

Guidance for running the Placement Accessibility report on SPARC.

- Once logged into SPARC, please select the appropriate cohort of students you are needing to access information for (some providers will have more students assigned to their area than others i.e some may only see one option) Example below:

Practice Area

[MBCHB Y2 Leeds Teaching Hospitals NHS Trust](#)

[MBCHB Y4 Airedale NHS Foundation Trust](#)

[MBCHB Y4 Bradford Teaching Hospitals NHS Foundation Trust](#)

- Once you have selected your cohort – please select “Reports” from the options displayed below.

Host/Placement Name	MBCHB Y2 LEEDS TEACHING HOSPITALS NHS TRUST
Current Sequence	1

Students	Contacts	Reports
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- You will now see the below window, please select “Placement accessibility Report”.

General

[Student Allocations](#)

[Student Allocations](#)

Confidential

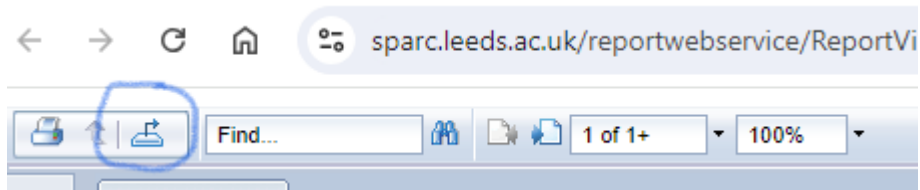
[Placement Accessibility Report](#)

[Placement Accessibility Report](#)

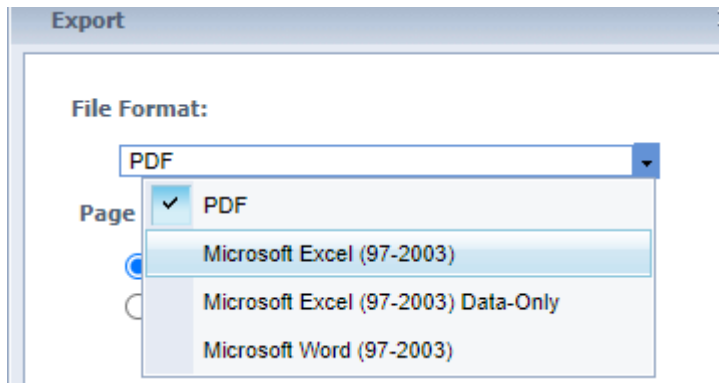
- Choose your date criteria (when your expected cohort will be with you from/until) click “OK”

The screenshot shows a dialog box titled "Enter Values". Inside, there is a section titled "Enter Date Range:" with a "Date Range" label on the right. This section contains two columns. The left column is for the "Start of Range:" and the right column is for the "End of Range:". Each column has a text input field labeled "Enter a Value:" and a calendar icon to its right. Below each input field are two checkboxes: "Include this value" (which is checked) and "No lower value" (for the start) or "No upper value" (for the end). At the bottom center of the dialog box is an "OK" button.

- You will now see a PDF of your data, but to view it clearly please click the icon displayed below to export your data, which you can use to save and filter etc.



* Select the Excel option below to be able to export the data into an Excel format.



Now you have exported the data, and you should now be able to see your student lists, with allocations, dates and the statement displayed below for any support recommendations.

I	J	K	L	M
Accessibility Information				

Student has Clinical Placement specific recommendations