

# HUNTER



## InPlace Student User Guide: *Graduate Programs*

Rev. 2/22/2023

*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



# 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?

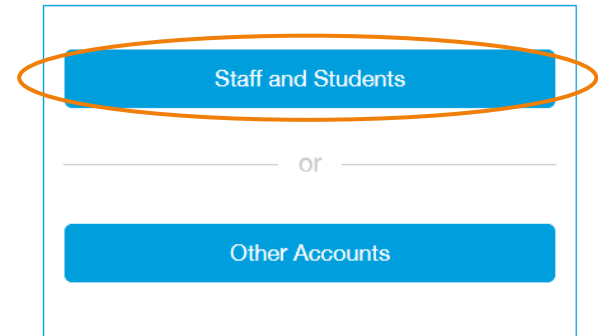
[www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

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>

A screenshot of the Hunter InPlace login page. It features a purple square logo with a white "H" and the word "HUNTER" below it. Below the logo are two blue buttons: "Staff and Students" (circled in orange) and "Other Accounts". Between the buttons is a horizontal line with the word "or" in the center.

*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



## HUNTER

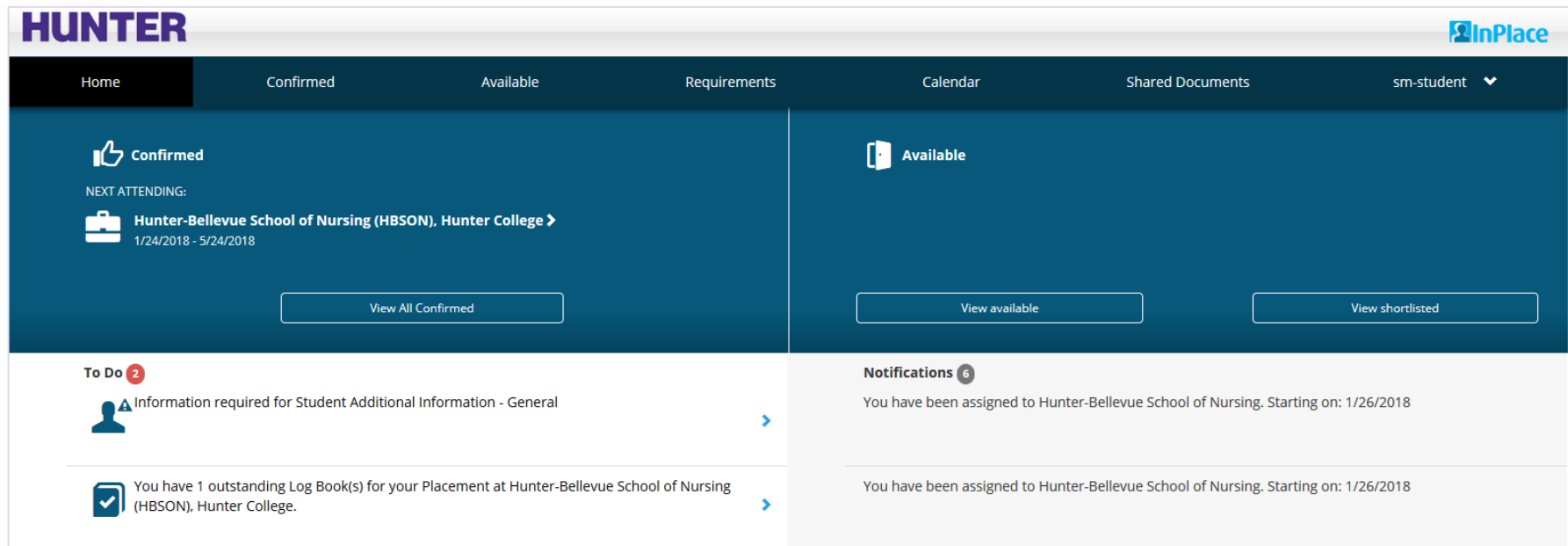
Sign in with your Hunter NetID and password  
(What are my Hunter NetID and password?)

☐ Keep me signed in

Sign in

## Student Home Screen

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 Hunter InPlace Student Home Screen. At the top, there is a navigation bar with the Hunter logo on the left and the InPlace logo on the right. Below the navigation bar, there are tabs for Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown (sm-student). The main content area is divided 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 badge showing '2' items, including '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 badge showing '6' items, including 'You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018'.

Your **To Do** list will show pending forms, surveys, and evaluations requiring your response.

For graduate students, unfinished logbook drafts and logs marked 'Revise' by your instructor also appear here.

**Notifications** may include changes to your placement status, alerts published by college staff, and other system messages.

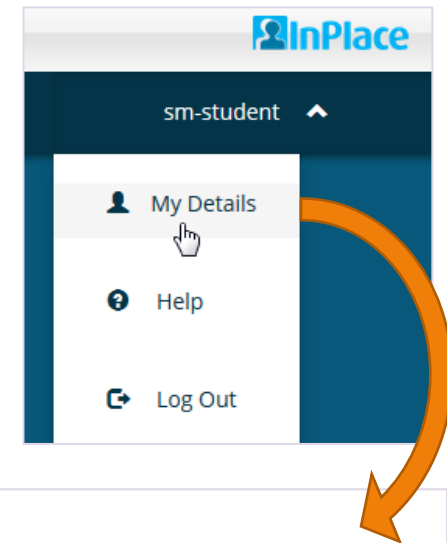
# Using the Navigation Toolbar

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	View your calendar. <b>*Do not log clinical hours here</b> (use your placement’s <i>Schedule</i> tab for this).
Shared Documents	View documents shared with you by college staff, including InPlace student guides, logbook instructions, timesheet reports (graduate/doctorate), etc.
<your username>	View the User Account dropdown menu. From here you can: <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)
- Other details as necessary



### SM Student SM-Student

#### University

Student Code

Contact Number

Email Contact

12345678

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 course/seminar requires **written clinical assignments or presentations** (Word documents, PowerPoints, etc.), the submission fields for those documents will be listed here.

Not all programs collect assignments this way—refer to your syllabus for details.

### *From Student Record System*

**Admit Term/First term at Hunter**

0



**Program Plan declaration date**



**Transferred Credits**



### **NURS 782 Assignments**

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



**N782 Comprehensive Note 1 upload**

No



**N782 Comprehensive Note 1 (Instructor feedback)**

No



**N782 Comprehensive Note 2 upload**

No

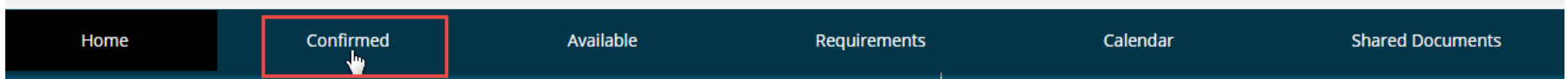



**N782 Comprehensive Note 2 (Instructor feedback)**

No



From the toolbar, click **Confirmed** to view a list of placements added to your account by college staff.



 Though InPlace uses the term “*confirmed*” for this page, the college makes no guarantee as to the accuracy, reliability or completeness of placement records published to your account. Placements listed here may include tentative placements pending review, approval, or confirmation. There may be pending requirements or documentation not stated here awaiting further action from you, school staff, or agency personnel (e.g., clinical clearances or health requirements, placement approvals, onboarding/orientation, etc.). If you are unsure of a placement’s status, ask your program coordinator.

Each placement will show the agency name (and in some cases, a department), the start and end dates (usually matching the term dates), the maximum hours required for the 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 (HBSO), Hunter College</a>	Placement	1/27/2018 - 5/24/2018	167 Hours N766 (A/G CNS 1)	Current

## View Placement Details


Your placement details page will display the course, placement dates, and limited agency/site information. This page must list a **supervising instructor (all programs)** and at least one **clinical preceptor or qualified agency personnel (graduate & doctoral programs only)** providing direct clinical supervision while you are on-site.


**Review all placement details and confirm that this information is correct.** If it is not, contact your instructor or placement coordinator to request a correction.

[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



**Review the Placement's Contacts**—Graduate/Doctoral students should see at least two contacts:

- **Clinical Instructor** – Labelled *College Staff* in InPlace; Responsible for approving timesheets, providing feedback in logs, conducting site visits/consultations with preceptors, and completing clinical evaluations.
- **Agency Preceptor/Mentor** – Provide direct clinical supervision to students, consult with instructor and/or complete evaluations of student's performance. An email address must be listed for each preceptor.

### Contacts

Dr. Jane Doe

Supervisor

[jdoe@agencyemail.org](mailto:jdoe@agencyemail.org)

Dr. Viktoriya Fridman

College Staff

[vf517@hunter.cuny.edu](mailto:vf517@hunter.cuny.edu)

**If your site, instructor, preceptor, or preceptor's email address is incorrect or missing**, scroll to the bottom of the *Details* page and submit a [Change Request](#).

In InPlace, placement *schedules*, *timesheets*, and *clinical logs* are separate features (even though they are often used together). There are important distinctions for each:

**Schedule**: lists the days that you *plan* to attend. These may be set by your school or instructor (common in undergraduate courses) or added one day at a time by you throughout the term. Adding days to your schedule does not automatically mean that you *attended* them. You must open the scheduled date and confirm your attendance in the **timesheet** section at the top of the entry.

**Timesheet**: records your *attended hours* for a day on your schedule. The times recorded here count toward your attendance requirements only when a timesheet/log is filled out and saved or submitted for that day. Enter your start & end times in the top section of a logbook form (discussed in the next topic).

- **CPHN** and **DNP** students log *activity hours* instead of start-end times found on a traditional timesheet. See program logbook instructions on [p. 16](#) for details.

**Logbook**: a custom form to describe your *clinical experiences* or a selection of *patient notes/encounters* at a placement. Logbook forms appear underneath each shift's timesheet. These forms are customized to meet your program's learning objectives and are labeled "**Sessions**" when filling out an entry. Each day can have multiple sessions if needed (a minimum of 1 session is required per schedule date).

- Logbook forms vary by program. See [p. 16 of this guide](#) for program logbook instructions.



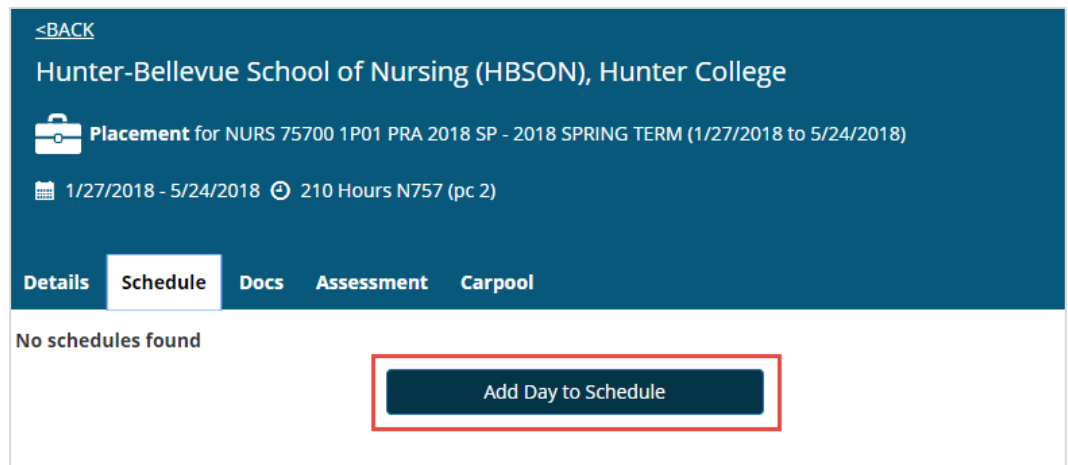
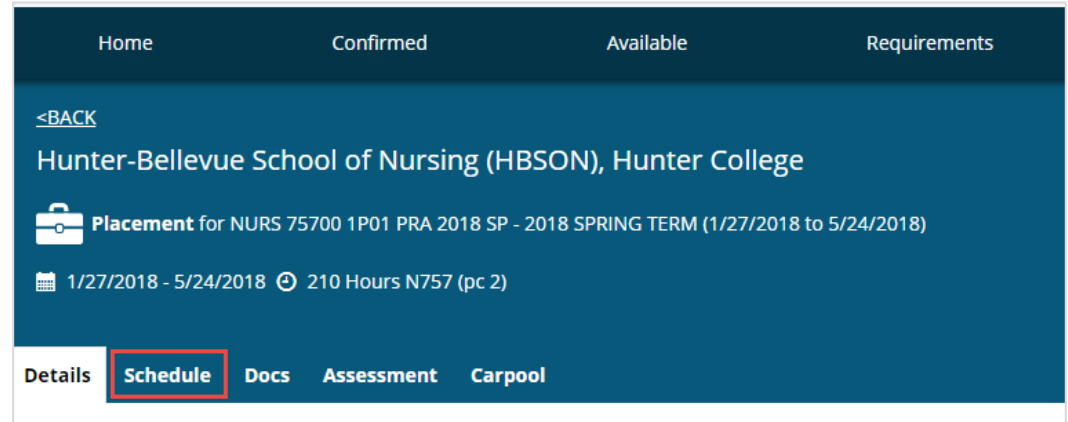
Graduate students will work with their preceptors to determine their own schedule.

Click the **Schedule** tab on the placement details page to view your schedule.

To log your hours for a placement, you must first add a day to your placement's schedule.

Click **Add Day to Schedule** to continue.

# Access Schedule & Logbook



## Add Day to Schedule

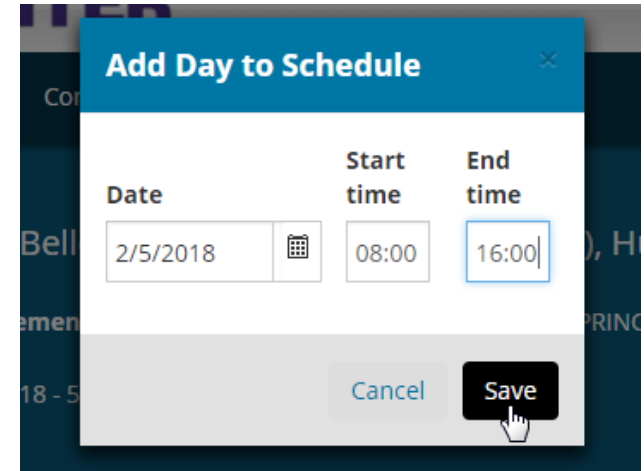
Use the date-picker to choose a date, enter a start and end time, and click **Save**.

**All times must be entered in 24-hour format (“military time”).**

- Example: 8AM – 4PM should be entered as 08:00-16:00 (8.0 hours), not 08:00-04:00 (20.0 hours).
- Entries over 15.0 hours will be sent back to you for revision or confirmation (if correct as-entered).

You will now see the shift on your Schedule and a progress bar (initially showing 0% attended).

A gray circle next to a date means the shift is scheduled but not yet confirmed as *attended* (i.e., not counted towards your hours). Once the scheduled date arrives, click the logbook icon in the **Action** column to the far right to update the timesheet and complete the logbook entry for the shift.



Details

Schedule

Docs

Assessment

Carpool

Attendance summary

0%

1 required

0 completed

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

1

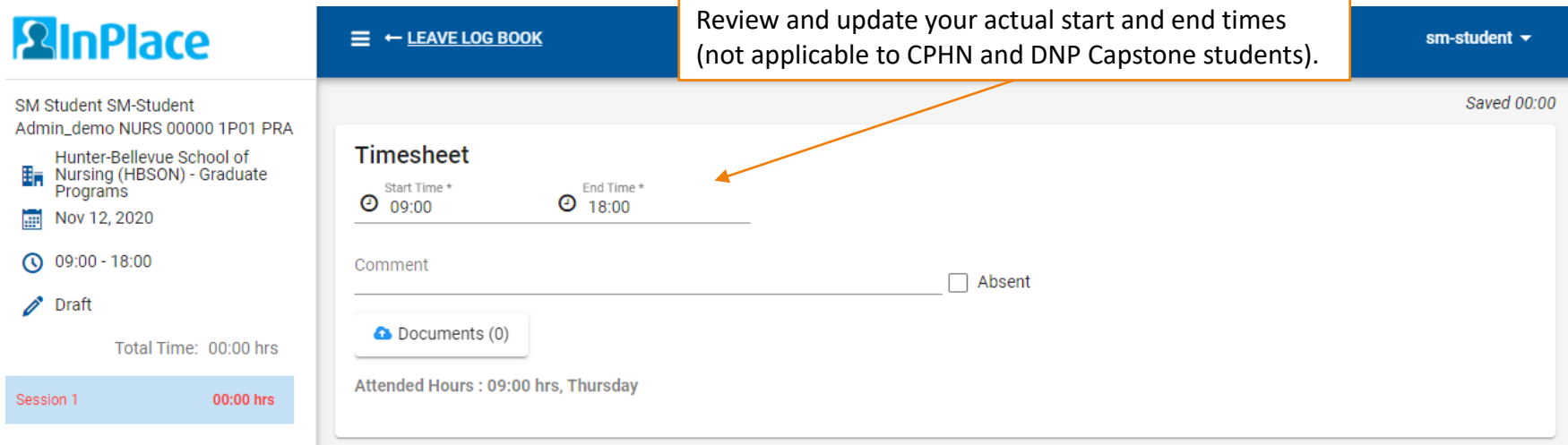
1 - 1 of 1 items

Add Day to Schedule

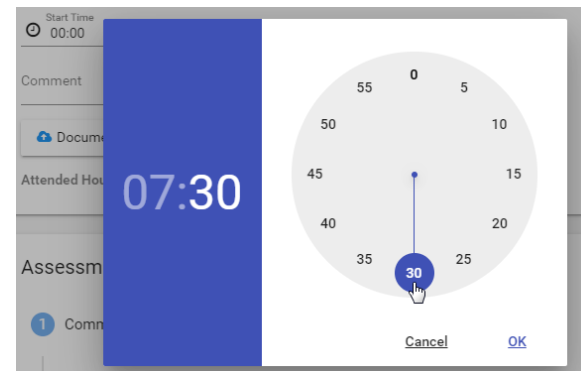
## Complete a Timesheet for a Shift

Click on a shift's logbook icon from the Schedule page to open the log entry for that day. In the Timesheet area, review and update the start and end times (pre-filled from your schedule) with your actual start and end times.

**All times must be entered in 24-hour format.** Check for errors before proceeding.



Times may also be entered using a pop-up clock interface. Click on the small clock icons next to the Start or End Time, select the hour and minute on the clock, and click OK when finished.



## Time Entry Errors


As mentioned, all times must be entered in **24-hour format**. Entries with a high number of hours logged in one day may be flagged and returned to you for review/confirmation. To reduce the chance of time entry errors, refer to this chart as needed:


0:00 = 12:00 AM	12:00 = 12:00 PM
1:00 = 1:00 AM	13:00 = 1:00 PM
2:00 = 2:00 AM	14:00 = 2:00 PM
3:00 = 3:00 AM	15:00 = 3:00 PM
4:00 = 4:00 AM	16:00 = 4:00 PM
5:00 = 5:00 AM	17:00 = 5:00 PM
6:00 = 6:00 AM	18:00 = 6:00 PM
7:00 = 7:00 AM	19:00 = 7:00 PM
8:00 = 8:00 AM	20:00 = 8:00 PM
9:00 = 9:00 AM	21:00 = 9:00 PM
10:00 = 10:00 AM	22:00 = 10:00 PM
11:00 = 11:00 AM	23:00 = 11:00 PM


24-hour time starts from midnight (0:00) and counts the number of hours that have passed. Since 12 PM noon is the 12<sup>th</sup> hour of the day, it should be entered as 12:00, 1PM is 13:00, and so on.

A common error occurs when 'adding 12' to convert time to 24-hour format (this mental shortcut only works from 1-11 PM, or 13:00 to 23:00).

Programs



 Jan 19, 2020

 08:00 - 17:30

 Draft


Total Time: 00:00 hrs

Session 1 00:00 hrs

Start Time  08:00 End Time  18:30

Comment  
Stayed an additional hour with preceptor.

☐ Absent

 Documents (0)

Attended Hours : 10:30 hrs, Sunday

Check the attended hours field in your timesheet to ensure that it is correct.

## Complete a Timesheet and Logbook


InPlace pre-fills the start/end times based on what you added to the schedule. Adjust these times to reflect your actual attendance, then save the entry as a draft to record the hours. The day's total will be shown in the *Attended Hours* field highlighted below. Complete the entry's logbook to document your clinical experiences.



SM Student SM-Student  
Admin\_demo\_PMHNP

 Hunter-Bellevue School of  
Nursing (HBSON) - Graduate  
Programs

 Jan 19, 2020

 08:00 - 17:30

 Draft

Total Time: 00:00 hrs

Session 1

00:00 hrs

← LEAVE LOG BOOK

sm-student ▾

Saved 00:00

### Timesheet

Start Time 08:00 End Time 18:30

Comment

Stayed an additional hour with preceptor.

 Documents (0)

Attended Hours : 10:30 hrs, Sunday

**This comment field is not for clinical logs.** Use it for short, attendance-related comments (make-ups, etc.). These comments appear in printable Timesheet Reports that your preceptor will need to sign at the end of each placement.

### Session 1

1 Activity


Activity Category ▾ Activity

Activity Time  
00:00 hrs

Click **Save** after confirming that your Start and End times are correct. Pre-filled timesheet information is not officially recorded until the entry is saved as a draft or submitted.

 Reset

 Copy Session

 Add Session

 Save

 Submit



# Logbook Instructions for Specific Courses

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

**AGNP - NURS 755, NURS 757, NURS 768**

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

**CPHN - 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/UPL - NURS 740, NURS 745**

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

**DNP Capstone - NURS 90001, NURS 90002, NURS 90003, NURS 90004**

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



## Logbook Submission Statuses

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

- DRAFT – An entry (and timesheet) was saved, but not submitted by student.
- SUBMITTED – Awaiting approval by seminar instructor; entry can be withdrawn by student if needed.
- APPROVED – Approved by seminar instructor.
- FINALIZED – Approved by seminar instructor *and* primary instructor/coordinator (may be done at end of course).
- REVISE – Revise and resubmit for approval (will appear on your 'To Do' list on the home page).
- NOT ACCEPTED – Entry was rejected or voided for some other reason (cannot be resubmitted)

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	<div></div>	FINALISED	<div></div>
●	2/4/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		FINALISED	<div></div>
●	2/7/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 17:00	8		No		DRAFT	<div></div>
●	2/8/2018	Hunter-Bellevue School of Nursing (HBSON), Hunter College	09:00 - 18:00	9		No		REVISE	<div></div>

⏮

⏪

1

⏩

⏭

1 - 4 of 4 items

Add Day to Schedule

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 page:



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



# Withdrawing a Submitted Logbook

Once you submit a timesheet/logbook, its status (shown in left panel) changes to *Submitted*.

The screenshot shows the 'InPlace' interface for a 'LEAVE LOG BOOK'. The left sidebar contains student information: SM Student SM-Student, Admin\_demo NURS 00000 1P01 PRA, 2019 SU - 2019 SUMMER TERM (5/29/2019 to 8/20/2019), Hunter-Bellevue School of Nursing (HBSON) - Graduate Programs, Jan 12, 2020, 08:00 - 16:00, and a yellow 'Submitted' button. The main area shows a 'Timesheet' entry with 'Start Time' 08:00 and 'End Time' 17:00. Below this is a 'Comment' field and an 'Absent' checkbox. A 'Documents (0)' button is also visible. The bottom of the entry shows 'Attended Hours : 09:00 hrs, Sunday'. The top right of the main area says 'Saved 17:37'.

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

This screenshot shows the bottom portion of a logbook entry. It features a 'Placement Coordinator Comment' text area with a character count of '0 / 600'. At the bottom right, a 'Withdraw' button with a red flag icon is circled in orange, indicating it is the focus of the instruction.

- **Log hours often:** It's easier to remember each day's clinical experiences when logbooks are submitted on a regular basis, and some evaluations are only conducted if your total attended hours are past a certain threshold. Keep hourly totals up-to-date to avoid an issue.
- **Keep a back-up:** Always save a copy of your logbook responses (especially longer notes) in a Word document or text file. Make sure patient notes are completely de-identified (initials only).
- **Save as you go:** When completing detailed logbook entries, save your entry as a draft periodically. If your browser crashes or your login session times out due to inactivity, any unsaved work may be lost.
- **Check browser settings:** Keep your internet browser up to date. We recommend the latest release of [Mozilla Firefox](#) (most stable). Microsoft Edge and Google Chrome are also supported. Some usability issues have been observed in Safari on Mac OS and iOS.
  - Disable (or whitelist `*inplacesoftware.com`) on any pop-up blockers or other browser extensions that block scripts (e.g., NoScript) and ads (uBlock, AdBlock Plus), as these can interfere with certain features of InPlace, such as downloading reports.
- **Restart your computer occasionally:** Not just for InPlace, restarting your computer helps it cycle out older, temporary files to keep things running smoothly. Keeping the same browser session running for days on end can also cause issues with platforms that are updated frequently by web developers.
- **Go full screen:** While InPlace is relatively mobile-friendly, we recommend completing timesheets and logs on a desktop or laptop computer.

## Frequently Asked Questions (FAQ)

### **My placement details are missing or incorrect in InPlace. What should I do?**

- For minor corrections (missing or incorrect preceptor, preceptor email or phone number; missing seminar instructor), submit a [Change Request](#) from the bottom of the placement's Details tab and provide a detailed explanation of the updates that need to be made.
- For substantial changes (withdraw from a placement, change agencies, etc.), please contact your program coordinator.

### **How do I correct a mistake on my placement schedule?**

- Days added to your schedule ahead of time can be corrected from the Schedule page. However, a logbook cannot be completed for it until the date arrives. To delete an unneeded day, open the logbook entry for it (once the date arrives) and save it as a draft. The Delete button will then appear at the bottom of the entry.

### **How will my timesheets/logbooks be approved?**

- Seminar/Clinical instructors are generally the first to review and approve your submitted logs. Your primary course instructor (e.g., Lecture instructor) or Program Coordinator may also mark logs as "Finalized".

### **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, email 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.

For problems signing in using your [NetID](#), or for support using CUNYfirst, Blackboard, and other IT services, contact the **Student Helpdesk**:

CUNY IT Help Portal ( <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/logbook instructions**, 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). Review these guides for updates at the start of each new practicum/semester.

For **placement-related support**, submit a [Change Request](#) in InPlace to correct minor errors or omissions for a placement (e.g., updating a preceptor's contact information). All other placement inquiries should be directed to Tanit Lang-Michelson, [tl235@hunter.cuny.edu](mailto:tl235@hunter.cuny.edu) and your program coordinator.

*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](mailto:smcginni@hunter.cuny.edu).

*When reporting a problem, try to provide a screenshot of your browser with the page you were visiting, including the page's URL and any error messages displayed.*