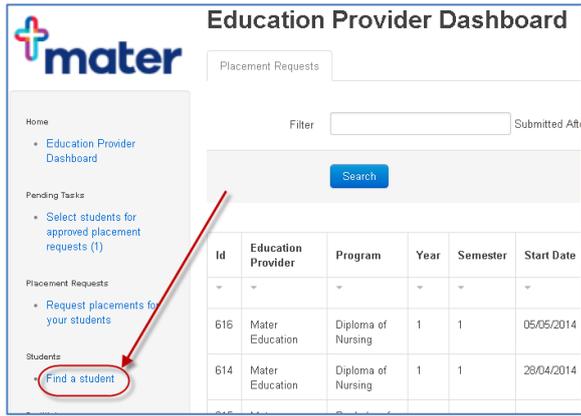
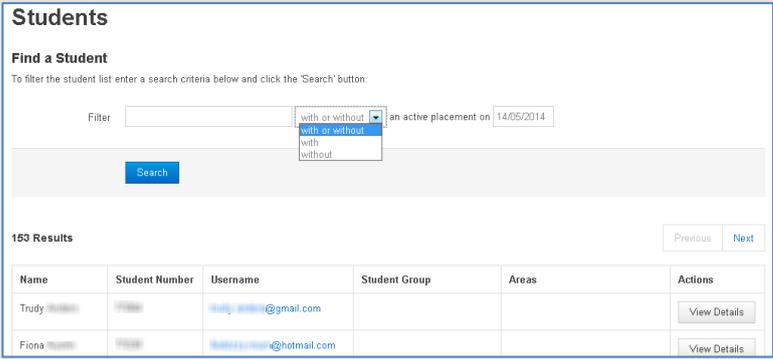
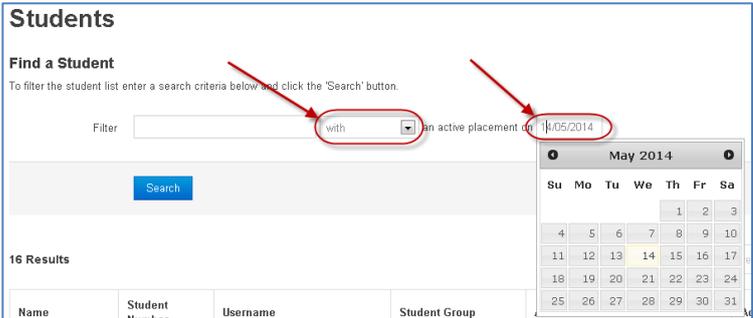
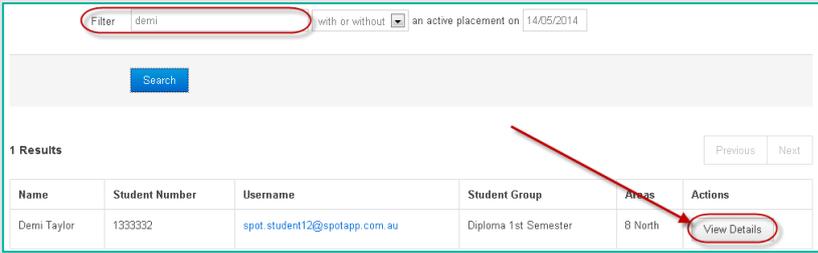
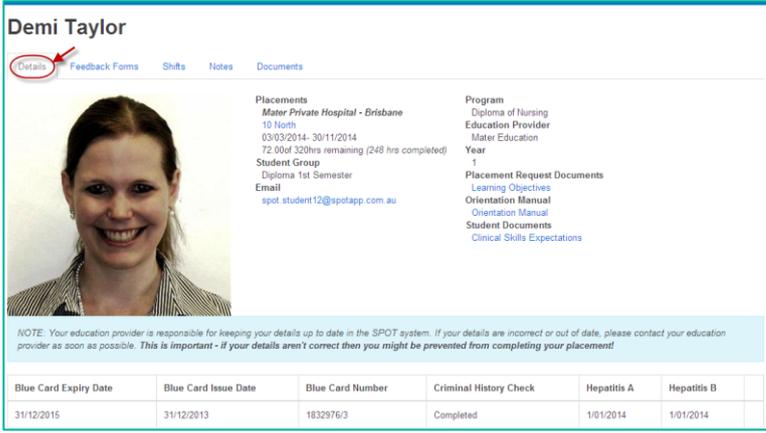
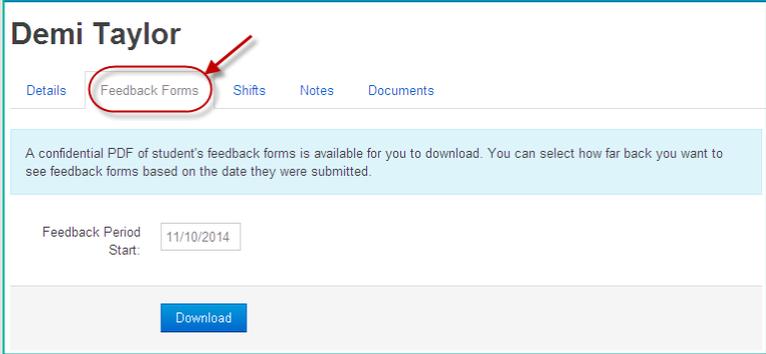
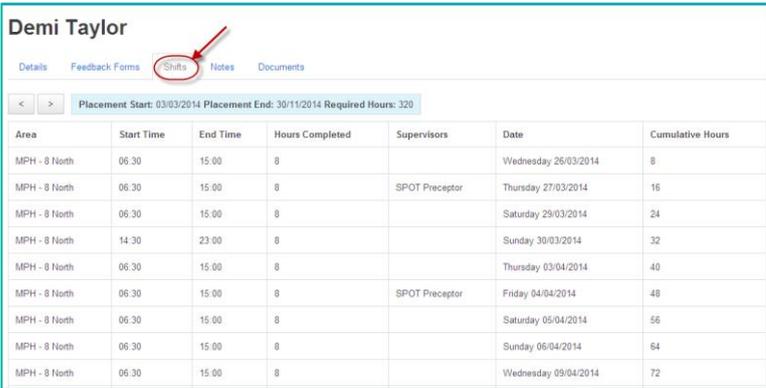
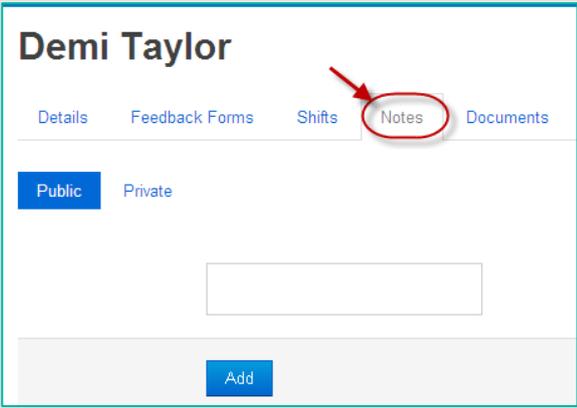
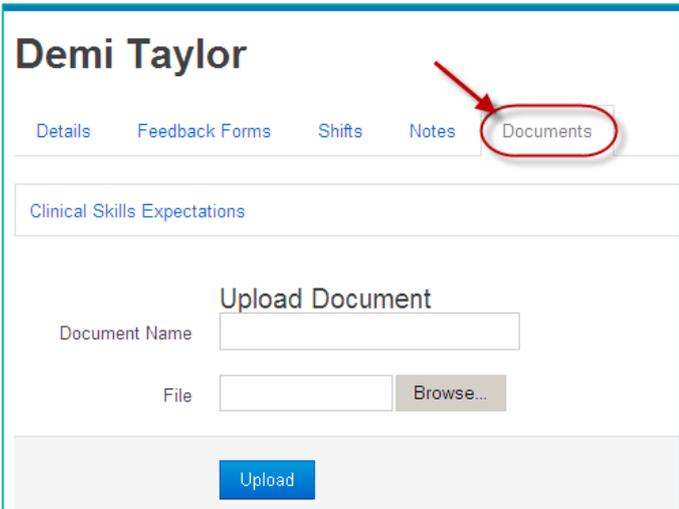


EPRef-06 - Student Reference Sheet – Using the ‘Find a Student’ Function.

Steps	Action	What it looks like
1.	<p>To view and manage a particular student's details, click on the Find a student link on the side bar.</p> <p>This will navigate to the Students Screen.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar on the left. The 'Find a student' link is circled in red. The main content area shows a table with columns: Id, Education Provider, Program, Year, Semester, and Start Date. Two rows are visible: one for student ID 616 and another for 614.</p>
2.	<p>The Find a Student 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 Student Group and Area columns, while those with <u>no current</u> active placement will have those fields empty.</p>	 <p>The screenshot shows the 'Students' section with a 'Find a Student' sub-section. It includes a search filter with a dropdown menu set to 'with or without' and a date field set to '14/05/2014'. Below the search bar, it indicates '153 Results' and shows a table with columns: Name, Student Number, Username, Student Group, Area, and Actions. Two rows are visible: one for 'Trudy' and one for 'Fiona'.</p>
3.	<p>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.</p>	 <p>The screenshot shows the 'Find a Student' screen with the filter dropdown set to 'with' and the date field set to '14/05/2014'. A calendar for May 2014 is open, showing the date '14' selected. Below the search bar, it indicates '16 Results' and shows the beginning of a table with columns: Name, Student Number, Username, and Student Group.</p>

<p>4.</p>	<p>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.</p>	
<p>5.</p>	<p>The student Details 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 Feedback Forms tab gives you access to the student's feedback.</p> <p>In the Feedback Period Start 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 Download button to view a PDF version of the forms.</p>	
<p>7.</p>	<p>The Shifts 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 Cumulative Hours column shows how many placement hours the student will complete.</p>	

<p>8.</p>	<p>The Notes 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 Public or Private, type into the text field and click the Add button. Your note will display at the top of the list.</p>	
<p>9.</p>	<p>The Documents tab displays any documents specifically attached to this student's profile.</p> <p>To upload a new document, type into the Document Name field and Browse for the appropriate file to Upload. Your document will display in the list.</p>	
<p>10.</p>	<p>Troubleshooting 1:</p> <p>If a student that you are searching for is not displaying:</p> <ol style="list-style-type: none"> 1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie". <p>If the student still does not appear, they may have not been uploaded into SPOT. (See Reference Sheet EPre-05 on how to upload student details)</p>	