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.

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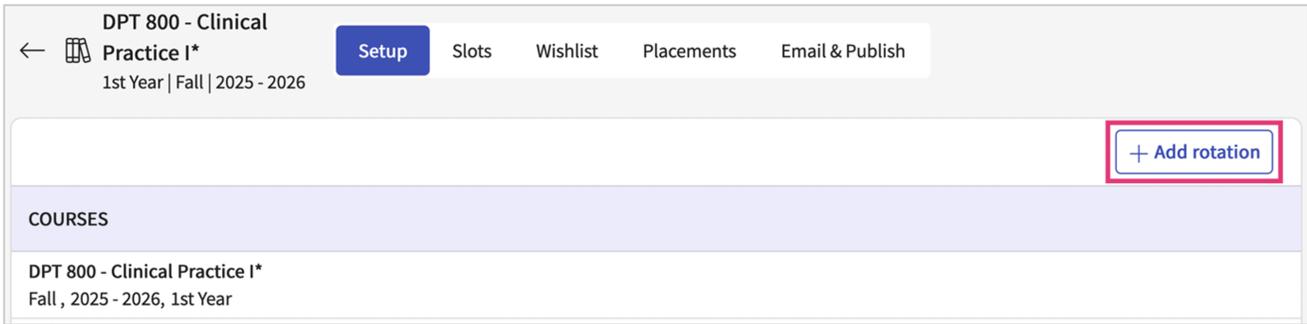

4. Select Setup from the banner.

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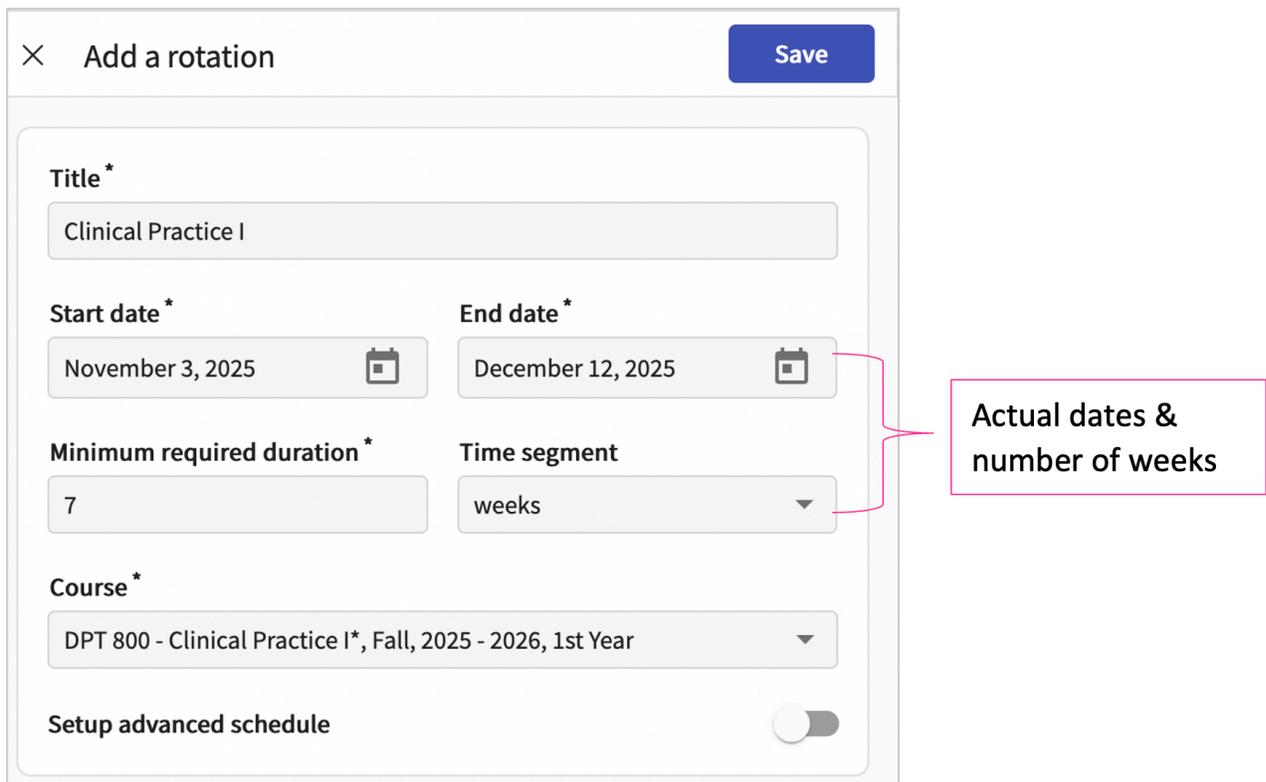
7. Setup advanced schedule: you can utilize this feature if your program allows a rotation to be split into multiple start dates. Below is an example of what that might look like.

Setup advanced schedule

Schedule start date *
November 3, 2025

Schedule end date *
November 21, 2025

Schedule start date *
November 24, 2025

Schedule end date *
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.

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

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

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

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