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)

You will also be able to view open slots and locations on a map view

• Explore on Map

After placing you are required to publish the placements to students so it would be visible to them

• Publish placements

Assigning Placements

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 Name. You can use the filter option to quickly find what you are looking for.

Course Offerings	To make placements, select an	o make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once.							
Placement Groups + Add Group	Course number 🔹 🔍 S	Course number V Q Search							
Elass of 2024	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT			
E Class of 2021	DPT 950	Clinical Practice IV*	2023 - 2024	3rd Year	Spring	Class of 2024			
III Class of 2022*	DPT 900	Clinical Practice III*	2023 - 2024	3rd Year	Spring	Class of 2024			
	DPT 850	Clinical Practice II*	2022 - 2023	2nd Year	Summer	Class of 2024			

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

Course Offerings Placement Groups + Add Group Class of 2024 Class of 2023	Class of 2023 Class of 2023 Placements for Gr	oup			0
E Class of 2021	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
E Class of 2022*	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. You'll be taken to the Placements page. Make your selection to place students by Location or by Student.

\leftarrow	Class of 2025	Setup	Slots W	lishlist	Placements	Email & Publish	Placement Clearance	Reports		
View by	Location Student List							۲.	ት Placement	t Assist
Q 5	earch by location, site or Cl								↓₹∙	√1
14 Re	sults Found									
	LOCATIONS			SLO	TS			PLACEMENTS		
~	Abundant - Ambulatory Care - Inactive DEPEW, NY Clinical Practice I Es John Smith		(i)	10 s Nov	lots offered Acu 3, 2025 - Dec 12, 2	ute Care		9 slots remain 窓 Dawson, Sp	encer	

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.

Sea	rch for a specific site	Ch	Choose your sorting preference			
Q	Search				↓₹• ♥ 1	
	LOCATIONS	SLOTS		PLACEMENTS		
~	Abundant Health - Main Hospital (- Inactive Depew, NY Clinical Practice IV	 1 slots offere Apr 1, 2022 - 0 students in 	d Outpatient Jun 18, 2022 📀 nterested	No slots available		
~	Caremark Central (Winona, MN Clinical Practice IV	i) 1 slots offere Apr 1, 2022 - 0 students in	d School Based Jun 18, 2022 📀 hterested	1 slots remaining		
(Click student name to make	e changes to	placement	Click here to place	e a student	

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



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

Mercy Philae Clinic View	y Central delphia , PA ral Practice IV 탄호 notes	ì	2 slots offered Acute Apr 1, 2022 - Jun 18, 20	22	Place individually 1 slots remaining	Place as a group		
Q s	Q Search							
Total	records - 5							
	STUDENT NAME		COHORT	GROUP	RANK 个	WISHLIST NAME		
	Holt, Max	í	Class of 2021	Hybrid	-			
	Poole, Mitchell	i	Class of 2021	Hybrid	-	-		

5. If you have selected multiple students for a site that has more than 1 offer, you'll have two options:

Place individually: this allows you to enter different placement details for each student.

Place as a group: placement details will apply to all students selected.

Mercy Philae Clinic View	y Central delphia , PA cal Practice IV 탄호 notes	i	2 slots offered Acut Apr 1, 2022 - Jun 18, 20	e Care	Place individually U SIOTS remaining	Place as a group	
Q 5	Q Search						
Total	records - 5						
	STUDENT NAME		COHORT	GROUP	RANK 个	WISHLIST NAME	
	Holt, Max	í	Class of 2021	Hybrid	-	-	
\checkmark	Poole , Mitchell	í	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 (To publish placements separately) or click Place & Publish Now (To avoid the extra task of publishing placements individually.)
- 2. Select the Preceptor/Cl/Experiential supervisor to associate them with a placement
- 3. Select the setting to associate it with a placement
- 4. You may also select the Faculty you want to associate with the placement
- 5. Please note, that 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.

Mock 128 Location not known LA , CA Mock ROtation View notes	2 slots offered Setting not assigned Apr 2, 2024 - Apr 8, 2024	d		Place & Publish Now Place
1 Student Selected	Glover, Kevin 🛇			Û
Glover, Kevin 🚫	Course offering		Program requirements	
	111 - New test course, Winter, 2023 - 2024, Year I		Setting*	Ť
	Location not known	i	acute care	v
	Placement start date * April 2, 2024	Ē	Placement end date* April 8, 2024	Ē
	Set up non-consecutive dates for this placement Description ()	í	Placement Faculty	•
	Enable 'follow the clinical instructor' for this placement		Planament status	

6. To add non-consecutive dates, the school administrator will have to enable the bit. Set up nonconsecutive dates for this placement' and select the dates from the calendar.

1 Student Selected				
Deitra, Kay* 🛇	 This Placement is ov 	verlapping with another placement of this stude	int in the same course offering.	
	Location		Setting*	
	Abundant Health - Main H	iospital 👻 🛈		• ()
	Placement start date *		Placement end date*	
	June 21, 2021	É	July 3, 2021	
	Set up non-consecutive dat	tes for this placement 🖉 🛈		
	Clinical Instructor		Placement Faculty	
		• ()		*
1 Churd and Calandard		Location		
1 Student Selected		Abundant Health - Main	Hospital	• i
Deitra, Kay* 🔿		Placement start date *		
		June 21, 2021		
		Set up non-consecutive da	tes for this placement 🔲 🔅	
		Non-consecutive Dates		
		Jun 22, 2021 Jun 23, 202	21 Jun 30, 2021	

- 7. Note that the non-consecutive placement dates can be selected only between the placement start date and end date.
- 8. 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"

November 3, 2020	Ē	December 21, 2020	Ē
Set up non-consecutive dates for this placement 🕕 🤇	i		
Clinical Instructor		Placement Faculty	
	• i		-
Site/Location contacts		Placement status	
Ivan Tucker [SCCE] Clinical Instructor	• (i)	On Track	• (i
Placement notes - Shared with students	Ŵ	Placement notes - Internal use only	+ Add Notes
Paragraph \vee B $I \cup \equiv \vee \mathcal{O}$:= - :		

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

\times Edit Placement Details				Update
Care and Cure Central Pointe , MI Clinical Practice II 🛃 View notes	٦	3 slots offered Ou Jun 6, 2021 - Jul 3, 20	tpatient D21 📀	
3 Students Selected	Holt, Max			
Holt, Max	Course offering		Program requirements	
Poole, Mitchell	DPT 850 - Clinical Practice	e II, Spring, 2020 - 20		•
Wise, Sabrina	Placement start date*		Placement end date *	
	June 6, 2021	Ē	July 3, 2021	Ē

3. You'll be taken back to the placements page. If you have used all slots remaining, a status of No slots Available will appear.

	LOCATIONS	SLOTS	PLACEMENTS
~	Mercy Central (i) Philadelphia, PA Clinical Practice IV	2 slots offered Acute Care Apr 1, 2022 - Jun 18, 2022 📀 0 students interested	No slots available
~	Newlife CentraliNew Milford, CTClinical Practice IV	2 slots offered Home Health Apr 1, 2022 - Jun 18, 2022 📀 0 students interested	1 slots remaining Sutton, Hattie

2. Place as a group: placement details will apply to all students selected

- When you have more than one student going to a same placement under same faculty, use "Place as a Group" option for making placements.
- 2. Select the students and Place as a group button

@ > Se	elect Students							
Allia And Adv Viev	nce Medical Center - PICU over , MA S PNP Clinical Practicum notes	(i)	2 slots offered PICU Sep 1, 2023 - Nov 30, 203	3 📀	Place individu 0 slots remainin	ally Place as a group g		
Q	Search							
Tota	l records - 13							
	STUDENT NAME			COHORT	GROUP	DISTANCE (1)	RANK 🕈	WISHLIST NAM
	Cooper, Erica		(i)	Advanced Practice/DNP	PNP Track			-
	Dickson , Janiya		(j)	Advanced Practice/DNP	PNP Track	-		-
	Espinoza , Alana		(i)	Advanced Practice/DNP	PNP Track	-		-
	Logan , Jessica		(j)	Advanced Practice/DNP	PNP Track	-		-
	Long, Beatrice		(i)	Advanced Practice/DNP	PNP Track	-		-
	Maldonado , Elliott 🕤		(i)	Advanced Practice/DNP	PNP Track			-

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

Alliance Medical Center - PICU	(j)	2 slots offered PICU		Place
Andover , MA 🕓		Sep 1, 2023 - Nov 30, 2023 📀		
Adv PNP Clinical Practicum View notes				
You are placing multiple students as a group. Placement details you enter	below will be applicable to all the	selected students.		Selected Students(2)
Course offering*		Program requirements		Dickson, Janiya
	-		*	Espinoza, Alana
Location		Setting*		
Alliance Medical Center - PICU	• i	PICU	• (1)	
Placement start date *		Placement end date*		
September 1, 2023	Ē	November 30, 2023	•	
Set up non-consecutive dates for this placement 🏾 🔳 🛈				
Preceptor		Placement Faculty		
	• (i)		*	
Site/Location contacts		Placement status		
	• (i)	On Track	•	
Placement notes - Shared with students	+ Add Notes	Placement notes - Internal use only	+ Add Notes	

4. Select "Place" (To publish placements separately) or click "Place & Publish Now" (To avoid the extra task of publishing placements individually.)

Mock I28 Location not known LA, CA Mock ROtation View notes	٤	2 slots offered Setting not assigned Apr 9, 2024 - Apr 15, 2024 📀		Place & Publish Now Place
You are placing multiple students as a group. Placement details	you enter below w	ill be applicable to all the selected students.		Selected Students(2)
Course offering		Program requirements		Glover, Kevin 🚫
111 - New test course, Winter, 2023 - 2024, Year I			· ·	Mitchell, Eric
Location		Setting *		
Location not known	•	Allergy and Immunology	• (i)	
Placement start date*		Placement end date*		
April 9, 2024		April 15, 2024	Ē	
Set up non-consecutive dates for this placement 🌒 i				
Clinical Instructor		Placement Faculty		
	• i		*	
Enable 'follow the clinical instructor' for this placement				
Site/Location contacts		Placement status		
	•	On Track	•	

3. Deleting: Need to make edits or delete a student placement? Simply click on the student's

name!

⊟ Placements		⑦ Chat Amee Jotangiya Exxat Sales (Nursing) ~
NURSPNE 373 - Behavioral Health - Clinical (PNE 375-399)* 2023 - 2024 Spring BSN-Summer 2023* View by: Location Student List	Slots Wishlist Placements Email & Publish Placement Clearance	Reports
Q Search by location, site or Preceptor Filters: Confirmed \otimes	Tentative 🛞	↓₹• ⊽1
4 Results Found		
LOCATIONS	SLOTS	PLACEMENTS
Abilty Center West Chicago, IL Behavioral Health	3 slots offered Setting not assigned Jan 1, 2023 - Dec 31, 2023 ⊘	3 slots remaining
Jade Forest Medical Center - Geriatrics Fort Worth, TX Behavioral Health Els Erick Miller	5 slots offered Geriatrics Jan 1, 2023 - Dec 31, 2023	No slots available Sood, Scarlet Sishop, Esperanza(UG)* +3 Students Placed

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

URSPNE 373 - Behavioral Health - Clinica NE 375-399)*					
23 - 2024 Spring BSN-Summer 2023* cation Student List	Jade Forest Medical Center - Geriatrics Fort Worth , TX Behavioral Health Es Erick Miller View notes	٥	5 slots offered Geriatri Jan 1, 2023 - Dec 31, 2023	cs ₃ ⊘	
h by location, site or Preceptor Filte	5 Students Selected	Good, Scarlet			Ŵ
ound	Good, Scarlet	Course offering		Program requirements	
ATIONS	Barrett, Donte(for demos-Grad)*	NURSPNE 373 - Behavioral He	alth - Clinical (PNE 375		-
ly Center		Location		Setting*	
avioral Health	Bishop, Esperanza(UG)* 🚫	Jade Forest Medical Center - G	Geriatrics 👻 🛈	Geriatrics	• (i
e Forest Medical Center - Geriatrics Worth, TX	Blair, Osvaldo 🚫	Placement start date*		Placement end date*	
avioral Health 🖹 Erick Miller		January 1, 2023	Ē	December 31, 2023	Ē
- Ferret Medical Contex, OD	Booker, Sanai 🚫	Set up non-consecutive dates for	or this placement 🔲 🤇	i)	
Worth, TX		Non-consecutive Dates*			
avioral Health 밭k Erick Miller		Jan 2, 2023 Jan 4, 2023 Jan	6, 2023 Jan 9 💼		
A tyta e tila	by location, site or Preceptor Filt und TIONS Center Cincago, IL vioral Health Forest Medical Center - Geriatrics Worth, TX vioral Health Eg. Erick Miller Forest Medical Center - OB Worth, TX vioral Health Eg. Erick Miller	by location, site or Preceptor Filt 5 Students Selected und Good, Scarlet Good, Scarlet Barrett, Donte(for demos-Grad)* Center Chicago, IL Vioral Health Forest Medical Center - Geriatrics North, TX Vioral Health Ex Erick Miller Forest Medical Center - OB North, TX Vioral Health Ex Erick Miller	by location, site or Preceptor Filt Students Selected Good, Scarlet Good, Scarlet Good, Scarlet Good, Scarlet Good, Scarlet Course offering NURSPNE 373 - Behavioral He Barrett, Donte(for demos-Grad)* Barrett, Donte(for demos-Grad)* Corter Chicago, IL Bishop, Esperanza(UG)* Bishop, Esperanza(UG)* Biair, Osvaldo Biair, Os	by location, site or Preceptor Filt und Good, Scarlet Good, Scarlet Good, Scarlet Good, Scarlet Good, Scarlet Course offering NURSPNE 373 - Behavioral Health - Clinical (PNE 375 Center Chicago, JL woral Health Forest Medical Center - Geriatrics Worth, TX Word, TA Word, TA Course offering NURSPNE 373 - Behavioral Health - Clinical (PNE 375 Location Jade Forest Medical Center - Geriatrics Blair, Osvaldo Blair, Osvaldo Booker, Sanai Set up non-consecutive dates for this placement Set up non-consecutive dates for this placement January 1, 2023 Set up non-consecutive dates for this placement January 1, 2023 Jan 4, 2023 Jan 4, 2023 Jan 6, 2023 Jan 9	by location, site or Preceptor Filt und Good, Scarlet Good, Scarlet Good, Scarlet Course offering Program requirements NURSPNE 373 - Behavioral Health - Clinical (PNE 375 NURSPNE 373 - Behavioral Health - Clinical (PNE 375 Location Setting* Geriatrics Geriatrics Geriatrics Course offering Program requirements NURSPNE 373 - Behavioral Health - Clinical (PNE 375 Location Setting* Geriatrics Geriatrics Course offering Program requirements NURSPNE 373 - Behavioral Health - Clinical (PNE 375 Location Setting* Geriatrics Placement and date* Placement start date* Placement and date* December 31, 2023 Set up non-consecutive dates for this placement Course Non-consecutive Dates* January 1, 2023 Jan 6, 2023 Jan 9,

Placing Students by Student View

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

$\leftarrow \blacksquare$ Class of 2	023	Setup	Slots	Wishlist	Placements	Email & Publish
View by: Location	Student	List				

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

Search for a spe	ecific s	tudent					
\leftarrow \blacksquare Class of 2023		Setup Slots Wishlist	Placer	nents Email & Publish			
View by: Location Student	List					ත් Place	ement Assist
Q Search by student						Settings	▶ 71
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	
Barton, Gwendolyn	+	Orthopedic Experts		Caremark Central		+	
Brewer, Donald	+	Total Therapy Solutions		Orthopedic Experts		+	
Long, Kimberly	+	Tendercare Home Health		Caremark Central	(i)	+	
Click Location r	name t	o make changes t	o pla	cement	Click h	ere to place a s	tudent

3. Click the **Filter** icon to filter the students.

\equiv Placements				**** Fo	🖓 Chat 🛛 📢 🚫 A	sk Leo Himanshi Seth E	xxat Sales (Nursing) $$
← 🗉 BSN Placement group		Rotation Setup	Slots Wishlist Plac	ements Email & Publish	Placement Clearance Repor	ts	
View by: Location Student Li	ist					<u>୍ଟ</u> ଥି Explore on Map	$\sum_{i=1}^{n}$ Placement Assist
Q Search by student		Filters: Active \otimes			E Group	Direct Placement Setting	s 🕒 ▽1
STUDENT NAME	ME MA	D SURG 1 - WEDNESDAYS* R 21, 2022 - NOV 30, 2022	MED SURG 1 - THURSDAYS SEP 1, 2022 - NOV 30, 2022	BSN COURSE 2 (SLOTS AVAI JAN 1, 2023 - DEC 31, 2025	BSN COURSE 1 (SLOTS AVAI AUG 1, 2023 - DEC 24, 2025	ROTATION EXAMPLE (ROTA MAY 1, 2024 - DEC 31, 2025	ROTATION EXAMPL MAY 1, 2024 - DEC 3
Anderson, Jason –	F	+	+	NA	NA	NA	NA
Barrett, Donte(Grad)* 🚫 🚽	F	NA	NA	NA	Abundan Abundan	+	+
Bishop, Esperanza(UG)* 🟷 🛛 –	F	NA	NA	Alliance Medical Cente	Abur Abur Abur	+	+
Blair, Osvaldo 🟷 –	- B	lossomvale Clinic - S 🕚	Alliance I Action Pł	+	Abur Abur Abur	+	+
Booker, Sanai 🟷 🛛 –	НВ	losson () Olyleus ()	Alliance Medical Cente	+	Dese Abur Abur Abundant - Ambulato	+	+
Browning, Paul	F B	lossom() Olyleus ()	Alliance I Action Pł	+	Abur Abur Abur	+	+
Burch, Nikolai –	F B	lossom () Olyleus ()	Alliance I Action Pł	+	Abundant - Urgent Ca	+	+
Charles, Joyce 🟷 –	- v	/hite M 🖲 Olyleus 📵	+	+	Desert Sr Abundan	+	+

- 4. Select the required filter options from the following and click **Apply**.
 - Rotation
 - Student Status
 - Student Cohort
 - Student Group
 - Student Tags
 - Students Category

• Student Campus

⊟ Placements		× Filters	Apply
←		Reset all	Select all
		Rotation	
View by: Location Student List)	Student Status Student Cohort	BSN Course 1 (Slots Available) (Aug 1, 2023 - Dec 24, 2025) BSN Course 2 (Slots Available) (1ag 1, 2023 - Dec 24, 2025) BSN Course 2 (Slots Available) (1ag 1, 2023 - Dec 31, 2025)
STUDENT NAME	MED SURG MAR 21, 202	Student Group Student Tags	Boir Could 2 (Sind Available) (Sin 1, 2025 (Sec 2), 2225) Rotation Example (Rotation Preference Wishlist) (May 1, 2024 - Dec 31, 2025)
Anderson, Jason +		Student Category	Rotation Example 2 (Rotation Preference Wishlist) (May 1, 2024 - Dec 31, 2025)
Barrett, Donte(Grad)* 🛇 🕂		Student Campus	
Bishop, Esperanza(UG)* 🟷 🛛 🕂			
Blair, Osvaldo 🛇 🛛 +	Blossomv		
Booker, Sanai 🏷 🛛 🕂	Blosson		
Browning, Paul +	Blosson		
Burch, Nikolai +	Blosson		
Charles, Joyce 📎 +	White M.		

5. 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.

\leftarrow \blacksquare Class of 2025	Setup	Slots	Wishlist	Pla	cements	Email & Publish	Placen	nent Clearance	Reports	
View by: Location Student List								\$	Placement	Assist
Q Search by student								Set	ttings 🕒	$\nabla 1$
STUDENT NAME	CLINICAL APR 3, 20	PRACTICE 23 - MAY 26	l 5, 2023		CLINICAL FEB 5, 20	PRACTICE II 24 - MAR 22, 2024		CLINICAL PRAC JUN 3, 2024 - J	TICE III UL 5, 2024	
Blair, Marty 🟷 🕂		+	-			+			+	
Dawson, Spencer 🟷 🛛 +	Abunda	ant - Ambu	latory Care			+			+	
Elton, Megan 🟷 🛛 🕂		+	-			NA			NA	

6. 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,	

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

< Blair, Marty						
elect Rotation						
Clinical Practice II [February 5, 2024 - March 22, 2024]		•				Direct Placeme
Q Search						√1
LOCATION DETAILS 1	DISTANCE (1)	SLOT DETAIL	INTERESTED STUDENTS	STUDENTS PLACED	SLOTS AVAILABLE	ACTION
Adaptial - Easton South Easton, MA Out Of State E Ronald Hanson 1 Student:1 Cl	1,089 mi	Outpatient ⓒ Feb 5, 2024 - Mar 22, 2024 ⋮ Interview Required	3	0	2	Select
Bridge Therapy on Mag Mile CHICAGO, IL Out Of State	985 mi	Home Health ⊘	2	0	2	Select
Preferred Care East Northport, NY	966 mi	Wellness Image: Control of the state of the	2	0	1	Select

- 8. 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 (To publish placements separately) or click Place & Publish Now (To avoid the extra task of publishing placements individually.)
 - 1. 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.

Al Shadow Care		Setting not assigned			Place & Publish Now Place
Location not assigned		🗐 Mar 28, 2024 - Apr 29, 20	24		
Placement Details					Rotation
Course offering	P	rogram requirements			Rush OT Test
111 - New test course, 2023 - 2024, Year I,	•			•	
Location	Se	etting*			
Location not known	• i i	acute care	•	í	
Placement start date *	P	lacement end date *			
March 28, 2024		April 29, 2024			
Set up non-consecutive dates for this placer	ment 🔵	(i)			
Clinical Instructor	P	lacement Faculty			
	• i			•	
Enable 'follow the clinical instructor' for this	splacement				
Site/Location contacts	P	lacement status			
Captain America Clinical Instructor	• i	On Track	•	í	
Placement Notes - Shared with students	D	acoment Notes - Internal use only	- Add	Natas	

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.

\leftarrow \blacksquare Class of 2025		Setup	Slots	Wishlist	Pla	cements	Email & Publish	Placer	nent Clearance	Reports	
View by: Location Student	List								~☆	Placement	Assist
Q Search by student									Set	tings 🕒	∇ 1
STUDENT NAME		CLINICAL APR 3, 20	PRACTICE 23 - MAY 26	l 5, 2023		CLINICAL FEB 5, 20	PRACTICE II 24 - MAR 22, 2024		CLINICAL PRAC JUN 3, 2024 - JI	TICE III JL 5, 2024	
Blair, Marty 🚫	+		+				+			+	
Dawson, Spencer 🟷	+	Abunda	Abundant - Ambulatory Care		+			+			
Elton, Megan 🏷	+		+		NA		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		Update
Caremark Orthopedics Palm City, FL 말 Ronald Hanson	Rehab 😑 Feb 1, 2023 - Mar 12, 2023	Rotation Clinical Practice III Slot notes for Student Dress code enforced
Placement Details		Slot notes for school Will require COVID-19 vaccine
Course offering*	Program requirements	
DPT 900-Clinical Practice III* , Spring 💌	•	
Location	Setting*	
Caremark Orthopedics 🔹 🦼) Rehab 💌 🤅	

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

There might be learning activities associated with t also be deleted. Are you sure you want to delete thi	his placement an s placement?	d they will
	Cancel	Confirm

Placing Students via Direct Placement

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



8. 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.

\leftarrow \blacksquare Class of 2025	Setup	Slots	Wishlist	Pla	cements	Email & Publish	Placen	nent Clearance	Reports	
View by: Location Student Li	st							2	7 Placement	Assist
Q Search by student								Se	ettings 🕒	$\nabla 1$
STUDENT NAME	CLINICA APR 3, 2	L PRACTICE 023 - MAY 26	l 5, 2023		CLINICAL FEB 5, 20	PRACTICE II 24 - MAR 22, 2024		CLINICAL PRAG JUN 3, 2024 - J	CTICE III IUL 5, 2024	
Blair, Marty 🟷 🛛 🕂		+		+			+			
Dawson, Spencer 🛇 +	Abune	Abundant - Ambulatory Care		+			+			
Elton, Megan 🛇 🛛 +		+	-			NA			NA	

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

imes 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,	

10. Click Direct Placement.

elect Rotation						
Clinical Practice II [February 5, 2024 - March 22, 2024]		•				Direct Placeme
Q Search						√1
LOCATION DETAILS 1	DISTANCE (i)	SLOT DETAIL	INTERESTED STUDENTS	STUDENTS PLACED	SLOTS AVAILABLE	ACTION
Adaptial - Easton ⓒ South Easton, MA Out Of State 🗈 Ronald Hansor 꼸 1 Student:1 Cl	1,089 mi	Outpatient ⊘ ⊡ Feb 5, 2024 - Mar 22, 2024 ∷ Interview Required	3	0	2	Select
Bridge Therapy on Mag Mile CHICAGO, IL Out Of State	985 mi	Home Health ⊘	2	0	2	Select
Preferred Care East Northport, NY	966 mi	Wellness Image: Control of the state of the	2	0	1	Select

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

× Di	× Direct Placement for Gwendolyn Barton							
1	Select Location 2 Placement Details							
			Next					
To pla	To place a student without a slot, first select the location at which you would like to place them, then click "Next.							
Q s	earch							
	LOCATION 个	ADDRESS	СІТҮ					
0	Abundant - Ambulatory Care	3200 WALDEN AVE	DEPEW					
۲	Action Physical Therapy Inc	380 SUTLEY CIR	SACRAME					
0	Adaptial - Easton	122 main st.	South Eas					

- 12. 6. You can now add or edit information for the placement. Setting information is mandatory. Once done, click Place (To publish placements separately) or click Place & Publish Now (To avoid the extra task of publishing placements individually).
 - 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 Kevin	Glover					
Select Location 2 P	lacement Det	aits				
		_	(Previous	Place & Publish Now	Place
Provide the course offering, setting and	d any other de	tails for this placement and click "Plac	ce" or "Place & F	ublish Now"	to complete the process.	
Site		Rotation				
Apollo Medical Centre		Rush OT Test Mar 28, 2024 - Apr 29, 2024				
Placement Details						
Course offering		Program requirements				
111 - New test course, 2023 - 2024, Ye	ear I, 🔻		-			
Location		Setting*				
Apollo Clinic	• i	acute care	• i			
Placement start date*		Placement end date *				
March 28, 2024	Ē	April 29, 2024	Ē			
Set up non-consecutive dates for this p	olacement					
Clinical Instructor		Placement Faculty				
	• i		-			
Enable 'follow the clinical instructor' fo	or this placem	ent 🕖				
Site/Location contacts		Placement status				
Nayan Punjani Clinical Instructor, Ad	• i	On Track	• i			

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

← ⊞ Class of 2023	Setup	\checkmark	Direct Placement is under progress. Please refresh in a few	
View by: Location Student List		-		-

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

\leftarrow \blacksquare Class of 2025	Setup	Slots	Wishlist	Pla	cements	Email & Publish	Placer	ment Clearance	Reports	
View by: Location Student	List							\$	Placement	Assist
Q Search by student								Set	tings 🕒	$\nabla 1$
STUDENT NAME	CLINICA APR 3, 2	CLINICAL PRACTICE I APR 3, 2023 - MAY 26, 2023		CLINICAL PRACTICE II FEB 5, 2024 - MAR 22, 2024			CLINICAL PRAC JUN 3, 2024 - JU	TICE III JL 5, 2024		
Blair, Marty 🟷 🚽	F	+			+		+			
Dawson, Spencer 🚫 🚽	Abune	Abundant - Ambulatory Care		+			+			
Elton, Megan 🟷 –	F	+		NA		NA				

15. 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
Caremark Orthopedics Palm City, FL 말 Ronald Hanson ぷ 1 Student:2 CI'S	Rehab	Rotation Clinical Practice III Slot notes for Student Dress code enforced
Placement Details		Slot notes for school Will require COVID-19 vaccine
Course offering *	Program requirements	
DPT 900-Clinical Practice III* , Spring 🔻	•	
Location Caremark Orthopedics 🔹 🚺	Setting* Rehab 👻 🗓	

16. When deleting a placement, the system will ask you to confirm that you have deleted the placement from the system.



Explore on Map

The **'Explore on Map'** feature provides a visual representation of placements, open slots, and locations on a map. Here's how you can make the most of this feature. You can quickly identify the geographic distribution of placements and open slots. Interact with the map to zoom in on specific locations or view clusters.

- View Placements: See all placements displayed on an interactive map.
- Find Open Slots: Easily locate available slots across various sites.
- **Explore Locations:** Identify and view the geographical details of all locations.

Tips for Effective Use

- **Filters:** Apply filters to narrow down the displayed data by course, location, or slot type.
- Zoom Functionality: Use zoom controls to focus on specific regions or sites.
- Hover for Details: Hover over a map marker to view details about the placement, slot, or location.

1. Click on "Explore on Map" to view

\equiv Placements	*** E • ⑦	💭 Chat 📢 🐼 Ask Leo 🌇 Amee Jotangiya Exxat Sales (PA) 🗸
←	Rotation Setup Slots Wishlist Placements Email & Publish Placement Cleara	nce Reports
View by: Location Student List		e ^g Explore on Map s ² Placement Assist
Q Search by location, site or Preceptor Filters: Confirmed 🛞 Tental	tive 🛞	Egroup Direct Placement $\downarrow \overline{F} \bullet \bigtriangledown 1$
96 Results Found		
LOCATIONS	SLOTS	PLACEMENTS
Abundant - Action Therapy (Geocoding Enabled)* Long Beach, CA Pediatrics Rotation	1 slots offered Allergy and Immunology 01/01/2024 - 07/31/2026 O	No slots available
Abundant - Action Therapy (Geocoding Enabled)* Long Beach, CA ▷ Rotation 2 (Student Interest/CEU credit hours)* E Alice Li	3 slots offered Emergency Medicine 11/07/2022 - 12/31/2025 ⓒ := 5 students interested	2 slots remaining States Bailey, Teri
Abundant - Action Therapy (Geocoding Enabled)* Long Beach, CA ▷ Rotation 3* E ₈ Alice Li	4 slots offered Emergency Medicine 07/01/2024 - 12/31/2025 ⊘ ☷	3 slots remaining இ Brown, Janet [*] (Jane)
Abundant - Action Therapy (Geocoding Enabled)*	1 slots offered Family Medicine 08/01/2024 - 12/31/2025 📀	No slots available
Abundant - Action Therapy (Geocoding Enabled)*	1 slots offered Pulmonolgy 09/01/2024 - 10/03/2024	No slots available
Abundant - Action Therapy Easton (i) Long Beach, CA Rotation 12*	1 slots offered Endocrinology 08/01/2024 - 12/31/2025	No slots available
Abundant - Ambulatory Care (Geocoding Enabled)*	1 slots offered Allergy and immunology	No slots available
		Items per page: 20 1 − 20 of 96 < < 1 2 > >

2. Click on "Available slots" option to view all the open slots available



3. You can interact with the map, click on the location icon to get an overview of that site.



4. You can click on Get directions to get the address of a location.



5. Click on the View Details button



and open a drawer which will allow you to view slots and placement details



6. On the list view on the left-hand side you will see all the locations that are currently visible on the map displayed. You will find quick stats on the number of offered slots, the number of placements made, and number of available open slots.

Abundant Health - Secondary Hospital

Secondary Location KA AK United States 12345

All Care	Clinic		
85	13	72	
Offered	Placed	Available	

4021 Shady Pointe Row, Nowhere, CA 46143

01	01	00
Offered	Placed	Available

7. Click on the "Placements made" option to view all the placements made



8. Click on filters to narrow down your search



9. You can also use "Nearby School" to narrow down the distance of locations based on schools location

	Placements made	Available
	💿 Nearby Schoo	l ~)
availał	Clear	all s uti
{ }	Nearby School	
> -	Slots/Placements in a given radius	
100	Distance from school (miles) *	5
	3	
Sec.		
4	Apply Now	
Maine		

Publishing Placements

Once you've placed your students, you'll want to ensure your students can view their placement and review assignments they'll complete during their rotation.

1. Select Placements from the left-hand menu or dashboard.



- 2. Once on the placements page, select your desired Course.
 - 1. You can also select a placement group to manage multiple courses at a time.

Course Offerings	Course number	- Q Search				∇ 1	
Placement Groups + Add Group	Results found : 4						
E Class of 2024	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓	
Elass of 2023	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023	
Elass of 2021	DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023	
E Class of 2022*	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023	

3. If you selected a placement group, click Placements for Group.

Course Offerings Placement Groups + Add Group Class of 2024	Class of 2023 Class of 2023 Placements for Group						
Elass of 2023	Q Search course	offering					
E class (2000)	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM		
i≡ Class of 2022*	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 Email & Publish tab.

\leftarrow \blacksquare Class of 2022	Setup	Slots	Wishlist	Placements	Email & Publish	Placement Clearance	Reports
View by: Location Student List							

5. Select the 'Rotation' you would like to publish placements for from the 'Rotation' drop down. You can select any future rotations date and publish the placements from the drop-down.

Rotation	
Clinical Practice I [November 3, 2021 - Decem	•

6. Select your desired placements and click Publish Placements.

				Rotation		
Notify:	Student Locations Clinical Instructor			Clinical Practice I [November 3, 2021 - Decem	n 🔻	
Q	Search location or student		Publish Placements	Compose Email E Email Dashboard :	∇	
5 8	lesuits Found					
	LOCATION T	STUDENT	PLACEMENT DETAILS	LATEST STATUS ()	С	î
	Crestview Central Muscatine, IA Clinical Practice I	Mills, Marco	Nov 4, 2021 - Dec 21, 2021 Home Health	Last email delivered on Apr 11, 2023 Placement published on Mar 23, 2023		
	Newlife Central New Milford, CT Clinical Practice I	Torres, Guadalupe	Nov 3, 2021 - Dec 21, 2021 Other	Placement published on Feb 28, 2023		
	Newlife Orthopedics Salt Lake City, UT Clinical Practice I	Rios, Terri	Nov 3, 2021 - Dec 21, 2021 Outpatient			
	Sheltercare Community Health Park Forest , IL Clinical Practice I	Stevenson, Samantha	Nov 3, 2021 - Dec 21, 2021 Rehab	Placement published on Feb 28, 2023		

7. The page will update to show you the date the placement was published on.

LOCATION 1	STUDENT	PLACEMENT DETAILS	LATEST STATUS ③	C	^
Crestview Central Muscatine, IA Clinical Practice I	Mills, Marco	Nov 4, 2021 - Dec 21, 2021 Home Health	Last email delivered on Apr 11, 2023 Placement published on Mar 23, 2023		
Newlife Central New Milford, CT Clinical Practice I	Torres, Guadalupe	Nov 3, 2021 - Dec 21, 2021 Other	Placement published on Feb 28, 2023		
Newlife Orthopedics Salt Lake City, UT Clinical Practice I	Rios, Terri	Nov 3, 2021 - Dec 21, 2021 Outpatient			
Sheltercare Community Health Park Forest , IL Clinical Practice I	Stevenson, Samantha	Nov 3, 2021 - Dec 21, 2021 Rehab	Placement published on Feb 28, 2023		

Unpublishing Placements

If changes happen, you may need to unpublish a published placement this will result into the student not being able to see the placement.

1. Select Placements from the left-hand menu or dashboard.



- 2. Once on the placements page, select your desired Course.
 - 1. You can also select a placement group to manage multiple courses at a time.

Course Offerings	Course number	Q Search		∇ 1		
Placement Groups + Add Group	Results found : 4					
E Class of 2024	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
E Class of 2023	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
Elass of 2021	DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
E Class of 2022*	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

3. If you selected a placement group, click Placements for Group.

Course Offerings Placement Groups + Add Group Class of 2024	Class of 2023 Class of 2023 Placements for Group						
Elass of 2023	Q Search course	offering					
	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM		
i≡ Class of 2022*	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 Email & Publish tab.

← 🔳 Class of 2022	Setup	Slots	Wishlist	Placements	Email & Publish	Placement Clearance	Reports
View by: Location Student List							

5. Select the 'Rotation' you would like to publish placements for from the 'Rotation' drop down. You can select any future rotations date and publish the placements from the drop-down.

Rotation	
Clinical Practice I [November 3, 2021 - Decem	•

6. To unpublish a placement, select the desired student, click on the vertical ellipsis, and click Unpublish.

Q Search location or student			Publish Placements	🖂 Compose Email 📃 🔲 🦳 🗸
7 Results Found				
•	LOCATION 1	STUDENT	PLACEMENT DETAILS	LATEST STATUS ()
	Alliance Medical Center - Cardiology Andover, MA Clinical Practice III	Long, Kimberly	Feb 1, 2023 - Mar 12, 2023 Sub-Acute	Last email delivered on May 4, 2023 Placement published on Feb 1, 2023
	Alliance Medical Center - Cardiology Andover, MA Clinical Practice III	Todd, Jeannie	Feb 1, 2023 - Mar 12, 2023 Sub-Acute	Placement published on Feb 1, 2023
	Alliance Medical Center* (Location not assigned) Clinical Practice III	Brewer, Donald 🚫	Feb 1, 2023 - Mar 12, 2023 School Based	

Learn about how to notify different stakeholders like the site, students, and preceptors about the placements from the article: <u>here</u>