

Once you have added your courses and course offerings, you'll be able to add rotations within the system! Rotations are the period during which students participate in a course or courses, and this is where students can complete specific learning activities.

1. Select Placements from the left menu or dashboard.



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

1. Use the search or filter options to quickly find what you're looking for.

A screenshot of the "Course Offerings" search interface. On the left, there is a sidebar with "Placement Groups" and a list of class years: "Class of 2024", "Class of 2023", "Class of 2021", and "Class of 2022*". The main area has a search bar with "Course number" and a search icon. Below the search bar, it says "Results found: 4". A table lists course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, TERM, and COHORT. The row for "DPT 900 Clinical Practice III*" is highlighted with a red box.

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

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

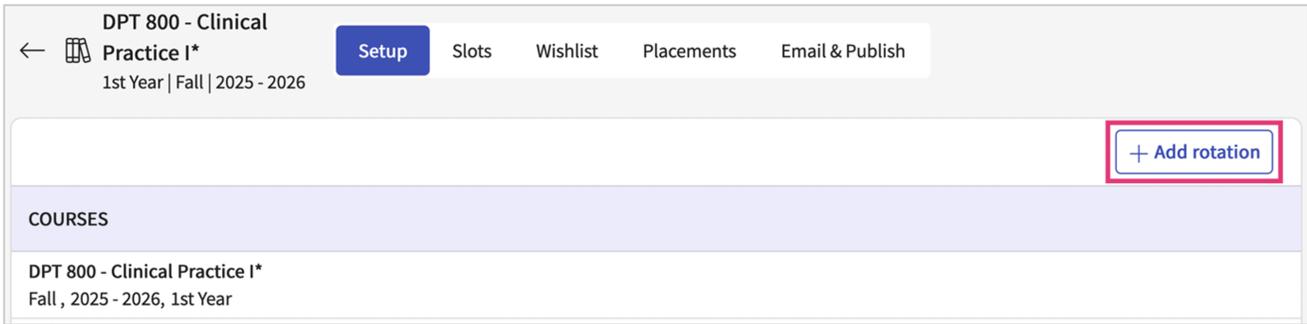
A screenshot of the "Class of 2023" placement group interface. On the left, the "Placement Groups" sidebar shows "Class of 2023" selected with a red box. The main area shows the "Class of 2023" header with a "Placements for Group" button highlighted in a red box. Below the header is a search bar and a table of course offerings with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, PROFESSIONAL YEAR, and TERM.

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 Setup from the banner.

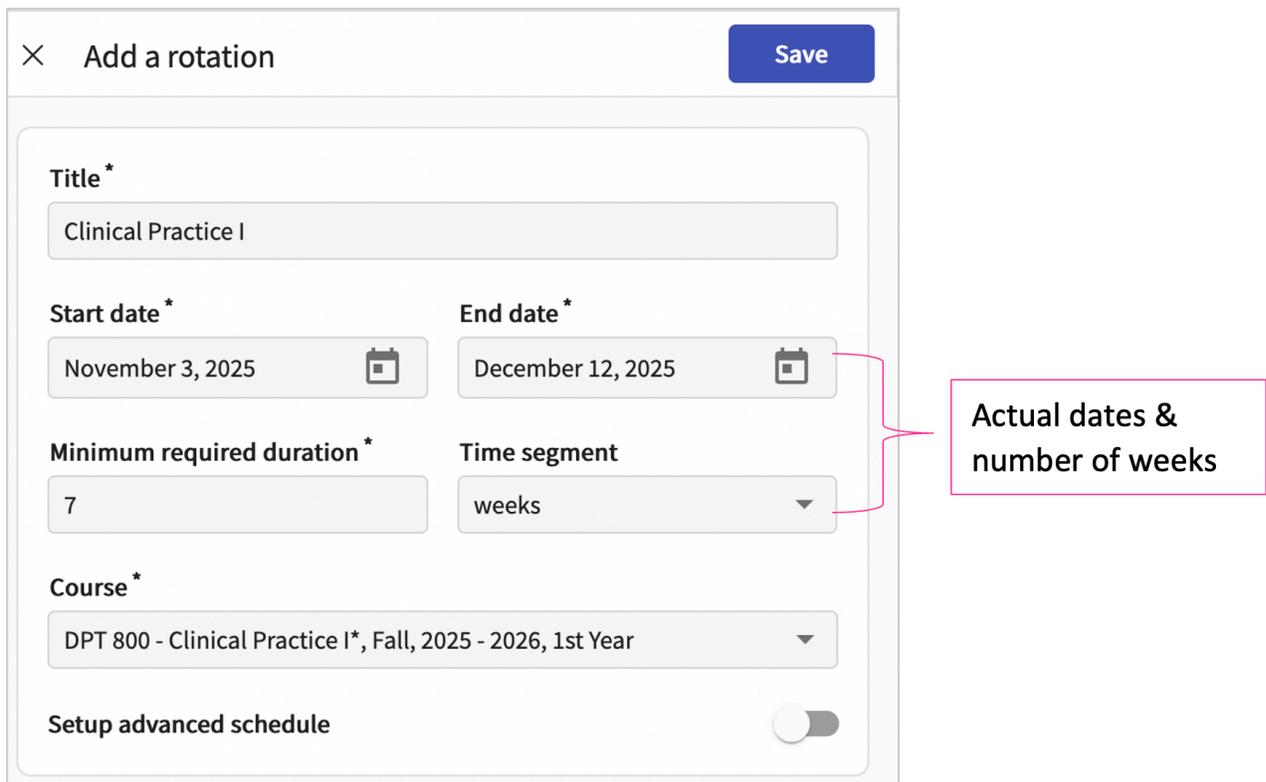
A screenshot of a course banner for "DPT 800 - Clinical Practice I*" (1st Year | Fall | 2025 - 2026). The banner contains a back arrow, a course icon, the course name and details, and a series of buttons: "Setup" (highlighted with a red box), "Slots", "Wishlist", "Placements", and "Email & Publish".

5. Click +Add Rotation.



6. A drawer will open with the following information. Click Save when done.

1. **Title:** you can include the course name and/or number in your title to easily view information within the system.
2. **Course:** course offerings will automatically be available for you to select from. If you'd like to share a rotation for multiple courses, make sure you select them here.



7. Setup advanced schedule: you can utilize this feature if your program allows a rotation to be split into multiple start dates. Below is an example of what that might look like.

Setup advanced schedule 

Schedule start date *	Schedule end date *	
November 3, 2025 	November 21, 2025 	
Schedule start date *	Schedule end date *	
November 24, 2025 	December 12, 2025 	

[+ Add another schedule](#)

8. As you scroll through the drawer, you will have additional information you can collect and share.
- **Show other students placed:** this will allow students to view other students placed at the same location.
 - **Show on Sit Resources Page:** this will allow rotation information to be displayed on your Site Resources Page.
 - **Thank instructing clinicians with credit for hours:** if you would like to send clinicians credit with a # of hours, you have two options
 - **Set number of hours:** you can either set a number of hours (ex. 140 hours) or have the system take the % of supervision per clinician into account (ex. 140 hours, 50% of supervision, clinician would receive 70 hours).
 - **Use approved timesheet hours:** this will take any approved hours from the Timesheet activity.
 - **CEU Credits:** Number of CEU credits a clinician can receive for supervising a student for this rotation. This information can be included in thank you emails.
 - **Rotation Notes:** add any notes or description for this rotation. These notes will be shared with clinical sites when sending slot requests.

Show other students placed (i)
 Show on External Resources
 Thank instructing clinicians with credit for hours
 Set number of hours
 Use approved timesheet hours

CEU credits

Rotation Notes

These options will not appear if you do not turn on feature to thank instructing clinicians

9. To delete the rotation click on the rotation name.

DPT 950 - Clinical Practice IV*
2021 - 2022 | 3rd Year | Spring | Class of 2022*

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

+ Add rotation

COURSE OFFERING	REGISTERED STUDENTS	CLINICAL PRACTICE ... 02/26/2021 - 03/27/2021	CLINICAL PRACTICE IV 04/05/2022 - 09/02/2022
DPT 950 - Clinical Practice IV* 2021 - 2022 3rd Year Spring Class of 2022*	6	✓	✓

10. A drawer will open, click on the 3 dots from the top right corner.

× Edit rotation Save ⋮

Delete

Title*
Clinical Practice III

Start date* 02/26/2021 **End date*** 03/27/2021

Minimum recommended duration 6 **Time segment** weeks

Course*
DPT 950 - Clinical Practice IV*, Spring, 2021 - 2022, 3rd Year, Cla...

Setup advanced schedule

11. If there is a data associated under the rotation system will give you a pop-up. "You cannot delete this rotation as there are slots/placements added for this rotation".

You cannot delete this rotation as there are slots/placements added for this rotation

Ok

12. If there is no data associated you will get a different pop-up. "Are you sure you want to delete this Rotation?" where you can click on Ok button to delete the rotation.

Are you sure you want to delete this Rotation?

Cancel

Ok