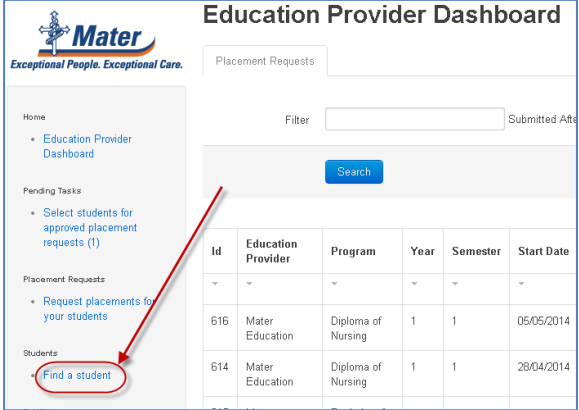
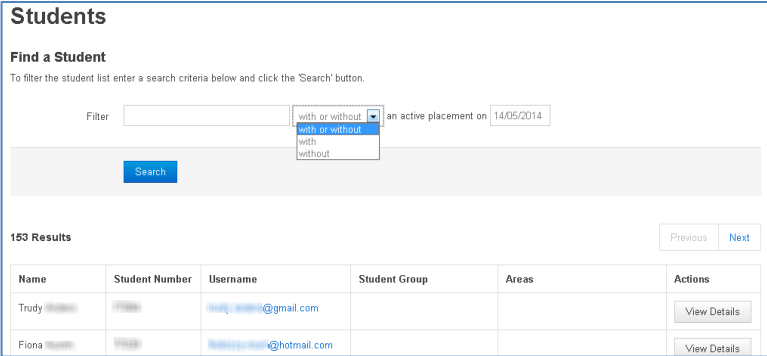
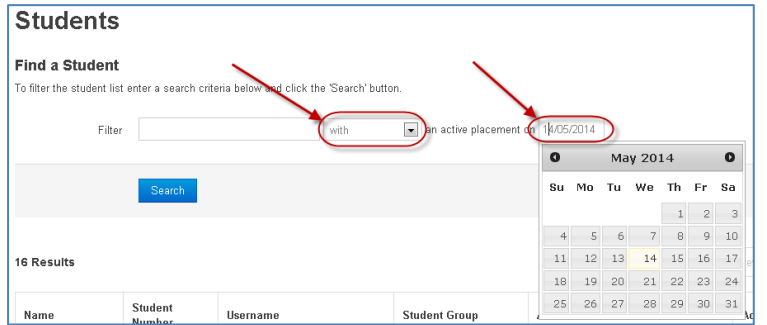
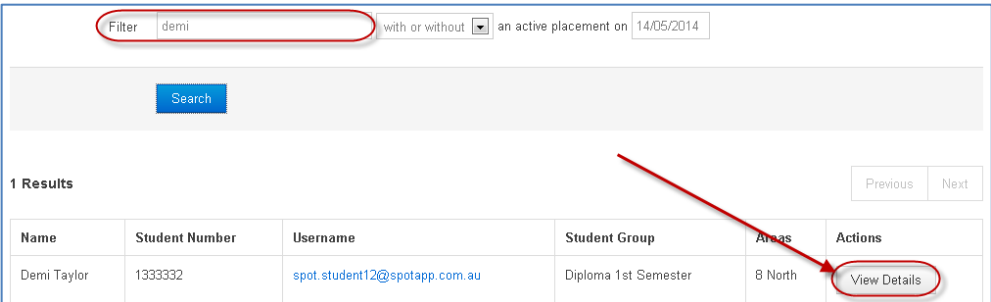
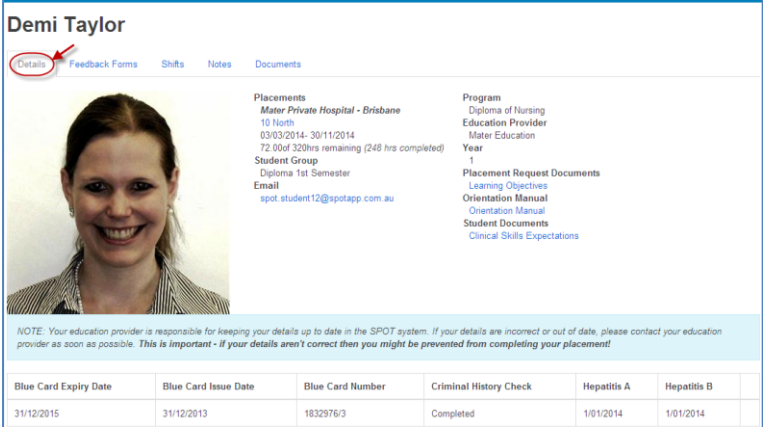
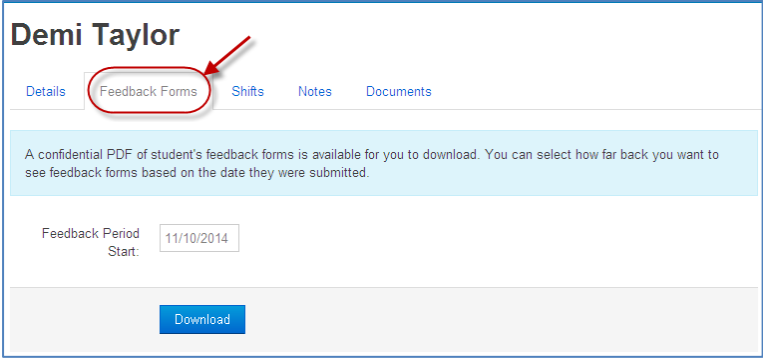
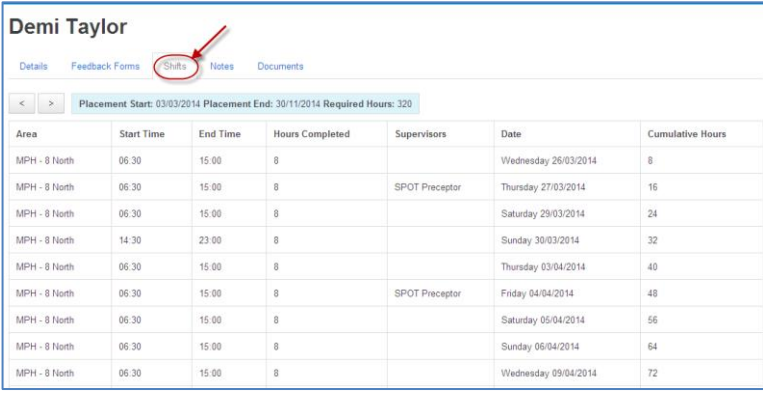
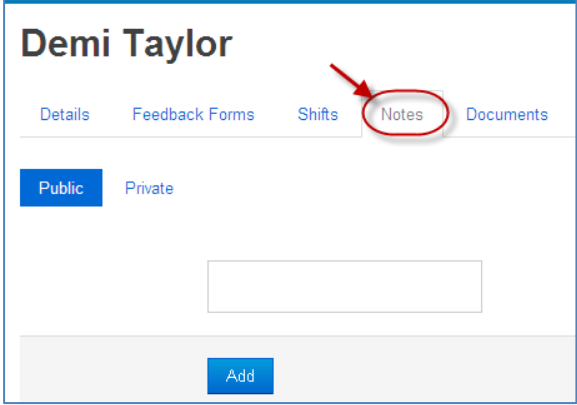
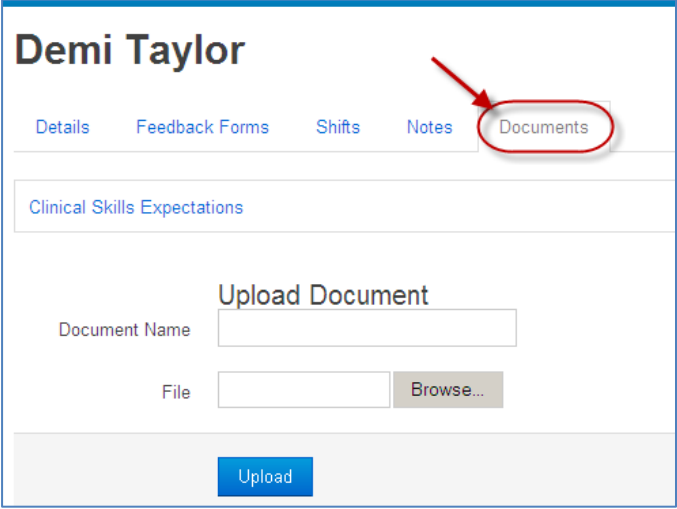


## EPre-06 – Education Provider Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like																		
1.	<p>To view and manage a particular student's details, click on the <b>Find a student</b> link on the side bar.</p> <p>This will navigate to the <b>Students</b> Screen.</p>	 <p><b>Education Provider Dashboard</b></p> <p>Placement Requests</p> <p>Filter <input type="text"/> Submitted At</p> <p><b>Search</b></p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>616</td> <td>Mater Education</td> <td>Diploma of Nursing</td> <td>1</td> <td>1</td> <td>05/05/2014</td> </tr> <tr> <td>614</td> <td>Mater Education</td> <td>Diploma of Nursing</td> <td>1</td> <td>1</td> <td>28/04/2014</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	616	Mater Education	Diploma of Nursing	1	1	05/05/2014	614	Mater Education	Diploma of Nursing	1	1	28/04/2014
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616	Mater Education	Diploma of Nursing	1	1	05/05/2014															
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2.	<p>The <b>Find a Student</b> screen displays any student who has ever had been uploaded by your assigned Education Provider(s).</p> <p>Students who have a <u>current</u> active placement will have entries in the <b>Student Group</b> and <b>Area</b> columns, while those with no <u>current</u> active placement will have those fields empty.</p>	 <p><b>Students</b></p> <p><b>Find a Student</b></p> <p>To filter the student list enter a search criteria below and click the 'Search' button.</p> <p>Filter <input type="text"/> with or without <input type="text"/> an active placement on <input type="text"/> 14/05/2014</p> <p><b>Search</b></p> <p>153 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Trudy</td> <td></td> <td>trudy_willie@gmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>Fiona</td> <td></td> <td>fiona_willie@hotmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Trudy		trudy_willie@gmail.com			View Details	Fiona		fiona_willie@hotmail.com			View Details
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Trudy		trudy_willie@gmail.com			View Details															
Fiona		fiona_willie@hotmail.com			View Details															
3.	<p>To display only students that have(had) an active placement on a certain date, select the <b>with</b> option from the drop down list in the filter and select the date (defaults to today's date), then click the <b>Search</b> button.</p>	 <p><b>Students</b></p> <p><b>Find a Student</b></p> <p>To filter the student list enter a search criteria below and click the 'Search' button.</p> <p>Filter <input type="text"/> with <input type="text"/> an active placement on <input type="text"/> 14/05/2014</p> <p><b>Search</b></p> <p>16 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group														
Name	Student Number	Username	Student Group																	
4.	<p>To find a specific student, type their name into the <b>Filter</b> field and click the <b>Search</b> button. Click the <b>View Details</b> button in the row for the student in question. This will navigate to that student's screen.</p>	 <p>Filter <input type="text"/> demi with or without <input type="text"/> an active placement on <input type="text"/> 14/05/2014</p> <p><b>Search</b></p> <p>1 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Demi Taylor</td> <td>1333332</td> <td>spot.student12@spotapp.com.au</td> <td>Diploma 1st Semester</td> <td>8 North</td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Demi Taylor	1333332	spot.student12@spotapp.com.au	Diploma 1st Semester	8 North	View Details						
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Demi Taylor	1333332	spot.student12@spotapp.com.au	Diploma 1st Semester	8 North	View Details															

<p>5.</p> <p>The student <b>Details</b> tab displays the student's placement, personal, mandatory pre-requisite and learning details in one place.</p> <p>There is a link to send the student an email, to view the original placement request and download buttons to access the student's learning objectives and assessment requirements.</p>																																																																								
<p>6.</p> <p>The <b>Feedback Forms</b> tab gives you access to the student's feedback.</p> <p>In the <b>Feedback Period Start</b> 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.</p> <p>Then click the <b>Download</b> button to view a PDF version of the forms.</p>																																																																								
<p>7.</p> <p>The <b>Shifts</b> tab displays a list of shifts that the student has booked and/or completed in their current placement.</p> <p>Clicking the forward/back arrow buttons will show past or future placements.</p> <p>The green highlighted row is today's date, and the <b>Cumulative Hours</b> column shows how many placement hours the student will complete.</p>		 <table border="1"> <thead> <tr> <th>Area</th> <th>Start Time</th> <th>End Time</th> <th>Hours Completed</th> <th>Supervisors</th> <th>Date</th> <th>Cumulative Hours</th> </tr> </thead> <tbody> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Wednesday 26/03/2014</td> <td>8</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td>SPOT Preceptor</td> <td>Thursday 27/03/2014</td> <td>16</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Saturday 29/03/2014</td> <td>24</td> </tr> <tr> <td>MPH - 8 North</td> <td>14:30</td> <td>23:00</td> <td>8</td> <td></td> <td>Sunday 30/03/2014</td> <td>32</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Thursday 03/04/2014</td> <td>40</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td>SPOT Preceptor</td> <td>Friday 04/04/2014</td> <td>48</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Saturday 05/04/2014</td> <td>56</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Sunday 06/04/2014</td> <td>64</td> </tr> <tr> <td>MPH - 8 North</td> <td>06:30</td> <td>15:00</td> <td>8</td> <td></td> <td>Wednesday 09/04/2014</td> <td>72</td> </tr> </tbody> </table>	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	MPH - 8 North	06:30	15:00	8		Wednesday 09/04/2014	72
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<p>8. The <b>Notes</b> tab displays any notes attached to the student's profile, including the date created and who created it.</p> <p>Private Notes are <u>not</u> visible to <i>Students</i> or their <i>Supervisors</i>, but they are visible to other <i>Facilitator</i> and <i>Director</i> users that have been assigned this student. Public Notes <u>are</u> visible to <i>Students</i> or their <i>Supervisors</i>.</p> <p>To create a new Note, choose <b>Public</b> or <b>Private</b>, type into the text field and click the <b>Add</b> button. Your note will display at the top of the list.</p>	
<p>9. The <b>Documents</b> tab displays any documents specifically attached to this student's profile.</p> <p>To upload a new document, type into the <b>Document Name</b> field and <b>Browse</b> for the appropriate file to <b>Upload</b>. Your document will display in the list.</p>	
<p>10. <b>Troubleshooting 1:</b></p> <p>If a student that you are searching for is not displaying:</p> <ol style="list-style-type: none"> <li>1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie".</li> </ol> <p>If the student still does not appear, they may have not been uploaded into SPOT. (See Reference Sheet <i>EPRef-05</i> on how to upload student details)</p>	