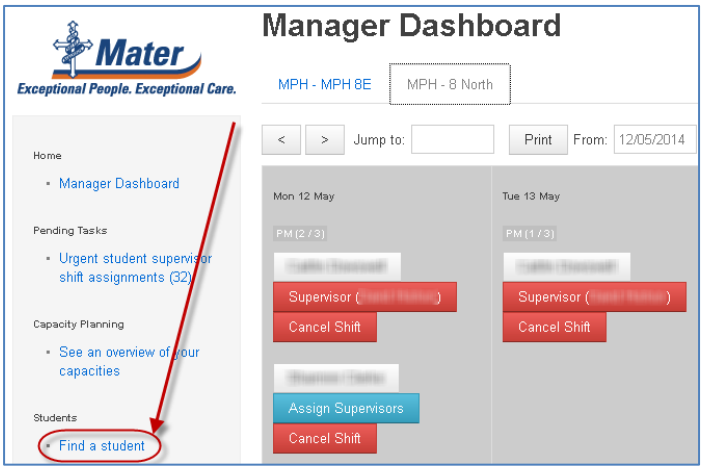
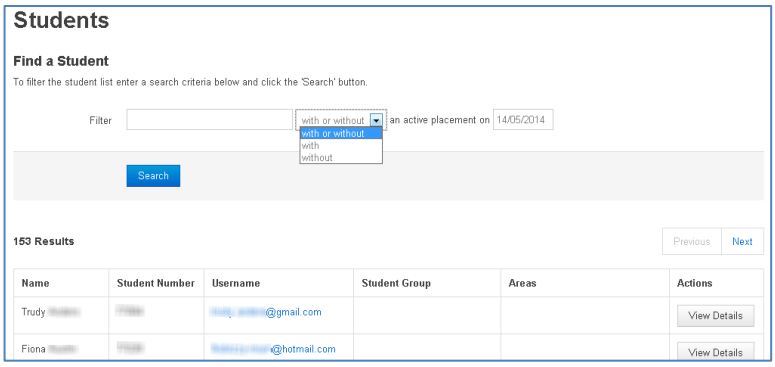
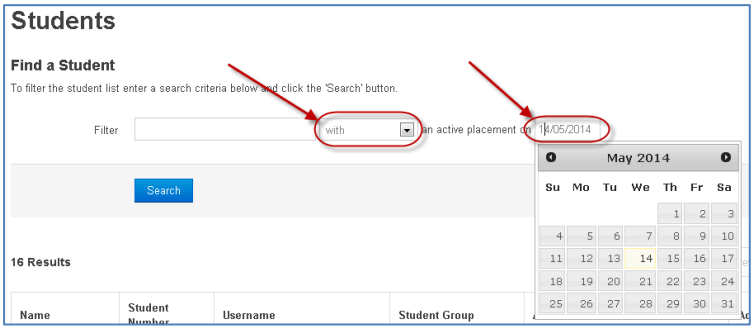
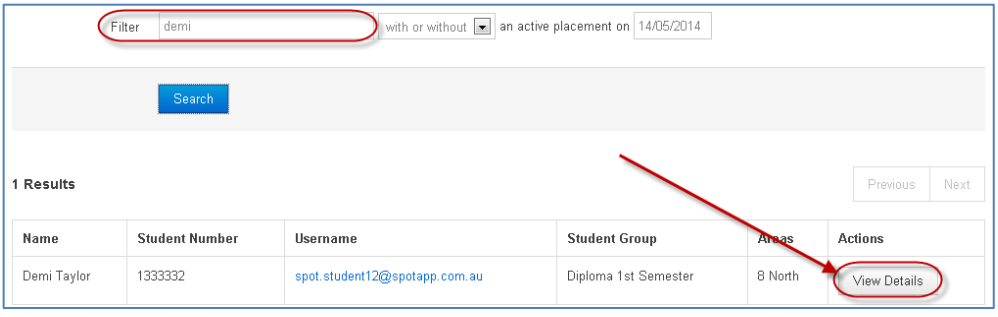
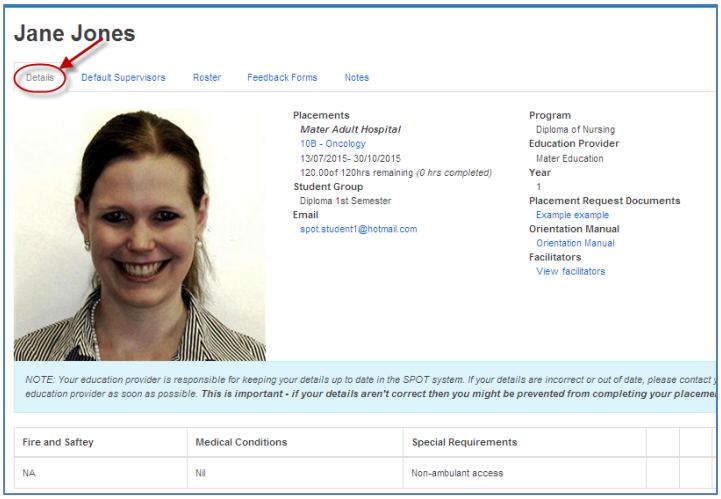
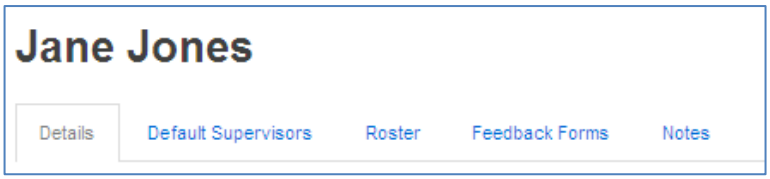
RMRef-01 – Rostering Manager Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like
1.	To view a particular student's profile, click on the **Find a student** link on the side bar. This will navigate to the **Students** Screen.	
2.	The **Find a Student** screen displays any student who has ever had an active placement in your Manager Area(s). Students who have a current active placement will have entries in the **Student Group** and **Area** columns, while those with no current active placement will have those fields empty.	
3.	To display only students that have(had) an active placement on a certain date, select the **with** option from the drop down list in the filter and select the date (defaults to today's date), then click the **Search** button.	
4.	To find a specific student, type their name into the **Filter** field and click the **Search** button. Click the **View Details** button in the row for the student in question. This will navigate to that student's screen.	

5.	The **Student** screen displays several tabs of information about the student. The **Details** tab displays the student's placement, program, learning details and other important information in one place. There are also links to send the student an email, to see who their assigned Facilitators are and to download any associated documents.	
6.	There are four other tabs for each student. In the **Default Supervisors** tab you can assign a default supervisor to the student. See Reference Sheet *MRef-03*. In the **Roster** tab you can book and cancel shifts on the student's behalf. See Reference Sheets *RMRef-02* and *RMRer-03*. In the **Feedback Forms** tab you can review a student's feedback. See Reference Sheet *MRef-06*. In the **Notes** tab you can review and add notes. See Reference Sheet *MRef-08*.	
7.	***Troubleshooting 1:*** If a student that you are expecting in your area is not displaying, follow these steps until resolved: 1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie". 2. Check with your SPOT System Administrator that the student has been assigned to your area in their **Area** tab (See Reference Sheet *DRef-06* if you have Director access)	