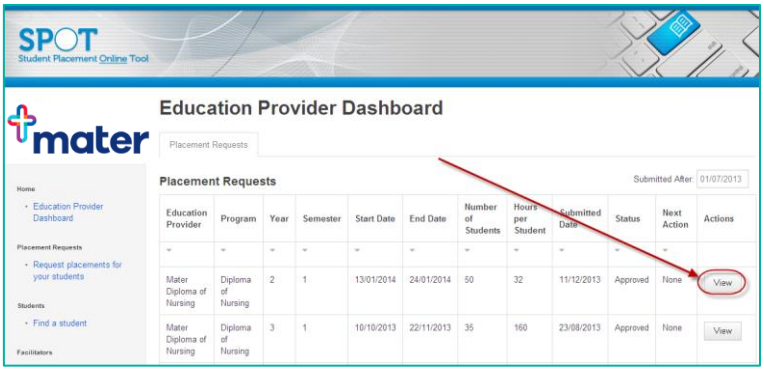
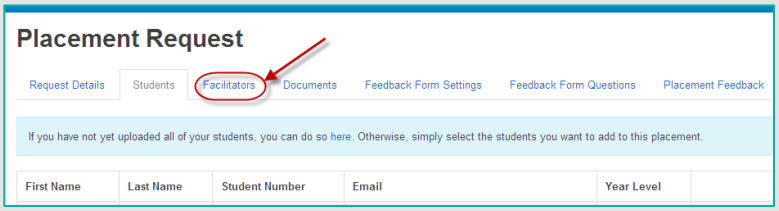
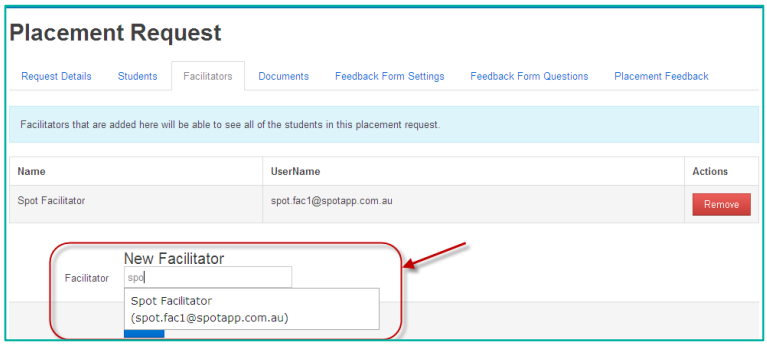
EPRef-03 – Education Provider Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like
1.	To assign a **Facilitator** to a placement group of students, select the placement from the **Education Provider Dashboard** and click the **View** button.	
2.	In the placement screen, click on the **Facilitators** tab.	
3.	Type the name of the **Facilitator** into the Facilitator field and click on their name as they pop up. Click the **Add** button to assign them. You can add as many Facilitators to a placement as you like. You can remove any assigned Facilitators by clicking the **Remove** button, and then clicking **Yes.**	
4.	***Troubleshooting***: If a facilitator that you wish to assign to a placement is not displayed after typing in their name, this will either be because: a) The facilitator uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob. **OR** b) The User does not have the facilitator role assigned to their user profile. **OR**	

	c) The User does not have the Discipline corresponding to the placement assigned to their user profile. Try a few different spellings of the supervisor's name to start with. If that fails, contact your SPOT System Administrator to rectify, or if you have administrator functions, refer to Reference Sheet *ARef-02*.