

Placing Agency Training – Student Site Selector (SSS)

Course AdvProgSS-1A – Student Site Selector (1/2 day session)

Description: Provides comprehensive orientation for experienced HSPnet users in educational programs that are ready to allow students to view/search available placement opportunities and to select up to 10 preferences for an upcoming placement. Student's selections can be used later to guide the assignment process, either during manual assignment by the Placing Coordinator or via the Automated Student Matching (ASM) feature.

Intended for experienced Placing Coordinators and Program Assistants in educational programs that have used HSPnet for several months and are ready to enable the SSS feature for students.

A. Course Outline

- A.1. Brainstorm to identify individual and collective questions and plans for introducing the Site Selector
- A.1. HSPnet background and introduction around student access and the Site Selector
- A.2. Advance communication with students, including distribution of Quick Reference Guides
- A.3. Activation of student access in the Enrollment screen
- A.4. Activation of the Student PR Selector (by Help Desk)
- A.5. Setup defaults for the SSS feature in the Course Profile
 - Set maximum number of selections to be saved (up to 10)
 - Determine what students can see (destination names, unconfirmed placements)
 - Determine what students can select (e.g. allow duplicate destinations)
- A.6. Finalize the Site Selector settings in Cohorts, and determine the Open/Close dates
- A.7. Review available placements prior to opening the Site Selector
- A.8. Notify eligible students to use the selector
- A.9. Monitor and print a list of student selections in the Assignment screen
- A.10. Prepare for assignment (either manually or via the Automated Student Matching Tool)
- A.11. Getting Help