



Charles Sturt  
University

User Guide

# Preceptor - InPlace Timesheets

Faculty of Science and Health

**For further information please contact: [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au)**

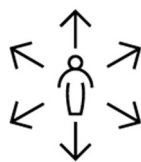
Charles Sturt University - TEQSA Provider Identification:  
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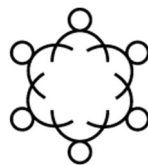
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**Insightful**



**Impactful**



**Inclusive**

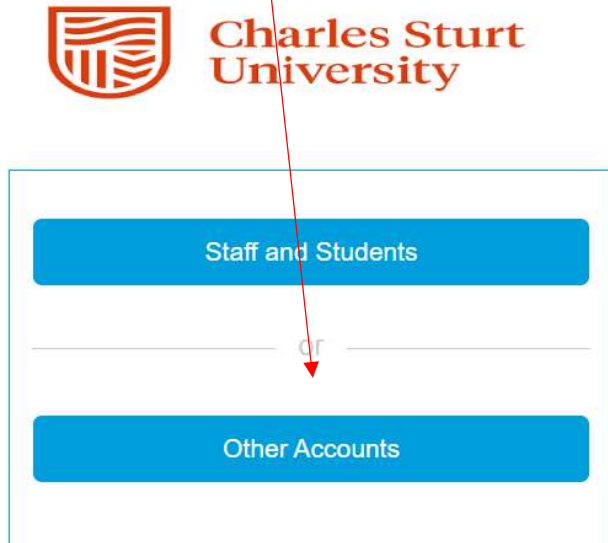


**Inspiring**

## Getting Started in InPlace

Please click on the 'Other Accounts' link to access InPlace

– <https://myworkplacelearning.csu.edu.au>



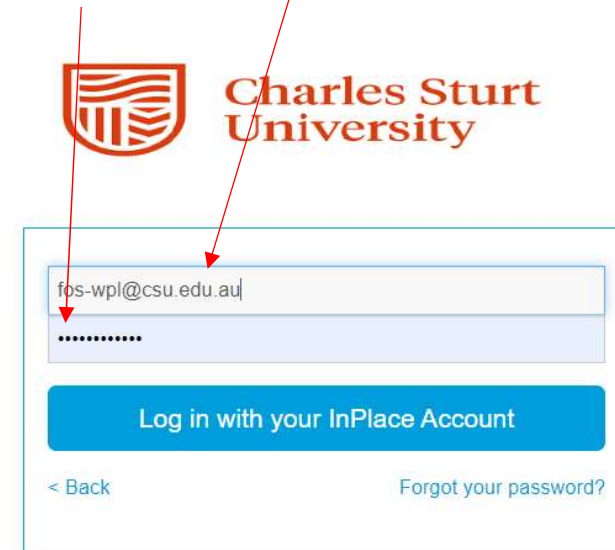
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Sign in using your email address.

Password will be the one you have set up for InPlace



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## Accessing your InPlace Dashboard

Once logged in, you will be taken to your InPlace Dashboard.

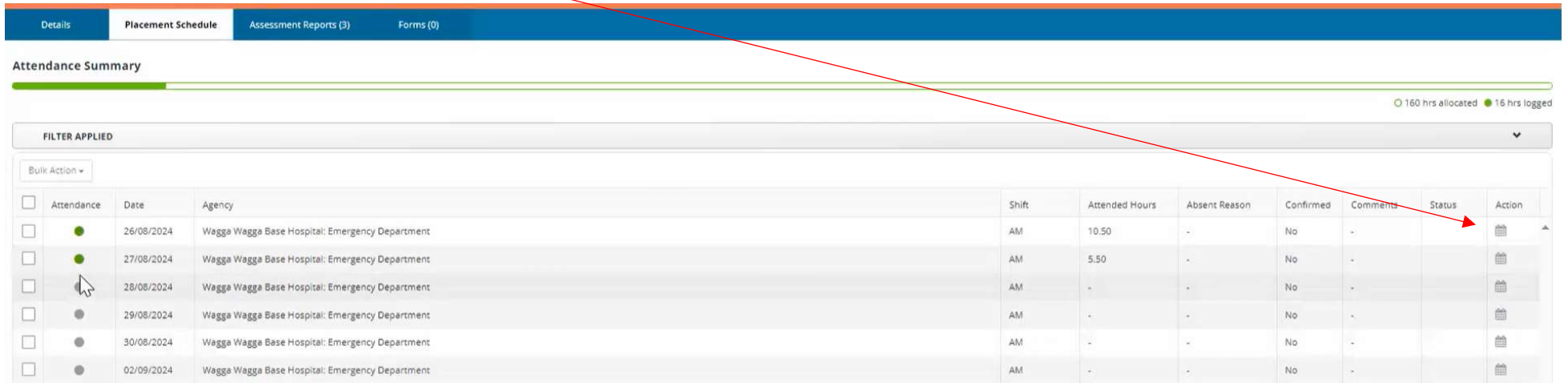
Go to your 'To Do' list and select the Timesheets to action any outstanding Timesheets requiring confirmation by you.

The screenshot displays the InPlace Dashboard interface. At the top, there is a navigation bar with a home icon, 'Students', 'InFlow Forms', and 'My Responses' links, and a user profile '752357 (agency@sup@csu.edu.au)'. The main content area is divided into two sections. On the left, the 'Attendance Summary' section shows a list of attendance records for 'Today (3) 29/08/2024' and 'Tomorrow (3) 30/08/2024'. Each record includes student details, location, time, and duration. On the right, the 'TO DO' section is highlighted with a red background and contains two items: 'Survey/Assessment' (4 responses pending) and 'Timesheets' (8 outstanding Timesheet(s) for Tester2 Student2). Below this is a 'NOTIFICATIONS' section. A red arrow points from the 'Timesheets' item in the 'TO DO' list to the text above.

## Placement Schedule tab

In the example page below, this Facilitator (Agency Supervisor) shows the timesheets below requiring confirmation.

Under the Action column, click on the icon to select the student whose timesheet you will be confirming.



The screenshot displays the 'Placement Schedule' tab in a software interface. At the top, there are navigation tabs: 'Details', 'Placement Schedule' (active), 'Assessment Reports (3)', and 'Forms (0)'. Below the tabs is an 'Attendance Summary' section with a progress indicator showing '160 hrs allocated' and '16 hrs logged'. A 'FILTER APPLIED' dropdown is visible. Below the filter is a 'Bulk Action' dropdown. The main table has the following columns: Attendance, Date, Agency, Shift, Attended Hours, Absent Reason, Confirmed, Comments, Status, and Action. The table contains six rows of data for dates from 26/08/2024 to 02/09/2024. A red arrow points from the text above to the calendar icon in the Action column of the first row.

Attendance	Date	Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
<input type="checkbox"/>	●	26/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	10.50	-	No	-	
<input type="checkbox"/>	●	27/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	5.50	-	No	-	
<input type="checkbox"/>	●	28/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-	-	No	-	
<input type="checkbox"/>	●	29/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-	-	No	-	
<input type="checkbox"/>	●	30/08/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-	-	No	-	
<input type="checkbox"/>	●	02/09/2024	Wagga Wagga Base Hospital: Emergency Department	AM	-	-	No	-	

## Confirm Timesheet

Once you have reviewed the hours and are satisfied they are correct, please click 'Submit'

**Timesheet** ✕

Tester4 Student4 (11797057)

📍 Placement at Wagga Wagga Base Hospital: Emergency Department 📅 26 Aug 🕒 AM

Session NRS276 202460 On Campus: Test ANSAT

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**Planned** Start time 00:00 End Time 11:59  
Break Hours

**Actual** Start time 09:00 End Time 20:00  
Break Hours 00:30  
Day Monday Monday

**Not to be Attended**

**Absent**   
Absent Hours  
Absent Reason  
Absent Comment

**Summary** Attended Hours 10.5

**Comment**

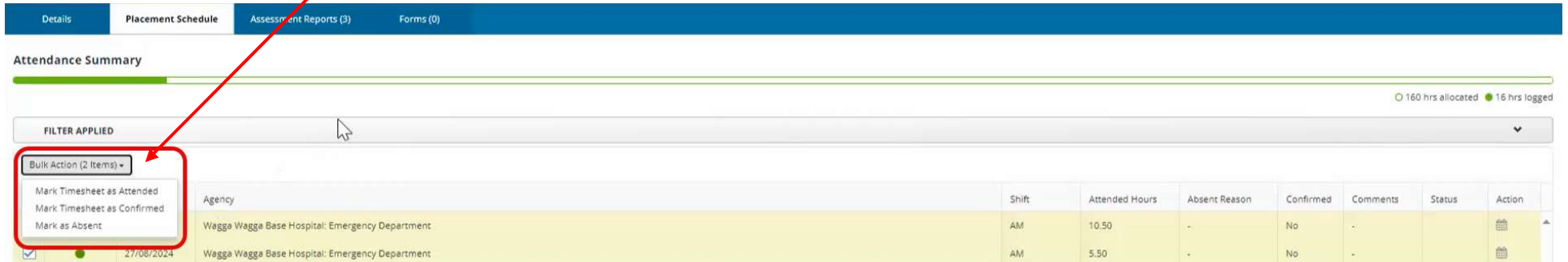
**Documents** [add attachment](#)

✕ Cancel Save Draft and Close **Submit**

## Save Time - Confirm Timesheets in Bulk

To confirm in bulk, select each timesheet you wish to confirm in bulk by ticking the box down the LHS of the timesheets listed.

Click on the Bulk Action drop-down box in the top left corner of the section and select – ‘Mark Timesheet as Confirmed’ OR ‘Mark as Absent’ if applicable.



The screenshot displays the 'Attendance Summary' section of the InPlace Timesheets system. At the top, there are navigation tabs: 'Details', 'Placement Schedule', 'Assessment Reports (3)', and 'Forms (0)'. Below the tabs, a progress bar shows '160 hrs allocated' and '16 hrs logged'. A 'FILTER APPLIED' dropdown menu is visible. A red box highlights the 'Bulk Action (2 Items)' dropdown menu, which contains three options: 'Mark Timesheet as Attended', 'Mark Timesheet as Confirmed', and 'Mark as Absent'. A red arrow points from the text above to this menu. Below the menu is a table with columns: Agency, Shift, Attended Hours, Absent Reason, Confirmed, Comments, Status, and Action. The table contains two rows of data for 'Wagga Wagga Base Hospital: Emergency Department'.

Agency	Shift	Attended Hours	Absent Reason	Confirmed	Comments	Status	Action
Wagga Wagga Base Hospital: Emergency Department	AM	10.50	-	No	-		
Wagga Wagga Base Hospital: Emergency Department	AM	5.50	-	No	-		

Once you have confirmed the timesheet, it will be removed from your To Do list however remain in the Placement Schedule as Confirmed.

## Questions?

**InPlace Timesheet Support:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - Please type in the Subject line: Paramedicine Preceptor - InPlace Timesheet Support Required

**Student Placement Enquiries:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - Please type in the Subject line: Paramedicine Preceptor - Student Placement Query

**Student Learning Plan:** [FOSH-WPL@csu.edu.au](mailto:FOSH-WPL@csu.edu.au) - Please type in the Subject line: Paramedicine Preceptor - Learning Plan Required