InPlace Student User Guide

Rev. 02/15/2018

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

Hunter-Bellevue School of Nursing
Getting Started

Login at [https://huntercollege-us.inplacesoftware.com](https://huntercollege-us.inplacesoftware.com)

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

NetID information from ICIT:  
[www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

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

To reset your NetID password:  
[https://netid.hunter.cuny.edu/forgot-password](https://netid.hunter.cuny.edu/forgot-password)

The other login method (shown, bottom) is for accounts created manually within InPlace. Do not use this method unless instructed to do so.
Getting Started

On the next screen, enter your **Hunter NetID** credentials to sign in (example: sm7859). Do not use your email address, as this will not work.
Student Home Screen

Your home screen provides a dashboard to display upcoming/confirmed placements, available opportunities that you can apply for (published by placement staff), 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 recent events within the system.
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.

<table>
<thead>
<tr>
<th>Toolbar Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td>Click to return to the Home page.</td>
</tr>
<tr>
<td><strong>Confirmed</strong></td>
<td>Click to view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view. 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.</td>
</tr>
<tr>
<td><strong>Available</strong></td>
<td>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. If new opportunities have been added recently, the number added will display beside the link.</td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td>Click to view your program placement requirements.</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>Click to open your Calendar.</td>
</tr>
<tr>
<td><strong>Shared Documents</strong></td>
<td>Click to view documents available to you.</td>
</tr>
<tr>
<td><strong>&lt;your username&gt;</strong></td>
<td>Click to view the User Account menu. From here you can:</td>
</tr>
<tr>
<td></td>
<td>- 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, such as Staff and Student).</td>
</tr>
<tr>
<td></td>
<td>- click <strong>Help</strong> to open the InPlace online help for students</td>
</tr>
<tr>
<td></td>
<td>- click <strong>Log Out</strong> to log out of InPlace</td>
</tr>
</tbody>
</table>
My Details

Click your **username** on the toolbar and select **My Details** to access your account information.

Take a moment to review your account details and update additional information requested by the system:

- Mobile phone number
- Borough placement preferences (top 2 choices)
- Language proficiency (for matching with agencies that have specific language preferences)
- Other details as necessary

**SM Student SM-Student**

**University**
**Student Code**
**Contact Number**
**Email Contact**

- Change Password
- Change Mobile Phone Number

**Student Additional Information**
**General**

- **Personal Email Address** *  
  SM-student@gmail.com

- **Primary Language Proficiency** *  
  Spanish
My Details

Additional fields relating to your program progress, 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.

Since InPlace is being used for logbooks and timesheets only at this time, several Student Record fields will be empty.

Some items require verification by a placement coordinator once they’ve been submitted.
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.

**Check that this information is correct.** If it is not, contact your instructor to request a correction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Period</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter-Bellevue School of Nursing (HBSON), Hunter College</td>
<td>Placement</td>
<td>1/27/2018 - 5/24/2018</td>
<td>167 Hours N766 (A/G CNS 1)</td>
<td>Current</td>
</tr>
</tbody>
</table>
View Placement Details

Select an agency from your **Confirmed** page to view its placement details.

The placement details page will show your placement’s 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).
Check to make sure your instructor(s) are correct—the contact(s) listed here are responsible for approving and finalizing your logbook entries. Many students will have two contacts listed:

- **Seminar or Clinical Instructor** – Assigned a *Supervisor* role in InPlace; can **Approve** timesheets and leave comments for logbooks.

- **Lecture Instructor or Program Coordinator** – Assigned a *Placement Coordinator* role; can **Finalize** timesheets, leave comments for logbooks, and mark your placement result (pass/fail).
To complete Timesheets & Logbooks for a placement, you first need to have days scheduled.

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 time. Click Save to add the shift.

**Note:** 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 dot next to a date indicates that the shift has been scheduled but not attended. In the Action column to the far right, click the logbook icon to complete a timesheet 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**).

Enter your actual start and end times

This comment field is not intended for clinical log notes. Please use it for timesheet comments only (make-ups, etc.)
Complete a Timesheet and Logbook

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

This comment field is not intended for clinical log notes. Please use it for timesheet comments only (make-ups, etc.).
Completing Logbooks for Specific Courses

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

AGNP & PMHNP courses

**NURS 755, NURS 757, NURS 768, NURS 769, NURS 782, NURS 783**

[www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-AGNP-PMHNP.pdf](http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-AGNP-PMHNP.pdf)

A-G CNS courses

**NURS 761, NURS 766, NURS 767**

[www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CNS.pdf](http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CNS.pdf)

CPHN courses

**NURS 771, NURS 772, NURS 773**

[www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CPHN.pdf](http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-CPHN.pdf)

Nursing Administration courses

**NURS 735, NURS 740, NURS 745**

[www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-NAPA.pdf](http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-NAPA.pdf)
Logbook Submission Statuses

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

- **DRAFT** – Not yet submitted
- **SUBMITTED** – Awaiting approval by supervisor. Students may Withdraw if it has not yet been approved.
- **APPROVED** – Approved by supervisor; awaiting final review by primary faculty/program coordinator
- **FINALIZED** – Approved by supervisor and primary faculty/program coordinator
- **REVISE** – Revise and resubmit for approval

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 screen:
Once you submit a timesheet/logbook, its status changes to *Submitted*.

If you need to make revisions, open the submitted logbook and click the **Withdraw** button at the bottom. Logs may only be withdrawn if they have not yet been *Approved*. Once approved, no further edits can be made unless your supervisor or placement coordinator changes the status to *Revise*.
General Tips

• **Keep a back-up:** Always save a copy of your work using a Word document or text file.

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

• **Use a modern browser:** Keep your internet browser up to date. We recommend the latest stable releases of Mozilla Firefox or Chrome. Some minor display issues have been observed in Internet Explorer.
  • Disable any browser plugins that block scripts (e.g., NoScript), as these will interfere with certain features of the platform.

• **Go fullscreen:** While InPlace is relatively mobile responsive (adjusting its layout to fit your device’s screen), we recommend completing timesheets and logs on a desktop or laptop computer.

• **Save time:** Know your placement schedule ahead of time? Save some time by pre-entering your shifts in the schedule page. Once each shift is complete, it will be ready for you to log.
  • Prior log entries can serve as templates for new ones. To copy a prior entry into a new one, select the entry from the dropdown menu at the top of the Session form and click **Copy**. This can save time if your logs require a structured format, or if your activities are fairly consistent from one day to the next.
FAQ

• My placement details are missing or incorrect. What should I do?
  Notify your instructor or placement coordinator as soon as possible and let them know what information is missing or incorrect (e.g., agency name, location, placement supervisors, preceptor, etc.). They will make sure that your information is updated.

• How to I request a change in my placement site or preceptor?
  Notify your instructor or placement coordinator with details of your request.

• How do I correct my name, email address, or other student information?
  Some student information such as your name, Hunter/CUNY 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 (if applicable) 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 mid-term and final placement evaluations?
  If your course includes mid-term or final evaluations that require your direct input, these will be published on the Assessment tab of your confirmed placement details page. We’ll provide additional instructions for this once assessment forms have been published.
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.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:studenthelpdesk@hunter.cuny.edu">studenthelpdesk@hunter.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(212) 650-3624</td>
</tr>
</tbody>
</table>

• 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.