InPlace Faculty Guide:
Graduate Seminar Instructors

Rev. 2/21/2023

Student guides are available on our website at
http://www.hunter.cuny.edu/nursing/current-students/inplace

Permalink for this guide: www.hunter.cuny.edu/nursing/repository/files/inplace/InPlace-Faculty-Guide.pdf

Hunter-Bellevue School of Nursing

HUNTER InPlace Login Page

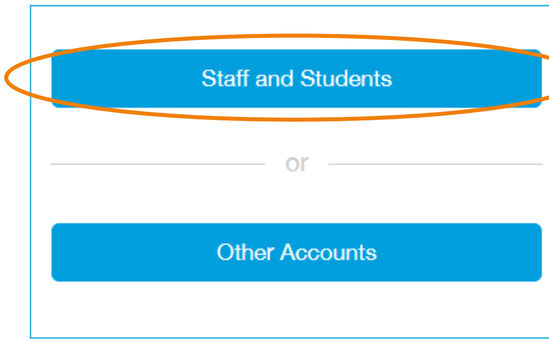
Log in at https://huntercollege-us.inplacesoftware.com

Use the top button (*Staff and Students*) to login with your **Hunter NetID**.

What is a NetID?
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

How do I look up my NetID?
https://netid.hunter.cuny.edu/verify-identity

How do I reset my NetID password?
https://netid.hunter.cuny.edu/forgot-password



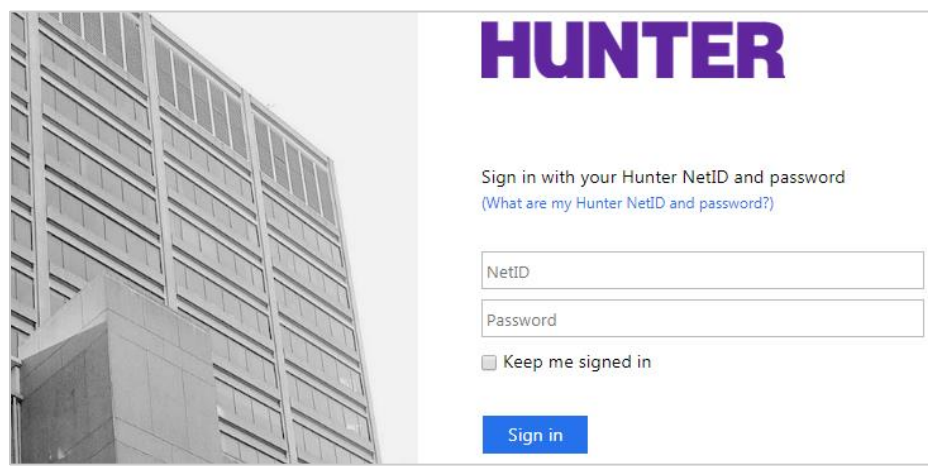
The bottom button is for manually-created accounts in InPlace. Use only if directed.

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

Your NetID is not the same as your CUNY Login used for Blackboard and other CUNY-wide services. Do not include a domain name with your NetID.

✔ netid

✘ netid@myhunter.cuny.edu
netid@hunter.cuny.edu
first.lastname99@login.cuny.edu
Hunter Email Address



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Faculty Roles in InPlace

There are two primary roles for faculty who oversee placements—the *Supervisor* role and *Academic Coordinator* role. Each role has a custom user interface (UI) designed for their role.

This Guide

Seminar and Clinical Instructors are assigned the *Supervisor* role (Supervisor UI) for supervising individual students completing a placement.

- View their students' placement details (agencies, schedules, etc.)
- Assess student clinical performance (e.g., midterm and final evaluations)
- Review/grade written assignments and other file/document uploads
- Review and approve student logbook submissions (graduate/doctoral courses only):
  - *'Approve'* submitted entries
  - Return submitted entries to their students for revision
  - Leave feedback in the *Supervisor Comments* area of an entry

Program Coordinators, Department Chairs and/or Lecture Faculty are assigned the *Placement Coordinator* role (Academic UI) for managing placements and monitoring student progress at the course level.

- View rosters and placement allocation reports
- View and make [partial] updates to student placements (agency, placement dates, comment, result)
- Access clinical evaluations, written assignments/document uploads, and other student/placement details
- Monitor student logbook submissions and approvals (graduate/doctoral courses only):
  - *'Finalize'* entries (after they have been approved by a Supervisor)
  - Return submitted or approved entries to students for revision
  - Reject entries as *'Not Accepted'*
  - Leave feedback in the *Placement Coordinator Comments* area of an entry

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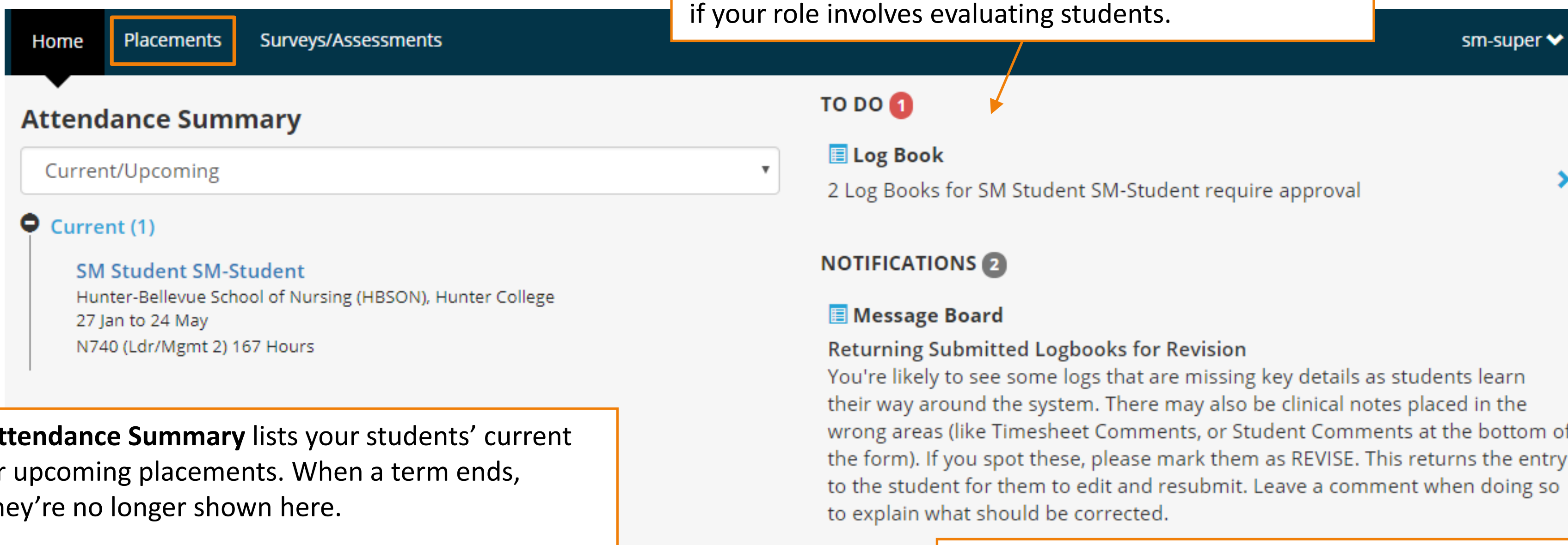
The Supervisor Home Screen

The Supervisor home screen (Seminar/Clinical Instructors) displays a list of students with current placements they are supervising, a To Do list, and notifications.

The **To Do** list will show logbooks requiring approval (GRAD/DOCT only), as well as placement assessments if your role involves evaluating students.



Attendance Summary lists your students' current or upcoming placements. When a term ends, they're no longer shown here.

Visit **Placements** in the navigation bar to view all your students' placements, including those that have ended.

Notifications may include alerts of your student's activities, messages published by placement staff, and other recent events within the system.

Navigation Bar for Supervisors

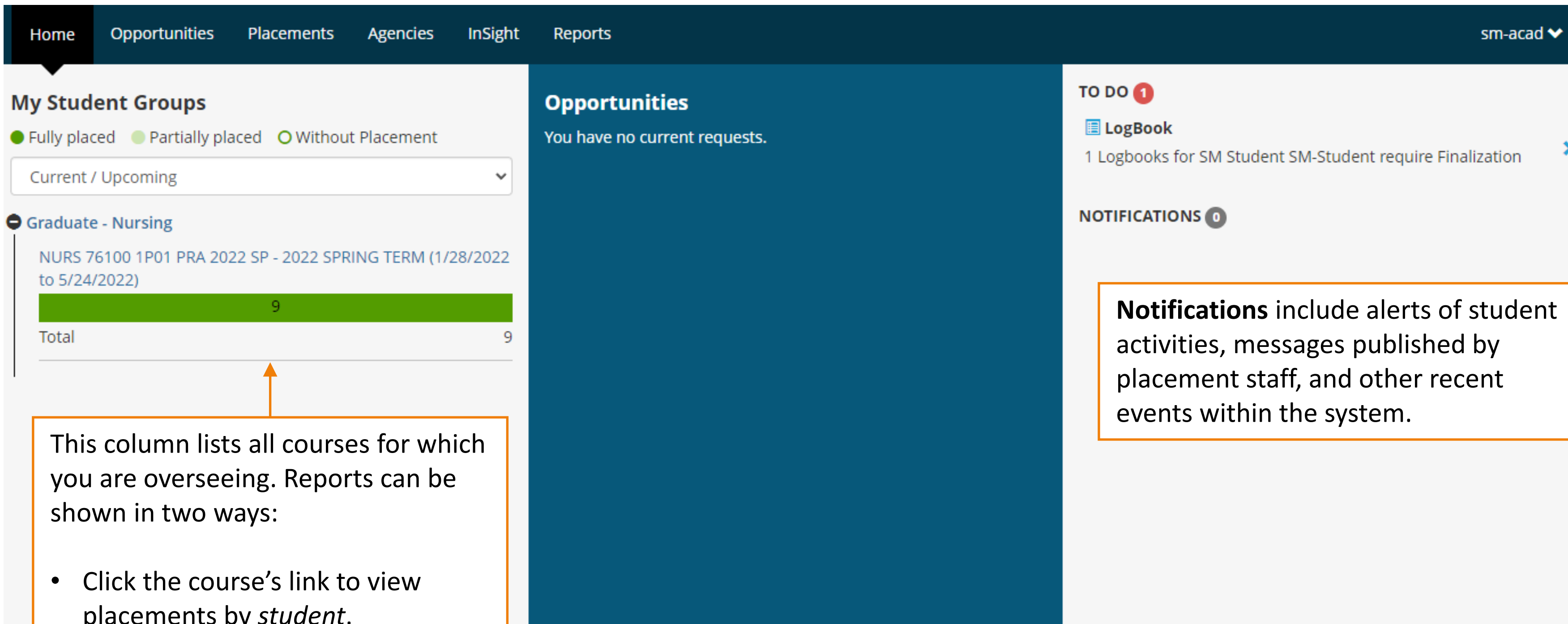
On a mobile device, tap the menu icon to access the toolbar items.

Toolbar Link	Action
Home	Return to Home page
Placements	View a list of placements for students you are directly supervising. Use filters at the top of this page to find placements for current, upcoming, or past semesters; or to search by student name, course, placement dates, etc.
Surveys/Assessments	Brings you to the *My Responses* page, where you can view surveys that have been shared with you and/or are awaiting your response (untick the checkbox '*Items requiring response only*' to view surveys that have already been completed or have closed).
<your username>	View your **User Account details**, as well as: - switch to another InPlace account (such as a Staff account), if you have more than one role - access **Help** documentation provided by InPlace - **Log Out** of InPlace

The Academic Coordinator Screen

The Academic Coordinator home screen (lecture instructors, program coordinators, etc.) lists all clinical courses they are teaching or overseeing, a To Do list, and system notifications.

To request this role, contact Shawn McGinniss.



This column lists all courses for which you are overseeing. Reports can be shown in two ways:

- Click the course’s link to view placements by *student*.
- Click the green progress bar to view placements by *agency*.

Notifications include alerts of student activities, messages published by placement staff, and other recent events within the system.

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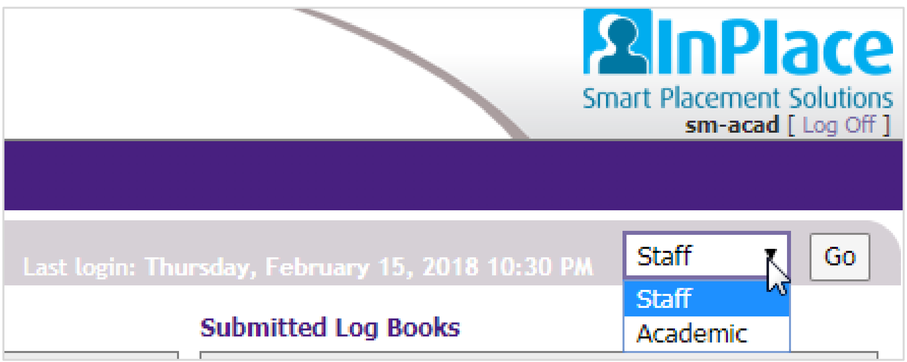
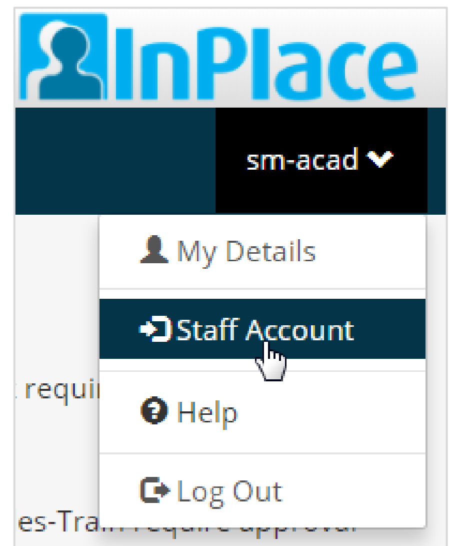
Other Staff Roles

The *Supervisor* and *Academic Coordinator* roles simplify the number of menu options visible to users in these roles. To access other features such as custom reports and queries, an additional staff role can be added to a user's account.

Users with more than one role can easily switch roles using a dropdown menu on their screen:



Sample menu option to switch from a staff role to the Supervisor or Academic Coordinator role (Academic UI).



Sample menu option to switch from the Supervisor or Academic Coordinator role to a staff role.

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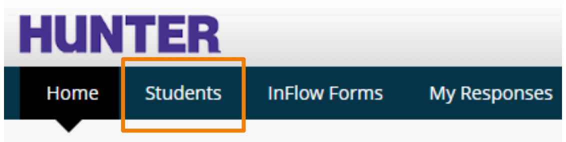
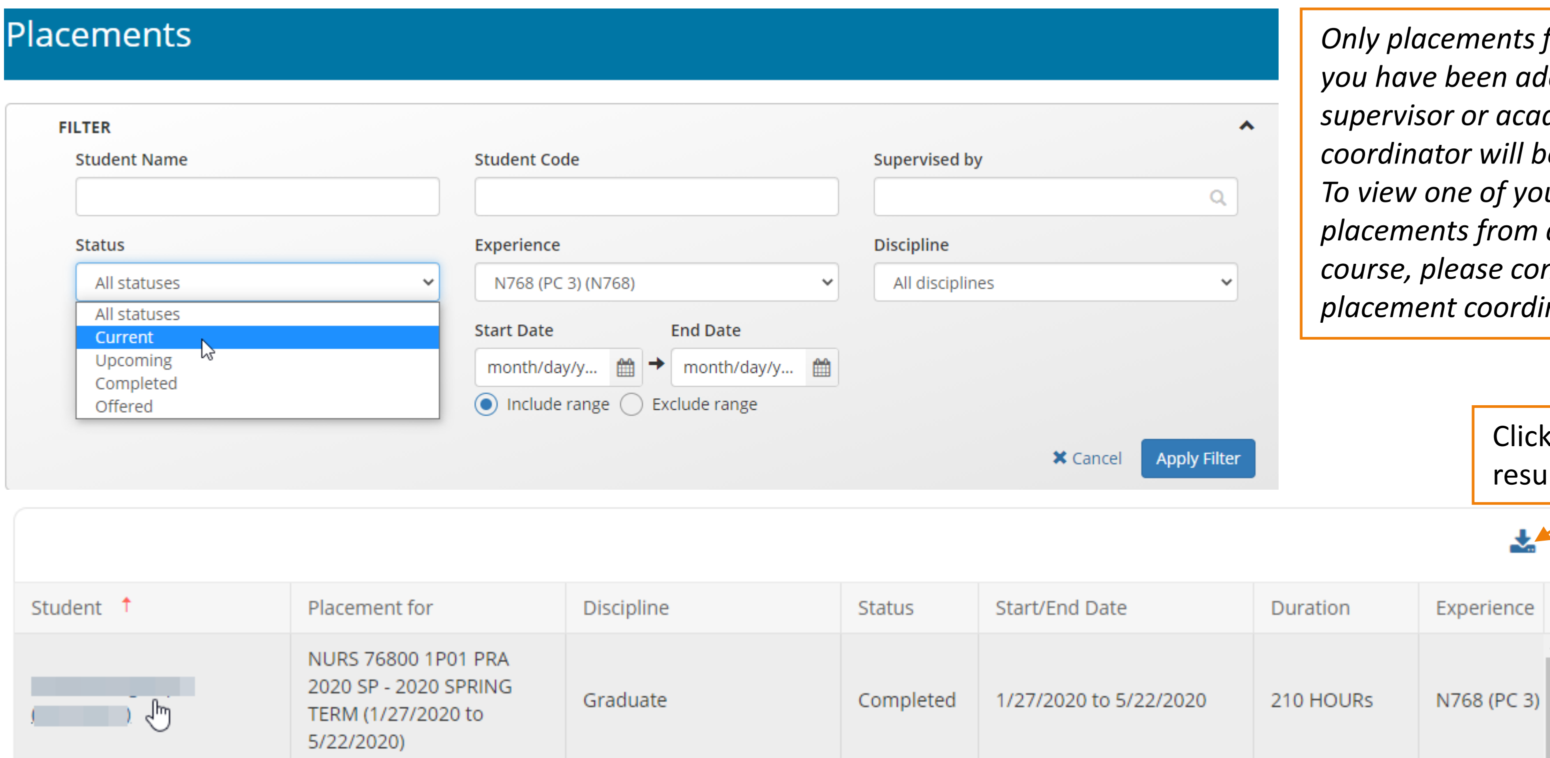
View A Student's Placement

To view all your students' placements, go to the *Students* page from the navigation bar.



Use the filters to search by supervisor ('Me'), experience (course), placement status (current, upcoming, etc.), or start and end dates (these will almost always match the term's start and end dates).

Click Apply Filter for results, then click the student's name to view their placement record.

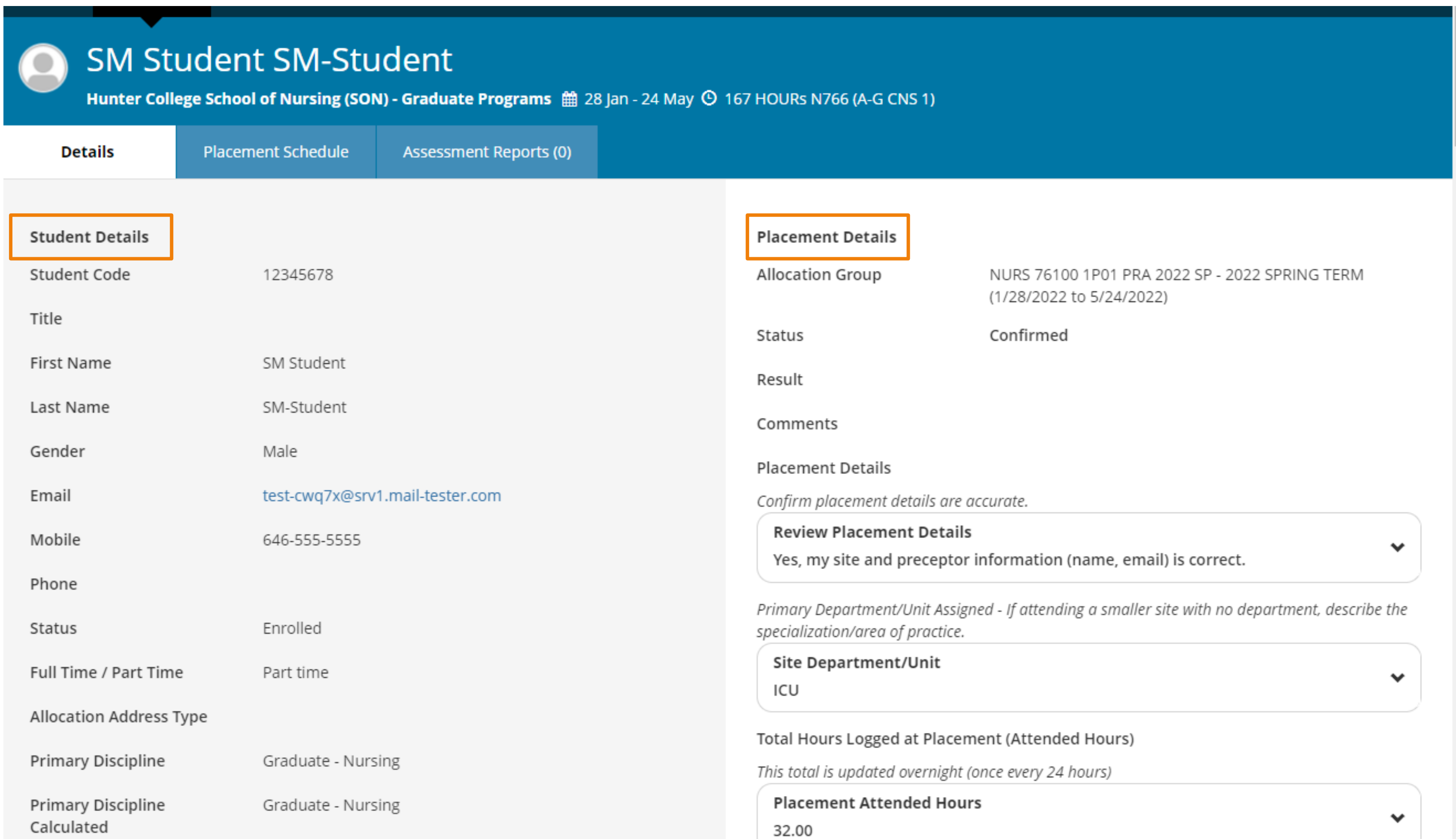


Only placements for which you have been added as a supervisor or academic coordinator will be returned. To view one of your student's placements from a prior course, please contact your placement coordinator.

Click to export results to Excel

Placement Details

The ***Details*** tab of a placement displays two different areas of a student's record on one page to faculty—their *Student Details* and their *Placement Details*. All custom form fields, such as assignment uploads and other file upload fields, can be found here. The student's preceptor information will be on the right (not pictured).


SM Student SM-Student

Hunter College School of Nursing (SON) - Graduate Programs 28 Jan - 24 May 167 HOURs N766 (A-G CNS 1)

Details | Placement Schedule | Assessment Reports (0)

Student Details

Student Code	12345678
Title	
First Name	SM Student
Last Name	SM-Student
Gender	Male
Email	test-cwq7x@srv1.mail-tester.com
Mobile	646-555-5555
Phone	
Status	Enrolled
Full Time / Part Time	Part time
Allocation Address Type	
Primary Discipline	Graduate - Nursing
Primary Discipline Calculated	Graduate - Nursing

Placement Details

Allocation Group	NURS 76100 1P01 PRA 2022 SP - 2022 SPRING TERM (1/28/2022 to 5/24/2022)
Status	Confirmed
Result	
Comments	

Placement Details

Confirm placement details are accurate.

Review Placement Details
Yes, my site and preceptor information (name, email) is correct.

Primary Department/Unit Assigned - If attending a smaller site with no department, describe the specialization/area of practice.

Site Department/Unit
ICU

Total Hours Logged at Placement (Attended Hours)

This total is updated overnight (once every 24 hours)

Placement Attended Hours
32.00

Schedules vs. Timesheets and Logbooks

Though they're often used together, placement *schedules*, *timesheets*, and *logbooks* are separate features with a few important distinctions:

- A **Schedule** can be set by Placement Staff (common in Undergraduate courses) or set to allow students to add their own shifts as needed. A scheduled shift is not counted as attended until a timesheet is completed for it.
- A **Timesheet** records the student's *actual* start and end times for a shift to calculate the total hours attended. These are credited towards their clinical hours, even if the *scheduled* hours differ (i.e., shifts on a schedule are less important and errors can be ignored if the corresponding timesheet and attended hours are correct).
- A **Logbook** is a custom form appended to timesheets for logging clinical experiences. It also has some time-tracking features, such as time spent on *Activities* during a shift. Logbook forms appear under timesheet forms.

For our purposes, we'll use the term **logbook** to be inclusive of timesheets. Logbook entries can be opened from a student's Schedule by clicking on a shift's logbook icon ( ) in the Action column.

Note: Community/Public Health Nursing (CPHN) and DNP Capstone courses do not log attendance using timesheets. Instead, students report clinical hours in their program's logbook *Activity Table*, which records time spent by activity instead of by day. See our program-specific logbook guides for details.

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Logbook Approval Process

To submit a logbook, graduate students first add a day to their *schedule*, including their scheduled start and end times for a shift. They may do this in advance if they know which days they will be working. Undergraduate students typically have pre-assigned schedules.

When a scheduled shift is completed, the student opens the *logbook* for that shift and completes their *timesheet* (actual start/end times), which auto-calculates the total hours attended. **Times <u>must</u> be entered in a 24-hour format ("military time").** For example, 09:00-17:00 is 8.0 hours, while entering 09:00-05:00 would equal 20.0 hours. If you see a timesheet error, please return the entry for revision.

Next, the student completes the rest of the logbook to document their clinical experiences. Once submitted:

- **Supervising instructors** will see the entry on their homepage *To Do* list for review/approval. Where pedagogically appropriate, supervisors should provide feedback when approving or returning entries for revision.
- *Placement Coordinators* (AcademicUI) may review and "finalize" approved entries. When and how often this is done is up to the instructor or coordinator overseeing the course. Once grades are entered in CUNYfirst after the term ends, approved entries are finalized in bulk by the InPlace admin as part of a placement close-out process.

Student adds a shift to their schedule.	Student submits a Timesheet & Logbook entry for the shift.	Supervising instructor approves or returns it for revision	Academic Coordinator may review and finalize approved entries for quality assurance.
Student		*Seminar or Clinical Instructor (SupervisorUI)*	*Program Coordinator or Primary/Lecture Instructor (AcademicUI)*

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View a Student's Schedule

To view a student's schedule and logbook, open the **Placements** page from your navigation menu, select a student's name to view their placement details, and go to the **Placement Schedule** tab.

Sample placement Schedule with logbook entries:

Details | Placement Schedule | Assessment Reports (0)

Attendance Summary

Refresh

210 hrs allocated · 90.52 hrs logged

Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
	3/5/2018	Harlem Hospital Center	09:00 - 15:00	6	-	No	-	Draft	
	3/23/2018	Harlem Hospital Center	08:00 - 18:18	10.3	-	No		Submitted	
	4/6/2018	Harlem Hospital Center	08:00 - 18:00	10.08	-	No	-	Submitted	
	4/14/2018	Harlem Hospital Center	08:00 - 16:00	9.92	-	No	-	Submitted	
	4/19/2018	Harlem Hospital Center	08:00 - 16:00	9.92	-	No		Submitted	
	4/27/2018	Harlem Hospital Center	08:00 - 16:00	10.17	-	No	-	Submitted	
	5/1/2018	Harlem Hospital Center	08:00 - 15:00	7	-	No	-	Submitted	
	5/3/2018	Harlem Hospital Center	08:00 - 16:00	10.3	-	No	-	Submitted	
	5/7/2018	Harlem Hospital Center	08:00 - 16:00	10	-	No		Submitted	
	5/8/2018	Harlem Hospital Center	08:00 - 15:00	6.83	-	No	-	Draft	
	5/12/2018	Harlem Hospital Center	08:00 - 16:00	-	-	No	-		
	5/14/2018	Harlem Hospital Center	08:00 - 16:00	-	-	No	-		

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Components of a Schedule

In the first column '*Attendance*', a green dot means a logbook has been started or completed for a shift, and the value in the *Attended Hours* column is counted in the Attendance Summary at the top of the page. A gray dot means a logbook was not started for a shift. These hours are **not counted** until the student updates the timesheet portion of those entries. A red dot means a shift was marked 'Absent' and can be ignored.

Details | Placement Schedule | Assessment Reports (0)

Total hours logged for all entries with a green dot (including Drafts)

Attendance Summary

Refresh

210 hrs allocated 90.52 hrs logged

Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
●	3/5/2018	Harlem Hospital Center	09:00 - 15:00	6	-	No	-	Draft	
●	3/23/2018	Harlem Hospital Center	08:00 - 18:18	10.3	-	No		Submitted	
●	4/6/2018	Harlem Hospital Center	08:00 - 18:00	10.08	-	No	-	Submitted	
●	4/14/2018	Harlem Hospital Center	08:00 - 16:00	9.92	-	No	-	Submitted	
●	4/19/2018	Harlem Hospital Center	08:00 - 16:00	9.92	-	No		Submitted	
●	4/27/2018	Harlem Hospital Center	08:00 - 16:00	10.17	-	No	-	Submitted	
●	5/1/2018	Harlem Hospital Center	08:00 - 15:00	7	-	No	-	Submitted	
●	5/3/2018	Harlem Hospital Center	08:00 - 16:00	10.3	-	No	-	Submitted	
●	5/7/2018	Harlem Hospital Center	08:00 - 16:00	10	-	No		Submitted	
●	5/8/2018	Harlem Hospital Center	08:00 - 15:00	6.83				Draft	
●	5/12/2018	Harlem Hospital Center	08:00 - 16:00	-					
●	5/14/2018	Harlem Hospital Center	08:00 - 16:00	-					

A missing status (and gray dot in Column 1) indicates that a logbook was not started or completed for a shift.

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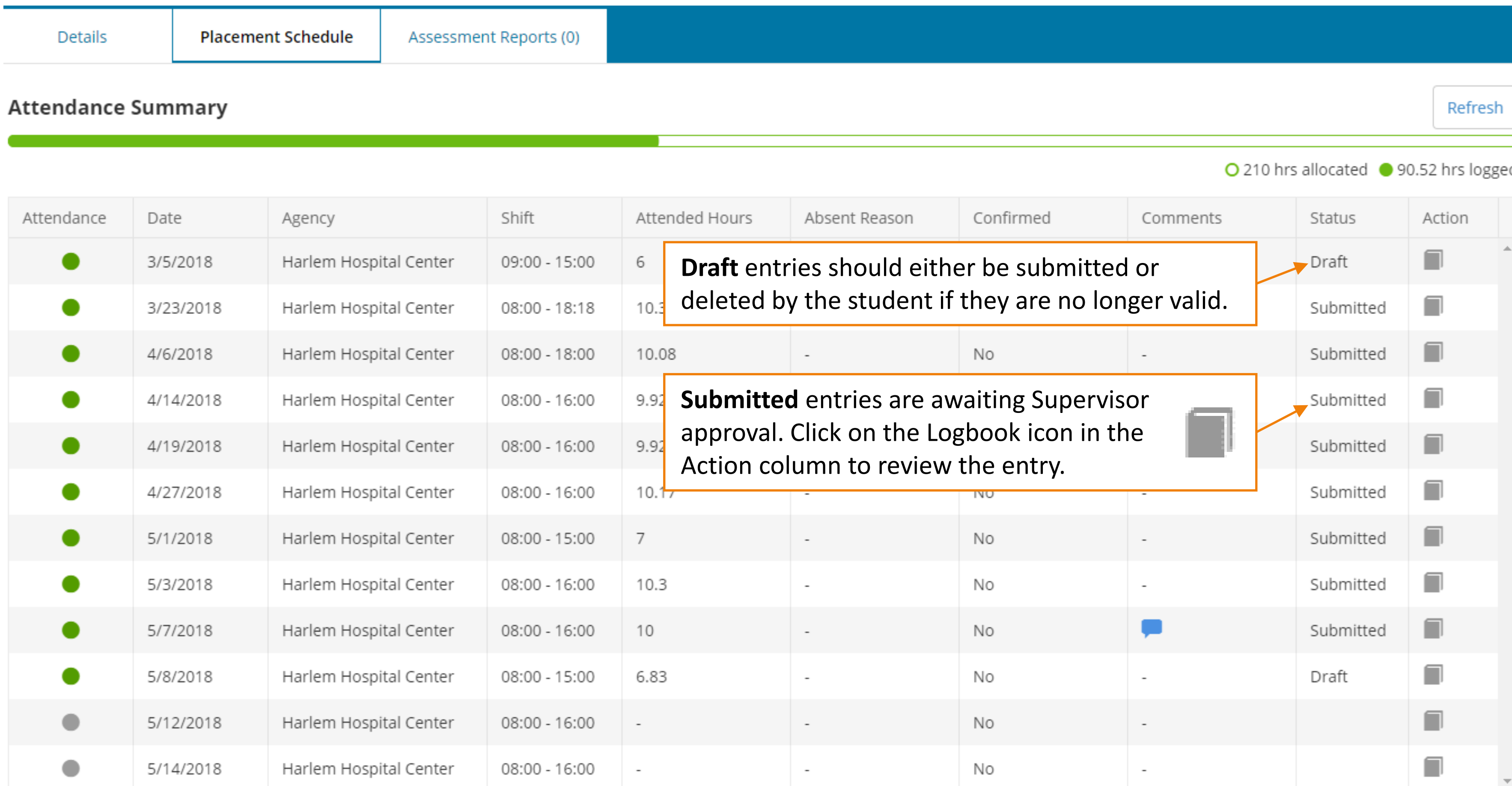
Checking Logbook Statuses

When a student saves a logbook but does not submit it for approval, its status changes to *Draft*. Drafts **are counted** towards total hours. Please establish a **deadline** with your students to submit draft entries within a reasonable timeframe (e.g., no more than 1 or 2 weeks after a day is attended) to discourage last-minute submissions at the end of the term.



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List of Logbook Statuses

Each logbook entry for an attended shift will have one of the following statuses:

- DRAFT – A logbook was started (saved), but not submitted for approval.
- SUBMITTED – Awaiting approval by instructor. Students may **Withdraw** if it has not yet been approved.
- APPROVED – Approved by instructor; awaiting final review by the lecture faculty/program coordinator.
- FINALIZED – Approved by the lecture faculty/program coordinator overseeing the course.
- REVISE – Submission was returned to student to revise and resubmit.
- NOT ACCEPTED – Entry was rejected by lecture faculty/program coordinator and cannot be resubmitted. This does not invalidate the students' hours (please contact support if hours should be removed).

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	

1

1 - 4 of 4 items

When a logbook is returned to a student for revision, its status will change from SUBMITTED to **REVISE** and it will appear on the student's **To Do** list on their home screen:

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

How to Review Logbook Submissions

Supervising instructors are responsible for routinely reviewing their students' logbook submissions throughout the duration of their placement. Logbooks are a key tool for monitoring student progression and for providing feedback to support their achievement of clinical learning objectives. They can also identify potential problems before clinical evaluations are conducted, allowing more time for corrective action.

Entries that are submitted for approval will be listed in the *To Do* list on the supervisor's home screen:

Log Book
4 Log Books for [redacted] require Approval

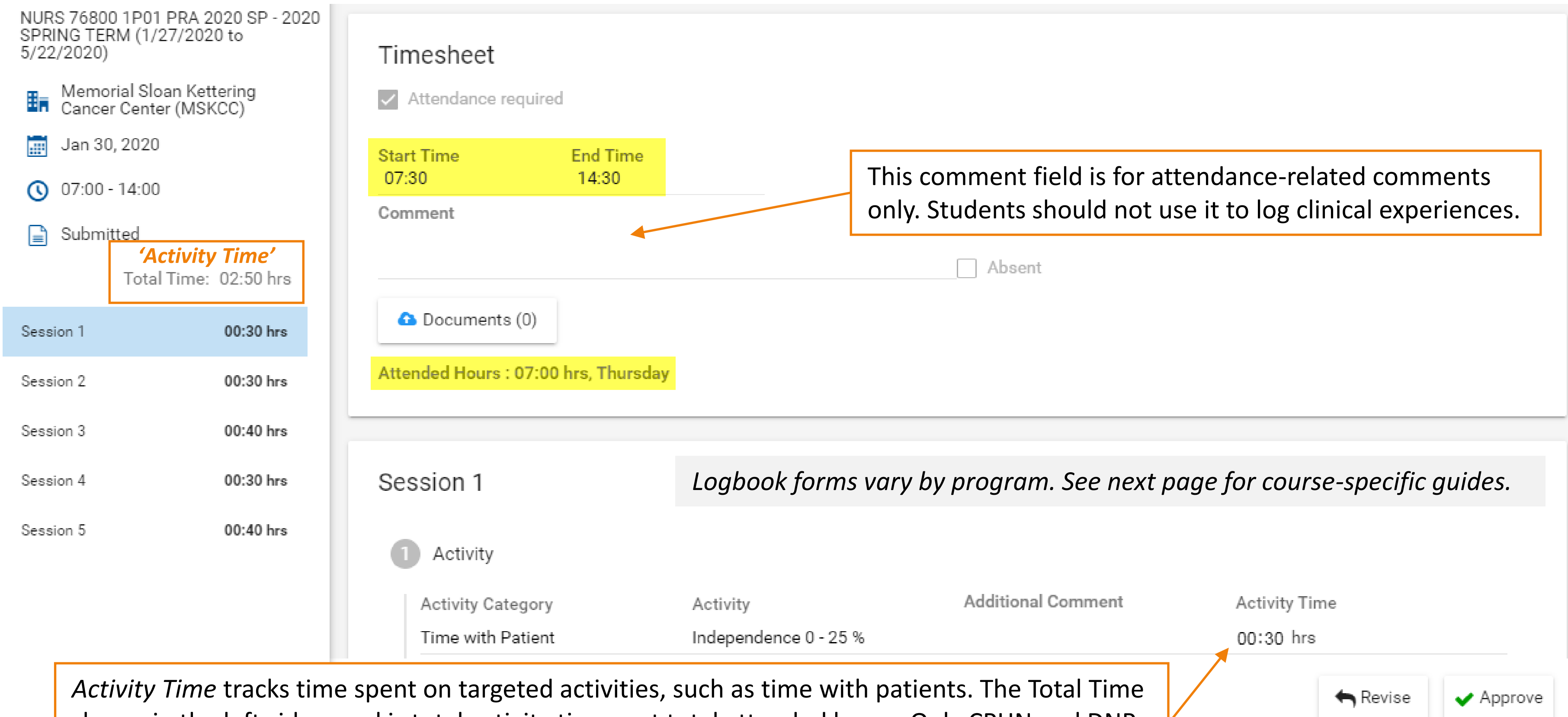
Click on this item to view the student's schedule, then click the logbook icon next to a submitted entry to open it.

Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
	1/29/2018	AM PM Medical PC	09:00 - 17:00	8	-	No	-	Approved	
	2/12/2018	AM PM Medical PC	09:00 - 17:00	8	-	No	-	Approved	
	2/26/2018	AM PM Medical PC	09:00 - 17:00	8	-	No	-	Approved	
	3/5/2018	AM PM Medical PC	09:00 - 18:00	9	-	No	-	Approved	
	3/19/2018	AM PM Medical PC	09:00 - 17:00	8	-	No	-	Submitted	
	3/26/2018	AM PM Medical PC	09:00 - 18:00	9				Submitted	
	4/16/2018	AM PM Medical PC	09:00 - 17:00	8	-	No	-	Submitted	
	4/24/2018	AM PM Medical PC	09:00 - 15:00	6	-	No	-	Submitted	

Click on the Logbook icon in the Action column to review a submitted entry.

Example of a Logbook Entry

The Timesheet area (top) includes the start and end times, total attended hours, and an optional comment and document upload area. The custom logbook form beneath the timesheet may be further divided into individual *Sessions* (e.g., patient encounters) in some programs. The times displayed in the left side panel track specific activities logged (e.g., 'Time with Patient') and will not necessarily equal the total attended hours for the day.



'Activity Time'

This comment field is for attendance-related comments only. Students should not use it to log clinical experiences.

Logbook forms vary by program. See next page for course-specific guides.

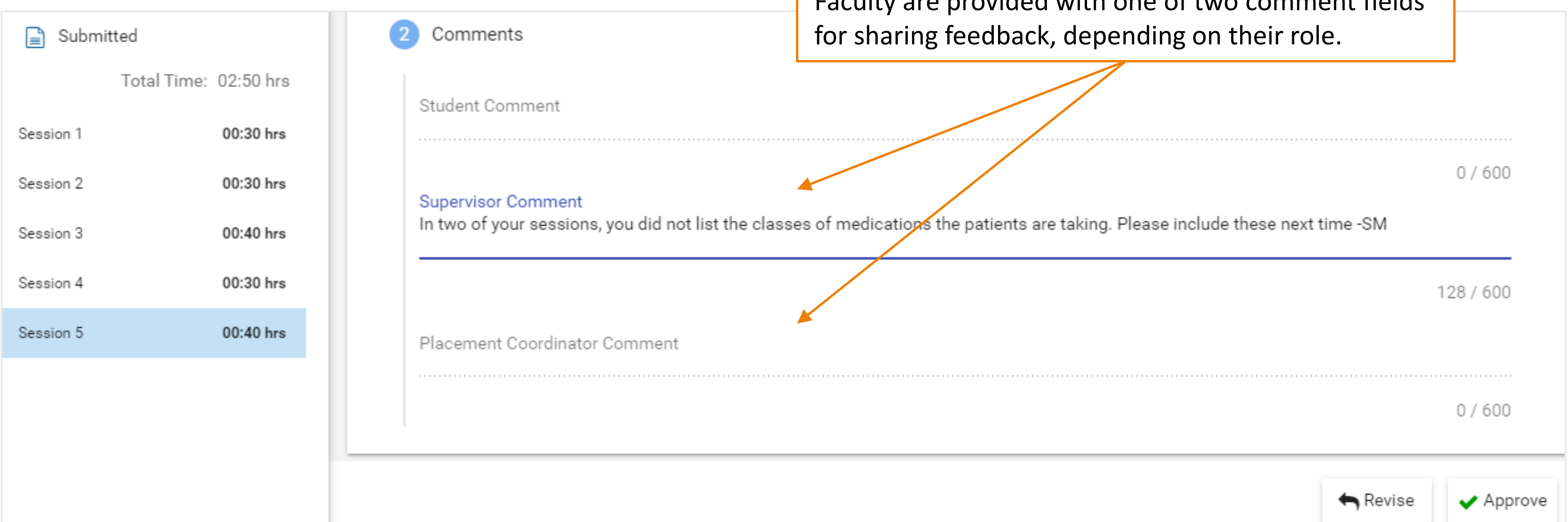
Activity Time tracks time spent on targeted activities, such as time with patients. The Total Time shown in the left side panel is total activity time, not total attended hours. Only CPHN and DNP programs use activity time instead of timesheets to document required clinical hours.

Approving a Logbook Entry

After reviewing a submitted logbook, faculty supervisors should mark it **Approved** if all logging requirements are met or **Revise** if corrections are needed. An area to share feedback is provided at the bottom of each entry. One feedback area is provided per entry (for all sessions recorded).

Seminar/clinical instructors are expected to review their students' logbook submissions on a regular basis and provide specific, timely feedback to students throughout the semester.

Faculty are provided with one of two comment fields for sharing feedback, depending on their role.



Click **Approve** (or *Finalize* if in a coordinator role) if all logging requirements are met. If substantial revisions are warranted, click **Revise** to return the submission to the student.

Logbook Instructions by Course

To understand how your students should be completing logbooks for a course, refer to the step-by-step student guides below.

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 (Weekly format using 'Activity Time') - NURS 771, NURS 772, NURS 773

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

Nursing Administration/UPL - NURS 740, NURS 745

http://www.hunter.cuny.edu/nursing/repository/files/inplace/Logbooks-NAUPL.pdf

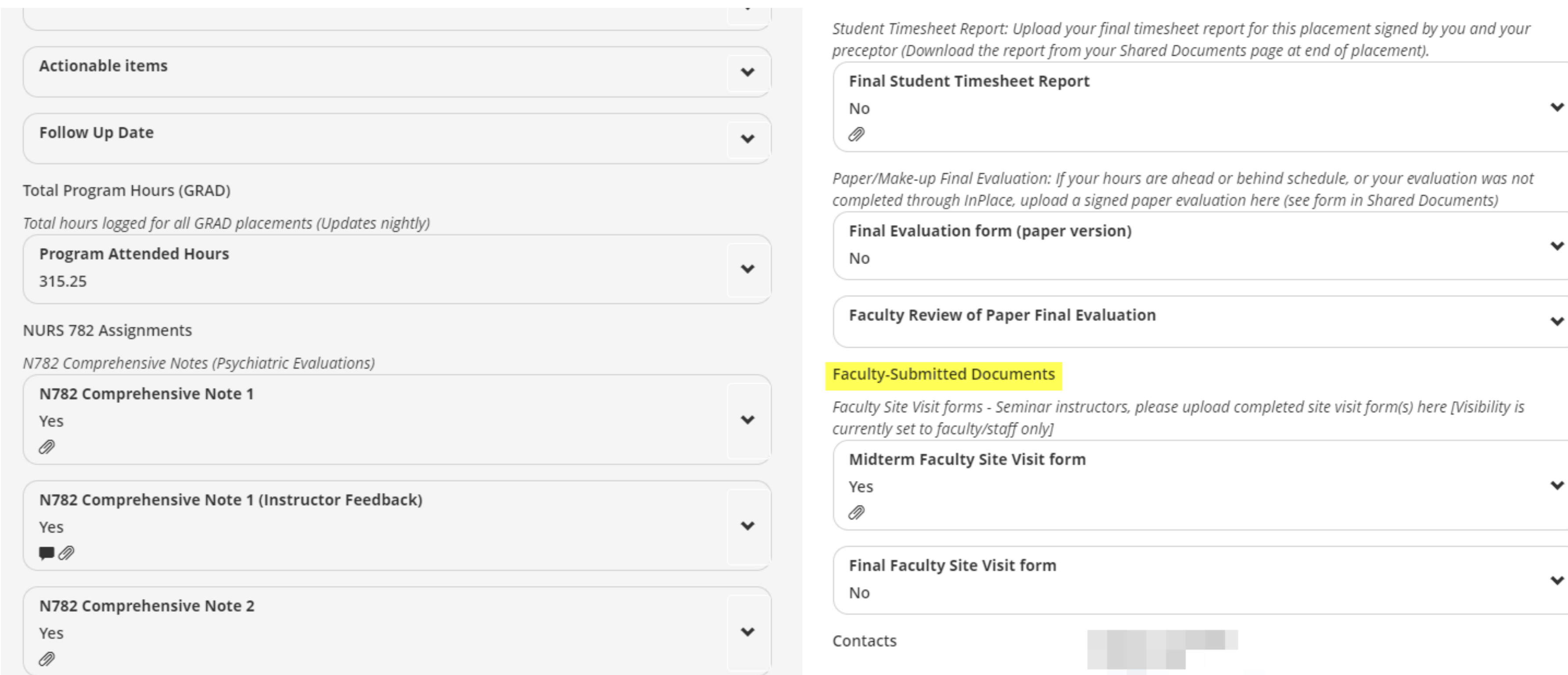
DNP (Capstone 'Activity Time') - NURS 90001, NURS 90002, NURS 90003, NURS 90004

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

Document Upload Fields

Placement and student records can have custom form fields added to them for uploading and storing documents, such as written assignments, signed timesheet reports, faculty site visit forms, and other documentation of the student's placement experience.

An example is highlighted below:



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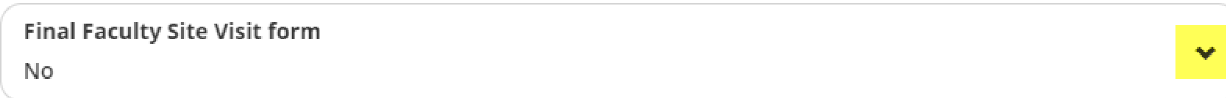
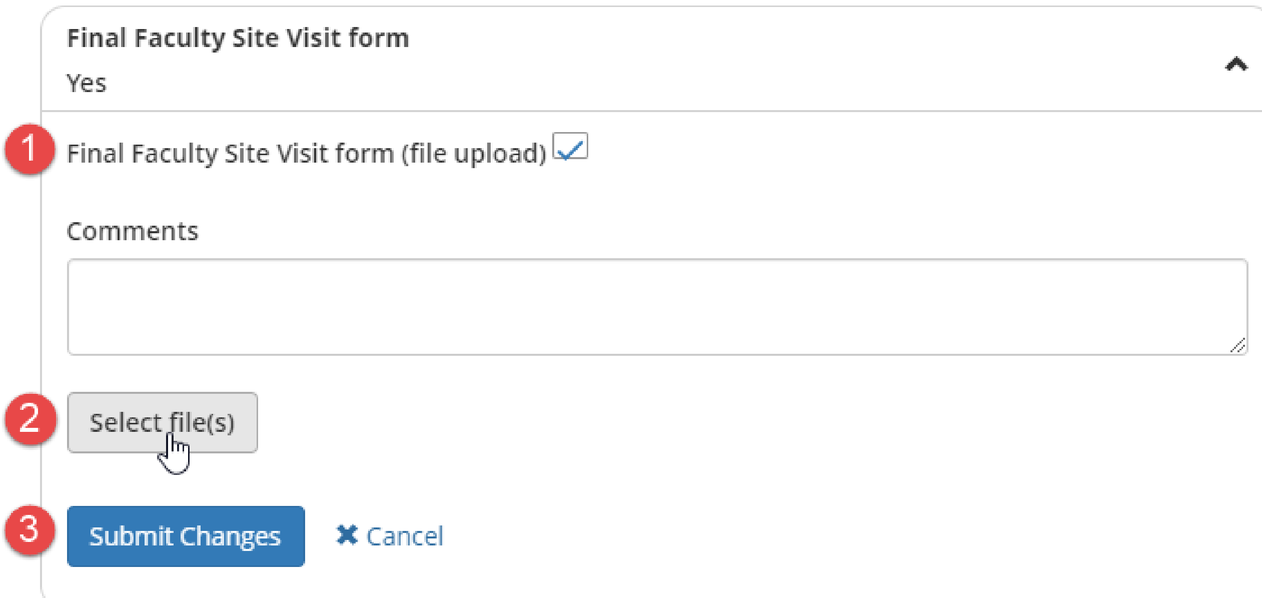
Uploading a File



Click the dropdown arrow next to a field to expand it.



1) Tick the checkbox shown and add any optional comments as needed.

2) Select a file to upload. Only one file may be uploaded per field.

3) Click **Submit Changes** when finished.

If you attach the wrong file in error, click the red “X” next to the file to remove it.

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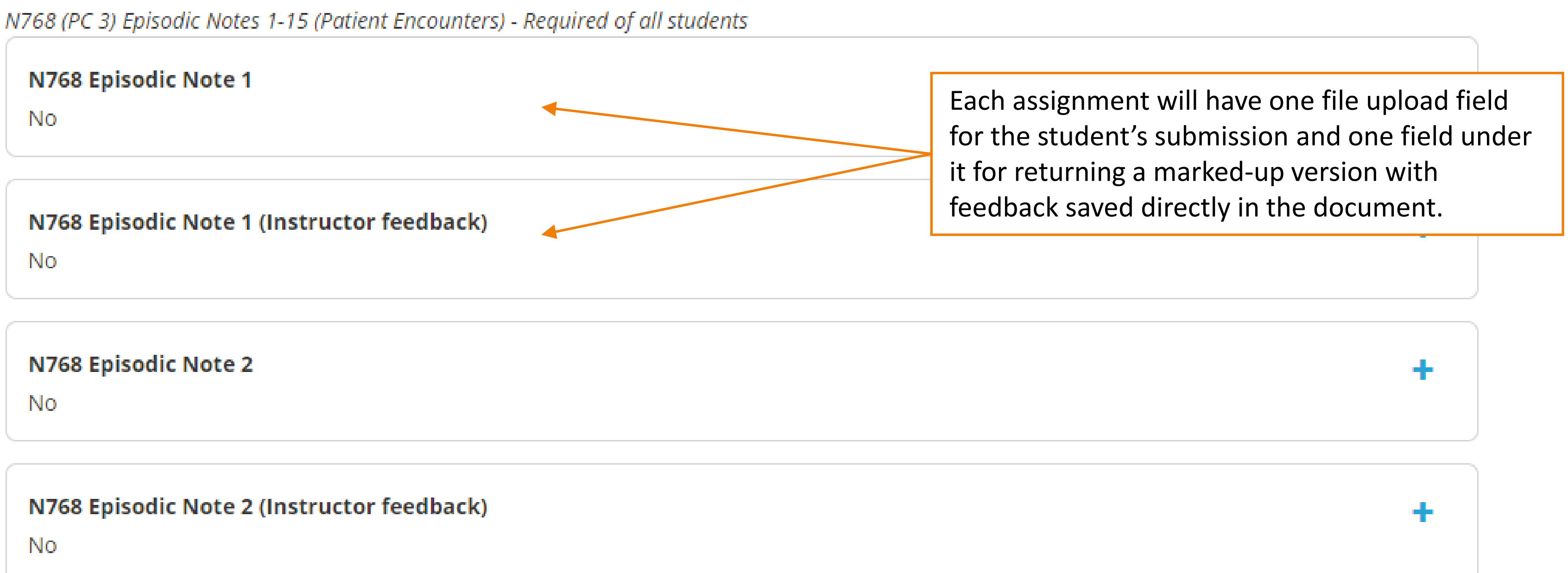
Written Assignments

Some programs require students to submit written assignments via file upload fields. These may include comprehensive patient assessments or episodic/SOAP notes. File upload fields are also used to collect paper evaluation forms and signed timesheet reports. In most cases, students should submit these assignments/documents <u>separately</u> from their logbook entries.

To find a student's submitted assignment, select their name from your **Placements** page and scroll down on their **Details** tab until you find the assignment submission area (or other file upload field) for your course.



How Students Submit Assignments

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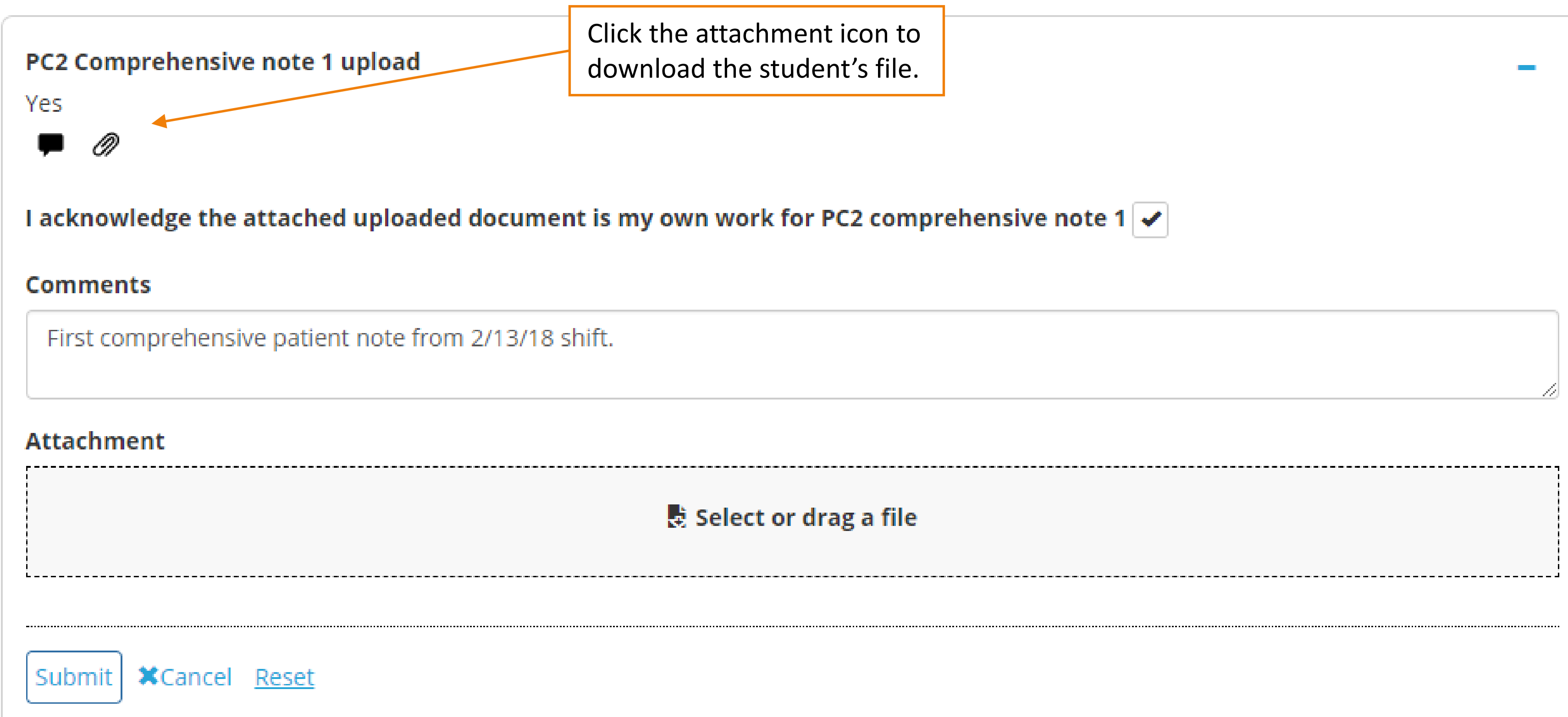
When a student submits an assignment, the field will display “Yes” (indicating the student has verified it as their own work) and a paper clip icon (indicating a file was uploaded). An optional comment may be included in the submission.



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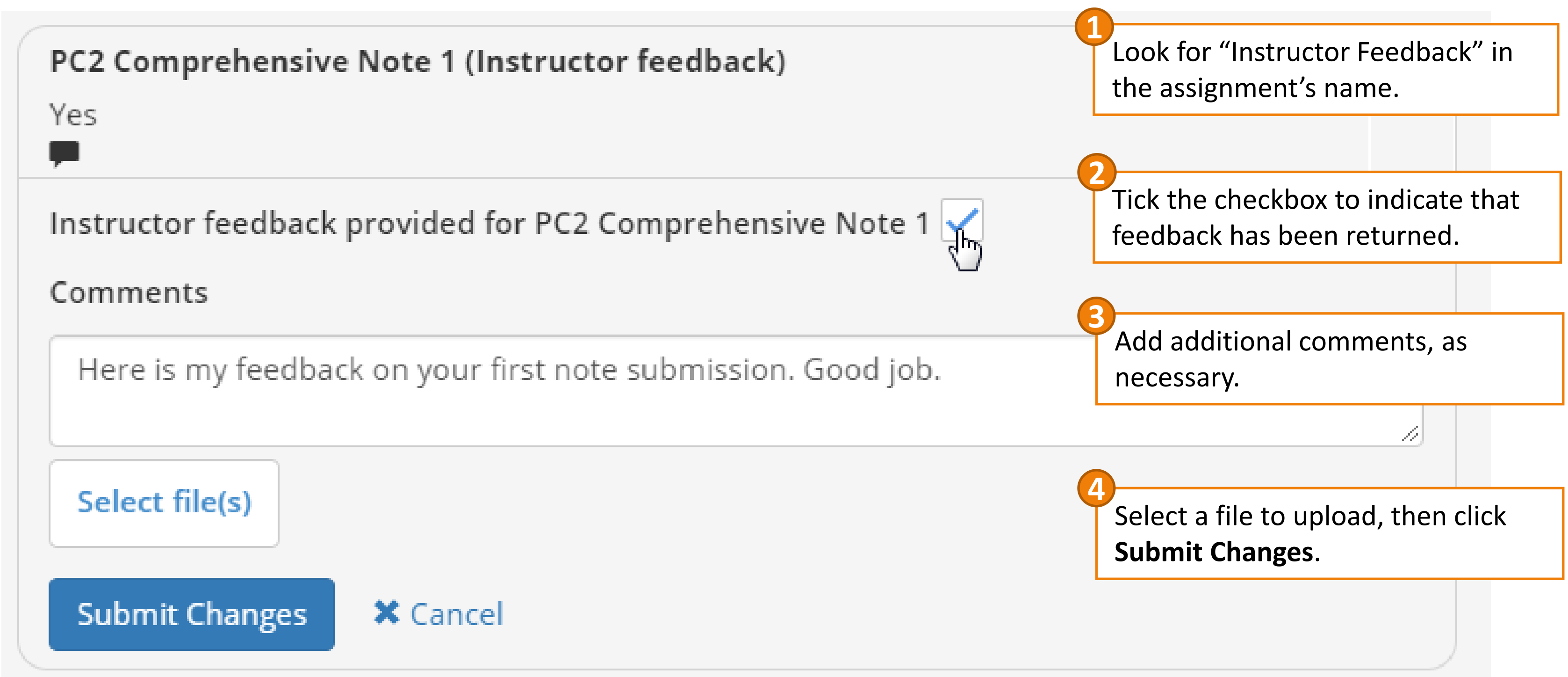
Providing Feedback for Assignments

When returning the file with your comments and markup, look for the corresponding assignment with “Instructor feedback” added to the name.



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How Students Access Assignment Feedback

Students should check their *My Details* page later to access feedback on their submissions. Currently, the platform cannot notify them when a file is returned.

Submitted documents do not display on instructors' **To Do** lists requiring review.

Timestamp information is available to verify when these fields/files are updated. Please contact your program's coordinator for details.

NURS 757 Assignment Submissions

PC2 Assessments

PC2 Comprehensive Note 1 upload

Yes

PC2 Comprehensive Note 1 (Instructor feedback)

Yes

Surveys and Assessments

Surveys and assessments are managed in the *InSight* module, which is organized into two parts:

Surveys are designed and published to a reusable survey library. They can range in complexity, from single-stage (e.g. a survey to students about their placements) to multi-stage (e.g., a 360-degree evaluation for students, preceptors, and faculty).

After a survey is published, responses are collected in ***survey campaigns***. These are created for a specific purpose, course/audience, and time period.

Example:

1) A **survey** is designed and published for a program, "*AGNP Midterm Competency Assessment*".
2) The survey can now be used in a new **campaign**, "*NURS 755 Midterm Evaluations (2022 SP)*". Placements can then be added to it, and dates are set for when it should open, when responses are due, and when it should close. Once published/open, respondents can be notified.

Users in *Staff* and *Academic Coordinator* roles can access survey-building tools by going to **InSight > Survey/Assessment** from their navigation menu.

Users in the *Supervisor* role can view campaign responses in the **My Responses** page if they have been sent one (as a respondent) or if surveys/assessments for placements under their supervision have been shared with them.

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Multi-Stage Evaluations

Multi-stage evaluation surveys are used in nearly all graduate programs for clinical evaluations. Here is an example showing how each stage works:

Stage 1 – Student Self-Assessment

- When a campaign opens, the student is notified by email and a link to the first stage of the evaluation is posted to their ***To Do*** list in InPlace.
- The evaluation will not advance to stage 2 until this stage is completed by the student.

Stage 2 – Preceptor Assessment

- After stage 1 is completed, the student's preceptor is automatically notified by email around midnight server time (UTC +0). If they have a guest account, they'll also see a link on their ***To Do*** list.
- The preceptor can review the student's response from stage 1 before completing their portion.

Stage 3 – Faculty Review and Evaluation Outcome

- After stage 2 is completed, the supervising faculty is notified, and a link is added to their **To Do** list.
- They can review both prior stage responses before completing their portion.

Stage 4 – Student Review of Completed Evaluation

- After stage 3 is completed, a very brief, final stage is sent back to the student to verify their receipt and review of the evaluation.
- When this last stage is completed, the evaluation's overall status updates to "Complete" and an assessment report (PDF) is published to the **Assessment Reports** tab of the student's placement.

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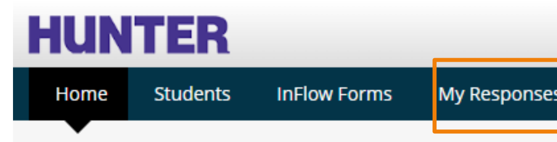
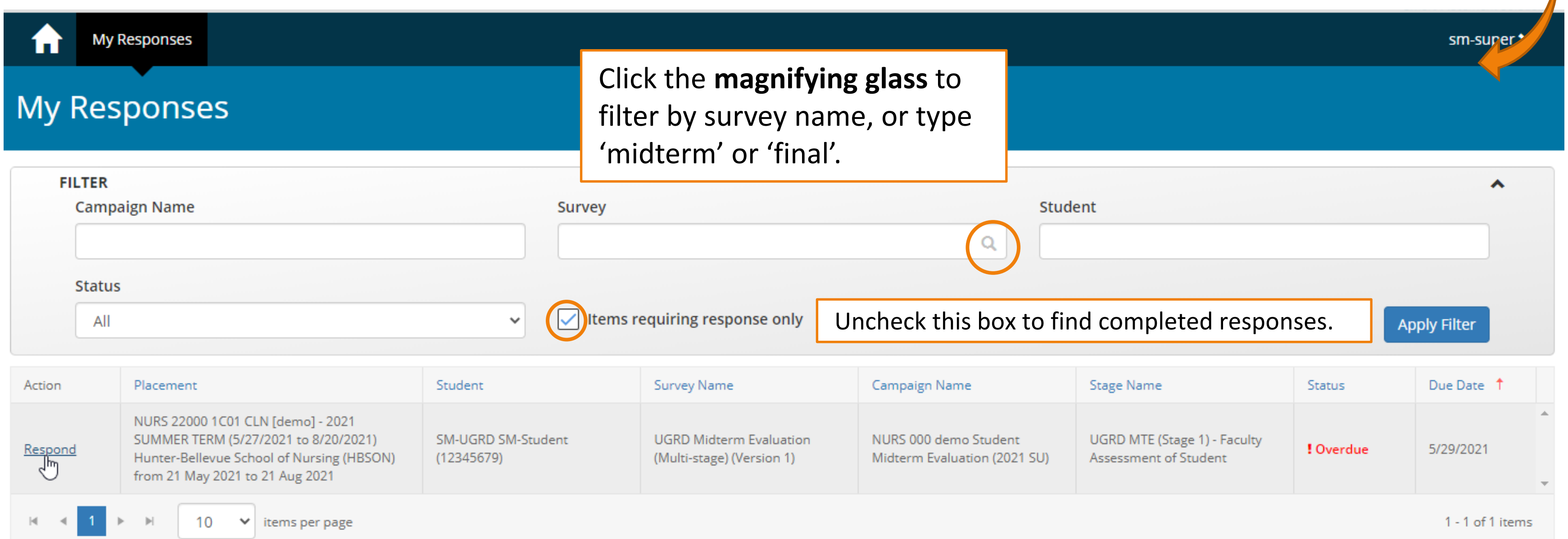
View a List of Your Evaluations

If you have been sent an evaluation or if student evaluations have been shared with you, these can be found on the ***My Responses*** page from your navigation bar.



Use the filters at the top to show or hide records as needed.



Click the **magnifying glass** to filter by survey name, or type ‘midterm’ or ‘final’.

Uncheck this box to find completed responses.

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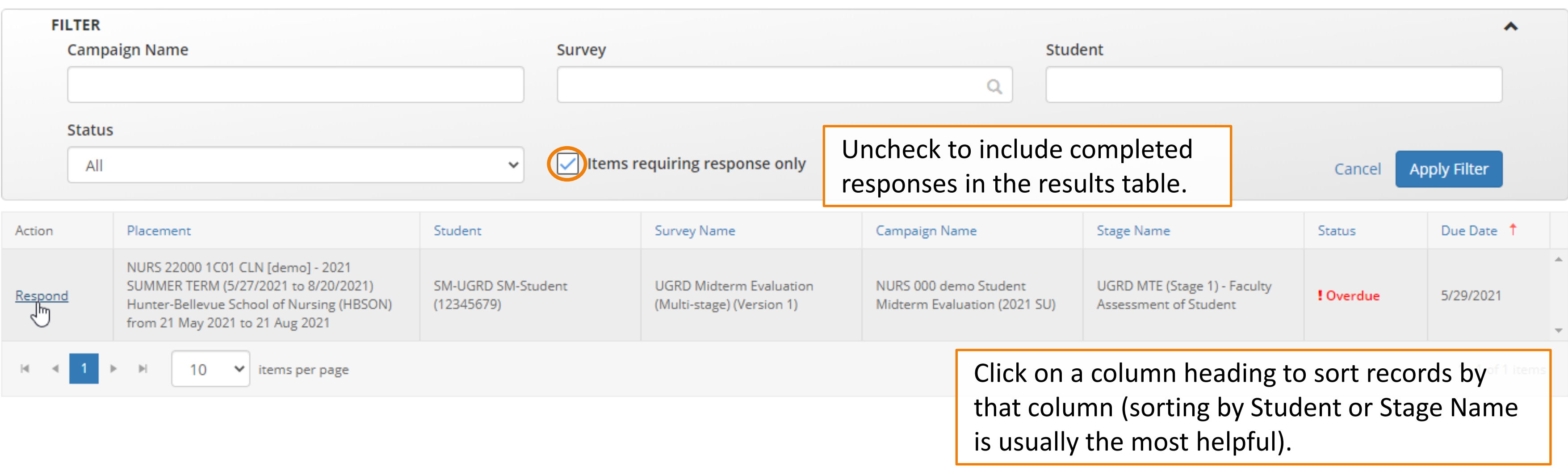
Evaluation List Filters

Campaign names are formatted consistently in the same format for each course and term to make it easier for users to search for them.

You will be able to find your students' evaluation responses using one of these methods:

Partial search by course: N755, N757, N768, N761, N766, N767, N782, N783, N90001-N90004
Partial search by term: 2022 SU, 2022 FA, 2023 SP, etc.
Search by full campaign name: *N782 Midterm Evaluation (2021 SP), N761 Final Evaluation (2022 SP),* etc.
By unchecking "Items requiring responses only" and leaving all other filters blank.



If you still do not see evaluations for your students after searching for them, please contact your coordinator/InPlace support for assistance.

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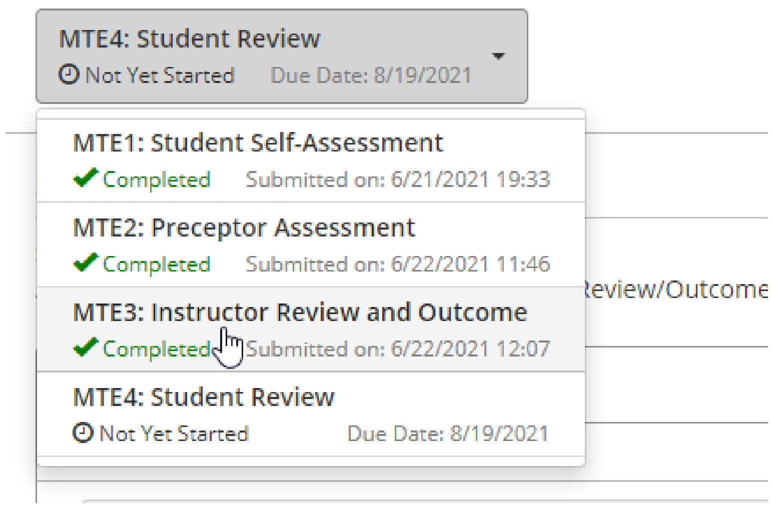
Submission Timestamps

You can check the date/timestamp of when an evaluation stage was completed in one of two ways:

From the evaluation's Response page while in progress (not all stages complete). Access response pages from your main navigation bar: **My Responses**

Download the assessment (PDF) from the **Assessment Reports** tab of a placement after the entire evaluation is complete. The topmost section of the report and/or the signature sections will show respondent names and times of when each stage was completed.



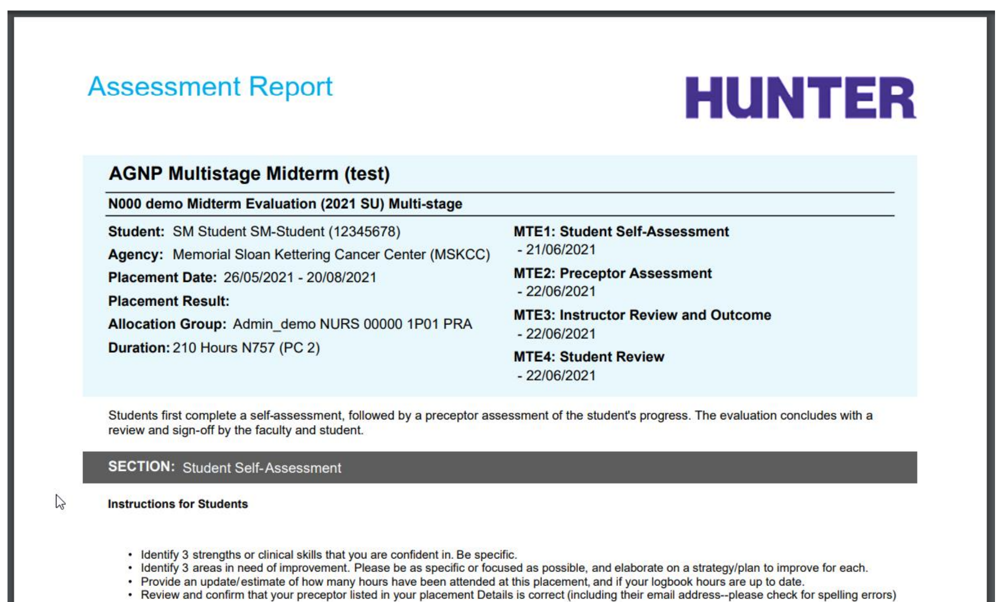
Sample stage completion timestamps from a Response page's dropdown menu (at top of page).

View Assessment Reports

Download a complete evaluation (PDF) when all stages have been completed from your student's placement via the **Assessment Reports** tab.

While an evaluation is still in progress, this page may display a link to *View Responses.*

Once all stages are complete, this link changes to *View Report* (PDF file).



Assessment Report

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AGNP Multistage Midterm (test)

N000 demo Midterm Evaluation (2021 SU) Multi-stage

Student: SM Student SM-Student (12345678)
Agency: Memorial Sloan Kettering Cancer Center (MSKCC)
Placement Date: 26/05/2021 - 20/08/2021
Placement Result:
Allocation Group: Admin_demo NURS 00000 1P01 PRA
Duration: 210 Hours N757 (PC 2)

MTE1: Student Self-Assessment
- 21/06/2021
MTE2: Preceptor Assessment
- 22/06/2021
MTE3: Instructor Review and Outcome
- 22/06/2021
MTE4: Student Review
- 22/06/2021

Students first complete a self-assessment, followed by a preceptor assessment of the student's progress. The evaluation concludes with a review and sign-off by the faculty and student.

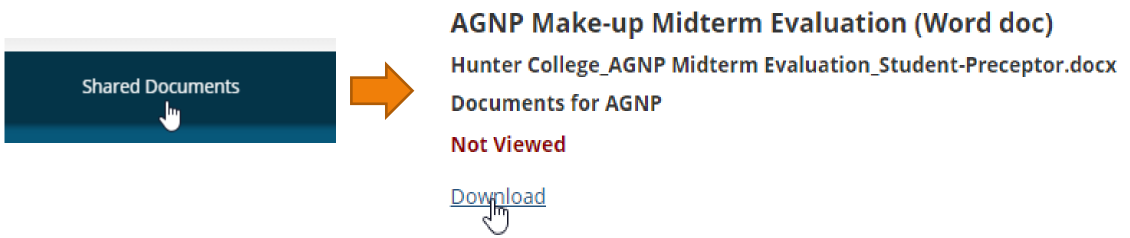
SECTION: Student Self-Assessment

Instructions for Students

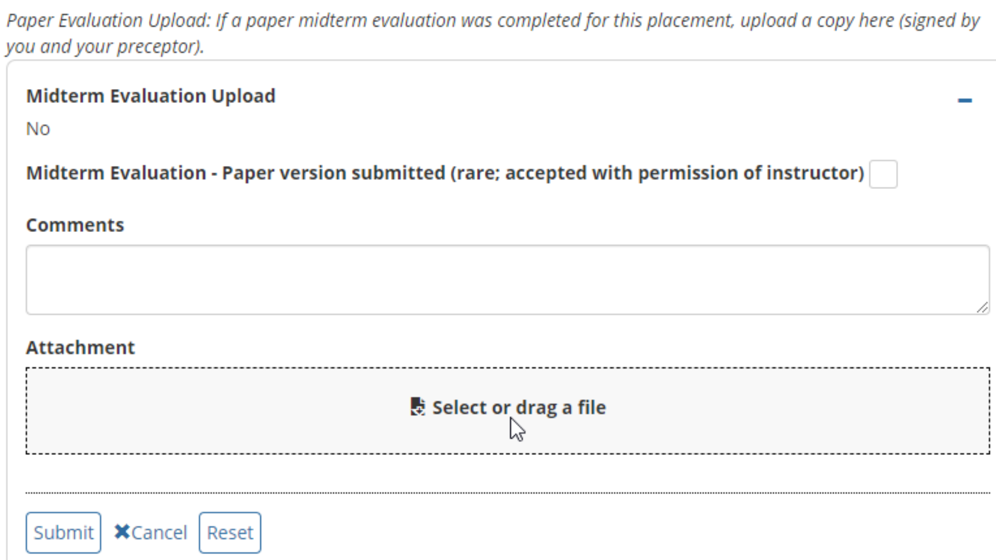
- Identify 3 strengths or clinical skills that you are confident in. Be specific.
- Identify 3 areas in need of improvement. Please be as specific or focused as possible, and elaborate on a strategy/plan to improve for each.
- Provide an update/estimate of how many hours have been attended at this placement, and if your logbook hours are up to date.
- Review and confirm that your preceptor listed in your placement Details is correct (including their email address--please check for spelling errors)

Paper Evaluations

If evaluations are not conducted in InPlace or not successfully completed by online survey, alternate documentation of the student's clinical evaluation must be collected and stored in their placement record for accreditation purposes. Dedicated file upload fields can be created for this purpose, and blank evaluation forms (MS Word docs or fillable PDFs) can be shared with students in InPlace via their Shared Documents page for easy access.



Paper evaluation file upload fields are located on the ***Details*** tab of a placement.



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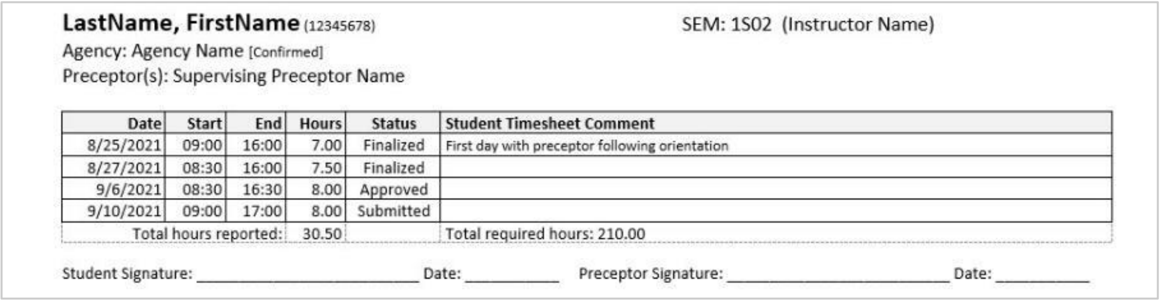
Final Timesheet Reports

When finishing a placement, graduate students are required to upload a final timesheet report (signed by their preceptor) to their placement **Details**.

They can download a timesheet report of logged hours from their Shared Documents page.



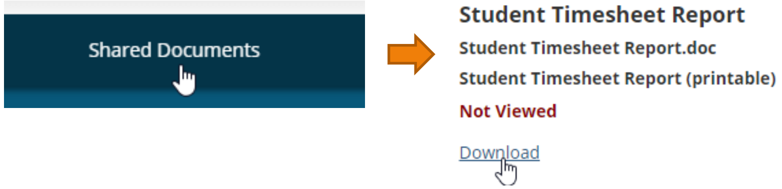
LastName, FirstName (12345678) SEM: 1S02 (Instructor Name)

Agency: Agency Name [Confirmed]

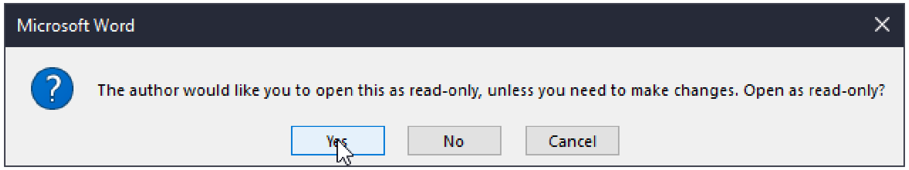
Preceptor(s): Supervising Preceptor Name

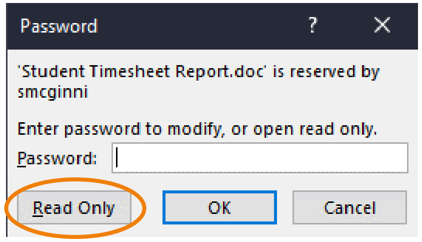
Date	Start	End	Hours	Status	Student Timesheet Comment
8/25/2021	09:00	16:00	7.00	Finalized	First day with preceptor following orientation
8/27/2021	08:30	16:00	7.50	Finalized	
9/6/2021	08:30	16:30	8.00	Approved	
9/10/2021	09:00	17:00	8.00	Submitted	
		Total hours reported:	30.50		Total required hours: 210.00

Student Signature: ____________________ Date: __________ Preceptor Signature: ____________________ Date: __________



Reports are locked for editing in Word to discourage changes being made outside of InPlace. The document can be opened as read-only for printing. If prompted for a password, students should click the ‘Read Only’ button.





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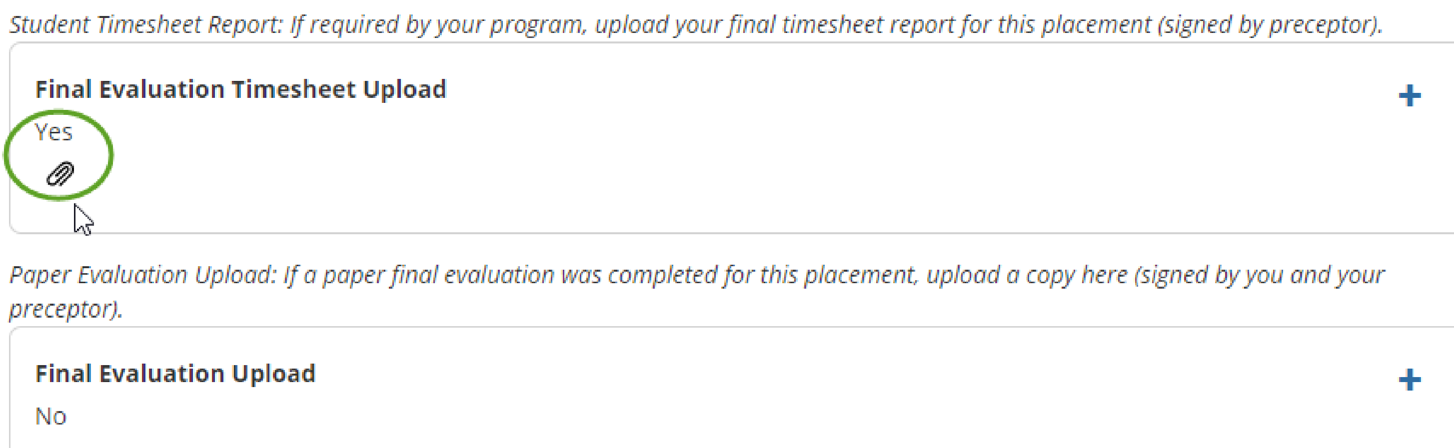
Review Final Timesheet Report

The Final Timesheet Report (file upload field) is located on students' placement **Details** pages, usually in a section called *Final Evaluation Requirements*.

This page may also include other file upload fields intended for paper/make-up midterm and final evaluation forms or other documents as needed.

File upload fields may be configured by user type (student, faculty/staff, etc.) as hidden, view-only, or view and update (add/delete).



General Tips for Faculty

- **Recommended browsers**. We recommend the latest releases of Mozilla Firefox or Chrome. Some usability issues have been observed in Safari on Mac OS and iOS. Microsoft Edge is supported (Microsoft Internet Explorer on older Windows systems is not supported).

  Disable or whitelist InPlace any browser plugins that block scripts or ads (e.g., NoScript, AdBlock, uBlock Origin), as these may interfere with some features.

- **Go full screen:** While InPlace is mobile-friendly, we recommend reviewing logbooks using a desktop or laptop computer.

- **Review student progress regularly:** Let the primary instructor/program coordinator know if a student is falling behind. If something is wrong with the logbook form or the way students are completing it (perhaps they are skipping sections or misunderstanding some questions), please issue a clarification to your students and notify Shawn McGinniss (smcginni@hunter.cuny.edu) so he can make improvements to the student guides.

- **Read the Help articles** within InPlace. These are available by clicking on your **username** from the navigation toolbar and selecting **Help**.

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Help for Faculty

- For problems with your NetID or other IT services outside of InPlace, contact the helpdesk**:**

Website	www.hunter.cuny.edu/it/help-docs/the-hunter-netid
Email / Phone	helpdesk@hunter.cuny.edu / 212-772-HELP (4357)

- For **all placement-related matters** (including new placements, updates, or corrections to placement records), contact your department's placement staff:

Undergraduate	Katherine Plummer, kp1933@hunter.cuny.edu
Graduate/Doctoral	Tanit Lang-Michelson, tl235@hunter.cuny.edu

- For questions about **agency affiliation agreements** or **health and clinical clearances**, contact Avena Sanassie (as11420@hunter.cuny.edu).

- For **InPlace technical support** (user accounts, troubleshooting, training, queries and reports, surveys, custom forms, audits, and other settings), contact Shawn McGinniss (smcginni@hunter.cuny.edu).
  - When reporting a technical issue, please explain what you were doing at the time, what happened, the page you were on, and the browser you were using. To help with troubleshooting, try to include a screenshot with the address bar (URL) of the page and any error messages shown.

You are welcome to schedule an appointment to review InPlace features and settings at any time – please contact Shawn McGinniss to set up a meeting or screen-sharing session.

Help for Students

HUNTER InPlace

- For problems signing in to InPlace using Hunter NetID, or for support concerning CUNYfirst, Blackboard, and other IT services, contact the **Student Helpdesk:**

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

- For **InPlace student guides/logbook instructions**, visit the School of Nursing's website at www.hunter.cuny.edu/nursing/current-students/inplace. Review these guides for updates at the start of each new practicum.

- For **placement-related support**, graduate students should submit a Change Request in InPlace to correct minor errors or omissions in their placement details (e.g., updating a preceptor's contact information). All other placement-related matters should be directed to:

Undergraduate	Katherine Plummer, kp1933@hunter.cuny.edu
Graduate/Doctoral	Tanit Lang-Michelson, tl235@hunter.cuny.edu

Please mention the course, section, term, and all relevant placement details for faster assistance.

- For **InPlace technical support** (training, troubleshooting, logbooks, evaluations and surveys, forms, and other platform-related questions), contact Shawn McGinniss, smcginni@hunter.cuny.edu.

When reporting a problem, try to include a screenshot of the page you were on, and any error messages shown.