

# Placing Students

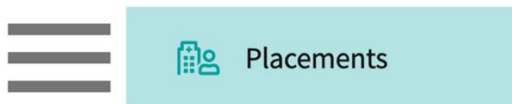
## Prism

Procuring placements is hard but assigning placements in Prism is easy! Follow these steps to place your students at a site.

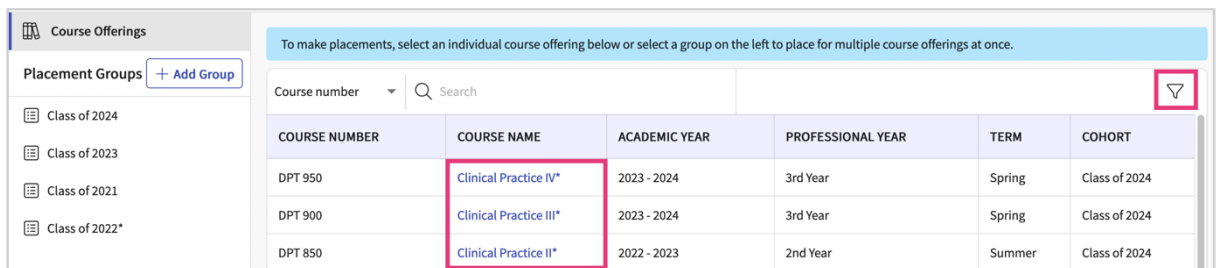
There are three ways you can utilize to place your students:

- [Location View](#)
- [Student View](#)
- [Direct Placement](#) (allows you to place a student without a slot being added in the system)

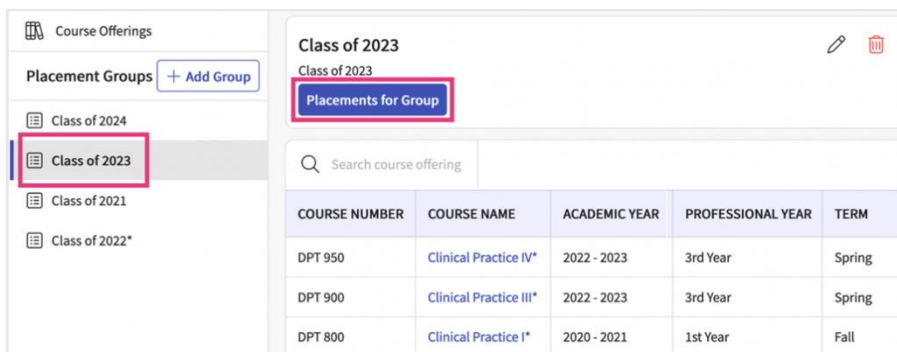
1. To assign a placement, select Placements from the left menu or dashboard.



2. If you'd like to manage placements for one course, select your desired Course offering Name. You can use the filter option to quickly find what you are looking for.

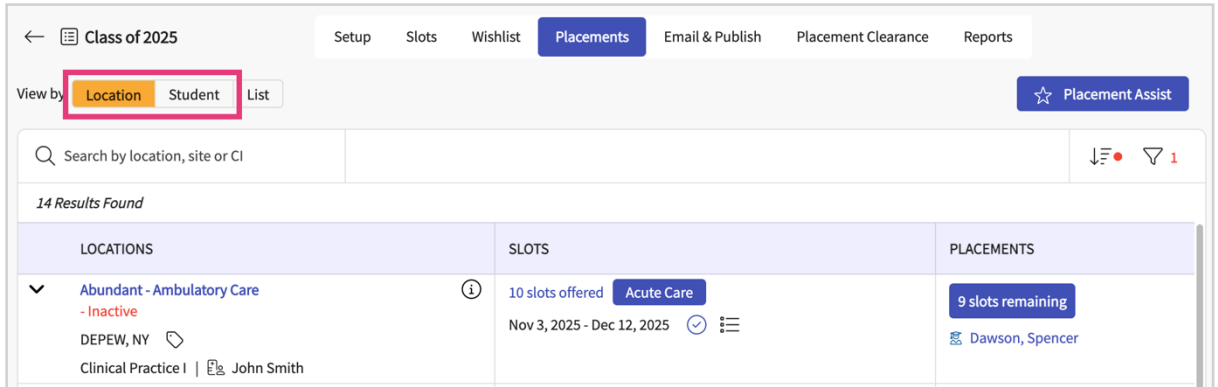


3. If you'd like to manage placements for multiple course offerings, select your placement group and click Placements for Group.



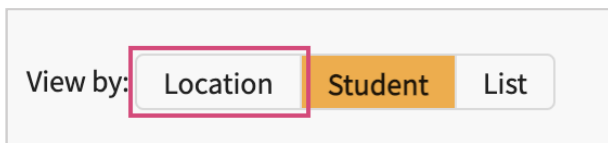
4. You'll be taken to the Placements page. Make your selection to place students by Location or by Student.



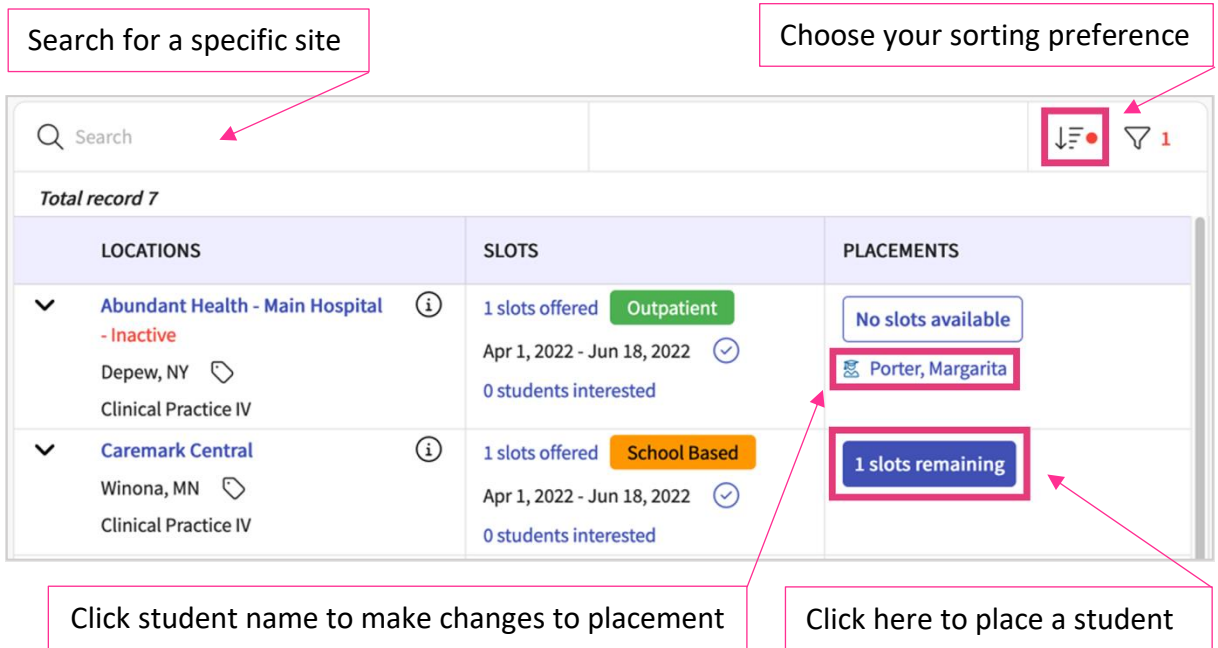


### Placing students by Location View

1. On the placements page, select By Location on the View By option.



2. The page will show you all offered slots for the selected course.



3. Click on the blue (#) slots remaining to place a student.



- Select the student you'd like to place using the open checkbox. Once done, click Place Individually.

**Mercy Central**  
Philadelphia, PA  
Clinical Practice IV |

[View notes](#)

2 slots offered Acute Care

Apr 1, 2022 - Jun 18, 2022

Place individually

Place as a group

1 slots remaining

Search

**Total records - 5**

	STUDENT NAME		COHORT	GROUP	RANK ↑	WISHLIST NAME
<input checked="" type="checkbox"/>	Holt, Max		Class of 2021	Hybrid	-	-
<input type="checkbox"/>	Poole, Mitchell		Class of 2021	Hybrid	-	-

- If you have selected multiple students for a site that has more than 1 offer, you'll have two options:
  - Place individually
  - Place as group

**Mercy Central**  
Philadelphia, PA  
Clinical Practice IV |

[View notes](#)

2 slots offered Acute Care

Apr 1, 2022 - Jun 18, 2022

Place individually

Place as a group

0 slots remaining

Search

**Total records - 5**

	STUDENT NAME		COHORT	GROUP	RANK ↑	WISHLIST NAME
<input checked="" type="checkbox"/>	Holt, Max		Class of 2021	Hybrid	-	-
<input checked="" type="checkbox"/>	Poole, Mitchell		Class of 2021	Hybrid	-	-

- Place individually:** this allows you to enter different placement details for each student.
  - You can now add or edit information for the placement. For example, different start and end dates, notes, etc. Once you've made your



edits, click Place.

Mercy Central  
Philadelphia, PA  
Clinical Practice IV | [View notes](#)

2 slots offered **Acute Care** Place

Apr 1, 2022 - Jun 18, 2022

**1 Student Selected**

**Holt, Max**

**Holt, Max**

**Holt, Max**

**Course offering**  
DPT 950 - Clinical Practice IV\*, Spring, 2020 - 2021,

**Program requirements**  
▼

**Placement start date \***  
April 1, 2022

**Placement end date \***  
June 18, 2022

**Location**  
Mercy Central ▼

**Setting \***  
Acute Care ▼

**Clinical Instructor**  
▼

**Faculty**  
▼

**Site/Location contacts**  
Ivan Tucker [SCCE] Clinical Instructor - Inactive ▼

- ii) We Support Rich text Box in all make/edit placements for placement notes shared with students and Placement Notes for Internal Use Only. To add a note click on “+ Add notes” icon and the Rich text box will open.

**Placement start date \***  
November 3, 2020

**Placement end date \***  
December 21, 2020

**Set up non-consecutive dates for this placement**

**Clinical Instructor**  
▼

**Placement Faculty**  
▼

**Site/Location contacts**  
Ivan Tucker [SCCE] Clinical Instructor ▼

**Placement status**  
On Track ▼

**Placement notes - Shared with students**

**Placement notes - Internal use only** + Add Notes

Paragraph ▼ **B** *I* U

- iii) Please note, placing a student *DOES NOT* show the placement information to your student. **You must publish the placement for the student to view this information in their portal.**
- iv) You'll be taken back to the placements page. If you have used all slots remaining, a status of No slots Available will appear.
- b) **Place as group:** placement details will apply to all students selected.
- i. When you have more than one student going to a same placement under same faculty, use "Place as a Group" option for making placements.

ii. Select the students and Place as a group button

Alliance Medical Center - PICU  
 Andover, MA  
 Adv PNP Clinical Practicum  
 View notes

2 slots offered **PICU**  
 Sep 1, 2023 - Nov 30, 2023

Place Individually  
 0 slots remaining **Place as a group**

Search

Total records - 13

STUDENT NAME	COHORT	GROUP	DISTANCE	RANK	WISHLIST NAME
<input type="checkbox"/> Cooper, Erica	Advanced Practice/DNP	PNP Track	-	-	-
<input checked="" type="checkbox"/> Dickson, Jamiya	Advanced Practice/DNP	PNP Track	-	-	-
<input checked="" type="checkbox"/> Espinoza, Alana	Advanced Practice/DNP	PNP Track	-	-	-
<input type="checkbox"/> Logan, Jessica	Advanced Practice/DNP	PNP Track	-	-	-
<input type="checkbox"/> Long, Beatrice	Advanced Practice/DNP	PNP Track	-	-	-
<input type="checkbox"/> Maldonado, Elliott	Advanced Practice/DNP	PNP Track	-	-	-

iii. Complete all the mandatory fields, you can see the list of students who will be assigned to the placement

Alliance Medical Center - PICU  
 Andover, MA  
 Adv PNP Clinical Practicum  
 View notes

2 slots offered **PICU**  
 Sep 1, 2023 - Nov 30, 2023

Place

You are placing multiple students as a group. Placement details you enter below will be applicable to all the selected students.

**Selected Students(2)**  
 Dickson, Jamiya  
 Espinoza, Alana

Course offering \*  
 Program requirements

Location  
 Alliance Medical Center - PICU

Setting\*  
 PICU

Placement start date \*  
 September 1, 2023

Placement end date \*  
 November 30, 2023

Set up non-consecutive dates for this placement

Preceptor  
 Placement Faculty

Site/Location contacts  
 Placement status  
 On Track

Placement notes - Shared with students  
 + Add Notes

Placement notes - Internal use only  
 + Add Notes

iv. Select "Place" button to make placements

Ability Center  
 West Chicago, IL  
 Behavioral Health  
 View notes

3 slots offered **Setting not assigned**  
 Jan 1, 2023 - Dec 31, 2023

Place

You are placing multiple students as a group. Placement details you enter below will be applicable to all the selected students.

**Selected Students(3)**  
 Barrett, Donte(for demos-Grad)  
 Bishop, Esperanza(UG)  
 Blair, Osvaldo

Course offering  
 NURSPNE 373 - Behavioral Health - Clinical (PNE 375-399) \*, Spring, 2023 - 2024

Program requirements

Location  
 Ability Center

Setting\*  
 Cardiac Surgery

Placement start date \*  
 January 1, 2023

Placement end date \*  
 December 31, 2023

Set up non-consecutive dates for this placement

Preceptor  
 Placement Faculty  
 Baxter, Kalya [Administrative Assistant], Becker, Franklin [Adjunct Professor]

Site/Location contacts  
 Placement status



- b. Need to make edits or delete a student placement? Simply click on the student's name!

LOCATIONS	SLOTS	PLACEMENTS
✓ <b>Mercy Central</b> Philadelphia, PA Clinical Practice IV	ⓘ 2 slots offered <b>Acute Care</b> Apr 1, 2022 - Jun 18, 2022 ✓ 0 students interested	No slots available Holt, Max Poole, Mitchell
✓ <b>Newlife Central</b> New Milford, CT Clinical Practice IV	ⓘ 2 slots offered <b>Home Health</b> Apr 1, 2022 - Jun 18, 2022 ✓ 0 students interested	1 slots remaining Sutton, Hattie

- i) You'll be taken back to the placement details page.
- ii) If you make edits to the placement information, click Update when done to update it.
- iii) To delete a placement, click the trash bin icon.

✕ Edit Placement Details
Update

Care and Cure Central  
Pointe, MI  
Clinical Practice II | [View notes](#)

3 slots offered **Outpatient**  
Jun 6, 2021 - Jul 3, 2021 ✓

3 Students Selected

- Holt, Max
- Poole, Mitchell
- Wise, Sabrina

Holt, Max

Course offering  
DPT 850 - Clinical Practice II, Spring, 2020 - 2C

Placement start date \*  
June 6, 2021

Program requirements

Placement end date \*  
July 3, 2021

🗑️

- iv) When deleting a placement, the system will ask you to confirm deleting the placement from the system.

There might be learning activities associated with this placement and they will also be deleted. Are you sure you want to delete this placement?

Cancel

Confirm

### ***Placing students by Student View***

1. On the Placements page, select Student for the View By option.



← **Class of 2023**   Setup   Slots   Wishlist   **Placements**   Email & Publish

View by: **Location**   **Student**   List

- The page will show you all students for the selected course or group, along with placement details.

Search for a specific student

← **Class of 2023**   Setup   Slots   Wishlist   **Placements**   Email & Publish   Placement Clearance   Reports

View by: Location   **Student**   List   **Placement Assist**

Search by student   Settings   1

STUDENT NAME	CLINICAL PRACTICE I NOV 3, 2020 - DEC 21, 2020	CLINICAL PRACTICE II JUN 6, 2022 - JUL 3, 2022	CLINICAL PRACTICE III FEB 1, 2023 - MAR 12, 2023
Agarwal, Pratiksha	+	+	NA
Brewer, Donald	+	Total Therapy Solutions	Orthopedic Expt   Abundant Healthl   Preferred Care   Alliance Medical
Chen, Lucy	+	Sheltercare Community Health	Abundant Health - Main Hospital
Long, Kimberly	+	Tendercare Home Health	Caremark Centr   Abundant Healthl   Total Therapy Sc   Alliance Medical
Phelps, Lester	+	Preferred Care	Tendercare Home Health   Movewell
Todd, Jeannie	+	Modern Wellness	Modern Wellness   Alliance Medical Center - Cardiology

Click Location name to make changes to placement   Click here to place a student

- Click on the + icon to place a student. You can click on a + icon for a specific rotation, or next to the student's name if you have a lengthy list of rotations.

← **Class of 2025**   Setup   Slots   Wishlist   **Placements**   Email & Publish   Placement Clearance   Reports

View by: Location   **Student**   List   **Placement Assist**

Search by student   Settings   1

STUDENT NAME	CLINICAL PRACTICE I APR 3, 2023 - MAY 26, 2023	CLINICAL PRACTICE II FEB 5, 2024 - MAR 22, 2024	CLINICAL PRACTICE III JUN 3, 2024 - JUL 5, 2024
Blair, Marty	+	+	+
Dawson, Spencer	+	Abundant - Ambulatory Care	+
Elton, Megan	+	+	NA



- A drawer will open. If you did not choose a rotation, you will first be asked to select one.

- The drawer will then show you all available locations. Click the Select button for the Location you'd like to place the student in.

Search or filter for a specific site

LOCATION DETAILS ↑	DISTANCE 📏	SLOT DETAIL	INTERESTED STUDENTS	STUDENTS PLACED	SLOTS AVAILABLE	ACTION
<b>Adaptial - Easton</b> South Easton, MA   Out Of State   Ronald Hanson 1 Student:1 CI	1,089 mi	<b>Outpatient</b> ✓ Feb 5, 2024 - Mar 22, 2024 Interview Required	3	0	2	Select
<b>Bridge Therapy on Mag Mile</b> CHICAGO, IL   Out Of State	985 mi	<b>Home Health</b> ✓ Jun 8, 2026 - Jul 10, 2026	2	0	2	Select
<b>Preferred Care</b> East Northport, NY	966 mi	<b>Wellness</b> ✓ Feb 5, 2024 - Mar 22, 2024	2	0	1	Select

- You can now add or edit information for the placement. For example, different start and end dates, notes, etc. Once you've made your edits, click Place.
  - Please note, placing a student *DOES NOT* show the placement information to your student. You must publish the placement for the student to view this information in their portal.



× Barton, Gwendolyn Place

**Caremark Orthopedics** Rehab

Palm City, FL | Ronald Hanson Feb 1, 2023 - Mar 12, 2023

1 Student: 2 CI'S

**Placement Details**

**Course offering\*** **Program requirements**

DPT 900-Clinical Practice III\*, Spring, 20...

**Location** **Setting\***

Caremark Orthopedics Rehab

**Placement start date\*** **Placement end date\***

February 1, 2023 March 12, 2023

**Clinical Instructor** **Faculty**

Ronald Hanson [Clinical Instructor]

**Site/Location contacts** **Placement status**

Ronald Hanson [Clinical Instructor] ... On Track

**Placement Notes - Shared with students** **Placement Notes - Internal use only**

**Rotation**  
Clinical Practice III

**Slot notes for Student**  
Dress code enforced

**Slot notes for school**  
Will require COVID-19 vaccine

9. The drawer will close, and your placement will now be listed! Need to make edits or delete a student placement? Simply click on Location's name.

← Class of 2025 Setup Slots Wishlist Placements Email & Publish Placement Clearance Reports

View by: Location Student List ★ Placement Assist

🔍 Search by student Settings 1

STUDENT NAME	CLINICAL PRACTICE I APR 3, 2023 - MAY 26, 2023	CLINICAL PRACTICE II FEB 5, 2024 - MAR 22, 2024	CLINICAL PRACTICE III JUN 3, 2024 - JUL 5, 2024
Blair, Marty	+	+	+
Dawson, Spencer	+	Abundant - Ambulatory Care	+
Elton, Megan	+	+	NA

10. If you make edits to the placement information, click Update when done to update it. To delete a placement, click the trash bin icon.



× Barton, Gwendolyn

Caremark Orthopedics  
Palm City, FL | Ronald Hanson  
1 Student:2 CI'S

Rehab  
Feb 1, 2023 - Mar 12, 2023

Rotation  
Clinical Practice III

Slot notes for Student  
Dress code enforced  
Slot notes for school  
Will require COVID-19 vaccine

Placement Details

Course offering\*  
DPT 900-Clinical Practice III\* , Spring...

Program requirements

Location  
Caremark Orthopedics

Setting\*  
Rehab

Update

Delete

- a. When deleting a placement, the system will ask you to confirm deleting the placement from the system.

There might be learning activities associated with this placement and they will also be deleted. Are you sure you want to delete this placement?

Cancel Confirm

### Placing Students via Direct Placement

1. On the Placements page, select Student for the View By option.

← Class of 2023

Setup Slots Wishlist Placements Email & Publish

View by: Location Student List

2. Click on the + icon to place a student. You can click on a + icon for a specific rotation, or next to the student's name if you have a lengthy list of rotations.

← Class of 2025   Setup   Slots   Wishlist   **Placements**   Email & Publish   Placement Clearance   Reports

View by: Location   **Student**   List   ☆ Placement Assist

Search by student   Settings 1

STUDENT NAME		CLINICAL PRACTICE I APR 3, 2023 - MAY 26, 2023	CLINICAL PRACTICE II FEB 5, 2024 - MAR 22, 2024	CLINICAL PRACTICE III JUN 3, 2024 - JUL 5, 2024
Blair, Marty	<b>+</b>	+	+	<b>+</b>
Dawson, Spencer	+	<b>Abundant - Ambulatory Care</b>	+	+
Elton, Megan	+	+	NA	NA

3. A drawer will open. If you did not choose a rotation, you will first be asked to select one.

✕ Blair, Marty

Select Rotation

Direct Placement

Search

- Clinical Practice III [June 3, 2024 - July 5, ...]
- Clinical Practice II [February 5, 2024 - Ma...]
- Clinical Practice I [April 3, 2023 - May 26, ...]

4. Click Direct Placement.



× Blair, Marty

Select Rotation  
Clinical Practice II [February 5, 2024 - March 22, 2024] Direct Placement

Search 1

LOCATION DETAILS ↑	DISTANCE ⓘ	SLOT DETAIL	INTERESTED STUDENTS	STUDENTS PLACED	SLOTS AVAILABLE	ACTION
<b>Adaptial - Easton</b> South Easton, MA   Out Of State   Ronald Hanson 1 Student:1 CI	1,089 mi	<b>Outpatient</b> ✓ Feb 5, 2024 - Mar 22, 2024 Interview Required	3	0	2	Select
<b>Bridge Therapy on Mag Mile</b> CHICAGO, IL   Out Of State	985 mi	<b>Home Health</b> ✓ Jun 8, 2026 - Jul 10, 2026	2	0	2	Select
<b>Preferred Care</b> East Northport, NY	966 mi	<b>Wellness</b> ✓ Feb 5, 2024 - Mar 22, 2024	2	0	1	Select

5. Find and select the desired location and click Next.

× Direct Placement for Gwendolyn Barton

1 Select Location 2 Placement Details Next

To place a student without a slot, first select the location at which you would like to place them, then click "Next."

Search

	LOCATION ↑	ADDRESS	CITY
<input type="radio"/>	Abundant - Ambulatory Care	3200 WALDEN AVE	DEPEW
<input checked="" type="radio"/>	<span style="border: 1px solid red; padding: 2px;">Action Physical Therapy Inc</span>	380 SUTLEY CIR	SACRAME
<input type="radio"/>	Adaptial - Easton	122 main st.	South Eas

6. You can now add or edit information for the placement. Setting information is mandatory. Once done, click Place.
- a. Please note, placing a student DOES NOT show the placement information to your student. You must publish the placement for the student to view this information in their portal.



Direct Placement for Gwendolyn Barton

Select Location **2 Placement Details**

Previous **Place**

Provide the course offering, setting and any other details for this placement and click "Place" to complete the process.

Site: Action Physical Therapy Inc      Rotation: Clinical Practice III  
Feb 1, 2023 - Mar 12, 2023

Site notes for school: 50+ additional locations sites

Placement Details

Course offering\*: DPT 900-Clinical Practice III\*, Spring...      Program requirements: [dropdown]

Location: Action Physical Therapy Inc      **Setting\*: Outpatient**

Placement start date\*: February 1, 2023      Placement end date\*: March 12, 2023

Site requirements: COVID-19 Vaccination

Site Requirement notes: Site level notes

Location requirements: New Location level Req , COVID-19 Vaccination

Location Requirement notes: Yash test

7. Your placement may take a few moments before you can make edits.

← Class of 2023      Setup

View by: Location **Student** List

Direct Placement is under progress. Please refresh in a few seconds for it to reflect on your screen.

8. Need to make edits or delete a placement? Click on the Location's name.

← Class of 2025      Setup      Slots      Wishlist      **Placements**      Email & Publish      Placement Clearance      Reports

View by: Location **Student** List      Placement Assist

Search by student      Settings 1

STUDENT NAME	CLINICAL PRACTICE I APR 3, 2023 - MAY 26, 2023	CLINICAL PRACTICE II FEB 5, 2024 - MAR 22, 2024	CLINICAL PRACTICE III JUN 3, 2024 - JUL 5, 2024
Blair, Marty	+	+	+
Dawson, Spencer	+	<b>Abundant - Ambulatory Care</b>	+
Elton, Megan	+	NA	NA

9. If you make edits to the placement information, click Update when done. To delete a placement, click on the trash bin icon.



× Barton, Gwendolyn Update ⋮

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**Caremark Orthopedics**  
 Palm City, FL | 📞 Ronald Hanson  
 👤 1 Student:2 Cl'S

Rehab  
 📅 Feb 1, 2023 - Mar 12, 2023

**Rotation**  
Clinical Practice III

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**Slot notes for Student**  
Dress code enforced

**Slot notes for school**  
Will require COVID-19 vaccine

**Course offering \***  
 DPT 900-Clinical Practice III\* , Spring... ▼

**Program requirements**  
 ▼

**Location**  
 Caremark Orthopedics ▼ ⓘ

**Setting \***  
 Rehab ▼ ⓘ

- a. When deleting a placement, the system will ask you to confirm deleting the placement from the system.

There might be learning activities associated with this placement and they will also be deleted. Are you sure you want to delete this placement?

Cancel
Confirm

### ***Placing Students via Group placement***

