

March 22, 2010

Student PR Selector for Educational Programs

Summary

Educational programs may elect to allow students to access HSPnet for searching available PR's (placement requests or offers with status of Accepted or Confirmed) and for saving ranked choices (1st choice, 2nd choice, etc.). Their choices can be used later to guide the assignment process, either during manual assignment in the worksheet, or via automated student matching.

Background


Student access to HSPnet can produce streamlining and communications benefits for educational programs, students, and receiving sites. Expanding student access to enable the Student PR Selector provides an online process for student selection of preferred location(s) from a list of available placements or accepted offers. The Selector allows students to search and review available placements, and to compare their ranked choices to statistics on their classmate's choices.

Step 1 – Help Desk Activation of the Student PR Selector


Contact HSPnet Help Desk at support@hspcanada.net to have the Student PR Selector feature enabled for your educational Program(s).

Step 2 – Setup Course Default

Each course that may allow students to select PR's should be setup with "default" settings including maximum number of choices plus options such as allowing students to view statistics on their classmate's selections. Note that these default settings can be changed in Cohorts before each scheduled course.


- From **Maintenance** → **Setup/Lookup** → **Courses**, click the Course Profile for a course to enable Student Selection. View the tab for **Student PR Selector** and click Edit  to setup or edit the course default settings:

Course Profile

Course: RSPT230 - 1 Basic Clinical Placement (RSPT230/1) for UBC / Rehab
Type: Fieldwork Shifts: 25 of 8 Hrs. Duration: 188 Hrs.
Instructor/Student ratio: 

| |

Profile Documents **Student PR Selector**

Student PR Selector 

Max. selections per Student: 4

Allow students to select duplicate PRs:


Allow students to select/rank Withheld PRs:

Allow students to view statistics on classmate selections: YES


In the above example, the course setup is:

- Up to 4 choices may be saved by students (maximum = 10 choices). Select “N/A” to disable Student Selection for a course.
- Students may NOT select duplicates (i.e. they may not save the same placement twice).
- Students may NOT select withheld PR’s (i.e. they cannot see or select placements that were exempted from selection – see Step 4).
- Students may view summary statistics on (anonymous) classmate selections. When this option is enabled, a student who saves a placement as their 2nd choice can view the number of classmates who also saved it as their 2nd choice, or as any of their choices (1st, 2nd, etc.)

Step 3 – Finalize Selector Settings in Cohorts

When a course is added to a Cohort it inherits the default Student PR Selector settings for the course (e.g. max 4 choices in the example above). These settings should be finalized each time a course is offered, and the Open/Close dates must also be set. For example, course PHER521 below shows that the Selector is enabled , but the settings are not complete because the icon is faded to indicate that “Student selection does not apply”.

Grad 2011 (Grad2011) , 2 years				
Term	Course	Start Date	End Date	Course Leader
Fall10	PHER520	Nov 8/10	Dec 17/10	
Win11	PHER521	Mar 21/11	Apr 29/11	

Click  to edit the Selector settings: modify the default settings for this course offering (e.g. increase to max 5 choices for this time only), and set the Open/Close dates and times for the upcoming selection:

Edit entry

Max. selections per Student:

Allow students to select duplicate PRs

Allow students to select/rank Withheld PRs

Allow students to view statistics on classmate selections

Open Selector Date: Open Selector Time: Hrs

Close Selector Date: Close Selector Time: Hrs

Once your changes are saved the Selector icon will change to yellow once the Selector is open, to indicate “Student Selection underway”:

Grad 2010A (Grad2010A) , 2 years				
Term	Course	Start Date	End Date	Course Leader
Win10	PHER521	Mar 22/10	Apr 30/10	

Step 4 – Review Available Placements before Opening Selector

The Worksheet – Assignment screen provides a list of “available” placements for student selection as a double-check for the Placing Coordinator before opening the Selector. Only Accepted or Confirmed offers will be available to students for selection so you need to ensure that the status is up-to-date for your accepted requests or offers.

It is possible to exclude or “hold back” any placement from student selection to reserve it if needed later, for example for students with special circumstances. There are two ways to exclude a placement from student selection:

- Manually assign the placement to a student and Confirm their assignment; their assignment can be reversed later if needed for assignment to another student; or
- Mark the placement as excluded from student selection:
 - a. Click the Student Selector icon in the Assignment screen listing of available offers.
 - b. The screen will refresh automatically and the Selector icon for that placement will display as “Currently Excluded from student selection”. The excluded PR will not be available to Students for searching or selection as a ranked choice.

Individual Worksheet Assignment											
	!	Agency	Site	Svc	Dest	Start / End	Days / Time	Available	Assigned	Remaining	Edit All Save All
<input type="checkbox"/>		PharmComm	BrownPharm	Pharm*	Pharmacy*	Apr 19/10 May 7/10	M-F 0800	1	0	1	
		Ref# 6734/R1: Armstro, N									
<input type="checkbox"/>		PharmComm	BrownPharm	Pharm*	Pharmacy*	May 10/10 May 28/10	M-F 0800	1	0	1	
		Ref# 6735/R2: Armstro, N									

Step 5 – Notify Eligible Students to use the Selector

If student access is already enabled (see Quick Reference Guide *Activating Student Access*) then you can broadcast an email notification from **Cohorts** → **Enrollment**.

- a. Review the class list in Enrollment to ensure the list is up-to-date. Students who are not eligible to use the Selector (due to withdrawal or other reasons) should not be copied to the Worksheet for the upcoming course, and should be removed from the cohort completely if they are no longer active.
- b. Ensure that each eligible student has an active HSPnet account as indicated by ; a faded yellow key indicates they are eligible for access (student has a valid email address) but access is not yet activated.
- c. Select the checkbox for students to be notified and choose the action “Create Email Message” to initiate an email broadcast. You may wish to upload a copy of the Quick Reference Guide entitled *Site Selector for Students* or remind them that the guide is available on their Messages screen after login.

Step 5 – Monitor Student Selections and Prepare for Assignment

The Assignment Worksheet will display the Student Selector icon next to students that have saved one or more choices. In the example, one student has saved 2 choices and another has saved 3 choices. Hover on the green Comment icon to view the “special considerations” message entered by the student for this course.

✓	Sec	Student (16 shown)	Key	Assigned			Status	Edit All Save All
				Site	Svc	Dest		
<input type="checkbox"/>		Jolie, A	R1-Jun 7/10	BuddyPh	Pharm*	Pharmacy*	2 !	
<input type="checkbox"/>		Macdonal..., D		-	-	-		
<input type="checkbox"/>		Milton, F		-	-	-	3	Considerations: I have childcare issues and need to be close to home
<input type="checkbox"/>		Newkirk, J F		-	-	-		
<input type="checkbox"/>		Reynolds, B		-	-	-		
<input type="checkbox"/>		van der..., S		-	-	-		
<input type="checkbox"/>		Wakeland, D		-	-	-		
<input type="checkbox"/>		Welles, O		-	-	-		
<input type="checkbox"/>		Williams, R D		-	-	-		

Once the Site Selector is closed, the SPRS icon in Cohorts will change to green to indicate “Student selection complete”:

Sept 2008 (Sept 2008) , 4 years							
Term	Course	Start Date	End Date	Course Leader			
Sum10	Pharm505	Apr 19/10	May 14/10			2	

You may now proceed with either:

- **Manual assignment** of students as per the Quick Reference Guide *Placement Cycle Overview for Placing Coordinators*; or
- **Automated matching** as per Quick Reference Guide *Automated Student Matching*.

You have now completed the steps for activating the Student PR Selector. Please contact support@hspcanada.net if you have any questions or feedback for us.

All our best,
HSPnet Team
 Email: support@hspcanada.net