

# HUNTER



## 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](http://www.hunter.cuny.edu/nursing/current-students/inplace)



Hunter-Bellevue School of Nursing

# Getting Started

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?

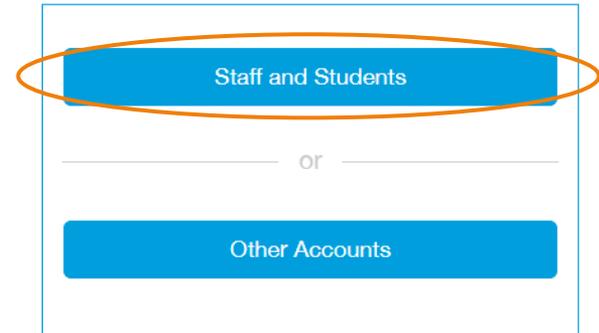
[www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

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>



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



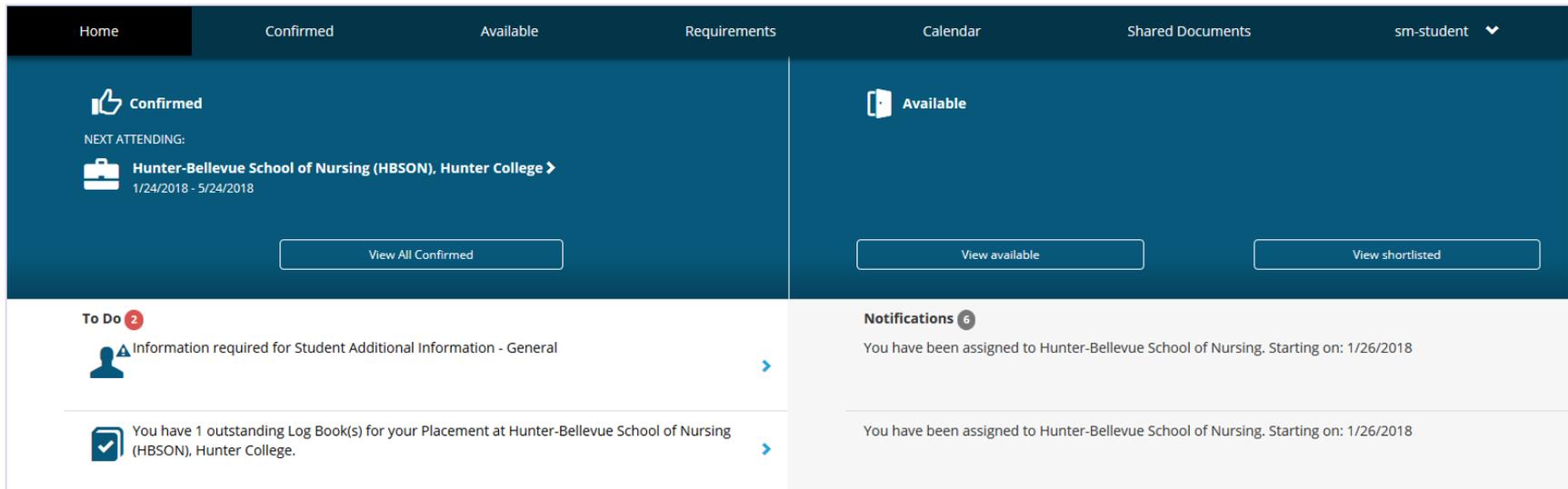
## HUNTER

Sign in with your Hunter NetID and password  
(What are my Hunter NetID and password?)

Keep me signed in

Sign in

Your home screen displays upcoming/confirmed placements, recent notifications, and reminders (*To Do* list) to complete certain tasks in the platform.



The screenshot shows the Student Home Screen interface. At the top is a navigation bar with tabs: Home (selected), Confirmed, Available, Requirements, Calendar, Shared Documents, and sm-student (with a dropdown arrow). The main content area is split into two columns. The left column has a 'Confirmed' section with a thumbs-up icon, showing 'NEXT ATTENDING: Hunter-Bellevue School of Nursing (HBSON), Hunter College' with dates '1/24/2018 - 5/24/2018' and a 'View All Confirmed' button. Below this is a 'To Do' section with a red '2' badge, containing two items: 'Information required for Student Additional Information - General' and 'You have 1 outstanding Log Book(s) for your Placement at Hunter-Bellevue School of Nursing (HBSON), Hunter College.' The right column has an 'Available' section with a calendar icon, showing 'View available' and 'View shortlisted' buttons. Below this is a 'Notifications' section with a blue '6' badge, containing two notifications: 'You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018'.

*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.*

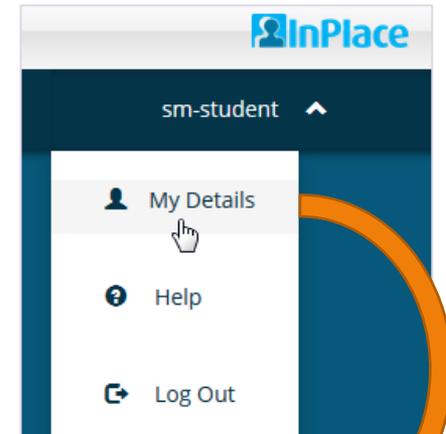
## Using the Navigation Toolbar

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

Toolbar Link	Action
Home	Return to the Home page. View <b>placements</b> that have been published to your account.
Confirmed	<b>Note:</b> “ <i>Confirmed</i> ” is the default term used by InPlace for placements published to your account by college staff. <u>It does not imply that you are fully vetted or cleared to begin attending</u> —there may be other requirements (orientation, additional documentation or clearances) needed.
Available	[This feature/area is not used by the School of Nursing.]
Requirements	[This feature/area is not used by the School of Nursing.]
Calendar	Calendar tool for viewing scheduled clinical days (optional).
Shared Documents	View documents shared with you by college staff, including InPlace student guides, forms, etc. View the User Account dropdown menu. From here you can:
<your username>	<ul style="list-style-type: none"><li>- access student information on the <b>My Details</b> page.</li><li>- switch to another InPlace account (such as a Staff account, if you have more than one role).</li><li>- Access <b>Help</b> articles for students.</li><li>- <b>Log Out</b> of InPlace.</li></ul>

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)



### SM Student SM-Student

**University**  
**Student Code** 12345678  
**Contact Number**  
**Email Contact** SM-student@hunter.cuny.edu

[Change Password](#) [Change Mobile Phone Number](#)

#### Student Additional Information

*General*

**Personal Email Address \*** SM-student@gmail.com Verified Submitted Rejected +

**Primary Language Proficiency \*** Spanish +

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 Student Record System*

<b>Admit Term/First term at Hunter</b>	+
0	
<b>Program Plan declaration date</b>	+
<b>Transferred Credits</b>	+

**NURS 782 Assignments** 

*N782 Comprehensive Visits (Extended H&P Assessments)*

<b>N782 Comprehensive Note 1 upload</b>	+
No	
<b>N782 Comprehensive Note 1 (Instructor feedback)</b>	+
No	
<b>N782 Comprehensive Note 2 upload</b>	+
No	
<b>N782 Comprehensive Note 2 (Instructor feedback)</b>	+
No	

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.

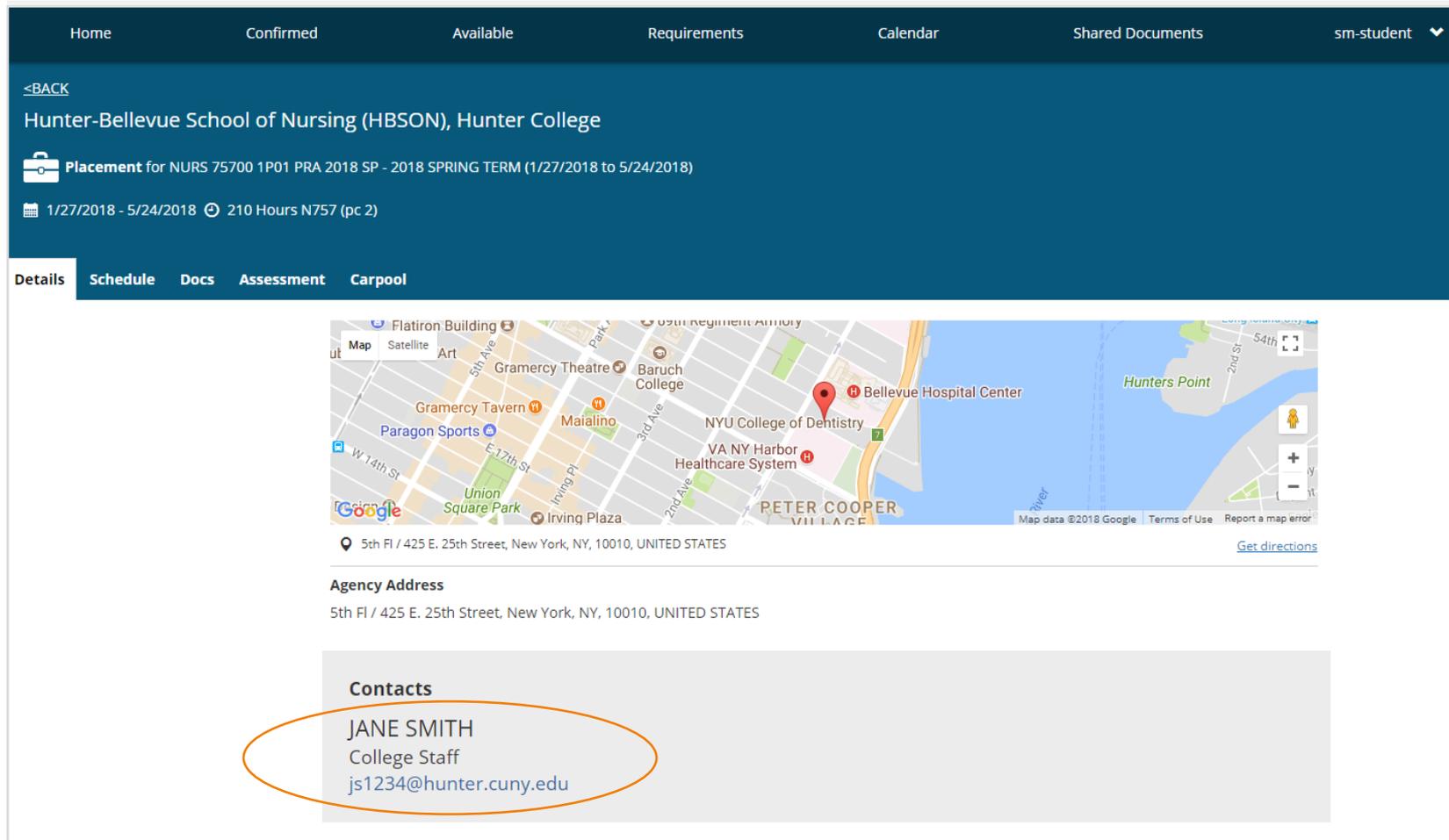
**View by status**

view by status 

**7 results of 7**

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

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.



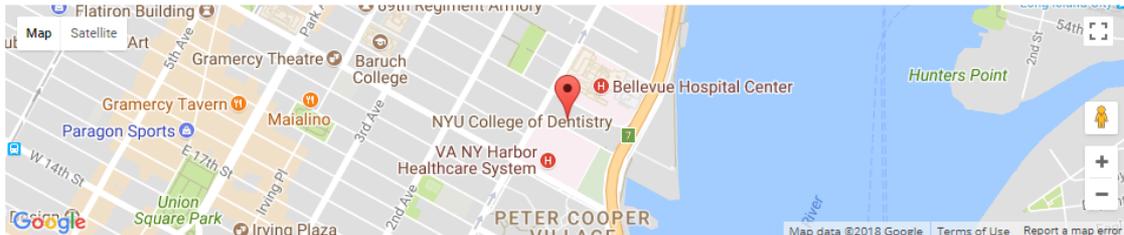
Home Confirmed Available Requirements Calendar Shared Documents sm-student

<BACK  
Hunter-Bellevue School of Nursing (HBSON), Hunter College

 Placement for NURS 75700 1P01 PRA 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018)

 1/27/2018 - 5/24/2018  210 Hours N757 (pc 2)

Details Schedule Docs Assessment Carpool

  
5th Fl / 425 E. 25th Street, New York, NY, 10010, UNITED STATES [Get directions](#)

**Agency Address**  
5th Fl / 425 E. 25th Street, New York, NY, 10010, UNITED STATES

**Contacts**  
JANE SMITH  
College Staff  
[js1234@hunter.cuny.edu](mailto:js1234@hunter.cuny.edu)

## View Placement Schedule

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.

Details **Schedule** Docs Assessment Carpool

### Attendance summary

0%

67.5 Hours required  0 Hours completed

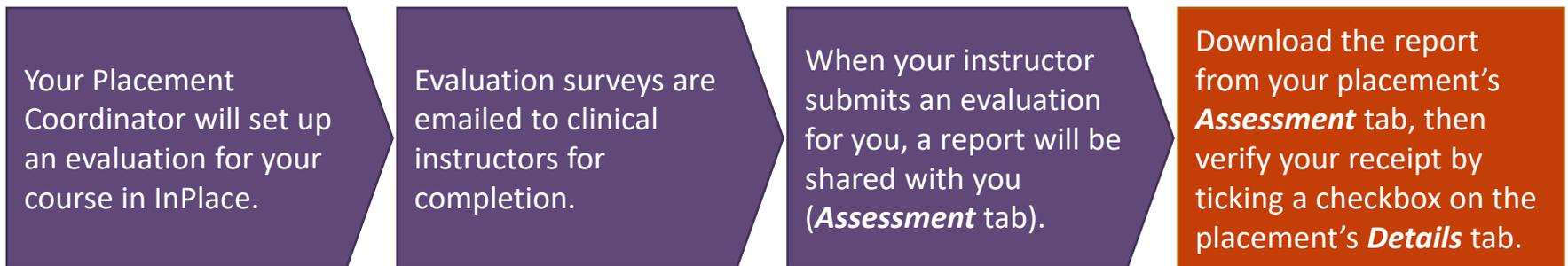
	Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Action
<input type="radio"/>	8/31/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	9/7/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	9/14/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	9/21/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	9/28/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	10/5/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	10/12/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	10/19/2021	NYC Health + Hospitals/Bellevue	AM			No		
<input type="radio"/>	10/26/2021	NYC Health + Hospitals/Bellevue	AM			No		

## 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.

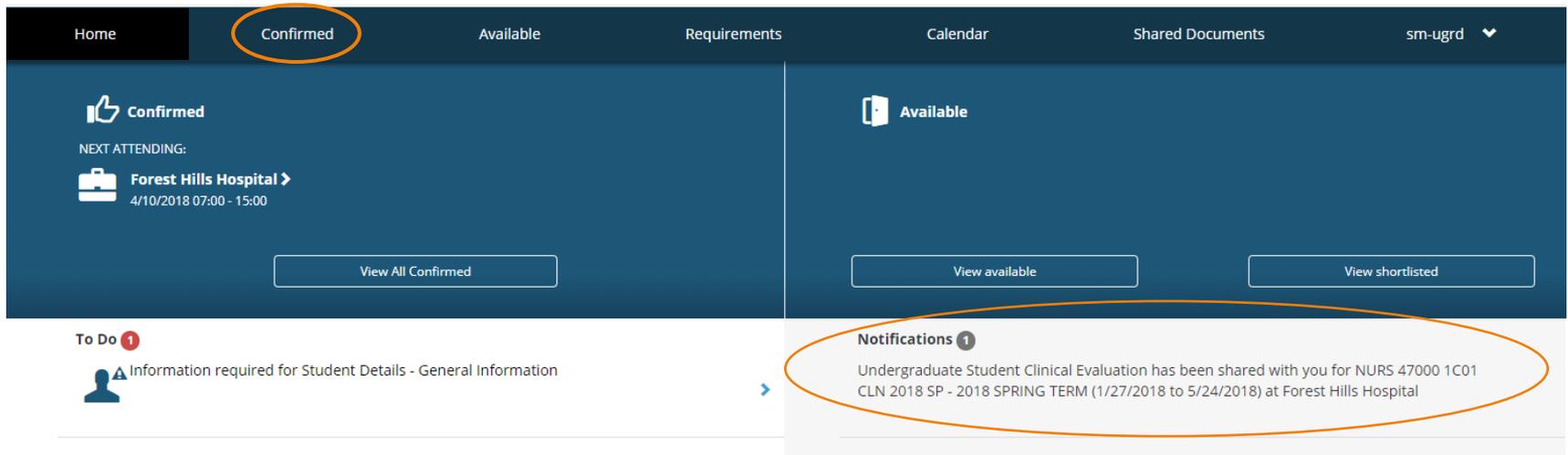
A student must score at least a 25 in current clinical in order to pass. A score of 25-49 means student meets the minimum requirements of performance with a need for improvement.

### *InPlace Evaluation Process for Undergraduate Programs:*



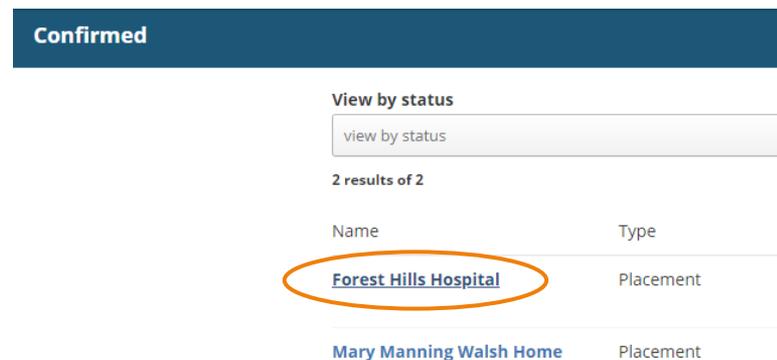
When an evaluation is completed, you are required to verify your receipt by completing an acknowledgment form (checkbox) on your placement's **Details** tab. Unacknowledged evaluations may result in an incomplete grade for the course until this requirement is met.

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.



The screenshot shows the Hunter InPlace home page. The navigation bar at the top has several tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and sm-ugrd. The 'Confirmed' tab is circled in orange. Below the navigation bar, there are two main sections: 'Confirmed' on the left and 'Available' on the right. The 'Confirmed' section shows 'NEXT ATTENDING: Forest Hills Hospital' with a date and time range. The 'Available' section has buttons for 'View available' and 'View shortlisted'. Below these sections, there is a 'To Do' section with one item: 'Information required for Student Details - General Information'. To the right of the 'To Do' section, there is a 'Notifications' section with one notification: 'Undergraduate Student Clinical Evaluation has been shared with you for NURS 47000 1C01 CLN 2018 SP - 2018 SPRING TERM (1/27/2018 to 5/24/2018) at Forest Hills Hospital'. This notification is circled in orange.

From the Confirmed page, click on your placement to open it.



The screenshot shows the 'Confirmed' page. At the top, there is a 'View by status' dropdown menu set to 'view by status'. Below this, it says '2 results of 2'. There is a table with two columns: 'Name' and 'Type'. The first row has 'Forest Hills Hospital' in the 'Name' column and 'Placement' in the 'Type' column. The second row has 'Mary Manning Walsh Home' in the 'Name' column and 'Placement' in the 'Type' column. The 'Forest Hills Hospital' link is circled in orange.

Name	Type
<a href="#">Forest Hills Hospital</a>	Placement
<a href="#">Mary Manning Walsh Home</a>	Placement

## 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).*

The screenshot shows the 'Assessment' tab selected in a navigation bar. The main content area displays the title 'Undergraduate Student Clinical Evaluation' and 'NURS 470 Student Midterm Evaluation (2018 SP)' by Geraldine Varrassi, Supervisor. A 'Download' link is circled in orange.

### 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.

The screenshot shows the 'Student Acknowledgment of Completed Assessments' form in a collapsed state. The text 'Midterm Evaluation Reviewed by Student' is followed by 'No'. A plus sign icon in a square box is circled in orange.

The screenshot shows the acknowledgment form expanded. The text 'Midterm Evaluation Reviewed by Student' is followed by 'Yes'. Below this, a statement 'I verify that I have reviewed my midterm evaluation located in the Assessment tab for this placement.' is followed by a checked checkbox, which is circled in orange. At the bottom, there are three buttons: 'Submit' (circled in orange), 'Cancel', and 'Reset'.

## **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**:

<b>CUNY IT Help Portal</b> ( <a href="#">what's this?</a> )	<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>
Email / Phone	<a href="mailto:studenthelpdesk@hunter.cuny.edu">studenthelpdesk@hunter.cuny.edu</a> , (212) 650-3624

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](http://www.hunter.cuny.edu/nursing/current-students/inplace).

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

Undergraduate	Katherine Plummer, <a href="mailto:kp1933@hunter.cuny.edu">kp1933@hunter.cuny.edu</a>
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*Please mention your CUNY ID, course, section, and other relevant placement details for faster assistance.*