

InPlace Student 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>
- AIT uses single sign-on authentication (you are on the InPlace database)
- Click *Staff and Students* button.
- Enter your general institute login details

Viewing InPlace on a mobile device

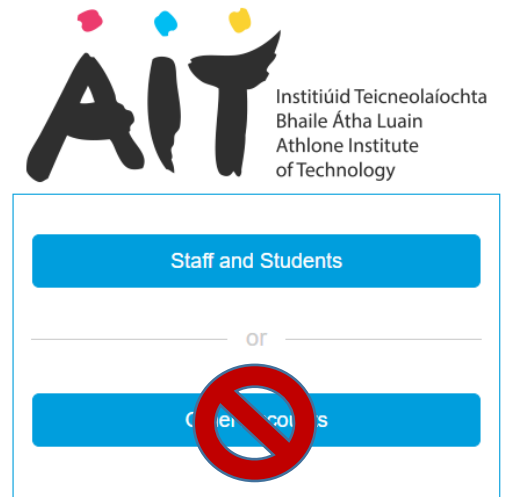
Follow the same link <https://inplace.ait.ie>

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.

Contact the **Student IT Problems and IT Passwords** if you are unable to sign-in to the system.

Link	https://www.ait.ie/life-at-ait/campus-services/computer-services/student-it-problems-and-it-passwords/
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Quantum Information Technology [Cookie Policy](#)

If you can't log the request because you can't log onto a PC (because your account is locked), there is a specific PC in Open Access where you can log IT Helpdesk requests without having to log into the computer.

This PC is located directly in front of tutor's position in Open Access and is labelled with a sign stating "this PC is for logging IT Helpdesk requests only".

Student Home Page

Your home screen displays upcoming/confirmed placements, recent alerts/notifications, and reminders to complete tasks within the system.

Confirmed part will tell you about your placement provider, placement dates and duration. Your Schedule / Timesheets are also placed under this section.

In **Available / Placement** section you will find a general placement requirements and all placement documentation shared with you (Placement Manual, Placement Agreement etc.)

The screenshot displays the InPlace Student Home Page. The navigation bar includes Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and Username. The main content area is divided into two sections: Confirmed and Available. The Confirmed section shows the next attending placement: Moran Court Vets - Mountbellew, with dates 18/05/2020 - 10/07/2020. The Available section shows one placement and buttons for View available and View shortlisted. Below these sections are To Do and Notifications sections. The To Do section has a red notification icon, and the Notifications section has a blue notification icon and contains two messages: 'A document has been shared with you: Tri Party Agreement.' and 'You have been assigned to Moran Court Vets - Mountbellew. Starting on: 18/05/2020'. A user profile dropdown menu is visible on the right, containing My Details, Help, and Log Out.

Your **To Do** list will show outstanding tasks, forms to be completed, placement assessments, messages concerning your placement and general information.

In **Notifications** section you will find information or messages regarding your placement status, placement info, and other messages shared with you.

<u>Toolbar Link</u>	<u>Action</u>
Home	Return to Home page
Confirmed	All the information related to your placements. A number appears beside the link if there are new items to view. From the Confirmed page you can open an upcoming placement to view your placement provider details, to see the required duration and dates, placement status, access your schedule (timesheets).
Available	View a list of advertised Opportunities (such as internships and volunteering positions) that you can apply for.
Requirements	View your program placement requirements.
Calendar	View your calendar.
Shared Documents	View documents available to you, placement related documentation and information (Placement Manual, Placement Providers Database, Forms), guides and instructions.
Username	Click your username on the toolbar and select My Details to access your account information. Click Help to open the InPlace online help Click Log Out to log out of InPlace

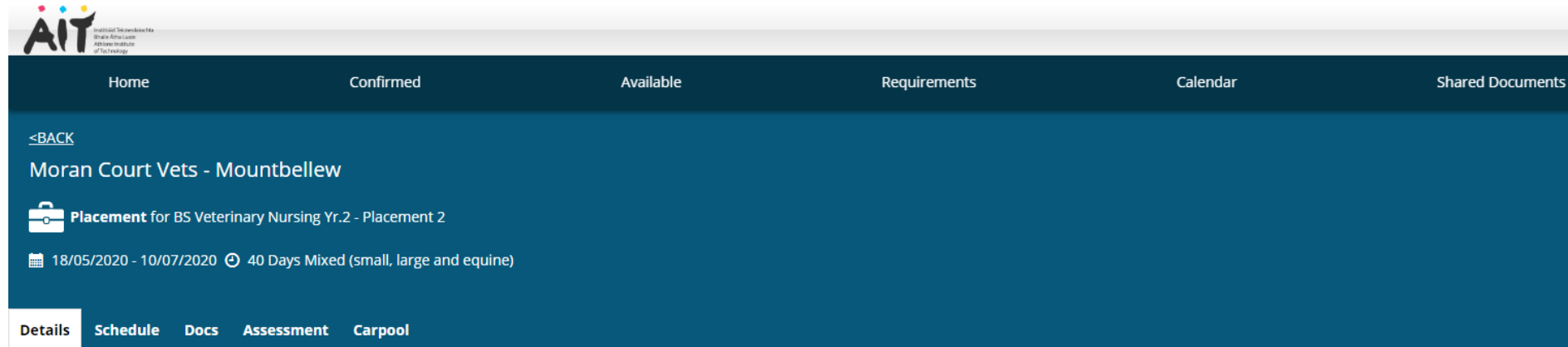
Student information such as your name, email address, address, phone number, course enrolments, and your ID number are imported directly from BANNER (Student Records/Registration System). If some of the fields are missing or incorrect they must be updated through Registration Department in order to display correctly in InPlace.

Email	registration@ait.ie
Phone	090 6483044

View Placement Details

The placement details page will display the course, number of required hours, placement dates, agency address, phone number and other site details, as well as the contacts (Technological University placement administrator/coordinator and Agency supervisor).

Review all placement details and confirm that this information is correct. If it is not, please contact your placement administrator to request a correction.

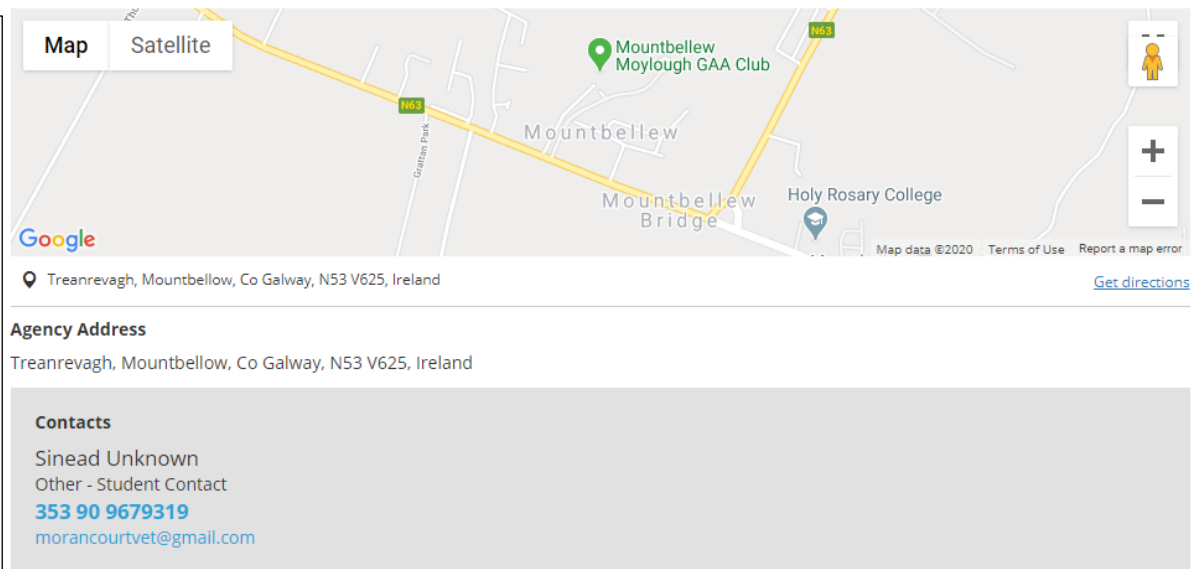


The screenshot shows the AIT (Athlone Institute of Technology) website interface. The top navigation bar includes links for Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. Below the navigation, there is a breadcrumb trail: <BACK Moran Court Vets - Mountbellew. The main content area displays a placement for BS Veterinary Nursing Yr.2 - Placement 2, with dates 18/05/2020 - 10/07/2020 and a duration of 40 Days Mixed (small, large and equine). A secondary navigation bar at the bottom of the content area includes links for Details, Schedule, Docs, Assessment, and Carpool.



In Confirmed section you can see:

- Upcoming, approved placements and Historical data (completed placements)
- All the information related to your current or past placement.
- Placement Information (dates, documents and requirements)
- Shared Documents
- Placement Provider information (map, agency address, contacts)



The screenshot shows a Google Map of Mountbellew, Co Galway, Ireland. The map highlights the location of Moran Court Vets, which is situated on the N53 road. Other nearby landmarks include Mountbellew Moylough GAA Club and Holy Rosary College. The map also shows the N53 road and the location of Treanrevagh, Mountbellew, Co Galway, N53 V625, Ireland. Below the map, the 'Agency Address' is listed as Treanrevagh, Mountbellew, Co Galway, N53 V625, Ireland. The 'Contacts' section lists Sinead Unknown as the Other - Student Contact, with a phone number of 353 90 9679319 and an email address of morancourtvet@gmail.com.

Additional Placement details

Tri Party Agreement ^

Agreement Confirmation

Agency Agreement +

No

Student Agreement -

No

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

AIT Agreement +

No

Submit Cancel Reset

Under **Additional Placement Details** you will find the section where you need to sign/agree the contract – **Try Party Agreement** between Technological University of the Shannon, Student and Placement Provider. The Agreement you will find under **Available/ Placement** section.

- Check ALL details are CORRECT on your individual contract (i.e. your name, the placement providers' details, dates of placement etc.)
1. Open Student Agreement
 2. Tick the box
 3. Submit

Veterinary Site Visit

Veterinary Nursing Site Visit

The report on your progress during the placement (filled by visiting lecturer from TUS)

Placement Feedback - Veterinary Nursing

Agency Student Feedback

Feedback from your Placement Provider

Veterinary Nursing Student Feedback

Veterinary Nursing Student Feedback

Your feedback, about placement. Your opinion is important for the TUS regarding of prospective relationship with placement providers. If any potential problem will arise in the future we will be able to see it from different angles. Be assured that all information will be kept in strict confidentiality (not visible for Placement Provider)

Timesheets

Home Confirmed Available Requirements Calendar Shared Documents A00268200

<BACK
VN Test Agency

Placement for BS Veterinary Nursing Yr.3 - Placement 3
04/01/2021 - 11/03/2021 50 Days Mixed (small, large and equine)

Details Schedule Docs Assessment Carpool

Attendance summary

2%

49 required 1 completed

	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Action
<input type="radio"/>	04/01/2021	VN Test Agency	FULL	8		No		
<input type="radio"/>	05/01/2021	VN Test Agency	FULL			No		
<input type="radio"/>	06/01/2021	VN Test Agency	FULL			No		
<input type="radio"/>	07/01/2021	VN Test Agency	FULL			No		
<input type="radio"/>	08/01/2021	VN Test Agency	FULL			No		

Tap on **Action** icon to open your timesheet

In **Schedule** section you will record the *actual hours attended* for a date.

- Find the timesheet you want to complete and click on icon, the timesheet opens and displays the fields configured for your group.
- **Attended Hours.** This will allow a user to enter simply the number of hours that were attended during the day. Make sure you recording your hours in **24 hours format** (Start 09:00 – End 17:00).
- **Absent Hours.** This will allow a user to enter the number of hours that a student was absent from a placement.
- **Summary** fields:
 - **Attended hours:** This value is automatically calculated based on number of hours between the actual **Start** time and **End** time.
 - **Made up hours:** Enter any hours that day, which count towards making up absent hours from another day.
 - **Night shift hours:** Enter the number of placement hours that were spent on a night shift.
 - **Add Attachment:** you can attach a medical certificate or a doctor appointment letter.

Home Confirmed Available Requirements

Planned Start 00:00 End 23:59 Break

Actual Start 09:00 End 17:00

Day Monday

Not to be attended

Absent

Absent hours 0 Absent reason Medical Appointment - Veterinary

Absent comment

Summary Attended hours 8 Made up hours Night shift hours

Comments

Documents Add Attachment

Cancel Submit

Click **Submit** to submit the details and close the timesheet.
 On the **Schedule** tab the number of hours you attended now appears in the **Attended Hours** column.

Add a day to your schedule

For example, you need to add a day to make up for a day that you were absent or you are working on Saturday or Sunday.

1. At the bottom of the **Schedule** tab click **Add Day to Schedule**.
2. In the **Add Day to Schedule** dialog enter the **date** and the **start** and **end** times and click **Save**. The day is added to your schedule.

<input type="radio"/>	28/01/2021	VN Test Agency	FULL		No	
<input type="radio"/>	29/01/2021	VN Test Agency	FULL		No	

1 - 20 of 53 Items

Add Day to Schedule



Additional Help

- Contact your **placement administrator** if you are having any issues within the InPlace platform.
- To report a technical issue or bug, please briefly explain what you were doing at the time and what happened (you can include a screenshot of the screen if possible, as well as any error messages shown on the page when the issue occurred. We will forward your issue to an InPlace helpdesk for support/troubleshooting.

		Email	Phone
InPlace Queries	Placement Office	placements@ait.ie	086 0786403 / 090 6468141
Administrator	Aleks Mudracenko	aleks.mudracenko@tus.ie	086 0786403 / 090 6468141
Academic support	Gina Burke RVN	gina.burke@tus.ie	085 8879774 / 090 6483027