



CHAPTER 7. CREATE PLACEMENT REQUESTS

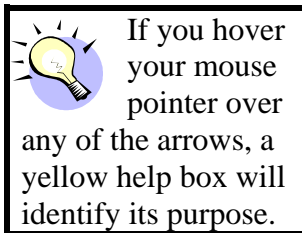
This section explains how create Placement Requests by:

- Copying placement requests to the **Outbox** for sending to Receiving Agencies in the future
- Copying placement requests to the **Worksheet** for analysis of “what if” scenarios and creation of generic (unnamed) placement requests

7.1. COPY PLACEMENT REQUESTS TO OUTBOX

To copy Placement Requests to the **Outbox**:

1. Select **COHORTS** from the left navigation.
2. Find the Cohort/Term/ and Course that require placement requests.
3. Click on the  to “jump” to the enrollment page for the selected course,
4. Click **Select All** in the bottom navigation to select all enrolled students.
5. From Action drop-down menu choose “Copy to Outbox.”
6. Click **Submit** button to copy to the Outbox. Requests will be copied to your Outbox and will appear with the student’s name and with Status of “New.” In the Enrollment Screen, they will appear with Status of “Out.”
7. Once the screen refreshes you can use the  in the top right corner of the current view filter to “jump” to the outbox already filtered to this Cohort/Term/Course.
8. Proceed to Chapter 8 for Using the Outbox.




7.2. COPY PLACEMENT REQUESTS TO THE INDIVIDUAL WORKSHEET

To copy Placement Requests to a the **Individual Worksheet (IWS)**:


1. Select **COHORTS** from the left navigation.
2. Find the Cohort/Term/ and Course that require placement requests.
3. Click **Select All** in the bottom navigation to select all enrolled students.
4. From Selected Items drop-down menu choose “Copy to Individual

Worksheet.”


5. Click **Submit** to copy to the Individual Worksheet. Placement Requests will appear in your Outbox with the student’s name and with Status of “New.” In the Enrollment Screen, they will appear with Status of “Work.”
6. Once the screen refreshes you can use the  in the top right corner of the current view filter to “jump” to the Individual Worksheet already filtered to this Cohort/Term/Course
7. Proceed to Chapter 9.1 for instructions on using the Individual Worksheet.

7.3. COPY PLACEMENT REQUESTS TO THE GROUP WORKSHEET

To copy Placement Requests to a the **Group Worksheet (GWS)**:

1. Select **COHORTS** from the left navigation.
2. Find the Cohort/Term/ and Course that require placement requests.
3. Click **Select All** in the bottom navigation to select all enrolled students.
4. From Selected Items drop-down menu choose “Copy to Group Worksheet.”
5. Click **Submit** to copy to the Group Worksheet. Placement Requests will appear in your Outbox with the student’s name and with Status of “New.” In the Enrollment Screen, they will appear with Status of “Work.”
6. Once the screen refreshes you can use the  in the top right corner of the current view filter to “jump” to the Individual Worksheet already filtered to this Cohort/Term/Course
7. Proceed to Chapter 9.2 for instructions on using the Group Worksheet.

Tip: These new icons also act as a "task manager" for HSPnet because the arrows tell you the status of each course and cohort. In the screen sample below, if a Course displays only a blue (Enrollment) arrow, this means that no students have yet been sent to a Worksheet or the Outbox. If no green (Outbox) arrow exists, then you know that no requests have yet been created in the Worksheet. Therefore, you can tell at a glance the status of placement requests in each course.



Cohort Maintenance

**** Dev ****

Welcome
Setup
Students
Cohorts
Enrollment
Individual Worksheet
Group Worksheet
Inbox / Outbox
Reports
Quick Entry

Current View

Department
 NSG ▼

Program
 BSN/Basic ▼

Refresh View

New Cohort: Name: * Short Name: * Unstructured ✔

new (new) 📁 ✎ 🗑

Term	Course	Start Date	End Date	Course Leader	
WIN04	Nurs330P	Jan 1/04	Apr 30/04		✎ + 🗑 ▶ ▶ ▶ ▶
WIN04	Nurs331GNB (NIS)	Jan 1/04	Apr 30/04		✎ 🗑 ▶ ▶ ▶ ▶
SPR04	Nurs320G (NIS)	Apr 4/04	Jun 4/04		✎ 🗑 ▶ ▶ ▶ ▶

test (test) 📁 ✎ 🗑

Term	Course	Start Date	End Date	Course Leader	
WIN04	Nurs335	Jan 1/04	Apr 30/04		✎ + 🗑 ▶ ▶ ▶ ▶
② WIN04	Nurs431G (NIS)	Jan 1/04	Apr 30/04		✎ 🗑 ▶ ▶ ▶ ▶
SPR04	Nurs331GNB (NIS)	Apr 4/04	Jun 4/04		✎ 🗑 ▶ ▶ ▶ ▶
② SPR04	Nurs430	Jan 15/04	Apr 4/04		✎ 🗑 ▶ ▶ ▶ ▶