

June 1, 2011

Student Guide: Student Activity Tracker (SAT)

Summary:

The Student Activity Tracker allows you to track your placement activities and hours and to categorize them according to Activity Type and Clinical Practice codes that are established by your educational program.

Step 1 – Login to HSPnet

See the Quick Reference Guides entitled *Student Access to HSPnet* for more information.

Step 2 – Review your assigned Placements

- a. From your Welcome screen, view the “Activity Tracker” tab, which will default to a list of all Courses for which you have an assigned placement. For each placement, the list includes:



- Placement start and end dates and Site name
- Activity Tracker status (Open or Closed) and closing date if the tracker is currently open
- Total activity hours entered to date for each course.

Course: All Courses

Course	Term	Start Date	End Date	Site	Tracker Status	Hours
SLP305	Summ2011	May 16/11	Aug 8/11	Royal Columbian Hospital	Open (to Sep 11/12)	0
SLP405	Fall2010	Sep 13/10	Oct 1/10	AID Society of Vancouver	Closed (locked)	442.55
SLP408	Win2011	Jan 5/11	Feb 25/11	Evergreen Baptist Home	Closed	43.00

- b. To view or edit activities for a course, click its hyperlink or select it from the Course dropdown.

NOTE – you can add or update activities only for a course that is Open, typically during the period that your placement is active (between the start and end dates) plus an optional “housekeeping period” for additional changes after the placement has ended .

The placement coordinator for your educational program can explain the rules for tracking activities, and may extend the deadline if appropriate. HSPnet Support is not permitted to adjust these dates or any other placement settings.

Step 3 – Track your Activities

- Change the Course filter from “All Courses” to a single course, or click on a course hyperlink to view or add activities. If the course is open, click Add to enter a new activity.
- In the resulting window, complete the necessary fields (Date and Hours are mandatory):
 - Select a **Clinical Practice** code that describes your practicum experience for this activity
 - Select an **Activity Type** that describes the activity (e.g. client/patient care, meeting)
 - (optional) enter a Shift Type if necessary (typically, this should be “Supervised”)
 - (optional) enter a Comment (will be displayed as in your Activities list)
 - If multiple supervisors are assigned to your placement, be sure to select the correct individual for this activity from the dropdown:

Add new entry

Date: Aug 5/10 * Hours for this Activity: 8.00 *

Shift Type: Supervised

Clinical Practice: Fluency - Adult Preceptor: Dominic, Antonio

Activity Type: Assessment / Identification - Client Related

Comment: Enter a comment here

- Click Save to save your changes; this will display a list of all saved activities for the course:

Course: SLP305, PR #8912, Start Date: May 16/11 Activity Tracker for this course is OPEN (to Sep 11/12)

Activity Date: ALL Preceptor: ALL **Print Summary**

Total Hours: 13.00

Date	Preceptor	Hours	Clinical Practice	Activity	
Jun 9/11	Dominic, Antonio	7.00	Motor Speech - Adult	Assessment / Identification - Client Specific	<input type="checkbox"/>
Jun 9/11	Dominic, Antonio	4.00	Motor Speech - Adult	Treatment / Management - Client Specific	<input type="checkbox"/>
Jun 9/11	Santini, Giordano	2.00	Fluency - Adult	Clinical / Professional Activities	<input type="checkbox"/>

- Click Edit to revise a saved activity, or click Delete to remove it.
- Click Copy to add another activity with similar settings – be sure to change the date, hours, supervisor, and codes as needed.



TIP: Features to manage a long list of activities:

- Sort** the list by clicking a column hyperlink such as Date, supervisor, or activity.
- Change the **Filter** for Activity Date and/or supervisor to focus on a subset of your activities.

- Your educational program may elect to review or validate activities that are tracked by students, and if so they can indicate a reviewed or approved activity by marking its checkbox:

Activity	
Assessment / Identification - Client Specific	<input checked="" type="checkbox"/>
Treatment / Management - Client Specific	<input checked="" type="checkbox"/>
Clinical / Professional Activities	<input type="checkbox"/>

Step 4 – View or Print a Course Summary

- a. When viewing activities for a single Course, select a Supervisor from the dropdown to print a form suitable for review and/or signature by a single supervisor, or select All to print one form for all supervisors (or if only one supervisor is assigned).

Course: SLP305, PR #7455, Start Date: Jul 26/10
Preceptor: Dominic, Antonio
Print Summary

- b. Your screen will automatically refresh to display the activities involving the selected supervisor. Click **Print Summary** to create a PDF copy of the summary report, suitable for local printing or for delivery as an email attachment.

Step 5 – View or Print a Program Summary for all courses

Your educational program may follow an approval process whereby a student's total activities for a course are reviewed and then "locked" to prevent subsequent changes. In this example, two courses are Closed (the data entry period is ended) and the hours are approved and locked. The third course is open for data entry and hours are not yet approved.

Course	Term	Start Date	End Date	Site	Tracker Status	Hours
SLP305	Fall2010	Jul 26/10	Oct 7/10	Royal Columbian Hospital	Closed (locked)	6.26
SLP405	Fall2010	Sep 13/10	Oct 1/10	AID Society of Vancouver	Closed (locked)	442.55
SLP408	Win2011	Nov 5/10	Feb 25/11	Capilano House	Open (to Mar 2/11)	7.00

Once your hours are approved by your program, they will be added to a master summary of activities for all courses. You can view this summary at any time by clicking **Print Program Summary** to request a PDF report. After a few moments your screen will refresh to display a hyperlink to download the generated report.

Program Summary'."/>

Course: All Courses
Print Program Summary
The Program Summary has been saved as a PDF file: [Program Summary](#)

Things to Remember

Help Desk is available to assist you with questions about use of this feature, but many settings are under the control of your educational program. Please contact your placement coordinator for assistance with setup problems such as:

- a placement course is missing from your assigned list;
- there is an issue with placement start/end dates and/or the Open/Closed dates for activity tracking;
- one or more of your assigned supervisors are missing from the dropdown.

We look forward to receiving and ideas for improving HSPnet for students, and welcome your comments and feedback via the **Email Help** link on your Welcome screen. If you have any questions or need assistance, please don't hesitate to contact us.

HSPnet Support
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