Practicum Claims Fact Sheet 5D: Adding and Maintaining Student Teacher Details

Step	Action Required			
1	Access the Maintain Student Teachers screen in the HRS (Click Claims then Maintain Student Teachers)			
	Add a new student teacher (Option 1)	Change the details of an existing student teacher (Option 2)		
2	Create a Student Teacher	Search for a student teacher		
3	Enter new student teacher details	Change student teacher details		
4	Save	Save		

1. Access the Maintain Student Teachers screen in the HRS

• To access the Maintain Student Teachers screen in the HR Management Information system through the Application Portal. From the green menu button select **Claims**, then **Maintain Student Teachers**.

Ü	menu		
9	Bona Fides	\boldsymbol{r}	
6	Monthly Leave Returns		
2	Professional Profile		
φ ι φ	Performance and Development		
-	HR Management Reporting		
S	Claims	¢۶	Find Reliever
\otimes	Staff Absences	-	Chairns
	Maintain Certificates and Training		Maintain Student Teachers
0	Online Help	4	Approvals
Ð	Exit	2	Reports e:

• Your site will default into the **Site** parameter box; unless you have access to more than 1 site. If this is the case then an ellipsis button will show to the right of the field. Click on this button and choose the appropriate site from the list. Note you should only see sites that you have the authority to access.



OPTION 1 Add a new student teacher

2. Create a Student Teacher

• Click the New Button

menu				
Student Teac	her Search			
First Name				
Last Name				
Student ID				
University			•	
		Search Cle	ar New	Close
First Name	Last Name	Student ID	University ID	

• The New Student Teacher Screen will then open

3. Enter new student teacher details

• Enter First Name, Last Name, Student ID and University. Please note that the combination of Student ID and University must be unique for each student teacher.

🥖 Student Teache	er Webpage Dialog				x
Add Stud	ent Teacher				
		Comments be evaluat	entered can be viewe ive/judgemental	ed by all sites and shou	ild not
First Name		Comments			
Last Name					
Student ID					
University		•			
Course		-			
			500 Characters remai	ning	
Created By		Created On			_
Last Updated B	y	Last Updated On	n 📃		
S	ave New	Delete	Close	Help	

- Optionally, enter Course and Comments
- Note that any comments entered on this screen <u>Add Student Teacher</u> can be viewed by all sites and should not be evaluative or judgemental.



4. Save

• Click Save

		Comments entere be evaluative/jud	ed can be viewed by all sites and should not gemental
irst Name	John	Comments Third	year student studying Primary
ast Name	Student	Tueso	day, Thursday and Friday
tudent ID	7654321		
niversity	The University of Adelaide	•	
Course	Bachelor of Education	-	
		398 CI	naracters remaining
Created By		Created On	
Last Updated By	/	Last Updated On	

• Note: duplicate Student ID/University records will not save.

OPTION 2 Change the details of an existing student teacher

2. Search for a student teacher

• From the <u>Student Teacher Search</u> window find the student teacher by typing either the first name, last name, student ID or University, then click on Search. To ensure you select the correct student teacher, it is advisable to search on both the student ID and university as this combination is unique for each individual.

First Name				
Last Name				
Student ID	7654321			
University	The Universit	y of Adelaide	•	
		Search Cle	ear New C	lose
First Name	Last Name	Student ID	University ID	
laha	Student	7654321	The University of Adelaide (TE02)	

• Select the student teacher you want to edit by clicking anywhere on the record.

3. Change student teacher details



• You can change the <u>First Name</u>, <u>Last Name</u>, <u>Student ID</u>, <u>Course</u>, and <u>Comment</u> fields. The University field cannot be changed

Maintain S	tudent Teacher			
	\checkmark	Comments be evaluat	entered can be vie tive/judgemental	wed by all sites and should not
First Name	Jonathan	Comments	Third year student	studying Primary
Last Name	Stoodent		Tuesday, Thursday	and Friday
Student ID	7654321			
University	The University of Adelaide]		
Course	Bachelor of Education 👻]		
			398 Characters ren	naining
Created By	HRS Site Manager User (C_TST_HRS	S_MANAGE) Crea	ated On	15-Apr-2014
Last Updated By		Last	Updated On	
Sav	e New D	Delete	Close	Help

4. Save

Click Save

HR Workforce Development Quality programs and services

