## EPRef-03 – Education Provider Reference Sheet – Assigning Facilitators.

Steps	Action	What it looks like
1.	To assign a <b>Facilitator</b> to a placement group of students, select the placement from the <b>Education Provider</b> <b>Dashboard</b> and click the <b>View</b> button.	Specific States   Subserve Resourcement Onlyna Tool   Education Provider Dashboard   Discusses   Subserve Response   Discusses   Subserve Response   Subserve Response Subser
2.	In the placement screen, click on the <b>Facilitators</b> tab.	Placement Request Fealitator Documents Feedback Form Settings Feedback Form Questions Placement Feedback   If you have not yet uploaded all of your students, you can do so here. Otherwise, simply select the students you want to add to this placement. First Name Last Name Student Number Email Year Level
3.	Type the name of the Facilitator into the Facilitator field and click on their name as they pop up. Click the Add button to assign them. You can add as many Facilitators to a placement as you like. You can remove any assigned Facilitators by clicking the <b>Remove</b> button, and then clicking <b>Yes</b> .	Placement Request   Request Details Students Facilitators Documents Feedback Form Settings Feedback Form Questions Placement Feedback   Facilitators that are added here will be able to see all of the students in this placement request. Actions   Name UserName Actions   Spot Facilitator spot.fac1@spotapp.com.au Remove   Facilitator Spot Facilitator Spot Facilitator   Spot Facilitator Spot Facilitator (spot.fac1@spotapp.com.au)
4.	either be because: a) The facilitator uses a differe <b>OR</b>	assign to a placement is not displayed after typing in their name, this will ant variation of their name in SPOT i.e. Robert is in SPOT as Bob. facilitator role assigned to their user profile.

c) The User does not have the Discipline corresponding to the placement assigned to their user profile.

Try a few different spellings of the supervisor's name to start with. If that fails, contact your SPOT System Administrator to rectify, or if you have administrator functions, refer to Reference Sheet ARef-02.