Student Placement Guidelines

1. Open the rosters tab to view student requests.
2. The roster will contain all your students’ names, their emails, and their placements (if you have already placed a student). To place an individual student or edit a placement, click the “edit placement” link on the far right of the row. To place multiple students in one agency, skip to step 6.

3. The student’s information will appear at the bottom of the page. It will list the students’ 1st, 2nd, and 3rd choices as well as any request that the student has made for placements outside your course partnerships. You can also view any additional comments, the number of students remaining to be placed at each of your community partners and whether the student has access to transportation or not.
4. To place a student, select the placement agency from the drop down list. Once you’ve selected the placement, click save.

5. The placement should now appear next to the student’s name in the roster. To place multiple students at one agency, continue to step 6. Otherwise, skip to step 9.
6. To place multiple students, select the checkbox next to the students you wish to place and click the mass placement button below the roster.

7. A selection box will appear at the bottom of the page. Choose the agency you plan to place the selected students at from the drop-down list and choose submit.

8. The placement should appear next to the selected students in the roster.

9. Make sure that you have placed students at every agency your class has partnered with. When you are sure that all your students are placed where you want them, press the “complete placements” button below the roster. This will inform the ASL Team that your placements are done and it allows the agency to know what students they will be working with from your class.