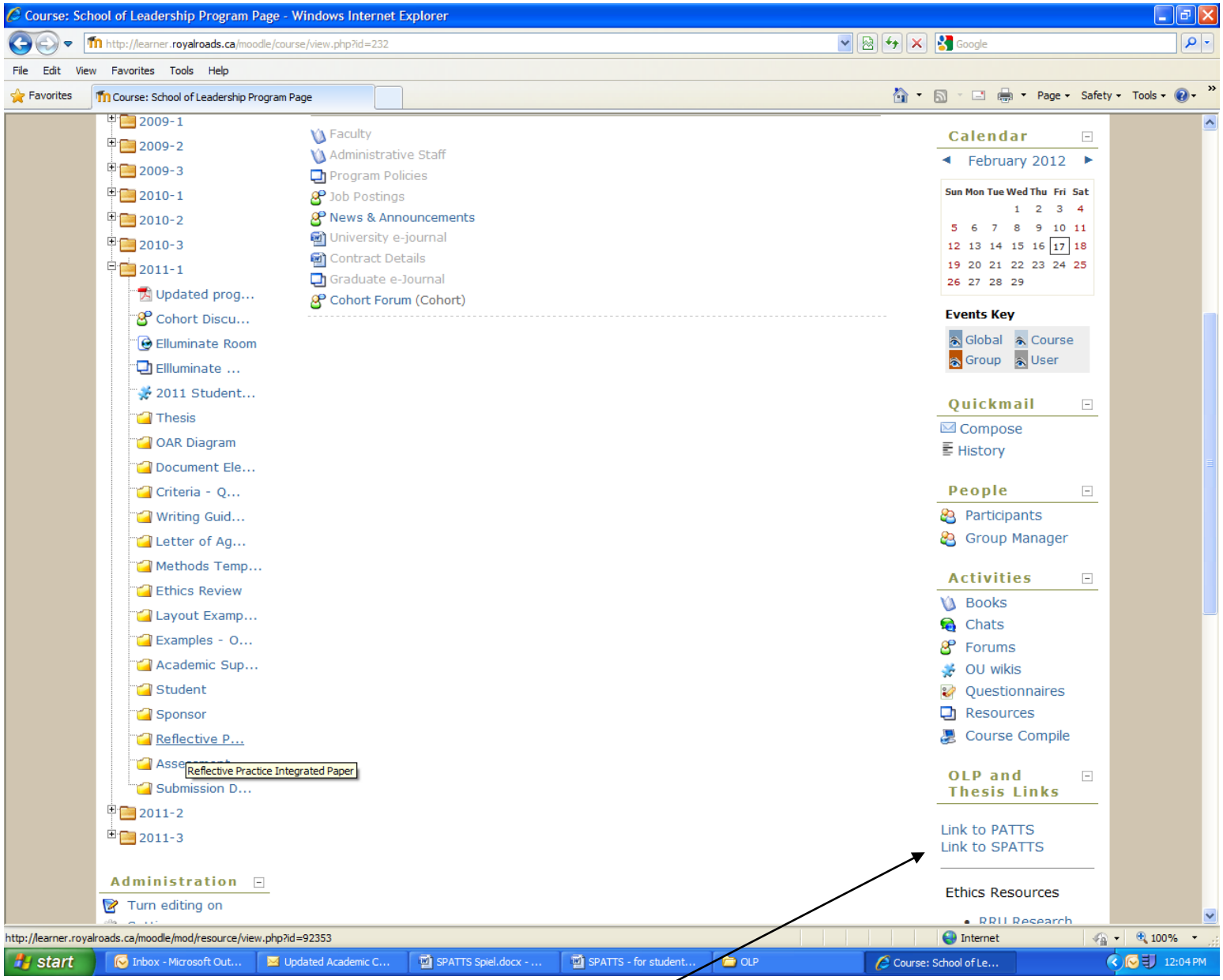
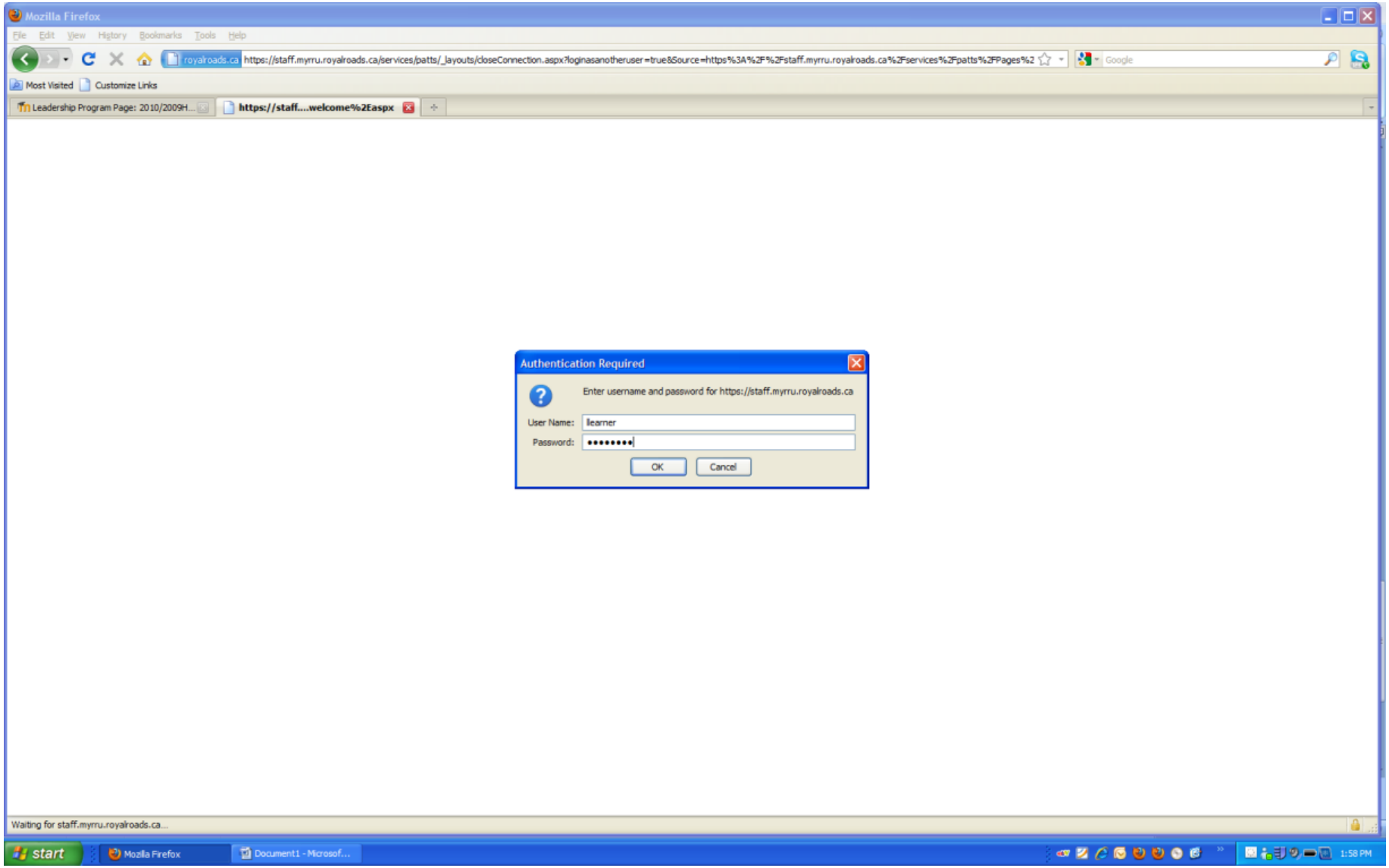
Log into the Program Pages through the Learner Site: http://learner.royalroads.ca/moodle/course/view.php?id=232

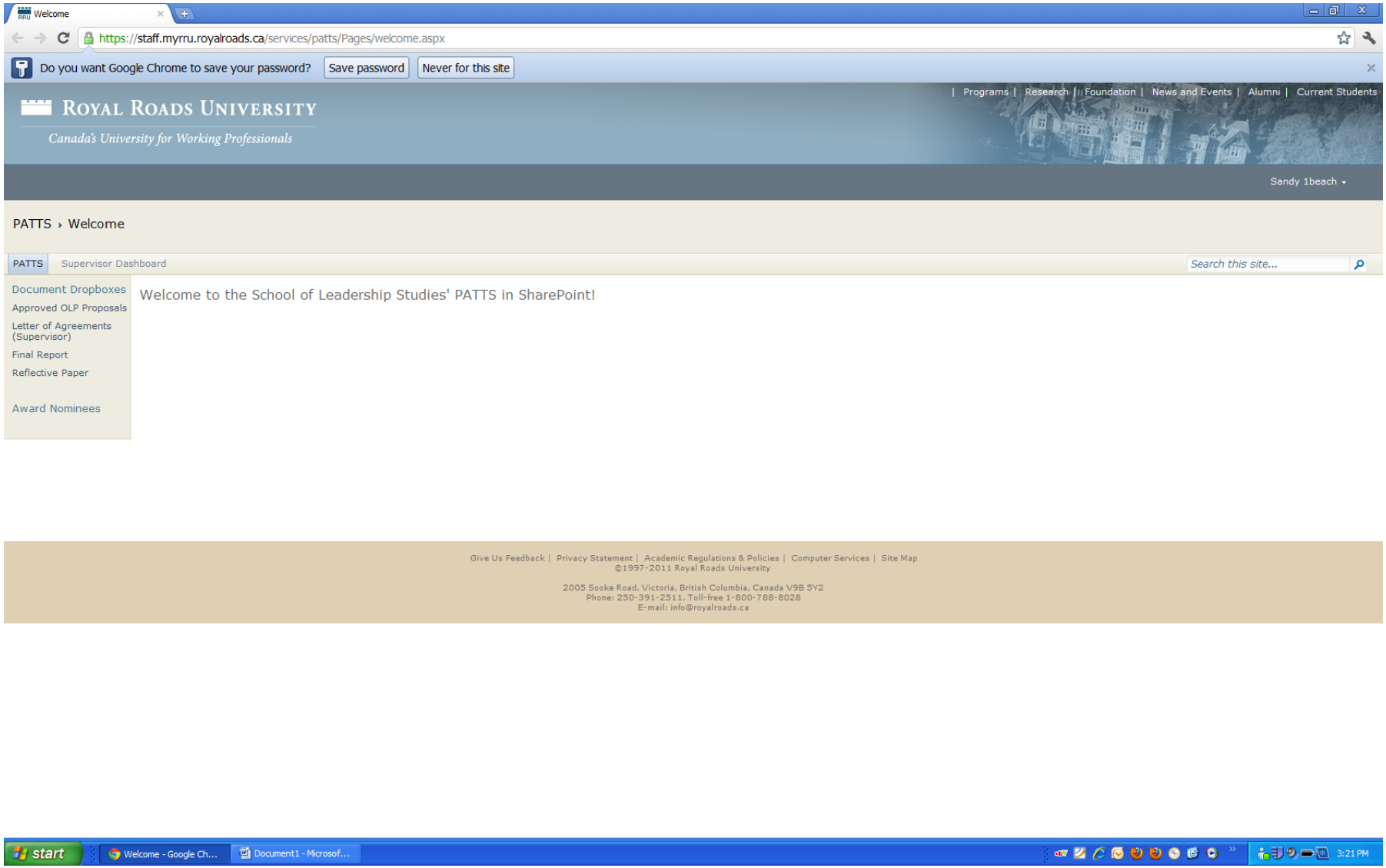


Choose Link to SPATTS



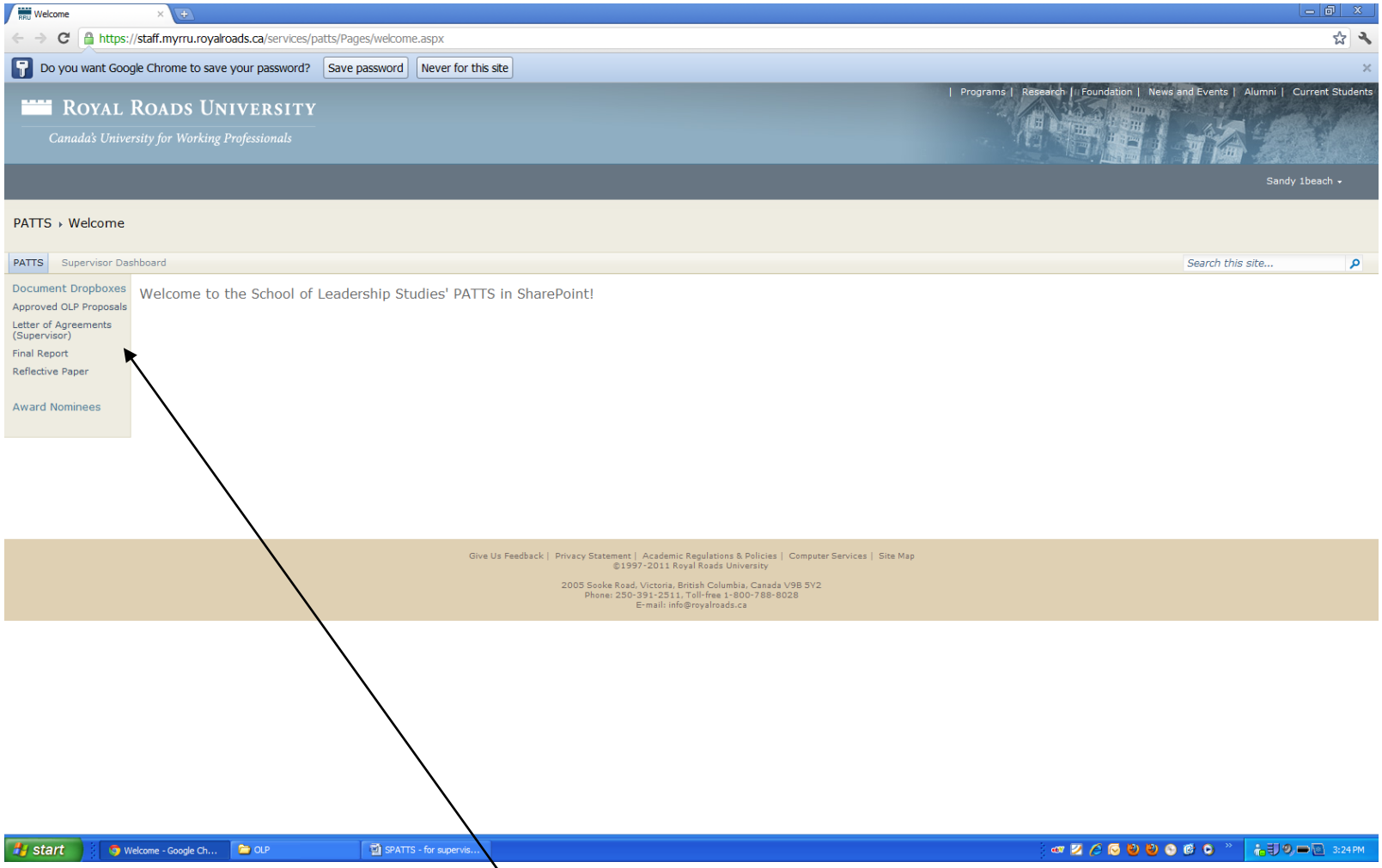
Enter your user name and password (if you are using Internet Explorer, you will need to put instructional\ in front of your user name.)

Welcome to SPATTS

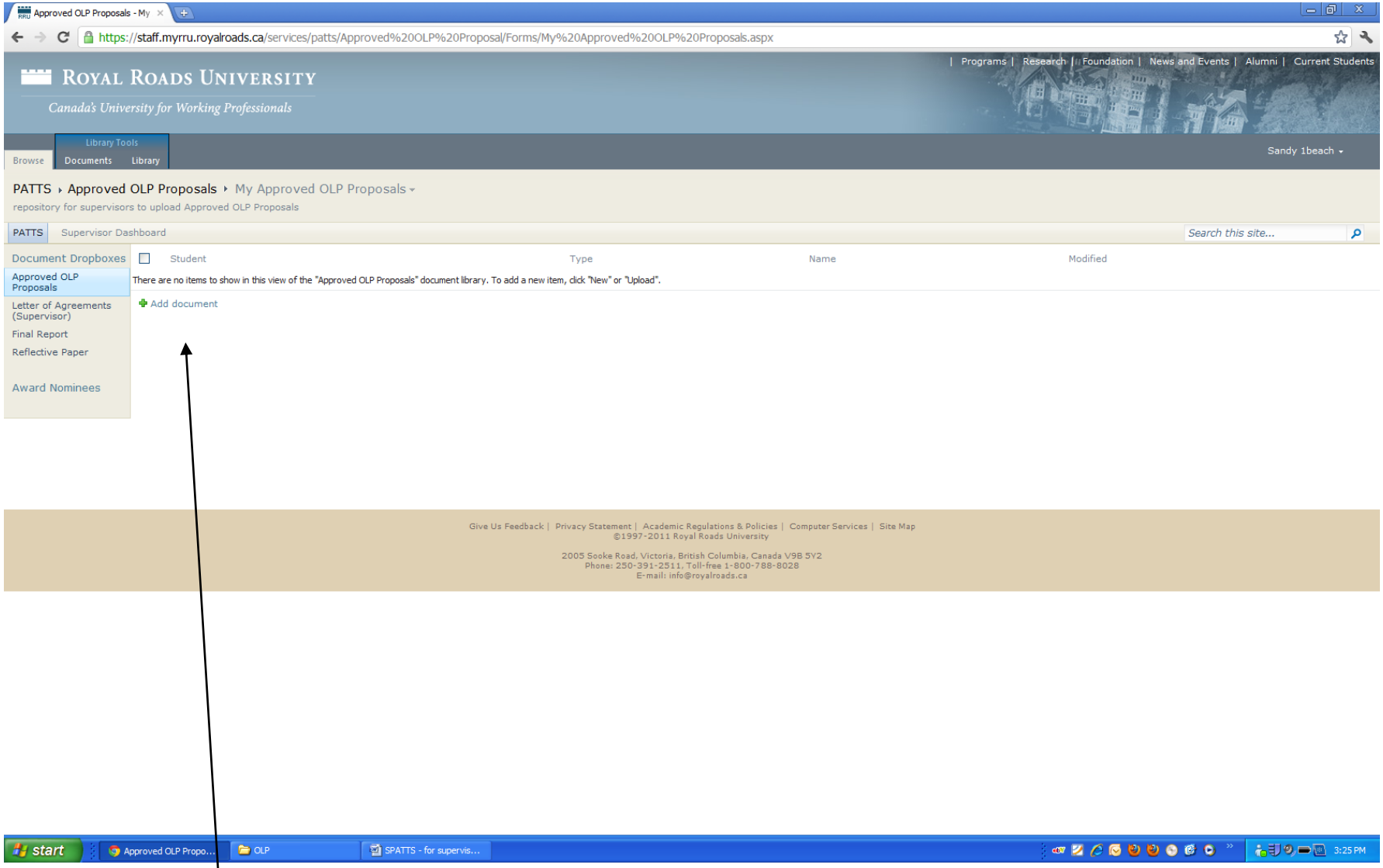


The SPATTS system is set up by milestone as opposed to by student. So when you are uploading a document you are going to choose the milestone not the student.

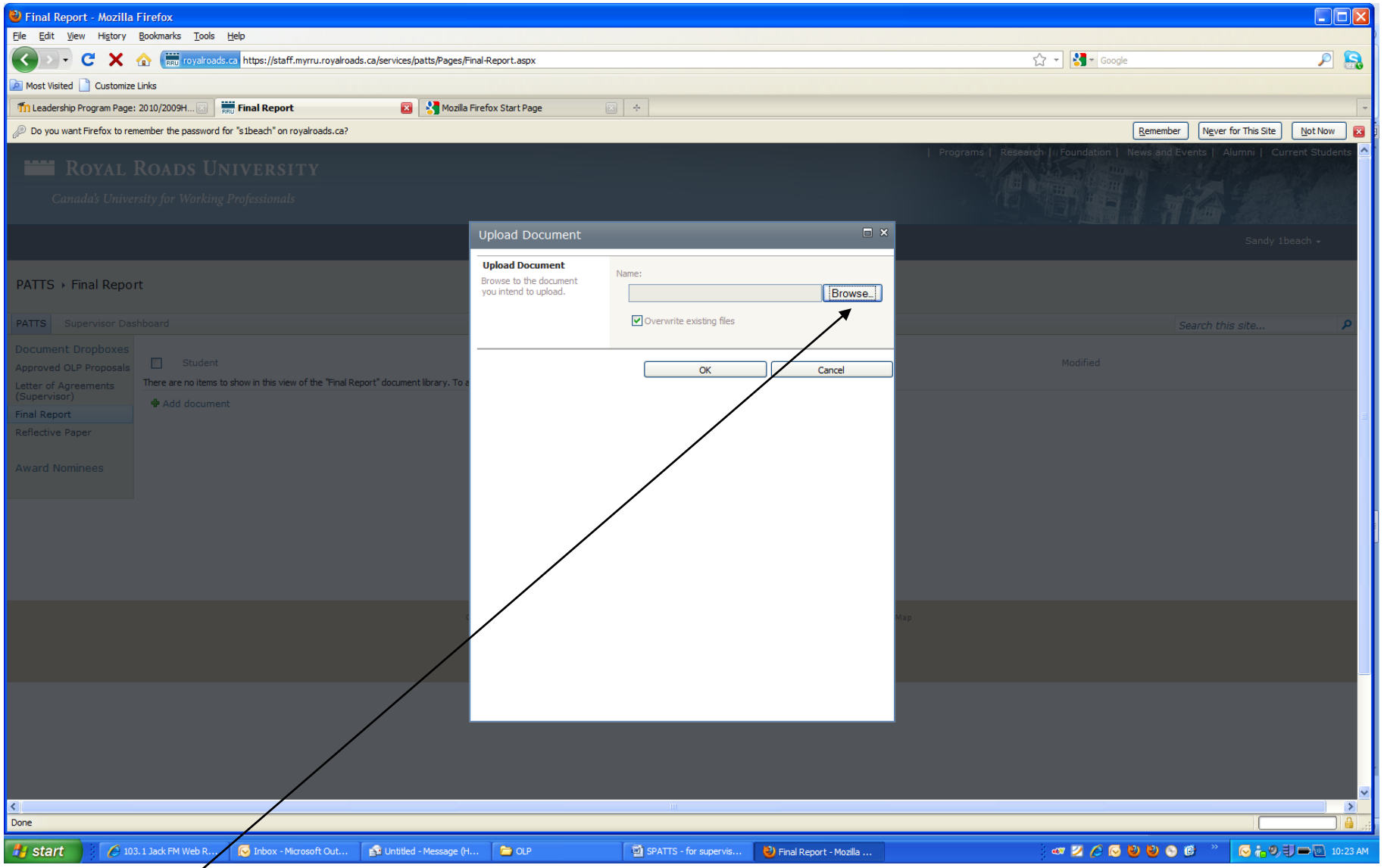
How to upload a document to a Milestone



Choose the milestone that you want to upload to:

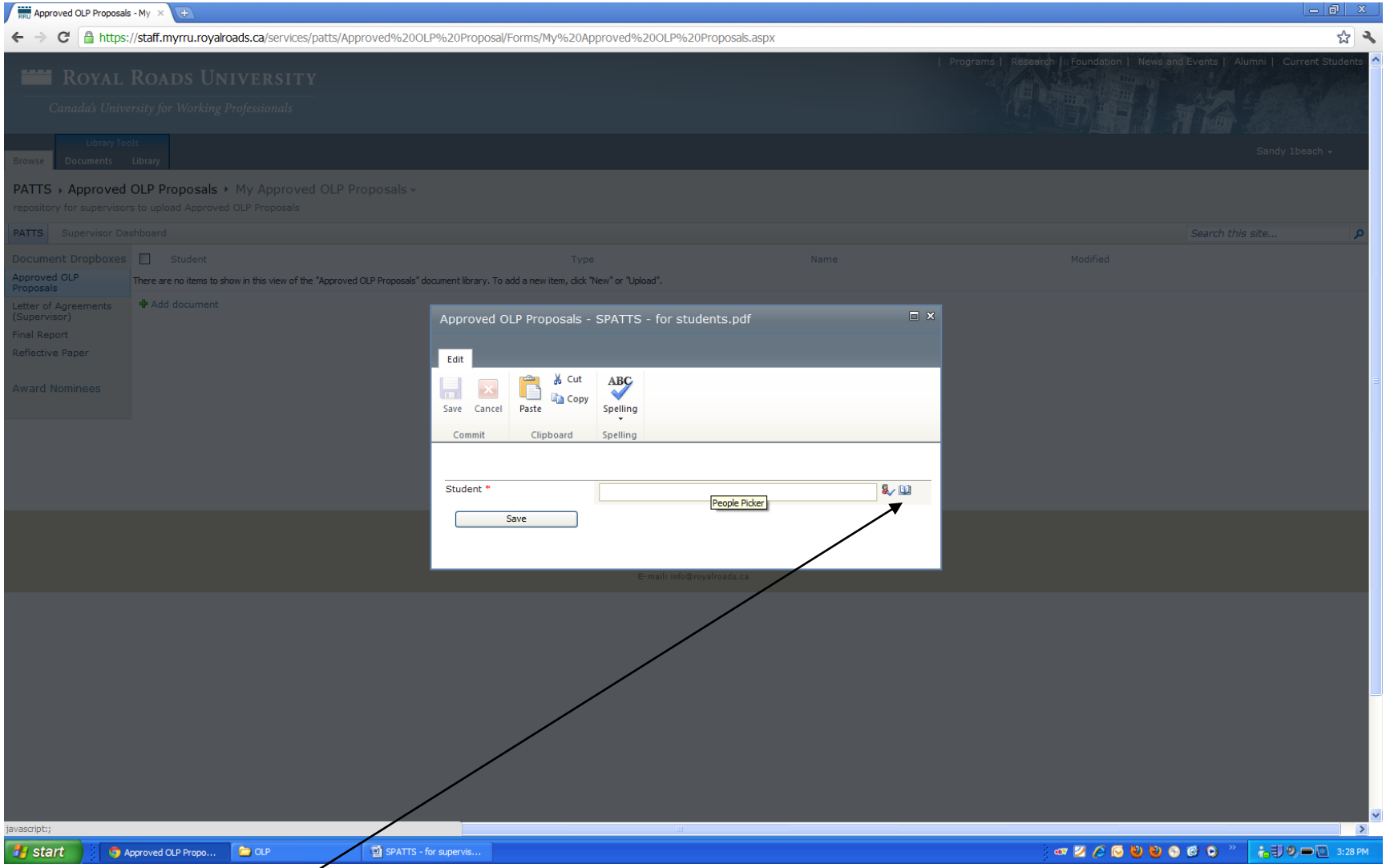


Choose Add Document

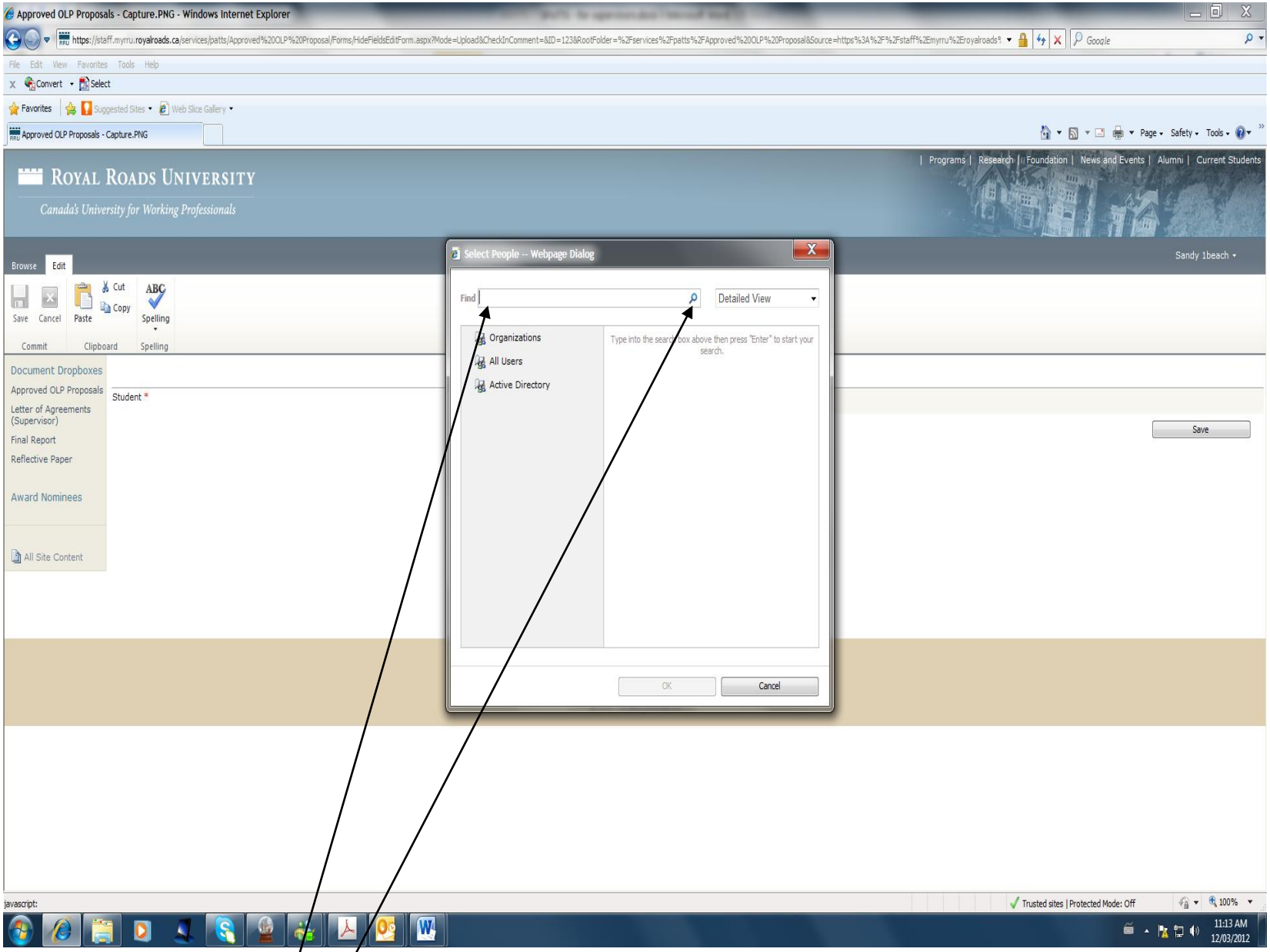


Browse for the file

Choose OK

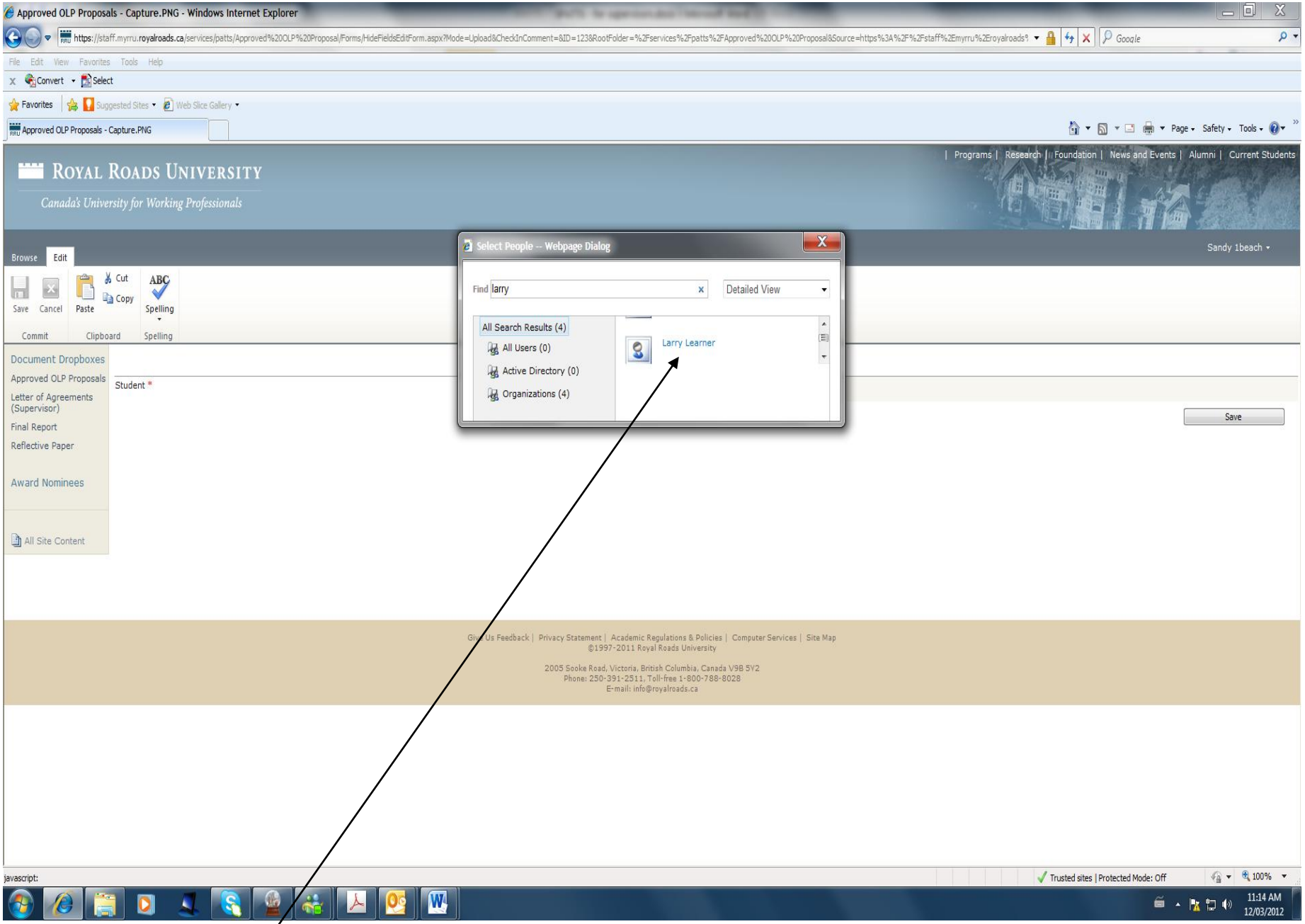


Click on the address book

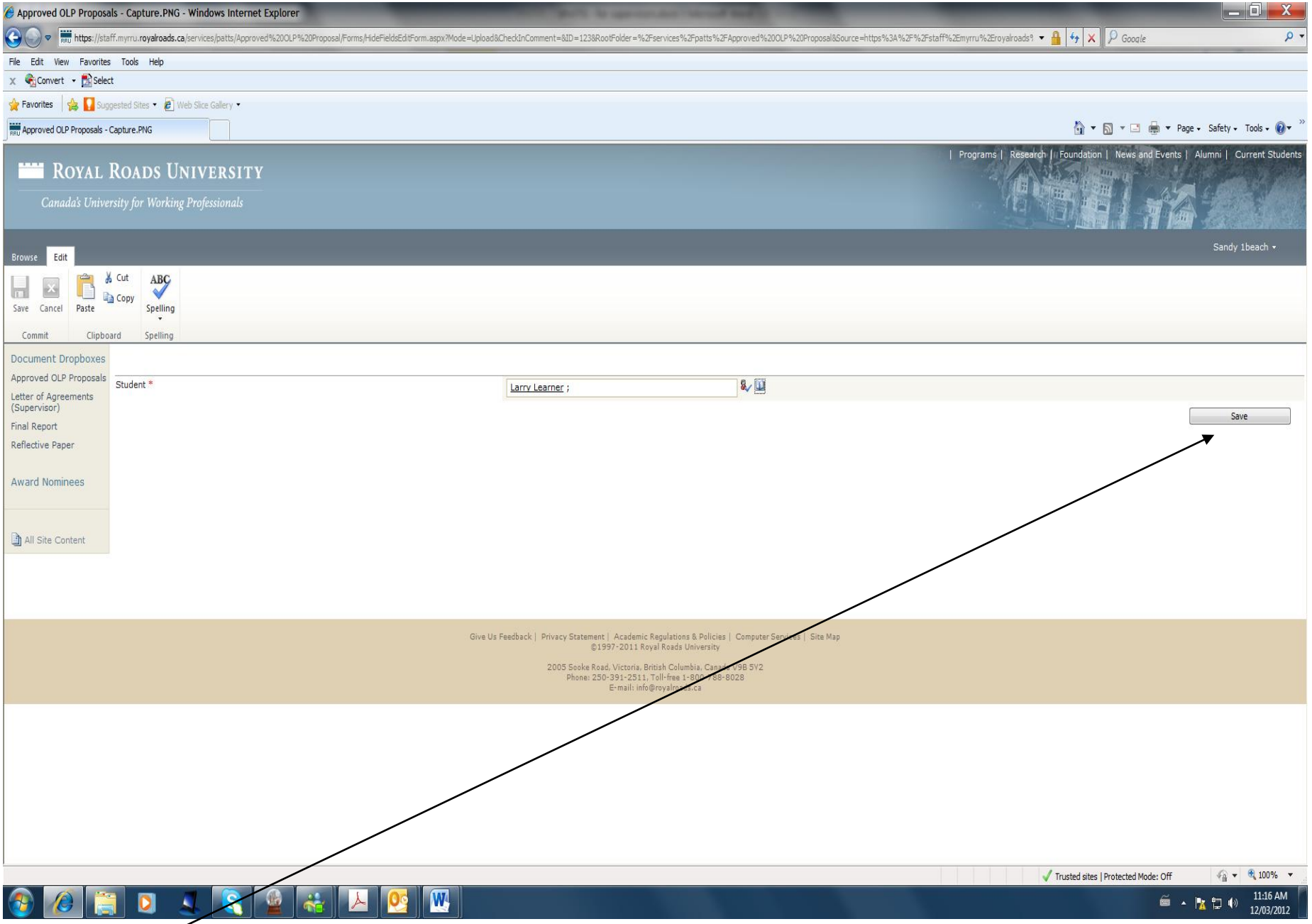


Enter the student's first name

Hit enter or the magnify glass

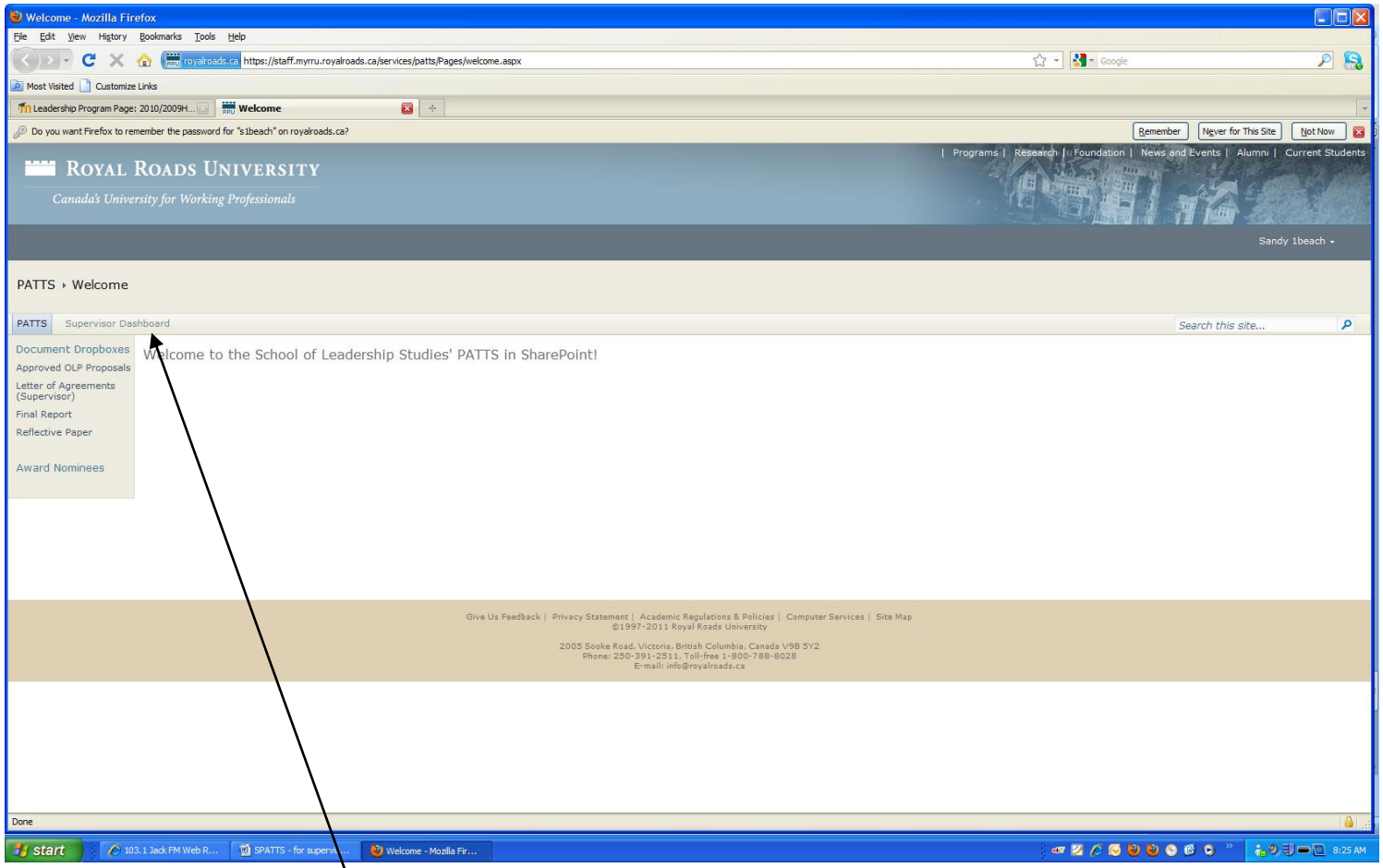


Double click on the student

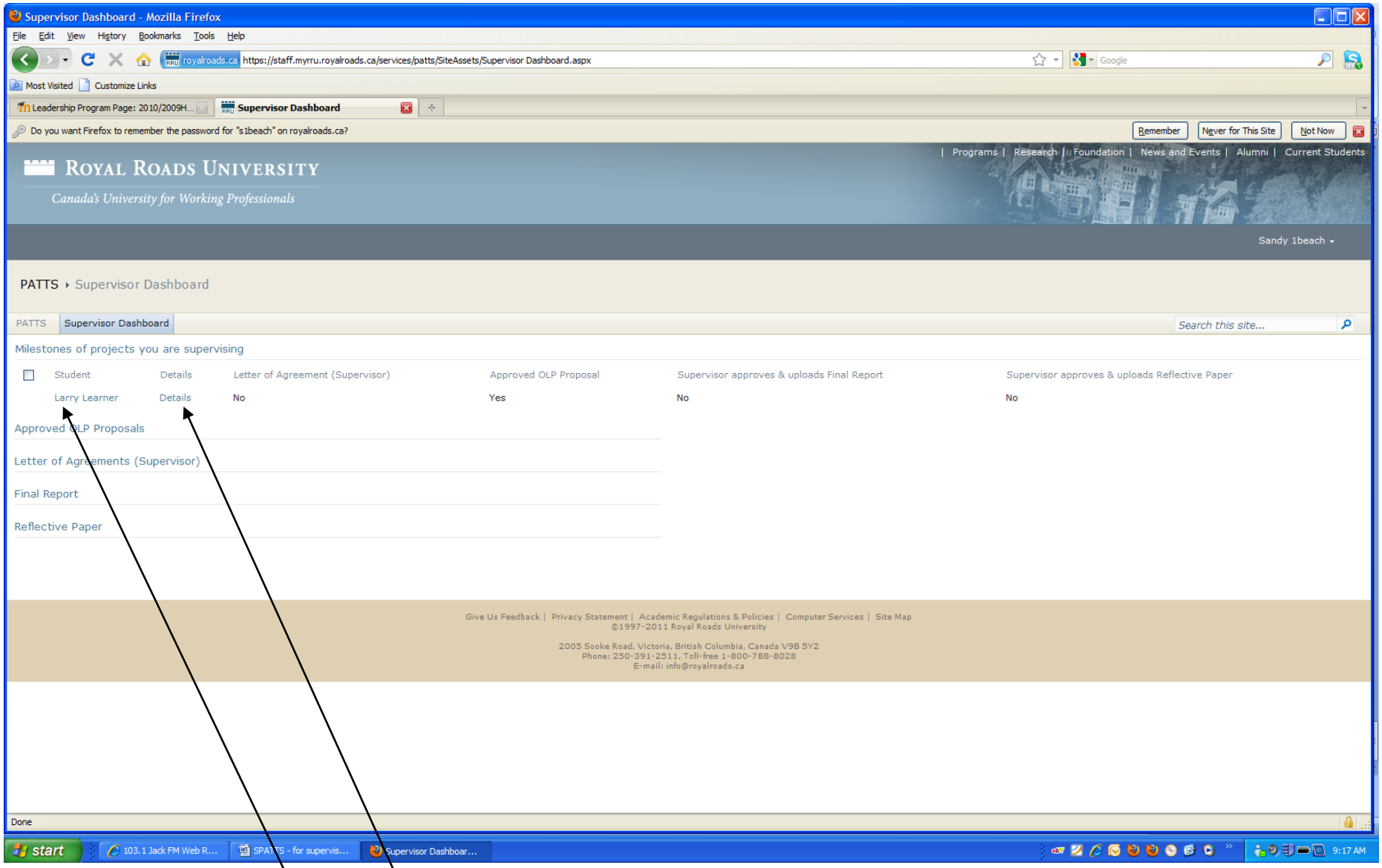


Click on Save

How to check the milestones and progress for your student

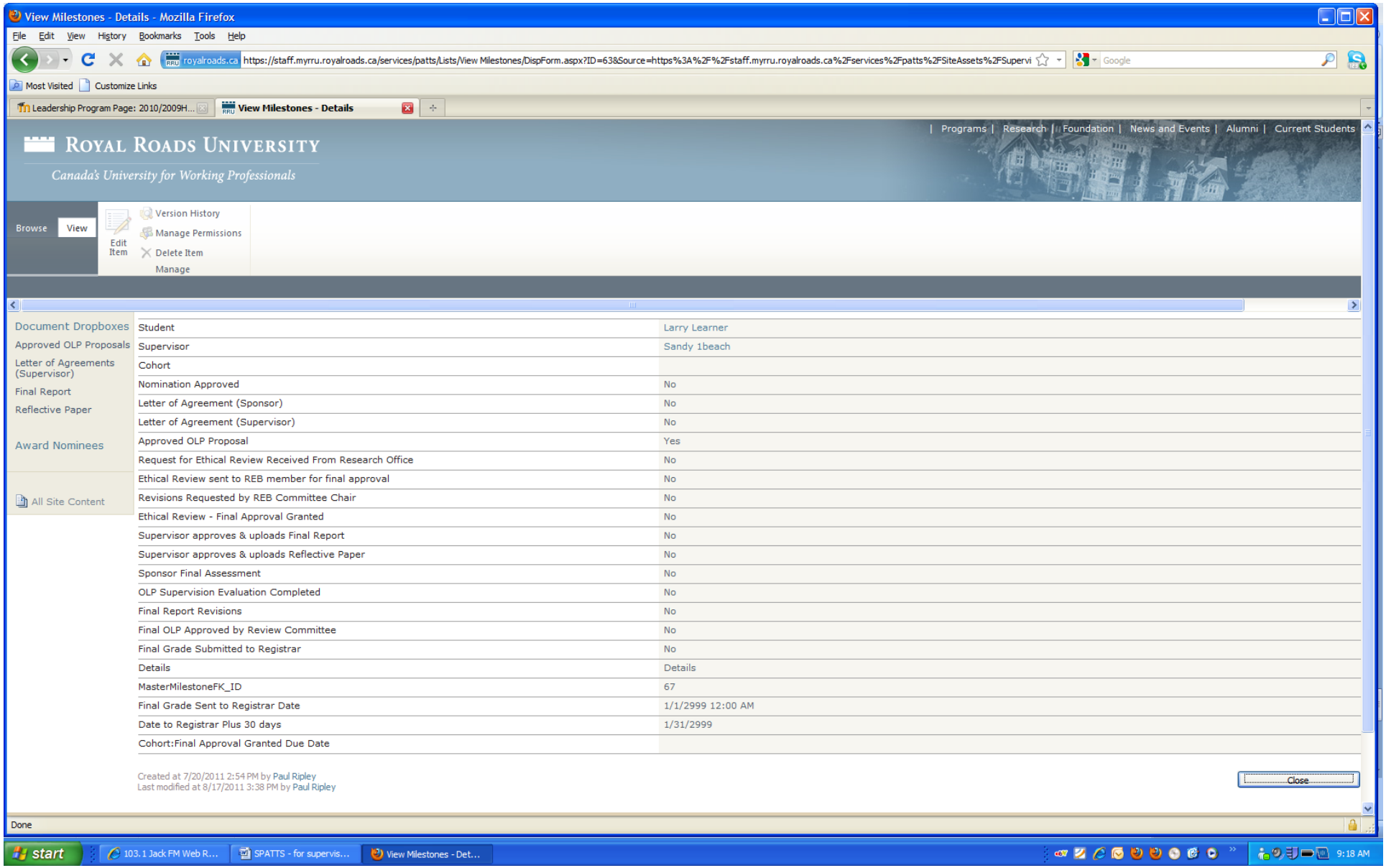


Choose Supervisor Dashboard



Your Students will show up here

If you want to see their progress click on Details



The Following List of Milestones will appear.