InPlace Student User Guide:  
*Undergraduate Programs*

Rev. 10/18/2022

*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 at [https://huntercollege-us.inplacesoftware.com](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](www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

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

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

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

*Your Hunter NetID is not the same as your CUNY Portal ID* (used for Blackboard and other CUNY-wide services).

Do not include a domain name with your NetID.

- **Correct:** netid
- **Incorrect:** netid@myhunter.cuny.edu
  - netid@hunter.cuny.edu
  - first.lastname99@login.cuny.edu
  - Hunter Email Address
Your home screen displays upcoming/confirmed placements, recent notifications, and reminders (To Do list) to complete certain tasks in the platform.

The To Do list may show pending forms, surveys, or evaluations requiring your response. Notifications may include changes to your placement status, announcements from college staff, and other system messages.
# Using the Navigation Toolbar

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>Home</td>
<td>Return to the Home page. View <strong>placements</strong> that have been published to your account.</td>
</tr>
<tr>
<td>Confirmed</td>
<td><strong>Note</strong>: “Confirmed” is the default term used by InPlace for placements published to your account by college staff. <em>It does not imply that you are fully vetted or cleared to begin attending</em>—there may be other requirements (orientation, additional documentation or clearances) needed.</td>
</tr>
<tr>
<td>Available</td>
<td>[This feature/area is not used by the School of Nursing.]</td>
</tr>
<tr>
<td>Requirements</td>
<td>[This feature/area is not used by the School of Nursing.]</td>
</tr>
<tr>
<td>Calendar</td>
<td>Calendar tool for viewing scheduled clinical days (optional).</td>
</tr>
<tr>
<td>Shared Documents</td>
<td>View documents shared with you by college staff, including InPlace student guides, forms, etc.</td>
</tr>
</tbody>
</table>
| <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. |
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 language preferences)
Additional fields relating to your program, clinical experiences, and other student information will be shown on your My Details page.

Information from CUNYfirst such as your name and address cannot be updated in InPlace (updates must be made in CUNYfirst).

If your program collects other placement-related forms or clinical assignments, the file upload fields for those documents may be added here.

Not all programs collect documents this way—refer to your syllabus for details.
From the toolbar, click **Confirmed** to view a list of placements added to your account by college staff.

“**Confirmed**” is the default terminology used by InPlace for placements that have been published to student accounts. However, records listed on this page may include tentative placements pending further action from you, school staff, or agency personnel (e.g., clinical clearances or health requirements, placement approvals, onboarding/orientation, etc.).

Each placement will show the agency/clinical site, the start and end dates (usually matching the term dates), the total hours required for the clinical course (“Duration”), and the placement’s status.

Click on a name to view a placement’s details.
Your placement details will display the course, placement/term dates, and limited agency information. This page will also list your clinical instructor in the *Contacts* area.
The **Schedule** tab shows your clinical group’s **general** meeting pattern for the term (e.g., *Monday mornings*, or *Fridays, 11:30AM - 3:30PM*). Refer to your instructor or clinical coordinator for specific meeting times, scheduling changes, and other instructions.

Undergraduate students are **not required** to log their attended hours in InPlace at this time. Since the Schedule is not used to log attendance, it will always display “0 Hours Completed” at the top of the page.
Clinical Evaluations

Undergraduate Clinical Evaluations

At the middle and end of a specific clinical experience, your instructor will evaluate your clinical strengths and areas for improvement and provide constructive feedback on how you can improve.

A student must score at least a 25 in current clinical in order to pass. A score of 25-49 means student meets the minimum requirements of performance with a need for improvement.

InPlace Evaluation Process for Undergraduate Programs:

- Your Placement Coordinator will set up an evaluation for your course in InPlace.
- Evaluation surveys are emailed to clinical instructors for completion.
- When your instructor submits an evaluation for you, a report will be shared with you (Assessment tab).
- Download the report from your placement’s Assessment tab, then verify your receipt by ticking a checkbox on the placement’s Details tab.

When an evaluation is completed, you are required to verify your receipt by completing an acknowledgment form (checkbox) on your placement’s Details tab. Unacknowledged evaluations may result in an incomplete grade for the course until this requirement is met.
Home Page Notifications

When an evaluation is completed for one of your placements, a notification will be displayed on your home page. To view the evaluation, first click the *Confirmed* link on your navigation bar.

From the Confirmed page, click on your placement to open it.
View and Verify a Completed Evaluation

Go to the **Assessment** tab to download the PDF report. Save a copy for your records.

*If the link is not working, make sure that your browser allows pop-ups and disable any ad-blocking extensions (e.g., Adblock).*

Verify Receipt of the Evaluation

Return to the **Details** tab and complete the acknowledgment form (Midterm or Final) under *Student Acknowledgement of Completed Assessments*.

Click the plus sign [+] to expand the form, tick the checkbox, and press **Submit** to save.
My placement record has missing or inaccurate information. What should I do?

- InPlace may show minor inaccuracies (e.g., exact clinical location/address, schedule meeting pattern, etc.). Refer to updates from your instructor/placement coordinator or contact them if you are not sure.

How do I correct a mistake on my placement schedule?

- Sometimes there are unanticipated changes to scheduled meeting times for clinical groups. You will be notified of any changes by your instructor or placement coordinator when they become known.

Why does my placement schedule show “0 hours completed”?  

- Undergraduate clinical attendance is not tracked in InPlace at this time.

Why aren’t my past clinical courses marked ‘complete’ in the Requirements page?

- The Requirements page in the student portal is not used by the School of Nursing to track students’ progress.

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

- Some student details such as your name, address, and phone number, are imported from CUNYfirst and must be updated there to display correctly in InPlace.

How do I sign/verify my evaluation?

- Download the evaluation from your placement’s Assessment tab, then complete the acknowledgment form on the Details tab. If the form is missing (rare), please notify your instructor.

My evaluation is missing. What should I do?

- Your instructor may not have submitted an evaluation for you, yet. If you are expecting an evaluation but do not see it listed in your placement’s Assessment tab, please ask them about its status.
For problems signing in to InPlace using your NetID, or for support using CUNYfirst, Blackboard, and other college IT services, contact the Student Helpdesk:

<table>
<thead>
<tr>
<th>CUNY IT Help Portal (what’s this?)</th>
<th><a href="https://cunyithelp.cuny.edu/csp?id=sc_category&amp;sys_id=8e2c0994db0c9510d3132a59139619d9">https://cunyithelp.cuny.edu/csp?id=sc_category&amp;sys_id=8e2c0994db0c9510d3132a59139619d9</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email / Phone</td>
<td><a href="mailto:studenthelpdesk@hunter.cuny.edu">studenthelpdesk@hunter.cuny.edu</a>, (212) 650-3624</td>
</tr>
</tbody>
</table>

For InPlace student guides, check the Shared Documents page in InPlace or visit the School of Nursing’s website at www.hunter.cuny.edu/nursing/current-students/inplace.

For placement-related support, contact your instructor or placement coordinator:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Katherine Plummer, <a href="mailto:kp1933@hunter.cuny.edu">kp1933@hunter.cuny.edu</a></th>
</tr>
</thead>
</table>

Please mention your CUNY ID, course, section, and other relevant placement details for faster assistance.