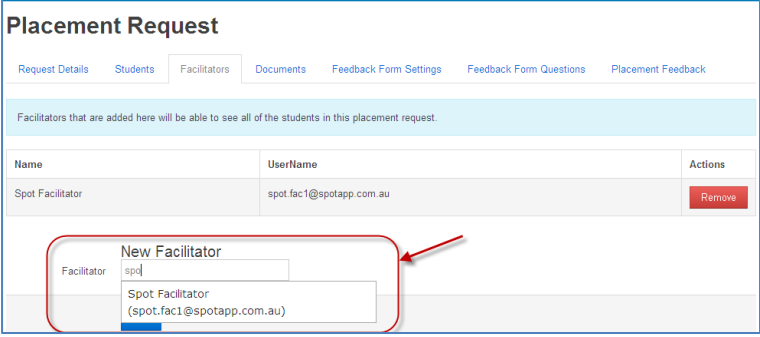


EPRef-03 – Education Provider Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like
1.	<p>To assign a Facilitator to a placement group of students, select the placement from the Education Provider Dashboard and click the View button.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' for Mater. It features a table titled 'Placement Requests' with columns: Education Provider, Program, Year, Semester, Start Date, End Date, Number of Students, Hours per Student, Submitted Date, Status, Next Action, and Actions. The first row is highlighted, and a red circle is drawn around the 'View' button in the 'Actions' column.</p>
2.	<p>In the placement screen, click on the Facilitators tab.</p>	 <p>The screenshot shows the 'Placement Request' screen. The 'Facilitators' tab is selected and highlighted with a red circle. Other tabs include Request Details, Students, Documents, Feedback Form Settings, Feedback Form Questions, and Placement Feedback.</p>
3.	<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 in the 'Placement Request' screen. It displays a table with columns: Name, Username, and Actions. One entry is shown: 'Spot Facilitator' with username 'spot.fac1@spotapp.com.au' and a 'Remove' button. Below the table is a search box labeled 'New Facilitator' with a dropdown menu showing suggestions: 'Facilitator', 'Spot Facilitator (spot.fac1@spotapp.com.au)', and 'Spot Facilitator (spot.fac1@spotapp.com.au)'. A red circle highlights the search box and the dropdown menu.</p>
4.	<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>	