InPlace Student Platform Guide
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Payment

Before a student enters field education, they can access program applications without incurring a cost. Students are encouraged to log in to InPlace and become familiar with the student home page.

The first day of the semester a BSW or MSW student enters field education, InPlace will prompt for payment. The cost for a one-year subscription is $67. Each student will need a subscription for the duration of their field education. InPlace organizes and stores timesheets, weekly supervision logs, learning contracts, and evaluations.

Log In

*As part of the course or program, students will log into their InPlace Account using University Credentials*

1. Students can log into InPlace or place this URL into their browser: [https://asu-us.inplacesoftware.com](https://asu-us.inplacesoftware.com)

2. Press the “Staff and Students” button

3. Enter ASU credentials (Ramport user name and password) and press the “Sign in” button
Applications

1. When students log in to InPlace the home page will display the student’s dashboard.

2. The dashboard will display a To-Do list and Notification list. The To-Do list shows outstanding items that need a student’s attention. Notifications show announcements, applications submitted successfully, and documents that were shared with the student by the department.

3. Select on the Program Application.

4. Select the + icon on the right-hand side of each field to view the question.

5. Select into each field to enter information. Students must select submit after each answer to save the response.
6. To submit the application, students will need to submit their electronic signature.

**Application Accepted or Missing Information**

**Accepted:** Accepted applications will show in the notification list. Students are able to view the application by selecting the student's email on the top right and select “My Details”.

**Missing Information:** Missing information will show in the To-Do List showing the reason of why the application was rejected. Students may open the application and make corrections.
Schedule

For a student to identify the days and times of Field Education placement.

1. There are two ways to view the schedule or log book:
   (a) Select name of the placement or
   (b) Select the confirmed tab on the home page

2. Select the Details tab.

3. Under Placement Requirements open each day of the week to select hours.

4. Select a time, add comments, or record specific hours and submit.
Log Book

*NOTE. The Safari browser has a time zone issue that can impact on the log book. It is recommended that Mac users, use chrome or Firefox.*

The log book has three levels of approval: (1) Student – Submitted (2) Field Instructor (3) Field Faculty - Finalized.

Students are responsible for making sure the field instructor is getting log book emails each week a log book is submitted.

There are two ways to get to the log book:
(a) Select placement name or
(b) Select the confirmed tab on the home page

1. Select on the "Schedule" tab
2. Select on **Add Day to Schedule** button.

3. Enter **Date**, **Start time** and **End time**. Then Select **Save**

   Important Note: The time is entered using military time. (See 24-hour time chart)

   In this example 9am is entered at 09:00 and 3:30 pm is entered as 15:30. The leading zero MUST entered!

4. Open Log book by Selecting on the 📅 icon in the **Action** column
5. Complete “Timesheet” information

6. The weekly supervision section must have one entry per week. If a supervision session was held on this day, type into the field and complete “Weekly Supervision” section. If a supervision session was not held on this day enter N/A.

7. To save an entry as a draft select “Save”.

8. Once the day’s entry is finished, select “Submit” for the field agency to approve the log book.
Make Log Book Corrections

1. Select “Withdraw” to withdraw the entry and make corrections.
2. Enter or edit log books as necessary and then select “Submit”.

3. To correct an approved log book, students will need to contact their instructor or field faculty to have them return it for corrections.

How to enter log book times with breaks.

#1 Example start time is 09:00, end time 17:00 (5:00 pm); Lunch is entered as a 1:00 hour break.

Total time should reflect the total time at the agency.
#2 Example: start time is 09:30 am, the student had a break at 10:30 am, came back at 14:00 (2:00 pm) had an end time of 17:00. Enter the start time as 09:30 and end time of 17:00 (5:00 pm); break 3:30 hrs.

Total time should reflect the total time at the agency.

Log Book Summary report
Students can download a log book summary report to keep track of their hours or turn into Field Instructor or agency.
Documents Shared

There are two ways to view documents that are shared
(a) from the home page under Notifications.
(b) Or from the home page, select the Shared Documents tab.

Learning Contract

Students will create learning goals that will be the basis for evaluating their accomplishments and performance during Field Education.

LEARNING COMPETENCIES

As an advanced generalist social work field student, your learning goals should reflect efforts to demonstrate skills in all areas of competencies as stated by the Counsel on Social Work Education (CSWE) and the Social Work Program at Angelo State University. These learning goals will become the basis for evaluating your accomplishments and performance during your Field Education.

1. Competency 1: Demonstrate Ethical and Professional Behavior

   • AB1.1. Engage with clients and colleagues conveying a strength-based approach and attitude.
   • AB1.2. Demonstrate professional and ethical social work conduct in areas of practice.
   • AB1.3. Demonstrate the ability to critically analyze cases and articulate how to resolve in an ethical manner.

   LIST: Social work assignments and activities through which student will achieve objective.

2. Competency 2: Engage Diversity and Difference in Practice
Mid/Final Evaluations

There are three stages of a Mid/Final Evaluation

1) Field Instructor
2) Student
3) Field Faculty

Students are responsible for making sure the field instructor is receiving evaluations.

Stage 2 allow students to review their evaluation from their field instructor. Students are encouraged to download and save evaluations.

Students can view their previous evaluation by selecting the Previous Stages PDF.
# 24 Hour Time Chart

<table>
<thead>
<tr>
<th>Regular Time</th>
<th>24-HOUR Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 AM</td>
<td>01:00</td>
</tr>
<tr>
<td>2:00 AM</td>
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<tr>
<td>11:00 PM</td>
<td>23:00</td>
</tr>
<tr>
<td>12:00 MIDNIGHT</td>
<td>24:00</td>
</tr>
</tbody>
</table>
Trouble Shooting

To expedite your issue please use these troubleshooting steps before reporting the issue.

#1 Log out of InPlace, clear cookies and cache files and log back in.

Here are instructions on how to clear cookies and cache files. Make sure to select "all time" for the time range. [https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser](https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser)

If step #1 does not work move to step #2

#2 Open Chrome, on the top right corner you will see 3 vertical dots, right click and select New Incognito Window; copy and paste this link into the URL


Safari browser has issues that can impact InPlace. It is recommended to use chrome or Firefox on a Mac for InPlace.

If you continue to have the problem, send a detailed explanation and a screenshot to sandy.seidel@angelo.edu.