STUDENTMAX® 5.0

SUPPORT DOCUMENTATION

EDUCATION PARTNERS

DEFINITIONS

EDUCATIONAL PARTNER

A user from a college or university, or a program within a college

CLINICAL PARTNER

A user from a clinical facility or a department within a facility

NETWORK ADMINISTRATOR

A user with administrative privileges for a specific licensed StudentMAX® network. This user will be able to make global changes for their particular network, and serve as a point of contact for the education and clinical partners for that network.

NETWORK

A group of schools and clinical facilities using StudentMAX within a geographical area

REGION

A subdivision of a network

PROGRAM

The focus area of the placement (i.e.Nursing, Pharmacy, Social Work, etc)

TERM

The school-defined period of time in which the placement occurs (i.e. spring, fall)

STATUS

The status describes where a given placement is in the negotiation process. There may be many status codes listed in StudentMAX®. The main status codes used by most networks are as follows:

- Active – a placement that has been approved by a clinical partner
- Archived – a past placement
- Denied – a placement that has been refused by a clinical partner
- Pending – a placement requested by a school and awaiting a decision

PLACEMENT TABLE DEFINITIONS

A placement is a record created to make a request for student experience at a clinical facility. The Placement Table lists all records within a particular network and is filtered by clinical site or school, depending how the user is logged in. The following are definitions for each column in the Placement Table:

ID

The unique identifier assigned by the StudentMAX® program for each individual placement

NUMBER [PERMANENT ID]

A number permanently assigned to a placement by a network administrator. This number facilitates tracking through the rollover process.

SCHOOL SITE

The school, college, or university from which students are placed in their clinical experience

CLINICAL SITE

The physical location where a student will be performing their experience

UNIT

The physical location (i.e. floor, building) within a clinical site where the student will be assigned

TYPE

The type of experience the student will have as part of their clinical placement (i.e. Med Surg, OR)

NUMBER OF STUDENTS

The number of students in a specific clinical rotation

INSTRUCTOR OR COURSE

This column denotes the course number taken by the student and the instructor name

ROTATION TYPE

A descriptor of the makeup of the students participating in the placement (i.e. cohort, observation, preceptor)

LEVEL

The level of educational progress specific to a given student or group of students (i.e. freshman, LPN)

SHIFT

The date and time schedule the clinical experience/rotation will take place

START DATE

The date the clinical experience is set to begin

END DATE

The date the clinical experience is set to end

DAYS OF THE WEEK

Denotes the day(s) of the week/shift codes the student will attend the placement

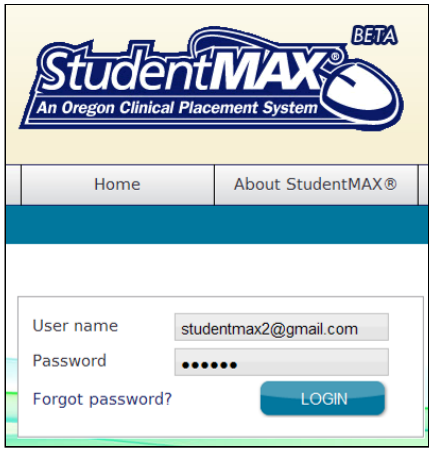
ROLLOVER PROCESS

The process to request placements for a specific term from year to year. This process reduces data entry and helps maintain college/clinical site relationships.

ACCESSING STUDENTMAX®

LOGGING IN

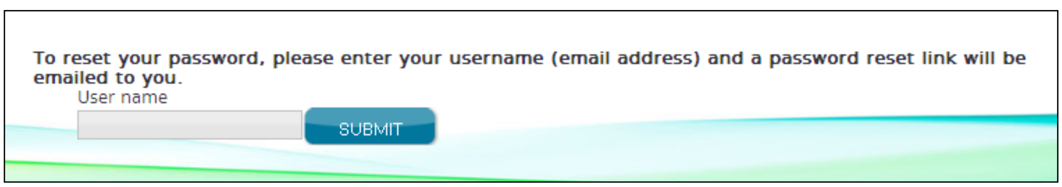
1. From the main screen (see image above), click the blue **LOGIN** button
2. Enter your user name, which is the email address used at setup
3. Enter your unique password



4. Click **LOGIN**

RESET PASSWORD

1. At Login screen click on 'Forgot password?'



2. Enter your email address and a password reset link will be sent to you
3. Open your email and click the link
4. Create your new password and login

DASHBOARD

Upon logging in, you will immediately see the StudentMAX® dashboard. The dashboard contains menu tabs search fields and options, a "snapshot/quick link" view, and a News/Documents window to provide announcements and the most recently uploaded documents.

PERMISSION LEVELS

StudentMAX® has three levels of permission for all education sites. Your level of permission is set by the Site Administrator or Network Administrator.

VIEW ONLY [GUEST]

Those with **View Only** access will be able to view placements and export data.

MANAGE PLACEMENTS

Those with **Manage Placements** access will be able to view placements, make new placement requests, change placement requests, and run reports

SITE ADMINISTRATOR

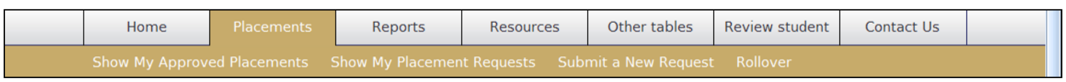
A **Site Administrator** is a designated person at the Education Site who can manage placements, but also update tables, verify student information and assign students to placements. (The Student Module is currently under development.)

HOME TAB

Clicking this link will return you to the Dashboard view.

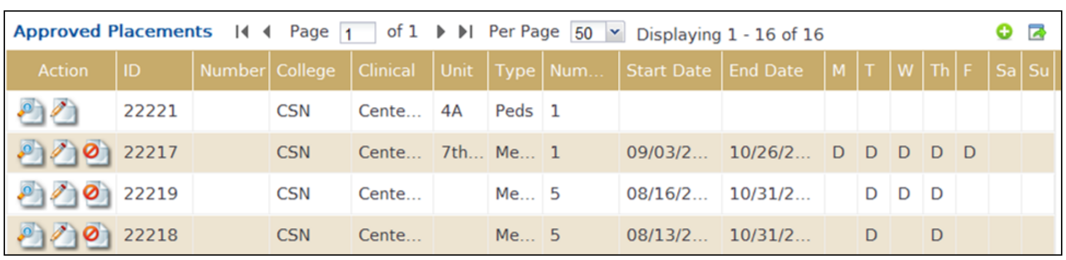
PLACEMENTS TAB

The Placements tab has four items:



SHOW MY APPROVED PLACEMENTS

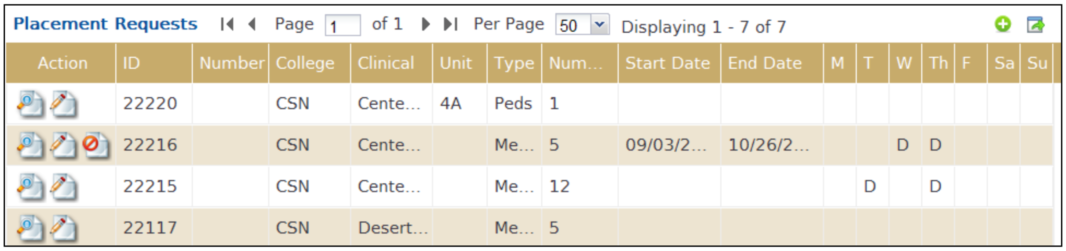
Displays all of your placements on **ACTIVE** status. These placements are approved by the Clinical Partner.


Approved Placements Page 1 of 1 Per Page 50 Displaying 1 - 16 of 16

Action	ID	Number	College	Clinical	Unit	Type	Num...	Start Date	End Date	M	T	W	Th	F	Sa	Su
	22221		CSN	Cente...	4A	Peds	1									
	22217		CSN	Cente...	7th...	Me...	1	09/03/2...	10/26/2...	D	D	D	D	D		
	22219		CSN	Cente...		Me...	5	08/16/2...	10/31/2...		D	D	D			
	22218		CSN	Cente...		Me...	5	08/13/2...	10/31/2...		D		D			

SHOW MY PLACEMENT REQUESTS

Displays all of your placements on **PENDING** status. These placements have not received a decision by the Clinical Partner or the Clinical Partner decision is **Approved With Changes**. A decision of **Approved With Changes** means the Clinical Partner has made adjustments to the placement and the Education Partner should make an Education Partner decision of **Accepted** to make the placement **ACTIVE**. For more information, see *Accepting or Rejecting Placements*.



Action	ID	Number	College	Clinical	Unit	Type	Num...	Start Date	End Date	M	T	W	Th	F	Sa	Su
	22220		CSN	Cente...	4A	Peds	1									
	22216		CSN	Cente...		Me...	5	09/03/2...	10/26/2...			D	D			
	22215		CSN	Cente...		Me...	12				D		D			
	22117		CSN	Desert...		Me...	5									

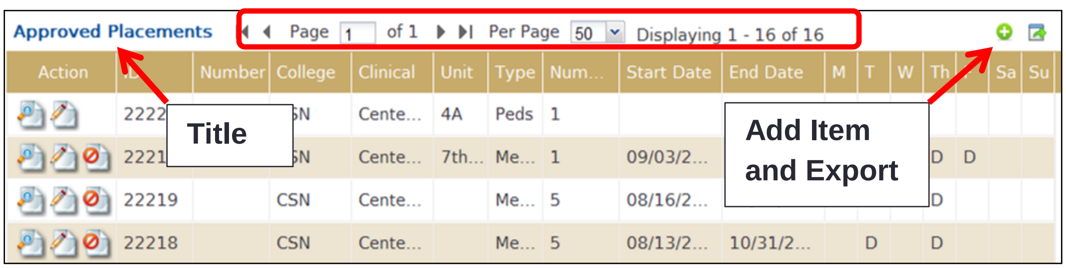
When viewing the Approved Placements or Placement Requests screens, you will see the placements in the Placements Screen.

PLACEMENT TABLE SCREEN

The placements screen displays under the Placements tab options. It is a filtered list of placements based on either manually entered criteria or pre-defined criteria, such as Approved Placements.

The title shown in the upper left-hand identifies the list, Approved Placements in the following example.

To the right of the title are the navigational elements including move to first page, move back one page, current page, total number of pages, move forward one page, move to last page, lines displayed per page, identification of displayed page, and total number of pages.

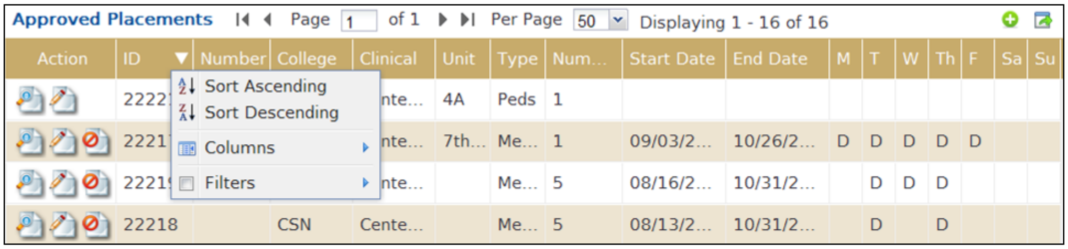


In the upper right corner are the **Add Item** button (if allowed by credentials) and the **Export** button.

SORTING YOUR RESULTS

You can sort the placements on the placement screen alphabetically and numerically.

1. Click on desired column heading (a white triangle will appear)
2. Select **Sort Ascending** (0 to 9, A to Z) or **Sort Descending** (9 to 0, Z to A)



DISPLAYING INFORMATION

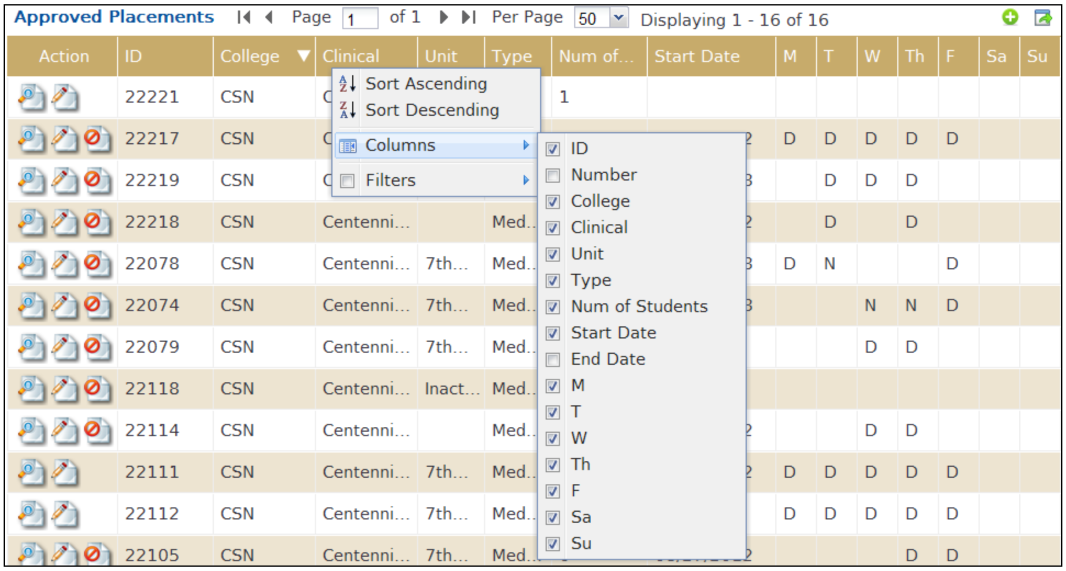
You can choose the columns you wish to see in the Placement Table display to give you more flexibility in viewing your data in the table. The columns displayed are as follows:

ID
Number [Permanent ID]
College
Clinical
Unit
Type
Num of Students
Instructor or Course
Rotation type
Level
Shift
Start Date
End Date
Days of the Week (M – Su)
Comment

You can hide columns to reduce the amount of information you see on the screen. Hiding columns does not delete data. To turn columns on or off for view:

1. Click on any column heading
2. Select **Columns** to display the list of available columns
3. Clear check box for columns to be hidden (display changes when check box is cleared)

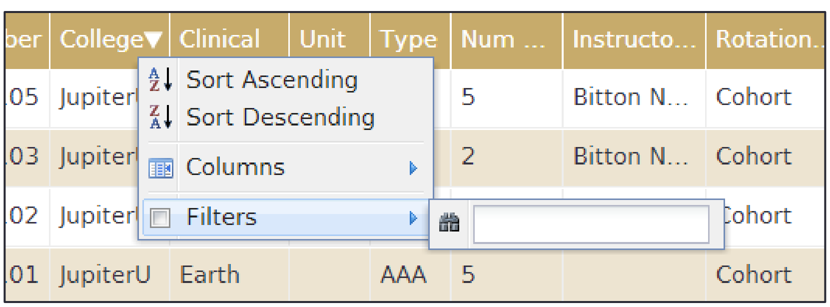
4. Click outside of menu to close and return to display



FILTERING YOUR INFORMATION

You can filter the information in the table view to narrow the search result to show specific information, such as a particular clinical site or a specific unit. To filter your results:

1. Click on the desired column heading
2. Select **Filters** to see an input box



3. Input a word or number to filter, and press the **ENTER** key. In some cases, you will be given a list of choices. Select the radio button for the criteria you wish to filter and press **ENTER**.
4. Click outside of menu to close and return to display

   NOTE: When a column is filtered, the column header will appear in italics. To remove a filter from a column:

1. Click on the desired column heading

2. Uncheck the radio button next to **Filters**

CUSTOMIZING COLUMNS

You can adjust the column size to help in customizing your table view. To do this:

1. Move your cursor between the column to see a two arrows icon ⇔
2. Click and drag to expand the column

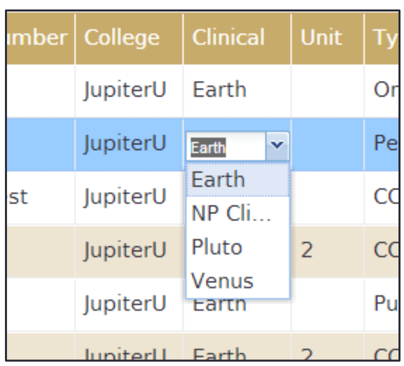
Column adjustments and filters will be saved so you don't have to reset your column widths and filters every time.

NOTE: You will need to reset your column widths and filters if you change browsers or switch to different computers.

EDITING IN TABLE

You can make changes to the placement directly in the table.

1. Click directly on the data you wish to change



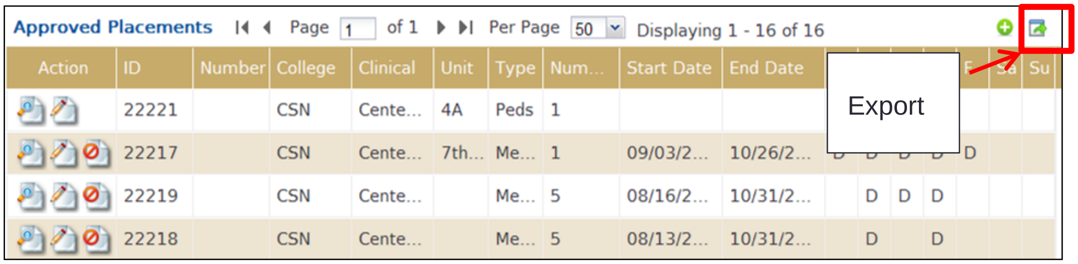
2. Depending on the type of information in the column, you will see a PULL DOWN MENU, CALENDAR or FREE TEXT.

3. Change the information and click outside of the box to make the change

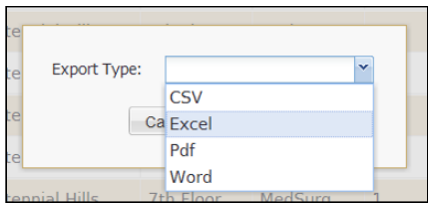
NOTE: Changing information within the table WILL NOT generate an email. If you wish to make sure the clinical partner receives an email of the change, please use the EDIT icon.

EXPORTING RESULTS FROM TABLE

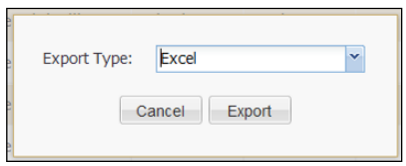
1. Click the **Export** icon in upper right corner



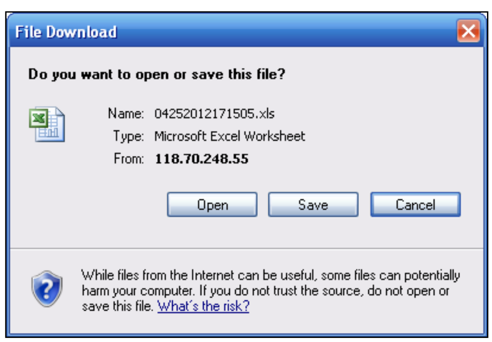
2. Select desired output type (CSV, Excel, Pdf, Word)



3. Click **Export**



4. Click **Save** (to open Save As dialog box) or **Open**(to open file in application)

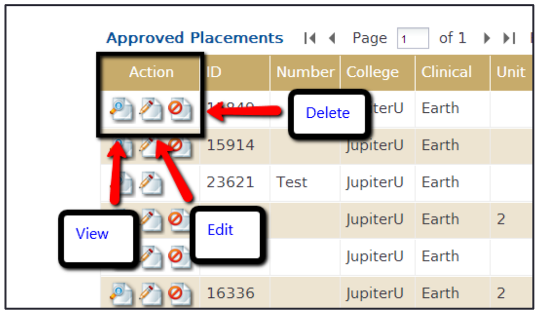


If opening output in Excel, columns may need to be re-sized to display contents correctly (#### indicates column is too narrow for contents. Click and drag the right border of the column to re-size). See Printing Output Files for printing assistance.

NOTE: Export will include ONLY the visible columns you have set up in your table view. If you wish to export all columns, you will need to filter to show all columns. **Also, choosing the Export icon will only give an output of the table results you are viewing.** To see more detailed information, you may wish to run a report. See the Reports section for more information.

PLACEMENT TABLE ACTIONS

From the Placement Screen, you will see the ‘Action’ column. This column contains three options:



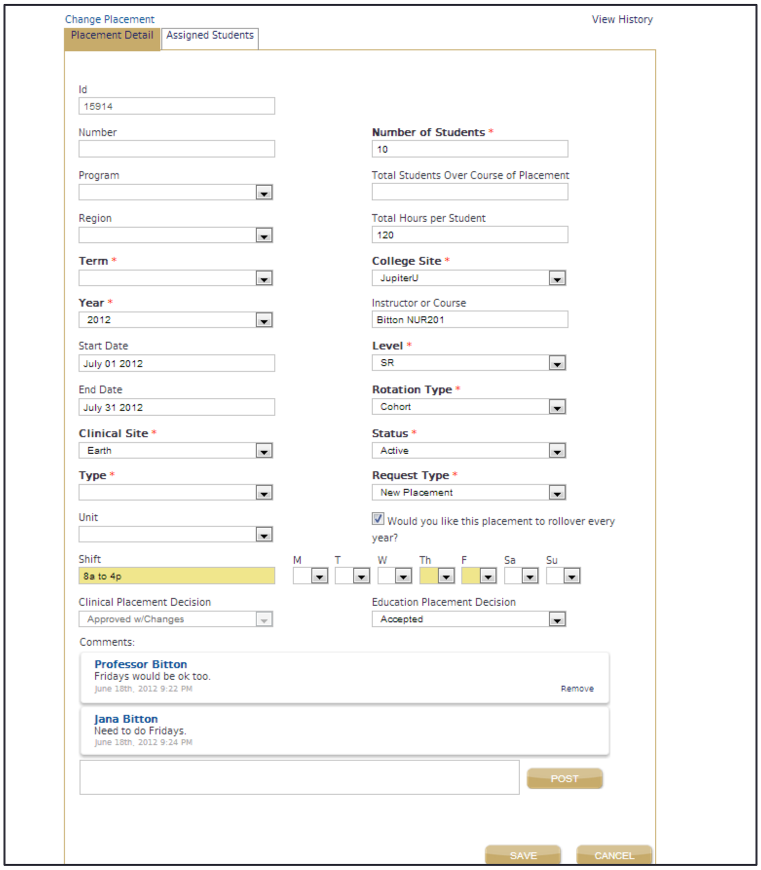
VIEW

Click on the ‘View’ icon to view the details of the record.

Close the ‘View’ screen by clicking the ‘X’ in the upper right of the screen.

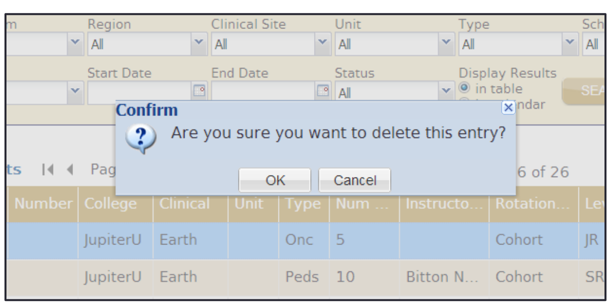
EDIT

Click the 'Edit' icon to pull up the Placement Form to edit the record:



DELETE

Click the delete icon to remove the placement permanently from the database.



NOTE: No emails are sent to involved education or clinical partners if a record is deleted. The delete icon will ONLY appear to the user that created the record. If you did not create the record, the Delete icon will not show. If you feel the placement should be deleted and you do not have permission to delete the record, please email your network administrator or send an email to support@studentmax.org.

WORKING WITH PLACEMENTS

In addition to viewing or editing placements, there are some other options for working with placements.

SEARCH FOR PLACEMENTS

The search bar is located under masthead/logo and will appear on every page. Searching may be performed from any screen.

TO SEARCH FOR PLACEMENTS:

1. Click the down arrow of each field to enter criteria into desired fields to limit search.
    a. You may select multiple options by clicking on each label.
2. Select desired **Display Results**
    a. In Table: Results will display in the Placement Table view
    b. In Calendar: Results will display in a Calendar view [Under Development]
3. Click **SEARCH (**results will display on screen)
4. Click **RESET** to remove search criteria

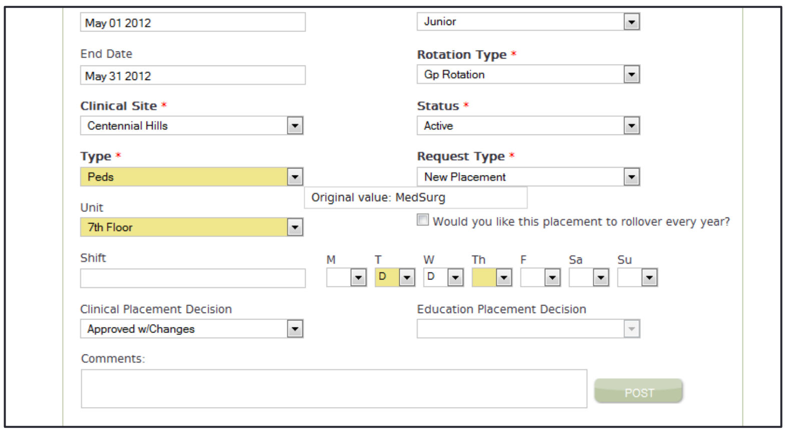
NOTE: The system default is set to 'All' as the header of each field. This denotes the option of selecting all the options in the field, or you can select individual options in each field. If there is only one option to select, the system will default to 'All' and you will not be able to select the option.

CHANGE PLACEMENTS

When changing a current placement, a good practice is to add a comment to explain the necessity for change.

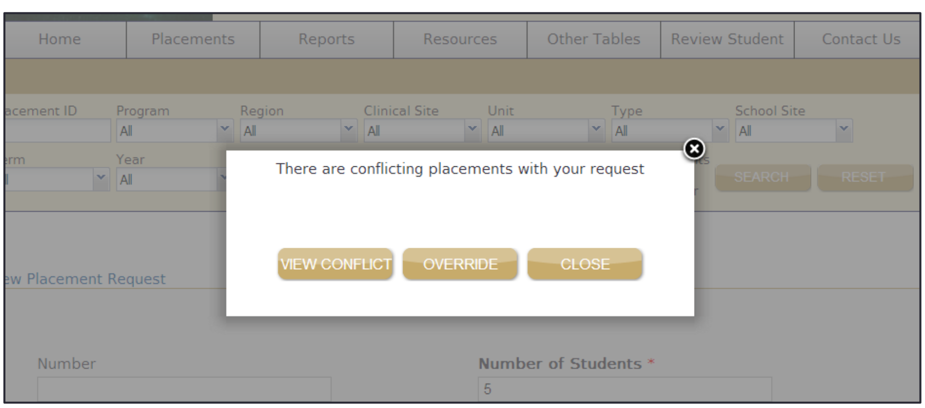
1. Click **Placements** tab
2. Click on **Show My Approved Placements** or **Show My Placement Requests** (depending upon placement status) to view placements
3. Click **Edit Record** icon to the left of the desired placement to view details
4. Update/enter field values as necessary
5. When placements are changed, fields that have been changed will be highlighted in yellow. Mousing over the highlighted fields will show the original value.

6. Click **SUBMIT** to capture the changes. An email will be sent out to the Education and Clinical partners to notify them of the change.



IDENTIFY CONFLICTS

StudentMAX® can identify conflicts between placement requests. If your request at a specific clinical site conflicts with an approved or requested placement for the same unit,



type and days of the week, the system will generate an error message:

You will have three options:

1. **VIEW CONFLICT:** This will open a table in another browser window to view all conflicting placements.

   After reviewing the potentially conflicting placements, you can close the browser window and return to the error screen.

2. **OVERRIDE:** If your review shows the placement to not be in conflict or if you wish the clinical partner to review your placement despite the conflict, choose 'Override' and the placement will be submitted.

3. **CLOSE:** If you wish to make changes to your placement to avoid a conflict, choose 'Close' to go back to your original request without submitting the request to the Clinical Partner.

ACCEPTING OR REJECTING PLACEMENTS

When a Clinical Partner submits a decision on a placement, they will either enter a decision of APPROVED, APPROVED WITH CHANGES or DENIED.

- If the decision is **APPROVED**, the Education Partner takes no action. The placement status automatically changes to **ACTIVE**.

- If the decision is **DENIED**, the Education Partner takes no action. The placement status automatically changes to **DENIED**.

- If the decision is **APPROVED WITH CHANGES**, this means the Clinical Partner APPROVES of the placement request, but the education partner should review any changes made before final approval. This requires the Education Partner to complete the Education Partner Decision field.

TO COMPLETE THE EDUCATION PARTNER DECISION FIELD

1. Click **Placements** tab
2. Select **Show My Approved Placements** listing
3. Click **Edit Record** to Accept, Accept w/Changes, or Reject the placement request using dropdown list under **Educational Placement Decision**
4. Click **SAVE**

- **ACCEPT** the placement will change the status of the placement to **ACTIVE**.
- **ACCEPT WITH CHANGES** will keep the status of the placement as **PENDING**.
- **REJECT** the placement will change the status of the placement to **DENIED**.

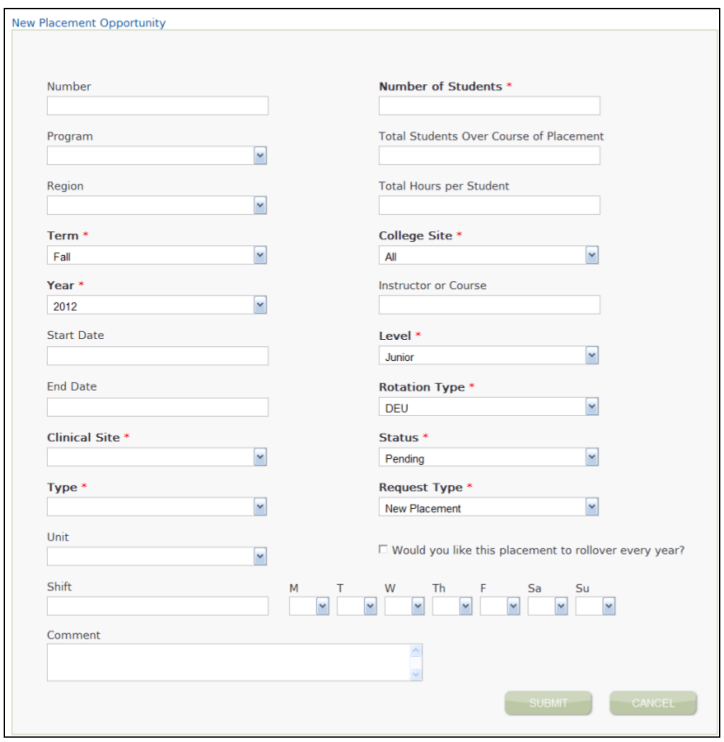
SUBMIT A NEW REQUEST

This link will open up the form to complete to create a new request. To submit a new request:

1. Click **Placements** tab
2. Select **Submit a New Request**
3. Complete the **New Placement Request** form.
4. Click **SUBMIT**

NEW PLACEMENT REQUEST FORM

Complete the New Placement Request form to capture the information about your placement:



PLACEMENT REQUEST FORM FIELDS

The following table describes each field in the Placement Request Form. Fields marked with an * are required:

Field	Description
Number [Permanent ID]	OPTIONAL: A unique identifier specific to an individual network
Number of Students*	The number of students expected to participate in a placement
Program	The program to which placements are assigned (i.e., Nursing, EMT, PT, Pharmacy, etc.)
Total Students Over Course of Placement	The total number of students over the course of the placement (Used primarily for observation rotations)
Region	A division of the network by geographic region or system
Total Hours per Student	The number of hours each student must accrue as part of their placement experience
Term*	The academic term (i.e., Fall, Winter, Spring)
College Site*	The college site of the education program
Year*	Year
Instructor or Course	Instructor or Course associated with the placement
Start Date	The date when the placement begins
Level*	The academic level of the students assigned to the placement
End Date	The date when the placement ends
Rotation Type*	A description of the composition of the group of students (i.e., Junior, Senior, 1st year)
Clinical Site*	The hospital or other clinical site
Status*	The disposition of the StudentMAX® placement
Type*	The type of rotation (i.e., MedSurg, L&D, etc.)
Request Type*	Identification of the placement as a New Placement Request, Change Placement Request or a Rollover Placement
Unit	The unit of the clinical site where the placement will take place
Shift	The times of the shift
M – Su	Days of the week

Field	Description
Comments	Discussion between Education and Clinical partners about specifics of the placement. **NOTE: Comments will not be added to the placement without clicking the POST button.**

ROLLOVER

Student placements can be ‘rolled over’ from term to term to reduce data entry and help retain relationships between clinical sites and schools. THIS FEATURE IS CURRENTLY UNDER DEVELOPMENT, however you will still be able to roll over placements manually. Please see the MANUAL ROLLOVER section for more information on how to manually rollover placements.

REPORTS

You can generate reports in StudentMAX® to pull out specific information. StudentMAX® gives you two options for running reports: Standard Reports, to run specific, pre-defined reports; and Create Reports, to run your own unique queries.

STANDARD REPORT

Standard Reports are generic, specific reports built by StudentMAX® to calculate some of the most common information. For Education Partners, the Standard Reports are as follows:

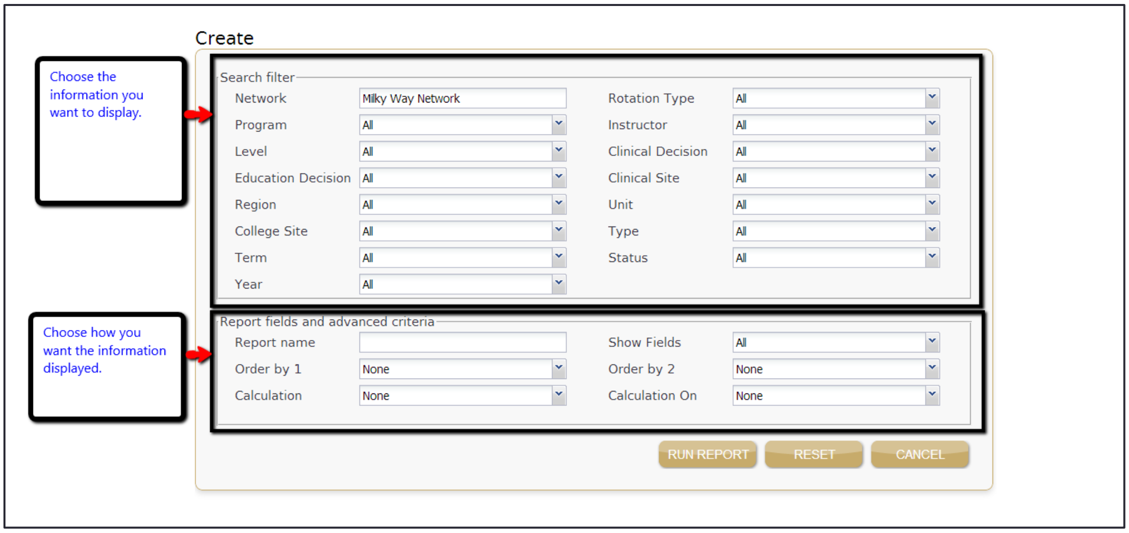
Standard Report Title	Summary
Inactive Units Report	A list of all units marked as 'Inactive' by Clinical Partners
Clinical Requirements Report	A list of all student requirements for clinical placement as updated by Clinical Partners [Under Development]
Student Placement Schedule	Displays a list of placements for your school during a specific Term and Year
Student Placement Schedule by Name	A list of all student placements sorted by student name [Under Development]

Standard Reports will be updated often and there may be more options than listed above.

CREATE REPORTS

With Create Reports, you can query your data using specific criteria, and then export the results to Excel or another spreadsheet program for analysis or additional formatting.

The Create Reports screen is divided into two sections. The top section allows you to select the data you wish to filter using pull down menus. The bottom section allows you to choose how you want your information displayed.



To create your own report:

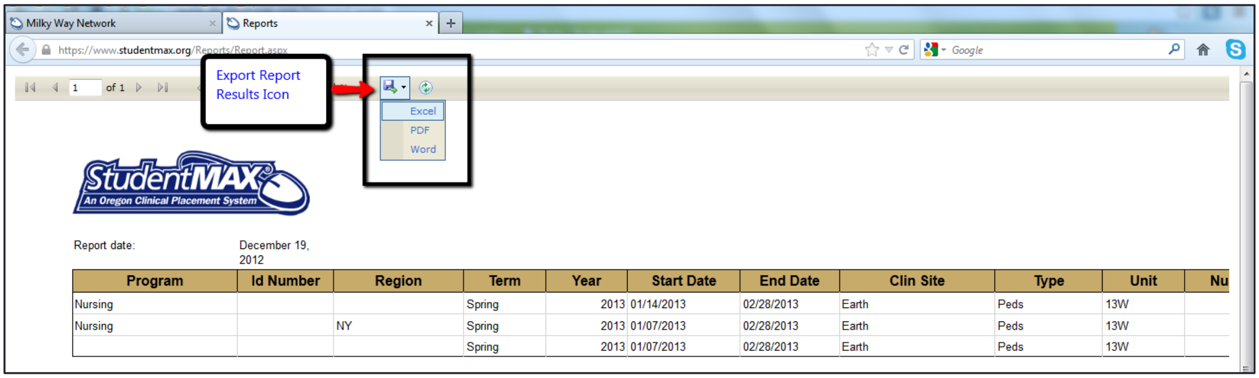
1. Go to the **Reports** tab
2. Select **Create report**
3. Choose the criteria you wish to filter (top box)
4. Select **Show Fields** to choose the fields you wish to display
5. Name the report (optional)
6. Click **RUN REPORT**

Your results will open in a new browser window.

NOTE: The system default is set to 'All' as the header of each field. This denotes the option of selecting all the options in the field, or you can select individual options in each field. If there is only one option to select, the system will default to 'All' and you will not be able to select the option.

EXPORTING RESULTS

Once you have run a Standard Report or Create Report, you can export your results to Excel or another spreadsheet program to format your data or to perform further analysis. To export your results, click the Export icon at the top of the output screen. You will be able to export to Excel, CSV or Word formats.



RESOURCES

The submenus on this tab will give you additional information about the partners within your network, documents and news articles.

OUR PARTNERS

This is a list of all Education and Clinical Partners on your network. There is also a link to the email address of the Site Administrator at the site. Click the name of the contact and a new window will open to send the person an email.

Clinical Partners

Clinical Site	Contact
Earth Hospital	Bitton, Jana
Pluto Hospital	Brown, Stacey
Venus Hospital	Ilic, Kelley
Non Partner Test	Brown, Stacey

Education Partners

College Site	Contact
Jupiter University	Bitton, Professor
Mars University	Brown, Professor
Saturn University	Gordon, Asst. Professor

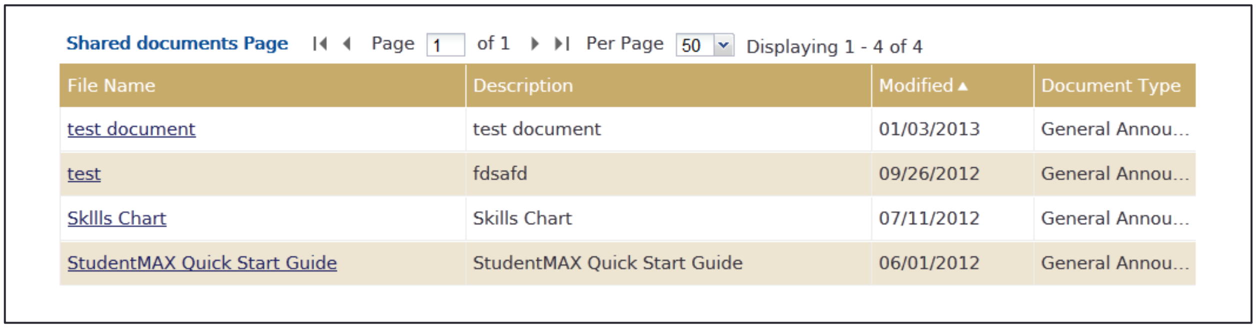
SHARED DOCUMENTS

Shared Documents are documents available across the network. These documents could have been uploaded by you or by someone else on your network who has given you access to view and download.

VIEW DOCUMENTS

To view a Document:

1. Select **Resources**
2. Select **Shared Documents**



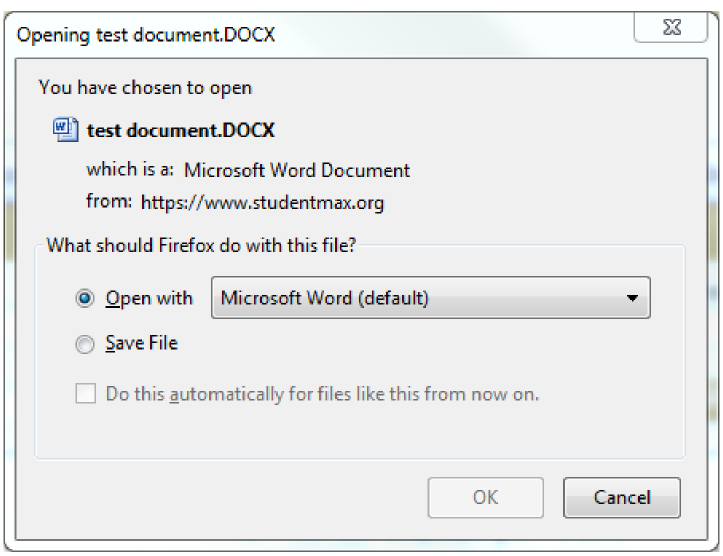
Shared documents Page | Page 1 of 1 | Per Page 50 | Displaying 1 - 4 of 4

File Name	Description	Modified ▲	Document Type
test document	test document	01/03/2013	General Annou...
test	fdsafd	09/26/2012	General Annou...
Sklls Chart	Skills Chart	07/11/2012	General Annou...
StudentMAX Quick Start Guide	StudentMAX Quick Start Guide	06/01/2012	General Annou...

DOWNLOAD DOCUMENTS

To download a Document:

1. Select **Resources**
2. Select **Shared Documents**
3. Click the Document Name link
4. Choose **OPEN** to open file or **SAVE** to save file



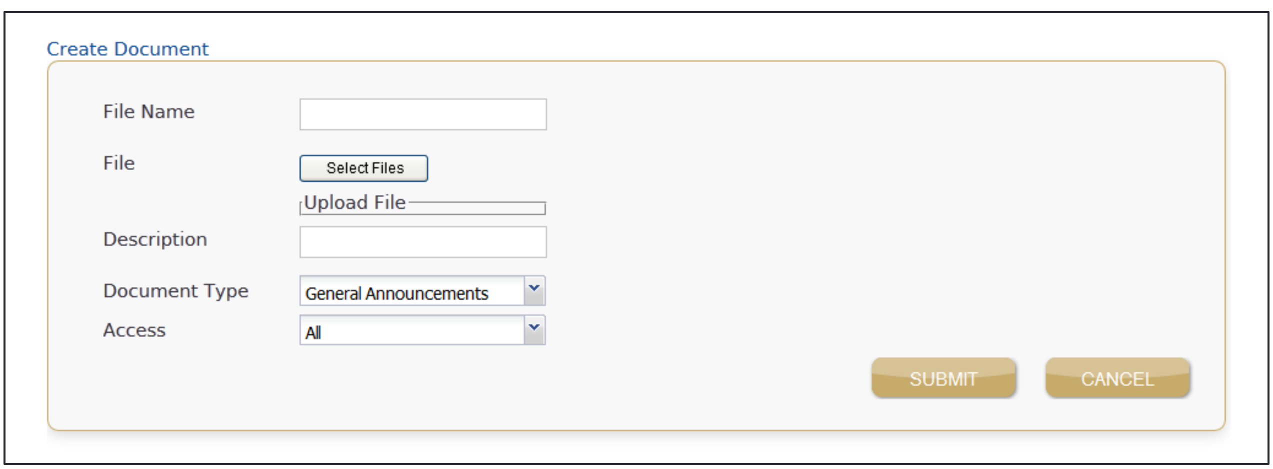
MY DOCUMENTS

My Documents are documents you upload to the network. You can share your documents to other schools in your network, other clinical sites or students.

UPLOADING DOCUMENTS

To upload a document:

1. Go to the **Resources** tab
2. Click on **My Documents**
3. Click the **Add Item** link on the top right of the table
4. Enter a **File Name**
5. Click the **Select Files** button and choose the file you wish to upload
6. Enter a **Description**
7. Choose a **Document Type**
    a. At this time, **Document Types** are set up by Network Administrators. Please contact your Network Administrator or send an email to support@studentmax.org if you have a specific document type you'd like to create.
8. Choose who will receive **Access**
9. Click the **Submit** button



NOTE: At this time, documents are shared with ALL clinical sites or ALL schools in the network. Please consider emailing documents containing confidential information outside of the StudentMAX® system.

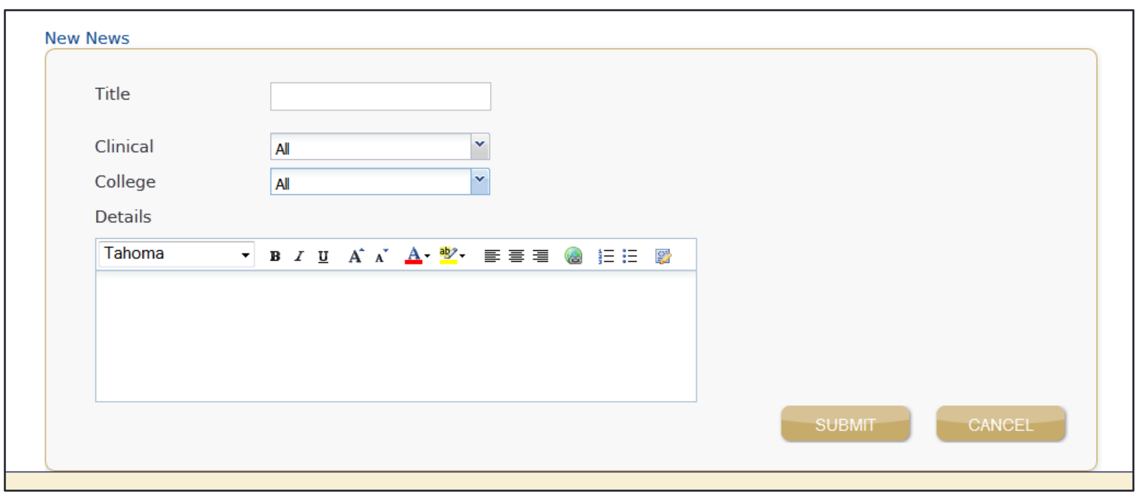
NEWS

News items are short articles to communicate information to all users or to specific schools or clinical sites of a particular network. These items will show in the news bar on the dashboard and in the **News** submenu under **Resources**.

ADDING A NEWS ITEM

To add a News item:

1. Go to the **Resources** tab
2. Click the **News** link
3. Click the **Add Item** link on the top right of the table
4. Enter a **Title** for the News item
5. Choose the **Clinical** site or **College** site to share the News item
6. Enter the news information in the **Details** box



NOTE: All News Items must be approved by your Network Administrator before it will be visible. Please contact your Network Administrator for approval or send an email to support@studentmax.org if your network does not have a Network Administrator.

OTHER TABLES [SITE ADMINISTRATORS ONLY]

Site Administrators (see Permission Levels) have the ability to update certain tables. This tab will give you access to those tables to ensure the information you have for your site is the most accurate.

You will only be able to update information for certain tables that pertain to your school site. Any item designated with a College Site of All cannot be updated.

Please work with your Network Administrator or StudentMAX® Support when adding new or deleting any information from these tables to ensure the most accurate handling of your placements.

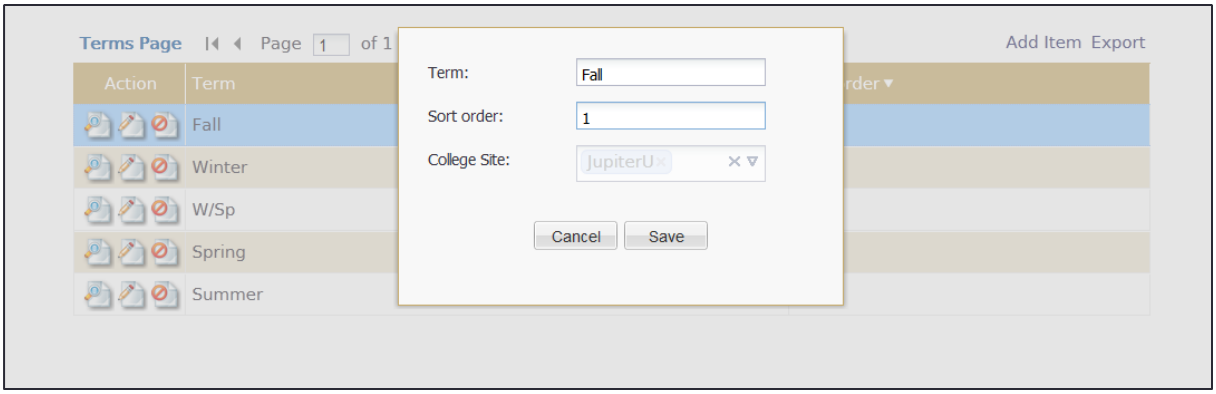
TERMS

This is a list of the Terms used by your school site. The Sort Order column represents the order in which the Terms appear on the table. You can update the name of the term and the sort order.

UPDATING TERMS

To update the Term:

1. Go to **Other Tables**
2. Click on the **Terms** link
3. Click the **Edit** icon in the Actions column
4. Update the term
5. Click the **Save** button



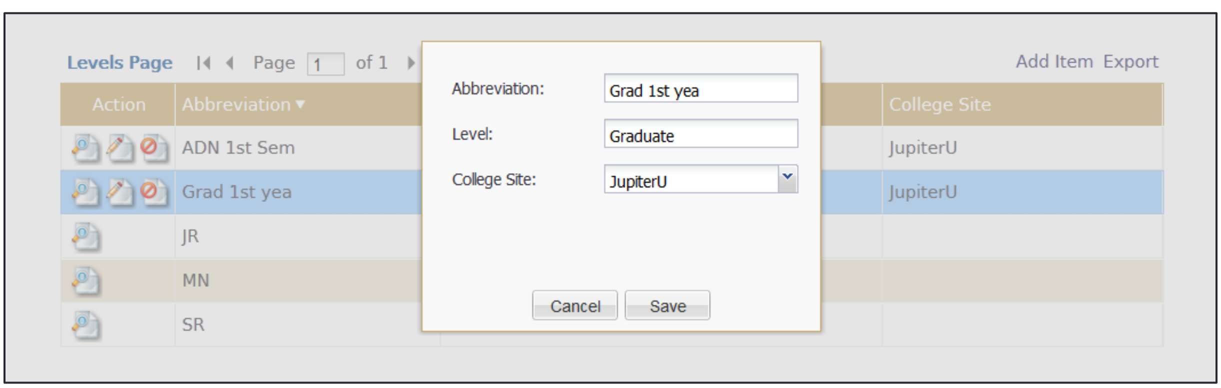
LEVELS

This is a description of the program level of the student. For example: Senior, Junior, 1st Year, etc.

UPDATING LEVELS

To update the Level:

1. Go to **Other Tables**
2. Click on the **Level** link
3. Click the **Edit** icon in the Actions column
4. Update the term
5. Click the **Save** button



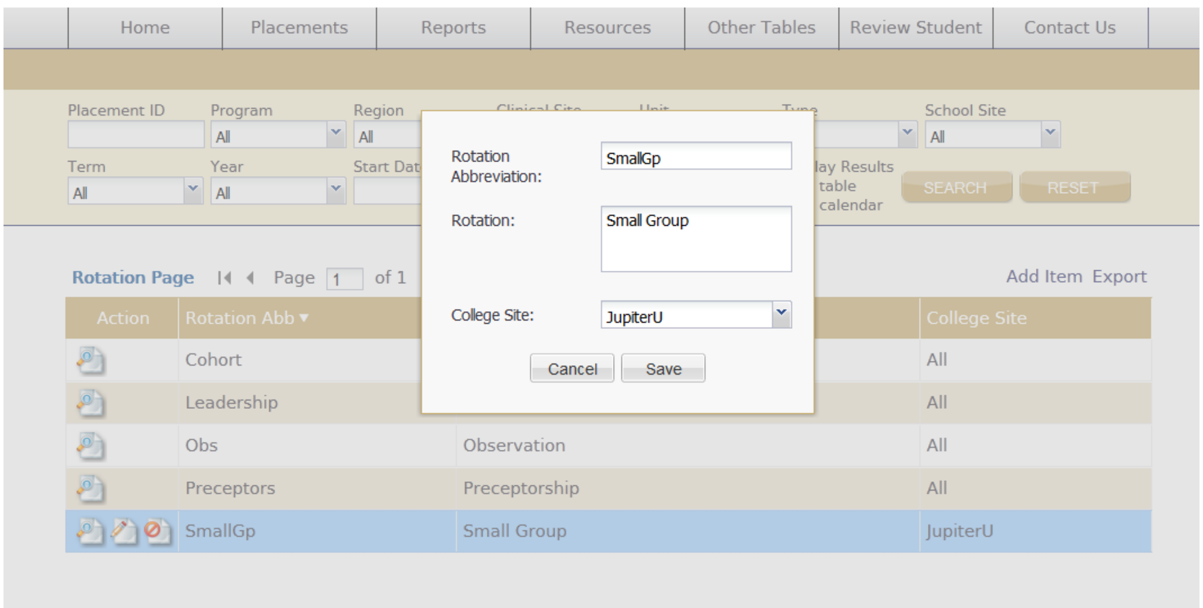
ROTATION

This is a description of the makeup of the clinical placement group. For example: Cohort, Observation, Preceptorship, etc.

UPDATING ROTATIONS

To update the Rotation:

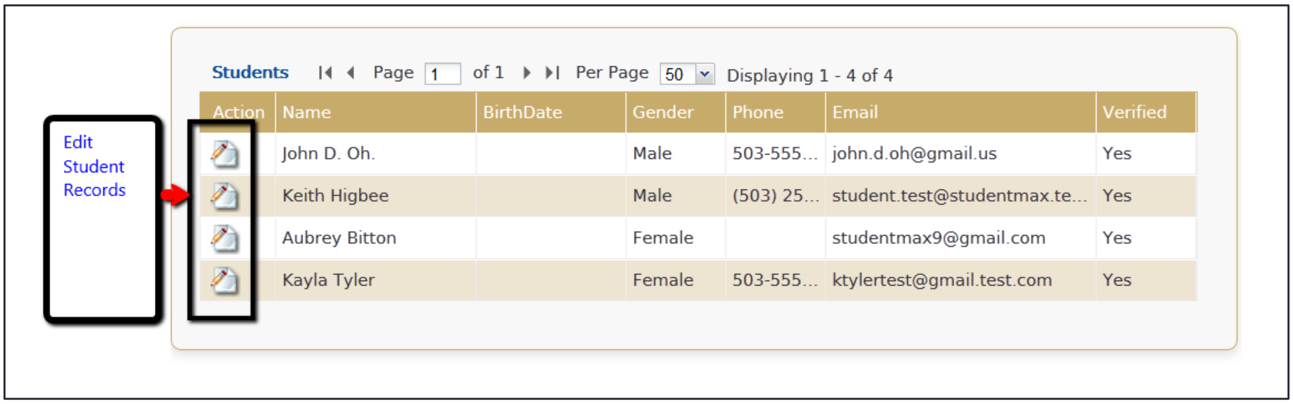
1. Go to **Other Tables**
2. Click on the **Rotation** link
3. Click the **Edit** icon in the Actions column
4. Update the term
5. Click the **Save** button



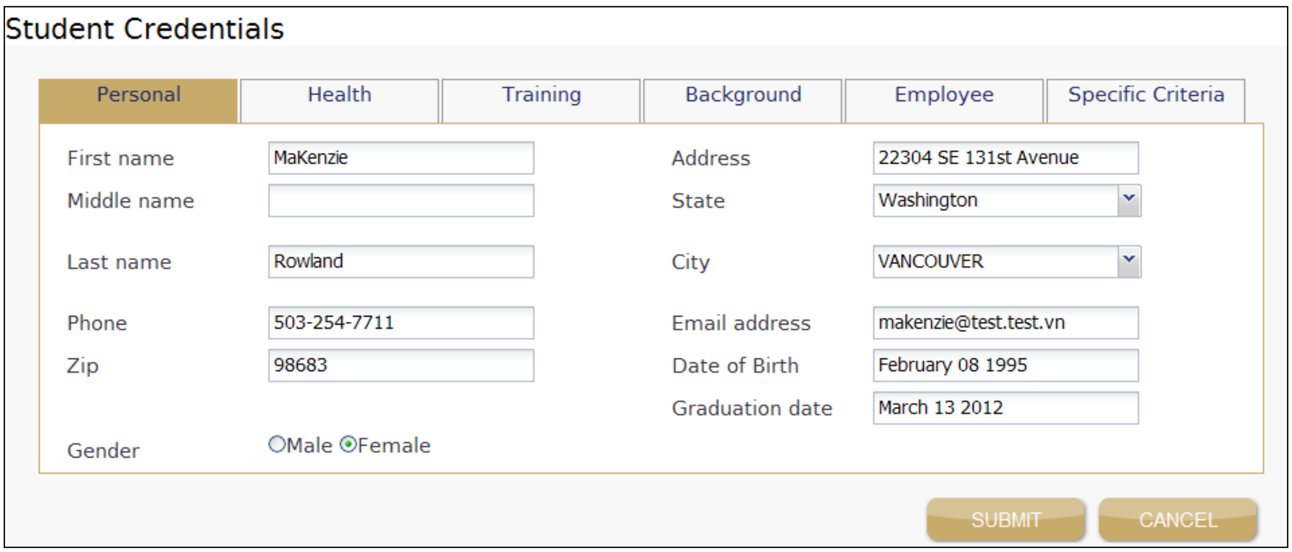
REVIEW STUDENT [SITE ADMINISTRATORS ONLY, FUTURE BUILD]

THE STUDENT MODULE IS CURRENTLY UNDER ADDITIONAL DEVELOPMENT. MORE INFORMATION WILL BE PROVIDED IN A SEPARATE DOCUMENT. PLEASE CHECK BACK FOR UPDATED INFORMATION.

The Review Students tab gives access to all students registered at your school site. Students create their own profiles. If a profile appears to be missing for a student, please contact the student to make sure they have set up their school site accurately, or contact your Network Administrator/StudentMAX® Support.

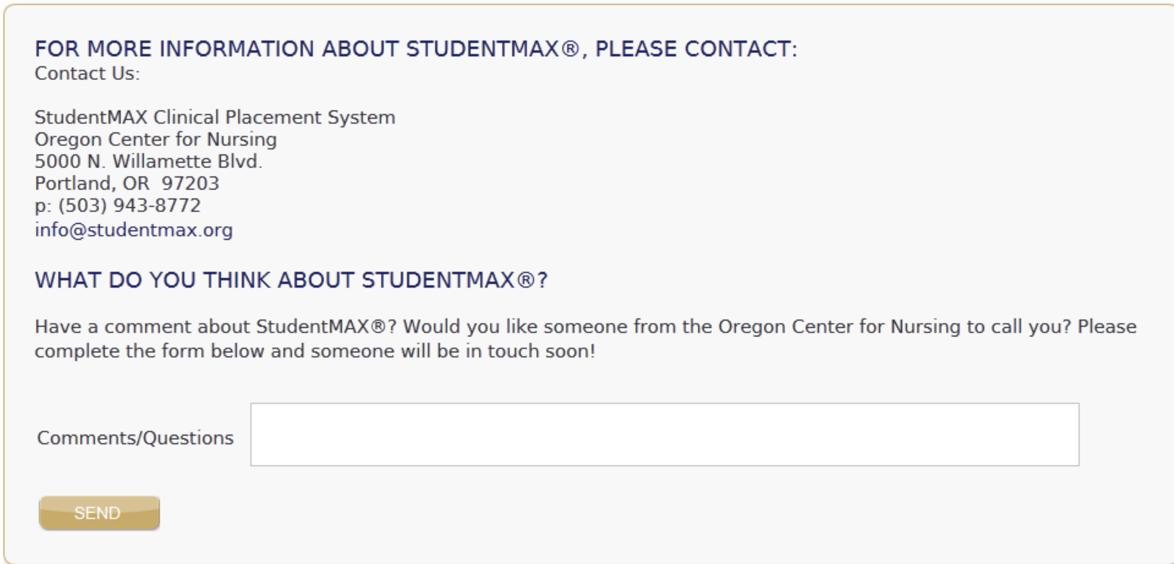


To open a student profile, click the **Edit** icon in the **Action** column.



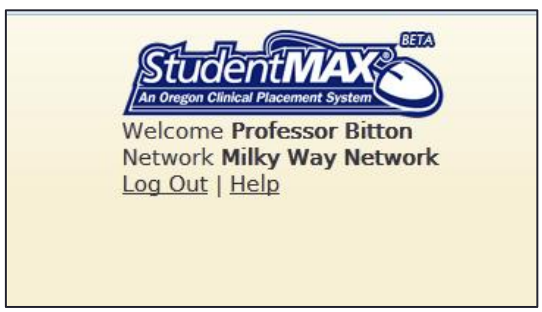
CONTACT US

The Contact Us tab provides information for contacting StudentMAX® Support and to leave comments or questions.



HELP CENTER

You can access the StudentMAX® Help Center by clicking the **Help** link in the top right of the screen next to the log in name.



The Help Center has Frequently Asked Questions, video tutorials and other documentation.


STUDENTMAX® HELP CENTER
Frequently Asked Questions
My login doesn't work anymore. How do I log in?
Where can I see my placements?
I think I might be missing some tabs or menu options.
View All
Tutorials
Educational Partner
Submit New Request
Orientation to the new StudentMAX
Clinical Partner
Submit New Request
Student Portfolio
Documentation (PDF)
StudentMAX® User Manual – Education and Clinical Partners
StudentMAX® User Manual – Student Portfolio
StudentMAX® User Manual – Network Administrator
Contact the Support Center
Still can't find the answer to your question? Let us know and we'll get back to you right away.
Contact the Support Center
Running version code: 5.0.103

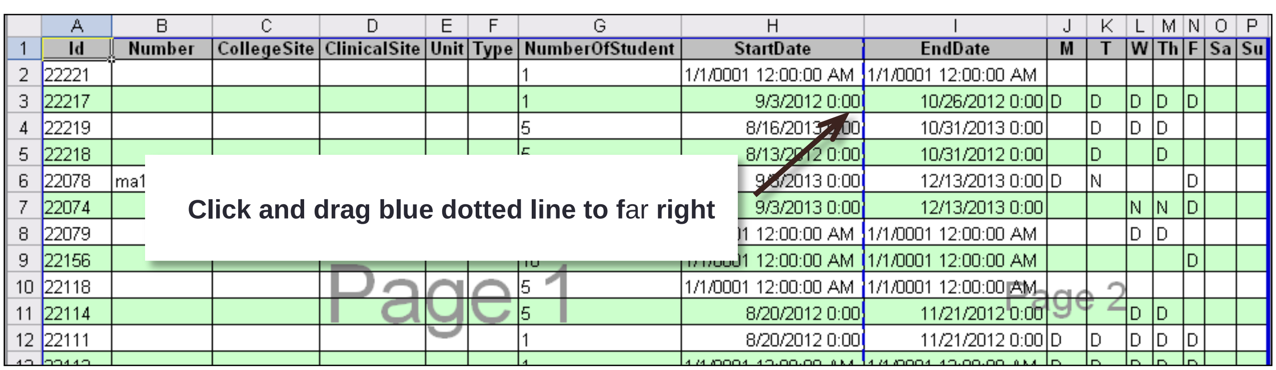
OTHER INFORMATION

PRINTING OUTPUT FILES

Printing will vary depending upon application being used. The steps for Excel are shown below.

PRINTING FROM EXCEL 2003

1. Click **File** on the toolbar
2. Click **Page Setup**
3. Select **Landscape** under Orientation on Page tab
4. Switch to Sheet tab
5. Select **Gridlines** under Print
6. Click **OK** to close Page Setup dialog box
7. Click **View** on the toolbar
8. Select **Page Break Preview**
9. Click first blue line on the left and drag to far right of the data (setting spreadsheet to print one page wide)
10. Print document (File → Print)



PRINTING FROM EXCEL 2007

1. Click **Page Layout** on the toolbar
2. Select **Orientation → Landscape**
3. Select **View on the toolbar**
4. Select **Page Break Preview**
5. Click first blue line on the left and drag to far right of the data (setting spreadsheet to print one page wide)
6. Print document

MANUAL ROLLOVER

Student placements can be 'rolled over' from term to term to reduce data entry and help retain relationships between clinical sites and schools. The rollover process can be initiated at any time, but usually takes place once or twice a year. A manual rollover process involves four steps:

Step 1: Network Administrator exports placements to rollover

The Network Administrator will export all placements for a particular term to Excel. The Network Administrator will then advance the YEAR field to the following year, clear out the START DATE and END DATE, and sort the placements by COLLEGE SITE.

The Network Administrator will then distribute placement lists via email to each Education Partner for review with a deadline for placement submission.

Step 2: Education Partner updates placements in Excel

Education Partner will edit the following fields in the Excel spreadsheet provided by the Network Administrator:

INSTRUCTOR OR COURSE	END DATE
START DATE	LEVEL

Before the deadline set by the Network Administrator, the Education Partner representative returns the updated list of placements to the Network Administrator via email.

Step 3: Network Administrator works with StudentMAX® Support to upload placements

The Network Administrator contacts StudentMAX® Support to arrange for placement upload. Rollover placements will receive a new PLACEMENT ID, however the NUMBER [PERMANENT ID] number will not change.

Rollover placements will be uploaded and marked as a Rollover Placement.

Step 4: Clinical Partner submits decision on rollover placements

The Network Administrator will alert Clinical Partners via email and/or News Items of when Rollover placements are uploaded for decisions. Clinical Partners can enter decisions of APPROVED, APPROVED WITH CHANGES or DENIED for the placements in the StudentMAX® system.

If your network does not have a designated Network Administrator, please contact StudentMAX® support if you'd like to rollover your site's placements.

TECHNICAL SPECIFICATIONS

SYSTEM REQUIREMENTS

- Web Browser: Internet Explorer, Firefox, Google Chrome, Safari
- Office 2007 or later
- Monitor 1280x1024 resolution or greater
- High speed internet connection

URL INFORMATION

The URL or site address for StudentMAX® is www.studentmax.org. We do not recommend parking another domain for StudentMAX®, but redirecting a domain is possible. Please contact StudentMAX® Support for more information.