



Charles Sturt
University

Agency Personnel

InPlace Log Book User Guide

Division of Information Technology

Charles Sturt University - TEQSA Provider Identification:
PRV12018 (Australian University). CRICOS Provider: 00005F.

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About InPlace Log Books

InPlace log books are used to record, monitor and manage students' activities while on placement with an organisation.

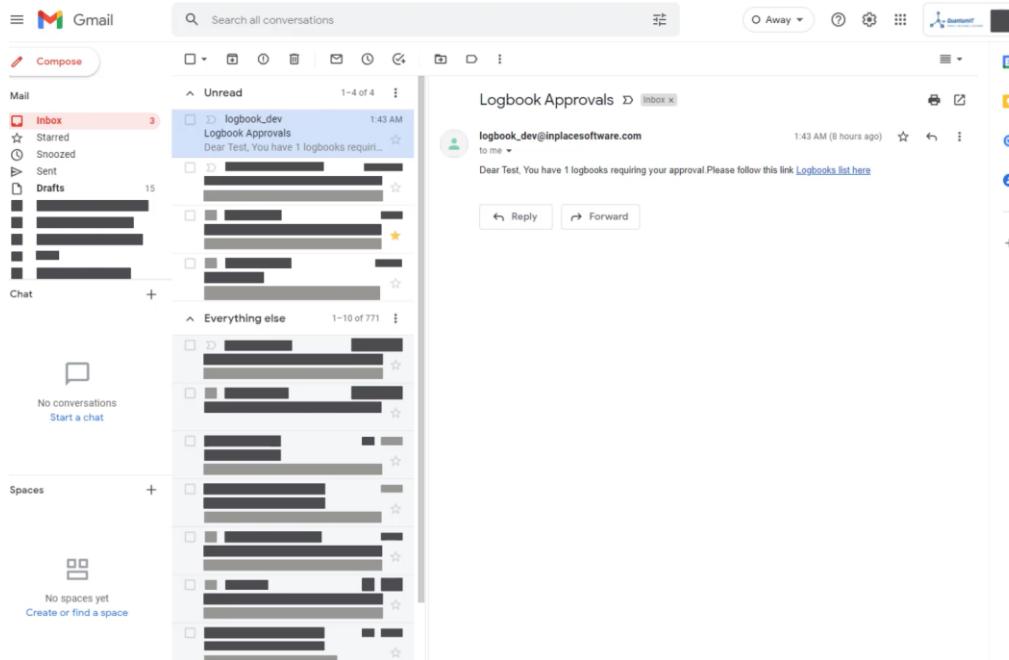
Log books can include information about:

- the clients the student interacted with on their placement
- the tasks the student completed with the client
- the length of time the student spent in each session
- any other circumstances the student encountered on placement.

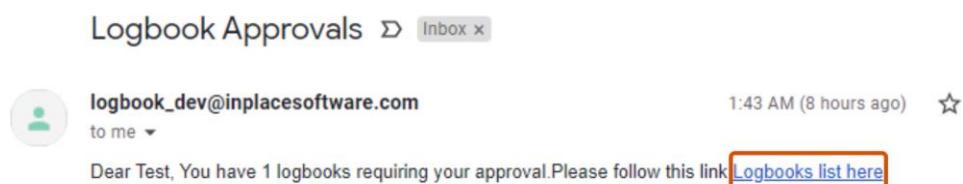
Actioning student log books

Access submitted log books

When a student submits their log book for approval, the InPlace system sends a “Logbook Approvals” email to the agency placement supervisor.



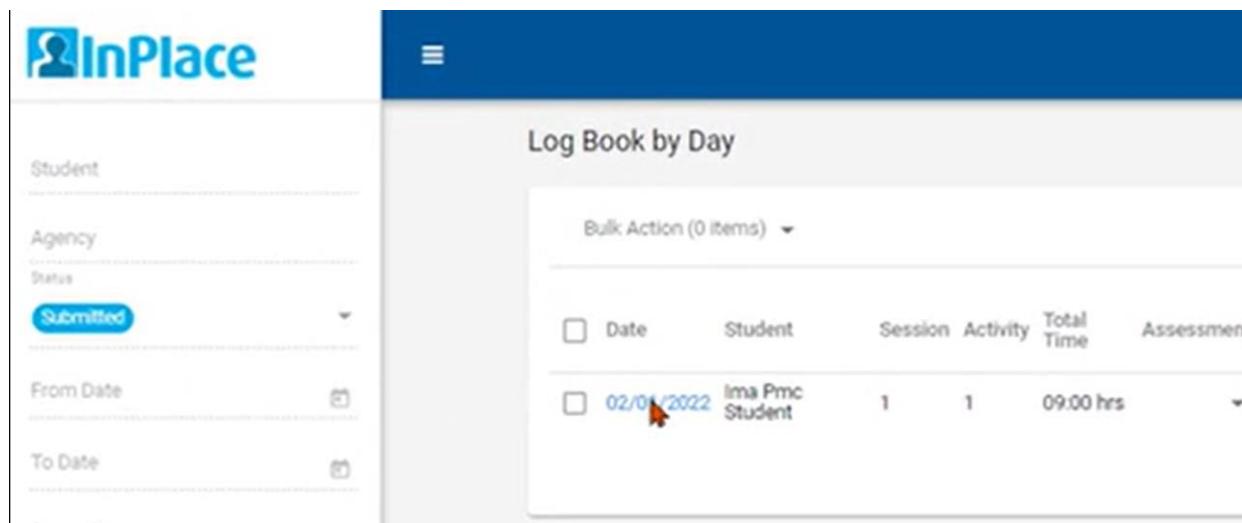
Click on the link in the email to open the submitted log book – This will take you to a list of student log books that are ready for approval.



Review log book details

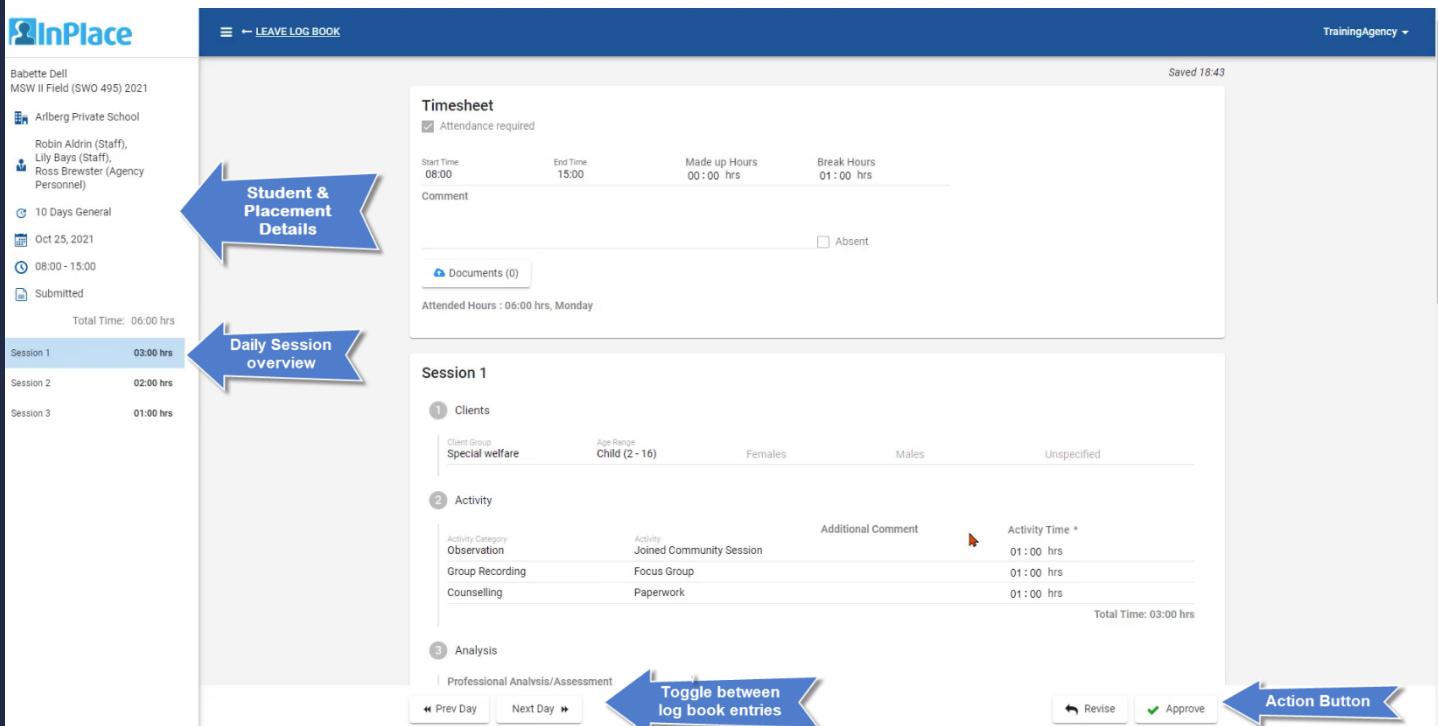
From the list of log books that are at submitted status:

1. Click on a date link in the list to open the log book for that day



Date	Student	Session	Activity	Total Time	Assessment
02/01/2022	Ima Pmc Student	1	1	09:00 hrs	

2. Review the information the student has entered in the log book – The student information and placement details are on the left section and the timesheet hours, client and activity details are on the right:
 - If there are multiple sessions for the same day these are displayed on the left below the placement details - Select each session to review the details specific to that session.
 - If there are multiple log books for a student you can toggle between the days using the buttons on the bottom left.



Session	Time
Session 1	03:00 hrs
Session 2	02:00 hrs
Session 3	01:00 hrs

3. Scroll down the page to the Assessment & Comments section - You may be required to provide assessment of the daily activities or simply asked to provide an optional comment.

InPlace ← LEAVE LOG BOOK TrainingAgency ▾

Babette Dell
MSW II Field (SWO 495) 2021

Arberg Private School
Robin Aldrin (Staff),
Lily Bays (Staff),
Ross Brewster (Agency Personnel)

10 Days General
Oct 25, 2021
08:00 - 15:00
Submitted

Total Time: 06:00 hrs

Session 1 03:00 hrs

Session 2 02:00 hrs

Session 3 01:00 hrs

Assessment & Comments

1 Supervisor Assessment

Advanced Competence
 Competent
 Emerging Competence
 Insufficient Progress
 Unacceptable Progress

2 Comments

Student Comment

Submitted: 03/22/2022 (TrainingStudent)
Approved: 03/21/2022 (afedders@quantumit.net)
Revised: 03/21/2022

Supervisor Comment
Great work!

Placement Coordinator Comment

0 / 1200
10 / 1200
0 / 1200

◀ Prev Day Next Day ▶

Revise Approve

Some logbooks may ask for daily Assessment

All logbooks allow supervisors to comment on the daily entries

Approve a log book

If the log book is complete and all details are correct click the Approve button at the bottom right - The log book will be sent to the Charles Sturt placement coordinator to be finalised.

Session 3 01:00 hrs

Submitted: 03/22/2022 (TrainingStudent)
Approved: 03/21/2022 (afedders@quantumit.net)
Revised: 03/21/2022

Supervisor Comment
Great work!

Placement Coordinator Comment

0 / 1200
11 / 1200
0 / 1200

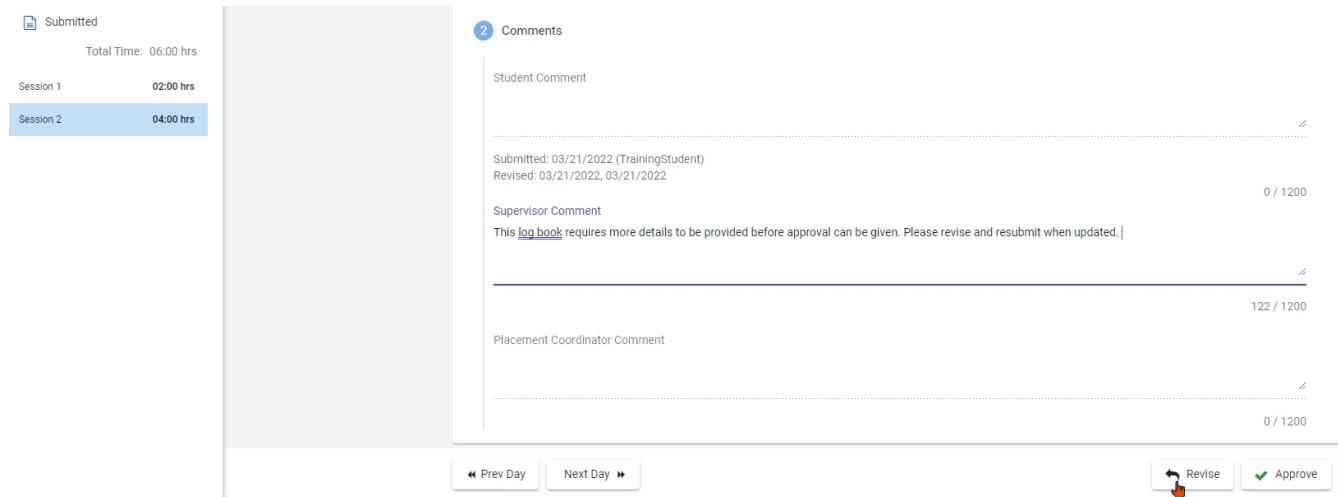
◀ Prev Day Next Day ▶

Revise Approve

Return a log book for revision

If the log book is incomplete or needs revisions click the Revise button at the bottom right - This will notify the student that they need to revise the log book and resubmit it for approval.

Once the student resubmits the log book it will return to the submitted status and be ready for review and approval.



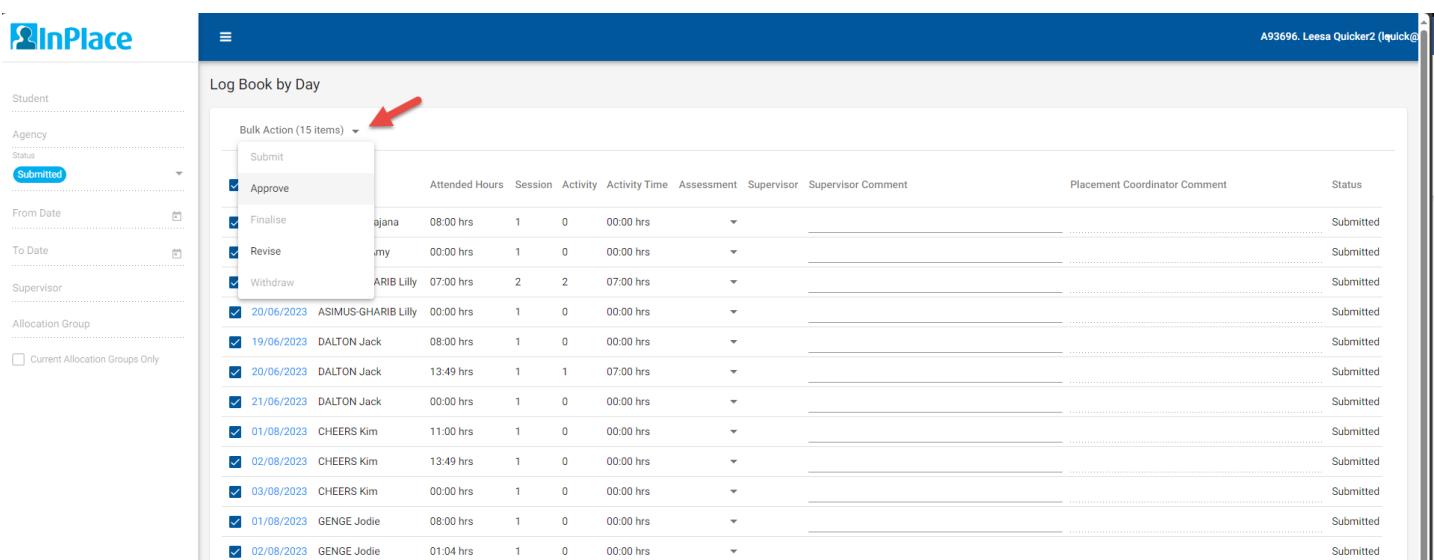
The screenshot shows a log book entry for two sessions. Session 1 is 02:00 hrs and Session 2 is 04:00 hrs, totaling 06:00 hrs. The 'Comments' section includes a 'Student Comment' and a 'Supervisor Comment' which states: 'This log book requires more details to be provided before approval can be given. Please revise and resubmit when updated.' The 'Placement Coordinator Comment' field is empty. At the bottom, there are buttons for 'Prev Day', 'Next Day', 'Revise' (with a red arrow pointing to it), and 'Approve'.

Bulk approve log books

Log books appearing in your list with the submitted status can be approved in bulk.

If you have reviewed the details of the log books and you are satisfied they are ready for approval:

1. Check the box to select each log book you want to approve
2. In the Bulk Action field select Approve



The screenshot shows a list of 15 log books. A red arrow points to the 'Bulk Action (15 items)' dropdown menu, which contains options: Submit, Approve, Finalise, Revise, Withdraw, and a date range (20/06/2023 to 02/08/2023). The log books are listed with columns for Name, Date, Attended Hours, Session, Activity, Activity Time, Assessment, Supervisor, Supervisor Comment, Placement Coordinator Comment, and Status. Most log books are in the 'Submitted' status.