
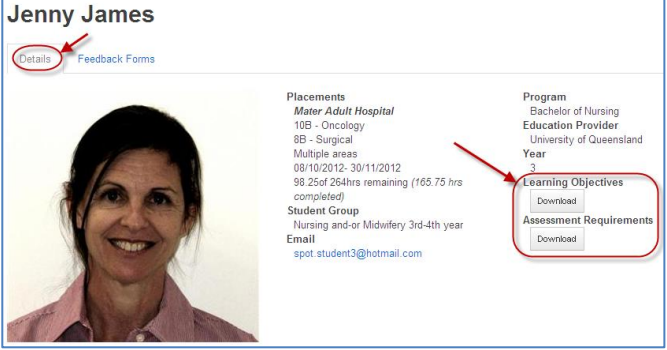
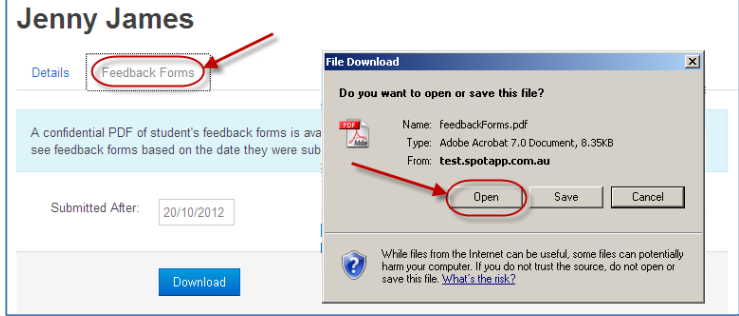
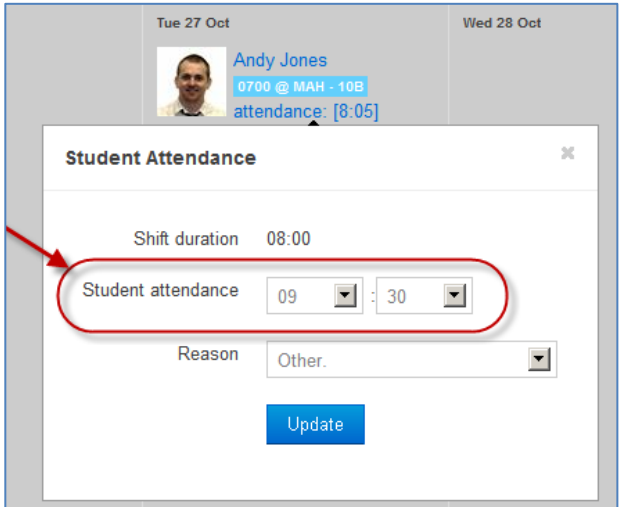


## SRef-02 – Supervisor Reference Sheet – Using the Supervisor Dashboard.

- The following is displayed on your **Supervisor Dashboard**:
  - **Arrow** buttons that when clicked, move the schedule 1 week forward or back in time (1.)
  - a **Student Name** and **Photo** on each date that the student is specifically assigned to work a shift with you. Clicking either of these navigates to the **Student Details** screen (2.)
  - a blue highlighted bar containing the **Shift Details** with shift start time and the Area the shift is to be worked in (3.)
  - a **student attendance** button for each student's shift that has been completed, which when clicked displays the **Student Attendance** pop-up box (4.).
  - Today's date will be highlighted red (5.).

### Supervisor Dashboard

The screenshot shows the Supervisor Dashboard interface. At the top, there are navigation arrows (1.) for moving the schedule forward or back. The main area displays a weekly schedule from Sunday to Friday. On Monday, Jenny James is assigned to a shift (2.) with details: 0630 @ MPH - 8E and a student attendance button. On Wednesday, Beth Gordon and Xia Cheng are assigned to shifts (3.) with details: 0630 @ MPH - 8E and student attendance buttons. The current date, Thursday, is highlighted in red (5.). A 'Student Attendance' pop-up box (4.) is open, showing fields for Shift duration (08:30), Student attendance (08:30 hours), Reason (Student did not show up.), and an Update button.

<p>2.</p>	<p>Clicking on the <b>Student Name</b> or <b>Photo</b> on the dashboard navigates to the <b>Student Details</b> screen.</p>	
<p>3.</p>	<p>The <b>Details</b> tab displays the student's placement, program and learning details in one place.</p> <p>There is a link to send the student an email and <b>Download</b> buttons to access the student's learning objectives and assessment requirements.</p>	
<p>4.</p>	<p>The <b>Feedback Form</b> tab allows you to review a student's feedback forms to assist you in your supervision of their shift/s.</p> <p>Click on the <b>Download</b> button and then <b>Open</b> the .pdf document to review.</p>	
<p>5.</p>	<p>If a student assigned to you for a shift had to leave before the shift end time for some reason, you can record this by clicking the <b>student attendance</b> button.</p> <p>The pop-up box displays the original shift duration in hours and minutes. Click on the <b>Student attendance</b> drop down box and choose the actual number of hours and minutes the student attended. Then click on the <b>Reason</b> drop down box and select an option.</p> <p>Click the <b>Update</b> button to record the change in attendance.</p>	
<p>6.</p>	<p><b>Troubleshooting:</b></p> <p>If a Student that you are working with does not display on your dashboard, this will either be because:</p> <ol style="list-style-type: none"> <li>The Student has not booked their shift in SPOT, <b>OR</b></li> <li>the Student has not been assigned to you in the Manager Dashboard.</li> </ol> <p>Check with the student to ensure their shift has been booked and if so, assign them to you in the Manager dashboard if you have Manager access or contact a user in your area with Manager access.</p>	