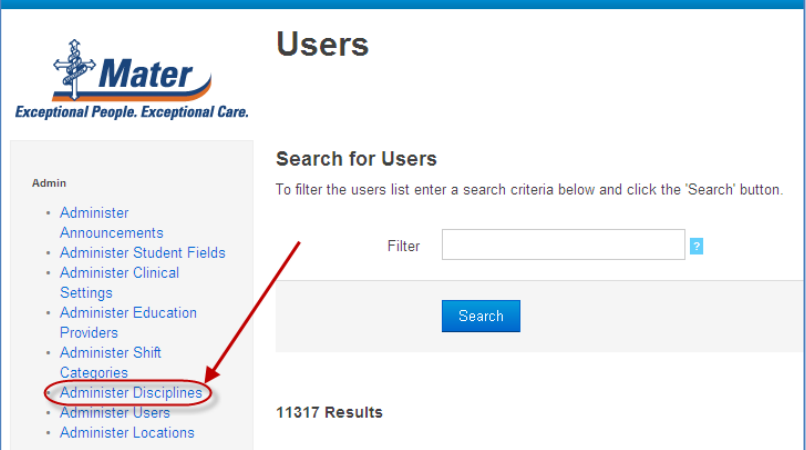
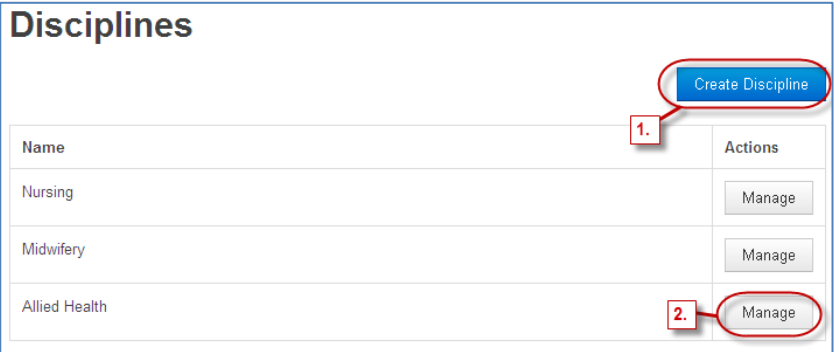



ARef-05 - Administrator Reference Sheet – How to Administer Disciplines.

Steps	Action	What it looks like
1.	<p>Click on the Administer Disciplines link in the side bar.</p> <p>This navigates to the Disciplines screen.</p>	
2.	<p>The Disciplines screen shows a list of all currently active Disciplines that students on placement may be focussing their studies.</p> <p>To navigate to the:</p> <ol style="list-style-type: none"> 1. Create Discipline screen, click the Create Discipline button. 2. Discipline screen, click the Manage button. 	
3.	<p>The Discipline screen defaults to the Details tab (1.).</p> <p>You can:</p> <ol style="list-style-type: none"> 2. Edit the Discipline name in the Name field. 3. Upload the Placement Provider's orientation documentation by clicking the Browse button in the Student Orientation Manual field and uploading a PDF or Word document. 4. Decommission the Discipline by clicking the Decommission button. <p>Once you've completed your edits, click the Save button.</p>	

4. Clicking on the **Student Groups** tab displays the student groups assigned to the Discipline.

The **Default Student Group** for the discipline is highlighted in blue and cannot be Decommissioned.

You can add **Specific Student Groups** by typing the student group name in the text field and clicking the **Add** button.

You can also **Decommission** student groups you no longer want to use, and **Recommission** previously decommissioned student groups, by clicking the button to the right of the student group's name.

Clicking on a Student Group's **Name** will navigate to the **Manage Student Group** screen.

5. In the **Manager Student Group** screen you can:

- Edit the group's **Name**
- Control if the group can book and cancel shifts on their **Student Roster**.

Click the **Save** button after making any changes.

6. Clicking on the **Programs** tab displays the programs from the various education providers that teach this discipline.

You can add **Programs** by typing the program's name in the text field and clicking the **Add** button.

You can also **Decommission** programs you no longer want to use, and **Recommission** previously decommissioned programs, by clicking the button to the right of the program's name.

7. Clicking on the **Evaluation Questions** tab opens the End of Placement Evaluation Questions form. This questionnaire will generate at the end of every placement for every student in this Discipline.

You can:

- Add a question by typing in the question in the text field, choosing an answer type from the drop down list and clicking the **Add** button.
- Remove a question by clicking the **x** at the end of the question you wish to remove.
- Change the order of the questions by clicking the **↑** to move that question up the order by 1 place.

The answer types are:

- **Numeric:** Respondent types in any number.
- **Comment:** Respondent types in to a free text field.
- **Likert scale:** Respondent chooses one option from Strongly Disagree, Disagree, Neutral, Agree and Strongly Agree.
- **Yes/no:** Respondent chooses either yes or no.
- **True/False:** Respondent chooses either true or false.

8. To create a new Discipline, type in the **Name** field and click the **Save** button.