# InPlace

## Student User Guide

# Introduction

## Welcome to InPlace

### About InPlace

InPlace helps you to manage your work placements. You can:

- Track the progress of your upcoming placements via your desktop, laptop, smart phone or tablet.
- Use your Home page to quickly check for tasks you need to complete and notifications of which to be aware.
- Add and edit (where applicable) your agency preferences to help provide you with the best possible placement experience.
- View agency and placement details after a placement is confirmed.
- Keep track of your placement schedule and other engagements using the Calendar.
- Upload and download documents, complete placement surveys and forms, apply for available opportunities.

... and much more!

### About this user guide

**Important note about InPlace terminology!** Some terms in InPlace can be tailored to match those an institute commonly uses. For example, a system administrator might change the InPlace term ‘supervisor’ to ‘preceptor’. The changes will be seen wherever those terms are used in the InPlace user interface, such as field names, tab names, lists and so on.

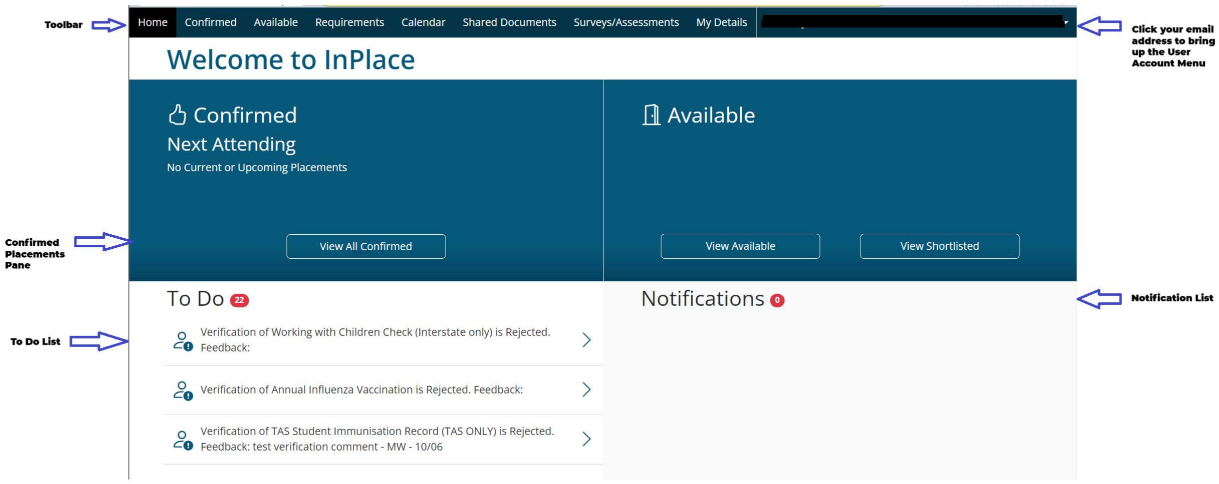
The changes are not reflected in any InPlace documentation that we create for you (including the user guide you’re currently reading) – only standard InPlace terminology is used. All instructions, however, are still relevant and useful as long as you keep this in mind.

This user guide  provides overviews of InPlace functionality and step-by-step instructions for performing all the key tasks.

# InPlace basics

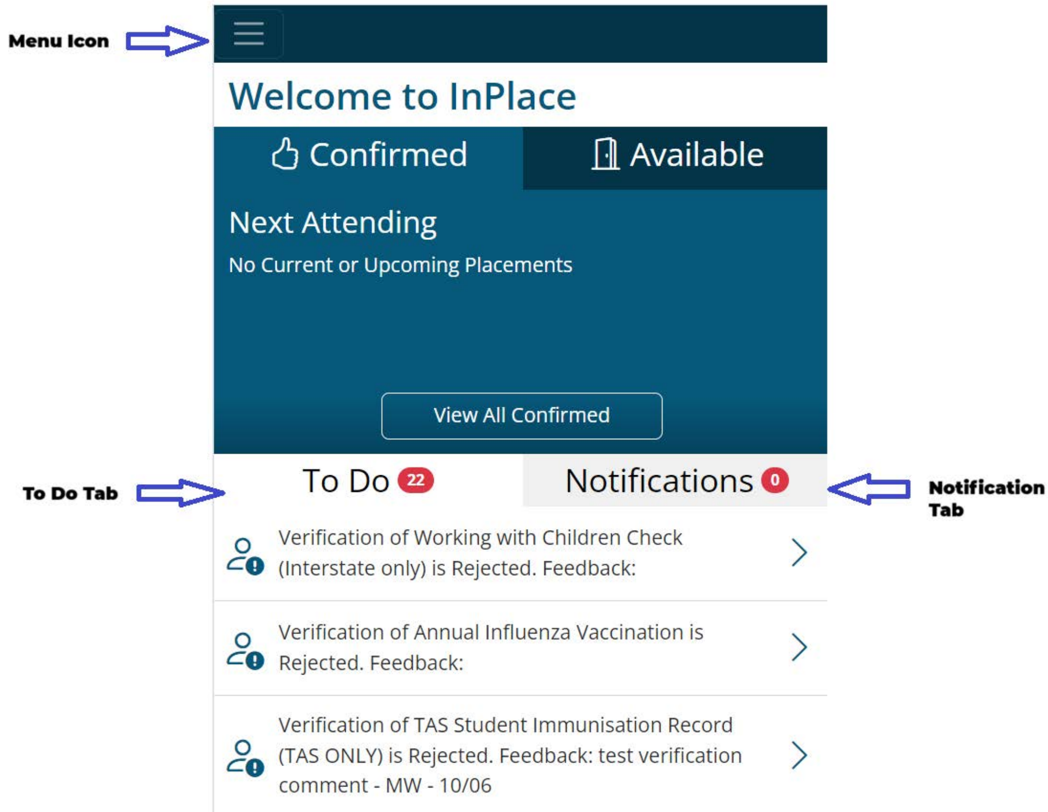
## Use your Home page

Your Home page is the first page you see when you log in. It gives you quick access to all your placement details, tasks and notifications.




### Viewing InPlace on a mobile device?

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.




## Use the toolbar

The toolbar is available on every page in InPlace, not just the Home page.

**Tip!** On a mobile device tap the menu icon to access the toolbar items.

| Link | Action |
|---|---|
| **Home** | Click to return to the Home page. |
| **Confirmed** | Click to open the Confirmed page and view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view.<br>From the Confirmed page you can open a placement and then access your schedule (including your log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature. |

| Link | Action |
|---|---|
| **Available** | *(Licensed feature)*<br>Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted.<br>If new opportunities have been added recently the number displays beside the link. |
| **Requirements** | Click to open the Requirements page and view your full program of placement requirements. |
| **Calendar** | Click to open your Calendar. |
| **Shared Documents** | Click to open the Shared Documents page and view all documents available to you. |
| **<your username>** | Click your username to view the **User Account** menu. From here you can:<br>• click **My Details** to open the My Details page and review your personal details and all required compliance documentation for your placements.<br>• click another InPlace account (such as **Staff Account**), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.)<br>• click **Help** to open the InPlace online help<br>• click **Log Out** to log out of InPlace |

## Use the Confirmed pane

The **Confirmed** pane gives you a quick snapshot of your next upcoming placement. You can:

- Click your 'next attending' placement to open it and view all details, including your schedule and any related documents, and also access the carpool feature.
- Click **View All Confirmed** to open the Confirmed page and view all your confirmed placements and any confirmed (successful) opportunities you had applied for via the Available page.

## Use the Available pane

*(Licensed feature)* You use the **Available** pane to see at a glance what types of opportunities (such as projects, internships and volunteering positions) are currently being advertised. You can:

- Click an icon to open the Available page and view just those particular opportunities.
  Note: If there are many opportunity types click the forward or back arrow to cycle through them.
- Click **View Available** to open the Available page and view a list of *all* opportunities (which you can then filter).
- Click **View shortlisted** to view the opportunities you've already registered or applied for, or that you've manually shortlisted.

**Note:** A green dot in the Available pane indicates that a new opportunity has been added recently.

## Use the To Do list

Your **To Do** list displays a list of tasks you need to acknowledge, review or action. For example, you might have to:

- Provide information that is missing or out-of-date on your My Details page (such as compliance information – police check details, first aid certificate and so on).
- Complete a survey or assessment.
- Complete forms (such as placement agreements, leave applications, indemnity forms, and so on).
- View all new self-selectable placements on offer and then decide which ones you want to apply for.
- Submit placement preferences, placement block preferences, agency preferences or opportunity preferences.

**Note:** For preferencing tasks, a tick appears on the task in the **To Do** list as soon as you meet the minimum preferences required.

- Submit your outstanding timesheets or log books.
- Recheck a document you uploaded for verification that has been rejected by a staff user.

Click any task to open the relevant page and then complete whatever work is required. The task disappears from the list.

## Use the Notifications list

The **Notifications** list displays information that you need to read but don't need to action. For example:

- Placement reallocation notifications, which show the status of your current change requests (**Submitted** or **Pending**). When a change request gets accepted or rejected, the notification disappears.

- General messages, such as a message from your placement coordinator telling you that placement dates will be advertised in a week's time.
- All placements or available opportunities that you’ve applied for and are currently pending approval.
- Any of your self-placement submissions that have been rejected.
- If your placement coordinator or other staff member has recorded any feedback against your submission this will also appear.

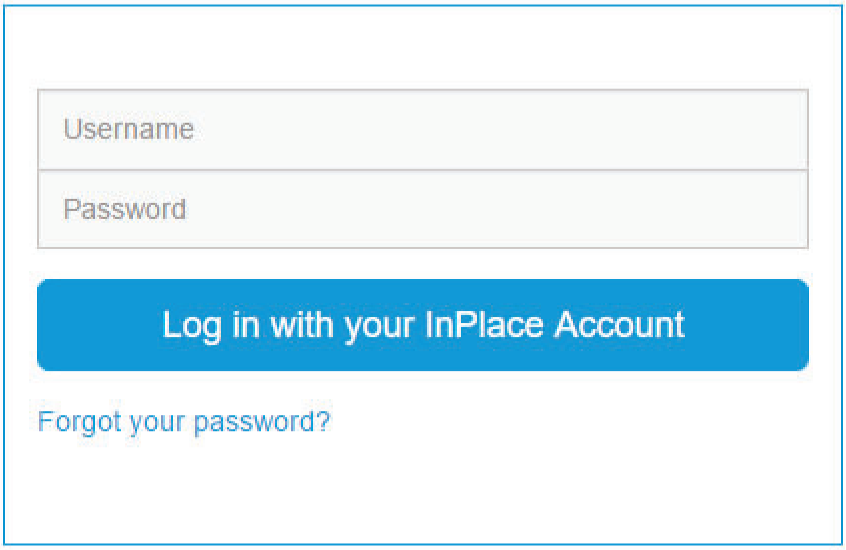
**Note:** Notifications disappear from the list after 15 days.

# Log in and log out

InPlace is used by a range of different people. You might be a student, a staff member at an institute or a person who works at an agency that provides placements to students at that institute. The steps below outline how to log in to and out of InPlace.

## Log in to InPlace

1. Open InPlace in a browser.
2. Do one of the following:
   - If the institute uses single sign-on authentication (and you're in the InPlace database):
     - **Students and staff members:** Click either the **Student** or **Staff** button (or link), as appropriate, and enter your general institute login details. (You might only see a single button or link, depending on how your institute has configured the login setup.)
     - **Agency users:** Click the **Agency** button (or link) and then enter your InPlace username and password and click **Log in with your InPlace Account**. (The button/link name may vary, depending on how the login setup has been configured.)
   - If the institute doesn't use single sign-on authentication, in the login box type your InPlace username and password and click **Log in with your InPlace Account**.




3. If this is your very first login, you're presented with the InPlace **terms and conditions**. You must read the content and click **Accept** before you can access your Home page.

## Log out of InPlace

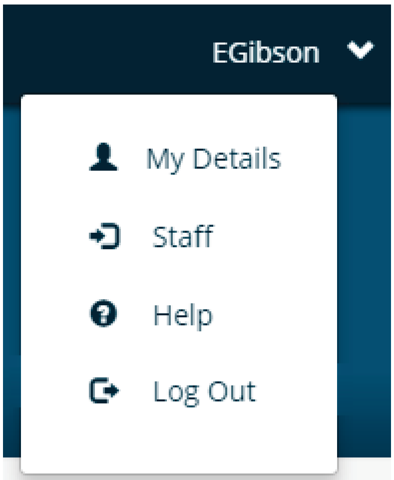
To log out click your username on the toolbar and then click **Log Out** on the **User Account** menu.

# Switch to another InPlace user account

Some users have more than one InPlace account associated with their username. For example, they may be both a student *and* a staff member, or they may be an agency coordinator *and* a supervisor. The functionality you can access in InPlace varies according to which account you're currently using.

## How to switch InPlace user accounts

1. Click your username on the toolbar to view the **User Account** menu.
2. Click the link for the relevant account.




The page refreshes to show the relevant view.

# Confirmed placements

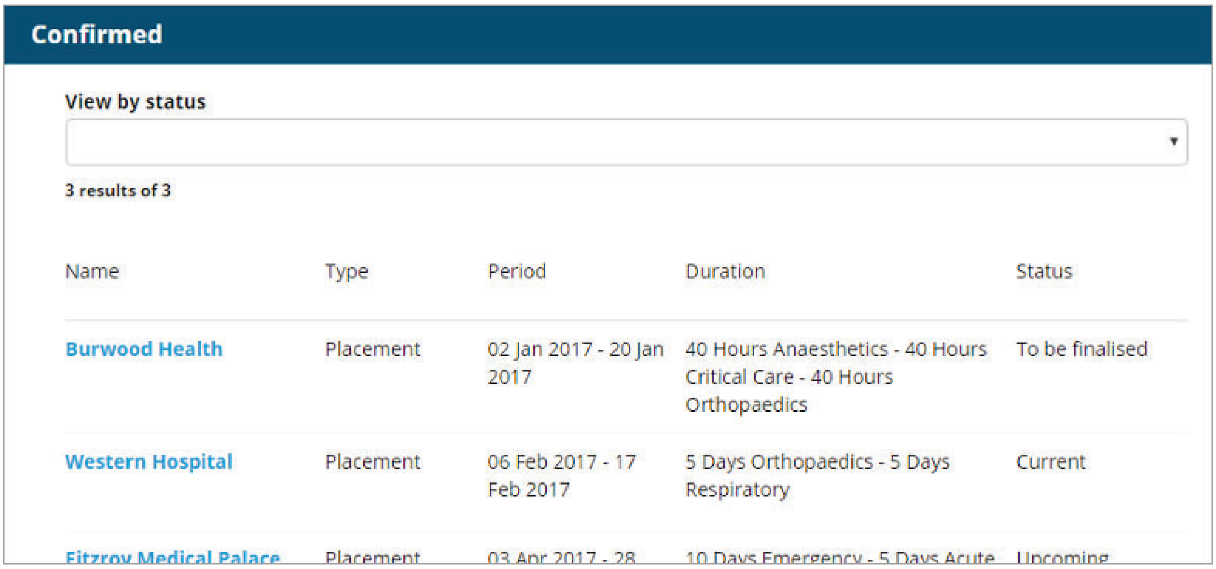
## Manage your confirmed placements

You use the **Confirmed** page to view all your confirmed placements and any confirmed (successful) opportunities. From this page you can open a placement to access its full details, as well as your schedule (and your timesheets or log books), related documents, assessment reports, accommodation information, and the Carpool feature.

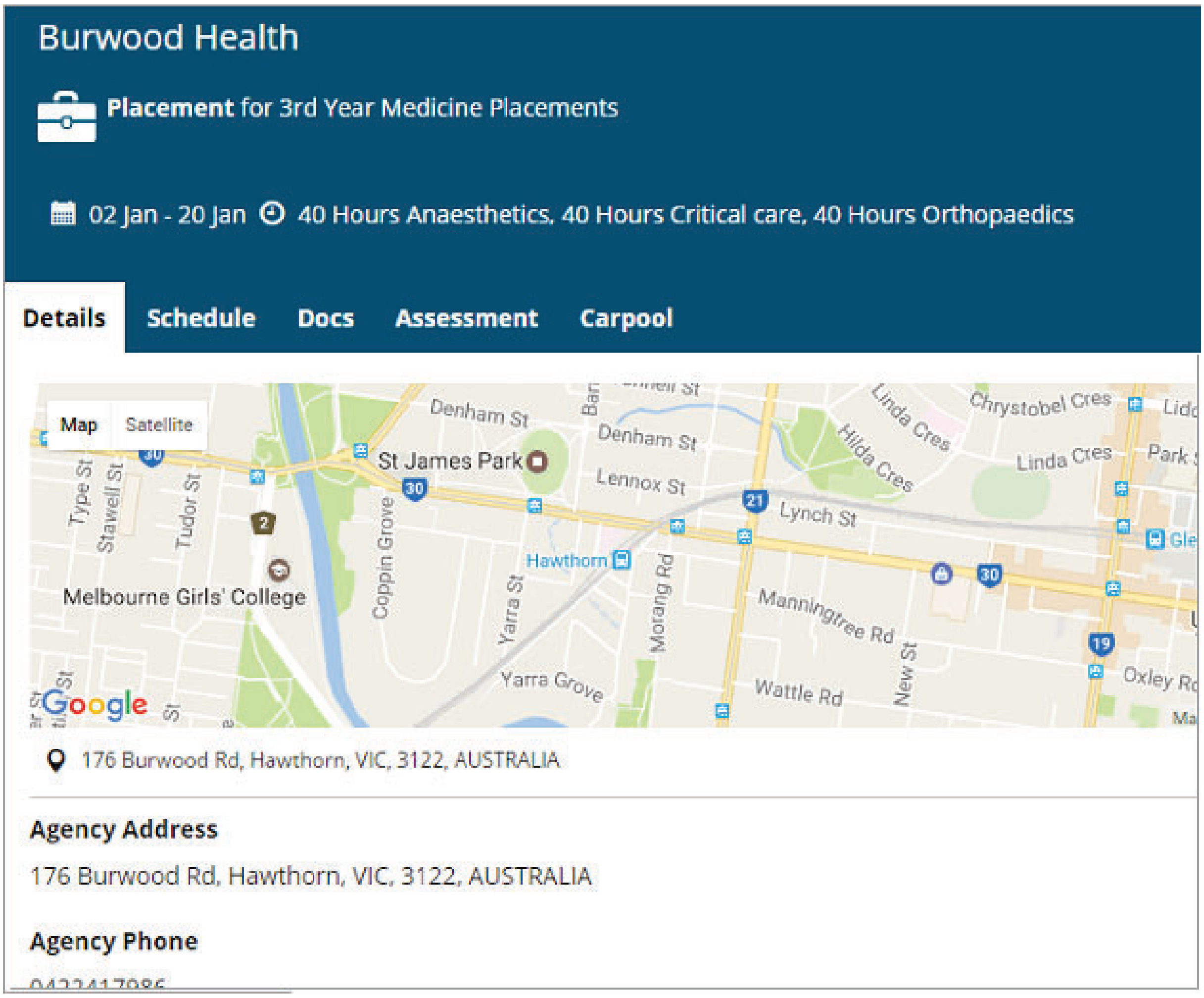
### How to managed confirmed placements

1. On your Home page, do one of the following:
    - Click **Confirmed** on the toolbar.
    - Click **View All Confirmed** in the **Confirmed** pane.

   The Confirmed page opens.




2. Find and open the relevant placement.
   It opens at its **Details** tab, and the core placement details appear in the page's header area.




3. Use the tabs:

### Details tab

The **Details** tab lists the agency's address and contact details, and may include a map.

Additional placement and/or agency details may also be included. For example, police check or immunisation requirements, or public transport information. Depending on how the placement has been set up you may be able to edit these additional details. If they're editable click the blue plus sign ➕, make your changes and submit them.

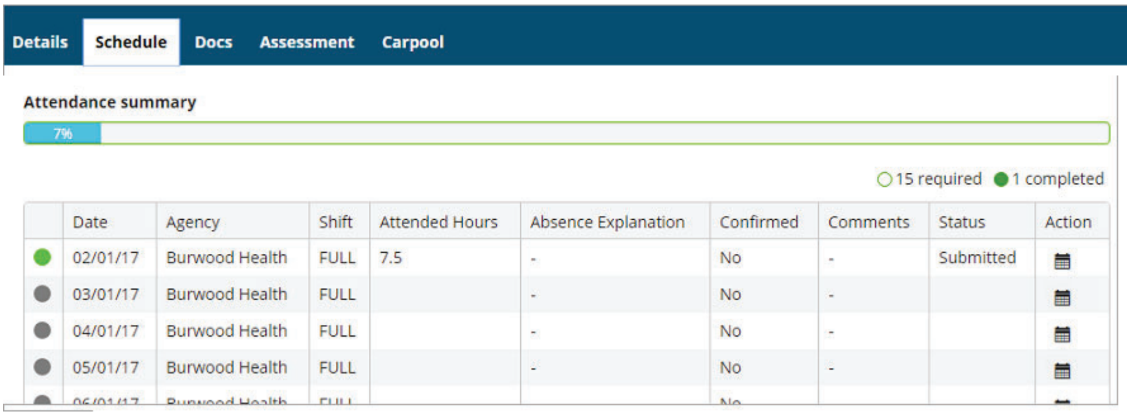
If the placement includes accommodation, you'll see the accommodation provider's details and may be able to make changes.

### Schedule tab

The **Schedule** tab lists your placement schedule:

- Indicator in the left column turns from grey to green for submitted timesheets or log books, and turns to red if you record an absence on a timesheet or log book.
- *(log books only)* **Status** column shows you the current status of each log book.

If you have to complete timesheets or log books, you access them from here by clicking either the timesheet icon or log book icon in the **Action** column.




### Add a day to your schedule

You can add one or more days to your schedule (if this functionality has been activated by your placement coordinator). For example, you might not have been given a schedule at all for this placement because it's up to you to add your days, or you might have a schedule but you need to add a day to make up for a day that you were absent.

1. At the bottom of the **Schedule** tab click **Add Day to Schedule** (if available).
2. In the **Add Day to Schedule** dialog enter the date and (if required) the start and end times and click **Save**.
   The day is added to your schedule.
3. Repeat Steps 1 and 2 to add more days as required.

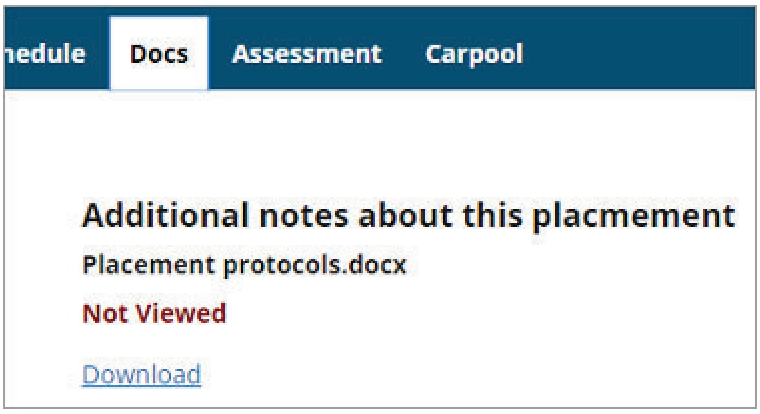
### Delete a day you've added

If you've added a day and your placement uses timesheets (not log books) you can delete that day if necessary.

1. On the **Schedule** tab locate the day you want to delete and click the timesheet icon .
2. In your timesheet click **Delete**.

## Docs tab

The **Docs** tab lists any documents relevant to this placement.

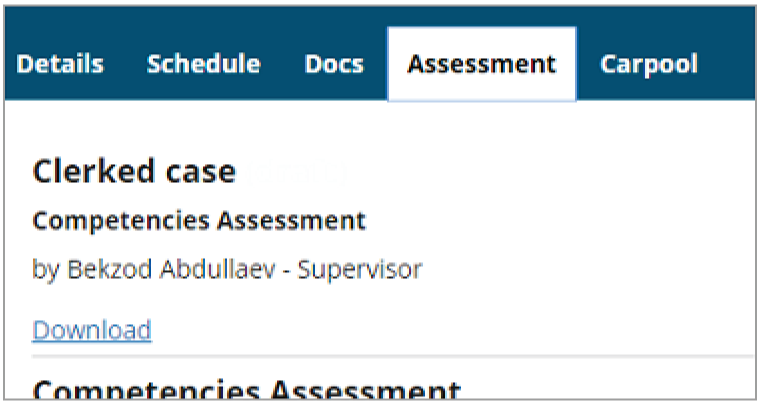



**Note:** You can also access the documents from the Shared Documents page.

### Assessment tab

The **Assessment** tab lists assessment reports completed by your supervisor about your performance on placement. Click **Download** to view or download a report.

**Note:** The **Notifications** list on your Home page displays message whenever a new assessment report has been shared with you.




### Carpool tab

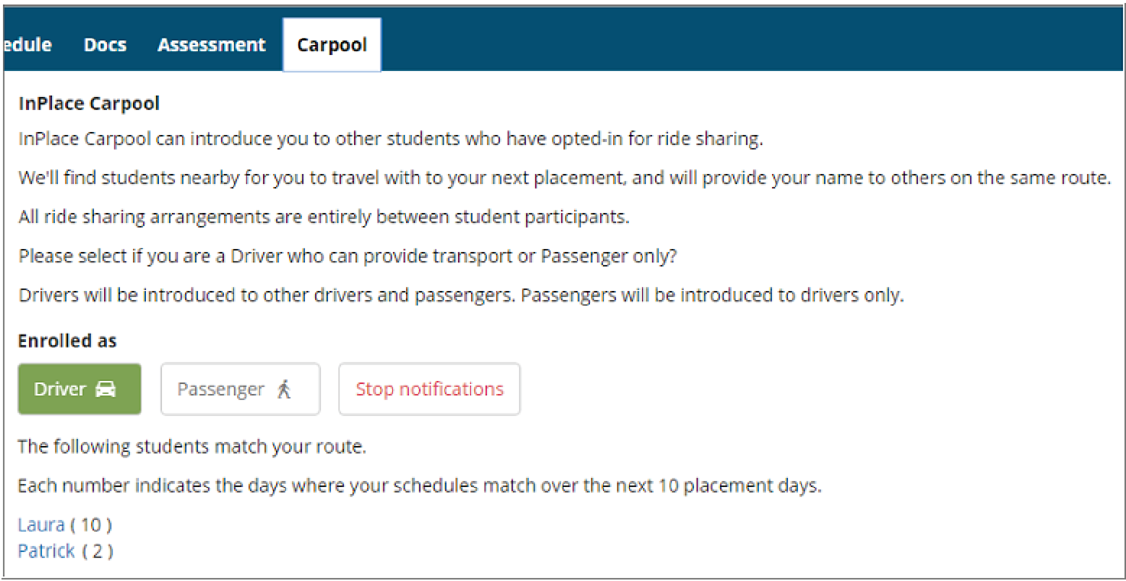
The **Carpool** tab lets you connect with other students on the same placement as you who might have a car and be able to give you a lift to your placement, or are looking for a ride to the placement.

1. Do one of the following:
   - If you have a car and are willing to drive others to your placement, click **Driver**.
   - If you're looking for a ride, click **Passenger**.

The page refreshes to show the names of students nearby (based on their term address). If you register as a passenger you see only the names of drivers. If you register as a driver you see the names of potential passengers *and* other drivers.

2. Next to each person's name is the number of days where their placement schedules coincide with your schedule over the next 10 placement days. Use this to find travel partners whose schedules are closest to yours.

3. Click a person's name to open your email app and then email them directly to make your travel arrangements.




4. If you no longer want to take part in carpooling click **Stop notifications** .
   Your name will be hidden from all other carpool participants.

# Shared Documents

## Manage your shared documents

The Shared Documents page lets you review in a central location all documents that have been shared with you and any documents that you've uploaded as part of updating your enrolment-related information (such as a police check document you uploaded on your My Details page.

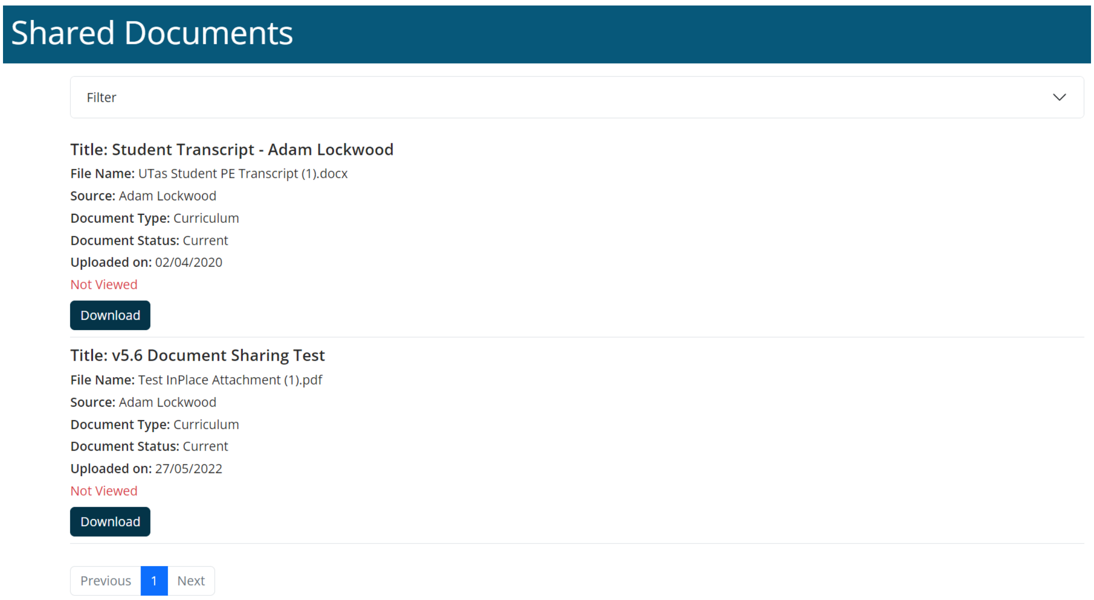
**Note:** The Shared Documents page doesn't display any documents you uploaded as part of submitting applications for placements or available opportunities.

### How to manage shared documents

1. On the InPlace toolbar click **Shared Documents**.

   **Note:** If any new documents have been shared with you, you'll see a message in the **Notifications** list on your Home page.

   The Shared Documents page opens.




2. If the list of documents is long you can filter it.
   a. Click in the **Filter** field to view the filters and enter search terms in any of them:
      - **Name:** Enter the full or partial file name of the document.
      - **Title:** Enter the full or partial document title.

- **Date:** Select the date you think you first viewed the document. The filter will locate any documents with 'first viewed' dates from that date onwards.

b. Click **Apply filter**.

- The Shared Documents page refreshes to show all matching documents.

3. Do either of the following:
   - Click **View** to open the file.
   - Click **Download** to save the file to the default location on your device.

**Notes:**

- How you view or download files can vary depending on the device you're currently using for accessing InPlace.
- The date you last viewed a document is recorded on the Shared Documents page.

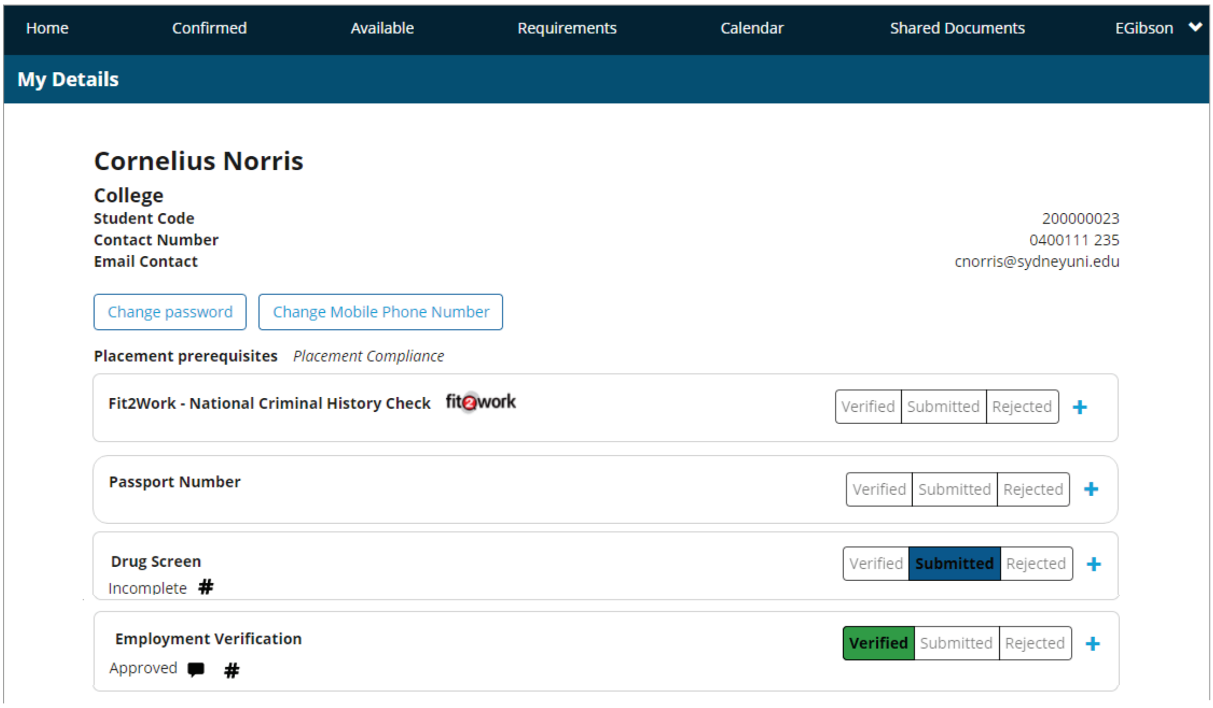
# My Details

## About My Details

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver's licence information. You are also able to change your InPlace password here. Staff and placement coordinators can view your placement-related information and verify that it's correct and complete.

You access the page by clicking your username on the toolbar and then clicking **My Details** on the **User Account** menu. You can also open it by clicking a relevant task in the **To Do** list (on your home page).

> **Note:** If your institute uses a verification service such as fit2work, you can synchronise your account and submit orders for online checks from this page.

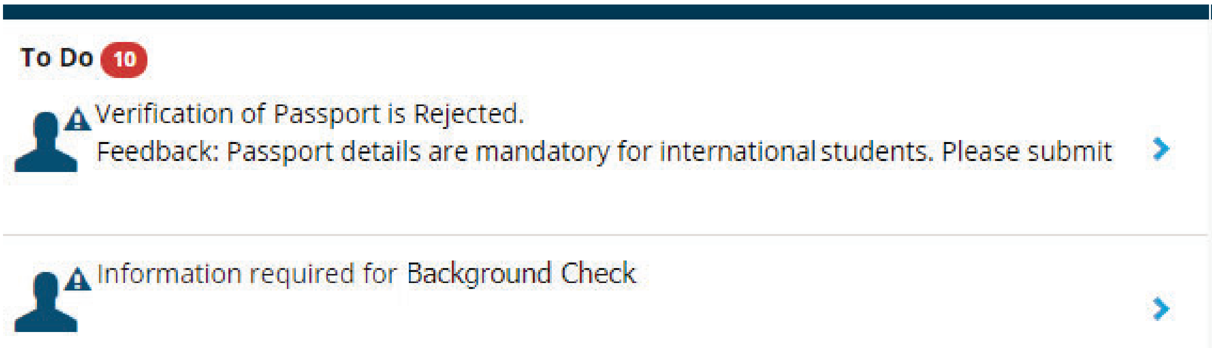


# Manage your student details data

You're alerted to missing, outdated or rejected information by a task (such as ‘Information required’ or ‘Verification rejected’) in the **To Do** list on your home page.

## How to manage your student details

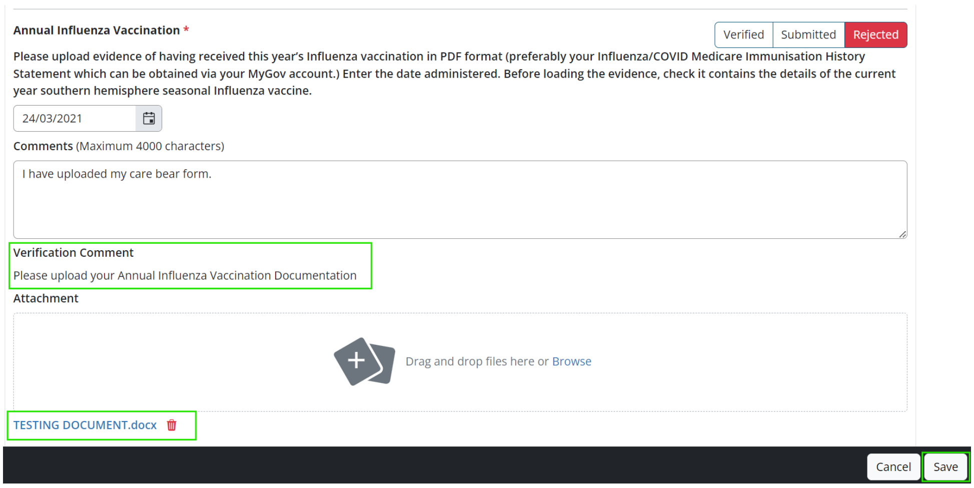
1. In the **To Do** list on your Home page click the task.
   The task lists the section of your My Details page that needs attention. For example, 'Placement Compliance'.




   The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.

3. If you've submitted information previously, but this was rejected by your supervisor, check the **Verification Comment** section for any comments or further instructions.




4. Enter the required information, including uploading any relevant documents, and click **Save**.

# Calendar

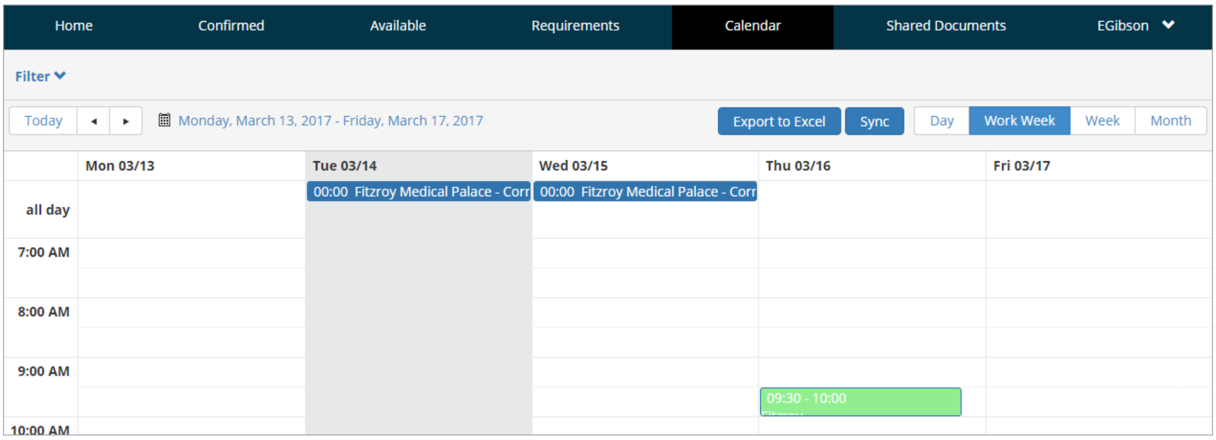
## Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you've nominated. It may also show your course-related engagements (classes, lectures, interviews and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

### Access the Calendar

To open the Calendar, click **Calendar** on the toolbar. The default view is Work Week.

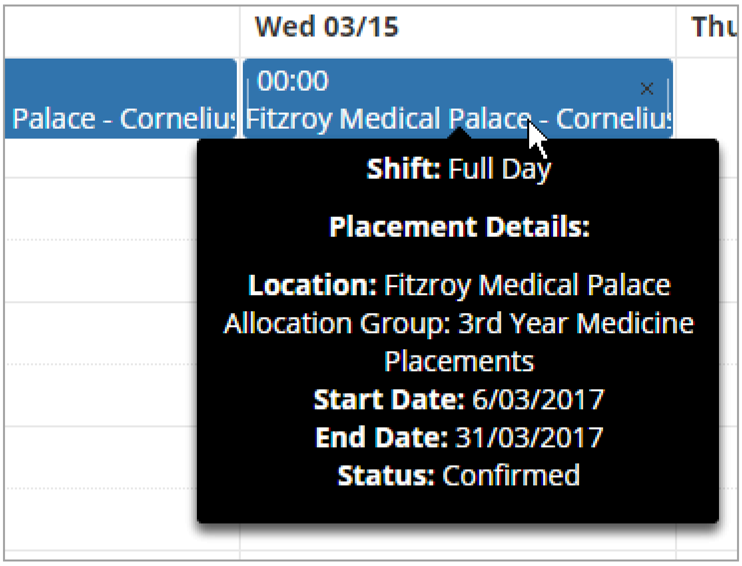



- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the **Day** and **Week** views all-day events (or ones where no specific time range has been set up) are shown at the top, in the **all day** section.
- In the **Day** and **Week** views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click **Show full day** (bottom left corner) to see a 24-hour day. Click **Show business hours** to switch back again.

### Perform some common actions

Do any of the following:

- Switch your view to **Day**, **Work Week**, **Week** or **Month** by clicking the buttons in the top right corner.
- Hover your mouse over a placement or engagement to view more details in a tooltip.




- To add a new engagement:
  - Double-click a date to open the **Event** dialog.
  - Enter the details and click **Save**.
    **Note:** If you need to edit it later, double-click the entry to open the **Event** dialog again.
- To export the calendar contents to Excel:
  - Click **Export to Excel** to export the Calendar's **List** view as an Excel file. The file is downloaded to the default location on your computer.

  **Notes:**

  - The data that's exported depends on what view you currently have open. For example, if you're using the Week view, only data for that week is exported.
  - On a mobile device the export behaviour may vary.

## Perform a Calendar sync

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (*iCalendar.ics)*, which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click **Sync** on the Calendar.
2. In the **Sync your calendar** dialog copy the URL provided.
3. Enter the URL where required on your mobile device.

**Note:** Syncing instructions may vary across operating systems so you'll need to find and follow the steps that apply to your own device.