

Placing Agency Training – Automated Student Matching (ASM)

Course AdvProgASM-1A – Automated Student Matching (1/2 day session)

Description: Provides orientation for experienced HSPnet users in educational programs that are preparing to use the Automated Student Matching feature to assign students to upcoming placements. The course will explore use of ASM in combination with the Student Site Selector (SSS feature) to match students to their selected preferences, or on a standalone basis (e.g. random match or on the basis of site/student language fluency).

Intended for experienced Placing Coordinators and Program Assistants in educational programs that have used HSPnet for several months and are preparing for use of the ASM feature:

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A. Course Outline

- A.1. Brainstorm to identify individual and collective plans for using ASM
- A.1. HSPnet background and introduction around automated assignment or “matching”
- A.2. Review the relationship between ASM and the optional Student Site Selector
- A.3. Preparing for ASM
 - Review enrolled students who are copied to the Assignment worksheet
 - Reviewed accepted/confirmed placements that are available for assignment
 - Manage exceptions including manual assignment (before or after ASM) and withholding placements from the matching process
- A.4. Consider the available matching algorithms
- A.5. Select students and run ASM
 - Review results (5 iterations)
 - Select and apply the “best” iteration
 - Review options to undo ASM matches and to repeat ASM (same or different algorithm)
 - Finalize assignments
 - Changing assignments after ASM (manual reassignment)
- A.6. Getting Help