InPlace Student User Guide

Rev. 1/27/2020

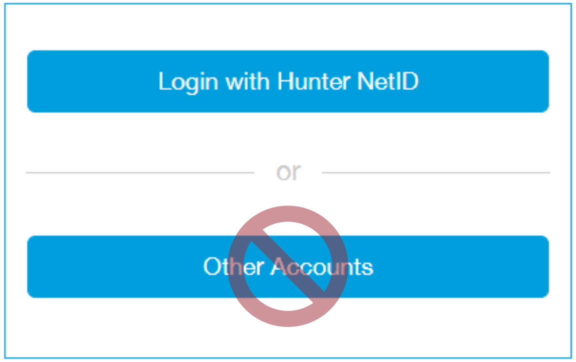
Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace

Hunter-Bellevue School of Nursing

Getting Started

Log in to InPlace at https://huntercollege-us.inplacesoftware.com.

Click the top button, **Login with Hunter NetID**



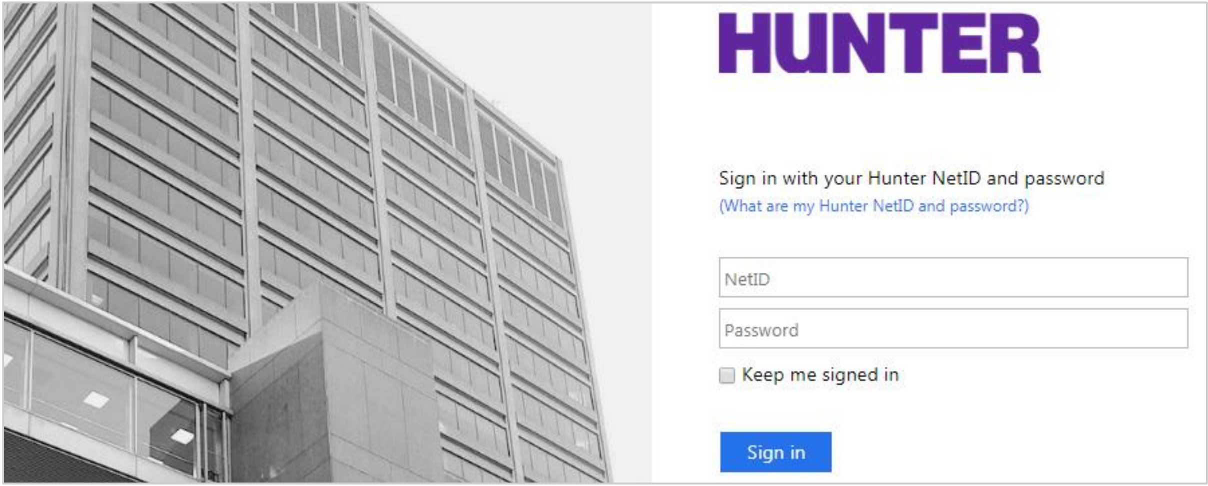
The bottom button is for manually-created accounts.
Do not use this method unless instructed to do so.

NetID information from ICIT:
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

If you do not know your NetID:
https://netid.hunter.cuny.edu/verify-identity

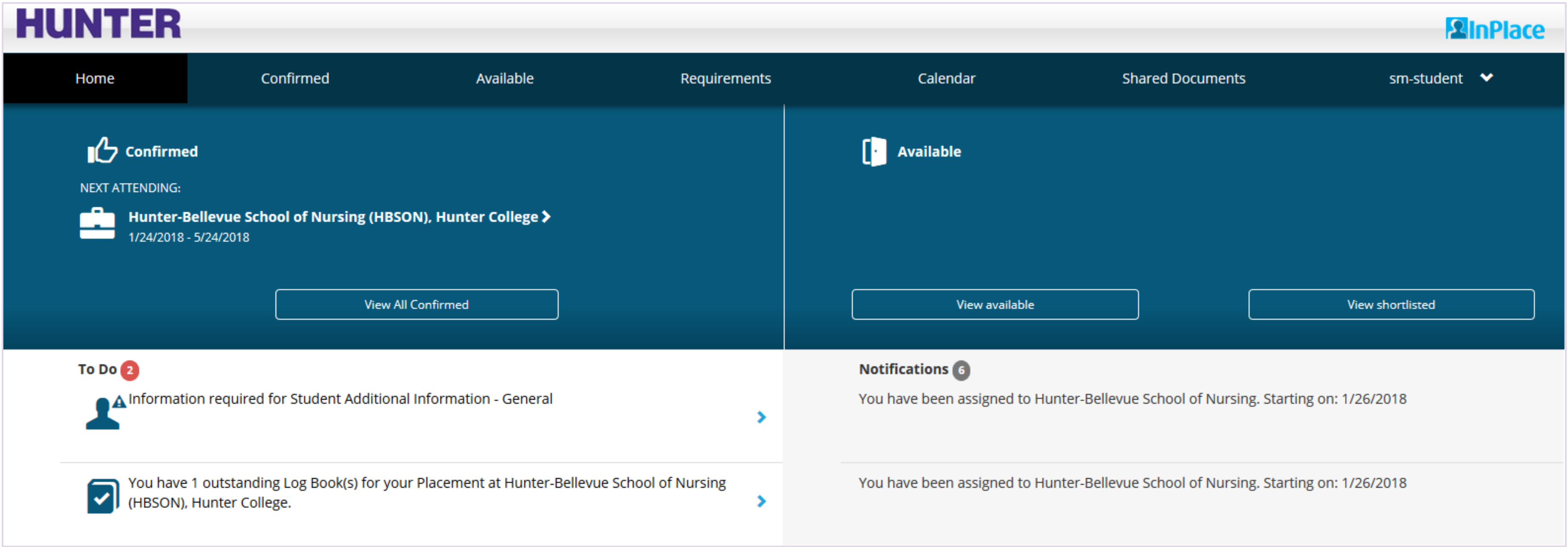
To reset your NetID password:
https://netid.hunter.cuny.edu/forgot-password

On the next screen, enter your **Hunter NetID** credentials to sign in (example: *sm1234*).



Student Home Screen

Your home screen displays upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.



*Your **To Do** list will show outstanding survey questions or forms to be completed, placement assessments, and unfinished drafts of logbook entries to be submitted.*

***Notifications** may include alerts regarding your placement status, alerts published by college staff, and other system messages.*

Using the Navigation Toolbar

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

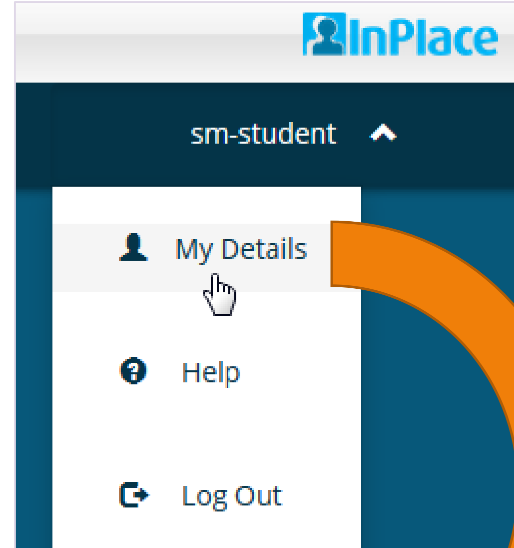
Tip: On a mobile device tap the menu icon ≡ to access the toolbar items.

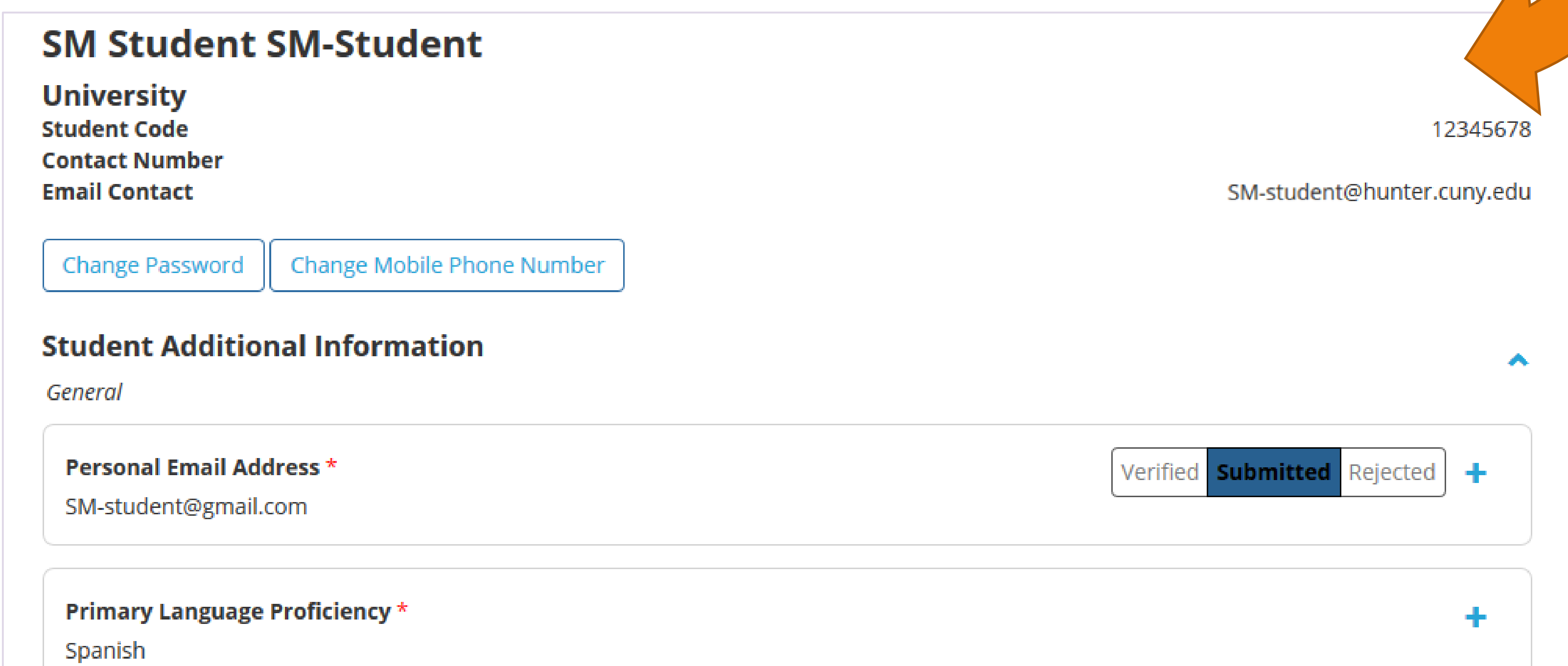
Toolbar Link	Action
Home	Return to the Home page.
Confirmed	View all confirmed placements. A number appears beside the link if there are new items to view. From the Confirmed page you can open a placement to view your preceptor details, access your schedule (timesheets and log books), and review completed assessments for the placement.
Available	View a list of advertised *Opportunities* (such as internships and volunteering positions) that you can apply for.
Requirements	View your program placement requirements.
Calendar	View your calendar.
Shared Documents	View documents available to you, including InPlace student guides and logbook instructions.
<your username>	View the User Account dropdown menu. From here you can: - access student information on the **My Details** page. - switch to another InPlace account (such as a Staff account, if you have more than one role). - Access **Help** articles for students. - **Log Out** of InPlace.

My Details

Click your **username** on the toolbar and select **My Details** to access your account information. Take a moment to update your profile:

- Alternate (non-CUNY) email address
- Borough placement preferences (top 2 choices)
- Language proficiency (for matching with agencies that have specific language preferences)
- Other details as necessary

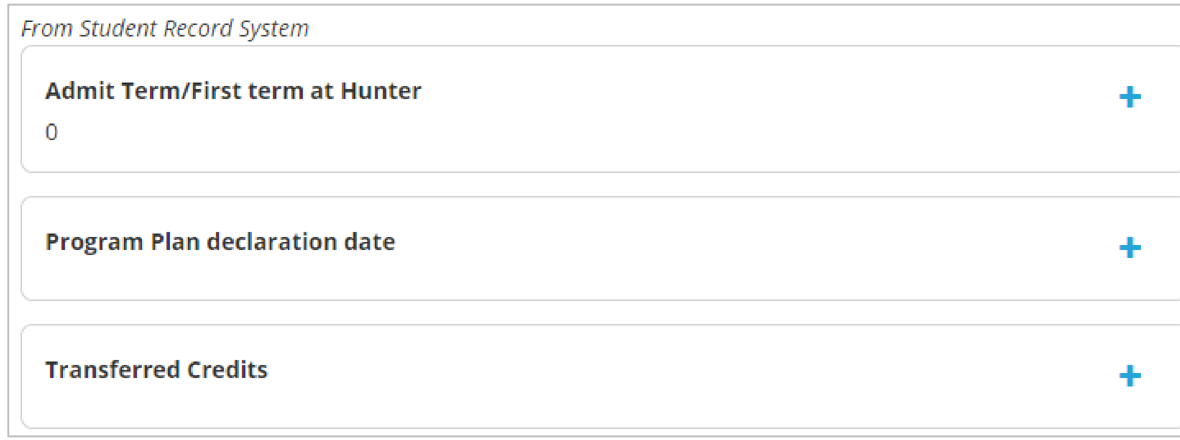




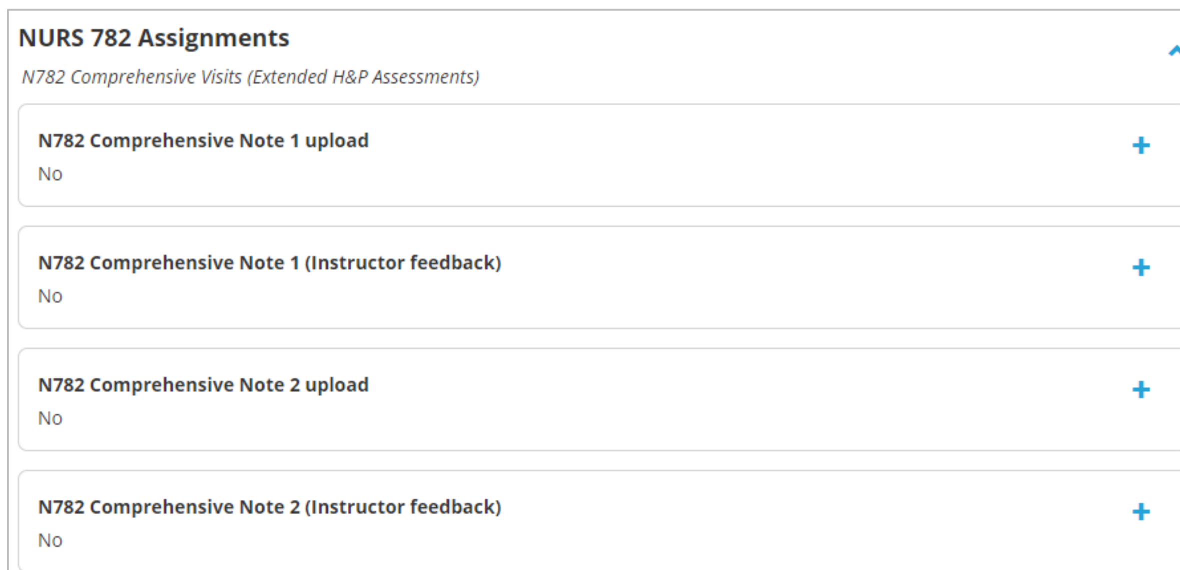
My Details

Additional fields relating to your program, clinical experiences, and other relevant information will be shown on your **My Details** page.

Student records from CUNYfirst such as your name and address cannot be updated in InPlace. Updates to those fields must be made in CUNYfirst in order to display correctly here.

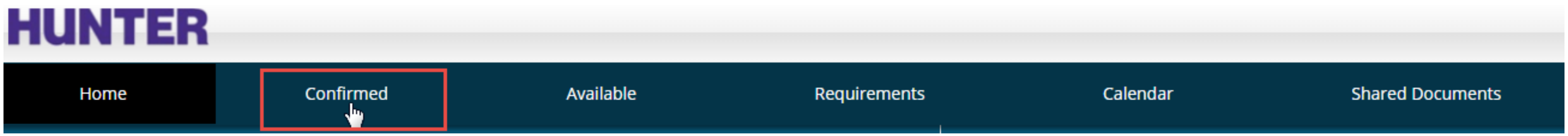


If your course requires **written patient case assignments** or other file submissions (Word documents, PowerPoints, etc.), the submission fields for those documents will be listed here.



View Confirmed Placements

From the toolbar, click **Confirmed** to view a list of your confirmed placements for the term.



The Confirmed page will display your placements' agency name, type (Placement or Opportunity), time period (usually the term dates), duration, and status.

Select an agency to view its placement details.

View by status

view by status

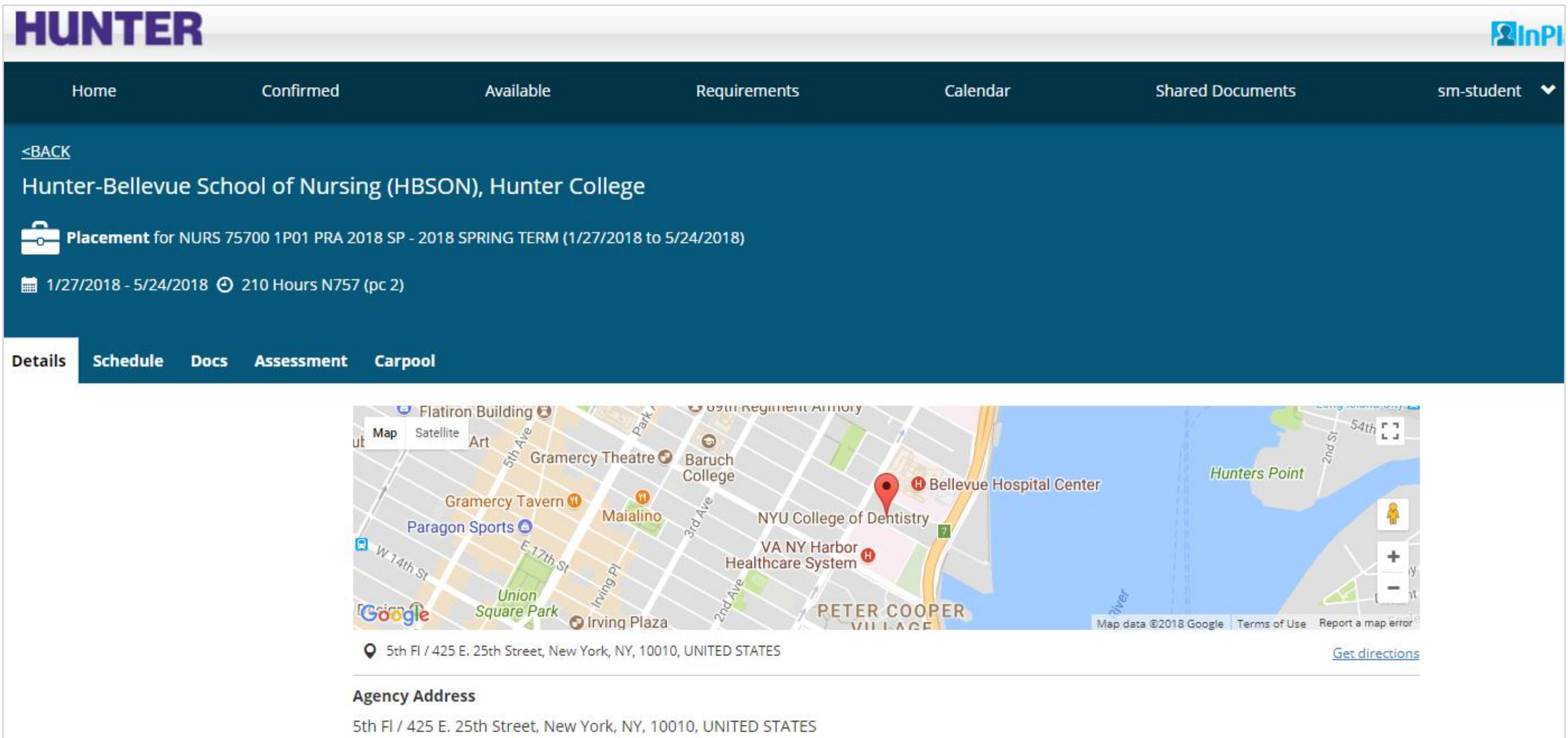
7 results of 7

Name	Type	Period	Duration	Status
Hunter-Bellevue School of Nursing (HBSON), Hunter College	Placement	1/27/2018 - 5/24/2018	167 Hours N766 (A/G CNS 1)	Current

View Placement Details

The placement details page will display the course, number of required hours, placement dates, agency address, phone number and other site details, as well as the contacts of instructors overseeing your placement (such as your Lecture and/or Seminar instructors). Graduate placements will also list one or more preceptors assigned at the agency.

Review all placement details and confirm that this information is correct. If it is not, contact your instructor or placement coordinator to request a correction.



View Placement Details

Review the Placement's Contacts—Graduate/Doctoral students should see at least two contacts:

- **Clinical Instructor** – Labelled *College Staff* in InPlace; Responsible for approving timesheets, providing feedback in logbooks, and completing clinical evaluations.
- **Agency Preceptor/Mentor** – Supervise students in the clinical setting and provide feedback during evaluations. An email address must be listed for each preceptor.

Contacts

Dr. Jane Doe
Supervisor
jdoe@agencyemail.org

Dr. Viktoriya Fridman
College Staff
vf517@hunter.cuny.edu

If your site, instructor, preceptor, or preceptor's email address is incorrect or missing,

Undergraduate Students: Notify your instructor or placement coordinator.

Graduate Students: Scroll to the bottom of the *Details* page and submit a Change Request.

How to Log your Hours (Graduate Students)

InPlace treats placement *schedules*, *timesheets*, and *clinical logs* as separate entities. Here are some important differences for each:

Schedule: the dates (and times) that you *plan* to attend. These may be determined before you begin the placement (e.g., Tuesdays & Fridays, 08:00-18:00 for 15 weeks), or added one day at a time by the student throughout the term. Entering *scheduled* hours does not mean that you *attended* them.

Timesheet: records the *actual hours attended* for a date in your schedule. Your **Actual Start** and **Actual End** times are what count toward your clinical requirements for a course. Enter these values in the top portion of a logbook form (shown in next section).

- CPHN and DNP Capstone students log their hours using *activity time* instead of timesheet starting and ending times. See your course logbook instructions on p. 16 for details.

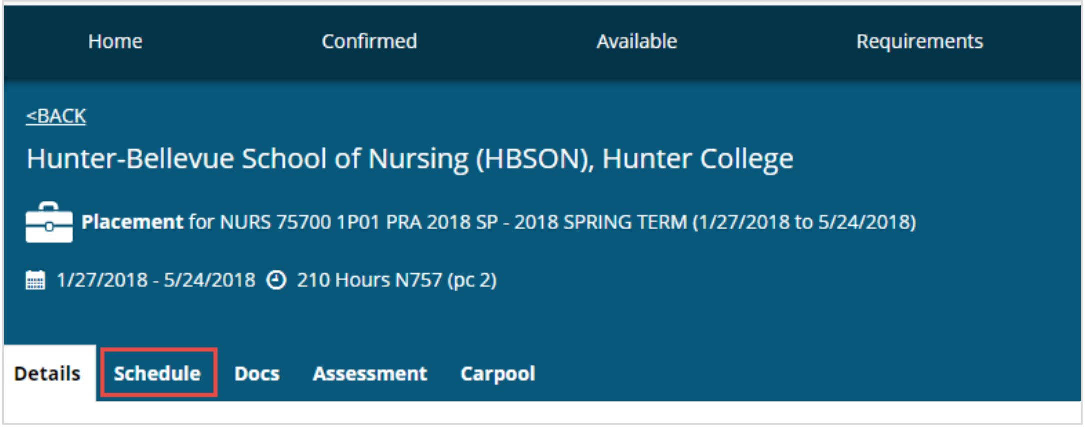
Logbook: a custom-designed form to describe your *clinical experiences* at a placement. This may involve logging patient encounters, summarizing your activities, demonstrating growth in key competency areas, or a combination of these. Logbooks appear underneath each shift's timesheet.

- Logbooks are customized by course. See p. 16 of this guide for course-specific instructions.

Access Timesheets & Logbooks

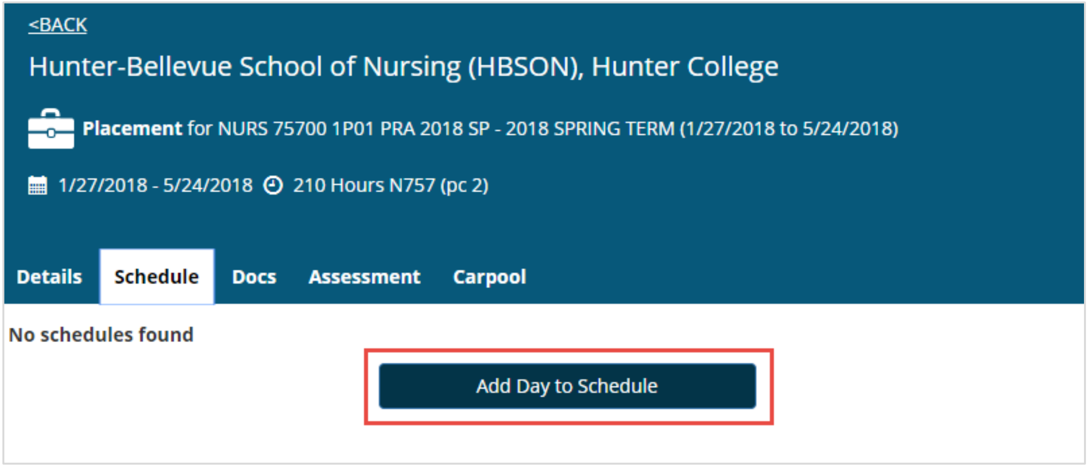
To log your hours for a placement, you must first add a day to your placement's schedule.

Click the **Schedule** tab on the placement details page to begin.



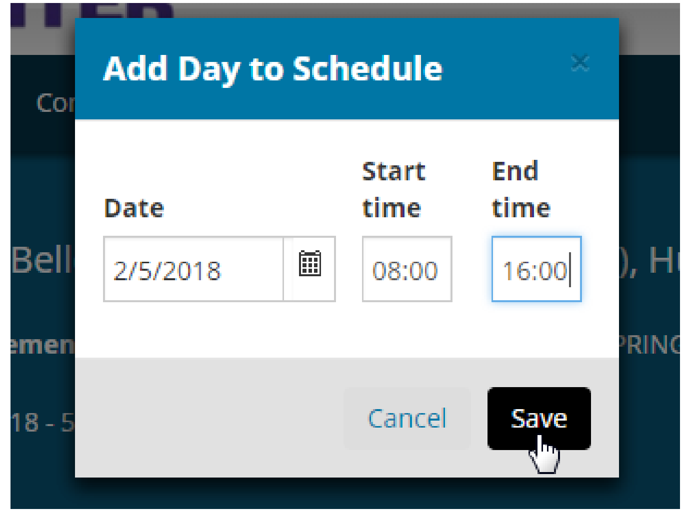
Undergraduate students may have preset schedules, while graduate students will work with their preceptors to determine their own schedule. New dates can be added as needed throughout the term.

Click **Add Day to Schedule** to continue.



Add Day to Schedule

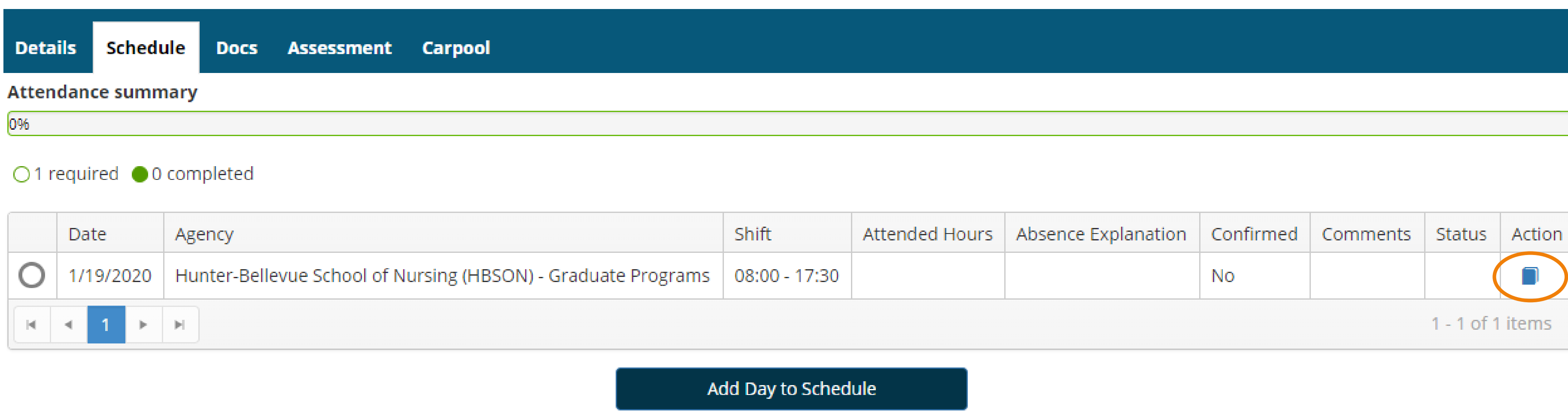
Use the date-picker to add a new date to your schedule, then enter the shift's start and end times. Click Save to add the shift.



All times must be entered in 24-hour format ("military time").

You will now see the shift listed on your Schedule and a progress bar (initially showing 0% attended of your total shifts scheduled).

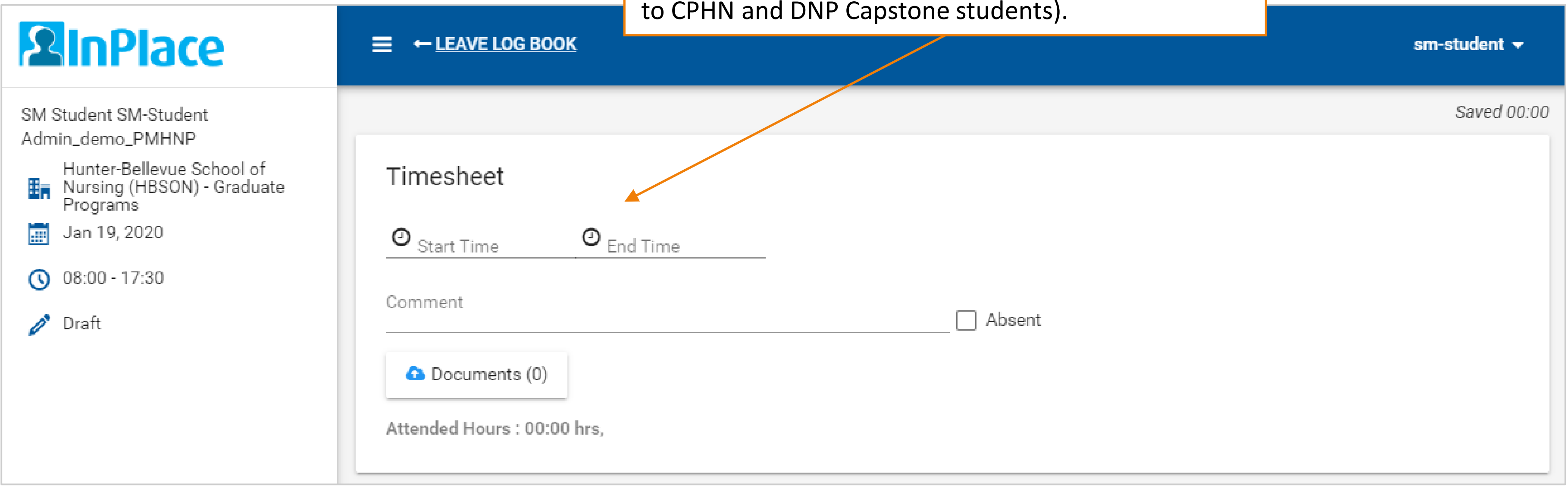
A gray circle next to a date means the shift is scheduled but not *attended*. In the Action column to the far right, click the logbook icon to update the timesheet and complete the logbook entry for the shift.



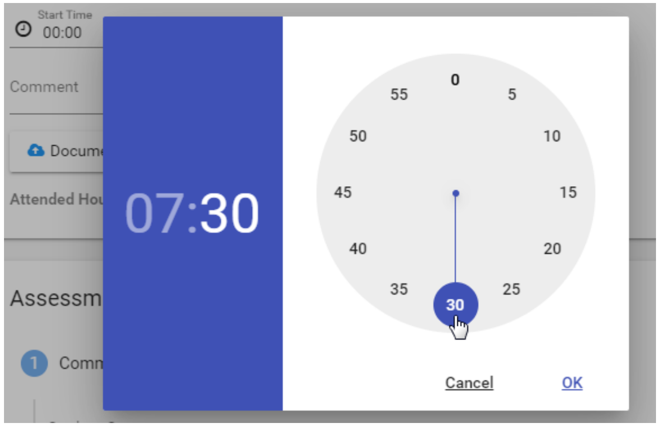
Complete a Timesheet for a Shift

Clicking a shift's logbook icon from the Schedule page brings you to the timesheet for that shift. In the top portion, enter your actual start and end times (**in 24-hour format**) to confirm your attendance.

Enter your actual start and end times (not applicable to CPHN and DNP Capstone students).

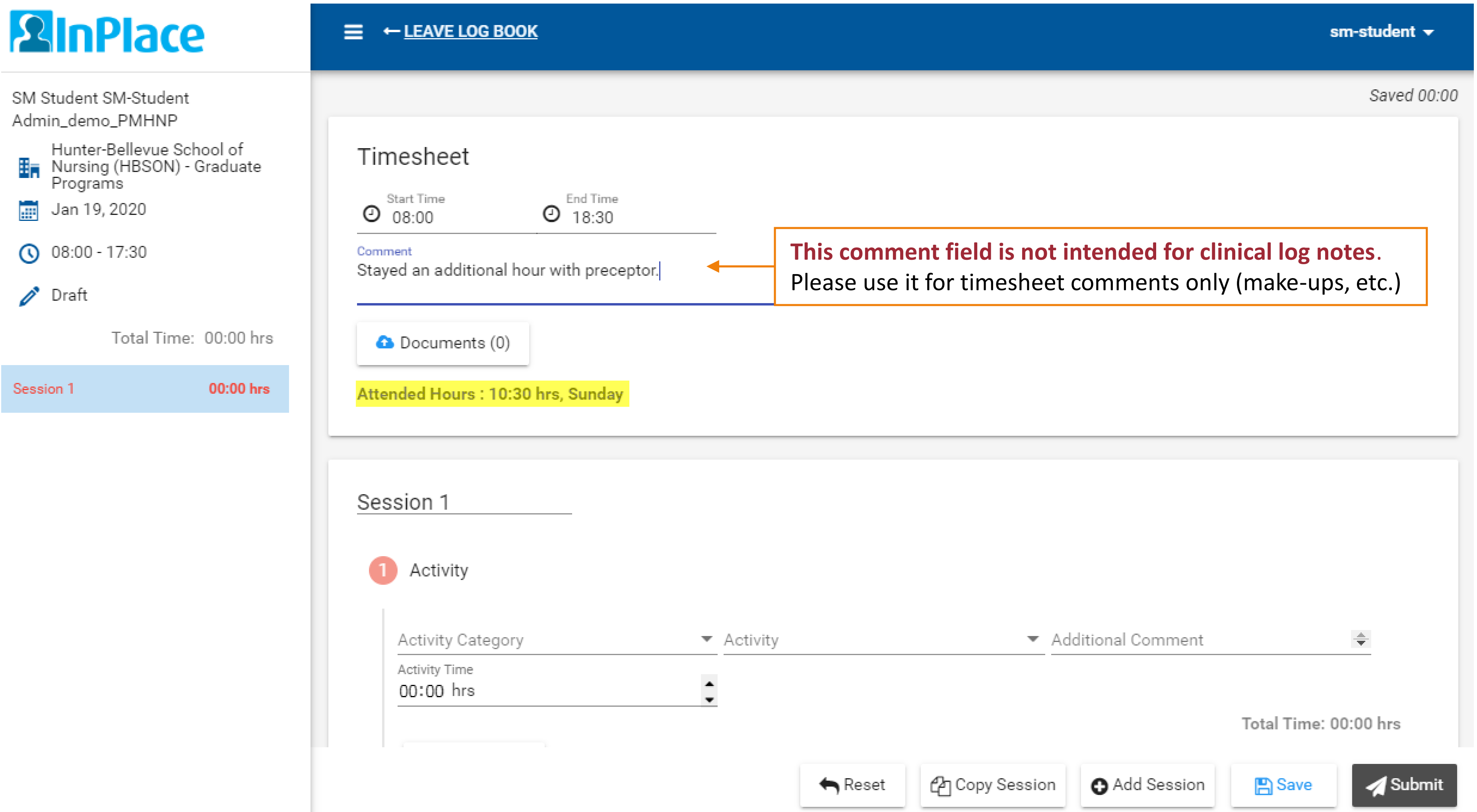


Times must be entered in 24-hour format, or by clicking the clock icon next to the field to open a visual time-picker. Select the hour and minute using the pop-up clock that appears, then click OK when finished.



Complete a Timesheet and Logbook

Once your actual start and end times are entered, the *Attended Hours* field auto-calculates the total number of hours attended. The page also reveals a logbook form below the timesheet for you to complete. Use the logbook to document your clinical experiences.



Logbook Instructions for Specific Courses

The logbook form displayed under your timesheet will vary by course. For step-by-step instructions to completing logs for a specific course, please refer to the following links:

AGNP - NURS 755, NURS 757, NURS 768

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-AGNP.pdf

PMHNP - NURS 782, NURS 783

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-PMHNP.pdf

A-G CNS - NURS 761, NURS 766, NURS 767

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CNS.pdf

CPHN - NURS 771, NURS 772, NURS 773

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CPHN.pdf

Nursing Administration - NURS 735, NURS 740, NURS 745

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-NAPA.pdf

DNP Capstone - NURS 90001, NURS 90002, NURS 90003, NURS 90004

www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-DNP.pdf

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InPlace

Logbook Submission Statuses

Your placement's schedule screen will help you keep track of logbook submissions and their approval status:

- DRAFT – Not submitted by student.
- SUBMITTED – Awaiting approval by seminar instructor; entry can be withdrawn by student if needed.
- APPROVED – Approved by seminar instructor.
- FINALIZED – Approved by seminar instructor *and* primary instructor/coordinator (typically at end of course).
- REVISE – Revise and resubmit for approval (will appear on your 'To Do' list on the home page).

Details | Schedule | Docs | Assessment | Carpool

Attendance summary

50%

4 required 2 completed

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
	2/2/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:30 - 16:30	7.5		No		FINALISED	
	2/4/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		FINALISED	
	2/7/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 17:00	8		No		DRAFT	
	2/8/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		REVISE	

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1 - 4 of 4 items

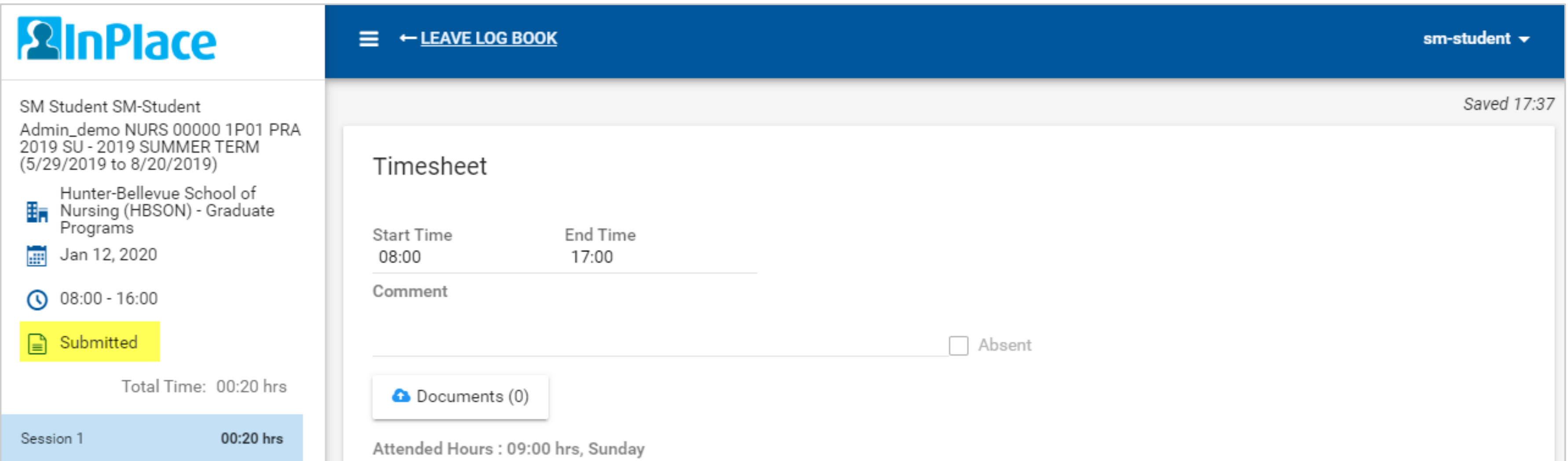
Add Day to Schedule

Keep an eye on the **Status** column in case a submitted log requires revision. These will be marked **REVISE** and will also appear in your **To Do** list on the home page:

Please revise your log book Hunter-Bellevue School of Nursing (HBSON), Hunter College Placement. - Submitted on: 2/8/2018

Withdrawing a Submitted Logbook

Once you submit a timesheet/logbook, its status (shown in left panel) changes to *Submitted*.



If you need to make revisions, click the **Withdraw** button at the bottom of the logbook entry. Logs may only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made until your instructor changes the status to *Revise*.

General Tips

- **Keep a back-up:** Always save a copy of your work in a Word document or text file. Logbook sessions and/or entire entries cannot be recovered once deleted.

- **Save as you go:** When completing longer logbook entries, save your entry as a draft periodically. If your browser crashes or your login session times out due to inactivity, any unsaved work may be lost.

- **Check browser settings:** Keep your internet browser up to date. We recommend the latest releases of [Mozilla Firefox] or [Chrome]. Some usability issues have been observed in Safari on Mac OS and iOS.
  - Disable pop-up blockers and any browser plugins that block scripts (e.g., NoScript) or ads (uBlock, AdBlock Plus), as these may interfere with certain features of InPlace, such as downloading reports.

- **Go full screen:** While InPlace is relatively mobile-friendly, we recommend completing timesheets and logs on a desktop or laptop computer.

- **Save time:** Previously saved logbook sessions can be copied/inserted into new entries, which could save time if you see the same patient, treat the same condition(s), or perform certain activities on a frequent basis.
  - To copy a prior session into a new one, first click 'Add Session' at the bottom of your logbook draft to avoid overwriting any sessions already created. Next, click 'Copy Session' and select a past date and session name to copy.

FAQ

My placement details are missing or incorrect in InPlace. What should I do?

- Undergraduate Students: Notify your instructor or placement coordinator as soon as possible about which details are missing or incorrect (e.g., agency name, location, schedule, placement supervisors, etc.).
- Graduate Students: If the change has already been approved by your placement coordinator, you can request a correction to your record in InPlace by submitting a Change Request from the placement's Details tab.

How do I correct my name, email address, or other student information?

- Some student information such as your name, Hunter email address, address, phone number, course enrollments, and Hunter NetID are imported directly from CUNYfirst. These fields must be updated in CUNYfirst in order to display correctly in InPlace.
- Other fields such as your personal email address, mobile phone number, borough preferences, language proficiency, and current employer can be edited directly in InPlace via the My Details page on the toolbar.

How will my timesheets/logbooks be approved?

- Seminar/Clinical instructors will generally be the first to review and approve your logs. Your primary course instructor (e.g. Lecture instructor) or Program Coordinator for your specialization may also review and approve logs (if not already approved), as well as mark approved logs as "Finalized".

How to I complete my midterm and final placement evaluations?

- If your course includes midterm or final evaluations that require your input, survey forms will be emailed to you and published to your account on your To Do list. You may also be required to verify your receipt and review of completed evaluations. Since evaluations vary by program, separate instructions will be published to accompany this guide.

Additional Help

- Contact the **Student Helpdesk** if you are unable to sign-in using your NetID or need to update your information in CUNYfirst but are not sure how to do so.

Email	studenthelpdesk@hunter.cuny.edu
Phone	(212) 650-3624

- Contact your **primary instructor** or **placement coordinator** to report incorrect placement information, or to request any changes to your placement details (site name, address, supervising instructor, preceptor).

- Contact your **primary instructor** or **placement coordinator** if you are having any issues within the InPlace platform. To report a technical issue or bug, please briefly explain what you were doing at the time, what happened, and what browser you were using. Include a screenshot of the screen if possible, as well as any error messages shown on the page when the issue occurred. They will forward your issue to an InPlace administrator for support/troubleshooting.