

Surveys - Overview

The survey tool within InPlace allows us to capture information that we require regarding your placement. This may be used for several different requirements depending on your discipline for example: student objectives, work health and safety checklists, evaluation of placement, sign off etc.

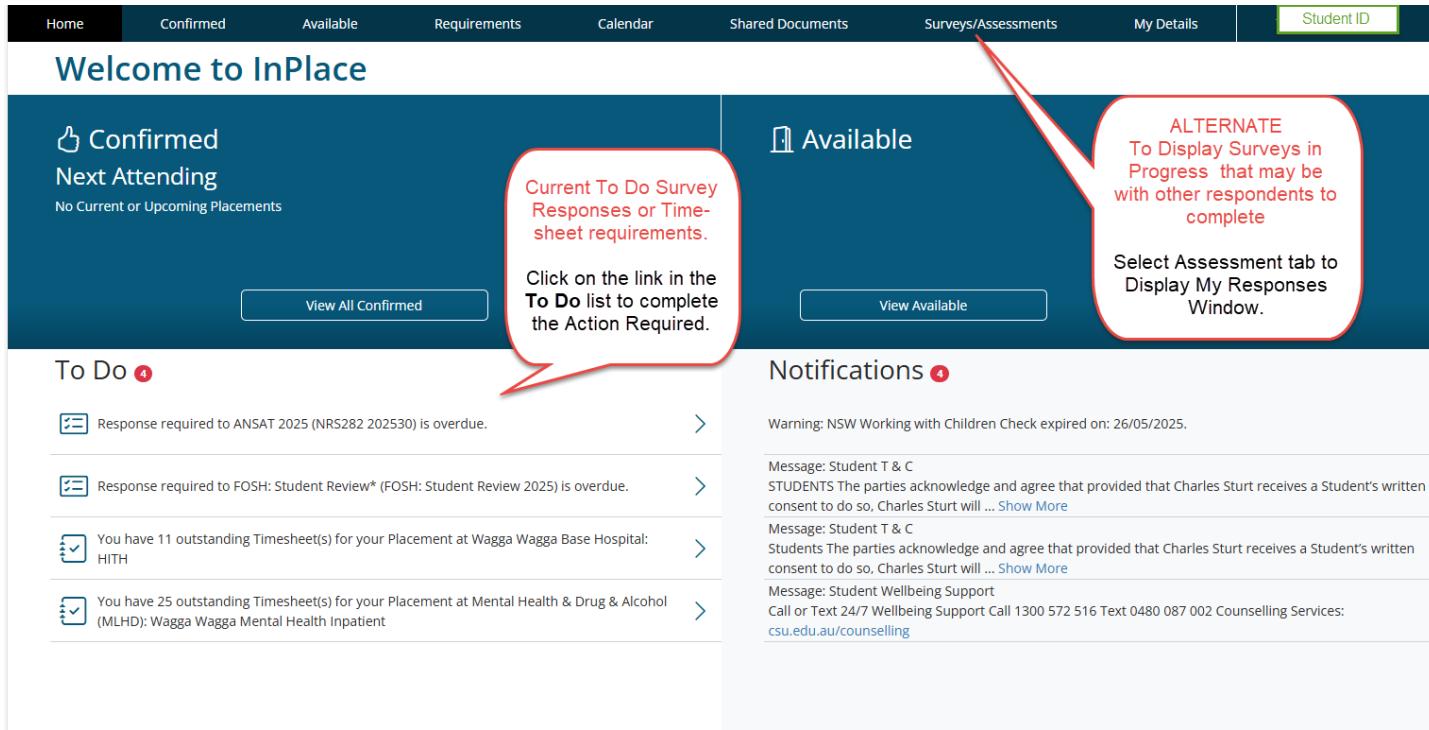
This quick reference guide will show you how to complete the surveys to meet the requirements of your placement.

Completing Surveys

You will be notified in two ways when you need to complete a survey for placement.

You will be notified by the workplace learning team that there is a survey attached to your placement/s and there will be an item in the **To Do** list on the **Home** page of InPlace when due.

1. To complete the survey, click on the **Survey** link in the **Response Required** widget located on the **Home** page



The screenshot shows the InPlace Student Guide 1 interface. At the top, there is a navigation bar with tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and Student ID (which is highlighted). Below the navigation bar, the main content area is titled "Welcome to InPlace".

Confirmed: Shows a "Confirmed" icon and "Next Attending" status with "No Current or Upcoming Placements". A button "View All Confirmed" is present.

Available: Shows an "Available" icon. A callout bubble points to the "To Do" list with the text: "Current To Do Survey Responses or Time-sheet requirements. Click on the link in the To Do list to complete the Action Required."

Surveys/Assessments: A callout bubble points to this section with the text: "ALTERNATE To Display Surveys in Progress that may be with other respondents to complete. Select Assessment tab to Display My Responses Window."

To Do: A list of tasks:

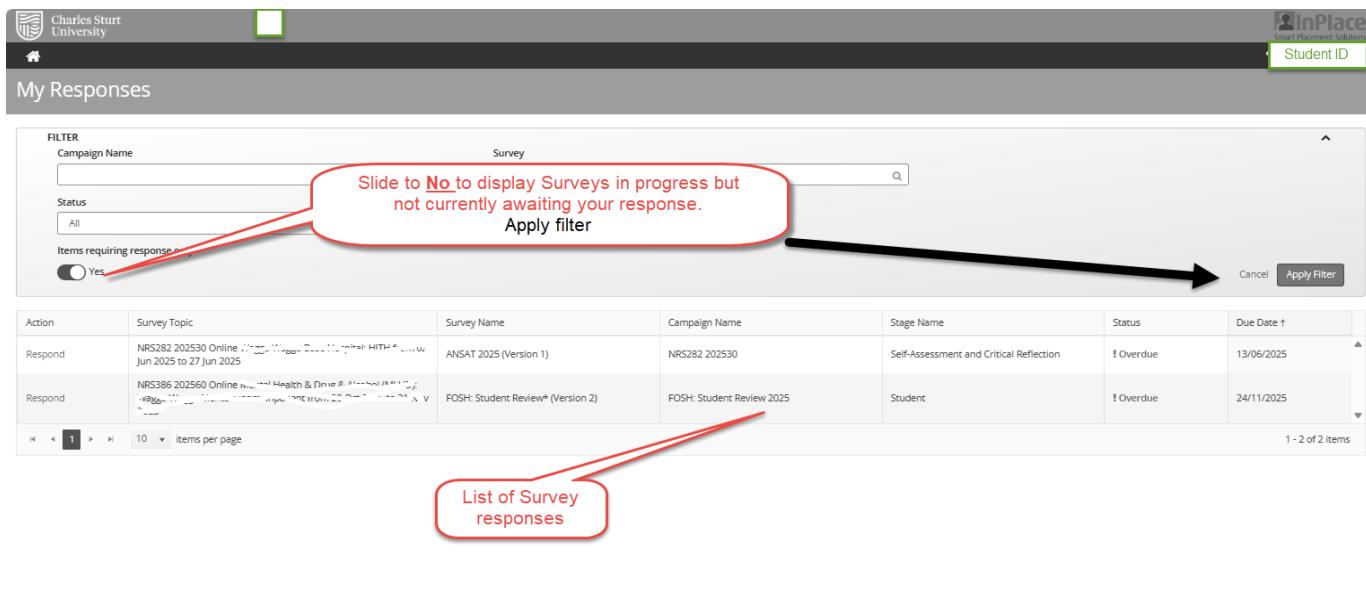
- Response required to ANSAT 2025 (NRS282 202530) is overdue.
- Response required to FOSH: Student Review* (FOSH: Student Review 2025) is overdue.
- You have 11 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: HITH
- You have 25 outstanding Timesheet(s) for your Placement at Mental Health & Drug & Alcohol (MLHD): Wagga Wagga Mental Health Inpatient

Notifications: A list of messages:

- Warning: NSW Working with Children Check expired on: 26/05/2025.
- Message: Student T & C STUDENTS The parties acknowledge and agree that provided that Charles Sturt receives a Student's written consent to do so, Charles Sturt will ... [Show More](#)
- Message: Student T & C Students The parties acknowledge and agree that provided that Charles Sturt receives a Student's written consent to do so, Charles Sturt will ... [Show More](#)
- Message: Student Wellbeing Support Call or Text 24/7 Wellbeing Support Call 1300 572 516 Text 0480 087 002 Counselling Services: csu.edu.au/counselling

2. Click on the survey link that appears in the **To Do** list and you will be taken to the **Response** screen which displays the survey that you need to complete. The look and feel of the survey will depend upon the placement you are completing and its requirements. It may have multiple choice answers, scales, short answer questions or sign off on a supervisor assessment etc.

3. To Display 'In Progress Surveys' you want to view that may be awaiting another users response select the **Surveys/Assessment** tab, slide the **Items requiring response only** button to **No** and **Apply Filter**



Slide to **No** to display Surveys in progress but not currently awaiting your response.

Apply filter

List of Survey responses

Action	Survey Topic	Survey Name	Campaign Name	Stage Name	Status	Due Date
Respond	NRS282 202530 Online Health & Wellbeing: Critical Health & Wellbeing Jun 2025 to 27 Jun 2025	ANSAT 2025 (Version 1)	NRS282 202530	Self-Assessment and Critical Reflection	! Overdue	13/06/2025
Respond	NRS386 202560 Online Health & Wellbeing: Critical Health & Wellbeing Jun 2025 to 27 Jun 2025	FOSH: Student Review# (Version 2)	FOSH: Student Review 2025	Student	! Overdue	24/11/2025

4. To complete the survey, answer all of the questions on the survey. If you haven't finished completing and wish to complete at another time, click on the **Save as Draft** button. The information you have entered will be saved and you can access the survey again through the **To Do** list.

5. When you have completed the survey, click on the **Submit Survey** button. **Note:** You can only click on the **Submit Survey** button when all compulsory questions have been answered. You will receive a message indicating that the assessment has been completed.



6. Once you have submitted the survey, it will be viewable to the workplace learning staff at the university. You will not be able to change the submitted information. If you make an error and wish to change after submitting contact the Workplace Learning team.

Note: When you have submitted the survey, you cannot make any changes to the survey, so do not click on the **Submit Survey** button until you are ready to submit the information to the university