



User Guide

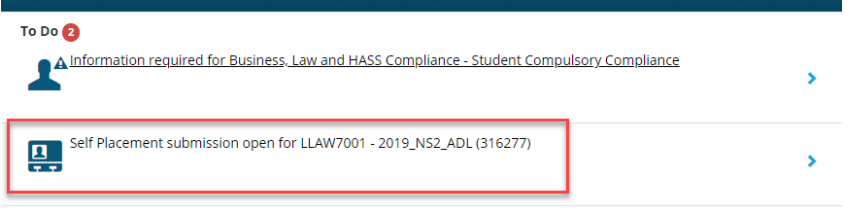
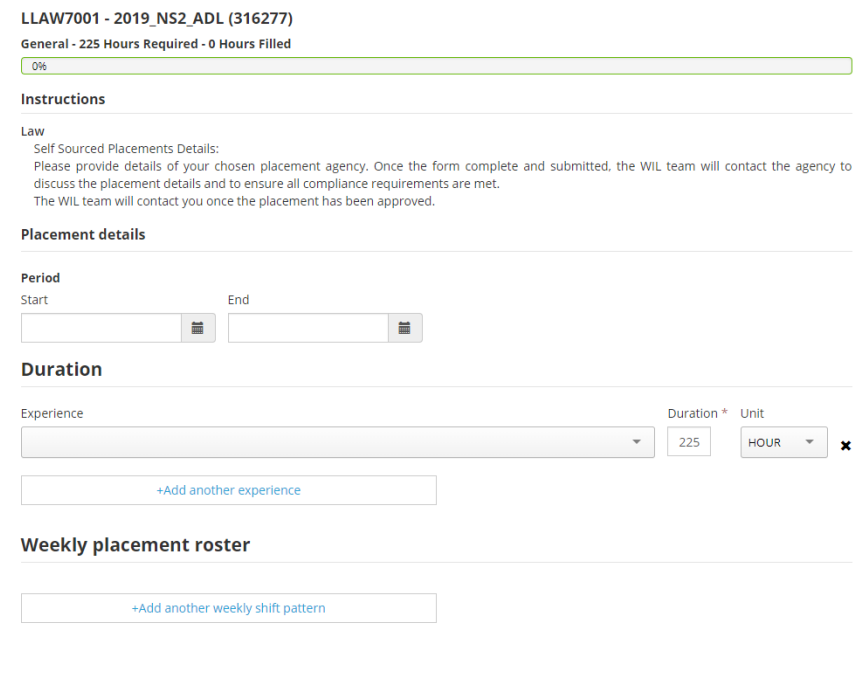
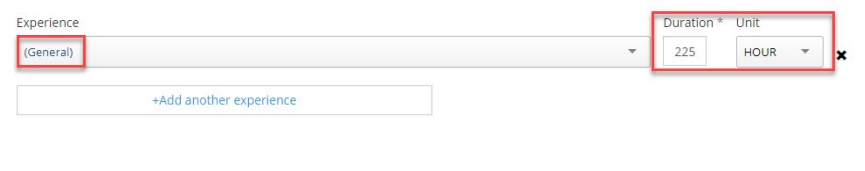
Student: InPlace Self Placement

For further information or to update this document contact:
InPlace Project Team

Contents

- Step 1: Self Placement Submission 3
- Step 2: Self Placement Feedback and Approval 5
- Step 3: Viewing your placement details 6

Step 1: Self Placement Submission

Action	Details
<p>Log on to InPlace via your Okta dashboard.</p> <p>In the TO DO list click on the Self Placement submission link.</p>	 <p>To Do 2</p> <ul style="list-style-type: none"> Information required for Business, Law and HASS Compliance - Student Compulsory Compliance Self Placement submission open for LLAW7001 - 2019_NS2_ADL (316277)
<p>Enter the details of your placement into the online form.</p>	 <p>LLAW7001 - 2019_NS2_ADL (316277) General - 225 Hours Required - 0 Hours Filled</p> <p>0%</p> <p>Instructions</p> <p>Law Self Sourced Placements Details: Please provide details of your chosen placement agency. Once the form complete and submitted, the WIL team will contact the agency to discuss the placement details and to ensure all compliance requirements are met. The WIL team will contact you once the placement has been approved.</p> <p>Placement details</p> <p>Period Start: <input type="text"/> End: <input type="text"/></p> <p>Duration</p> <p>Experience: <input type="text"/> Duration: <input type="text" value="225"/> Unit: <input type="text" value="HOUR"/></p> <p>+Add another experience</p> <p>Weekly placement roster</p> <p>+Add another weekly shift pattern</p>
<p>Experience: Select General from the drop down box</p> <p>Duration: Do not update</p> <p>Unit: Do not update</p>	 <p>Experience: <input type="text" value="(General)"/> Duration: <input type="text" value="225"/> Unit: <input type="text" value="HOUR"/></p> <p>+Add another experience</p>

Weekly placement roster:

Your weekly roster can be added (not mandatory).

Click **+Add another weekly shift pattern**.

Enter the Start and End times using the following format

Example - Start time: 08:00

Click **+Add another weekly shift pattern** to populate your entire placement roster.

***NOTE:** This information will show in your InPlace calander view when your Self Placement submission is approved. (See Step 3 for details)

Weekly placement roster

+Add another weekly shift pattern

Weekly placement roster

Week 1 ✕	None	AM	PM	Full Day	Half Day	Shift	Night	Start / End Time	Start	End
Sun	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Mon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		08:00	16:00
Tue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		10:00	15:30
Wed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Thu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		08:00	16:00
Fri	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Sat	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

+Add another weekly shift pattern

Agency Details:

Add the Agency and Agency Contact details working down the form.

Agency Contact = primary contact staff member at the agency

Contact Person = Supervisor

Agency details

Agency name *

Email

Business phone

Address

Country

State

Unit number

Street number and name

Suburb

Post Code



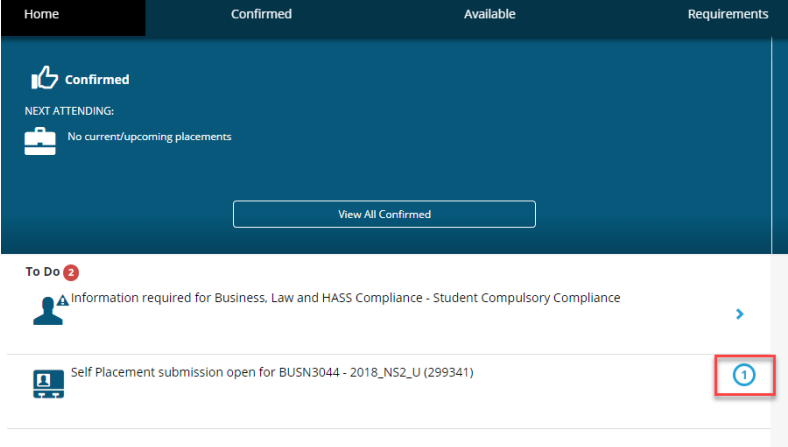
Upload any required documentation.

Law Agency Information Form

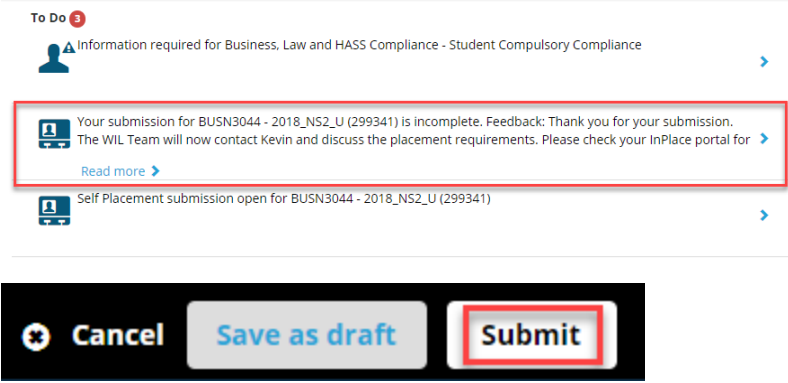
Please upload your Agency Information Form (*NOTE: Supervisor signature required)

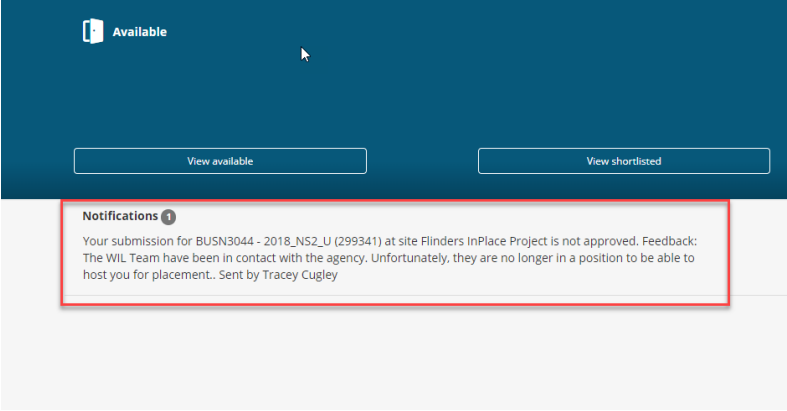
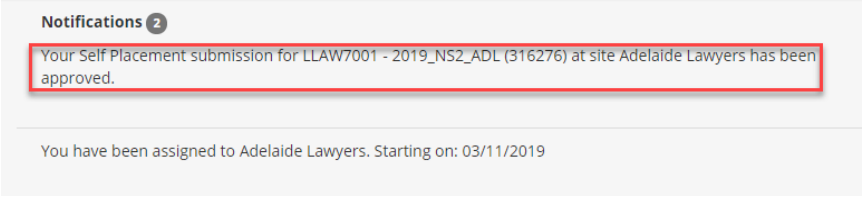
Attachment

Select or drag a file

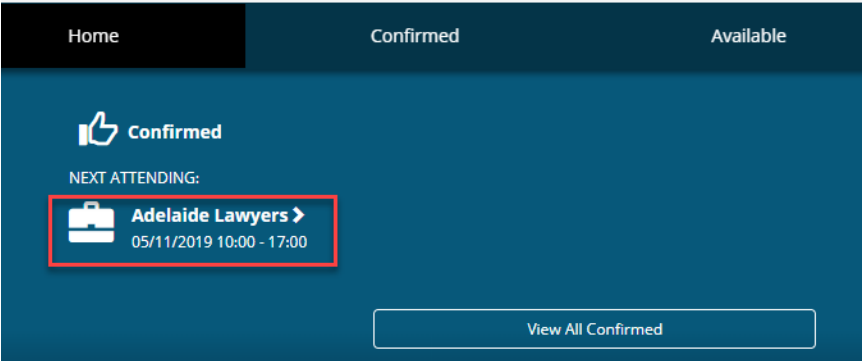
<p>Use the Save as draft button if you wish to complete and submit the form later.</p>	
<p>Use the Submit button once you have completed your online self placement form.</p>	
<p>Once you have submitted, you will be able to see the number of submissions under the To Do heading.</p> <p>Students can submit multiple Self Placement submissions.</p>	

Step 2: Self Placement Feedback and Approval

Action	Details
<p>Incomplete feedback:</p> <p>You will receive an email asking you to log onto InPlace to view a new message which outlines what part of your application is incomplete. The message is visible under your TO DO heading.</p> <p>Click on the link to update the required information and click the Submit button.</p>	

<p>Not Approved:</p> <p>You will receive an email asking you to log onto InPlace to view a new message which outlines why your placement application has been unsuccessful. The message is visible on your TO DO list.</p> <p>If you have any questions regarding why your placement was not approved, please contact your relevant WIL team for details and to discuss the next steps.</p>	 <p>The screenshot shows the 'Available' page with two buttons: 'View available' and 'View shortlisted'. A notification box is highlighted with a red border, containing the text: 'Notifications 1 Your submission for BUSN3044 - 2018_NS2_U (299341) at site Flinders InPlace Project is not approved. Feedback: The WIL Team have been in contact with the agency. Unfortunately, they are no longer in a position to be able to host you for placement. Sent by Tracey Cugley'.</p>
<p>Approved/Confirmed:</p> <p>Once your placement has been approved you will receive an email asking you to log onto InPlace to view a new message. A message will appear in the Notification list that your placement has been approved.</p>	 <p>The screenshot shows the 'Notifications' page with two notifications. The first notification is highlighted with a red border and reads: 'Notifications 2 Your Self Placement submission for LLAW7001 - 2019_NS2_ADL (316276) at site Adelaide Lawyers has been approved.' The second notification reads: 'You have been assigned to Adelaide Lawyers. Starting on: 03/11/2019'.</p>

Step 3: Viewing your placement details

Action	Details
<p>Click on the placement name to view your new placement details.</p>	 <p>The screenshot shows the 'Confirmed' page with a navigation bar containing 'Home', 'Confirmed', and 'Available'. Below the navigation bar, there is a 'Confirmed' status indicator and a 'NEXT ATTENDING:' section. A notification for 'Adelaide Lawyers' is highlighted with a red border, showing the date and time: '05/11/2019 10:00 - 17:00'. A 'View All Confirmed' button is visible at the bottom.</p>

The details of your placement will be visible on this page.

Adelaide Lawyers
 Placement for LLAW7001 - 2019_N52_ADL (316276)
 03/11/2019 - 10/01/2020 225 Hours General

Details Schedule Docs Assessment Carpool

Map Satellite
 80 Angas Street, ADELAIDE, SA, 5000, AUSTRALIA

Agency Address
 80 Angas Street, ADELAIDE, SA, 5000, AUSTRALIA

Agency Phone
 [Redacted]

Agency Email
 [Redacted]@adelaide-lawyers.com.au

Agency Website
<http://adelaidelawyers.net.au>

Contacts
 Mr. [Redacted]
 Supervisor

Calendar view:

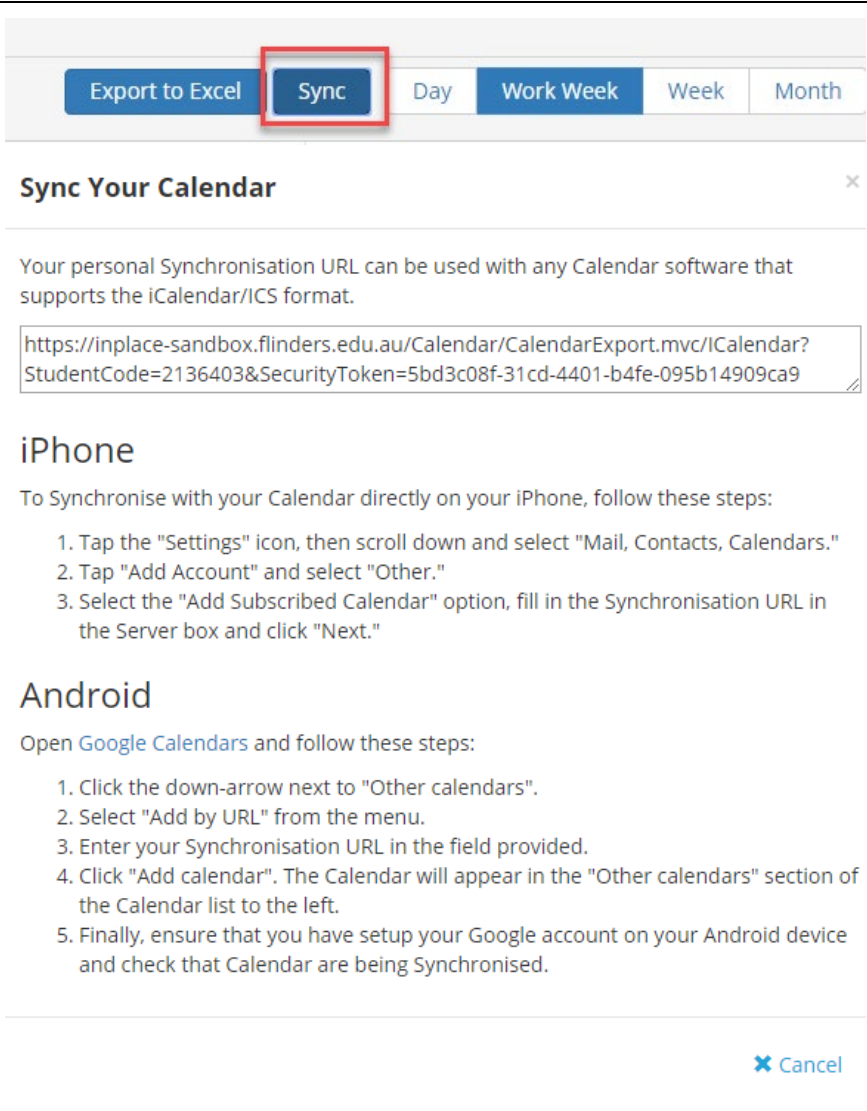
If you chose to submit a weekly placement roster in your application, you will now see your timetable by clicking on **Calendar**.

Scroll through the weeks to see your placement roster.

Available Requirements **Calendar** Shared Documents

	04/11/2019	05/11/2019	06/11/2019	07/11/2019
all day				
7:00 AM				
8:00 AM				
9:00 AM				
10:00 AM		10:00 - 12:00 Adelaide Lawyers - Grace Hensel - Confirmed	10:00 - 12:00 Adelaide Lawyers - Grace Hensel - Confirmed	09:00 - 15:00 Adelaide Lawyers - Grace Hensel - Confirmed
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				

To sync your placement timetable to your phone click the **Sync** button for instructions.



The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Export to Excel', 'Sync', 'Day', 'Work Week', 'Week', and 'Month'. The 'Sync' button is highlighted with a red rectangular box. Below the navigation bar is a dialog box titled 'Sync Your Calendar' with a close button (X) in the top right corner. The dialog contains the following text:

Your personal Synchronisation URL can be used with any Calendar software that supports the iCalendar/ICS format.

`https://inplace-sandbox.flinders.edu.au/Calendar/CalendarExport.mvc/ICalendar?StudentCode=2136403&SecurityToken=5bd3c08f-31cd-4401-b4fe-095b14909ca9`

iPhone

To Synchronise with your Calendar directly on your iPhone, follow these steps:

1. Tap the "Settings" icon, then scroll down and select "Mail, Contacts, Calendars."
2. Tap "Add Account" and select "Other."
3. Select the "Add Subscribed Calendar" option, fill in the Synchronisation URL in the Server box and click "Next."

Android

Open [Google Calendars](#) and follow these steps:

1. Click the down-arrow next to "Other calendars".
2. Select "Add by URL" from the menu.
3. Enter your Synchronisation URL in the field provided.
4. Click "Add calendar". The Calendar will appear in the "Other calendars" section of the Calendar list to the left.
5. Finally, ensure that you have setup your Google account on your Android device and check that Calendar are being Synchronised.

At the bottom right of the dialog, there is a blue 'X Cancel' button.