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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.

On the first day of the semester, when a BSW or MSW student enters field education, InPlace will prompt payment. If you receive a payment window and you are not in field education please contact the Dept. Office Coordinator so they can have it removed.

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

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 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. In addition, 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 listing the reason why the application had been rejected. Students may open the application and make corrections.
Schedule

There may be times that your field faculty needs to contact you; students must submit a schedule of the days and times they will be at their agency.

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

1. 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.
Logbook

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

The logbook has three levels of confirmation queues: (1) Student – Submitted (2) Field Instructor – Approved (3) Field Faculty- Finalized.

When a student submits their logbook, it is their responsibility to ensure the field instructor receives logbook emails each week.

There are two ways to get to the logbook:

There are two ways to get to the logbook:
(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 Logbook by Selecting on the 📖 icon in the “Action” column
5. Complete “Timesheet” information

![Timesheet interface]

6. The weekly supervision section must have one entry per week. If you meet with your field instructor for a supervision session, type in and complete the “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 logbook.
Logbook Corrections

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

3. To correct an approved logbook, students will need to contact their instructor and ask for the logbook in question to be sent back to the student. If students or their field instructor needs to update a finalized logbook, students must contact their field faculty.

How to enter logbook 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.

Logbook Summary report
Students can download a logbook 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.
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.
Review Completed Mid/Final Evaluations

Click on the **Confirmed** tab, then clicking on the **Placement** the evaluation is for, then it's on the **Assessment** tab under said placement (screenshot 1). If a response is still required, the student should see it on their To-Do list on the homepage.
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>
<td>02:00</td>
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<td>3:00 AM</td>
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<td>1:00 PM</td>
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<tr>
<td>10:00 PM</td>
<td>22:00</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

Safari browser has issues that can impact InPlace. Therefore, it is recommended to use Chrome or Firefox on a Mac for InPlace.

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

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)

   ![Clear Cache](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 three vertical dots, right click and select New Incognito Window; copy and paste this link into the URL.**

   The Incognito window does not save your browsing history, cookies and site data, or information entered in forms. While in the Incognito window, you still receive the error; please send a screenshot showing the error and the URL to the Department’s Office Coordinator.

   If you do not receive the error in the Incognito window, your browsers, i.e., Firefox, Chrome history, were not cleared properly. Once you clear you properly clear your history, the error should not generate.

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