

## 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.

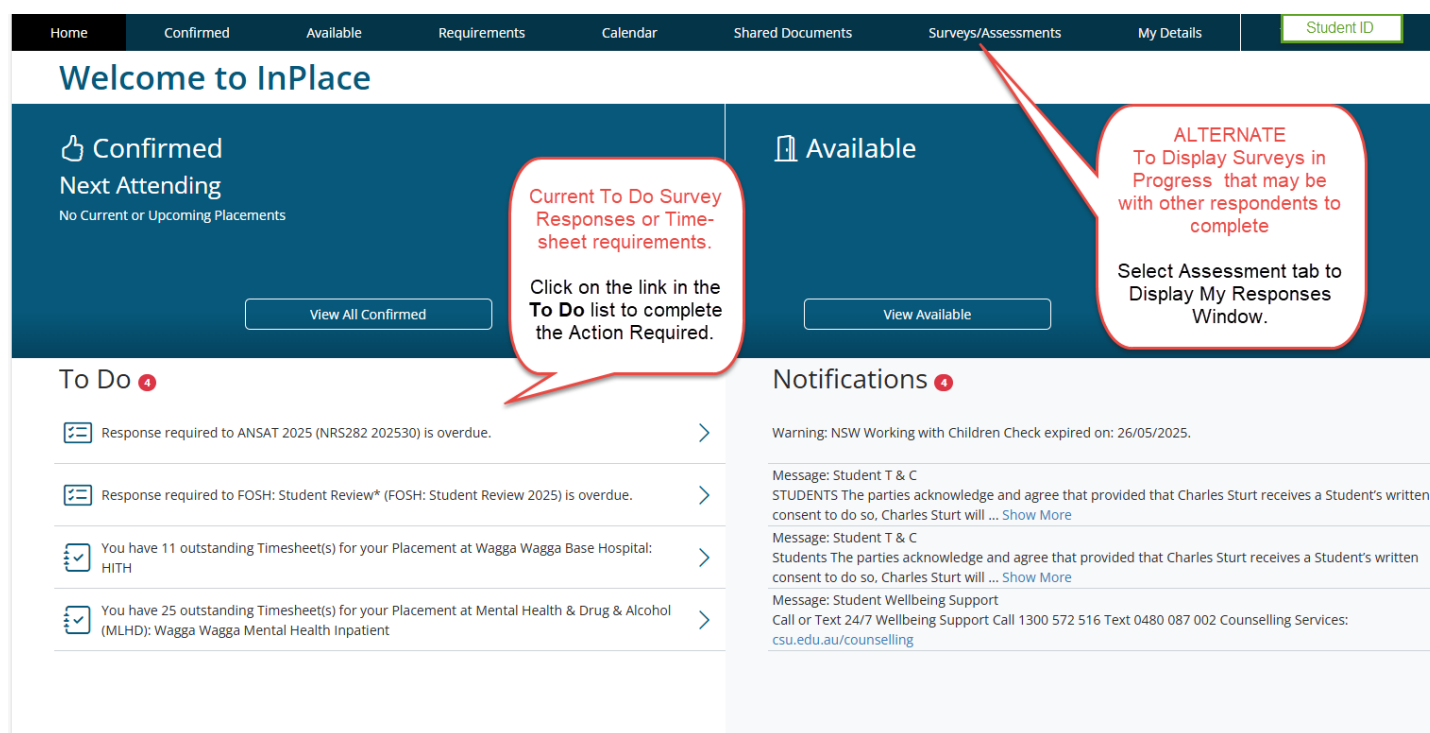
This quick reference guide will show you how to complete the surveys to meet the requirements of your placement.

## 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.

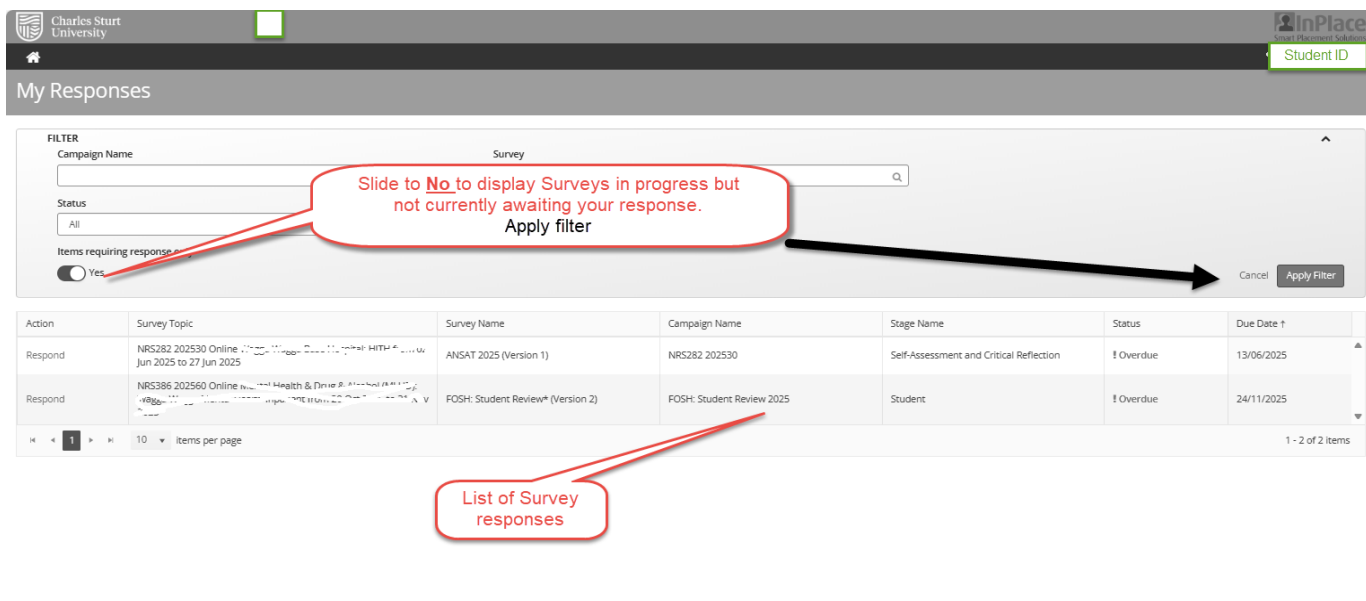
1. To complete the survey, click on the **Survey** link in the **Response Required** widget located on the **Home** page



The screenshot shows the InPlace Home page with a navigation bar at the top. The 'To Do' list on the left includes items like 'Response required to ANSAT 2025 (NRS282 202530) is overdue.' and 'You have 11 outstanding Timesheet(s) for your Placement at Wagga Wagga Base Hospital: HITH'. The 'Notifications' section on the right shows a warning about the NSW Working with Children Check and messages from Charles Sturt University. Two red callout boxes provide instructions: one points to the 'To Do' list item, stating 'Current To Do Survey Responses or Time-sheet requirements. Click on the link in the To Do list to complete the Action Required.'; the other points to the 'Available' section, stating 'ALTERNATE To Display Surveys in Progress that may be with other respondents to complete. Select Assessment tab to Display My Responses Window.'

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.

- 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**



My Responses

**FILTER**

Campaign Name

Status

Items requiring response ☒ Yes ☐ No

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

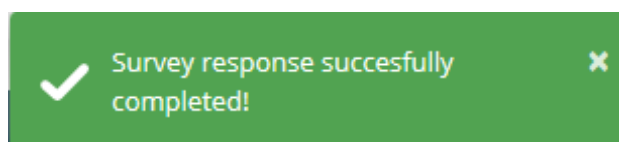
Cancel Apply Filter

Action	Survey Topic	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
Respond	NRS282 202530 Online Health & Driver Safety Review 2025 to 27 Jun 2025	ANSAT 2025 (Version 1)	NRS282 202530	Self-Assessment and Critical Reflection	! Overdue	13/06/2025
Respond	NRS385 202560 Online Health & Driver Safety Review 2025 to 27 Jun 2025	FOSH: Student Review* (Version 2)	FOSH: Student Review 2025	Student	! Overdue	24/11/2025

10 Items per page 1 - 2 of 2 items

List of Survey responses

- 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.
- 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.



- 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