



Charles Sturt
University

Student User Guide

InPlace Log Books

Division of Information Technology

Charles Sturt University - TEQSA Provider Identification:
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Overview

InPlace is a database that Charles Sturt uses to capture information about all the workplace learning experiences that you are involved in.

You will be required to access the system throughout the course of your study.

This user guide outlines how to track your experiences on placement using the InPlace Log Books feature.

Log book status

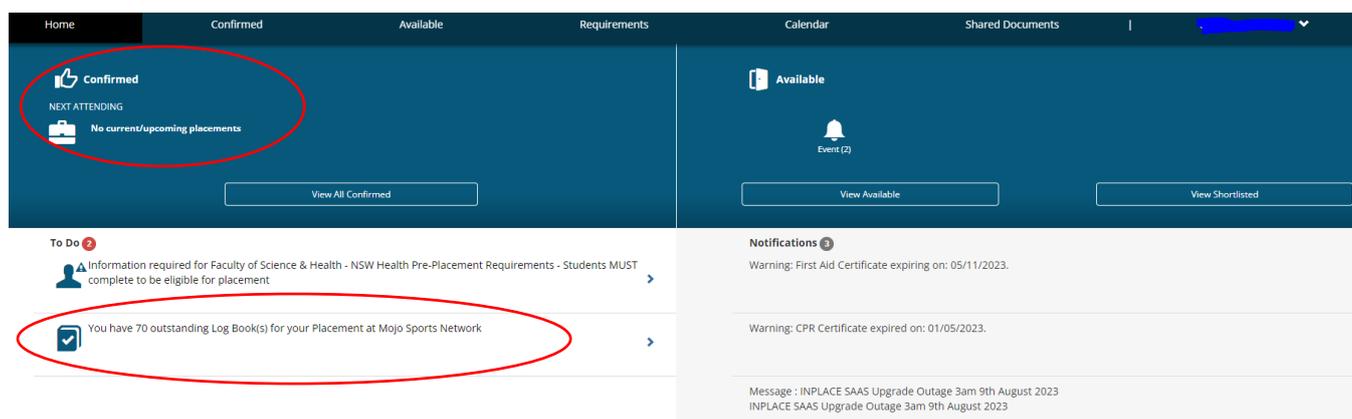
| Status | Description |
|------------------|---|
| Blank | No information has been entered in the log book. |
| Draft | Some details have been entered into the log book and saved for further editing. |
| Submitted | The log book has been submitted for approval. |
| Approved | The log book has been approved. |
| Revise | You are required to make revisions to your log book. |
| Withdrawn | You have withdrawn the log book to amend the details. <i>Note: You can only withdraw a log book that has a Submitted status.</i> |
| Finalised | The log book has been finalised by the placement coordinator. |

Managing log books

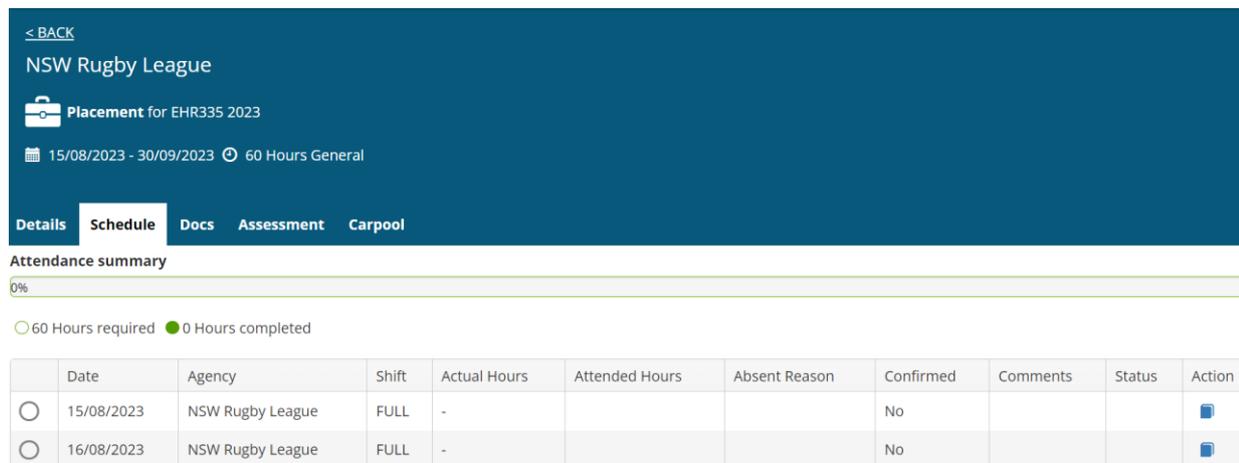
Access your log books

There are two ways to access your log books from your Home page:

1. Click on the placement in the Confirmed pane and select the Schedule tab
2. Click on the outstanding log books notification in your To Do list



You will be taken to the **Schedule** tab of the **Placement** page - This tab enables you to view all logbooks that you have completed or will need to complete for your current placement.



On this page you can see your placement details at the top and the following information about your log books:

- Dates and shift information (FULL, AM, PM, NIGHT, HALF)
- Number of hours attended
- Absent reason (if applicable)
- Whether the supervisor has confirmed your attendance
- Any comments
- The status of your log books

Action your log books

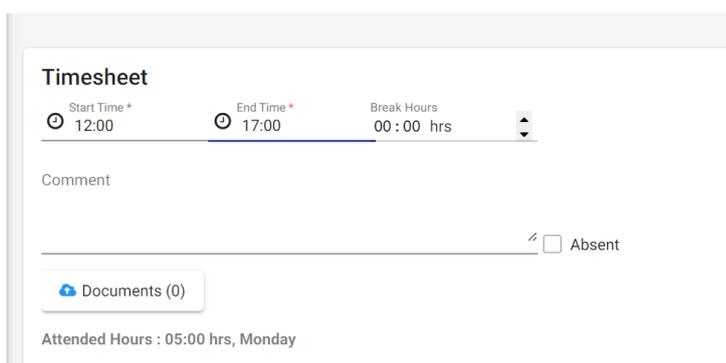
On the right is the **Action** column - Click on the  icon to view your log book where you can enter the hours you attended and add your activities and client information.

Log books are customised for different disciplines - This means log books may have different sections and fields.

Your log book is designed specifically for your course or program - You must complete each section.

1. Enter hours attended

- Add your start time and end time for the session
- Enter any break time
- Add a comment (if applicable)



The screenshot shows a 'Timesheet' form with the following fields: 'Start Time *' set to 12:00, 'End Time *' set to 17:00, and 'Break Hours' set to 00:00 hrs. There is a 'Comment' text area, an 'Absent' checkbox, and a 'Documents (0)' button. At the bottom, it shows 'Attended Hours : 05:00 hrs, Monday'.

Note: If you did not attend your placement or you were absent during any part of the day check the Absent box, enter the absent hours and add a comment.

2. Add your placement details

This section may vary depending on your discipline.

You should complete the fields that are in your log book, which may include details about the activities you completed during the session and information about the clients you worked with during the session.

Enter information in all fields, selecting from the drop down options available or entering numbers and text as required.



The screenshot shows a 'Session 1' form with two sections: '1 Placement logbook' and '2 Practicum Activities'. The 'Placement logbook' section has fields for 'Activity classification' (non-clinical client), 'Client detail' (Older Adult), 'Females' (2), and 'Males' (3). The 'Practicum Activities' section has fields for 'Activity Type *' (Delivery), 'Activity Details *' (Conduct a lifestyle management program), 'Additional Comment' (Example), and 'Activity Time *' (02:00 hrs). At the bottom, there are buttons for 'Next Day', 'Reset', 'Copy Session', 'Add Session', 'Save', and 'Submit'.

Note: Some drop down options may allow you to select more than one item

Add sessions to your log book

Every log book includes one session for you to complete.

You can add sessions to the log book which will allow you to record the activities you completed and clients you worked with in more detail.

- Click **Add Session** at the bottom of the page to add as many sessions as needed for a particular day.

Next Day ▶

Reset Copy Session **+ Add Session** Save Submit

Session 2

1 Placement logbook

Activity classification: Professional Development Client detail: Paediatrics (0 - 17) Females Males

Unspecified

2 Practicum Activities

Activity Type *: Other acceptable activities (60) Activity Details *: Data collection / analysis (including re... Additional Comment

Activity Time *: 03:00 hrs

Total Time: 03:00 hrs

- Use the session list on the left to open and edit the details for a particular session.

Lisa Quick (U), Simon Dowling (A)

70 Hours General

Aug 21, 2023

12:00 - 17:00

Total Time: 05:00 hrs

| | |
|------------------|------------------|
| Session 1 | 02:00 hrs |
| Session 2 | 03:00 hrs |

Session 2

1 Placement logbook

Activity classification: Professional Development Client detail: Paediatrics (0 - 17) Females Males

Unspecified

2 Practicum Activities

Rename a session

You can change the default session name to help identify individual sessions - This may be useful if you are adding multiple sessions for one day.

1. Highlight the session name e.g. Session 1
2. Enter the new name – there is a limit of 20 characters

Morning session 15 / 20

1 Placement logbook

Set a default session

If you are completing the same tasks during different sessions on the same day you can set a default session.

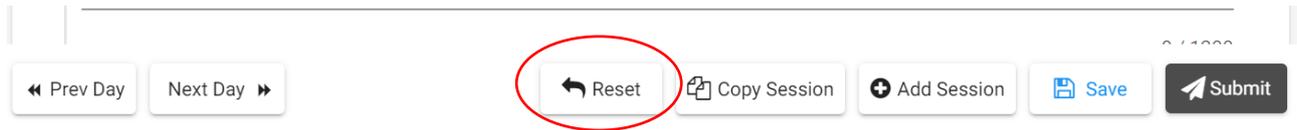
1. Enter all details for the session and hit Save at the bottom
2. Click the Set Default icon in the upper right corner of the session pane (this will only be visible after you click save)



3. Click Add Session – the default session details will be copied to the new session
4. Correct any incomplete fields or incorrect entries - these appear red

Reset a log book

Click Reset to reset your log book to its last saved state - This may be useful if you have made a mistake and want to undo any changes you made since you last saved your log book.



Copy a session

Use the Copy Session function to copy all details from a previous session or day.

1. Click Copy Session



2. Select the Log Book date and session you want to copy
3. Click Make a Copy

Copy session

Copying will replace any details you have already entered. Continue?

Select Log Book date

Aug 21, 2023

Select a session

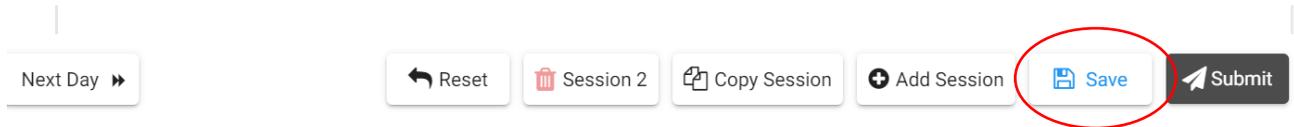
Session 2

[Cancel](#) **Make a Copy**

The selected session is copied to the session you are working on.

Save your log book

Click the Save button at any time to save changes to your log book.

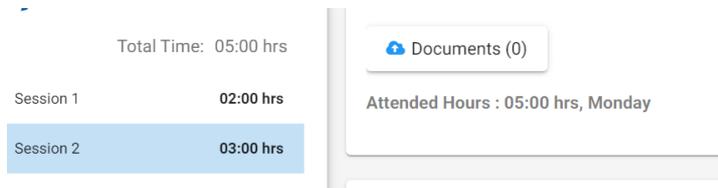


Note: InPlace automatically saves your log book every 30 seconds and every time you leave a log book.

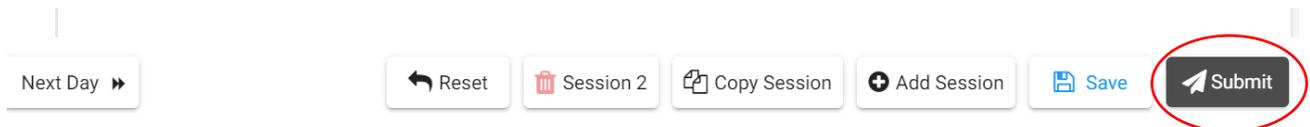
Submit your log book

After you have completed all of your session details for the day you can submit your log book to your supervisor and placement coordinator for approval.

1. Check that the session hours add up to the total attended hours



2. Add any additional comments about your placement
3. Click the submit button at the bottom



The log book for the next day will open.

You can choose to complete and submit multiple log books at the one time or click the Leave Log Book button to return to the list on the Schedule tab.



Withdraw a log book

If you submit a log book and then you need to make changes to it you can withdraw it.

1. Find the submitted log book you want to withdraw
2. Click the log book icon in the action column

| Date | Agency | Shift | Actual Hours | Attended Hours | Absent Reason | Confirmed | Comments | Status | Log Book |
|------------|----------------------------------|-------|--------------------|----------------|---------------|-----------|----------|-----------|---|
| 21/08/2023 | Made to Move Exercise Physiology | FULL | 12:00 PM - 5:00 PM | 5 | | No | | Submitted |  |

3. Click the Withdraw button at the bottom of the screen



Next steps

Once you have submitted a log book your supervisor/placement coordinator will receive a notification and will review your log book.

- If your log book is approved you will receive a message in your Notifications on your dashboard.
- If you need to revise your log book a notification will appear in your To Do list - You will need to amend your log book and resubmit it.
- You can view any supervisor/placement coordinator comments in the Assessment & Comments section of the log book.