



ANGELO STATE UNIVERSITY
Department of Social Work

InPlace Student Platform Guide



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QuantumIT

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Contents

Payment.....	4
Log In.....	4
Applications.....	5
Schedule.....	7
Logbook.....	8
Documents Shared.....	13
Learning Contract, Mid/Final Evaluations	13
24 Hour Time Chart.....	15
Trouble Shooting	16

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.

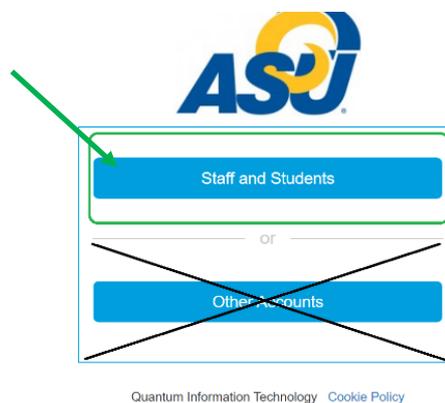
On the first day of the semester, when a BSW or MSW student enters field education, InPlace will prompt payment. If you receive a payment window and you are not in field education please contact the Dept. Office Coordinator so they can have it removed.

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.

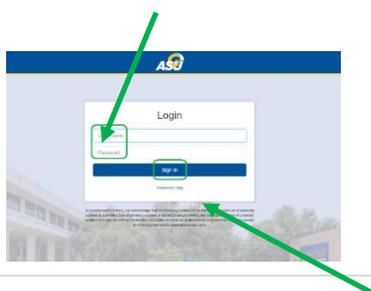
Log In

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

1. Students can log into [InPlace](https://asu-us.inplacesoftware.com) or place this URL into their browser: <https://asu-us.inplacesoftware.com>
2. Press the “Staff and Students” button

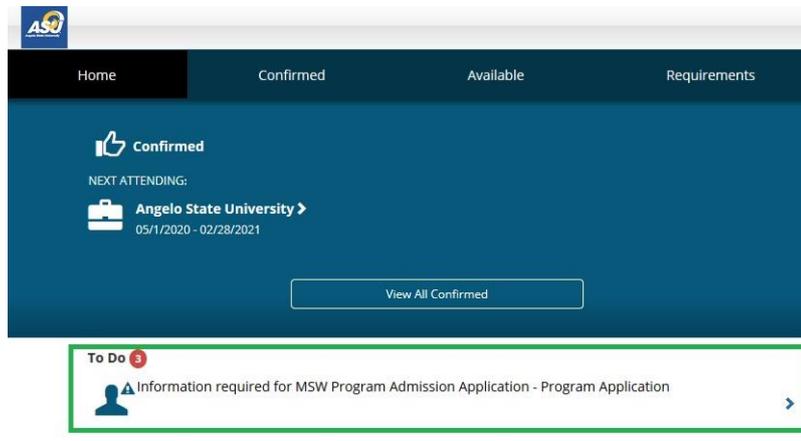


3. Enter ASU credentials (Rampart user name and password) and press the “Sign in” button



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.

Ima MSW Test Student

University
Student Code TESTMSW
Contact Number
Email Contact darren.sparkes@inplacesoftware.com

Student Profile

From Student Record System - Read Only

Personal Email +

5. Select into each field to enter information. Students must select submit after each answer to save the response.

Student Profile
From Student Record System - Read Only

Personal Email -

Personal Email other than ASU email (update in the Student Record System)

Submit ✕Cancel Reset

6. To submit the application, students will need to submit their electronic signature.

Electronic Signature - MSW Admission *

Ima Student

By typing my name, I certify that my answers are correct and complete to the best of my knowledge:

Ima Student

Submit Cancel Reset

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.

To Do 5

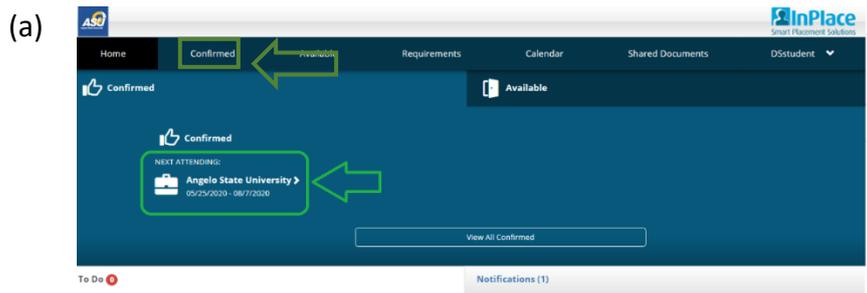
- Verification of Electronic Signature - MSW Admission is Rejected. Feedback: Need Electronic Signature
- Information required for MSW Program Admission Application - Program Application

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.

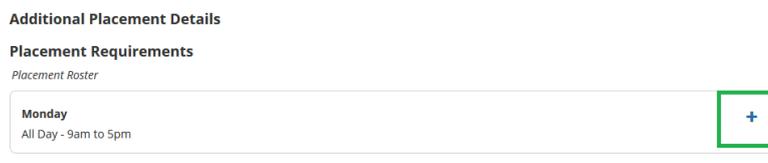
There are two ways to view the schedule:

- (a) Select the name of the placement or
- (b) Select the confirmed tab on the home page

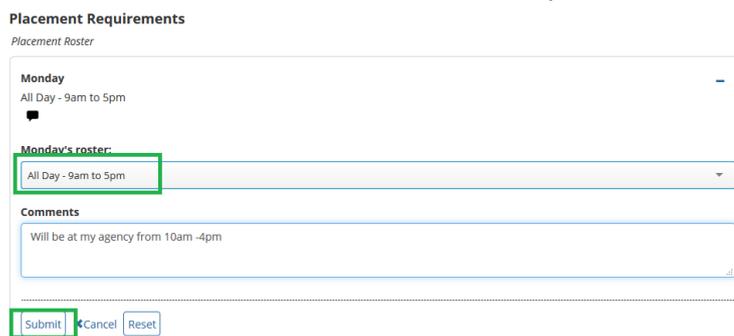


1. Select the Details tab.

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.*

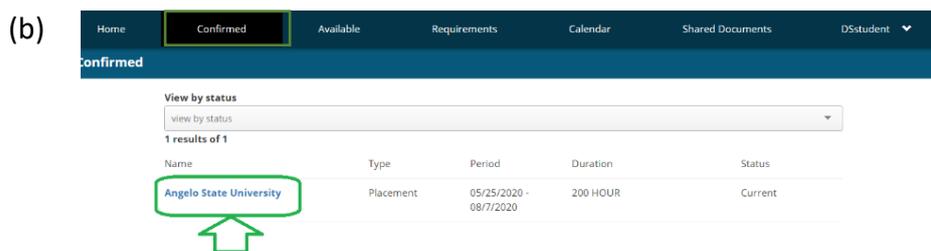
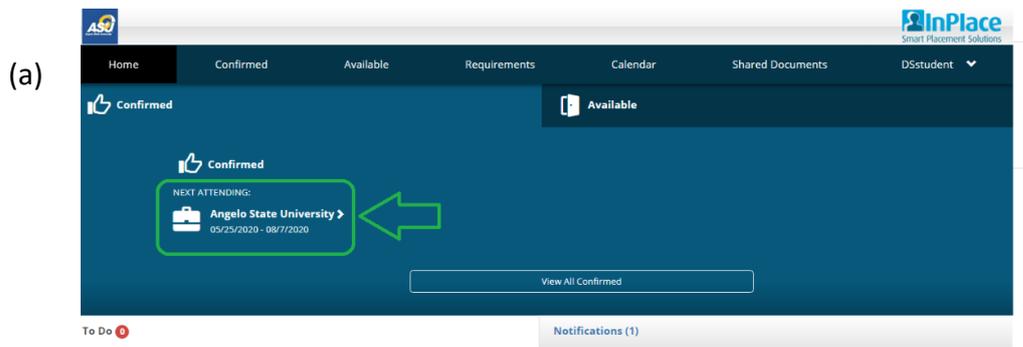
The logbook has three levels of confirmation queues: (1) Student – Submitted (2) Field Instructor – Approved (3) Field Faculty- Finalized.

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

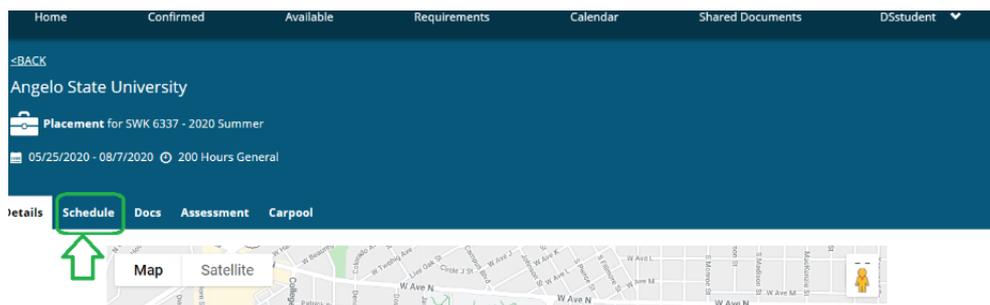
There are two ways to get to the logbook:

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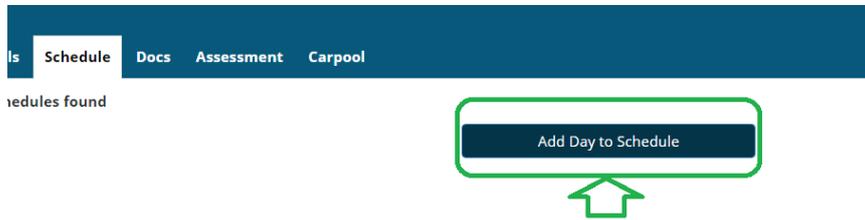
- (a) Select placement name or
- (b) Select the confirmed tab on the home page



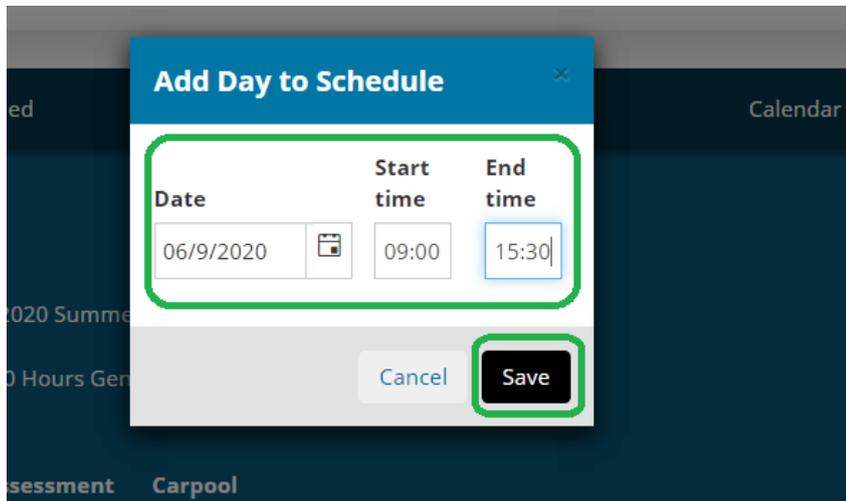
1. Select on the “**Schedule**” tab



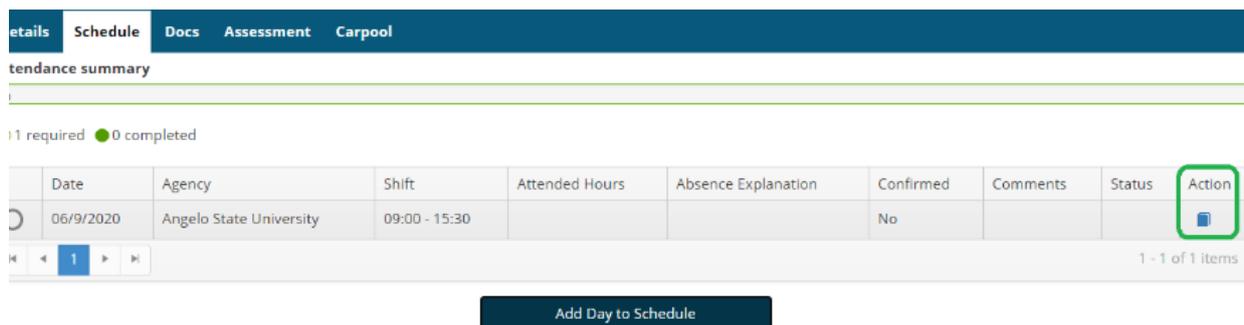
2. Select on **“Add Day to Schedule”** button.



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

Start Time 09:00 End Time 15:30 Break Hours 01:00 hrs

Comment Absent

Documents (0)

Attended Hours : 00:00 hrs,

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.

Supervisor Comment 0 / 600

Reset Copy Session Add Session Log Book day Save Submit

Logbook Corrections

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

The screenshot shows a logbook entry form with a sidebar on the left labeled 'Session 1'. The main form area contains three text input fields for comments, each with a character count of '0 / 600'. The fields are labeled 'Supervisor Comment' and 'Placement Coordinator Comment'. At the bottom right of the form, there is a 'Withdraw' button with a red flag icon, which is highlighted with a green circle and a green arrow pointing to it from the left.

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.

The screenshot shows a 'Timesheet' form. It has three input fields: 'Start Time' with a clock icon and the value '09:00', 'End Time' with a clock icon and the value '17:00', and 'Break Hours' with the value '01:00 hrs' and a dropdown arrow. Below these is a 'Comment' field and an 'Absent' checkbox. There is a 'Documents (0)' button with a cloud icon. At the bottom, the text 'Attended Hours : 07:00 hrs, Monday' is circled in green.

#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.

Timesheet

Start Time End Time Break Hours
🕒 09:30 🕒 17:00 03:30 hrs

[Comment](#)

Absent

[📄 Documents \(0\)](#)

Attended Hours : 04:00 hrs, Monday

Logbook Summary report

Students can download a logbook summary report to keep track of their hours or turn into Field Instructor or agency.

Details Schedule Docs Assessment Carpool

Attendance summary

40%

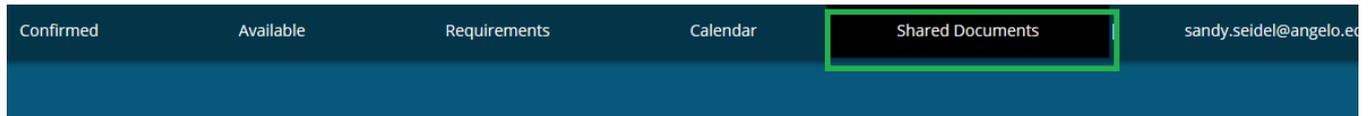
📄 Log book summary report

	Date	Agency	Shift	Attended Hours
○	01/2/2020	Angelo State University	08:30 - 17:00	
●	08/4/2020	Angelo State University	08:00 - 17:00	9

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.



FILTER ▼

Advising Spring 2020
Advising Record 2019-2020_2.pdf
Not Viewed
[Download](#)

degree plan
MSW Advance Standing Degree Plan 2020.pdf
Not Viewed
[Download](#)

MSW Advance Track Degree Plan
MSW Advance Track Degree Plan.doc
MSW Advance Track Degree Plan
Not Viewed
[Download](#)

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 *

- AB 1.1. Engage with clients and colleagues conveying a strength-based approach and attitude.
- AB 1.2. Demonstrate professional and ethical social work conduct in areas of practice.
- AB 1.3. 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.

SWK MSW Traditional 2020 Fall -
West Texas Counseling and Guidance/ Samaritan 08/16/2020 - 11/23/2020 200 Hours General
SWK 6339 - Field Seminar and Practicum II - 2020 Fall

Stage 2 - MSW Midterm Student Review
✓ Completed Submitted on: 10/1/2020 09:40

Students can view their previous evaluation by selecting the Previous Stages PDF.

Student Signature

1. Student Signature *

Type your name to electronically sign this document.

[Answers in Other Stages ^](#)
Stage 5 - BSW Final Student Review

2. I have reviewed the Evaluation *

Acknowledged by

Previous Stages PDF

[Answers in Other Stages ^](#)
Acknowledged by Student at 11/20/2020 08:30 Stage 5 - BSW Final Student Review

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

The screenshot shows the InPlace web application interface. At the top, there is a navigation bar with tabs: Home, **Confirmed**, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for 'ch.staff.asu.us'. Below the navigation bar, the page title is 'Counseling Center'. A breadcrumb trail shows '- BACK' and 'Placement for SWK 4372 - Social Work Field Education II - 2021 Spring'. Below the breadcrumb, there is a sub-navigation bar with tabs: Details, Schedule, Docs, **Assessment**, and Carpool. The main content area displays three evaluation sections:

- 2021 BSW Field Education Student Midterm Evaluation**
2021 BSW Field Education Student Midterm Evaluation
by Chelsea Kading - Supervisor
Ingrid Russo - Supervisor
- Supervisor
[View Responses](#)
- BSW- Final Evaluation Field Education 2021**
BSW- Final Evaluation Field Education 2021
by Ingrid Russo - Supervisor
Supervisor
- Supervisor
[View Responses](#)
- Student Evaluation of Agency**
BSW Student Evaluation of Agency
[View Responses](#)

24 Hour Time Chart

Regular Time	24-HOUR Clock
1:00 AM	01:00
2:00 AM	02:00
3:00 AM	03:00
4:00 AM	04:00
5:00 AM	05:00
6:00 AM	06:00
7:00 AM	07:00
8:00 AM	08:00
9:00 AM	09:00
10:00 AM	10:00
11:00 AM	11:00
12:00 NOON	12:00
1:00 PM	13:00
2:00 PM	14:00
3:00 PM	15:00
4:00 PM	16:00
5:00 PM	17:00
6:00 PM	18:00
7:00 PM	19:00
8:00 PM	20:00
9:00 PM	21:00
10:00 PM	22:00
11:00 PM	23:00
12:00 MIDNIGHT	24:00

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>

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.