

December 3, 2010

## Site Selector for Students

### Summary

This guide explains how to:

1. **Search** placements or offers that are available for an upcoming course
2. **Select** and rank available placements (e.g. 1<sup>st</sup> choice, 2<sup>nd</sup> choice)
3. **Update** your saved choices before the Site Selector is closed

### Background

Your educational program is using HSPnet to coordinate practicum experiences for students, and has setup access for students to view their upcoming placements and placement history. The program is also setup to allow students to search available placements and to enter their ranked choices for an upcoming placement.

### Step 1 – Login to HSPnet

- a. Visit the HSPnet website at [www.hspcanada.net](http://www.hspcanada.net) and click your province on the map of Canada.
- b. Login with your User ID (student number) and password (see the Quick Reference Guide *Student Access to HSPnet* if this is your first login).

### Step 2 – View Your Messages

Upon successful login you will be directed to your Welcome Screen, which will default to the **Messages** tab. Each course in your curriculum that is setup for online selection by students will display dates for when the Site Selector is Open and Closed. Click [Go to Selector](#) for any course that is open for selection:

**HSPnet** Welcome Angelina

[Online Help](#) [Email Help](#) [Change Password](#) [Log Out](#) [Refresh View](#)

[Messages](#) [Current Placements](#) [Placement History](#) [Site Selector](#)

**Site Selector for Upcoming Courses** [Quick Reference Guide](#)

Course	Placement Start Date	Site Selector to be Open	Site Selector to be Closed	Current Status
Pharm505	Apr 19/10	Jan 14/10 - 0000 Hrs	Jan 26/10 - 2000 Hrs	Open
<a href="#">Go to Selector</a>				
Pharm515	Jun 7/10	Apr 26/10 - 0800 Hrs	Apr 30/10 - 2100 Hrs	Not yet open

### Step 3 – View the Site Selector

The Site Selector offers a dropdown of courses and is divided into two sections for each course:

- **My Saved Choices** – a list of placements saved and their ranked order
- **Search Available Placements**
  - A display of the total number of placements available, and any added since your last login
  - Filters to limit search results by name, region or zone, city, dates, or by service area such as “Mental Health – community”
  - A filter for Experience will display if your educational programs uses codes to categorize placements by type of experience to be offered (e.g. geriatric, musculoskeletal).

### Step 4 – Search and Save Available Placements

- a. Enter one or more search criteria to narrow your search:
  - Enter text to search for Agency/Site or City name – in the above example “vanc” is entered to each the City field for placements in Vancouver. Leave the field blank to search all cities.
  - Select a Zone to filter to a geographic zone such as “South” or “Lower Mainland”.
  - Select a Placement Date to filter only on a single Rotation if the course has multiple rotations.
- b. Click **Search** to display a list of matching placements:

My Saved Choices <a href="#">Show Classmate Statistics</a>							
Rank	Placement Site	Address	Schedule	Experience	Ref#	Action	
1	Agency: Vancouver Coastal Health Authority <a href="#">Site:</a> Richmond Hospital <a href="#">Dest:</a> ICU	Zone: LowerMainland 5000 Westminster Highway Richmond, BC V5Z 2X2	Start: Jan 1/10 End: Apr 30/10	Sports Medicine	6635	<a href="#">Remove</a>	
2	Agency: Rehab - Private <a href="#">Site:</a> Main Street Physio <a href="#">Dest:</a> Clinic	Zone:	Start: Jan 1/10 End: Apr 30/10	Private Practice Population: Various ages	6656		<a href="#">Remove</a>

- c. The “information” icon indicates that a comment is entered; *comments can contain important information about the placement such as special requirements or scheduling changes.* Hover your cursor on the icon to view the comment.
- d. View more information for any placement by clicking [Site](#) or [Dest](#) to view the online profile for the Site or Destination including website links, uploaded documents, and program descriptions.

**NOTE:** Page links will be displayed if more than 10 matches are found; click [Prev](#) or [Next](#) to view additional results, or use filters to narrow your search results.

- e. Click [Save to Choices](#) to select a placement as Rank #1. Subsequent selections will be added to the list and assigned the next available rank (e.g. Rank #2 for the second selection).

### Step 4 – Finalize Your Saved Choices

- a. To change the order of your choices, edit the **Rank** dropdown and click **Save Changes** when done. In the example below, the bottom row will move up to be your 1<sup>st</sup> choice after saving.

**My Saved Choices** [Show Classmate Statistics](#)

Rank	Placement Site	Address	Schedule	Experience	Ref#	Action
2	Agency: Vancouver Coastal Health Authority Site: Richmond Hospital Dest: ICU	Region:	Start: Jan 1/10 End: Apr 30/10	Sports Medicine	6635	<a href="#">Remove</a>
1	Agency: Provincial Health Services Authority Site: BC's Children's Hospital Dest: Rehab	Region:	Start: Jan 1/10 End: Apr 30/10		6651	<a href="#">Remove</a>

**Save Changes**

**NOTE** – you may need to change two or more Rank dropdowns to ensure there are no choices with the same rank.

- b. Before finalizing your selections it may be useful to view statistics on the current selections of your classmates (if this feature has been enabled by your program). Click [Show Classmate Statistics](#) to display the number of students who have selected that placement in the same rank, or in any rank.

Dest: ICU  
# Classmates with same rank: 0      # Classmates in top 5 choices: 1

- c. It may be appropriate to describe any special circumstances that may assist your program during assignment of students to available placements – remember to Save this comment ✓.

Special circumstances to be taken under consideration:

Your Saved Choices do not need to be “submitted” before you logout or before the Site Selector closes; every time you add or change your choices, they are automatically submitted and available to your educational program to guide student assignment after the Site Selector is closed.

When students have been assigned to placements, your confirmed placement will be displayed in the tab **Upcoming Placements** (see the Quick Reference Guide entitled *Student Access to HSPnet*).

### Need Help?

[Online Help](#) [Email Help](#) [Change Password](#) [Log Out](#)

Online help is available including a Quick Reference Guides for students. We also welcome your feedback via the Email Help link – your suggestions will ensure that HSPnet meets your needs and continues to improve.

**HSPnet Team**  
Email: [support@hspcanada.net](mailto:support@hspcanada.net)