

InPlace QuickStart Guide for All Graduate Students

Updated April 5, 2023

The College of Nursing and Health Sciences uses “InPlace,” a clinical placement information system, to manage the processes required for clinical education including all necessary facility contracts, preceptor information, clinical logs, and your placement evaluations. You will use InPlace to

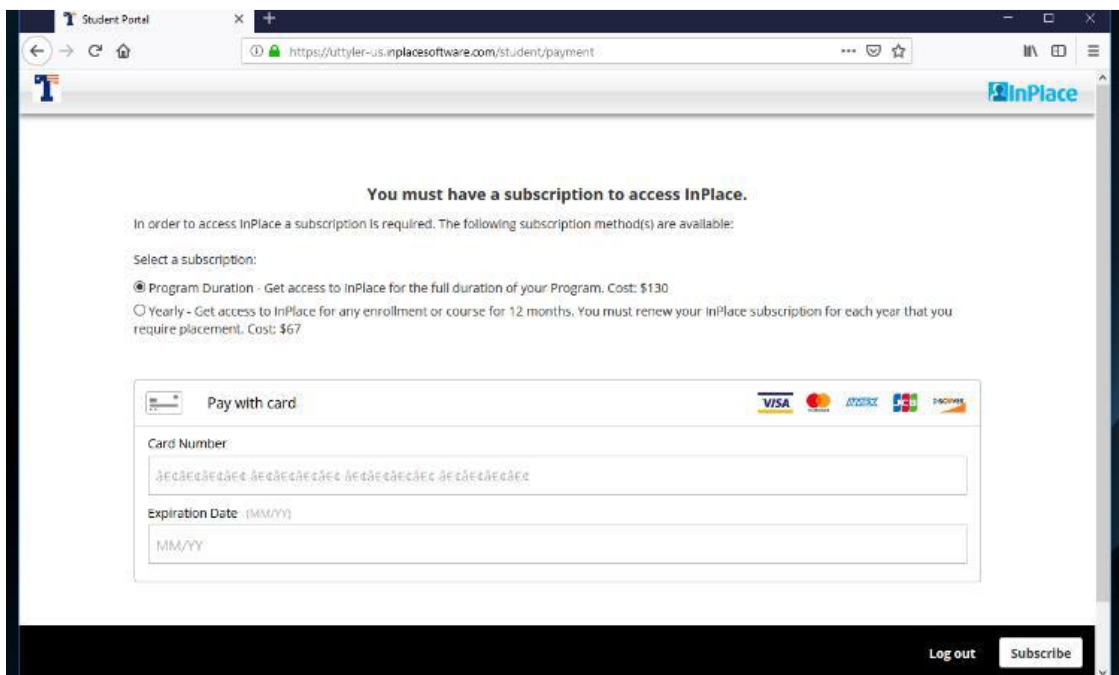
1. Complete the preceptor and facility request process
2. Record your clinical experiences per the requirements of your program
3. Review your preceptor's evaluation of your clinical experience
4. Complete an evaluation of your preceptor(s) and clinical site(s)

The following QuickStart Guide will help you get started.

Accessing InPlace

NOTE: You will need to have an InPlace subscription. You can either buy this through the bookstore, or directly through InPlace. While we recommend the lifelong subscription (which gives you access for life for any UT Tyler programs), you should buy one that will at least last the length of your current degree program. **Please note that you will need to access InPlace at a minimum of one semester before the semester of your first clinical course.** This is because we InPlace to manage your placement, including facility and preceptor agreements, etc.

1. Log on to your myUTTyler account (not 100% necessary but it makes things easier)
2. Open web browser (Chrome preferred) and go to <https://uttyler-us.inplacesoftware.com>
3. You must have an InPlace license purchased either through the UT Tyler bookstore or from the vendor. You should be logged in automatically if you have purchased a license through the UT Tyler bookstore. If you have not, the first time you try to log on you will see this screen



4. This is a secure purchasing site for you to purchase your license directly from the vendor.

Using InPlace – Logbook

Note: There are different logbooks for each nursing program. If there are specific training on your program's logbook, please review those documents as well. This Quick Start Guide covers the basics for all programs.

The screenshot shows the InPlace dashboard with a dark blue header containing navigation tabs: Home, Placements, Available, Requirements, Calendar, Shared Documents, and a user dropdown (cpedu). The main content area is divided into two columns. The left column, titled 'Placements', shows 'NEXT ATTENDING: Methodist - TEST AGENCY' with dates '08/01/2019 - 10/31/2019' and a 'View All Placements' button. A red arrow points to the agency name with a callout: 'Click here if there are no To Do items'. The right column, titled 'Available', has 'View available' and 'View shortlisted' buttons. Below the placements, a 'To Do' section shows 'You have 1 outstanding Log Book(s) for your Placement at Methodist - TEST AGENCY.' with a red arrow pointing to a link and a callout: 'If you have a To Do you can click here to go to Logbook'. A 'Notifications' section shows '0' notifications.

The screenshot shows the 'Methodist - TEST AGENCY' placement details page. The header includes the agency name, a brief description 'Placement for NURS 5329 - NURSE EDUCATOR ROLE STRATEGIES - (2198) 2019 Fall EDUC', and dates '08/01/2019 - 10/31/2019' with '83 Hours Practicum experience'. Below the header are tabs: Details, Schedule, Docs, and Assessment. A red arrow points to the 'Schedule' tab with a callout: 'Click on Schedule to enter a new logbook entry'. Below the tabs is a map of the agency location, followed by the 'Agency Address' '2700 E. Broad ST, Tyler, Texas, 76063, UNITED STATES' and a section for 'Additional Agency details'.

The screenshot shows the logbook entry page for 'Methodist - TEST AGENCY'. It includes the same header and tabs as the previous screenshot. Below the tabs is an 'Attendance summary' bar showing '79%'. A table displays logbook entries with columns: Date, Agency, Shift, Attended Hours, Absence Explanation, Confirmed, Comments, Status, and Action. The first entry is for '08/01/2019' at 'Methodist - TEST AGENCY' with a shift of '09:00 - 17:00', '7' hours, and a status of 'Draft'. A red arrow points to the 'Draft' status with a callout: 'Your instructor won't see a Draft - you must submit your entry'. Below the table is a 'Add Day to Schedule' button. A red arrow points to the 'Add Day to Schedule' button with a callout: 'Click here to make a new log entry'. Another red arrow points to the 'Draft' status with a callout: 'Click here to open an existing entry'.

Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
08/01/2019	Methodist - TEST AGENCY	09:00 - 17:00	7		No		Draft	

NOTE: you cannot document in a logbook until the current date. If you add a date for next week, you won't see the logbook symbol until that date arrives.

Example:

- It's 1/13/XX
- You click on "Add Day to Schedule"
- You add a day you are going to spend with your preceptor for 1/15/20XX
- You won't see the logbook symbol to enter information about that day's activities until 1/15/20XX

The screenshot shows the InPlace 'LEAVE LOG BOOK' interface. On the left sidebar, user information for 'Test Admin' is displayed, including their role and agency. The main area is titled 'Timesheet' and contains fields for 'Start Time' (09:00), 'End Time' (17:00), and 'Break Hours' (01:00 hrs). A red arrow points to the 'Break Hours' field with a callout box stating 'Enter start and end times for entry (session)'. Below these fields is a 'Comment' section and an 'Absent' checkbox. A 'Documents (0)' button is also present, with a callout box stating 'You can attach documents if needed'. The 'Total Time' is shown as 07:00 hrs. Below the timesheet is a 'Session 1' section with an 'Activity' dropdown menu. The selected activity is 'Practicum' in a 'Clinical Environment'. The 'Activity Time' is set to 07:00 hrs. A callout box states 'Talk with your instructor if you have questions about content - note different classes may have different log books'. At the bottom right of the session section, a callout box states 'You can Save (as Draft) or Submit so your instructor can see it.' The bottom of the interface features buttons for 'Reset', 'Copy Session', 'Add Session', 'Save', and 'Submit'.

General Help

General InPlace help is found from the student home page top right – click on arrow next to your name.

