

Placing Agency Training – NEW Programs (Implementation)

Course NProg-1A HSPnet Setup and Maintenance (1/2 day)
<p>Description: Provides hands-on training for users from an educational program that is implementing HSPnet for the first time. Participants will review and finalize their initial setup (Departments, Programs, and Courses), and will be introduced to concepts of ongoing system maintenance (Terms, Cohorts, Staff/Students and Enrollment).</p>
<p><i>Intended for Placing Coordinators and Program Assistants in educational programs who are:</i></p> <ul style="list-style-type: none"> • <i>New HSPnet users, or</i> • <i>Existing users seeking an in-depth refresher on managing their setup information</i>
<p>A. Course Outline</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> • Programs • Courses • Terms • RA Quicklist A.9. Student database A.10. Managing Cohorts A.11. Managing Enrollment
Course NProg-1B Placement Cycle Overview (1/2 day)
<p>Description: Provides hands-on training for users from an educational program that is initiating their first placement cycle in HSPnet. Participants will create actual placement requests in the live system, either for an upcoming placement cycle or as a “recreation” of a past placement cycle (historical data entry).</p>
<p>B. Course Outline</p> <ul style="list-style-type: none"> B.1. Creating Worksheet requests B.2. Finalizing and sending requests B.3. Monitoring requests <ul style="list-style-type: none"> • Welcome Screen and Outbox Summary • Changes Made by Others B.4. Assigning Students and Instructors <ul style="list-style-type: none"> • Instructor assignment • Student assignment (individual and group) B.5. Generating and printing reports <ul style="list-style-type: none"> • Placement request forms • Report Queue management B.6. Pre-defined reports and wizards B.7. Getting Help and Support