

The **Placement Slots** section allows you to view, manage, and edit available slots for courses or placement groups. Follow these instructions to navigate and utilize the section effectively.

Whether you'd like to view slots available for a given course or edit what is available, the Placements Slots section can do it all!

- [Accessing Placement Slots](#)
- [Exploring the Slots Dashboard](#)
- [Managing Slots in List View](#)
- [Adding Slots](#)
- [Track students interested in a location](#)
- [Send Student's interest to a location](#)

Accessing Placement Slots

1. Select Placements from the left menu or dashboard.



2. Select the course you'd like to manage.

A screenshot of a web application interface for "Course Offerings". On the left, there is a "Placement Groups" sidebar with a "+ Add Group" button and a list of class years: "Class of 2024", "Class of 2023", "Class of 2021", and "Class of 2022*". The main content area has a blue header with the text "To make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once." Below this is a search bar with "Course number" and a search icon. A filter icon with the number "1" is on the right. The main content displays a table with the following data:

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring	Class of 2023
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023
DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023

The "Clinical Practice III*" row is highlighted with a red border.

3. If you'd like to manage slots for multiple courses, select your placement group from the left panel > Select Placements for Group.

Course Offerings

Placement Groups [+ Add Group](#)

Class of 2024

Class of 2023

Class of 2021

Class of 2022*

Class of 2023

Class of 2023

[Placements for Group](#)

Search course offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select Slots from the top banner.

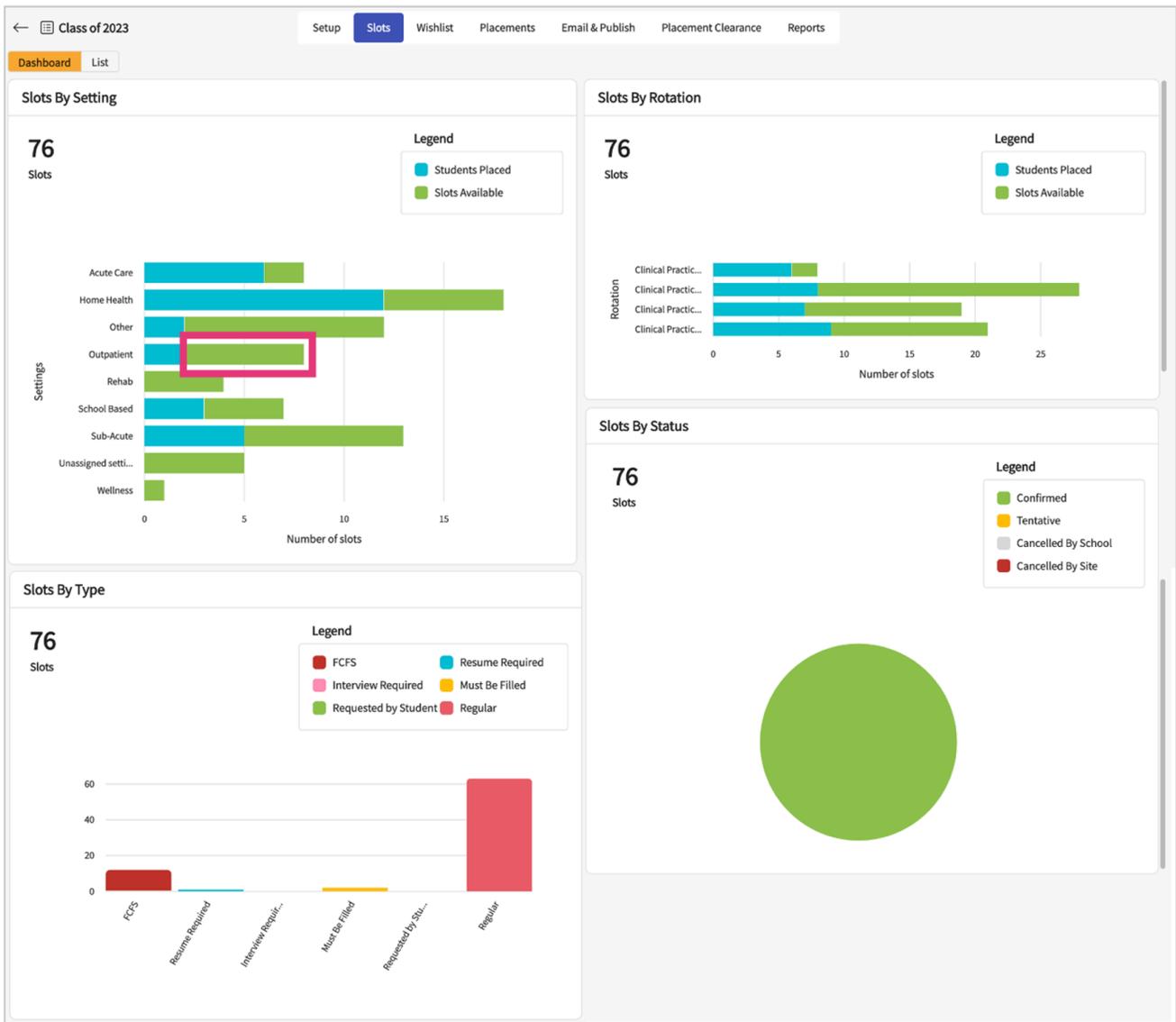
Setup **Slots** Wishlist **Placements** Email & Publish Placement Clearance Reports

5. You'll be taken to the slot dashboard, which will give you bar and pie chart visuals on:

1. Slots by Setting
2. Slots by Rotation
3. Slots by Type
4. Slots by Status

Exploring the Slots Dashboard

1. The dashboard is clickable, simply click on a set of data, and the List view will filter the slots for you!



Managing Slots in List View

1. The **List** view displays all the slots available for the course or placement group you have selected.

1. To edit slots, select the required checkboxes and click the pencil icon.

<input type="checkbox"/>	LOCATION	ROTATION	COHORT	SCHEDULE	SETTING	OFFERED	AVAILABLE	STUDENTS	ACTION
<input type="checkbox"/>	Northern Community Ambulatory Care	Clinical Practice III	Class of 2023	Feb 1, 2023 - Mar 12, 2023	Outpatient	2	2	0	
<input type="checkbox"/>	Orthopedic Experts	Clinical Practice III	Class of 2023	Feb 1, 2023 - Mar 12, 2023	Outpatient	1	1	0	
<input type="checkbox"/>	Orthopedic Experts	Clinical Practice II	Class of 2023	Jun 6, 2022 - Jul 3, 2022	Outpatient	3	2	1	
<input type="checkbox"/>	Orthopedic Experts	Clinical Practice IV	Class of 2023	Apr 1, 2023 - Jun 18, 2023	Outpatient	1	1	0	

2. On the **Available Slots** list, select the checkboxes or **Select all** to select all the slots and click **Bulk Edit**.

Abundant - Ambulatory Care (Geocoding Enabled)*
1685 Main St, Santa Monica, CA 90401
Rotation - Mock Rotation - 1
Schedule - Jul 19, 2022 - Sep 17, 2026
Clinical Instructor - Preceptor not known
Acute Care
Slot Type - FCFS, Resume Required, Interview Required
Supervision Type - 1 Student:1 CI
Slot(s) Status - Confirmed

Available Slots 2 Total placed 0

Select all Bulk Edit Delete Add Slots

- Slot 1
- Slot 2

3. On the **Slots Details** section, select **Select field** and **Value** from the drop-down list.

Abundant - Ambulatory Care (Geocoding Enabled)*
1685 Main St, Santa Monica, CA 90401
Rotation - Mock Rotation - 1
Schedule - Jul 19, 2022 - Sep 17, 2026
Clinical Instructor - Preceptor not known

Available Slots 2 Total placed 0

Select all

- Slot 1
- Slot 2

The existing values will be replaced by the newly selected values.

Select field * = Value

+ Add Field

4. Click **Add Field** to edit more fields.

The screenshot shows a two-pane interface. The left pane, titled 'Abundant Health*', displays details for 'Abundant - Ambulatory Care (Geocoding Enabled)*' including the address '1685 Main St, Santa Monica, CA 90401', rotation 'Mock Rotation - 1', schedule 'Jul 19, 2022 - Sep 17, 2026', and clinical instructor 'Preceptor not known'. It also shows 'Available Slots: 2' and 'Total placed: 0', with a list of 'Slot 1' (checked) and 'Slot 2' (unchecked). The right pane, titled 'Slots Details', has a 'Save' button in the top right. A blue banner at the top of the right pane states 'The existing values will be replaced by the newly selected values.' Below this is a table with two columns: 'Select field *' and 'Value'. The first row shows 'Preceptor' in the 'Select field *' column and an empty dropdown in the 'Value' column. A red box highlights the '+ Add Field' button located below the table.

5. Click **Save**.

This screenshot is identical to the one above, showing the 'Slots Details' interface. The only difference is that the 'Save' button in the top right corner of the right pane is now highlighted with a red box, indicating the next step in the process.

2. If you want to delete a slot, then click on the trash bin icon.

3. If you want to cancel a slot, then update the Slot Status to Cancelled, and indicate who cancelled the slot, the school, or the site.

3. On step 1 you will first select the Site you'd like to add a slot for. Click Next once ready.

× Add slots

1 Select Site 2 Add Slot Details

Next

Search

35 Results Found

	SITE ↑	ADDRESS
<input type="radio"/>	Ability Center*	169 Sugar Street
<input type="radio"/>	Abundant Health* ↗	9 Amherst Avenue SW , Rehabilitation Medicine, 6th F floor
<input type="radio"/>	Action Physical Therapy Inc	380 SUTLEY CIR
<input checked="" type="radio"/>	Adaptial	600 Hawthorne St.
<input type="radio"/>	Advantes Speech Clinic	5562 Philadelphia St , Suite 212

4. On step 2 you will provide location and slot information along with the number of offers provided for each rotation. Click Add Slots once done.

1. Please note, the rotations displayed on this screen is dependent on the course or placement group you have selected.

× Add slots

Select Site 2 Add Slot Details

Adaptial Yonkers , NY Previous Add Slots

Location: Adaptial - Wellington Clinical Instructor: clinical instructor not known Setting: Outpatient

Slot status: Confirmed Slot type: Supervision type: 1 Student:1 CI

Notes - Shared with students (5000 characters left)

Notes - Internal use only (5000 characters left)

ROTATION	SLOTS START DATE	SLOTS END DATE	NUMBER OF STUDENTS*
Clinical Practice I Nov 3, 2020 - Dec 21, 2020 Class of 2023	November 3, 2020	December 21, 2020	1
Clinical Practice II Jun 6, 2022 - Jul 3, 2022 Class of 2023	June 6, 2022	July 3, 2022	1

5. Send Student's interest to a location

1. Under the list view navigate to the "Students Interested" page to track which of the students are interested in a given site
2. Select the Interested Students number

3. A drawer will open up where you will find list of all students interested in a location
4. Select the students you want to place directly
5. Click on the "Send interest to location" button to place the students

Placements | Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* | Los Angeles, CA | Rotation 2 (Student Interest/CEU credit hours)* | Alicia Inagram | 2 slot(s) offered | 1 slot(s) available | Allergy and Immunology | 11/07/2022 - 12/31/2025 | Resume Required | Confirmed | 1 Student2 CI'S | Not Published | Email recipients: Alice Li, Alicia Inagram, Anamika Singh

← 5 Student(s) Interested

Search [] [Place] [Send Interest to Location]

9 Results Found

<input type="checkbox"/>	STUDENT NAME	SUBMITTED ON ↑	RANK & WISHLIST NAME	REASON FOR SELECTION & CV	LOCATION RESPONSE	LOCATION COMMENTS	LAST EMAIL SENT [DETAILED HISTORY]
<input checked="" type="checkbox"/>	Adkins, Brian	06/05/2024 5:10 pm EST	2 (Slot Wishlist)	-	-	-	-
<input checked="" type="checkbox"/>	Blair, Marty	06/05/2024 5:13 pm EST	9 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/>	Blair, Marty	06/05/2024 5:14 pm EST	4 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/>	Brown, Janet*	06/05/2024 5:20 pm EST	8 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/>	Brown, Janet*	06/05/2024 5:21 pm EST	1 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/>	Dawson, Spencer	Placed here	9 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/>	Dawson, Spencer	Placed here	1 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/>	Evans, Kevin	06/05/2024 5:29 pm EST	10 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/>	Evans, Kevin	06/05/2024 5:30 pm EST	3 (Slot Wishlist)	-	-	-	-

6. A drawer will open up which will allow you to email workflow, click on next

Placements | Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* | Los Angeles, CA | Rotation 2 (Student Interest/CEU credit hours)* | Alicia Inagram | 2 slot(s) offered | 1 slot(s) available | Allergy and Immunology | 11/07/2022 - 12/31/2025 | Resume Required | Confirmed | 1 Student2 CI'S | Not Published | Email recipients: Alice Li, Alicia Inagram, Anamika Singh

← 5 Student(s) Interested

Compose Email | 1 Recipients | 2 Template | 3 Preview

Copy selected recipient email addresses

3 selected recipients

- Alice Li (alicieli@email.com)
- Alicia Inagram (alicia.ingram@exat.com)
- Anamika Singh (anamika.singh@exat.com)

Override Recipient's Email

Reply to *

amee.j@exat.com

CC

BCC

You have 25.00 MB remaining for attachments in Recipients Tab

Upload files

Browse to upload

Supported formats: .pdf, .doc, .jpg, .jpeg, .png, .heic, .docx, .xlsx, .pptx, .pptm, .potx, .potm, .ppt, .rtf, .xls, .docm, .bmp, .csv, .gif, .tiff, .mp4

You can only upload files with file size under 25 MB. We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Next

7. Select the appropriate template,

The screenshot shows the 'Compose Email' interface. On the left, a sidebar titled 'Placements' shows a list of 5 interested students. The main area is titled 'Compose Email' and shows a 'Notification of Student Interest (Default)' template selected. The subject is 'Notification of Student Interest'. The email body contains a thank-you message with merge fields for site name, location, dates, rotation name, and student details. A table of student information is also included. The right sidebar shows 'Merge Fields' and 'Attachments'.

8. Click on Preview, and click on "Send now".

6. Track students interested in a location

1. Under the list view navigate to the "Students Interested" page to track which of the students are interested a given site
2. Select the hyperlink of Interested Students

The screenshot shows the 'Dashboard' interface. The top navigation bar includes 'Dashboard', 'Rotation Setup', 'Slots', 'Wishlist', 'Placements', 'Email & Publish', 'Placement Clearance', and 'Reports'. The 'Slots' tab is selected. Below the navigation bar, there is a search bar and several action buttons: '+ Add Slot', 'Notify Student', 'Notify Site', and 'Email History'. The main content area is a table with the following columns: LOCATION, SETTING, STUDENTS INTERESTED, OFFERED, AVAILABLE, STUDENTS PLACED, PRECEPTOR, SLOT STATUS, and ACTION. The first row is highlighted, and the 'STUDENTS INTERESTED' column contains a link '5 Interested Student(s)'. The table lists various medical settings and their corresponding student counts, offered slots, available slots, and preceptors.

3. A drawer will open up where you will find list of all students interested in a location
4. Select the students you want to place directly

5. Click on the "Place" button to place the students

The screenshot shows the 'Placements' interface. At the top, there are navigation icons and user information. Below that, a summary bar indicates '5 Student(s) Interested' and provides details about the placement: 'Alliance Medical Center - Cardiology (Geocoding enabled)*', 'Los Angeles, CA', 'Rotation 2 (Student Interest/CEU credit hours)*', 'Alice Li', '11/07/2022 - 12/31/2025', 'Confirmed', '1 Student:1 CI', and 'Not Published'. There are also 'Email recipients' and 'No recipients selected' options. A search bar is present, and a 'Place' button is highlighted with a red box. Below the search bar, a table shows '9 Results Found' with columns: STUDENT NAME, SUBMITTED ON, RANK & WISHLIST NAME, REASON FOR SELECTION & CV, LOCATION RESPONSE, LOCATION COMMENTS, and LAST EMAIL SENT [DETAILED HISTORY]. The first row, 'Adkins, Brian', has a checked checkbox and is highlighted. Other rows include Blair, Marty; Brown, Janet*; Dawson, Spencer; and Evans, Kevin (two entries, both marked 'Placed here').

STUDENT NAME	SUBMITTED ON	RANK & WISHLIST NAME	REASON FOR SELECTION & CV	LOCATION RESPONSE	LOCATION COMMENTS	LAST EMAIL SENT [DETAILED HISTORY]
<input checked="" type="checkbox"/> Adkins, Brian	06/05/2024 5:10 pm EST	3 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/> Blair, Marty	06/05/2024 5:13 pm EST	10 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/> Blair, Marty	06/05/2024 5:14 pm EST	1 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/> Brown, Janet*	06/05/2024 5:20 pm EST	10 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/> Brown, Janet*	06/05/2024 5:21 pm EST	4 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/> Dawson, Spencer	06/05/2024 5:24 pm EST	10 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/> Dawson, Spencer	06/05/2024 5:25 pm EST	2 (Slot Wishlist)	-	-	-	-
<input type="checkbox"/> Evans, Kevin Placed here	06/05/2024 5:29 pm EST	6 (Slot and Location Wishlist)	-	-	-	-
<input type="checkbox"/> Evans, Kevin Placed here	06/05/2024 5:30 pm EST	1 (Slot Wishlist)	-	-	-	-

6. A drawer will open up where you will be able to edit any placement details

The screenshot shows the 'Placement Details' drawer. It contains the following fields and options:

- Course offering*:** PA Demo 610 - Elective II (Patient Logs, Timesheets)*, 2024 - 2025,...
- Program requirements:** Elective
- Location:** Alliance Medical Center - Cardiology (Geocoding enabled)*
- Setting:** Emergency Medicine
- Placement start date*:** 11/07/2022
- Placement end date*:** 12/31/2025
- Set up non-consecutive dates for this placement:**
- Preceptor:** Alice Li [Clinical Preceptor, Field Instructor]
- Placement Faculty:** (Empty)
- Enable 'follow the preceptor' for this placement:**
- Site/Location contacts:** (Empty)
- Placement status:** On Track
- Placement notes - Shared with students:** + Add Notes
- Placement notes - Internal use only:** + Add Notes

On the right side, there is a 'Selected Student(1)' section with 'Adkins, Brian'. At the top right of the drawer, there are 'Place and Publish Now' and 'Place' buttons.

7. Select the "Place" button to place the students directly

8. Select the "Place and Publish Now" button to place and publish placements directly