Flinders University

User Guide: Student Guide to InPlace

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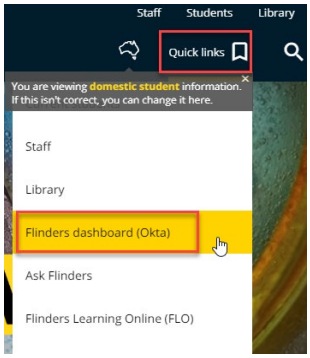
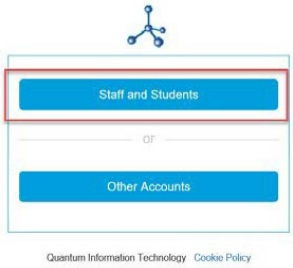
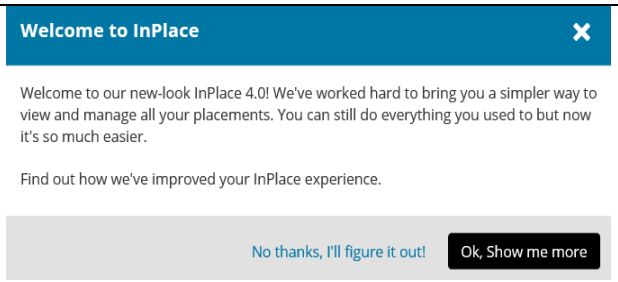
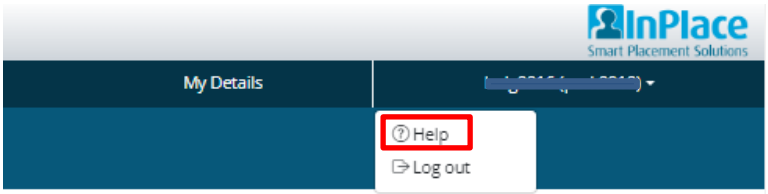
Step 1: Navigate to InPlace

Action	Details
InPlace can be reached via Okta. To find Okta, go to www.flinders.edu.au and click **Quick links** on the top right-hand corner of the home page. Select **Flinders dashboard (Okta)**.	
Search your Okta for the InPlace Application.	

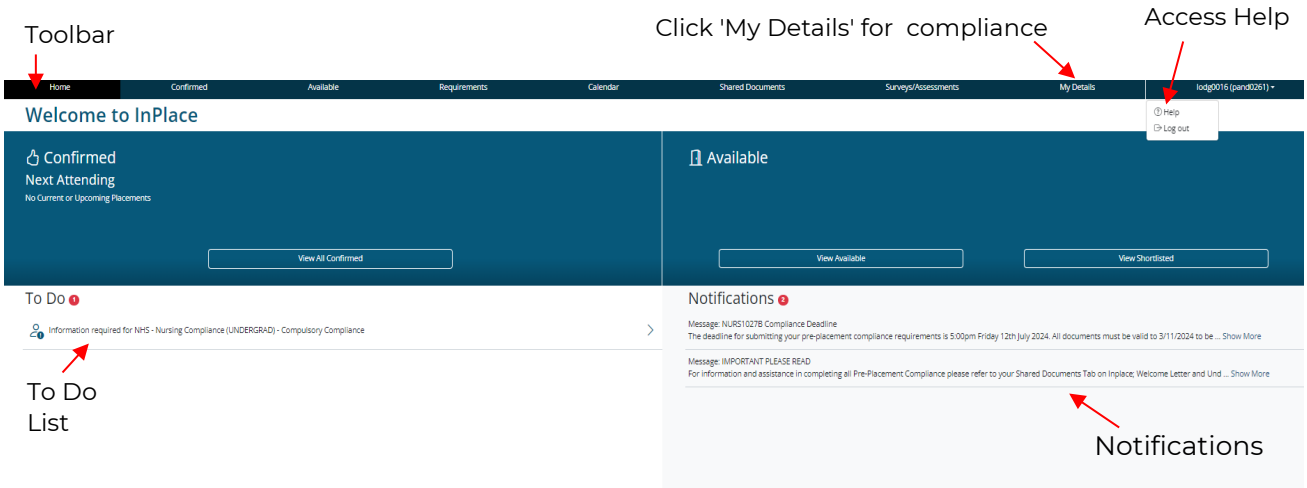
Step 2: Log on to InPlace

Action	Details
To log on to InPlace click **Staff and Students.**	
The first time you log on to InPlace you will see the following message. You may choose to run through the online tutorial by clicking '**Ok, Show me more'**, or you can skip this by clicking '**No thanks, I'll figure it out!**'.	
Please note: the online help is available at any time by clicking on **Help** in the user access menu.	

Step 3: Home Page Overview

Action	Details

Your **Home page** is the first page you see when you log in. It gives you a quick access to all your placement details, tasks and notifications.



Toolbar:

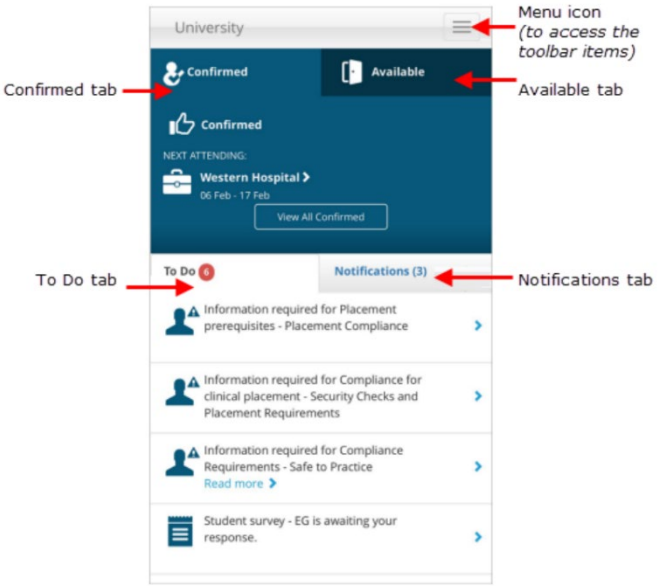
Home: returns you to the Home page.
Confirmed: view all your placement and confirmed opportunities, including accessing placement details, map, schedule, related documents and the carpool feature.
Available: view opportunities available to apply for (only valid for some areas).
Requirements: view your program of placement requirements.
Calendar: open your calendar.
Shared Documents: view all documents available to you.
Surveys/Assessments: view and download survey or assessment results (only valid for some areas).
My Details: view and complete compliance items and other information.
'YourUsername': access help or log out.

Confirmed pane: displays your next upcoming placement. Click **View All Confirmed** to open the view all confirmed placements.

Available pane: displays what types of opportunities are currently available (only valid for some areas).

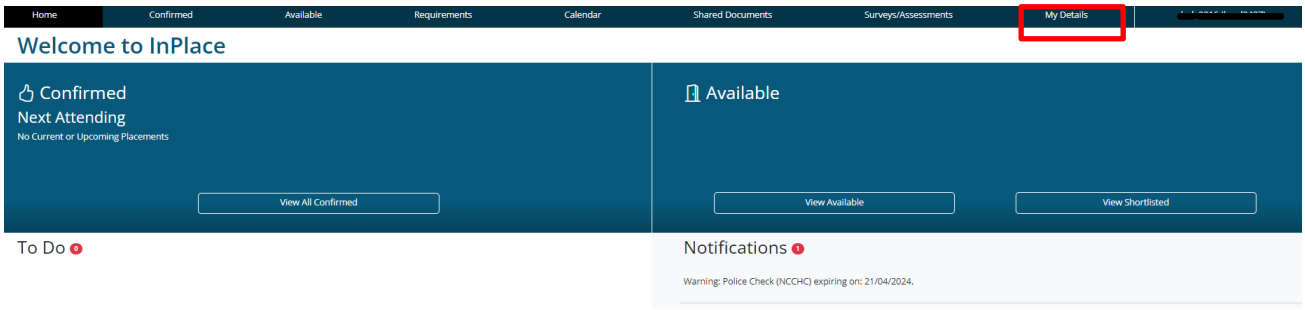
To Do list: displays a list of tasks you need to acknowledge, review or action. Click any task to open the relevant page and then complete whatever work is required. Once complete the task will disappear from the list.

Notifications list: displays information that you need to read but don't need to action. Notifications disappear from the list after 15 days.

Mobile Device: The home page looks a bit different on a mobile device, but all the same information is available.	

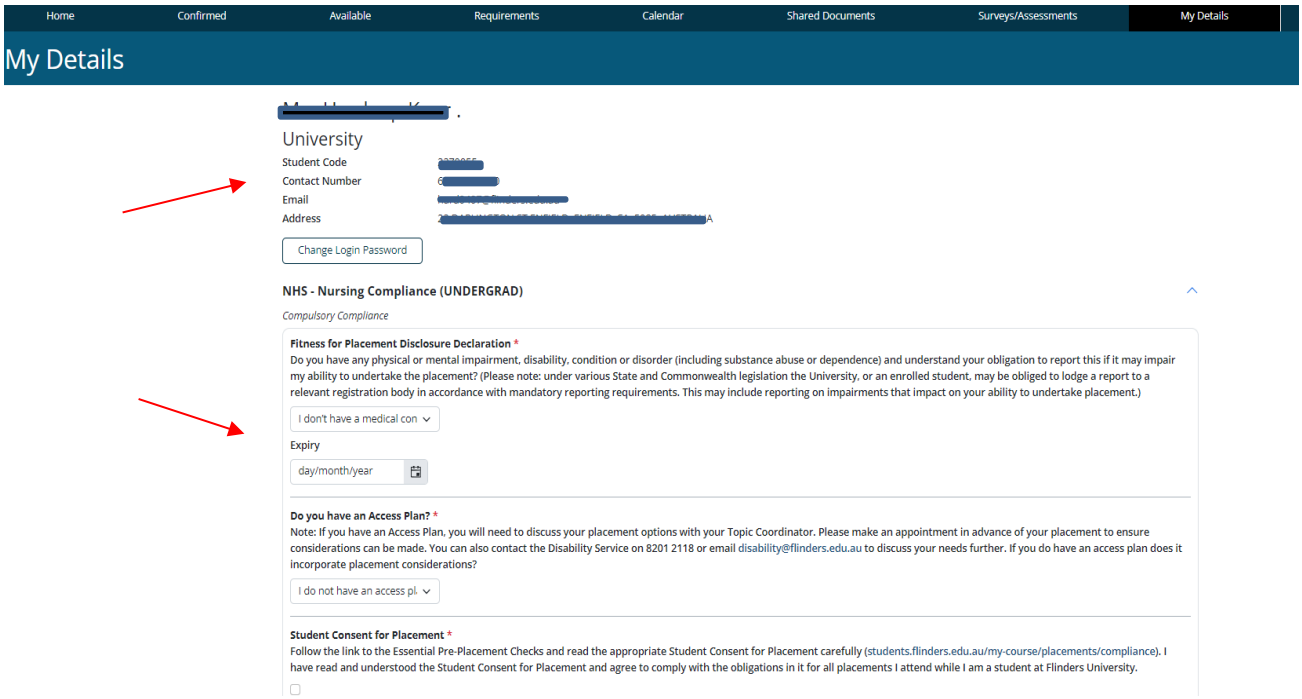
Step 4: How to view the My Details window

Action	Details
Click on **My Details** on the right-hand side of the top bar	

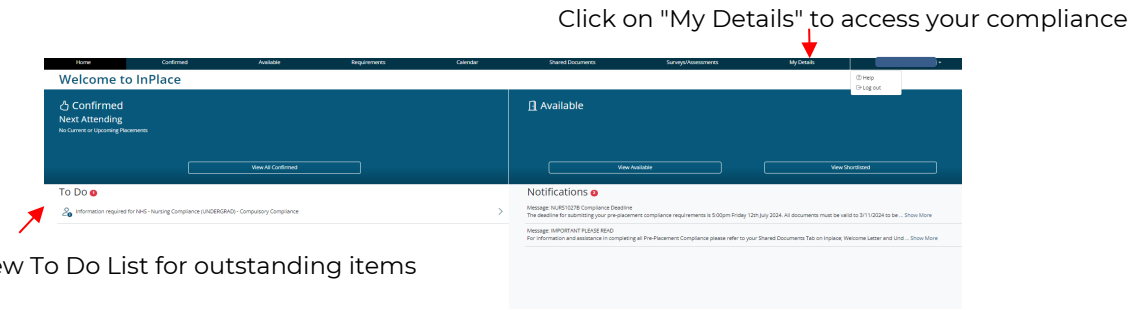
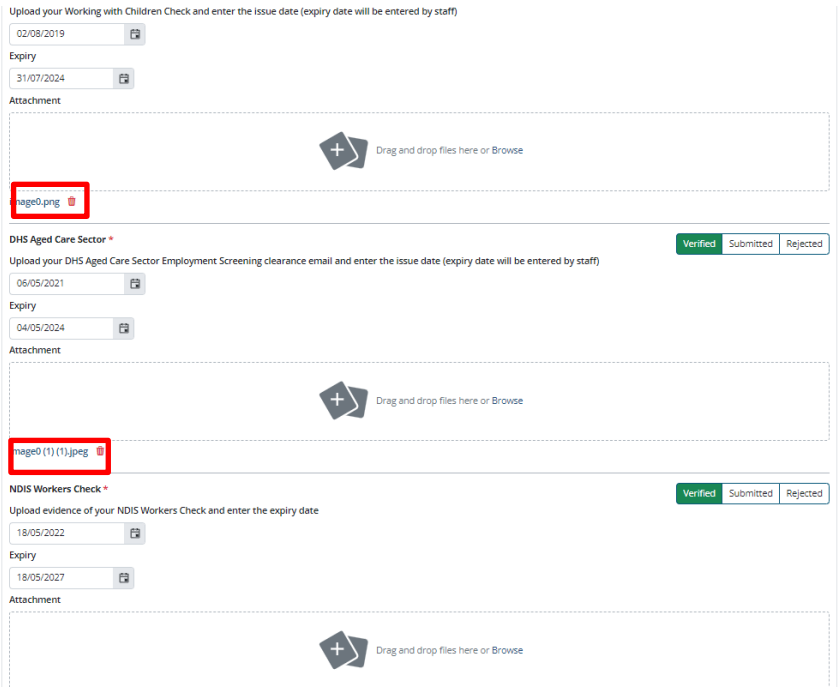


The **My Details** window displays your personal details such as name, student ID, and phone number. This page also displays your compliance and other information requirements.

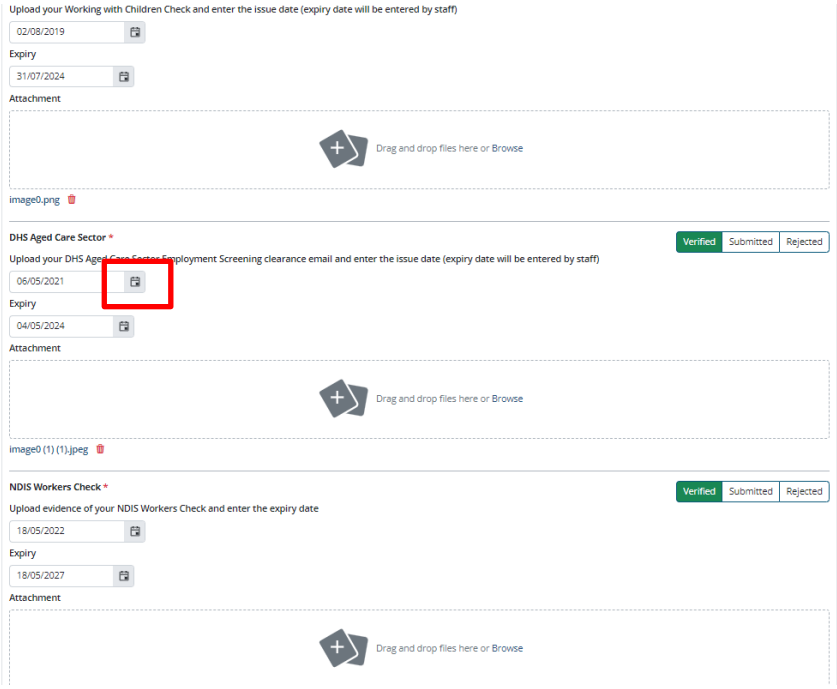
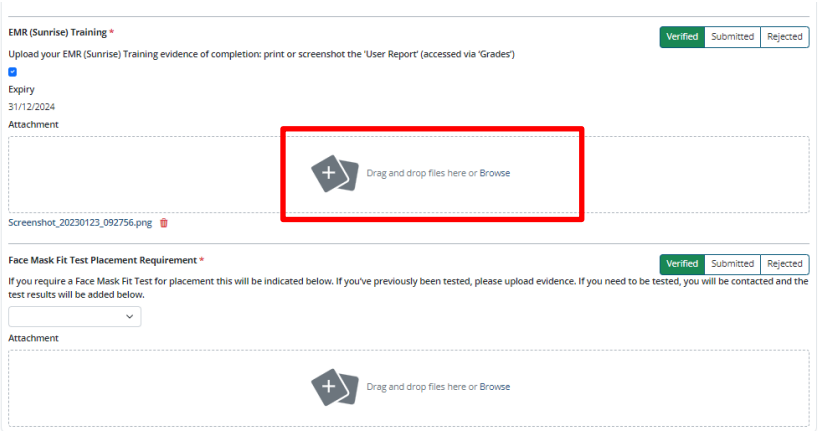
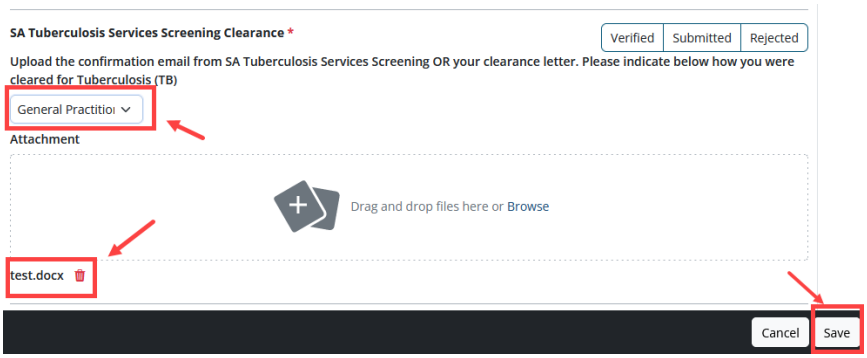
Use the Student System to update your contact details and it will show up hear overnight.



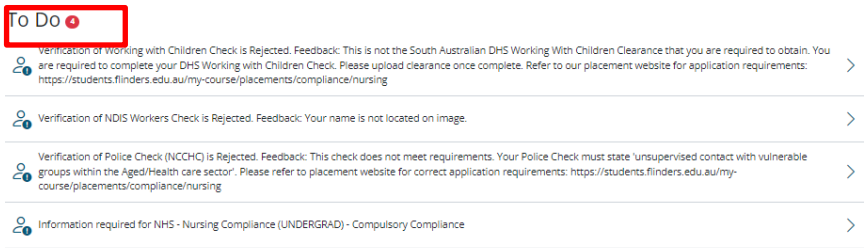
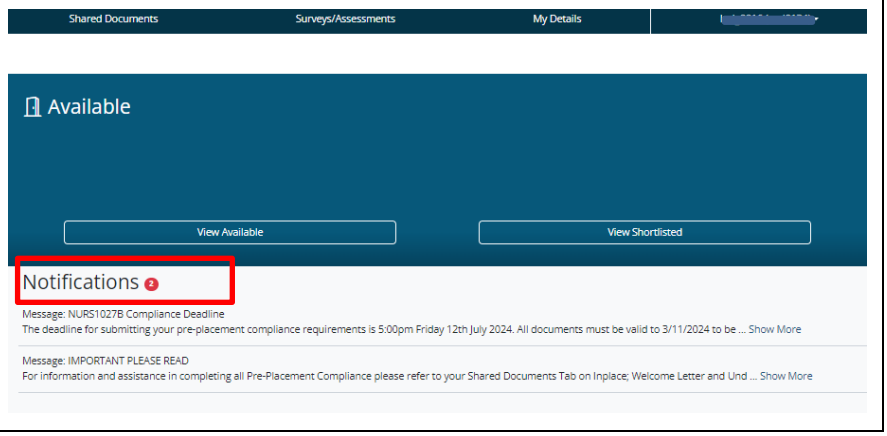
Step 5: Completing Compliance Requirements

Action	Details
Your compliance requirements will vary depending on the course you are enrolled in, and the steps may be different to those shown here. You will be required to complete some pre-placement compliance requirements via InPlace. This may include reading and acknowledging some information, adding dates of training, or uploading documents.	
	
You can view each of your compliance steps and previously uploaded documents by clicking on the (jpeg or pdf) in the bottom left corner of each step.	
NOTE: you must ensure you complete every item where you see a *.	

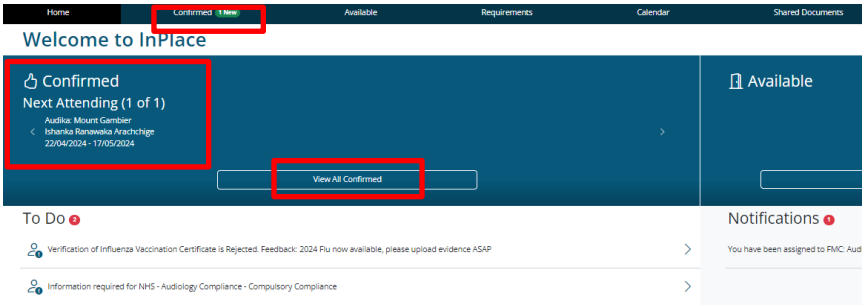
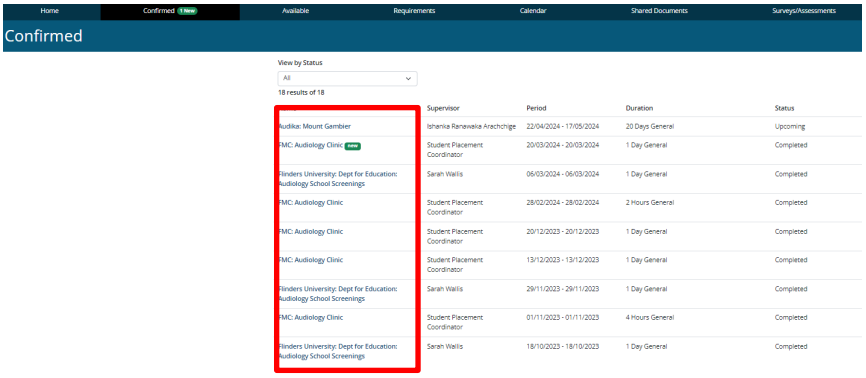
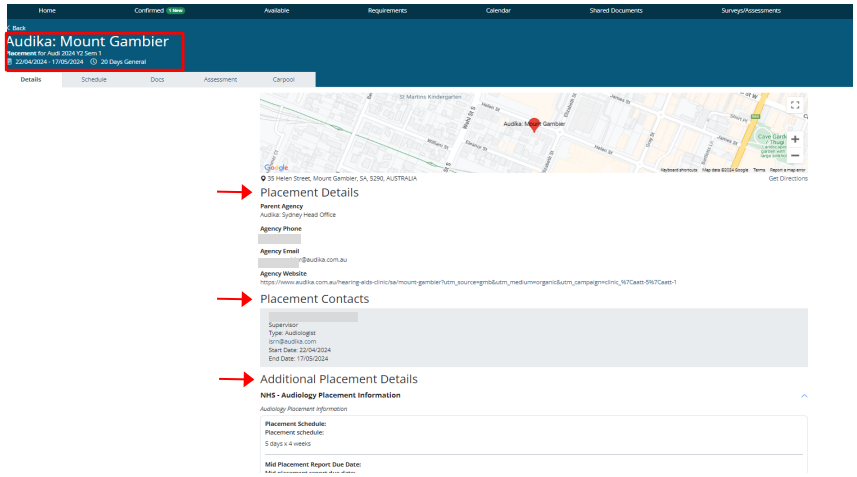
Step 5a: Adding Compliance Documents

Action	Details
The add dates click on the **Calendar** symbol, then select the relevant date from the calendar that diplays	
To attach a file either: • Click on **drag and drop files here or Browse** to open file. Navigate to the desired file and click **Open**. OR Locate the desired file and drag and drop into the grey **Select or drag a file** area.	
Check all the information you have entered is correct and the file you have uploaded is correct, then click **Save**.	

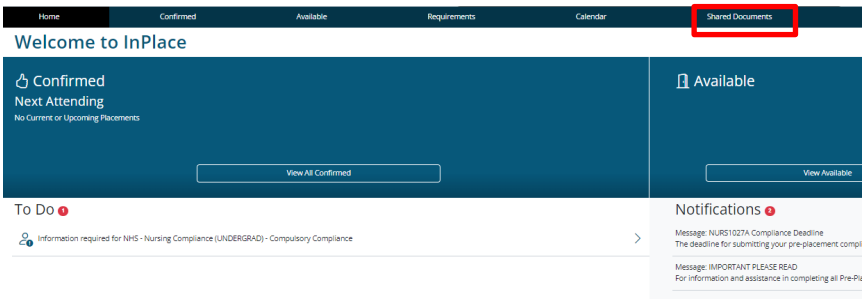
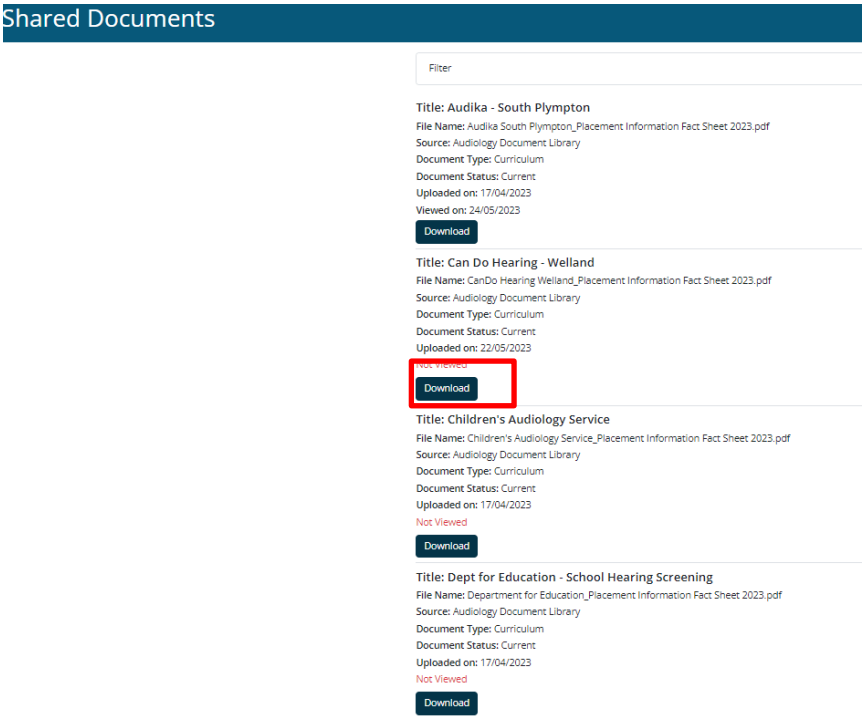
Step 6: Managing your information

Action	Details
The **To Do list** on the home page displays a list of tasks you need to acknowledge, review or action. Click any task to open the relevant page and then complete whatever work is required. Once complete the task will disappear from the list. The red number icon informs you of how many items you must complete.	
To Do list examples:	
The **Notifications list** on the home page displays information that you need to read but don't need to action. Notifications disappear from the list after 15 days.	
Notifications list examples: When a compliance requirement is due to expire within 30 days, a notification will appear on your InPlace home page.	

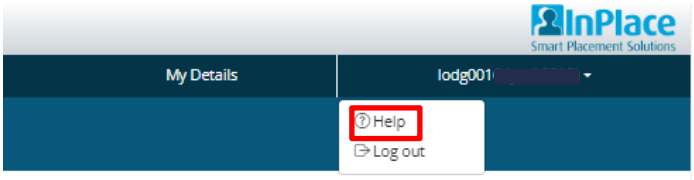
Step 7: Viewing your Placement Details

Action	Details
Approved placements will be displayed in the top menu area, a confirmed icon will appear with details of your placement details. Click on **View All Confirmed** to open the placements and more details	
Click on the name of the placement agencey (in bold) to view more details.	
The dates and placement hours will be displayed. The address, contacts & additional details are displayed here too Any other specific placement details will appear at the bottom of the page	

Step 8: Shared Document Library

Action	Details
WIL teams can often share forms, information or documents with students via the Shared Documents Library To view or download these documents **Click** on Shared Document in the top menu bar	
Click on the document to view or **click** on download hyperlink to download a copy	

Step 9: Where to get help

Action	Details
InPlace has in-built student help system, which you can access at any time. This help is generic.	
For any College specific support, contact your relevant WIL placement team:	
College of Business, Government and Law Social Sciences South, Room 388 Phone: 7421 9860 Email: cbgl.placements@flinders.edu.au	**College of Medicine and Public Health** Flinders Medical Centre, Level 5, Room 5E213 Phone: 7221 8390 Email: cmph.placements@flinders.edu.au
College of Education, Psychology & Social Work Education Front Office (Level 4, Room 69) Phone: 8201 5410 Email: cepsw.placements@flinders.edu.au	**College of Nursing and Health Sciences** Level 1, North Wing, Sturt campus Phone: 8201 7500 Email: cnhs.placements@flinders.edu.au
College of Humanities, Arts and Social Sciences Social Sciences South, Room 388 Phone: 7421 9860 Email: chass.placements@flinders.edu.au	**College of Science and Engineering** Bedford Park: Room 1304, Physical Sciences Building Tonsley: Level 3, Tonsley Building Phone: 8201 5133 Email: cse.placements@flinders.edu.au