



InPlace

Smart Placement Solutions



InPlace Student Guide



Brought to you by
QuantumIT

Copyright 2020 Quantum Information Technology Pty Ltd. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of Quantum Information Technology Pty Ltd.

Quantum Information Technology Pty Ltd

www.inplacesoftware.com

info@inplacesoftware.com

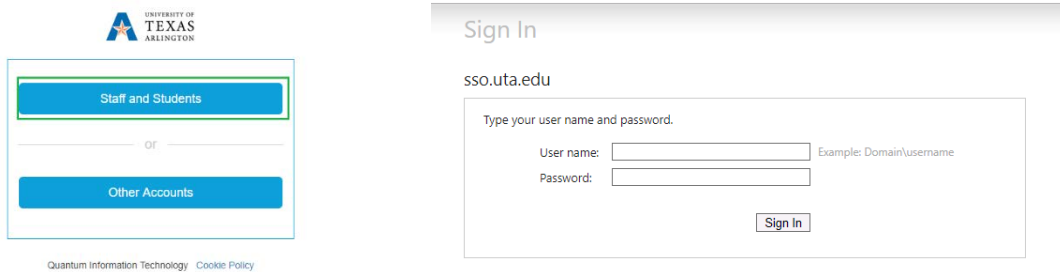
Contents

- Logging In 4
- Filling out your application..... 6
- Uploading Documents..... 7
- To upload other documents or forms to your profile, please follow these steps:..... 8
- Viewing your Evaluations/Assessment(s)..... 9
- Add Logbook 9
- 24 Hour Time Chart: 12

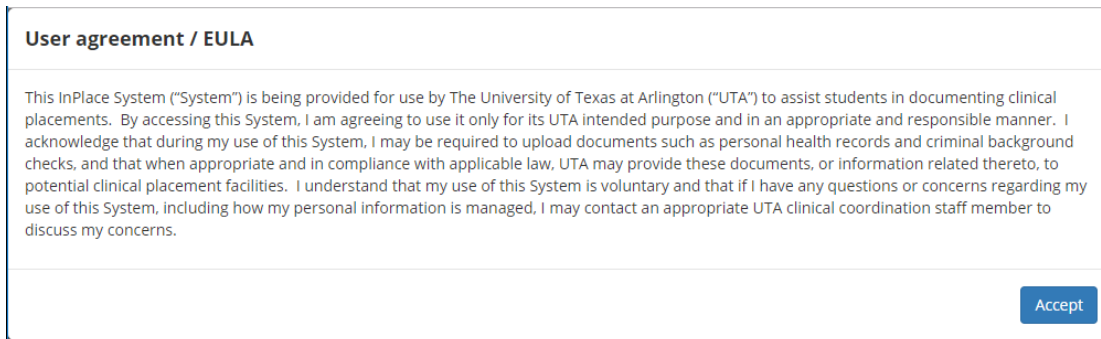
This guide provides students with instructions on how to use InPlace, the new Field Office system. Please ensure to go through each section and review the screenshots for how to login, how to complete the Field application, how to complete log books (timesheets & weekly supervision logs), upload documents within the system as well as review your evaluations once completed.

Logging In

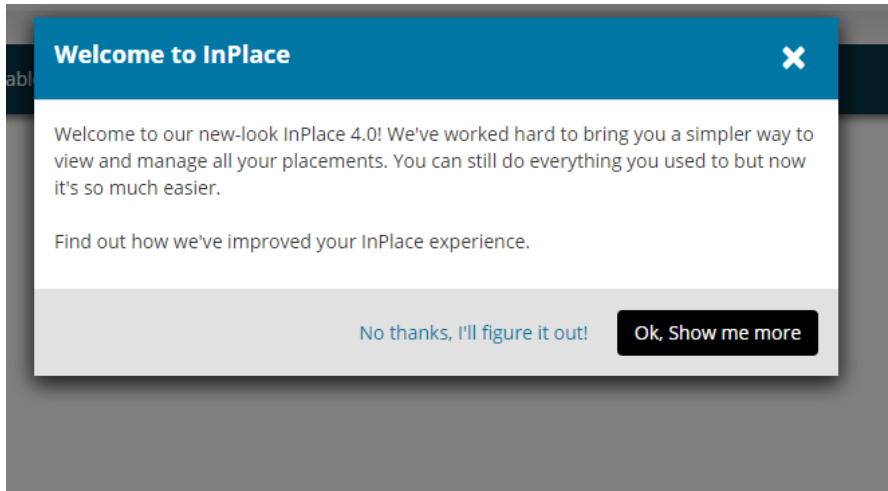
1. Students will log into InPlace at <https://uta-stu-us.inplacesoftware.com> using single Sign-On.
2. Select Staff and Students option to login using your MyMav account.
3. In the Username field enter your NetID.



4. On first login the User agreement/EULA will display. Accept it to continue.

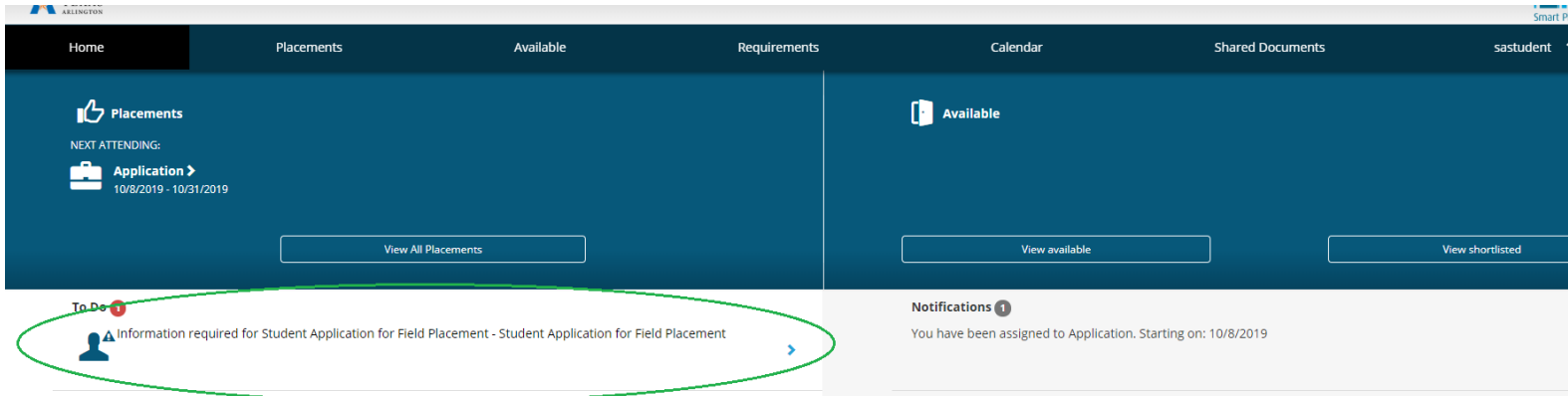


5. A “help prompt” will appear asking you if you want to be shown to the help guide.

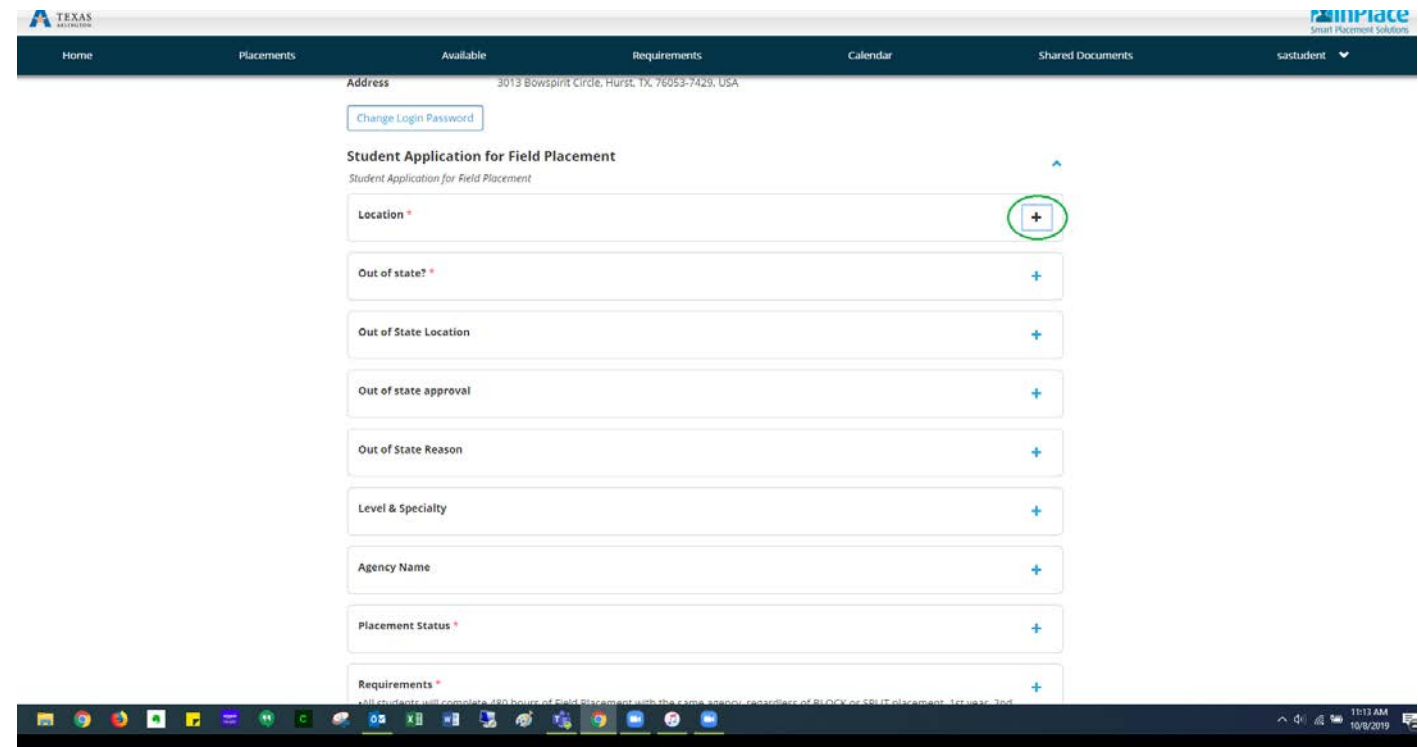


Filling out your application

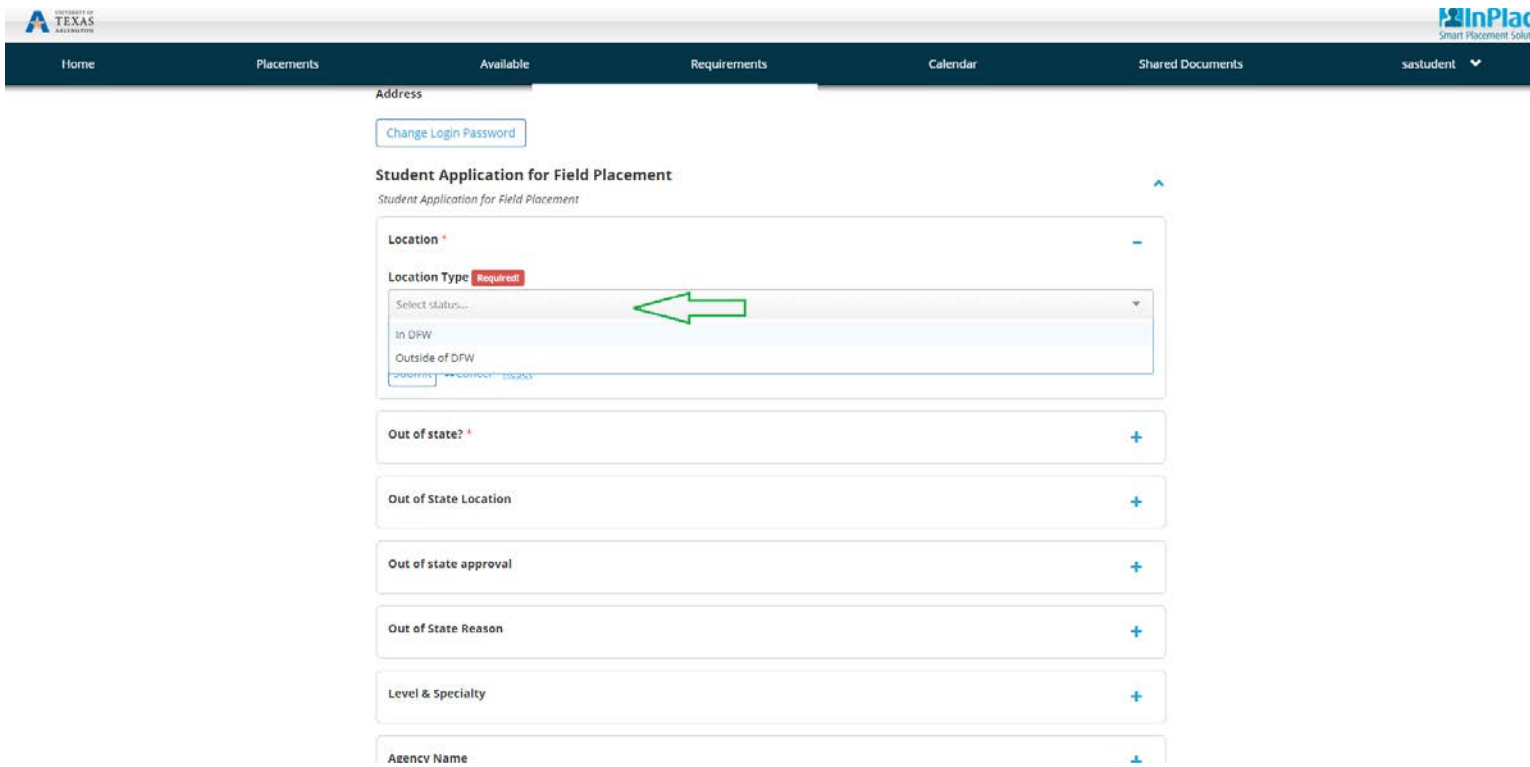
1. When you login, your home page will display your dashboard.
2. On your dashboard you will see the field application in your To Do list.



3. Click on the application to open and complete your application.
4. Click on the + icon on the right hand side of each field to view the question.



5. Click into each field to view your options. Please ensure to select and/or answer the required fields and click submit after each answer to save your response. **Please note that you will need an updated resume in order to submit your application.**
6. Once you have answered and saved the answers for each field, click submit to submit the application to the Field Office. You will receive a message on your home page, under notifications, once the application has been submitted.



Address


[Change Login Password](#)

Student Application for Field Placement

Student Application for Field Placement

Location * -

Location Type Required

Select status... 

In DFW

Outside of DFW

Out of state? * +

Out of State Location +

Out of state approval +

Out of State Reason +

Level & Specialty +

Agency Name +

Uploading Documents

1. Some attributes will require documents to be uploaded.
2. To attach a document within your field application, simply click on the "Attachment" box to select your file or drag and drop your file into the box.

ADA *

Yes

Do you require any ADA accommodations during your placement? If yes, please upload your ADA accommodations recommendation letter from OSD. **Please be prepared to speak with your field placement agency about any ADA accommodations that you need.

Yes

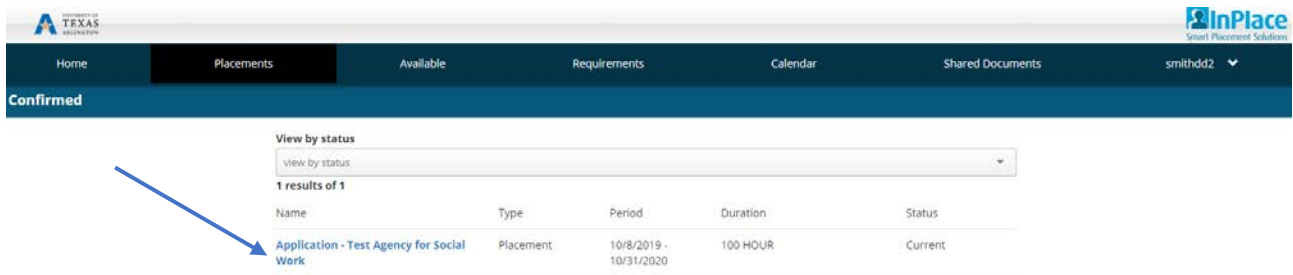
Attachment

Select or drag a file

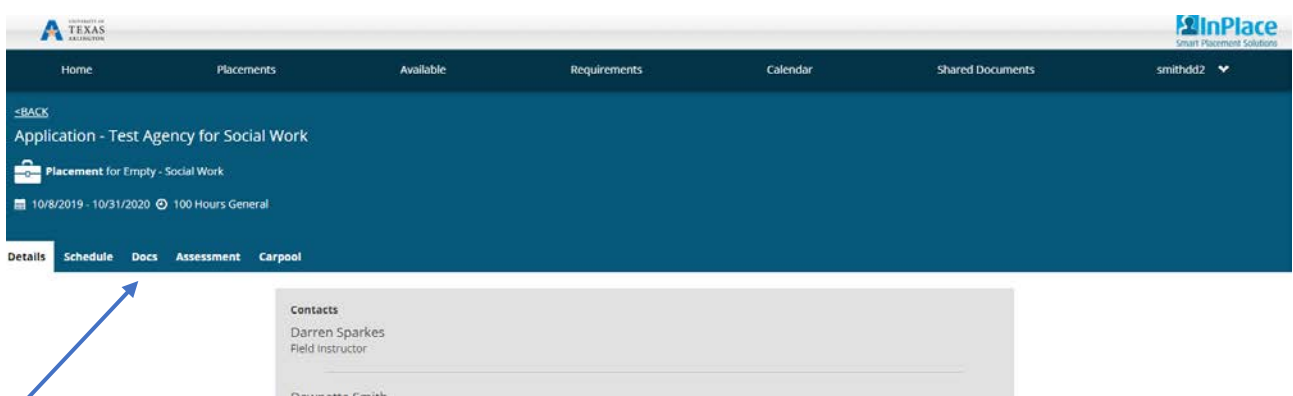
Submit [✕Cancel](#) [Reset](#)

To upload other documents or forms to your profile, please follow these steps:

1. On the home page, click “Placements”
2. On the placement page, click the agency name.



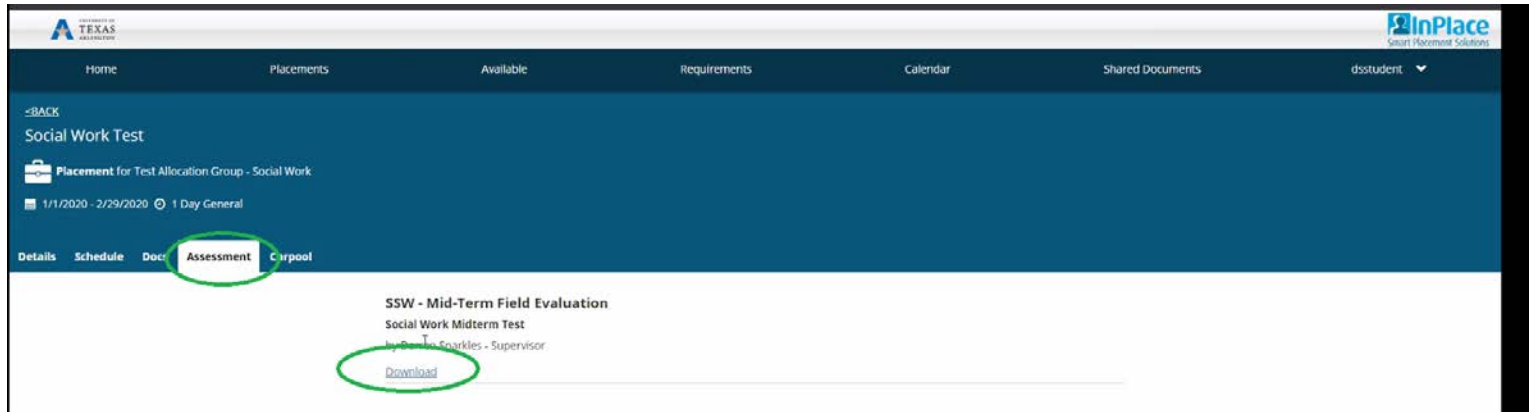
3. On the placement details page, click on Docs



4. In the “Document Title” box, put the name of the form or document you are uploading. Please title documents in the following way, Form/Document Name_YourLastName; for example, Learning Contract_Smith; or Place of Employment Form_Gray
5. Click Upload to upload the document

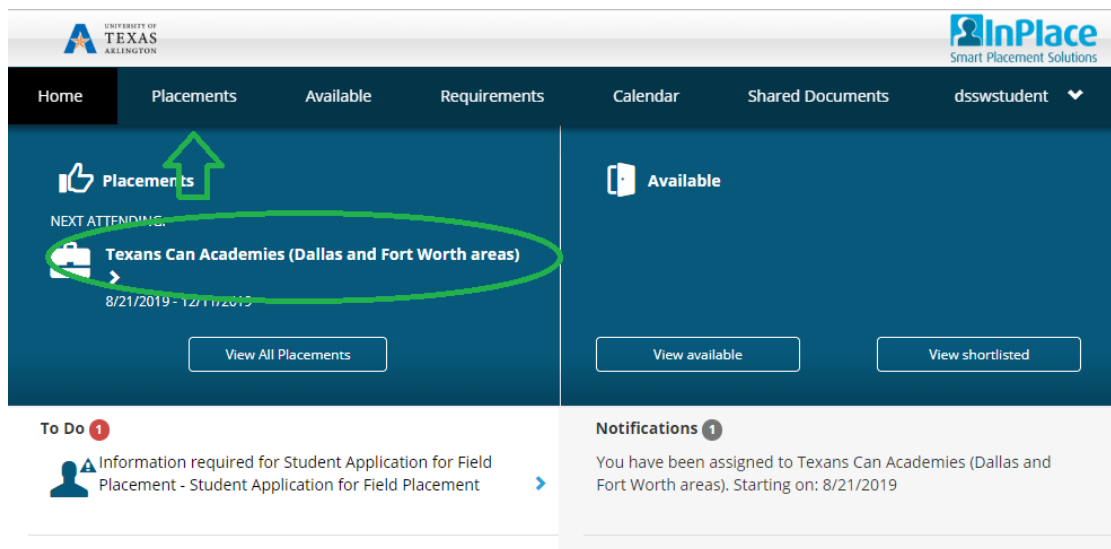
Viewing your Evaluations/Assessment(s)

1. In the navigation bar at the top of your screen, click on Placements
2. Click on the Assessment tab.
3. Select the assessment to download a pdf report.



Add Logbook

1. From the Home Screen select your placement. You can also go to the Placements menu item and select it from there.



2. Go to the Schedule tab.

Home Placements Available Requirements Calendar Shared Documents dsswstudent

<BACK
Texans Can Academies (Dallas and Fort Worth areas)

Placement for BSW 2019 Fall
8/21/2019 - 12/11/2019 480 Hours Bsw

Details **Schedule** Docs Assessment Carpool

Map Satellite
325 W 12th St, Dallas, TEXAS, 75208, UNITED STATES
Get directions

3. Select Add Day to Schedule.

4. Enter date and enter start and end time and click save. **Please note that time is entered based on military time, you will find a military conversion chart at the end of this guide.**

Home Placements Available Add Day to Schedule Calendar Shared Documents

<BACK
Dawnetta's Agency
Placement for MSW Advanced - Aging Fall 2019
8/21/2019 - 12/11/2019 480 Hours General

Details Schedule Docs Assessment Carpool

Attendance summary

Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments
8/1/2019	Dawnetta's Agency	08:00 - 14:00	6		No	
8/7/2019	Dawnetta's Agency	08:00 - 12:00	4		No	
8/8/2019	Dawnetta's Agency	09:00 - 09:00	3		No	
8/11/2019	Dawnetta's Agency	08:00 - 12:00	8		No	
8/12/2019	Dawnetta's Agency	08:00 - 16:00	8		No	
8/13/2019	Dawnetta's Agency	08:00 - 16:00	8		No	
8/14/2019	Dawnetta's Agency	08:00 - 16:00	8		No	
8/15/2019	Dawnetta's Agency	08:00 - 12:00	4		No	

Add Day to Schedule

5. Under the Action column select your logbook for the day you entered.

Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
9/2/2019	A*Med Community Hospice	09:00 - 17:00			No			

6. Enter actual start and end time in military time. . **Please note that time is entered based on military time, you will find a military conversion chart at the end of this guide.**
7. Enter any comments or details.
8. Once per week, click on Add Weekly Supervision to add Weekly Supervision Details.
9. Click on Submit or Save to save and finish later.

SW Tester
MSW Advanced - Aging Fall 2019

Dawnetta's Agency
Sep 2, 2019
08:00 - 16:00
Draft
Total Time: 00:00 hrs

Session 1 08:00 hrs

← LEAVE LOG BOOK

Timesheet
Start Time 08:00 End Time 16:00
Comment Absent
Documents (0)
Attended Hours : 08:00 hrs, Monday

Session 1
1 Weekly Supervision
+ Add Weekly Supervision

Assessment & Comments
1 Comments
Student Comment
Supervisor Comment

Reset Copy Session Add Session Save Submit

10. To pull back a logbook that was entered incorrectly, go into the logbook and click on **Withdraw**

Joe Tester
Advanced - Aging 2020 Spring

Test
Mar 1, 2020
08:00 - 12:00
Submitted

Session 1

← LEAVE LOG BOOK

Session 1
1 Weekly Supervision
Areas of Discussion * (must have one entry per week)
Next Steps * (must have one entry per week)
Topics for follow up discussion

Assessment & Comments
1 Comments
Student Comment
Supervisor Comment
Placement Coordinator Comment

Withdraw

24 Hour Time Chart:

24 Hour Clock	Regular Time
01:00	1:00 AM
02:00	2:00 AM
03:00	3:00 AM
04:00	4:00 AM
05:00	5:00 AM
06:00	6:00 AM
07:00	7:00 AM
08:00	8:00 AM
09:00	9:00 AM
10:00	10:00 AM
11:00	11:00 AM
12:00	Noon
13:00	1:00 PM
14:00	2:00 PM
15:00	3:00 PM
16:00	4:00 PM
17:00	5:00 PM
18:00	6:00 PM
19:00	7:00 PM
20:00	8:00 PM
21:00	9:00 PM
22:00	10:00 PM
23:00	11:00 PM
00:00 or 24:00	Midnight