

August 28, 2007






Student Administrator Overview

Welcome to HSPnet ...

This guide to Instructor Access explains how to:

1. **Login** to HSPnet
2. **View** details of a placement, including detailed Shift Schedule for Groups
3. **Print** a Schedule on a local printer

Associated Icons:

	Edit
	Student Profile / Profile Exists
	Document Attached
	Student Placement History
	View Phone number, send Email

Background

HSPnet is a web-based system for coordinating student placements, accessible from any internet-connected computer. It was introduced in 2003 in British Columbia and is now used in six Canadian provinces. Student administrators can access HSPnet to add students and update their placement Prerequisites (requirements of receiving sites) such as Criminal Records Check, CPR or other certifications, and immunization records.

Login to HSPnet

- Step 1.** Visit the HSPnet website at www.hspcanada.net
- Step 2.** Click your province on the map of Canada
- Step 3.** On the login page, enter your User ID and password (provided by your program)

Searching/Adding Students to HSPnet

Upon successful login, you will be directed to the Student Maintenance Screen:

Student Maintenance

Search Criteria 4

Last: First:
-- OR --
Student Number:

Important: Always Search before adding new students to avoid **duplicate records**.

Search on all or part of the individual's last name, first name, or student number.

[Upload Student File to database](#) 6

Last	First	Number / Campus	Phone	5
No Students found or search has not been performed. Press 'Add' to add a student.				

Step 4. Enter 2 – 3 characters of the student’s first or last name or student number, and click **Search**.

Step 5. If no matching records are found, click **+** to create a new Student record.

NOTE: *Be sure to search carefully before adding a new Student, as duplicate Student records cause incomplete placement histories and other data problems. If a duplicate Student record is displayed after a Search (indicated by a Student name in red), identify the original record and delete any duplicates – contact Support@hspcanada.net if you need help merging the records.*

Step 6. HSPnet also provides the ability to securely upload Student lists to the database by clicking the link [Upload Student File to database](#). For detailed instructions on this feature, please see the Quick Reference Guide entitled *Staff & Student Upload Files*.

Student Profile Categories

The student profile offers multiple “layers” or categories of information, with each category accessible from a navigation link at the top of the Student Profile window:

The screenshot shows the 'Student Profile' window for Jennifer M. Anniston. At the top, there are buttons for 'Print Profile', 'Refresh View', and 'Close Window'. Below these are the student's details: 'Student: Anniston, Jennifer M', 'Student #: B4509321', 'Phone #: 604-354-7654', and 'Email: jennifer@hollywood.com'. There are three history links: 'Placement History', 'Profile History', and 'Cohort History'. A 'Categories' section lists several options: 'Profile' (circled in blue with an arrow pointing to it), 'Orientation', 'Confidentiality & Consent', 'Certifications', 'Safety & Security', 'Infection Control', and 'Occupational Health'.

In the above example, we are viewing the “main” Profile category, which contains an optional summary of student background and document uploads. The window also contains links to three History screens:

- [Placement History](#) – lists placements confirmed and assigned to the Student
- [Profile History](#) – tracks all additions and edits to each Category of the Student Profile
- [Cohort History](#) – tracks the Student’s enrollment, removal, and graduation from Cohorts

Updating Categories

Click a Category link to switch to another Category, such as [Certifications](#). Click **Edit** to update information in the displayed Category. To add a First Aid certification in the example below, select “First Aid” from the dropdown and enter Effective and Expiry dates (if available). Click **Save** to Save the new Certification entry.

This screenshot shows the 'Certifications' category selected in the 'Categories' list. Below the category list is a form titled 'Add Certification:'. It features a dropdown menu with 'First Aid' selected, and a list of other options: 'First Aid', 'CPR', and 'RN Association'. To the right of the dropdown are fields for 'Effective:' and 'Expires:', each with a date picker icon. There are green checkmark and red X icons at the end of the form. At the bottom, there are buttons for 'Print Profile', 'Refresh View', and 'Close Window'.

NOTE: If you need a new certification added to the dropdown, please contact support@hspcanada.net to request its addition.

Each Category is organized to add or update information in various ways. Some screens, such as **Occupational Health**, are organized as an online form:

Categories: [Profile](#) [Orientation](#) [Confidentiality & Consent](#) [Certifications](#)
[Safety & Security](#) [Infection Control](#) **Occupational Health**

Requirements Summary

Occ. Health Requirements Met:

Notes:

Medical Completed:

Optional

Detailed Requirements

Type	Status / Test Results	Dates	Reqmt. Met	Source
Diphtheria/Tetanus	Immunized	Admin. Date: Aug 6/07 Expires: Aug 31/10	<input checked="" type="checkbox"/>	Document - Original
Polio	Not Immunized		<input type="checkbox"/>	
Measles	Titre Positive		<input checked="" type="checkbox"/>	Document - Copy
Rubella	Titre Positive		<input checked="" type="checkbox"/>	Document - Original
Mumps	Not Immunized		<input checked="" type="checkbox"/>	Student History

To indicate that all requirements have been met, click in the **Requirements Summary** table, check the “Occ. Health Requirements Met” checkbox, and click to Save changes. For tracking TB or immunization records in more detail, click to Edit fields in the **Detailed Requirements** table and click to Save.

Student Profile Reports

There are two ways to generate reports of Student Profile information:

1. The Student Profile Screen offers a **Print Profile** button to generate a single Student’s Profile for all of their Categories. Once the screen refreshes, click the [Student Profile](#) to download a PDF file summarizing the Student Profile – the PDF file will open in Adobe Reader, where it can be printed or saved locally, or forwarded as an email attachment.

Student Profile

Print Profile | Refresh View | Close Window

The Student Profile has been saved as a PDF file: **Student Profile.**

- A detailed report for all Students in a class or course may be generated from the **Print List...** button in the **Enrollment** screen, accessed by clicking Goto Enrollment from **Cohorts**. Select "Student List" from the Report dropdown and click a radio button to select the category of status information desired, or select "Exceptions" to generate a summary of all missing or expired Prerequisites. Click to generate the report, which will appear as a link to download the PDF file after the screen refreshes.

Enrollment Worksheet

Current View

Department: Nursing | Program: BScN | Cohort: 2006Sept | Term: FALL06 | Course: Nurs320G

Show Graduated students | Show Removed students | Show Waived students

Show Prefs | Show Confirmed Placements

Choose Report: Student List

Report Type: Contact Info | CRC Status | TB Testing Status | Infection Control Status

Occupational Health: Summary | Details

Certifications | Orientations | Exceptions (Include ALL students)

Report Output Options: PDF File | CSV File (for Excel) [Help](#)

Print List... **Refresh View**

Sending Student Email

If a Student's email address has been entered in **Student Maintenance**, an Email icon will appear next to their name; click the icon to generate a new email message for that student only. To send email to one or more Students in a Cohort, Goto the **Enrollment Worksheet** click the checkbox for one or more students and select "Create Email Message" to open the Send Email window. Complete the Subject and Body, and click **Submit** to deliver the message directly from HSPnet. **NOTE:** Students will not be able to see each others' names/email addresses in the HSPnet message, but a copy of the message listing all Student recipients listed will be sent to your regular email inbox).

<input checked="" type="checkbox"/>	1st	Larson, Mary J	-	-	-	-	Grp	
<input checked="" type="checkbox"/>	1st	Lefebvre, Martine	-	-	-	-	Grp	

Select All | **Select None** | Action: **Create Email Message** | **Submit**

[Edit All](#) [Save All](#)

Email Message Content

Subject: Nursing 320 Group - PRExp * Copy to Sender

Body:

If you have any questions or need assistance, please don't hesitate to contact us at support@hspcanada.net.