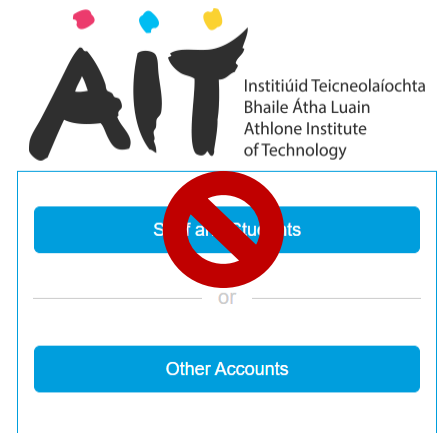


InPlace External User Guide

The InPlace is a web-based placement System allows to securely manage and keep all the placement related information, records and results.

Access to the InPlace system


- Log in to InPlace at <https://inplace.ait.ie>
- Click **Other Accounts** button.
- Enter your unique InPlace username and password (check email from placements.inplace@ait.ie)



Viewing InPlace on a mobile device

Follow the same link <https://inplace.ait.ie>

Your Home page looks a bit different – but all the same information is available and it's just as easy to access.

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

Change your password

Users who log in to InPlace using their InPlace account details can change their InPlace password on the **My Details** page.

If you forgot your password, click on [Forgot your password?](#) , provide email address and system will reset it for you.

Use your Home page

Role: Agency Coordinator/ Agency Supervisor

Your Home page is the first page you see when you log in. It gives you quick access to all agency - placement related functionality, a summary list of students on placement, your **'TO DO'** tasks and notifications, and any placement or opportunity requests from the institute.

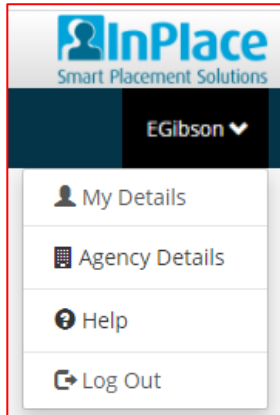
The screenshot shows the InPlace Home page for Ashwood University. The page is divided into several sections:

- Toolbar:** Located at the top, it contains navigation links for Home, Opportunities, Placement Requests, and Placements, along with a user profile dropdown for EGibson.
- Attendance Summary pane:** Located on the left, it displays a calendar view for the next 7 days, showing attendance for students like Rayford Augustine and Laurel Barrett.
- Placement Requests pane:** Located in the top middle, it lists requests for AGED-CR7 - MEL - AY2017, including details like '10 DAY Acute Care Medicine General Practice' and '2 requested'.
- Opportunities pane:** Located in the bottom middle, it lists events like 'Medical Seminar 2017' and 'Looking for Holiday Jobs'.
- TO DO list and Notifications list:** Located on the right, it shows a 'TO DO' list with one item 'Agency' and a 'NOTIFICATIONS' list with one item 'Change Request'.
- User Account menu:** A dropdown menu on the right side of the page, containing options like 'My Details', 'Agency Details', 'Help', and 'Log Out'.

Red arrows point from text labels to these specific elements in the screenshot.

*The **Toolbar** is available on every page in InPlace, not just on the Home page.*

Click on your username to view the **User Account** menu.



- **My Details** page review your personal details and can be updated by you (*Change login password*).
- **Agency Details** section will show you information about your agency. This information can be updated by you. Also, you can add a **Key Information** (visible for students) which could be helpful.
- **Help** will open the InPlace online help.
- **Log Out** to log out of InPlace.

All Agency Information

Key Information

Transport Requirement
Not Updated

Building Description
Not Updated

Car Parking Available
Not Updated

Learning Objectives Offered
Not Updated

Veterinary Nursing Only

Veterinary Nursing Information (ONLY)

Veterinary Council Registration Number
RA2020/8

Experience(s) Offered

The same section allows you **update** (click on the personnel name) or **add agency personnel** (press Add Personnel button), staff members who involved or in charge of student placements.

Agency Personnel

Show All Personnel

Name	Type	Phone	Mobile	Email	Student contact	Active	Discipline(s)	Custom Field	Experience
John Smith	Agency Supervisor			jsmith@gmail.com	Yes	Yes	Veterinary		Large Animals, Small Animals
Mary Tomson	Coordinator			mtomson@gmail.com	Yes	Yes	Veterinary		Mixed (Small, Large and Equine)

10 Items per page

1 - 2 of 2 items

Add Personnel

Toolbar

Link	Action
Home	Click to return to <i>Home</i> page
Opportunities	In this section you can see full information about student placement. In InPlace placement coordinators at an institute can post advertisements for projects, events and placements for students to view and apply for.
Placement Request	Click to open the <i>Placement Requests</i> page and view a list of all placements with their stage and status. From here you can filter requests based on their status and respond to requests (or reject them).
Placements	Click to open the <i>Placements</i> page and view the full list of placements (upcoming with a dates, confirmed placements or offered). From here you can access details for individual students, their schedule and timesheets or log books (if applicable), and their student-on-placement visitation reports/placement feedback forms.

Attendance Summary

The **Attendance Summary** pane gives you a quick snapshot of all students who are currently on placement at your agency and students who will be attending in the future.

Apply a filter

You can use the filter at the top of the pane to change views.

Filter option	Result
Current/Upcoming	Select this option to display a list of students who: <ul style="list-style-type: none">• are currently on placement at your agency• have upcoming placements (that is, the placement start date is later than today's date). The list shows only one entry per student per placement. Each entry includes the agency name, the student's placement start date and end date, and the experience(s) and total number of days or hours.

Filter option	Result
Next 7 days or Next 14 days	<p>Select either option to display all students currently on placement or due to be on placement over the next 7 days or 14 days.</p> <p>A student can appear multiple times – once for each day they’re attending in the selected period.</p> <p>Each entry includes the agency name and the student’s placement start date and end date. Where applicable, it also shows the placement experience, the start and end times or shift type, what day of their placement they’re up to and whether it’s their first or last day on placement.</p> <p>If there are no students attending on a particular day, that day is not shown.</p>

You can open a student’s details page by clicking their name in the **Attendance Summary** pane on your Home page.

Steps

1. Click **on student name** to open the Placements page.
2. The student page opens at its **Details** tab, and the main placement details appear in the header area.

Also, you can **withdraw** a placement with a status of either **Offered** or **Upcoming** if there is a problem with it (for example, staff shortages). Your change request will be reviewed and accepted by the relevant placement coordinator at the institute.

Steps

1. Click **Student Attendance** on the toolbar.
2. On the Student Attendance page find and open the relevant placement.
3. Click **Withdraw Placement**.
4. The Placement Withdrawal dialog opens.
5. Leave your comments why you’re withdrawing the placement and click **Save**.
6. Your change request is submitted.

Student on placement information and Agreement



Aleks Student

VN Test Agency 04 Jan - 11 Mar 0 of 49 Mixed (Small, Large and Equine)

Withdraw Placement

Details

Placement Schedule

Assessment Reports (0)

Student Details

Title

Given Name

Aleks

Surname

Student

Gender

Female

Status

Enrolled

Full Time / Part Time

International / Domestic

Primary Discipline

Veterinary Nursing

Primary Discipline Calculated

Accepted Terms/Conditions



All Institute Students

Key Information

Preferred Name

Not Updated



Special Accommodation

Not Updated



Placement Details

Allocation Group

BS Veterinary Nursing Yr.3 - Placement 3

Status

Confirmed

Result

Comments

Tri Party Agreement

Agreement Confirmation

Agency Agreement

No



Please confirm you have read and agree to the Tri Party Agreement

Submit Changes

Cancel

Student Agreement

Yes



AIT Agreement


Yes



Veterinary Site Visit

Veterinary Nursing Site Visit

On the Placement Details side you can see all the information related to student placement, **Tri-Party Agreement**, **Visit report** and student **Feedback**.

- Click the  arrow to expand an attribute.
- Tick the box
- Click **Submit Changes**.

Placement Schedule / Timesheets

Depending on their course or subjects, students may be required to complete timesheets for each placement. They need to:

- enter their **start** and **end** times for the day
- mark their attendance
- submit any absent hours and reasons
- add any comments relevant to that period of time.

As a supervisor you may need to *check* and *modify* a student's timesheet and then *submit* it.

You access and manage a timesheet for a student when prompted by a **Timesheet** task in the **To Do** list on your **Home** page. But you can also access all timesheets from the **Placements – Student Name – Placement Schedule** page (see Pic.1).

Pic. 1

Home Opportunities Placement Requests **Placements** Surveys/Assessments | alexscerbaka@gmail.com

Aleks Student
VN Test Agency 04 Jan - 11 Mar 50 DAYS Mixed (Small, Large and Equine)

Details **Placement Schedule** Assessment Reports (0)

Attendance Summary

400 hrs allocated 311.67 hrs logged

Bulk Action										
<input type="checkbox"/>	Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
<input type="checkbox"/>	●	01/02/2021	VN Test Agency	FULL	8.00	-	No	-		
<input type="checkbox"/>	●	02/02/2021	VN Test Agency	FULL	8.00	-	No	-		
<input type="checkbox"/>	●	03/02/2021	VN Test Agency	FULL	8.00	-	No	-		

There are two ways to confirm student hours: One-by-One or In Bulk

Home Students

ANNA Health Centre 01 Sep - 30 Nov 65 of 65 General

Details Placement Schedule Assessment Reports (0)

Attendance Summary

160 hrs allocated 0 hrs logged

Bulk Action ▾

<input type="checkbox"/>	Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
<input type="checkbox"/>	●	01/02/2019	Health Centre	07:00-13:00	-	-	No	-		
<input type="checkbox"/>	●	02/02/2019	Health Centre	08:00-16:00	-	-	No	-		
<input type="checkbox"/>	●	05/02/2019	Health Centre	HALF	-	-	No	-		

Method "One-by-One"

This option will let you amend student hours or add comment for particular day.

On the student's **Placement Schedule** tab, open the relevant timesheet by pressing

 **Action icon.**

- Check the details (the actual times) recorded by student.
- Update / Change the details (time) if required.
- Add your comments regarding student attendance for a particular day (late start, early finish, some hours missing or any other concerns)
- Click **Submit** (when you click Submit button the college will receive the confirmation note)

Aleks Student (A00268200)

Placement at VN Test Agency 9 Feb FULL

Session BS Veterinary Nursing Yr.3 - Placement 3

Planned Start 00:00 End 23:59 Break

Actual Start 15:00 End 19:00

Day Tuesday Tuesday

Not to be Attended

Absent

Absent Hours 6

Absent Reason Medical Appointment

Absent Comment I had a medical appointment at 12.00

Summary Attended Hours 4 Made up Hours Night-shift Hours

Comment

Documents [add attachment](#)

Cancel Save Draft and Close Submit

Method “In Bulk”

If you are satisfied with the student's recorded hours and comments, you may use the **Bulk** action and confirm the student's hours in bulk (could be done once a week).



Home Opportunities Placement Requests **Placements** Surveys/Assessments | alexscerbaka@gmail.com

Aleks Student
VN Test Agency 04 Jan - 11 Mar 50 DAYS Mixed (Small, Large and Equine)

Details **Placement Schedule** Assessment Reports (0)

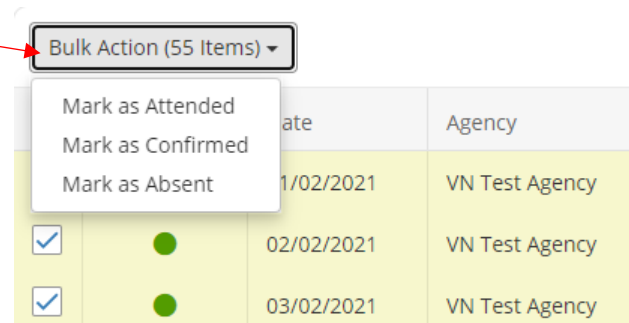
Attendance Summary

400 hrs allocated 311.67 hrs logged

Bulk Action (55 Items) ▾

<input checked="" type="checkbox"/>	Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
<input checked="" type="checkbox"/>	●	01/02/2021	VN Test Agency	FULL	8.00	-	No	-		📅
<input checked="" type="checkbox"/>	●	02/02/2021	VN Test Agency	FULL	8.00	-	No	-		📅
<input checked="" type="checkbox"/>	●	03/02/2021	VN Test Agency	FULL	8.00	-	No	-		📅

- Tick the box (on the grey area) and all fields/ timesheets will be highlighted.
- Open **Bulk Action** drop list
- Select “Mark as Confirmed”



Bulk Action (55 Items) ▾

- Mark as Attended
- Mark as Confirmed**
- Mark as Absent

	Attendance	Date	Agency
		01/02/2021	VN Test Agency
<input checked="" type="checkbox"/>	●	02/02/2021	VN Test Agency
<input checked="" type="checkbox"/>	●	03/02/2021	VN Test Agency

How Agency users upload attachments to timesheets

Home Students

ANNA
Health Centre 01 Sep - 30 Nov 65 of 65 General

Details Placement Schedule Assessment Reports (0)

On the student's **Placement Schedule** tab, open the relevant timesheet by pressing **Action** icon

Attendance Summary

160 hrs allocated 0 hrs logged

Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
<input type="checkbox"/>	01/02/2019	Health Centre	07:00-13:00	-	-	No	-		
<input type="checkbox"/>	02/02/2019	Health Centre	08:00-16:00	-	-	No	-		
<input type="checkbox"/>	05/02/2019	Health Centre	HALF	-	-	No	-		

health Centre 1 Sep 07:00-13:00

3 - CAR - 100001 -

Planned Start 07:00 End 13:00 Break

Not to be Attended

Comment

Documents [add attachment](#)

Cancel Save Draft and Close Submit

Click **“add attachment”**

In the new **Timesheets Attachments** dialog:

- Click **Select Files** to upload the relevant documents— you can attach multiple files to the same timesheet
- Enter a **Title** for each document
- Click **Save**.

Once the documents have been uploaded, you can do any of the following:

- **add** more documents
- **remove** existing documents
- **edit** document titles.

Title	File Name	
Assessment Results No.1	Assessment results 01.pdf	
Assessment Results No.2	Assessment results 02.pdf	
Student Medical Certificate	Medical Certificate 01.pdf	

Attach Documents

Select file(s)

Cancel Save

Additional Contacts

- Academic point of contact **Gina Burke RVN** gina.burke@tus.ie Ph. 090 6483027 (085 8879774)
- Placement Administrator **Aleks Mudracenko** aleks.mudracenko@tus.ie Ph. 090 6468141 (086 0786403)



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir



Department of Bioveterinary and Microbial Sciences

Faculty of Science & Health