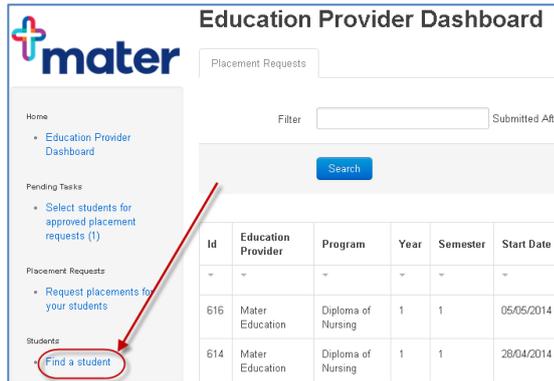
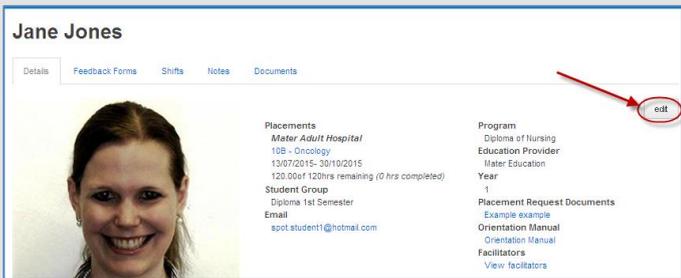
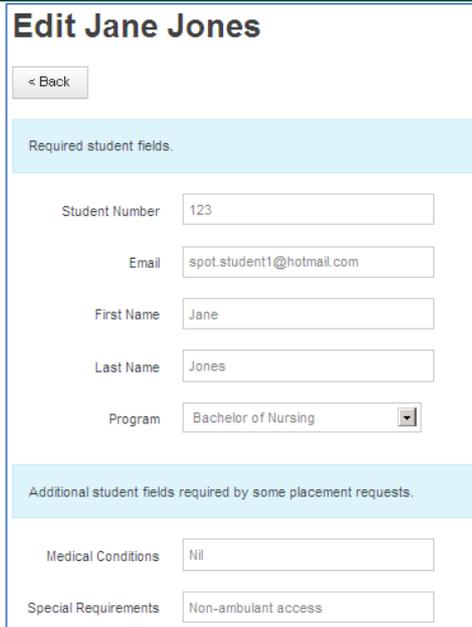


EPRef-08 - Student Reference Sheet – Editing Student Details.

Steps	Action	What it looks like																		
1.	<p>To edit a student's details, navigate to the Students page via the Find a student link on the side bar.</p> <p>See <i>EPRef-06</i> for more details on the <i>Find a Student</i> function.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar on the left. The 'Students' section in the sidebar has a 'Find a student' link circled in red. A red arrow points from this link to the 'Find a student' button in the main content area. The main content area includes a search bar and a table of students.</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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614	Mater Education	Diploma of Nursing	1	1	28/04/2014															
2.	<p>Click the Edit button in the top right of the Details tab.</p> <p>This navigates to the Edit Student page.</p>	 <p>The screenshot shows the 'Jane Jones' student details page. The 'edit' button in the top right corner is circled in red. The page displays a profile picture, name, and various details about the student's placements and program.</p>																		
3.	<p>The Edit Student screen has 2 sections.</p> <p>The Required student fields section contains the necessary details for the student's profile.</p> <p>The Additional student fields... section contains additional details that may be requested by the Placement Provider.</p> <p>All fields can be edited by entering a new value and clicking the Save button at the bottom of the page.</p>	 <p>The screenshot shows the 'Edit Jane Jones' form. It has a 'Back' button at the top left. The form is divided into two sections: 'Required student fields' and 'Additional student fields required by some placement requests'. The 'Required student fields' section includes input fields for Student Number (123), Email (spot.student1@hotmail.com), First Name (Jane), Last Name (Jones), and a dropdown for Program (Bachelor of Nursing). The 'Additional student fields' section includes input fields for Medical Conditions (Nil) and Special Requirements (Non-ambulant access).</p>																		
4.	<p>To edit a <u>group</u> of student's details excluding their email address, follow the same process as uploading them to SPOT for the first time. To do this, follow the EPRef-05 – Uploading Student Details reference sheet.</p>																			

Note: Student emails are their username and unique system identifier and as such can only be edited via the student's individual page.