

Placing Agency Training – Existing Programs (replacement users)

Course EProg-1A HSPnet Setup and Maintenance (1/2 day)

Description: Provides comprehensive orientation for new users in educational Programs that have completed HSPnet implementation. The session includes a review of existing setup (Departments, Programs, and Courses), and ongoing maintenance (Terms, Cohorts, Staff/Students and Enrollment).

Intended for Placing Coordinators and Program Assistants in educational programs who are:

- *New HSPnet users, or*
- *Existing users seeking an in-depth refresher on managing their setup information*

A. Course Outline

- A.1. Brainstorm to identify individual and collective questions and areas needing review
- A.1. HSPnet background and introduction
- A.2. Functions and user roles
- A.3. Life Cycle of a Placement
- A.4. Privacy, security and user responsibilities
- A.5. Navigating HSPnet
- A.6. Welcome screen and previews
- A.7. Staff and User database
- A.8. Review one-time setup:
 - Programs
 - Courses
 - Terms
 - RA Quicklist
- A.9. Student database
- A.10. Managing Cohorts
- A.11. Managing Enrollment

Course EProg-1B Placement Cycle Overview (1/2 day)

Description: Provides a comprehensive review of the Placement Cycle Overview for educational Programs that have completed HSPnet implementation. The session focuses on current and upcoming placements and may involve use of a simulation environment to allow completion of an entire placement cycle.

B. Course Outline

- B.1. Creating Worksheet requests
- B.2. Finalizing and sending requests
- B.3. Monitoring requests
 - Welcome Screen and Outbox Summary
 - Changes Made by Others
- B.4. Assigning Students and Instructors
 - Instructor assignment
 - Student assignment (individual and group)
- B.5. Generating and printing reports
 - Placement request forms
 - Report Queue management
- B.6. Pre-defined reports and wizards
- B.7. Getting Help and Support