



# Logbooks for DNP Capstone

**NURS 90001, NURS 90002, NURS 90003, & NURS 90004**


Rev. 8/30/2021

*Grab the latest version of this guide at*  
[www.hunter.cuny.edu/nursing/current-students/inplace](http://www.hunter.cuny.edu/nursing/current-students/inplace)



Hunter College School of Nursing

# Quick Start

 **NOTE:** For assistance with other topics and general documentation, download the [InPlace Student User Guide](#).

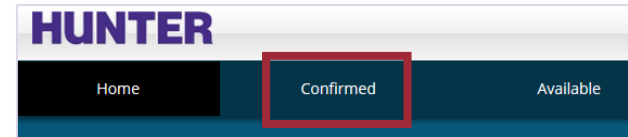
1 Login to InPlace using the **top button**, 'Login with Hunter NetID'

<https://huntercollege-us.inplacesoftware.com>

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

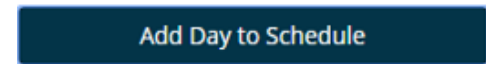


2 Click *Confirmed* on the navigation menu to view your clinical placements, then click on a placement site to view its details.

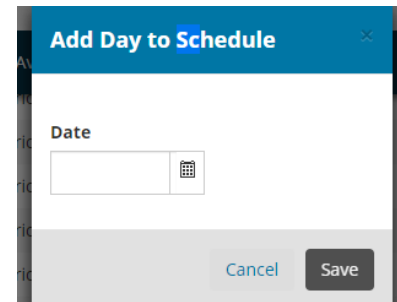


3 Review the *Details* page to confirm that your **seminar instructor**, **preceptor**, and **preceptor's email address** are all listed and correct.



4 From the *Schedule* tab, click the 'Add Day to Schedule' button. Select a date to add in the pop-up window, then click *Save*.



**Note:** Entries cannot be completed (or deleted if not needed) for a future shift until the day arrives. To delete an unneeded day, open the logbook when the day arrives, save it as a draft, and the delete button will appear at the bottom of the page.



5 Open the logbook for that shift by clicking on the book icon in the Action column (shown on far-right):

	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
	1/19/2020	Hunter-Bellevue School of Nursing (HBSN) - Graduate Programs	08:00 - 17:30			No			

1 - 1 of 1 items

# DNP Logbook Format

The logbook for the DNP Capstone is relatively straightforward. Each entry should describe your activities and the amount of time spent on each activity, followed by supporting comments demonstrating how these activities advanced the development of your DNP capstone project. Your total time for the day will be shown in the left panel.

The screenshot shows the InPlace DNP Logbook interface. On the left, a sidebar displays the user's profile (SM Student SM-Student, Admin\_demo\_DNP), location (Bellevue Hospital), date (Jan 29, 2020), and a draft status. The main area is titled "LEAVE LOG BOOK" and shows a "Timesheet" section with a comment box for "Afternoon meeting with mentor" and an "Absent" checkbox. Below this is "Session 1" with a "Total Time: 02:00 hrs" indicator. The session details include an activity table with columns for Activity Category, Capstone Activity, Additional Comment, and Activity Time. The current activity is "Type of Capstone Activity (Des...)" with a time of "02:00 hrs". Annotations with orange boxes and arrows provide instructions: one points to the comment box stating it is for attendance and timesheet-related comments; another points to the "Session 1" header stating logbooks are subdivided into sessions; and a third points to the activity table header stating that DNP capstone hours are recorded as session 'Activities'.

**InPlace**

SM Student SM-Student  
Admin\_demo\_DNP

Bellevue Hospital  
Jan 29, 2020  
Draft

Total Time: 02:00 hrs

Session 1 02:00 hrs

← LEAVE LOG BOOK sm-student

Saved 18:46

Timesheet

Comment  
Afternoon meeting with mentor  Absent

Documents (0)

Session 1

Logbooks are subdivided into *Sessions*. For DNP courses, just use one session per logbook unless instructed otherwise.

1 Activity

Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Des...)	Evidence-Based Literature Revi...	Found articles on near misses in	02:00 hrs

Total Time: 02:00 hrs

+ Add Activity

2 Other comments (optional)

Reset Copy Session Add Session Log Book day Save Submit

Instead of entering a Start Time and End Time for the shift in the Timesheet area, DNP capstone hours are recorded as session 'Activities'.

# Add Capstone Activities

Begin by selecting the type of each activity you want to log for this shift. A new row should be created for each distinct activity or event (project, meeting, etc.). Follow the steps below as an example.

1) Select **Type of Capstone Activity** from the dropdown menu in the first column.

2) In the second column, select which type of activity was completed.

Activity Category
Type of Capstone Activity (Description)
Type of Capstone Activity (Description)
<input type="checkbox"/> Coaching/Mentoring
<input checked="" type="checkbox"/> Collaboration
<input type="checkbox"/> Evidence-Based Literature Review
<input type="checkbox"/> Manuscript Development
<input type="checkbox"/> Other (describe in comments)
<input type="checkbox"/> Project Implementation

+ Add Activity

3) Describe the activity in greater detail using the comment box in column 3.

4) Input the time spent on the activity in the last column (HH:MM format).

Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Description)	Evidence-Based Literature Review	Found articles on near misses in	02:00 hrs
Type of Capstone Activity (Description)	Collaboration	Team-based review of	00:00 hrs

Total Time: 02:00 hrs

# Continue Adding Activities Until Done

Each row must contain the time spent on the activity and a brief comment describing the work completed. Continue adding new rows until you are finished logging your hours and activities for the day.

Your total hours will be displayed in the side panel to the left.

The screenshot displays a user interface for logging activities. On the left, a side panel shows the user's name (SM Student SM-Student Admin\_demo\_DNP), location (Bellevue Hospital), date (Jan 29, 2020), and status (Draft). Below this, a bar indicates the total time for 'Session 1' as 03:30 hrs. The main area, titled 'Session 1', contains a table with the following data:

Activity Category	Capstone Activity	Additional Comment	Activity Time
Type of Capstone Activity (Des...)	Evidence-Based Literature Revi...	Found articles on near misses in	02:00 hrs
Type of Capstone Activity (Des...)	Collaboration	Team-based review of standards	01:30 hrs

Below the table is a '+ Add Activity' button. A callout box with an arrow pointing to this button contains the text: '5) Click **+Add Activity** to continue logging your activities until finished.' Another callout box with an arrow pointing to the 'Total Time: 03:30 hrs' label in the side panel contains the text: '6) As new rows are added, your total recorded time will be updated in the side panel.'

The last section, **Other Comments (optional)**, is an area to provide additional information as it relates to your capstone development, next steps, reflections, or other notes as needed.

## 2 Other comments (optional)


Write notes

I'll be meeting with my mentor on Monday to discuss|

# Comments Area and Submission Buttons

The bottom of the logbook allows you to add a comment (optional) and includes buttons to Add a Session, Delete a Session (or entire day if only one session exists), Save (as a draft), Submit, Withdraw (if submitted), or Revise (if marked 'Revise' by your instructor).

When approving and/or finalizing your logbook, your instructor will provide feedback here.



The screenshot displays the 'Comments' section of a logbook interface. At the top left, a blue circle with the number '1' is followed by the text 'Comments'. Below this, there are three comment input fields: 'Student Comment', 'Supervisor Comment', and 'Placement Coordinator Comment'. Each field is a horizontal line with a dotted line below it, and a character count '0 / 600' is positioned to the right of each field. An orange arrow points from a text box to the 'Student Comment' field. The text box contains the message: 'This comment field is not intended for clinical log notes. Please use it for short comments related to submissions or resubmissions.' At the bottom of the interface, there is a row of six buttons: 'Reset' (with a circular arrow icon), 'Copy Session' (with a document icon), 'Add Session' (with a plus sign icon), 'Log Book day' (with a trash can icon), 'Save' (with a floppy disk icon), and 'Submit' (with a paper plane icon).

1 Comments

Student Comment 0 / 600

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

Reset Copy Session Add Session Log Book day Save Submit

# 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 supervising seminar instructor
- APPROVED – Approved by instructor; awaiting final review by primary faculty/program coordinator
- FINALIZED – Approved by seminar instructor *and* primary faculty/program coordinator
- REVISE – Revise and resubmit for approval (also appears on home page 'To Do' list)
- NOT ACCEPTED – Entry was rejected or voided for some other reason (cannot be resubmitted)

Details	Schedule	Docs	Assessment	Carpool				
Attendance summary								
40%								
○ 5 required ● 2 completed								
Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
2/1/2019	Bellevue Hospital	-			No		FINALIZED	
2/5/2019	Bellevue Hospital	-			No		APPROVED	
2/10/2019	Bellevue Hospital	-			No		REVISE	
8/1/2019	Bellevue Hospital	-			No		DRAFT	
8/2/2019	Bellevue Hospital	-			No			

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:



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



# Withdraw a Submitted Logbook

Once you submit a logbook, its status in the side panel changes to *Submitted*.

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

The screenshot displays a user interface for a logbook submission. On the left side, there is a navigation menu with the following items: 'Bellevue Hospital' (with a building icon), 'Jan 29, 2020' (with a calendar icon), a clock icon, and 'Submitted' (with a document icon and highlighted in yellow). Below the menu, it shows 'Total Time: 02:30 hrs' and a blue bar for 'Session 1' with '02:30 hrs'.

The main content area is titled 'Assessment & Comments' and contains a '1 Comments' section. This section has three text input fields for comments, each with a character count of '0 / 600':

- Student Comment
- Supervisor Comment
- Placement Coordinator Comment

At the bottom right of the interface, there is a 'Withdraw' button with a red speech bubble icon and a hand cursor pointing to it.



# Review Approved Logs for Feedback

Be sure to open your *Approved* entries to review the feedback provided by your seminar instructor in the Supervisor Comments area.

The amount of feedback you receive may vary from week to week, but your entries should be reviewed and approved on a regular basis throughout your placement.

Hunter-Bellevue School of Nursing (HBSON)

Jan 28, 2020

-

Approved

Total Time: 07:00 hrs

Session	Time
Session 1	07:00 hrs

## 1 Comments

Student Comment

0 / 600

Supervisor Comment

Great entry - It looks like you've had a busy week. I would like to see a little more detail in the Reflections area, particularly in regards to the agency's approaches to addressing identified needs of its surrounding community. How has this affected the outcomes of your assessment?

285 / 600

Placement Coordinator Comment

0 / 600

# Logbook Submission Errors

Leaving empty rows in the **Attendance and Activities** table will result in an error when trying to submit your entry. Be sure to delete all empty rows before submitting.

A session with a validation issue (error) will be listed in the side panel in red. The session will turn black when the error is resolved, indicating the entry can be submitted successfully.

The screenshot shows the InPlace logbook interface. The top navigation bar is blue with the InPlace logo on the left, a menu icon and '← LEAVE LOG BOOK' in the center, and 'sm-student' on the right. The left sidebar contains user information: 'SM Student SM-Student Admin\_demo\_CPHN', 'Hunter-Bellevue School of Nursing (HBSON)', 'Jan 28, 2020', a clock icon, and 'Draft'. Below this is a 'Total Time: 07:00 hrs' label and a blue box for 'Session 1' with '07:00 hrs' in red. The main content area is titled 'Session 1' and shows a table with one activity row and one empty row. The activity row has columns for 'Activity Category' (Clinical Time), 'Attendance and Activity' (2. TUE (date/activities in comme...), 'Additional Comment' (Tue 1/28/20 - Attended team mee), and 'Activity Time' (07:00 hrs). The empty row has 'Activity Time' (00:00 hrs). A red trash icon is visible in the right margin of the empty row. A '+ Add Activity' button is at the bottom left of the table. A 'Total Time: 07:00 hrs' label is at the bottom right of the table. An orange arrow points from a text box to the trash icon.

Activity Category	Attendance and Activity	Additional Comment	Activity Time
Clinical Time	2. TUE (date/activities in comme...	Tue 1/28/20 - Attended team mee	07:00 hrs
			00:00 hrs

Hover over the empty row to reveal the 'Trash' icon.

# Delete a Logbook Entry

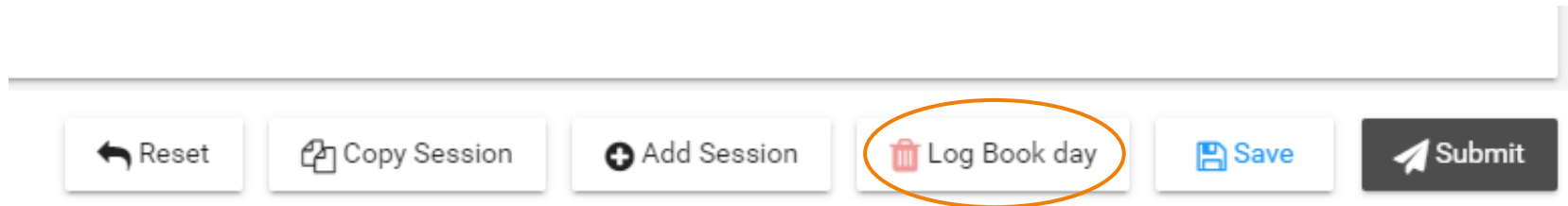
If you added a day to your schedule that is no longer needed, it can be deleted after the date arrives (i.e., upcoming dates cannot be deleted until at least the day of).

Entries that are not opened, started as a draft, or submitted have no impact on attendance.

If you open and begin to fill out an entry, it may trigger an **auto-save** (with a status of *'Draft'*) and register the time entered in the *Activities* section of the entry as attended hours. In this case, delete the unneeded entry to make sure it's not included in your reported attendance.

To delete an unneeded entry,

- Open the entry and click the **Save** button at the bottom of the page (to save as a draft).
- After it's been saved, the **Delete Log Book day** button will become available:



# Track Total Hours Logged

Visit your placement's **Details** tab for a running total of hours logged. This value is updated once every 24 hours.

## Additional Placement details

### Total Hours Logged at Placement Site (Logbook Activity Time)

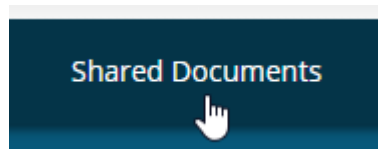
*This total is updated overnight (once every 24 hours)*

#### Placement Activity Hours

11.50

For a more accurate total including same-day logbook activity, download a printable *Student Timesheet Report* (doc) under the **Shared Documents** page on the main navigation menu. In Word, open the report as 'Read Only' to print.

Timesheet reports for Capstone placements from past semesters will be included in later pages of the document.



#### Student Timesheet Report - DNP

Student Timesheet Report - DNP.doc

Student Timesheet Report - DNP (printable)

Viewed on 5/22/2021

[Download](#) 