



STUDENT MANAGER HANDBOOK FOR STUDENTS

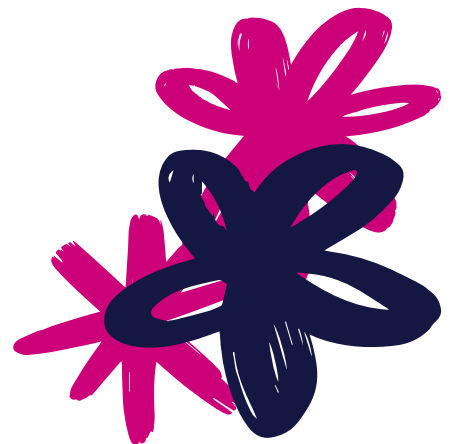


**HOTEL MANAGEMENT SCHOOL
NHL STENDEN LEEUWARDEN**

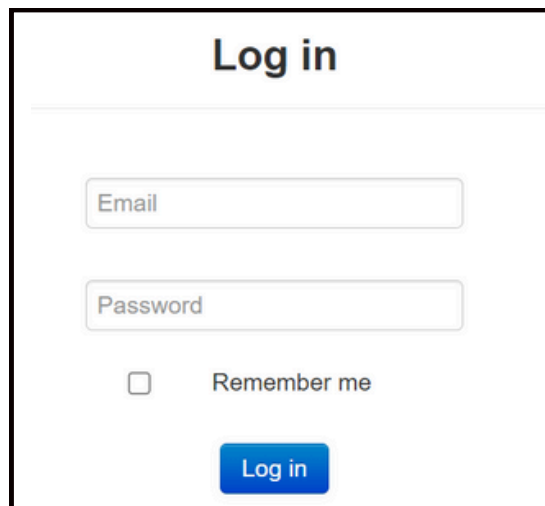


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LOG IN



Log in

Email

Password

Remember me

Log in

[Forgot Password?](#)

[Privacy Policy](#)

At the beginning of your study you will receive an activation link in your e-mail. With this link you can Log into your student manager account.

1. Use your student email (name.surname@student.nhlstenden.com) and create a new password, this password will not be changed over the course of your study.
2. Should this link not work, or if you encounter any difficulties using the system, please contact Student HRM.
3. You can access the Studentmanager page on the go, at home or work on any device via the following link: [Log in \(studentmanager.co.za\)](#).

CHANGE PASSWORD

Log in 1

Email

Password

Remember me

[Forgot Password?](#)

[Privacy Policy](#)

Forgot Password 2

Enter your email address and click 'Reset Password'. You will receive an email with a link to reset your password.

Your Email Address

Reset Your Password 4

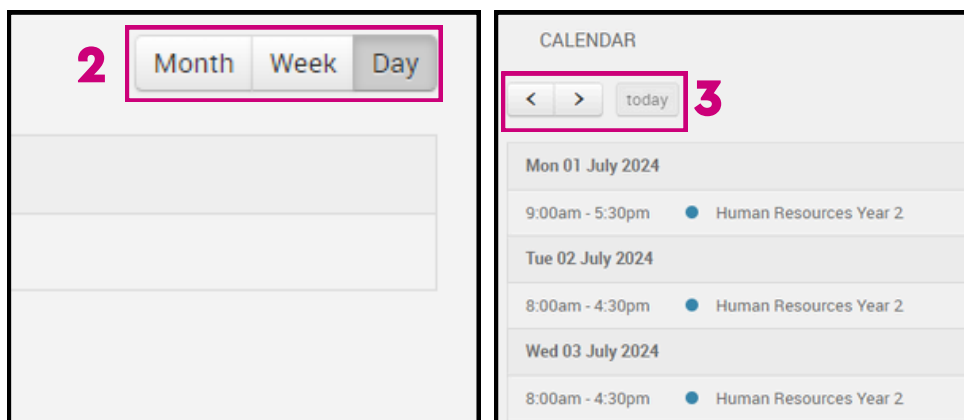
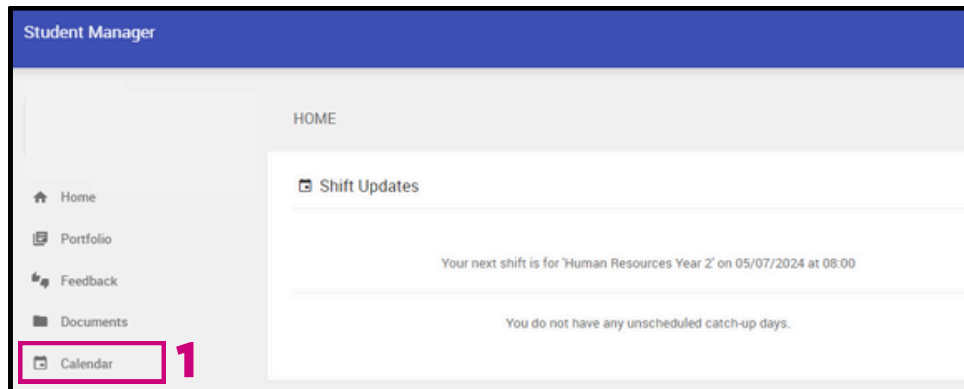
Enter your new password 5 or more characters

Forgot your password and need to change it?

1. Click on Forgot Password in student manager.
2. Enter your school e-mail in the Forgot Password section.
3. Click on the link that you received in your school inbox.
4. Create a new password in the Reset your Password section and click on Set Password.
5. Log into student manager to check if it work.

If there are further problems please contact the IT department.

MY SCHEDULE



When its time for your Practice period it is important to know when your shift starts and in which department you are stationed. You can find this in your schedule.

1. Click on Calendar.
2. In the right corner you can change whether you want to see the day, the week or the whole month.
3. With the arrows in the left corner you can switch the days, weeks or months.

The schedule is visible 2 weeks before the start date of your practice.

SCHEDULE CATCH-UP DAYS

Home

Portfolio

Feedback

Documents

Calendar

eLearning

iCal Sync

Catch-up days 1

Self Scheduling

Goals

Help

CATCH-UP DAYS

Food Court Year 1

No Show on 28/03/2024 at 08:00

3 days require scheduling

Schedule 2

Schedule catch-up event

You are scheduling a catch-up day for :

Food Court Year 1 - shift missed on 28/03/2024 at 08:00

Choose a catch-up day

Catch-up Group (Semester 2) - Early - 09/07/2024 08:00

Catch-up Group (Semester 2) - Early - 09/07/2024 08:00

Catch-up Group (Semester 2) - Early - 10/07/2024 08:00

Catch-up Group (Semester 2) - Early - 11/07/2024 08:00

Catch-up Group (Semester 2) - Early - 12/07/2024 08:00

Batch 5 (catch-up group) - Early - 26/08/2024 08:00

Batch 5 (catch-up group) - Early - 27/08/2024 08:00

Batch 5 (catch-up group) - Early - 28/08/2024 08:00

Schedule 4

If you get sick or are a no-show you will receive a catch-up day. You can schedule this in Catch-up day

1. Click on Catch-up day.
2. Click on the department and catch up day.
3. Choose a date you want to do the catch up day.
4. Click on Schedule.

If you have a problem with your catch-up day, please come to the HRM office.

SUMMARY FOR PORTFOLIO

The image consists of three screenshots from the Student Manager system, illustrating the steps to access and print a portfolio summary. The first screenshot shows the 'Student Manager' home page with the 'Portfolio' link highlighted in a pink box and labeled with a red '1'. The second screenshot shows the 'Portfolio' page with the 'Unlock your Hospitality DNA' link highlighted in a pink box and labeled with a red '2'. The third screenshot shows the 'PORTFOLIO SUMMARY: INTERNATIONAL HOSPITALITY MANAGEMENT' page with the 'PRINT' button highlighted in a pink box and labeled with a red '3'. The summary page displays 'Unlock your Hospitality DNA - Overall Results' with 'Assessment' (P) and 'Attendance' (100%). Below this, it shows 'Canteen Year 1' (17/09/2023 - 08/10/2023) with a 'P' grade and 'Kitchen' (03/09/2023).

When its time for your portfolio you need to print your Portfolio Summary for the practice data point. In this document you will see the feedback, grades and attendance.

1. Click on portfolio.
2. Click on Unlock your Hospitality DNA.
3. In the right corner click on print.
4. PDF page will be opened with your results from practice .
5. Download it and add it as artifact to your portfolio .

SUMMARY FOR PORTFOLIO NC

Not yet competent

(Note: (NC) means student has not attended all the scheduled days)

Human Resources Year 2 (24/06/2024 - 31/08/2024 - The Enterprising Hospitality Leader)

Grade Avg		Result: Assessments Incomplete
		Total Assessments: 1 No. Graded: 0 No. Passed: 0
1 Attendance Avg	NC	Scheduled: 15 Present: 9 Absent: 0 No Show: 0

2 **Final Knowledge Test** Grade: % Result:

4 **Professional competencies** Grade: % Result:

Tactical Decision Making Grade: % Result:

Kitchen Year 1 (08/01/2023 - 29/01/2023 - Competent Hospitality Professional)

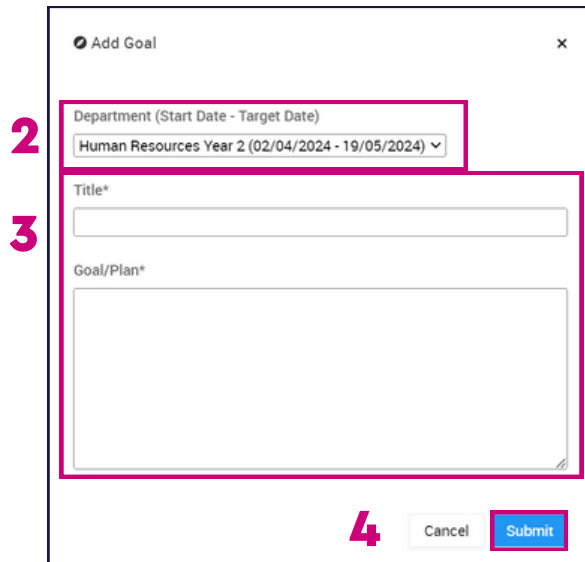
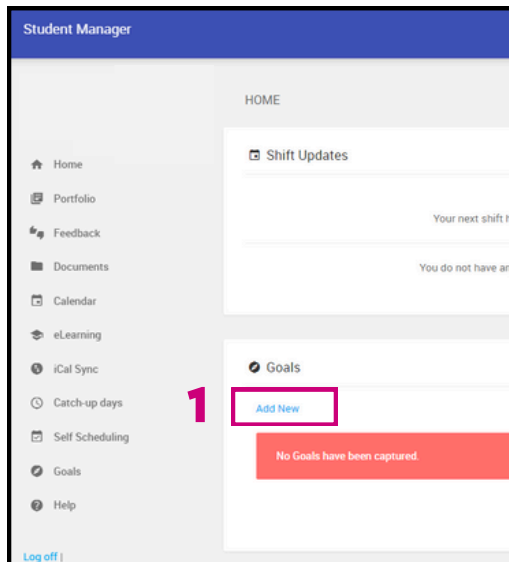
5 Grade Avg	P	Result: Competent
		Total Assessments: 3 No. Graded: 3 No. Passed: 3
Attendance Avg	100%	Scheduled: 17 Present: 17 Absent: 0 No Show: 0

Sometimes your Portfolio is not in order There are 3 reasons for that. You still have attendance, final knowledge test, and final grade.

- 1.Attendance: schedule in catch-up days and no-shows.
- 2.Final Knowledge test: send a screenshot with the grade, department and your initials to student.hrm@nhlstenden.com
- 3.Resit: To retry your final knowledge test when you have taken up your resits, contact the PI of the department to open it up.
- 4.Final Grade: contact the PI of the department to fill it in.
- 5.If everything is in order you will receive a Grade Avg P and a 100% attendance Avg

If there are still problems with your Portfolio summary visit the HRM office.

SMART GOALS



Once you enter your second year of practice you will need to make smart goals for the department. SMART stand for: Specific, Measurable, Achievable, Relevant and Time bound.

1. Click on Add New
2. Choose your department
3. Write a title and your goal
4. Click on Submit

ADD FEEDBACK

The screenshots show the following steps:

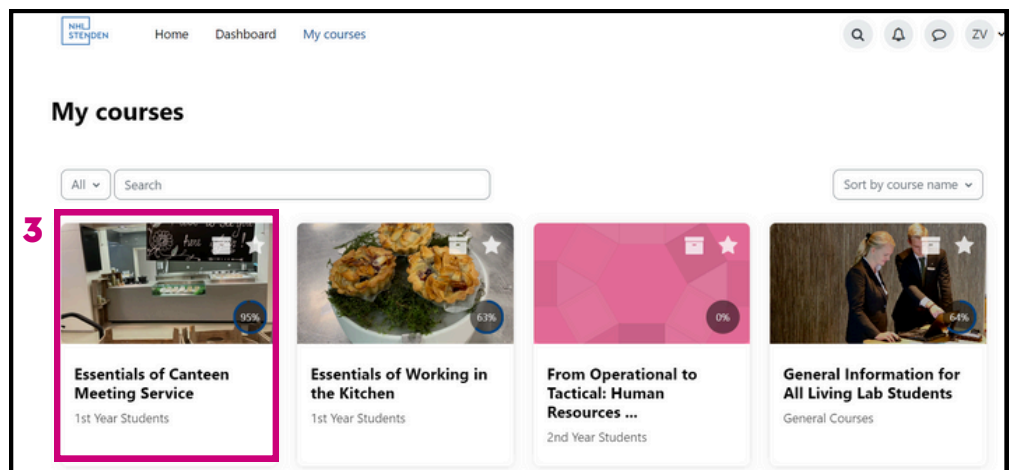
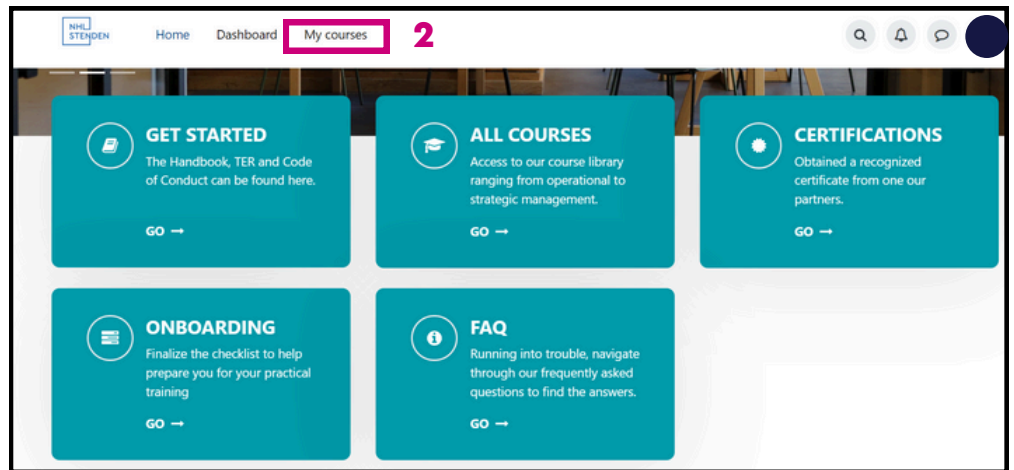
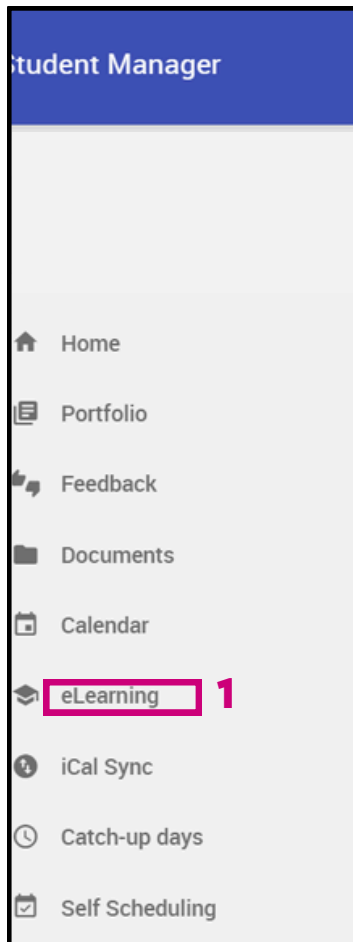
- Click on Feedback.
- Click on your department (Human Resources Year 2).
- Choose group (15 Apr 2024 - 19 May 2024).
- Click on student you want to write feedback for (Doe, John).
- Click on one of the Ps (Preparation, Participation, Professionalism).
- Capture the feedback (Write Feedback Here).
- Click on "Save".

After writing your feedback you will need to hand it in in student manager for it to be processed.

1. Click on Feedback.
2. Click on your department
3. Choose group
4. Click on student you want to write feedback for
5. Click on one of the Ps (Preparation, Participation, Professionalism)
6. Capture the feedback
7. Click on "Save"
8. repeat step 5 to 7 for every P

If the feedback is not written and processed students need to pick up contact with their supervisors, managers and PI's.

E-LEARNINGS



Before you start your practice you need to finish your E-learnings.

1. Click on E-Learning
2. Click on My Courses where you can see assigned courses for your practice department
3. Click on the department

At the end of the practice period, please do not forget to complete the Knowledge test otherwise your portfolio will not be completed. You pass with a 55% or higher

CONTACT



**If you have any questions
about Studentmanager
please do not hesitate to
contact student HRM
office!**



Monday to Friday from 8:00 to 17:30



Student.hrm@nhlstenden.com



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