

Placing Agency Training Courses - Nursing Programs

Course NCL-1A: Course Leader Orientation (Condensed – ½ day session)

Description: Provides orientation training on HSPnet for course leaders who require the ability to view and/or update information on Cohorts, Student profiles and placement history, Student/Instructor assignments, and status of placement requests.

Intended for users who are:

- **Nursing Program Course Leaders** seeking online access to HSPnet

NOTE – Course Leaders must complete the mandatory e-Learning topics for HSPnet Privacy and Navigating HSPnet – see Pre-Training Assignment Quick Reference Guide for instructions.

Course Outline:

- HSPnet Background and Introduction
- Functions, Terminology and Navigation
- Roles and responsibilities of users
- HSPnet Policies on Privacy, Security and Data Access
- HSPnet Setup - Overview
- Using Cohorts and Go To buttons
- Using Enrollment to view Student History and Profiles, send emails, check Prerequisites
- Using the Worksheets to assign Students and/or Instructors
- Monitoring Requests in Welcome, checking Alerts
- Generating Reports (confirmation letters, student lists, instructor schedules, activity reports)
- Getting Help and Support