Smart Placement Solutions



SCHOOL OF

InPlace Student Guide



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

Staff and Students	sso.uta.edu
OF	Type your user name and password. User name: Example: Domain\username
Other Accounts	Password:
	Sign In

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

User agreement / EULA
This InPlace System ("System") is being provided for use by The University of Texas at Arlington ("UTA") to assist students in documenting clinical placements. By accessing this System, I am agreeing to use it only for its UTA intended purpose and in an appropriate and responsible manner. I acknowledge that during my use of this System, I may be required to upload documents such as personal health records and criminal background checks, and that when appropriate and in compliance with applicable law, UTA may provide these documents, or information related thereto, to potential clinical placement facilities. I understand that my use of this System is voluntary and that if I have any questions or concerns regarding my use of this System, including how my personal information is managed, I may contact an appropriate UTA clinical coordination staff member to discuss my concerns.
Accept





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





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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.

Home	Placements	Available	Requirements	Calendar	Shared Documents	sastudent
NEXT ATTENDING: Application > 10/8/2019 - 10/31				Available		
	View All	Placements		View available		View shortlisted
To Dog	equired for Student Application for Field	Placement - Student Application for Fiel	d Placement	Notifications 🚺 You have been assigned to Application. Starting	on: 10/8/2019	

- 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.

e.	Placements	Available	Requirements	Calendar	Shared Documents	sastudent
		Address 3013 Bowspin	rit Circle, Hurst, TX, 76053-7429, USA			
		Student Application for Field Pla	acement			
		Student Application for Field Placement			^	
		Location *			+	
		Out of state? *			+	
		Out of State Location			+	
		Out of state approval			+	
		Out of State Reason			+	
		Level & Specialty				
		Agency Name			+	
		Placement Status *			+	
		Requirements *	ield Placement with the same assence renarrow		+	





- 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.

XAS marine						Smart Place
lome	Placements	Available	Requirements	Calendar	Shared Documents	sastudent 💙
		Address				
		Change Login Password				
		Student Application for Field Pla	acement		^	
		Student Application for Field Placement				
		Location *			+)	
		Location Type Required!				
		Select status	\leq		*	
		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	,
関 Select or drag a file	
Submit Cancel <u>Reset</u>	

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.

						Smart Piscement Solution
Home	Placements	Available	Requirements	Calendar	Shared Documents	smithdd2 💙
onfirmed						
	View by state	115				
	view by statu	5				
	1 results of 1					
	Name	Туре	Period	Duration	Status	
	Application - Work	Test Agency for Social Placemen	nt 10/8/2019 - 10/31/2020	100 HOUR	Current	

3. On the placement details page, click on Docs

						Smart Pacement Solutions
Home	Placements	Available	Requirements	Calendar	Shared Documents	smithdd2 💙
SBACK Application - Test A Placement for Empl a 10/8/2019 - 10/31/2020 Details Schedule Do	0 🕑 100 Hours General					
	Contacts Darren S Field instru Dawnett	ictor				

- 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.

A TEXAS						Smart Place
Home	Placements	Available	Requirements	Calendar	Shared Documents	dsstudent 👻
<u>⊴BACK</u> Social Work Test						
Placement for Test Alloc	ation Group - Social Work					
■ 1/1/2020 - 2/29/2020 ② 1	Day General					
Details Schedule Doc	Assessment C irpool					
	Soci	V - Mid-Term Field Evaluation al Work Midterm Test To Sparkles - Supervisor				
	Dav	nload				

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 💙
<u><back< u=""></back<></u>						
Texans C	an Academies	(Dallas and F	ort Worth areas)		
Placen	nent for BSW 2019 Fo	all				
8/21/2019	ə - 12/11/2019 🕘 48	0 Hours Bsw				
1						
Details Sch	edule ocs A	ssessment Car	pool			
W 10th St		10th St			Bhig a	tor
Мар	Satellite	† Sunset Ave	Sunset Ave	S Zang	N'SON OF THE NY	E 12th St
	Polk St	W Jefferson Blvd		L Je	intersta	Steeler D Cedar C
einer Explorato	nv		Centre St	E120	355	
Arts Acader	Dianot Eitnoce		MI TOAL OF		1 1 1	³ ⁴ Cedar C
	Planet Fitness	W 12th St W Page Ave	W 12th St S S S S E Add Bs	W Page Ave	Dallas Zoo 😵 Harali	Cedar C +
Arts Acader	W Brooklyn Ave		S Bishop S Llewelly	W Page Ave	Dallas Zoo 🛇 4	
Arts Acader	Planet Fitness	W Page Ave	S Bishop S Llewelly	W Page Ave S Madison b		

- 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.**

		Availab	Add Day to So			Calen		
			Date		End			
etta's Agency			9/2/2019	08:00	16:00			
acement for MSW A					_			
				Cancel	Save			
				h				
Schedule Docs	Assessment Carpool							
ce summary								
						18		
							Long Street	
Date	Agency	Shift	Attended	Hours		Absence Explanation	Confirmed	
8/1/2019	Dawnetta's Agency	08:00 - 14:00	6	Hours			No	-
8/1/2019 8/7/2019	Dawnetta's Agency Dawnetta's Agency	08:00 - 14:00 08:00 - 12:00		Hours			No	
8/1/2019 8/7/2019 8/8/2019	Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency	08:00 - 14:00 08:00 - 12:00 09:00 - 09:00	6	Hours			NG NG NO	-
8/1/2019 8/7/2019 8/8/2019 8/11/2019	Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency	08:00 - 14:00 08:00 - 12:00 09:00 - 09:00 08:00 - 12:00	6 4 3	Hours			No No No No	-
8/1/2019 8/7/2019 8/8/2019	Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency	08:00 - 14:00 08:00 - 12:00 09:00 - 09:00	6 4 3 8	Hours			NG NG NO	
8/1/2019 8/7/2019 8/8/2019 8/11/2019 8/12/2019	Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency	05:00 - 14:00 08:00 - 12:00 09:00 - 09:00 08:00 - 12:00 08:00 - 12:00	6 4 3 8 8	Hours			No No No No	-
8/1/2019 8/7/2019 8/8/2019 8/11/2019 8/12/2019 8/13/2019	Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency Dawnetta's Agency	05:00 - 14:00 08:00 - 12:00 09:00 - 09:00 08:00 - 12:00 05:00 - 16:00 05:00 - 16:00	6 4 3 8 8 8	tours			No No No No No No	-





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

Details Schedule Docs Assessment Carpool										
dance summary										
								quired 😐 0 comple		
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.

SinPlace	≡ ← LEAVE LOG BOOK
SW Tester MSW Advanced - Aging Fall 2019	Saved 0000
Dawnetta's Agency	Timesheet
E Sep 2, 2019	O 0800 O 1600
08:00 - 16:00	Comment
🥔 Draft	Absent
Total Time: 00:00 hrs	Documents (0)
Session 1 00:00 hrs	Attended Hours: 06:00 lms, Monday
	Weekly Supervision Add Weekly Supervision
	Assessment & Comments
	O Comments
	-Student Comment
	8 / 600 Supervisor Comment
	Areset 😰 Copy Session 🛛 Add Bession 😰 Save

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

PinPlace	≡ ←LEAVELOG BOOK	sastudent 👻
Joe Tester Advanced - Aging 2020 Spring		
Test	Session 1	
Mar 1, 2020	1 Weekly Supervision	
08:00 - 12:00	Weekity supervision	
Submitted	Areas of Discussion * (must have one entry per week)	
Session 1	Next Steps * (must have one entry per week)	
and a second	Topics for follow up discussion	
	Assessment & Comments	
	Comments	
	Student Comment	
	07600	
	Supervisor Comment	
	0/600	
	Placement Coordinator Comment	
	0/600	
	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