



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.

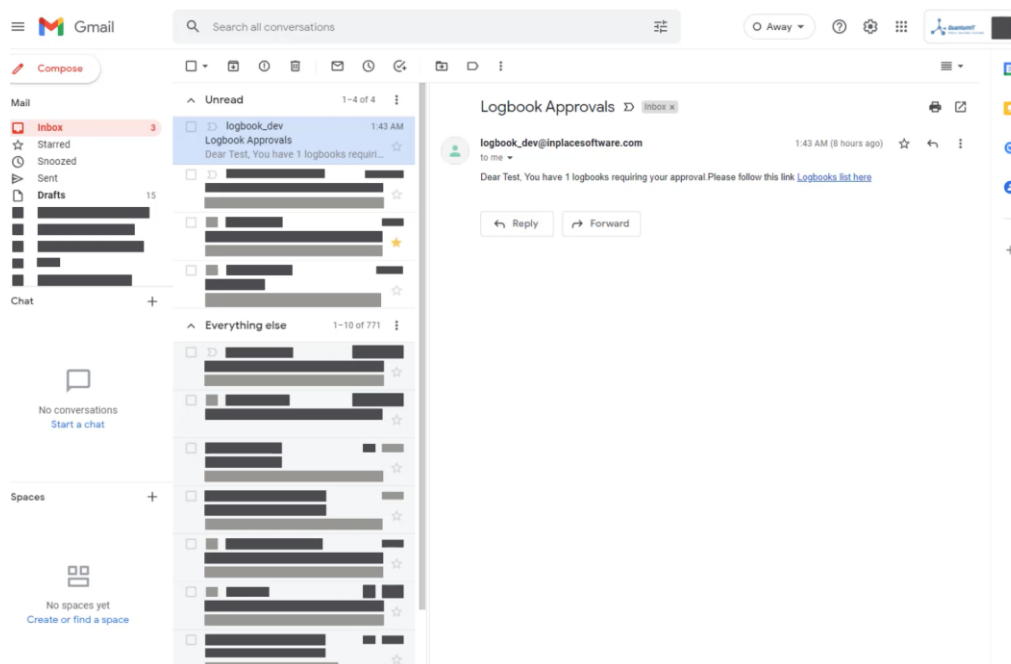
Log books can include information about:

- 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.

Logbook Approvals ▾ Inbox x



logbook_dev@inplacesoftware.com
to me ▾

1:43 AM (8 hours ago) ☆

Dear Test, You have 1 logbooks requiring your approval. Please follow this link [Logbooks list here](#)

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

InPlace

Student

Agency

Status
Submitted

From Date

To Date

Log Book by Day

Bulk Action (0 items)

<input type="checkbox"/>	Date	Student	Session	Activity	Total Time	Assessment
<input type="checkbox"/>	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.

InPlace

← LEAVE LOG BOOK

TrainingAgency

Saved 18:43

Babette Dell
MSW II Field (SWO 495) 2021

Arlberg 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

Student & Placement Details

Timesheet

☒ Attendance required

Start Time: 08:00, End Time: 15:00, Made up Hours: 00:00 hrs, Break Hours: 01:00 hrs

Comment

☐ Absent

Documents (0)

Attended Hours: 06:00 hrs, Monday

Daily Session overview

Session 1

1 Clients

Client Group: Special welfare, Age Range: Child (2 - 16), Females, Males, Unspecified

2 Activity

Activity Category: Observation, Activity: Joined Community Session, Additional Comment, Activity Time: 01:00 hrs

Group Recording: Focus Group, 01:00 hrs

Counselling: Paperwork, 01:00 hrs

Total Time: 03:00 hrs

3 Analysis

Professional Analysis/Assessment

◀ Prev Day, Next Day ▶

Toggle between log book entries

Revise, Approve

Action Button

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

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10 Days General

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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 0 / 1200

Great work!

Placement Coordinator Comment 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 0 / 1200

Great work!

Placement Coordinator Comment 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.

Submitted

Total Time: 06:00 hrs

Session 1 02:00 hrs

Session 2 04:00 hrs

2 Comments

Student Comment

Submitted: 03/21/2022 (TrainingStudent)
Revised: 03/21/2022, 03/21/2022

Supervisor Comment

This [log book](#) requires more details to be provided before approval can be given. Please revise and resubmit when updated.

Placement Coordinator Comment

Prev Day Next Day

Revise 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

InPlace

A93696, Leesa Quicker2 (lquicker@...)

Log Book by Day

Bulk Action (15 items)

Submit

Approve

Finalise

Revise

Withdraw

		Attended Hours	Session	Activity	Activity Time	Assessment	Supervisor	Supervisor Comment	Placement Coordinator Comment	Status
<input checked="" type="checkbox"/>	20/06/2023	ASIMUS-GHARIB Lilly	08:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	19/06/2023	DALTON Jack	08:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	20/06/2023	DALTON Jack	13:49 hrs	1	1	07:00 hrs				Submitted
<input checked="" type="checkbox"/>	21/06/2023	DALTON Jack	00:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	01/08/2023	CHEERS Kim	11:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	02/08/2023	CHEERS Kim	13:49 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	03/08/2023	CHEERS Kim	00:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	01/08/2023	GENGE Jodie	08:00 hrs	1	0	00:00 hrs				Submitted
<input checked="" type="checkbox"/>	02/08/2023	GENGE Jodie	01:04 hrs	1	0	00:00 hrs				Submitted