

Updated: June 30, 2009




Course Rotations (multiple Placement Dates)

Summary:

Course Rotations provide a way to offer two or more optional dates for a placement, typically during a single Term. For example, a course in the Fall term may offer students three optional 4-week slots in September, October or November.

Rotations are suitable for any placement type (group or individual) and a course can have as many rotations as needed, with each rotation at the same or different locations.


Setup Course to use Rotations

1. Click **Maintenance** → **Setup/Lookup** → **Courses** from the left navigation.
2. Click Edit  for the desired course, and click the “Use Rotations” checkbox, then click  to Save. The course will now display the Course Rotations icon .

Course Maintenance

Current View

Agency: Department: Show Deleted Courses

Name	Short Name	Request Type	
Nursing 460 *	Nurs460 *	Prec - Preceptorship	

Shifts: of Hrs Duration: Hrs * (per student - [Help](#))


PR Form Template:

Use Placement Blocks (available only for requests created in Groups Worksheet) [Help](#)


Use Rotations







Comments:

Setup Course Rotations in Cohorts

3. In **Cohorts**, any course that is setup to allow rotations will display the Rotations icon plus a counter of the rotations currently setup. Prior to entry of rotation dates, the icon will appear as .

Cohort Maintenance

2009 Entry (2009), 4 years  [Edit Cohort](#)

Term	Course	Start Date	End Date	Course Leader		
Win09	RSPT230/1	Jan 12/09	Mar 20/09	Ronson, B		
Win09	RSPT230/2	Jan 12/09	Mar 20/09	Ronson, B		
SprSum09	RSPT430	Apr 13/09	May 22/09	Munroe, A		

- Click the Rotations icon to open the Cohort Rotations window, then click Add to enter a new set of Rotation dates.
In this example, the course dates (Jan to Mar) are setup as two rotations (Jan-Feb and Feb-Mar).
- Click to Save and **Close Window** to return to **Cohorts**.

Course Rotations				
Cohort: 2009 Entry (2009)				
Term: Winter 2009 (Jan 1/09 to Apr 30/09)				
Course: RSPT230 - 1 Basic Clinical Placement (RSPT230/1)				
Dates: Jan 12/09 to Mar 20/09				
Rotation	Start Date	End Date		
1	Jan 12/09	Feb 13/09		
2	Feb 16/09	Mar 20/09		

Creating Rotations in Worksheets

- For courses setup to use the Rotations feature, each new space created in a Worksheet (Group or Individual) can select from one of the rotation options. If needed, the dates can be edited later, either in the Worksheet or in Outbox.

Individual Worksheet

Current View

Department: Nursing	Program: BScN	Cohort: 2006Sept	Term: FALL09	Course: Nurs460
Agency/Site: ALL				
Show Students		Assignment		Refresh View

Agency / Ref#	Site	Svc	Dest	Rotn: Start / End	Days / Time	PR Status / Instructor	Spaces	Created	Accepted			!
Agency: <input type="text"/>	Site: <input type="text"/>	Svc: <input type="text"/>	Dest: <input type="text"/>	Rotn: Sep 15/09 * Dec 31/09 *	Days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> Various	n/a	1	0	0			

- Click the **Rotn** link to select from among the Rotation options entered, or to select the Default or “bookend” dates to create a space that spans all rotations (course start/end dates).
- Click to Save the Worksheet space. The saved record will display **N/A** if no rotation (Default dates) was selected, or will display the selected Rotation option such as **R1**, **R2**, etc.

Select Rotation

(cancel)

R1 (Sep 15/09 to Oct 5/09)

R2 (Sep 18/09 to Sep 30/09)

R3 (Oct 9/09 to Nov 9/09)

Default (Sep 15/09 to Dec 31/09)

Things to Remember

- Rotation dates may be edited later in the Worksheet or in the Outbox, at any time.
- Each student **may be assigned once only** to a course, into one of the optional rotations. If a student will be placed multiple times (e.g. once each in R1 and R2) then a course for each student assignment must be setup (e.g. RSPT230/R1 and RSPT230/R2).

You have now completed the steps to setup multiple rotations for a Course in HSPnet. If you have any questions or need assistance, please don't hesitate to contact us.

HSPnet Team

Email: support@hspcanada.net