

## OPAL Technical Guide 3 (STUDENT)



### How to change placement details and add / remove a Practice Supervisor/Assessor to an OPAL PAT (Student).

After a placement has been set up there may well be reasons that a student needs to change some of the details. This guide covers how to alter placement dates and change / add mentors.

**Changing placement details:** This can only be done by the student. From the student dashboard you will see an 'edit' button (arrow below) in the placement details box. By clicking on this button, the placement details are opened up and can be changed.

The most common change which may need to be made is to change the end date of the placement. This can be done by selecting the new date and clicking save.

**Changing Practice Supervisor/Assessor details:** This can only be done by the student and as with

changing placement details click on the edit button in the Practice Assessor/Supervisor box on the student dashboard and this will open a page in which you can add new people

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and remove someone who is no longer supervising/assessing you.

**.NB Please note in this slide mentor is to be replaced by practice supervisor/assessor.**

To **add a new practice assessor/supervisor** type surname in the search box and click add practice assessor/supervisor. The new name will now appear in your dashboard.

To **remove a practice assessor/supervisor** simply click on the 'remove this practice assessor/supervisor' button next to their name. In doing this action it will mean that they will no longer be able to make any entries in your OPAL PAT and their name will be removed from the dashboard. However, any entries made by that individual will remain in the OPAL PAT.

V1 Nov 2016

Updated 24.10.19