



Student Review submission guide

for the Faculty of Business, Justice and Behavioural Sciences

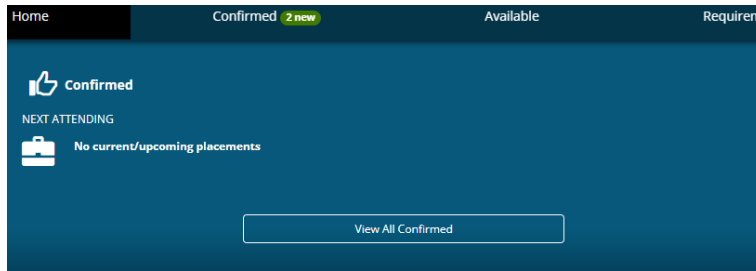
InPlace - InSight

The *InSight* module within InPlace handles the official *Student Review* submission for students in accounting, business, engineering, information technology, justice and psychology disciplines. This form collects information about your placement, fieldwork and internship experiences.

This submission guide will show you how to access the form.

Student review form details

1. **Log in** to InPlace which is best compatible with Microsoft Edge:
<https://myworkplacelearning.csu.edu.au>
2. The *Home* page will display.



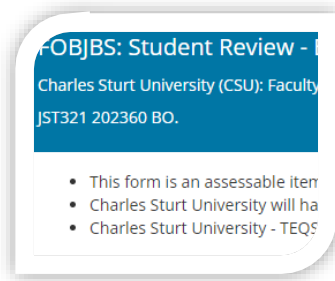
Date listed is when the Student Review access will close, so please ensure you submit beforehand.

3. **Click on** *Response required to FOBJBS: Student Review...* in the *To Do* list to open the *Student Review* for the relevant subject. Use scroll bars to navigate the form.

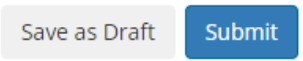
Note: If you can't see the **Response required to...** link at least the day before your end date advised on your placement application/agreement, contact the Work-integrated Learning team.

Note: All mandatory fields are marked with a **red asterisk*** and must be completed, otherwise the form won't submit.

4. **Complete** *FOBJBS: Student Review* form.



5. **Click** either of the buttons located at the bottom to *Save as draft* (to submit later) or *Submit* the form.



For further information, contact the Work-integrated Learning team:
FOBJBS-WPL@csu.edu.au