

FACT SHEET – Entering and Assigning Student Names into Placeright Bookings

For education providers 23/11/2023

Purpose

This fact sheet provides Education Providers (EPs) instructions about assigning the students official registered name accurately in Placeright bookings.

Requirements

In accordance with SA Health's processes and security regulations, it is mandatory to have the names of all students accurately recorded within the online Clinical Placement Management System Placeright™. Failure to enter a name correctly in Placeright™ can lead to processing delays and risk of cancellation of placement.

1. In adherence to SA Health policies, it is imperative that neither the First name nor the Last name field is left blank. Therefore, please ensure that names are appropriately separated.
2. EPs must prioritise the verification of students' First name and Last name to ensure an accurate match with their legal names.
3. When a student has only one single legal name, please duplicate in both First and Last name fields.

It is important that any requests for name changes by SA Health (e.g., the Better Placed Sunrise EMR access team) are promptly addressed to avoid potential cancellations of placements, this is especially important when requiring Sunrise EMR access as the creation of a student HAD, and Sunrise EMR accounts, necessitates a significant amount of time.

There are three methods for assigning students:

Open the individual placement by using the Manage Bookings screen by selecting the course, subject and study period. In the Study Period page open the booking by selecting the View button. Alternatively, if the placement ID number is known use the search box at the top of the screen.

1. Add Student – allows individual students to be added to the placement manually.
2. Add from Student List - allows individual students previously uploaded to be added from the Student List.
3. Bulk Import – uses an Excel template to upload a group of students collectively.

Method 1 - Add Student

This method is for adding student details in one at a time. It is recommended for placements with a limited number of students.

- Click on “Add Student”.



Add Student

- Type in the last name.
- Type in the first name.
- Click “Add Student”.

- Placeright has a Match Student Function. If a student with the same name is already in Placeright, you will be given the option to review the details and choose that student if they are the same. If you are processing a new student continue.
- Enter the following information:
 - Date of Birth
 - Gender
 - Email Address (please use the email provided by the EP. If the EP does not provide students with an official email, please use the personal email that is recorded by the EP).
- Click “Save Student”.

- In the student list, for the selected student click on “View” (*NOTE: Click on the word “View”, not on the arrow*).

- Click on “View Student Master Record in new tab”. This will open a new tab in your browser.

- Fill in the appropriate details in the “Student Checks” field.

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- In the “Other Personal Details” field select the EMR Training Date box and enter the date when completed.
- Click “Update Student”.

Other Personal Details

Student ID CHESSN

Phone Number

Notes

EMR Training

EMR Training Date

- A warning may come up asking if you want changes to be pushed to all current and existing bookings. Click “Update all bookings”.
- Close the tab in your browser and return the Student tab in the booking to add another student or complete the process.

Method 2 - Adding from the Student List

If a student has been previously entered in Placeright, they will be available in your placement from the student list.

- In the “Student Tab” click “Add From Student List”.

Add From Student List

- Using the fields available, filter the list of students.
 - Enter the data into fields, then click “Filter”
- Find your student in the filtered list and click “Add to Booking”

Students ▾ Add From Student List

Last Name First Name Email Address

Campus Subject Study Period

Year Level Discipline/Course * Booking Start Date * Booking End Date *

Only records that do not meet minimum reporting requirements

Include students with no placements

This screen currently has filters applied. ([Remove](#))

* Only relevant for students with placements.

Last Name	First Name	Gender	Date of Birth	Email Address	Status	Placements	
Kent	Clark	Male	17/06/2001	iamnotsuperman@smallville.com	Active	0	<input type="button" value="Add to Booking"/>

- Successfully adding a student will result in a green tick appearing to the far right of their name.

Last Name	First Name	Gender	Date of Birth	Email Address	Status	Placements	
Kent	Clark	Male	17/06/2001	iamnotsuperman@smallville.com	Active	0	✓

- Repeat the last three actions for all students you wish to add.

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- When you have completed adding students, you can return to the Student Tab in the booking by clicking “Back to Students” at the bottom of the page.

Method 3 - Bulk Import

This method is useful for placements which have a large number of students that need to be entered.

- Click on “Bulk Import”

Bulk Import

- You will be informed of how many students you are able to bulk import (based on how many students you have selected when setting up the placement)
- Click on the “Download the Excel Spreadsheet” link in Step 1.

Students > Bulk Import Students

1 out of a possible 10 students are assigned to this booking. As a result, you may bulk import a maximum of 9 student(s).

Step 1.
[Download the Excel spreadsheet](#)

Step 2.
Upload the completed spreadsheet
Choose file No file chosen

Upload

- Open the **placeright-bulk-student-import-template.xls** file (if the option to open it doesn't appear automatically, you can find it in your downloads folder).
- Click “Enable Editing” if required.
- Click “Save As” and save the record with a new, easily identifiable name in a location that is easy to access.
- Fill in the relevant fields in the “Student Import Template” page (you do not need to do anything to the “Public Health Services” page).
 - Fields with a red asterisk (*) are mandatory and must be filled in prior to upload.
 - Other student details can be updated in Placeright at a later date if you so choose.
- Once the file is completed and saved, return to Placeright.
- Click “Choose file” in Step 2.
 - Select your bulk upload
- Click “Upload”.
 - Depending on the size of the file this may take a few minutes.

Students > Bulk Import Students

1 out of a possible 10 students are assigned to this booking. As a result, you may bulk import a maximum of 9 student(s).

Step 1.
[Download the Excel spreadsheet](#)

Step 2.
Upload the completed spreadsheet
Choose file placeright upload fake names.xlsx

Upload

- Double check the details that have been uploaded, then click “Finish Student Record Import”.

Students > Bulk Import > Student Record Import

[placeright upload fake names.xlsx] imported successfully.
3 students can be automatically imported.

Last Name	First Name	Preferred Name	Date of Birth	Gender	Email Address
✓ Student 01: Thor Odinson					
NEW STUDENT RECORD:					
<input checked="" type="radio"/> Odinson	Thor		27 / 09 / 1975	Male	t.odinson@asgard.com
✓ Student 02: Steve Rogers					
NEW STUDENT RECORD:					
<input checked="" type="radio"/> Rogers	Steve		16 / 09 / 1960	Male	srogers@brooklyn.com
✓ Student 03: Natasha Romanoff					
NEW STUDENT RECORD:					
<input checked="" type="radio"/> Romanoff	Natasha		03 / 05 / 1985	Female	blackwidow@secret.com

[Finish student record import](#)

The Students are now added into the booking and can be seen in the Students tab.

For more information

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For student Sunrise EMR access enquiries: Health.StudentHADActivations@sa.gov.au

