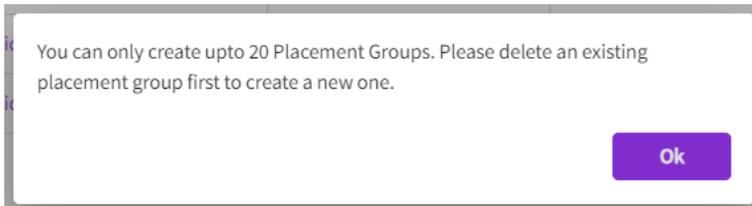


Placement Groups are groups of course offerings that allow you to analyze and view slot availability, create rotations, set up Wishlists, and manage placements across multiple courses at once. You can also generate reports, check clearance statuses, and send emails. The groups can be organized by various criteria, such as Course, Term, Cohort, and more. Additionally, you can edit or delete Placement Groups at any time without losing any data.

Note: You can create a maximum of 20 Placement groups.

Upto 50 course offerings can be added in a single placement group.



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

Program

- Program Details**
Set up defining attributes of the program including mission, vision, accreditation standards and more.
- Students**
Manage profiles and demographic information on matriculated students and alumni.
- Faculty and Staff**
View faculty portfolios including teaching responsibility, scholarly productivity and service activities.
- Student Compliance**
Configure, collect, review and communicate with students about clearance documents for clinical education.
- Faculty Compliance**
Configure, collect and review clearance documents for faculty.

Curriculum Management

- Courses**
Enter, organize and manage courses including course documents, schedules, resources and registration.
- Curriculum Mapping**
Build your curriculum, map it with standards, and get insightful reports.
- Competency Management** Beta PLUS
Set up your competencies, map it with assessments, and generate insightful reports.

Placement Management

- Sites**
Find contact information, contracts, availability and clearance requirements for all clinical sites.
- Process My Requests**
Process placement requests submitted by students.
- Placements**
Navigate the process of matching students to sites from start to finish.
- Learning Activities**
Set up, distribute, review and grade course related activities.

2. Click the + Add Group button just below course offerings.

Placements

Setup

Course Offerings

Reports

Placement Groups **+ Add Group**

- AY 2023-2024
- Class of 2021*
- Class of 2022*
- Class of 2023
- Class of 2024***
- Class of 2025*
- Class of 2028
- Integrated Clinical Education ...

To make placements, select an individual course offering below or select a placement group.

Search

COURSE NUMBER	COURSE NAME	ACADE YEAR
DPT 900	Clinical Practice III*	2023 -
DPT 800	Clinical Practice I*	2020 -
DPT 950	Clinical Practice IV*	2022 -
DPT 900	Clinical Practice III*	2022 -
DPT 850	Clinical Practice II*	2021 -
ICE	Integrated Clinical Education Practicum I	2024 -
ICE	Integrated Clinical Education Practicum I	2026 -
RDSL08201/2	SEL I/II	2024 -
1234	Test Course New	2023 -

3. Give your group a name and optional description:

Add Placement Group

1 Details **2 Select Course Offerings** 3 Review

Next

Group name *
Class of 2026

Description
All placements for Class of 2026's clinical year

4. Using the filters on the left, search for and find the courses you'd like to include in the group you are creating:

× Add Placement Group

Details 2 Select Course Offerings 3 Review

Previous Next

Group name : Class of 2026
Description : All placements for Class of 2026's clinical year

Select the course offerings for which placements will be managed together. You can select and add up to 20 course offerings in a group.
PLEASE NOTE: Only course offerings marked as "Require Placement" will appear below.

Course number
Course name
Academic year
Professional year
Clinical Year
Term
Cohort
Class of 2026
Search

Search course offering

Total 11 course offerings found Selected course offerings: 11

	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
<input checked="" type="checkbox"/>	PA 601	Family Medicine Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 602	Emergency Medicine Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 603	General Surgery Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 604	Pediatrics Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 605	Internal Medicine Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 606	Cardiology Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 607	Neurology Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026
<input checked="" type="checkbox"/>	PA 608	OB/GYN Rotation	2025-2026	Clinical Year	Clinical Year	Class of 2026

5. Review your selections and click save:

× Add Placement Group

Details Select Course Offerings 3 Review

Previous Save

Group name : Class of 2026
Description : All placements for Class of 2026's clinical year

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
PA 601	Family Medicine Rotation	2022 - 2023	Clinical Year	Clinical Year	Class of 2023
PA 602	Emergency Medicine Rotation	2022 - 2023	Clinical Year	Clinical Year	Class of 2023

6. Once created, your placement group will appear on the left side list each time you go to the Placements section. To begin working with that group of courses, or to make edits to your group, simply click the name of the group.

7. The page will display all courses associated with the group.

1. Click Placements for Group to manage Rotations, slots, placements, and more.
2. Click the pencil icon to make changes to your placement group.
3. Click the trash bin to delete the placement group.

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

8. 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.

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

Class of 2023

Class of 2023

Placements for Group

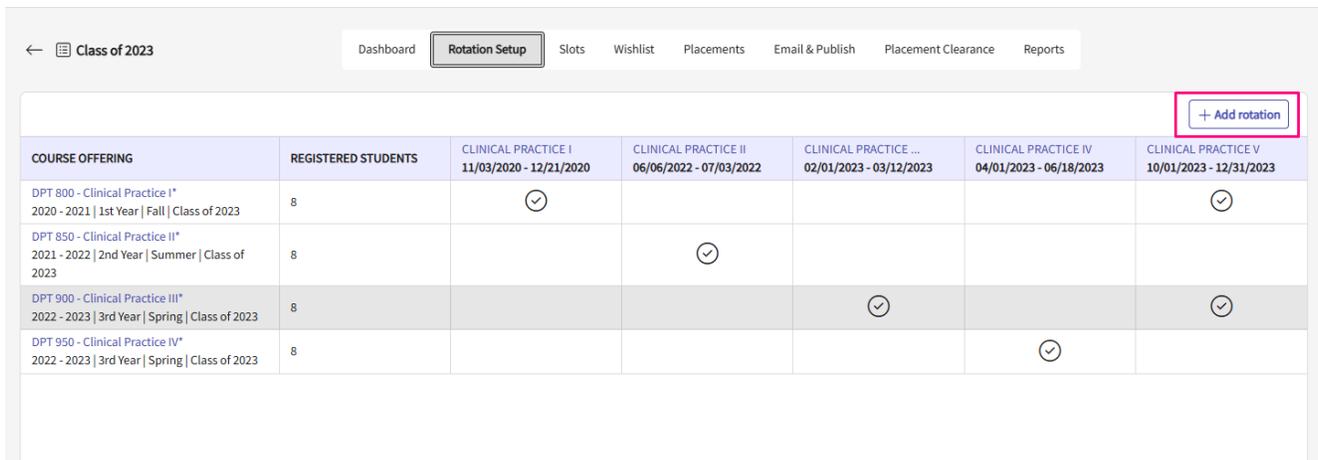
Search course offering

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

10. Select Rotation Setup from the banner.

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

11. Click +Add Rotation.

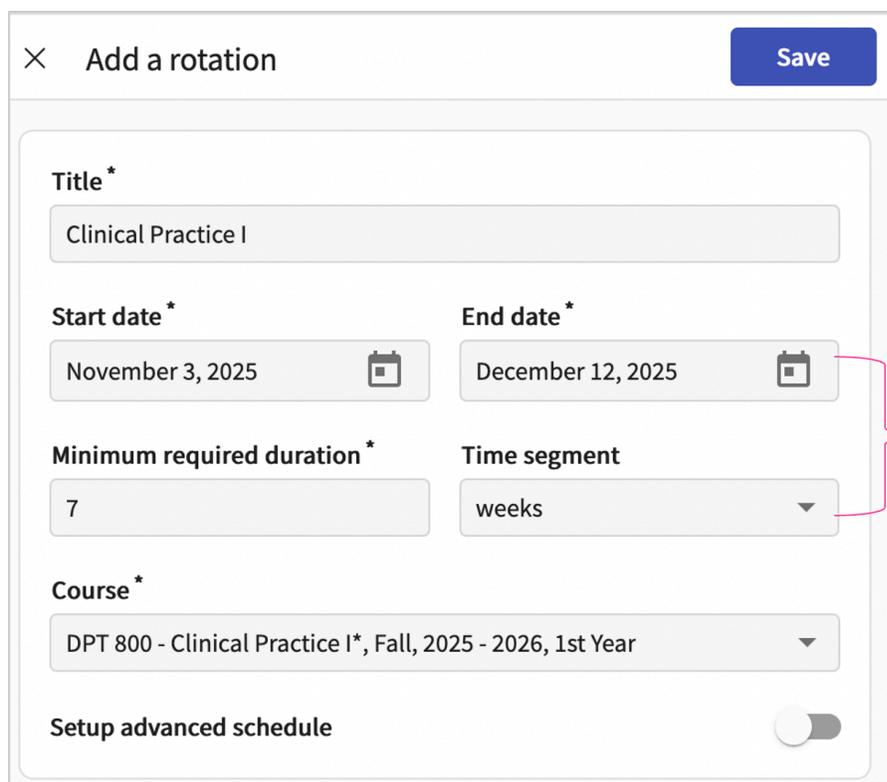


The screenshot shows a dashboard with a navigation bar at the top containing 'Dashboard', 'Rotation Setup' (highlighted), 'Slots', 'Wishlist', 'Placements', 'Email & Publish', 'Placement Clearance', and 'Reports'. Below the navigation bar is a table with the following columns: COURSE OFFERING, REGISTERED STUDENTS, CLINICAL PRACTICE I (11/03/2020 - 12/21/2020), CLINICAL PRACTICE II (06/06/2022 - 07/03/2022), CLINICAL PRACTICE ... (02/01/2023 - 03/12/2023), CLINICAL PRACTICE IV (04/01/2023 - 06/18/2023), and CLINICAL PRACTICE V (10/01/2023 - 12/31/2023). The table contains four rows of course offerings, each with 8 registered students and a checkmark in the appropriate clinical practice column. A '+ Add rotation' button is highlighted in a pink box in the top right corner.

COURSE OFFERING	REGISTERED STUDENTS	CLINICAL PRACTICE I 11/03/2020 - 12/21/2020	CLINICAL PRACTICE II 06/06/2022 - 07/03/2022	CLINICAL PRACTICE ... 02/01/2023 - 03/12/2023	CLINICAL PRACTICE IV 04/01/2023 - 06/18/2023	CLINICAL PRACTICE V 10/01/2023 - 12/31/2023
DPT 800 - Clinical Practice I* 2020 - 2021 1st Year Fall Class of 2023	8	☑				☑
DPT 850 - Clinical Practice II* 2021 - 2022 2nd Year Summer Class of 2023	8		☑			
DPT 900 - Clinical Practice III* 2022 - 2023 3rd Year Spring Class of 2023	8			☑		☑
DPT 950 - Clinical Practice IV* 2022 - 2023 3rd Year Spring Class of 2023	8				☑	

12. 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.



The screenshot shows a 'Add a rotation' drawer with a close button (X) and a 'Save' button. The form contains the following fields:

- Title ***: Text input field containing 'Clinical Practice I'.
- Start date ***: Date picker field showing 'November 3, 2025'.
- End date ***: Date picker field showing 'December 12, 2025'.
- Minimum required duration ***: Text input field containing '7'.
- Time segment**: Dropdown menu showing 'weeks'.
- Course ***: Dropdown menu showing 'DPT 800 - Clinical Practice I*, Fall, 2025 - 2026, 1st Year'.
- Setup advanced schedule**: Toggle switch currently turned off.

Actual dates & number of weeks

3. 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 *

Schedule start date *

Schedule end date *

[+ Add another schedule](#)

4. As you scroll through the drawer, you will have additional information you can collect and share.
5. **Show other students placed:** this will allow students to view other students placed at the same location.
6. **Show on Sit Resources Page:** this will allow rotation information to be displayed on your Site Resources Page.
7. **Thank instructing clinicians with credit for hours:** if you would like to send clinicians credit with a # of hours, you have two options
8. **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).
9. **Use approved timesheet hours:** this will take any approved hours from the Timesheet activity.
10. **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.
11. **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

Show on External Resources

Thank clinical instructor 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