UNIVERSITY of TASMANIA

InPlace
Smart Placement Solutions

InPlace Quick Reference V4
Student User Interface Guide

22nd May 2018

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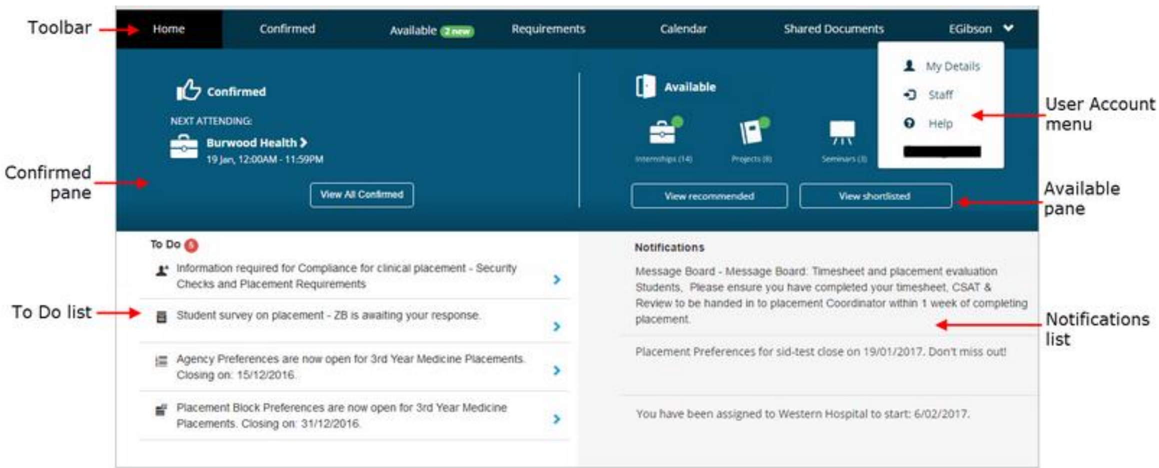
Student User Interface Guide

InPlace is the University of Tasmania's web based system used by staff and students to organise Professional Experience Placements (PEP). On InPlace students can access their student compliance details, upcoming placements and facility information.

Logging in for the first time

- Go to: https://inplace.utas.edu.au/ and click 'Staff and Students'
- Your **username** is your University email address, i.e. student123@utas.edu.au
- Your **password** is the same for all University accounts, i.e. MyLO, eStudent and Webmail
- When you log in to InPlace you will be presented with **Terms and Conditions** that you need to accept in order to use the system.

Use your Home page



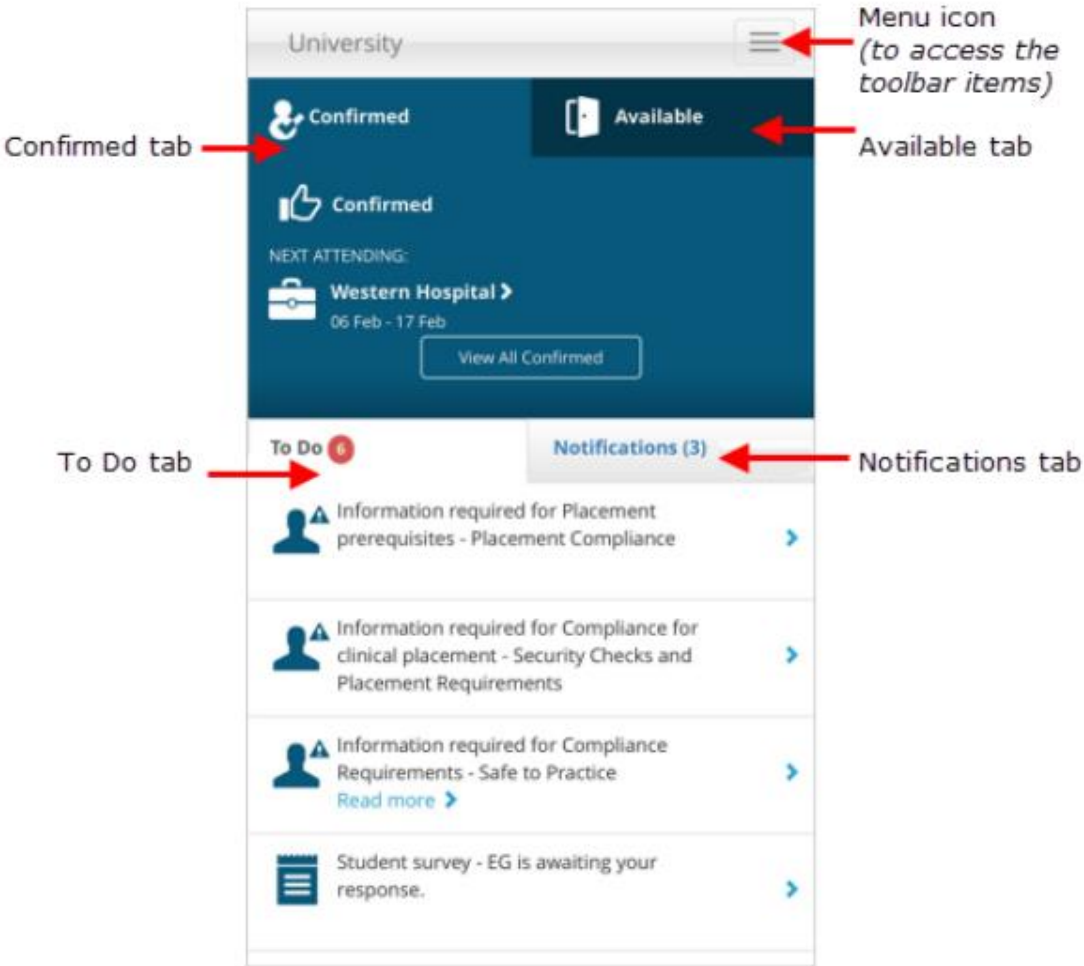
Use the Toolbar

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

Link	Action
Home	Click to return to the Home page.
Confirmed	Click to open the Confirmed page and view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view. From the Confirmed page you can open a placement and then access your schedule (including your log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature.
Available	Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted. If new opportunities have been added recently the number displays beside the link.
Requirements	Click to open the Requirements page and view your full program of placement requirements.
Calendar	Click to open your Calendar.
Shared Documents	Click to open the Shared Documents page and view all documents available to you.
<your username>	Click your username to view the User Account menu. From here you can: • click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements. • click another InPlace account (such as Staff Account), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.) • click Help to open the InPlace online help

Viewing InPlace on your mobile device

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



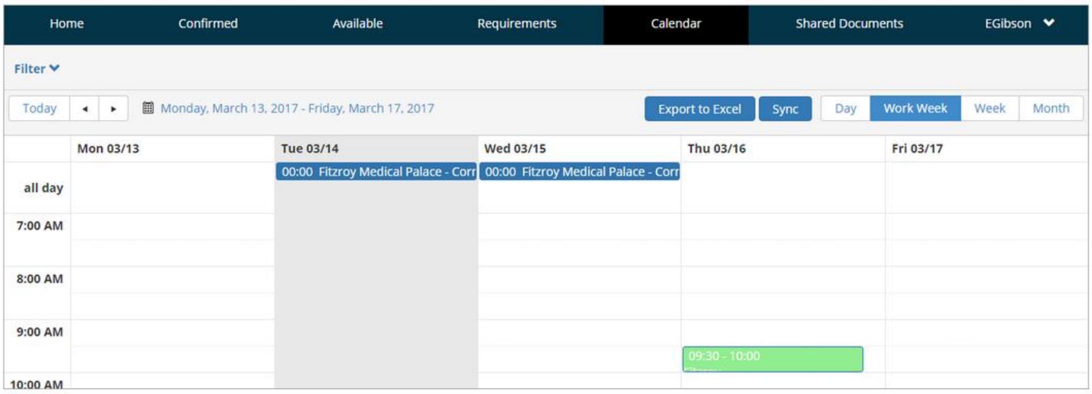
Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you've nominated. It may also show your course-related engagements (classes, lectures and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

Access the Calendar

To open the Calendar click Calendar on the toolbar. The default view is Work Week.

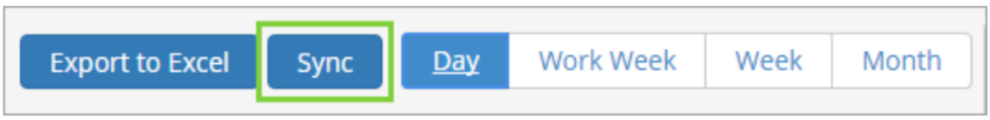


- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the Day and Week views all-day events (or ones where no specific time range has been set up) are shown at the top, in the all day section.
- In the Day and Week views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click Show full day (bottom left corner) to see a 24-hour day. Click Show business hours to switch back again.

Perform a Calendar sync

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (iCalendar.ics), which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click Sync on the Calendar.
2. In the Sync your calendar dialog copy the URL provided.
3. Enter the URL where required on your mobile device.



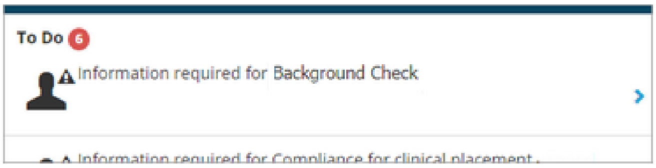
Note: Syncing instructions may vary across operating systems so you'll need to find and follow the steps that apply to your own device.

Manage your student details data

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver's licence information. You access the page by clicking your username on the toolbar and then clicking My Details on the User Account menu. You can also open it by clicking a relevant task in the To Do list (on your home page).

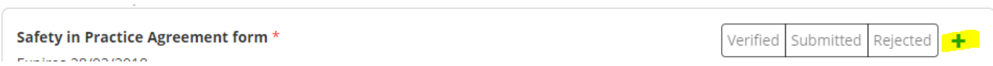
You're alerted to missing, outdated or rejected information by a task (such as ‘Information required’ or ‘Verification rejected’) in the To Do list on your home page.

1. In the To Do list on your Home page, click the task.
   The task lists the section of your My Details page that needs attention. For example, 'Placement Compliance'.

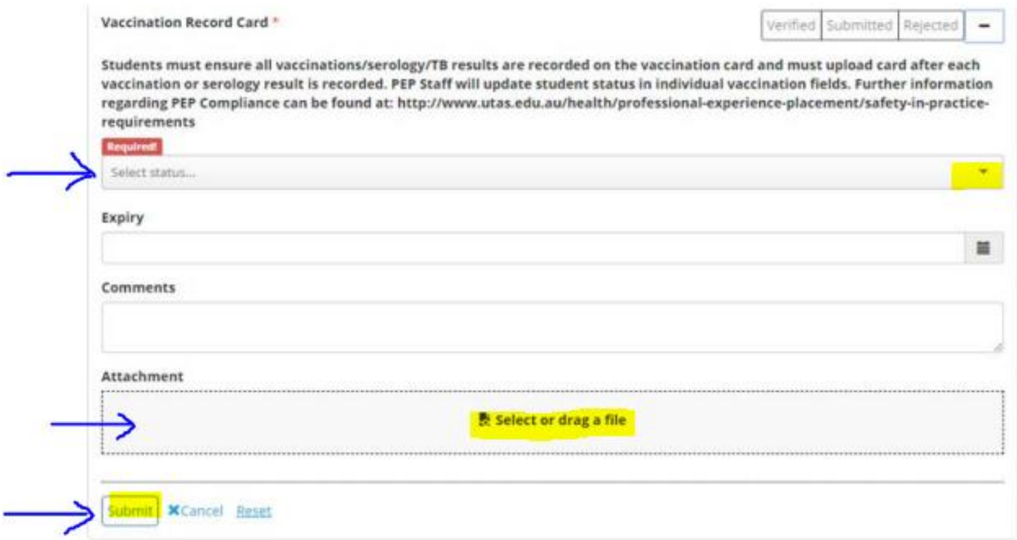


The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.



3. Enter the required information, including uploading any relevant documents, and click Submit.



4. Once submitted, this box will turn blue. When fully verified, it will show green. If further action is required, it will be rejected and show red. You will then need to revisit the ‘to do’ list on your home page to review what is required.