Student User Guide

Version 3.4

Contents

Introduction

What is InPlace?

From the various areas in InPlace, you can view Agency data, upload documents, complete placement surveys, monitor placement applications, and keep track of your placements using an in-built calendar.

InPlace helps you with the following:

- It creates a central hub between all participants at any time of the day or night.
- It allows you track the progress of your upcoming placements via your desktop, laptop, smart phone or tablet.
- Where applicable, you can add and edit your Agency preferences in order to help provide the best possible placement experience.
- Once your placement is confirmed, you can view the Agency details as well as details of your Placement.
- From your Home page, you can see any tasks you need to complete.

Glossary of terms

Term	Definition
Agency	Agencies provide the placements that you attend. Agencies are known outside InPlace as 'Placement Sites' or 'Placement Providers'.
Discipline	A speciality, usually within a school. For example, *Nursing* or *Education*.
Faculty	The major divisions of an Education Provider. For example, the *School of Physics* or the *School of Medicine*.
Placement	A placement is a period of time that students undertake within an agency as part of a unit. A placement has specific and assessable learning outcomes.
Engagement	An engagement is an activity that may be a prerequisite to a placement, or used to block out a period of time on your calendar.
Self-Selectable Placements	Placements that can be selected by you, the student as applicable to your course
Attributes	Requirements/details and information that assist with the placement process.
Term Address	Address during semester to assist with placement
SIS/SRS	Your Faculty's Student Information System. Also called the Student Record System (SRS)
Unit Offering	Unit Offerings describe actual subject that you are enrolled in, as well as the place and dates you attend.

Home Page

The home page of InPlace is the first page you see upon logging in. Here, the main menus, action buttons and widgets display summaries of key information and updates.

From some widgets, you can perform common functions, answer queries and resolve issues.

Note: When you first login to InPlace you will be asked to read and accept the *Terms and Conditions* of use. Once you have read and accepted them, you will not see them again, unless they are updated.

Welcome to InPlace

InPlace Student Training Guide

Click here to download the InPlace Student Training Guide

Message Board

(10 messages)

Discipline-Message (Discipline - Nursing)
Discipline-Comment

Discipline-Message (Discipline - Nursing)
Discipline-Comment

Faculty-Message (Faculty - Faculty of Health Services)
Faculty-Comment

NT-Faculty-Message (Faculty - Faculty of Health Services)

Submitted Log Books

11 items submitted pending approval   View All

Student	Submitted
Alana Shootingstar	2
Joschka Fischer	3
Norman Gallagher	5
Paulette Andrews	1

Student Data Required

Student (Global) - Business: 1 item required

Upcoming Placements

View all placements

	Agency	Unit Offering	Dates	Duration	Supervisors	Log Books To Do	
Detail	EH Doncaster - Ward 1	NUR302 - CAM - SEM12015 - (02/03/2015 to 24/07/2015)	20 APR 2015 - 29 MAY 2015	30 Days	Associate Professor Gettwell Sun	0	View schedule & submit timesheet

View all timesheets

Placement requirements

Year	Placement Requirement	Duration	Type	Actions
2015	Michelle	5 Days	Staff Allocated	Placements to be allocated View Opportunities (7)
2015	Nursing Year 3 Unit 2	30 Days	Staff Allocated	See Allocation(s)
2015	Nursing Year 3 Unit 3	10 Days	Staff Allocated	to be allocated

My Details

My Details displays your enrolment information. Access it by selecting the **My Details** icon:

Navigate between the tabs to view your details, your placement information, and enrolment details.

The following tabs are available:

- **Details**: View your personal information and any Discipline-specific fields, and update the details in your University's Student Management System.
- **Address**: View your address in InPlace and ensure its accuracy. If the address information is incorrect, update the details in your University's Student Management System.
- **Placement**: View details of Placements, Self Selectable Placements, and action any responses required for placements.
- **Enrolment**: Filter through your enrolments and view enrolment details.
- **Note/Docs**: Depending on your permissions, add notes or documents to your student profile.

Your Calendar

Access it by selecting the **Calendar** icon:


The Calendar displays at today's date.
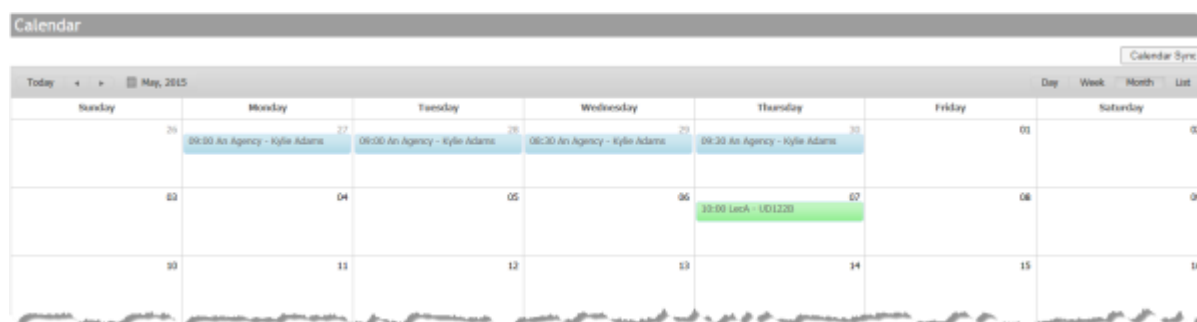
Navigate the Calendar

- Any Placements (in blue) or Engagements (in green) are visible for their allotted time.
- All day events are shown at the top (in the **all day** section).
- The default calendar day starts at *7.00 AM* and ends at *7.00 PM*. However, clicking **Show full day** (found at the bottom left corner) allows you to see a full 24-hour day and schedule accordingly.
- Changes or deletions to Placement details or Placement schedules are reflected in external student calendars. Updates to the calendar are performed automatically through the Google calendar service at regular intervals.

Common actions:

- Switch your view to **Day**, **Week, Month**, or **List** using the toggles on the upper-right hand side.
- Hover your mouse pointer over a Placement or Engagement to view more details in a tool-tip.
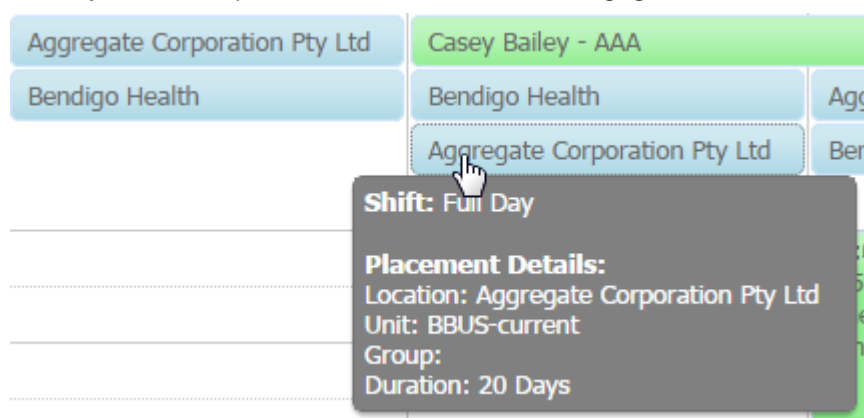

- Click on a Placement or Engagement block to view further details. Edit and refine from there. Any changes you make are reflected in the Calendar.

Calendar Sync

Students can export Placements to an external calendar. Placements are exported as an *iCalendar* file, which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

Click the **Calendar Sync** button on the far right of the screen.
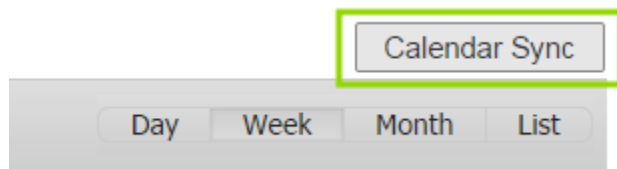
What if the Student only syncs once and does not connect to the internet again?

Students can synch once and then not connect again to the internet, but the synced calendar is primarily for mobile devices so it is likely that they will be connected for a majority of the time.

What is the source of truth?

Students must understand that any updates that they make to their calendar are not reflected in InPlace. For example, a student can't change the date of a placement in their synced calendar and expect it to be reflected back in InPlace.

Widgets

Various widgets appear on your home screen to alert you to key information. Your tasks are driven from these widgets.

Note: Widgets will only display if there is information for you. Not all widgets will display and some require specific permissions to do so. If unsure, contact your Placement Coordinator for more information.

The following Widgets may display on your Home Screen.

Widget	Description
Upcoming Placements	The **Upcoming Placements** widget appears on your home screen to remind you of upcoming confirmed placements. From this widget, you are able to view: • All confirmed placements • Details of specific placements • Agency details • Outstanding Log Books • Placement schedule • Time sheets (in order to both view and submit)
Response Required	The Response Required widget displays any outstanding survey requirements. Once a survey has been completed, the widget is dismissed from your home screen.
Student Data Required	The Student Data Required widgets alerts you that one or more attributes (data collection fields) attached to your student profile is missing or out of date. Click the link to be taken to the appropriate Details page to address the problem. Required fields are marked with a mandatory asterisk (*).
Self Placement Submissions	The Self Placement Submissions widget lists the status of your self-placement submission(s). If a staff user has recorded any feedback against the self-placement submission, this will also appear in the widget.
Self Selectable Placements	The Self Selectable Placements widget allows you to view and select placements on offer. Once you have nominated for a self-selectable placement, the widget will hide any other placements on offer for that Unit Offering and your nominated placement will not be visible to other students.
Message Board	The Message Board widget appears when any notes, reminders or messages are sent to you. For example, your Placement Coordinator may have sent a message telling you that placement dates will be advertised in a week's time.

Widget	Description
Nominated Placements	Once you have nominated for a self-selectable placement (using the Self Selectable Placements widget), the Nominated Placements widget displays all placements you have nominated for, while they are pending approval.
Placement Requirements	The Placement Requirements table displays any Unit Offerings you are enrolled in, the year in which the Unit Offering takes place, the Type (Selectable, Self Placement, etc.) and any Actions you can perform on that Unit Offering. For example, View Preferences, View Opportunities, See Allocations, etc.

Agency Preferences

Agency Preferences allows you to select the agencies where you would prefer to go on professional placement. Agency Preferences are set by Unit Offering. The number of agencies that you can select, as well as the ability to rank agencies are configured by your Placement Coordinators.

After you have submitted your agency preferences, Placement Coordinators use those preferences to help better allocate you to your preferred/most suitable placement.

Note: You can continue to change your preferences until the closing date. Submitting agency preferences does not guarantee you will receive your preference, however it is taken into account during allocation to best fit students to placements.

Submit Agency Preferences

1. From your **Home Screen**, scroll down to the **Placement Requirements** section.
2. Select **Submit Agency Preferences**.

The Agency Preference screen displays.

3. Take note of the number of agencies that you are required to select, and whether or not your preferences are ranked.
4. From the **Available Agencies** panel, select the Agency name.
5.   Scroll down to the **Agency Details** to view details regarding that agency. These details may influence your selection.

6. Click **Select** to move the chosen agencies to the **Select Agencies** section.

    Note: You can reorder the selected agencies if required.

7. Click **Save**.

Opportunities

Opportunities are basically advertisements posted to a job board. You can browse, select, and apply for these Opportunities as required and when available for your Unit Offering. Opportunities can take on many different forms such as Internships, Projects, Volunteering, etc.

There are three Opportunity response types. These are set up by your Placement Coordinator and cannot be changed by you. Depending on which type of Opportunity you apply for, the process will differ.

Once you have applied for an Opportunity, the Opportunity's status will change during its life-cycle. Status types are:

- Registered
- Applied
- Unsuccessful
- Pending
- Interview
- Successful
- Placed

View your Opportunities

Note: If you do not meet the application criteria, you will be alerted when viewing the Opportunity.

There are two ways to view Opportunities.

Method	Steps
From the **Opportunities** menu	Select an opportunity type from the **Opportunities** main menu. All available opportunities of that type are listed on a separate page. Select one of the following: - Projects - Career Opportunities - Event - Internship
From the **Placement requirements** section.	From your Home page, scroll down to the **Placement requirements** section. Opportunities available for a Unit Offering can be accessed by clicking **View Opportunities**.

Apply for an Opportunity

1. From your Home screen, scroll down to the **Placement requirements** section.
2. In the **Placement Requirement** column, locate the applicable Unit Offering.

3. From the **Actions** column, click **View Opportunities**.

Placement requirements

Year	Placement Requirement	Duration	Type	Actions
2016		10 Days	Staff Allocated	Placements to be allocated View Opportunities (7)
2017		5 Days	Staff Allocated	Placements to be allocated View Opportunities (7)
2017		10 Days	Staff Allocated	Placements to be allocated View Opportunities (7)

The details of the Opportunity are displayed, including any documents attached to the Opportunity.

How to I Apply for the Different Opportunity Types?

Apply direct to Agency

1. Review the application details.
2. Click **Show Application Details**. Further details on how to apply for the Opportunity are displayed.
3. Place your contact details in the **Application Details** section.

Clicking **Apply Direct to Agency** will hide the application details until you select to view them.

Register via InPlace

1. Review the application details.
2. Click **Register**.

A confirmation message is displayed.

Clicking **Register** will hide the Application instructions panel until you register.

Via the university (Online application)

1. Review the application details.
2. Click **Show Application Detail**.

Details on how to apply for the Opportunity display.

3. Click **Submit Application** and upload any attachments required for that application.

The Opportunity is added to your shortlist. It will be reviewed by the Placement Coordinator, Administrator, and/or the Lead Contact.

Tip: You can also access Opportunities from the **Opportunities** menu. This allows you to target specific, available Opportunity types in your list.
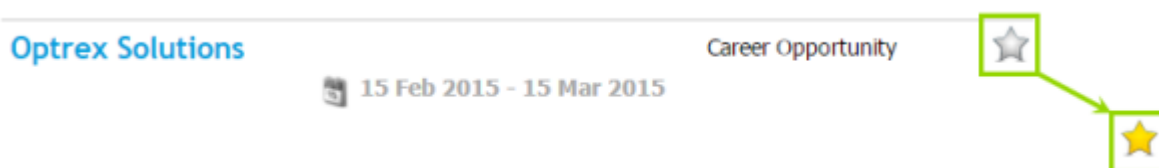
Shortlist Opportunities

Shortlists are like a shopping cart for the Opportunities you have registered or applied for.

Add to Shortlist

To add an Opportunity from the Opportunities list, select the grey star to the right of the Opportunity. The star will turn yellow.

Click the star again to remove the Opportunity from your shortlist.

Opportunities are also automatically added to your shortlist if the Opportunity you register or apply for has the following status:

- Registered (Type: Registration)
- Applied
- Pending
- Interview
- Successful

View Shortlist

You can view your shortlist at any time via the **Shortlist** menu or the **View Shortlist** list link.
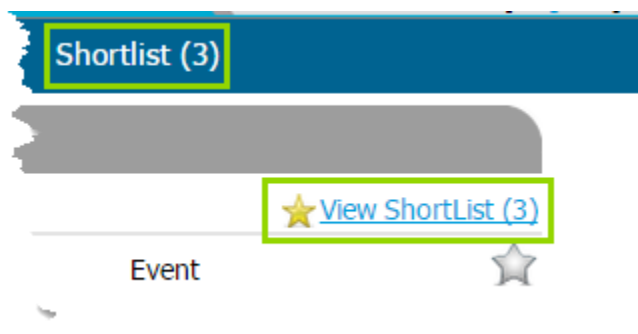
The Shortlist dialog displays, allowing you to view the high-level details of all the Opportunities in your Shortlist. You can also click the Opportunity link itself to view greater detail.

Self-Selectable Placements

Some courses may require you to nominate a placement that you would like to attend. Placements are published and available for self-selection during a specified time frame, and the availability of placements is determined on a first-come, first-serve basis.

All submissions are subject to the approval of the Placement Coordinator, who will *Accept* or *Reject* the nominations.

Guidelines

- You are automatically notified when your placement has been accepted or rejected. This notification is by email.
- You may only submit one nomination per Unit Offering enrolment at a time.
- You cannot nominate yourself for a placement where you have previously been rejected.

Nominate a Placement

1. Go to your Home Page.
2. Do one of the following:

Use Placement requirements	a. Scroll down to the **Placement requirements** table. b. Locate the applicable Unit Offering. c. From the **Actions** column, click **Select Preferred Placement**.
Use the Self Selectable Placements widget	a. From the **Self Selectable Placements** widget, locate and select the Unit Offering.

   The **Self Selectable Placements** screen displays.

3. Click the **Detail** link of the placement.

   The **Self Selectable Placement** details window displays.

4. Click **Nominate**. A confirmation message is displayed.
5. Click **OK**.

   Another message displays indicating that the nomination was submitted successfully. For more details of your placement, click the **Placement** tab.

6. Return to your Home Page

   The dates of the nominated placements are displayed in the **Nominated Placements** widget. They have a status of **Pending**.

What happens now?

Your nomination is sent to your Placement Coordinator, who will review your nomination and *Approve* or *Reject* it.
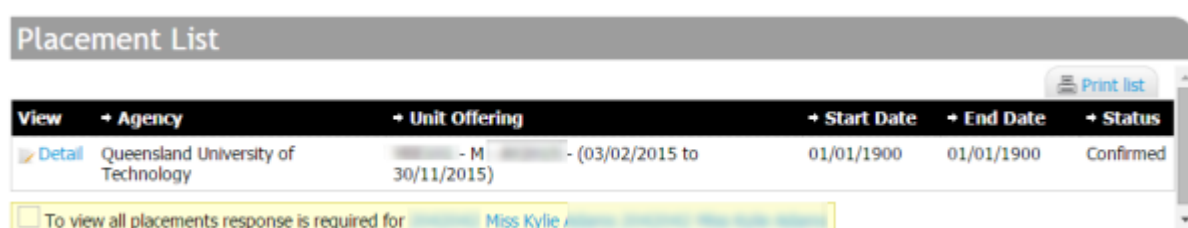
Self-Placement

What is self-placement?

Certain courses permit you to source your own placements for your course requirements. These placements are then verified by placement staff for suitability.

How do I do this?

Submit an application for a self-placement at a specific Agency with which you have already negotiated a placement.

Once submitted, the application is sent to your Placement Coordinator for review. They will **Approve** or **Reject** your application.

Placement List Screen

Click the **Detail** link on the applicable Placement to display its details:

Placement Screen

Submit an Application for Self-Placement

1. From your Home screen, scroll down to the **Placement requirements** section.
2. In the **Placement Requirement** column, locate the applicable Unit Offering.
3. From the **Actions** column, click **Submit Self Placement**.

The **Register self placement** registration form is displayed.

Only Unit Offerings that you are enrolled in, and that have self-placement activated on them, are displayed in this list.

4. Enter the following details:

Detail	Description
Unit Offering	Select the Unit Offering from the drop-down list.
Placement Start and End Dates	Select the Start and End dates of the placement from the calendar.
Placement Duration	Enter the length of your placement.
Placement Times	Select from an existing roster template or enter the times during the week(s) you will be attending.
Agency Details	Enter the Agency name and any other applicable details you can. Only the **Agency Name** is mandatory for this submission.
Agency Contact Details	Enter the Agency contact details and any other applicable details you can. Only the **First Name**, **Business Phone**, and **Business Email** are mandatory for this submission.
Additional Details	Enter any additional details, such as validation or checks that display in the attributes below the main form.

5. You can either click **Save Draft** and come back to this later, or click **Submit** when the data is complete.

Clicking **Submit**, submits the request to the Faculty for review.

View Current Self-Placement Submissions

After you have nominated your Self Placements, the **Self Placement Submissions** widget displays on your home screen.

The **Self Placement Submissions** widget displays the status of your current self placement applications. Once you have submitted an application, the Self Placement Status changes to **Pending**, indicating that the application is pending staff review.

 Any messages added by staff are also displayed.
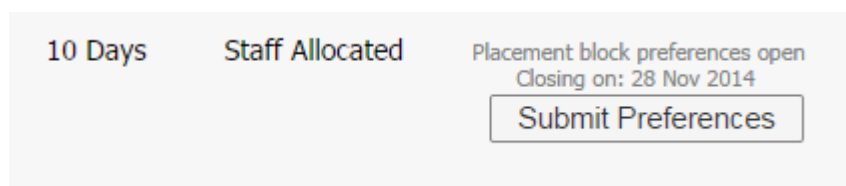
Placement Blocks

A Placement Block is the block of time that you are allocated to go out on Placement, though you may not necessarily be on Placement for every day within the block. Some courses/subjects may require you to select and preference placement blocks.

Submit a Placement Block Preference

When you log in to view your Placement requirements, a new **Placement block preferences open** action is displayed.

Below this is a **Submit Preferences** button.

The expiry date (that is, the time in which you have to submit your preferences for placement blocks) is listed as well. After this date, you will only be able to *review* your preferences.

10 Days	Staff Allocated	Placement block preferences open Closing on: 28 Nov 2014 Submit Preferences

1. Click **Submit Preferences**.

   The **Placement Block Preferences** dialog is displayed.

2. Select as many preferences as your Placement Coordinator has specified.

Placement Block Preferences

Placement Block Preferences

Unit Offering   **PHYSIO-2C05**

1st Preference   PHYSIO-2C05 - P Block 2 (12/10/2015- ▾

2nd Preference   PHYSIO-2C05 - P Block 3 (02/11/2015- ▾

Submit Preferences   Reset   Clear   Cancel

3. Click **Submit Preferences**.

   You are returned to the Placement requirements list.

4. The placement blocks are listed as **Preferences Submitted**.

Note: You can change your Placement Block preferences once submitted, as long as the **Closing Date** has not passed.

Access and Manage Timesheets

Depending on your course or subjects, you may be required to complete a Timesheet in InPlace. The level of detail required may vary from course to course, subject to subject.

1. From your Home page, locate the **Upcoming Placements** widget.

2. From the applicable placement, click **View schedule & submit timesheet**. (Alternatively, you can select **View all timesheets** to access all your timesheets (across multiple placements).

   On the Placement **Schedule** tab you will see all the timesheets relating to that particular placement.

3. From the **Date** column, select the date of the timesheet you wish to complete.

   The **Timesheet Detail** dialog displays.

4. Submit the required information such as **Actual Start** and **End** times for the day or absent hours and absent reasons.

   Note: You cannot submit timesheets for future dates.

5. Click **Save and Close** to validate the data you have entered in your timesheet and close the **Timesheet Detail** dialog.

   Tip: On the Placement **Schedule** tab, you can also select multiple timesheet records to update in bulk as "attended". To do this, check the box to the left of the **Date** column. From the **Choose an option** drop-down list, select **Mark as attended**.
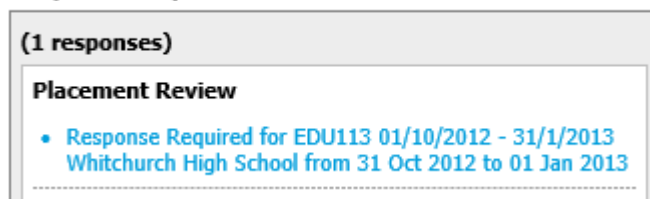
Surveys

Overview

There are many aspects of placements and the placement process that can be reviewed and fed back to the institution. This includes your experience on the placement, and your performance on the placement.

Complete a Survey

Placement Coordinators may publish surveys to gather feedback on your placement experience. When you log in to InPlace, if there is a survey available for you to complete, it will display in the **Response Required** widget.

Response Required

(1 responses)

Placement Review

*   Response Required for EDU113 01/10/2012 - 31/1/2013 Whitchurch High School from 31 Oct 2012 to 01 Jan 2013

Complete a survey

1. Click the blue text in the **Response Required** widget.

    The survey opens in a separate dialog.

2. Complete the questions.
3. Click one of the following:

    *   **Save for Later**: Saves the survey so you can complete it at a later date.
    *   **Submit**: Submits the survey results to your coordinator.