



# InPlace

Smart Placement Solutions



## InPlace Student Guide



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**QuantumIT**

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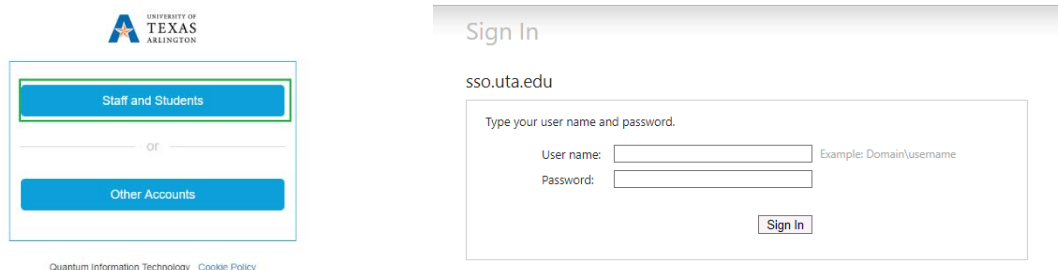
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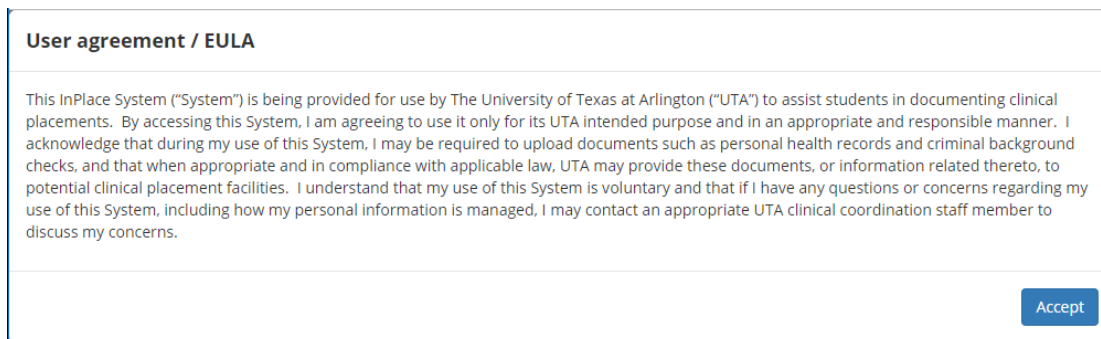
**This guide provides students with instructions on how to use InPlace, the new Field Office system. Please ensure to go through each section and review the screenshots for how to login, how to complete the Field application, how to complete log books (timesheets & weekly supervision logs), upload documents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

## Logging In

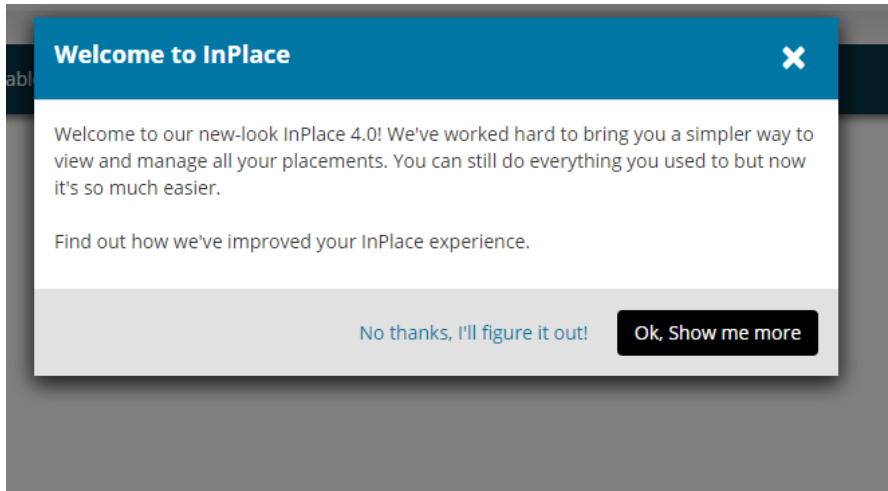
1. Students will log into InPlace at <https://uta-stu-us.inplacesoftware.com> using single Sign-On.
2. Select Staff and Students option to login using your MyMav account.
3. In the Username field enter your NetID.



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

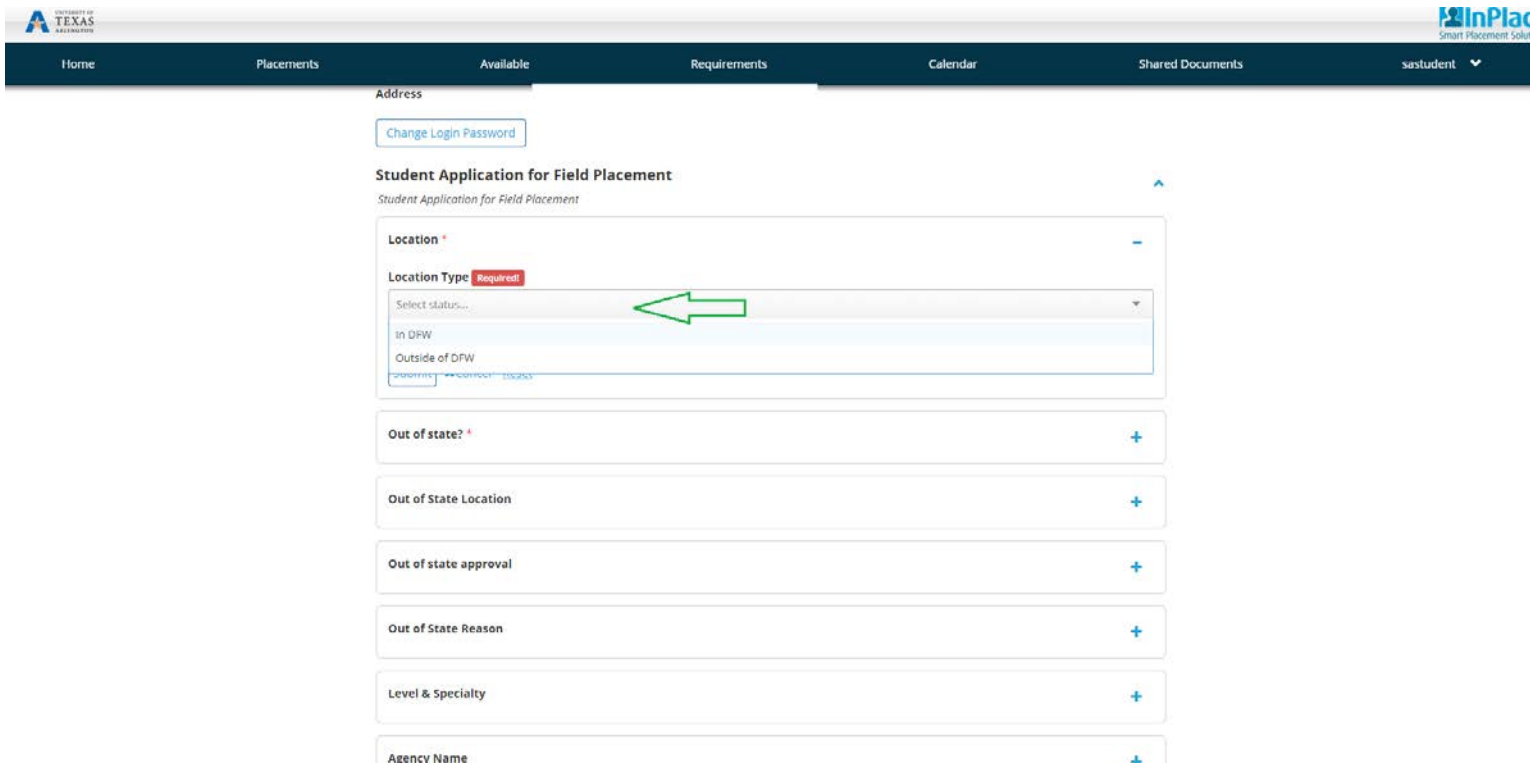
1. When you login, your home page will display your dashboard.
2. On your dashboard you will see the field application in your To Do list.

The screenshot shows the InPlace dashboard with a dark blue header containing navigation tabs: Home, Placements, Available, Requirements, Calendar, Shared Documents, and sastudent. The main content area is divided into two columns. The left column has a 'Placements' section with a 'NEXT ATTENDING: Application' card for the period 10/8/2019 - 10/31/2019 and a 'View All Placements' button. The right column has an 'Available' section with 'View available' and 'View shortlisted' buttons. Below these is a 'To Do' section with a red notification icon and a list item: 'Information required for Student Application for Field Placement - Student Application for Field Placement', which is circled in green. To the right of this list item is a blue arrow icon. A 'Notifications' section below shows a message: '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.

The screenshot shows the 'Student Application for Field Placement' form. At the top, it displays the address: '3013 Bowdoin Circle, Hurst, TX, 76053-7429, USA'. Below this is a 'Change Login Password' button. The form title is 'Student Application for Field Placement' with a sub-header 'Student Application for Field Placement'. The form consists of several input fields, each with a blue plus icon on the right side: 'Location \*', 'Out of state? \*', 'Out of State Location', 'Out of state approval', 'Out of State Reason', 'Level & Specialty', 'Agency Name', 'Placement Status \*', and 'Requirements \*'. The plus icon for the 'Location \*' field is circled in green. At the bottom of the form, there is a small note: 'All students will complete 480 hours of Field Placement with the same agency regardless of BLOCK or SPILT placement. See page 7 of...'. The Windows taskbar is visible at the bottom of the screen, showing the time as 11:13 AM on 10/8/2019.

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.

View by status  
View by status

1 results of 1

Name	Type	Period	Duration	Status
Application - Test Agency for Social Work	Placement	10/8/2019 - 10/31/2020	100 HOUR	Current

3. On the placement details page, click on Docs

Application - Test Agency for Social Work

Placement for Empty - Social Work

10/8/2019 - 10/31/2020 100 Hours General

Details **Schedule** **Docs** Assessment Carpool

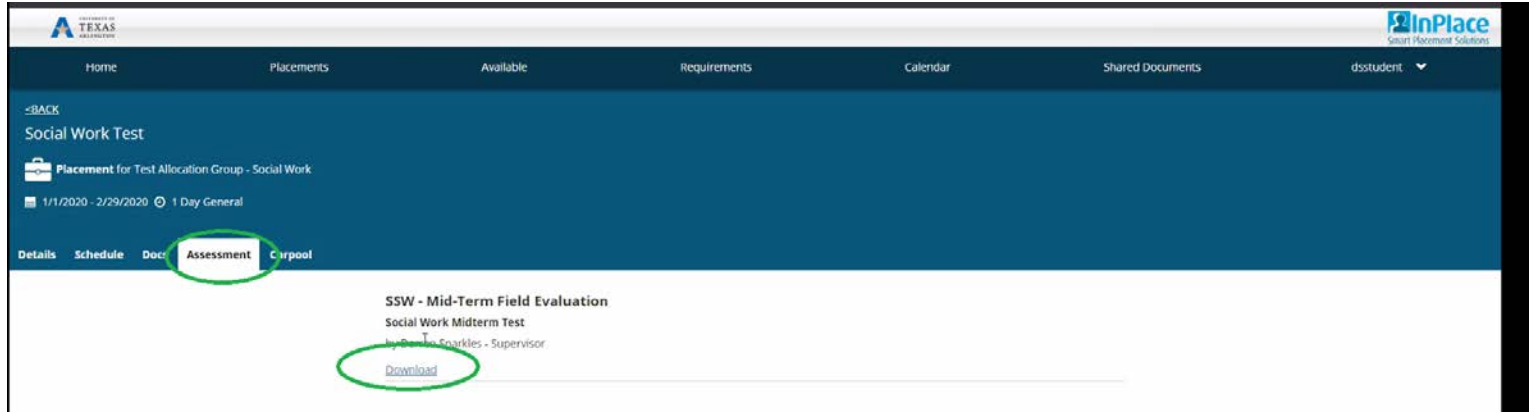
**Contacts**  
Darren Sparkes  
Field Instructor  
Dawnetta Smith

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



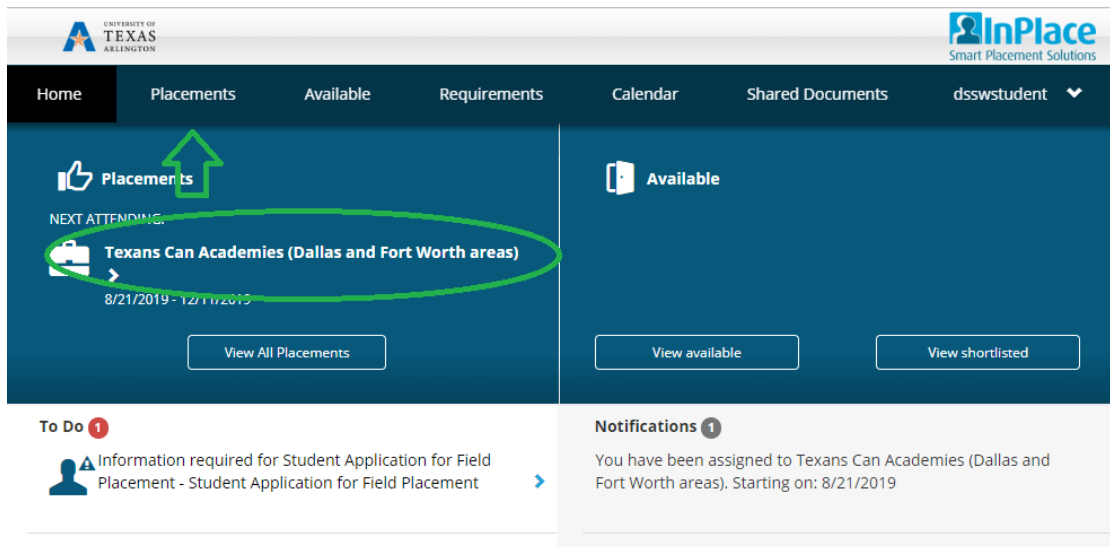
## Viewing your Evaluations/Assessment(s)

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 00:00 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 0 / 600  
Supervisor Comment 0 / 600

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 0 / 600  
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