Processing in Bulk

Additional bulk functions available in InPlace that allow enhanced minimise administration by carrying out the following functions in bulk:

- Student (pre)enrolments
- Placement agencies
- Placement Start and End dates
- Placement Schedule times
- Placement Status
- Placement Results
- Document Uploads, notes and comments

The bulk updates are accessed from **Placement > Placement > Bulk Action**

Note: WIL Champions already have bulk access. WIL practitioners need the* ***Bulk Operations* *add on role (this can be requested through the InPlace Business User Support Team).*

1. Pre-Enrol Multiple Students into a Course Offering

Student Administration Management System (SAMS) and Student Registration System (SRS-Vietnam) enrolments are automatically uploaded into InPlace on a nightly basis.

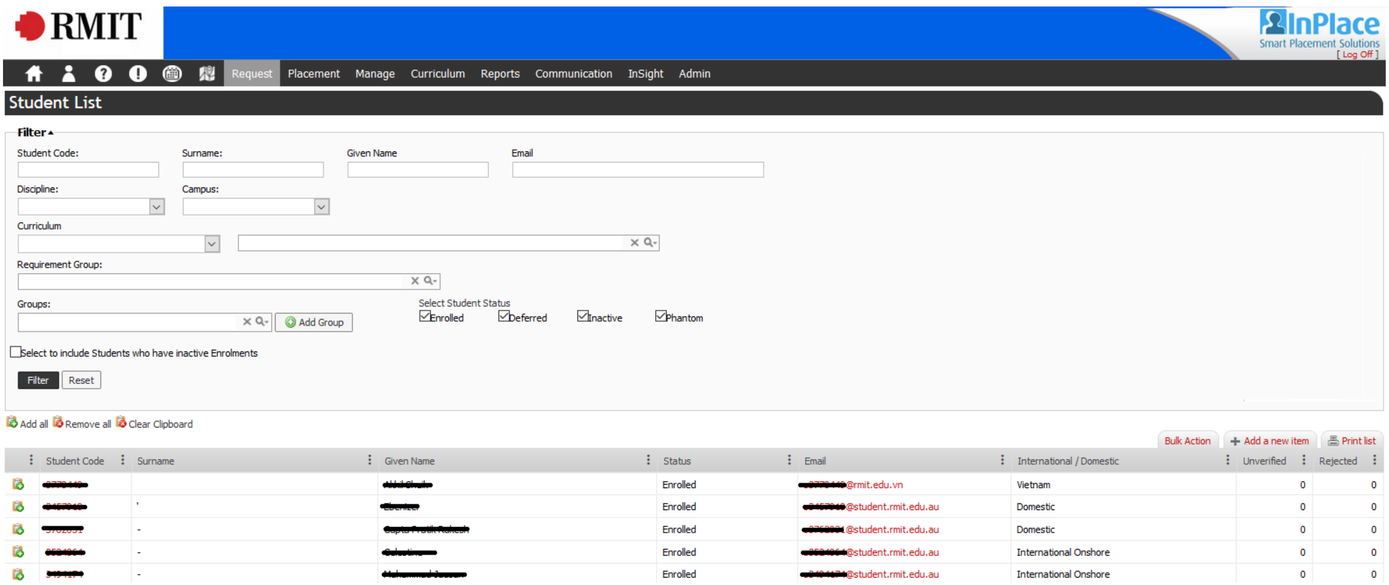
Occasionally a Student may need to be “placed” within the InPlace system before they are officially enrolled in the course offering in SAMS, requiring a pre-enrolment.

This is the equivalent of a temporary or “dummy” enrolment.

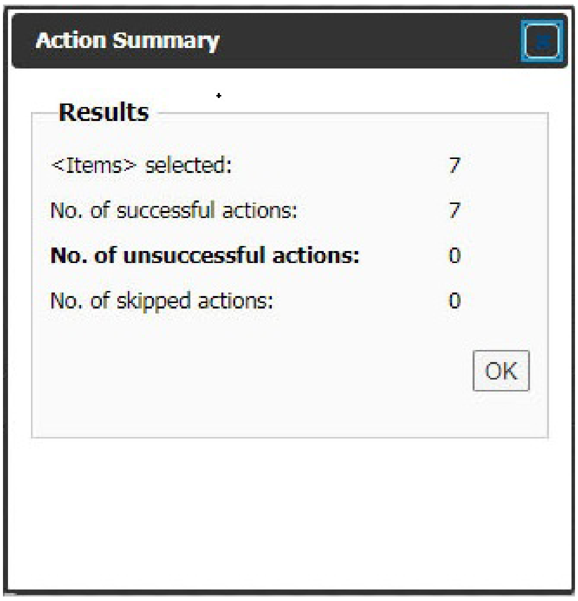
Actions such as pre-enrolments are accessed from **Manage>Student>Bulk Action** menu.

Pre-enrol multiple students into a Course Offering:

Navigate to **Manage** > **Student**



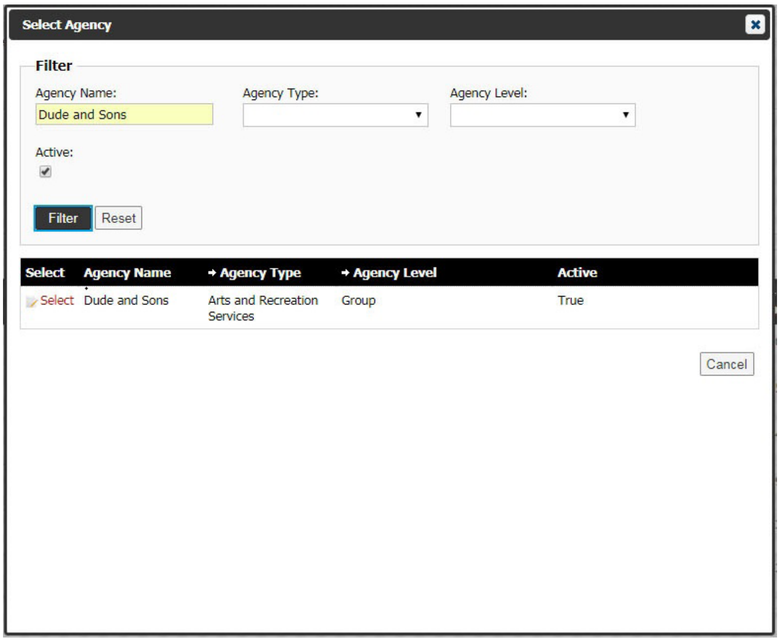
1. Filter the Student List as required, using one or more of the following criteria:
   - **Student Code**
   - **Surname**
   - **Given Name**
   - **Discipline**
   - **Campus**
   - **Curriculum (i.e. course offering)**
   - **Requirement Group**
   - **Groups**
2. Click on the red **Clear Clipboard** icon.
3. Click on the clipboard with a green plus sign icon next to each Student required or click the green **Add all** icon.
4. Click on the **Bulk Action** button.
5. Tick the **Select/Deselect All** check box.
6. Select the **Add Enrolment** value from the **Select Task** drop-down menu.
7. Select **Course Offering** or **Course Offering with Program Version** from the **Requirement Group** Type drop-down menu.
8. Select the required Course Offering from the **Requirement Group** drop-down menu.
9. Tick **Pre-Enrolment** check-box flag.
10. Complete the **Year (Number)** field.
11. Click on the **Save** button.
12. Review the **Action Summary** pop-up window (and if necessary fix any issues and rerun).
13. Click on the **Ok** button.



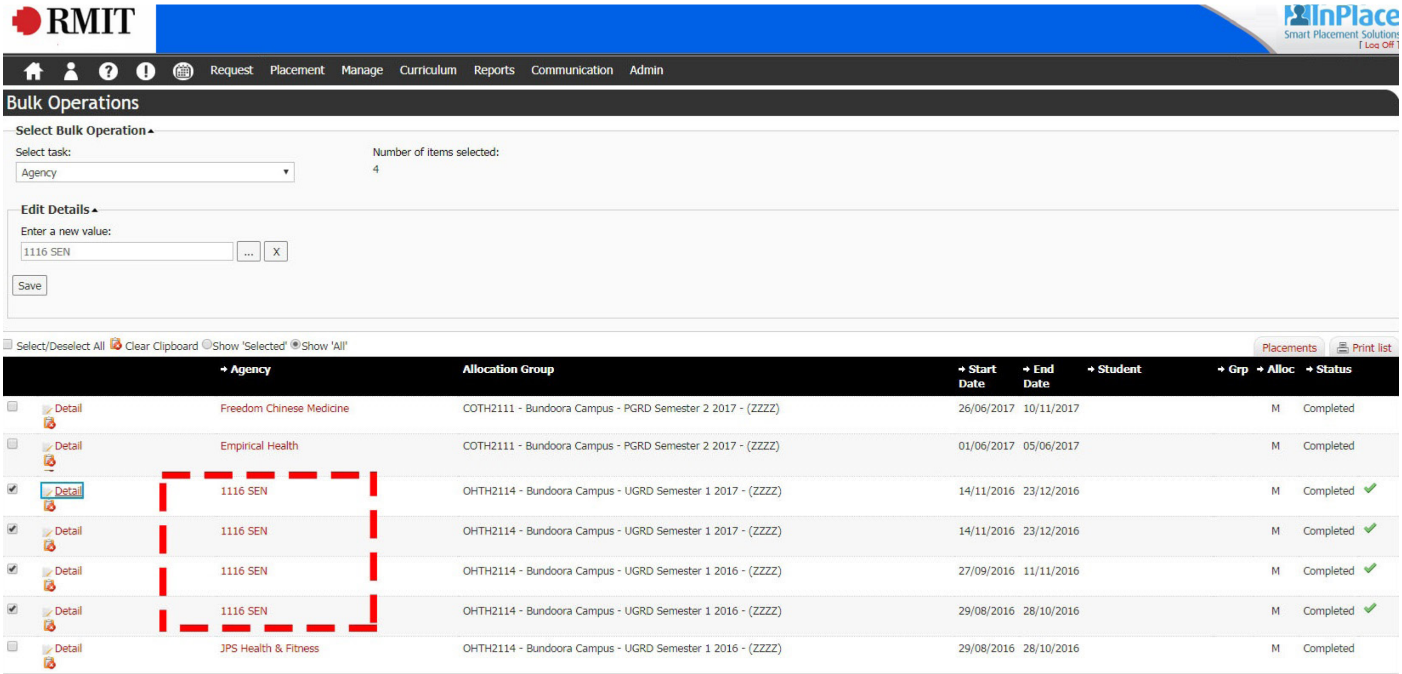
2. Update Agencies In Bulk

Navigate to **Placement > Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
    - **Agency**
    - **Discipline**
    - **Allocation Group**
    - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
    - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
    - **Completed**
    - **Offer**
    - **Withdrawn-Student**
    - **Confirmed**
    - **Rejected**
    - **Withdrawn-Agency**
3. Click on the **Clear Clipboard** icon.
4. Click on the **Add all** clipboard with a green plus sign icon next to each Placement required.
5. Click on the **Bulk Action** button.
6. Select Agency from the **Select task** drop-down menu.
7. Click on the '**...**' button beside the **Enter a new value** field.
8. Select the required Agency from the **Select Agency** pop-up window, using the Filter function and click on the **Select** link.



9. Click on the **Save** button. Tick on the **Select/Deselect All** check box to select all of the listed Placements.
10. Click on the **Apply** button to upload the document to the selected Placements.
11. Review the **Action Summary** pop-up window.
12. Click on the **Ok** button.

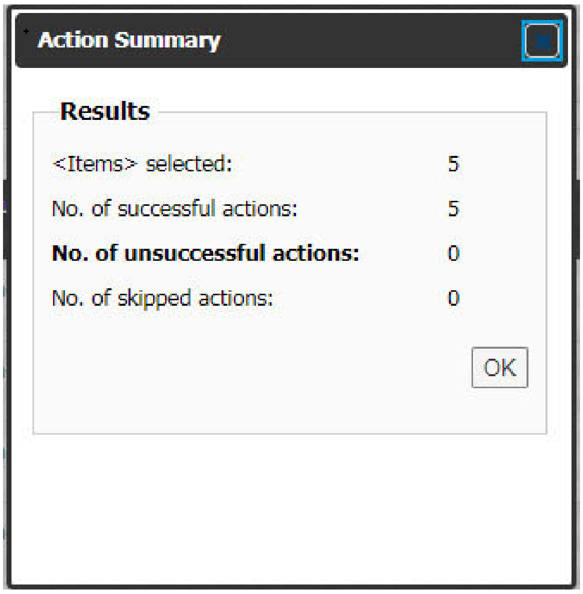


3. Update Placement Start and End dates in Bulk

If there are multiple placements that need their start and/or end date changed in bulk, use the bulk functionality in the Placement List.

Navigate to **Placement** > **Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
   - **Agency**
   - **Discipline**
   - **Allocation Group**
   - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
   - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
   - **Completed**
   - **Offer**
   - **Withdrawn-Student**
   - **Confirmed**
   - **Rejected**
   - **Withdrawn-Agency**
3. Click on the red **Clear Clipboard** icon.
4. Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
5. Click on the **Bulk Action** button.
6. Set the **Select task** drop-down menu to **Start Date** or **End Date**, as required.
7. Set the required date by click in the **Enter a new value** field.
8. Tick the **Select/Deselect All** check-box.
9. Click on the **Save** button.
10. Review the **Action Summary** pop-up window.
11. Click on the **Ok** button.

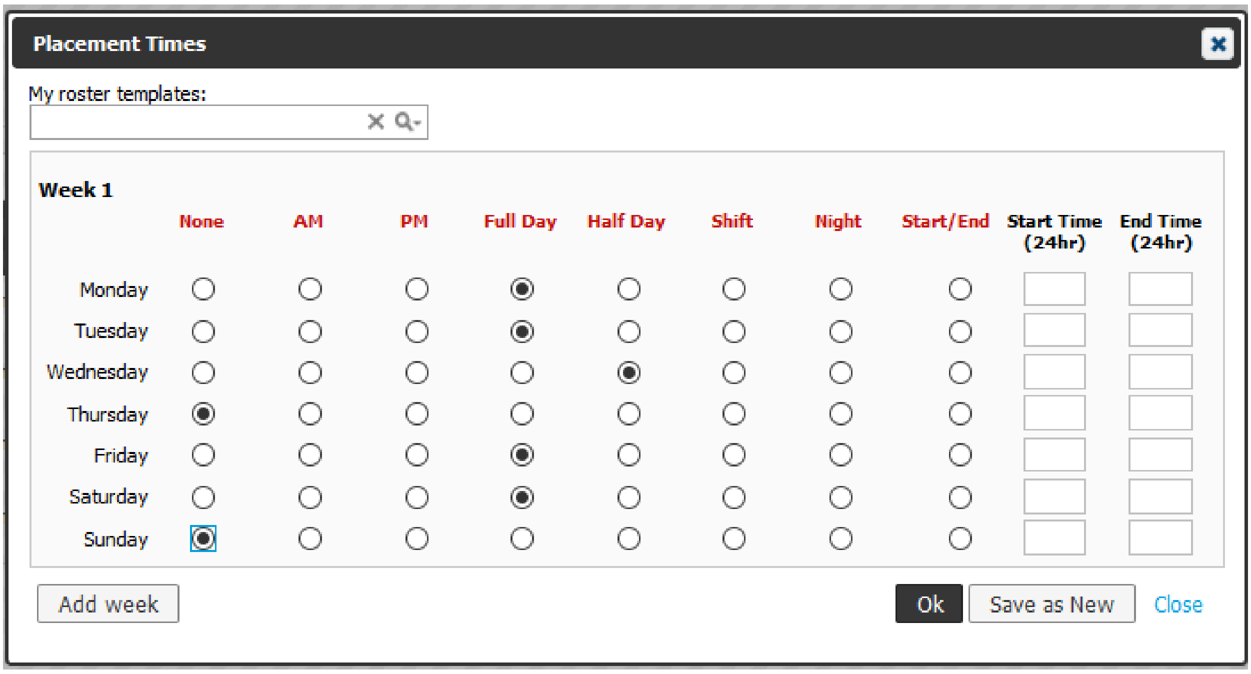


4. Update Placement Schedule times in Bulk

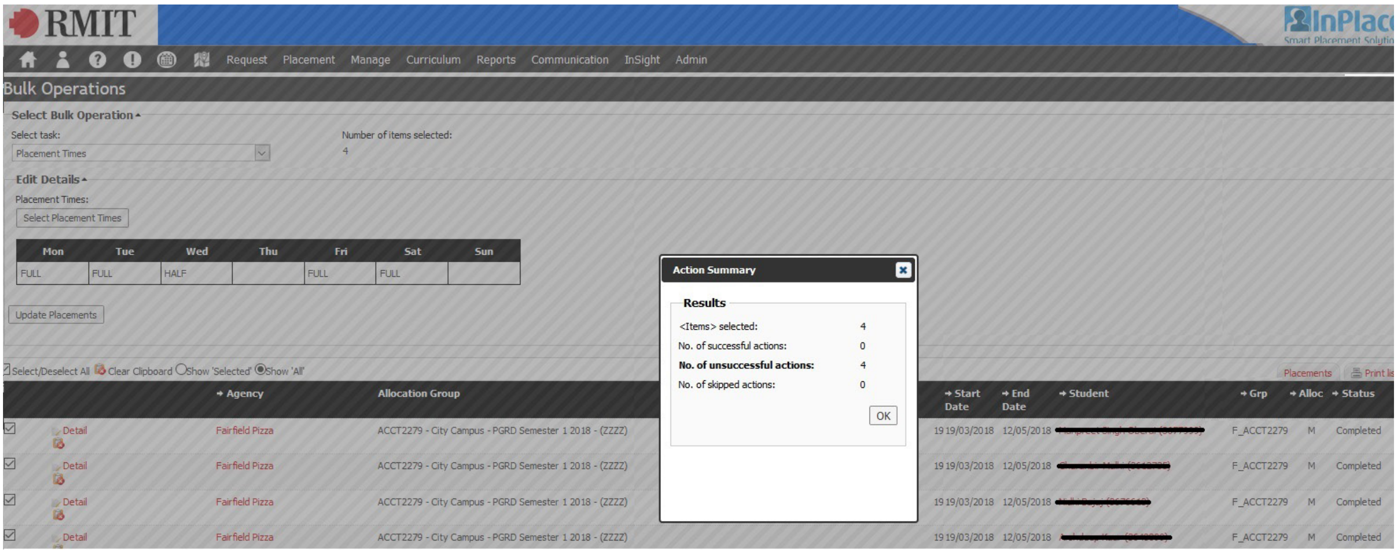
If there are multiple placements that need their schedule time changed in bulk, use the bulk functionality in the Placement List.

Navigate to **Placement** > **Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
   - **Agency**
   - **Discipline**
   - **Allocation Group**
   - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
   - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
   - **Completed**
   - **Offer**
   - **Withdrawn-Student**
   - **Confirmed**
   - **Rejected**
   - **Withdrawn-Agency**
3. Click on the red **Clear Clipboard** icon.
4. Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
5. Click on the **Bulk Action** button.
6. Set the **Select task** drop-down menu to **Placement Times**.
7. Click on the **Select Placement Times**’ button.
   - Add appropriate / required times in this pop-up box.
   - When complete click on the **Ok** button.



8. Tick the **Select/Deselect All** check box.
9. Click on the **Update Placements** button.
10. Click **Continue And Generate Schedules** on the confirmation pop-up window.
11. Review the **Action Summary** pop-up window.

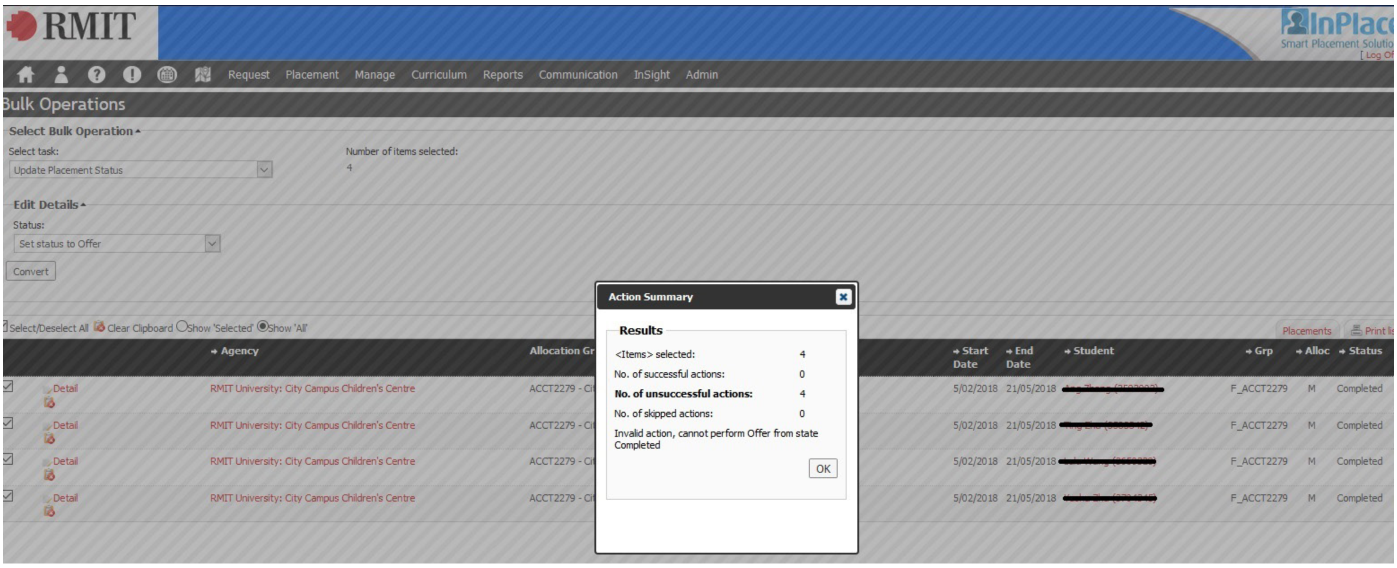


12. Click on the **Ok** button to complete the task and close the **Action Summary** pop-up window.

5. Update Placement Status in Bulk

Navigate to **Placement** > **Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
    - **Agency**
    - **Discipline**
    - **Allocation Group**
    - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
    - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
    - **Completed**
    - **Offer**
    - **Withdrawn-Student**
    - **Confirmed**
    - **Rejected**
    - **Withdrawn-Agency**
3. Click on the **Clear Clipboard** icon.
4. Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
5. Click on the **Bulk Action** button.
6. Set the **Select task** drop-down menu to **Update Placement Status**.
7. Set the **Status** to **Set status to Offer**, **Set status to Completed** or **Set status to Rejected** as required.
8. Tick the **Select/Deselect All** check box.
9. Click on the **Convert** button.

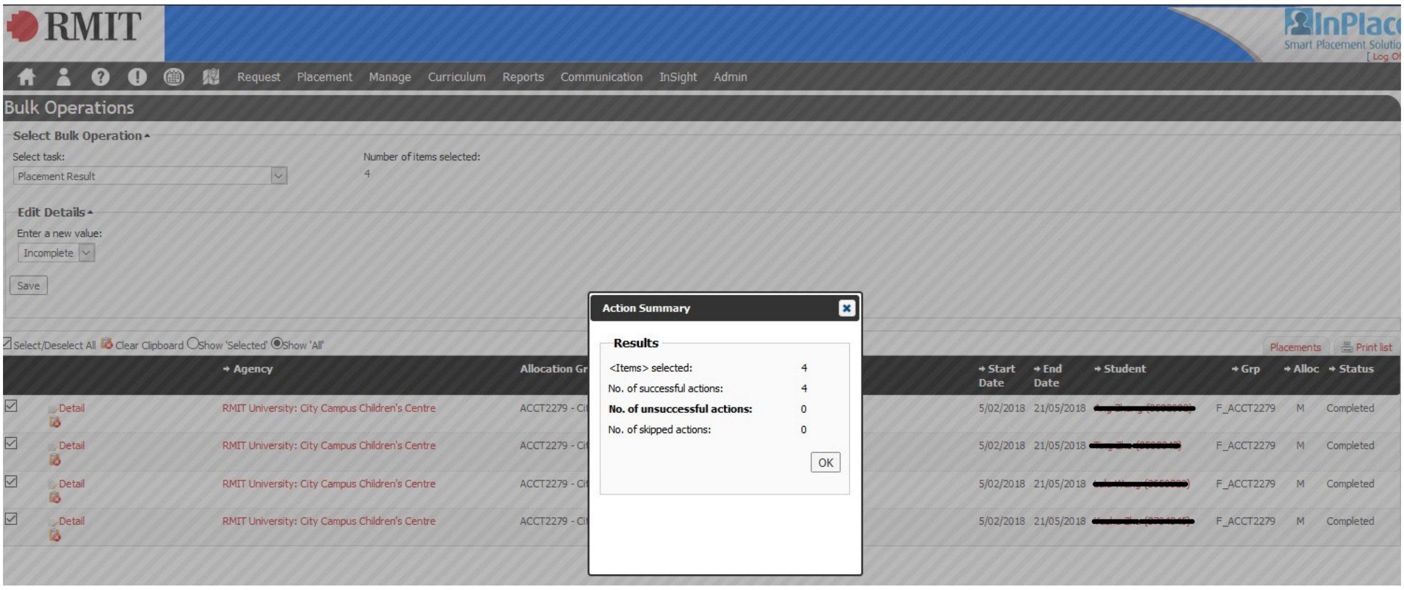


10. Review the **Action Summary** pop-up window.
11. Click on the **Ok** button to complete the task and close the **Action Summary** pop-up window.

6. Update Placement Results in Bulk

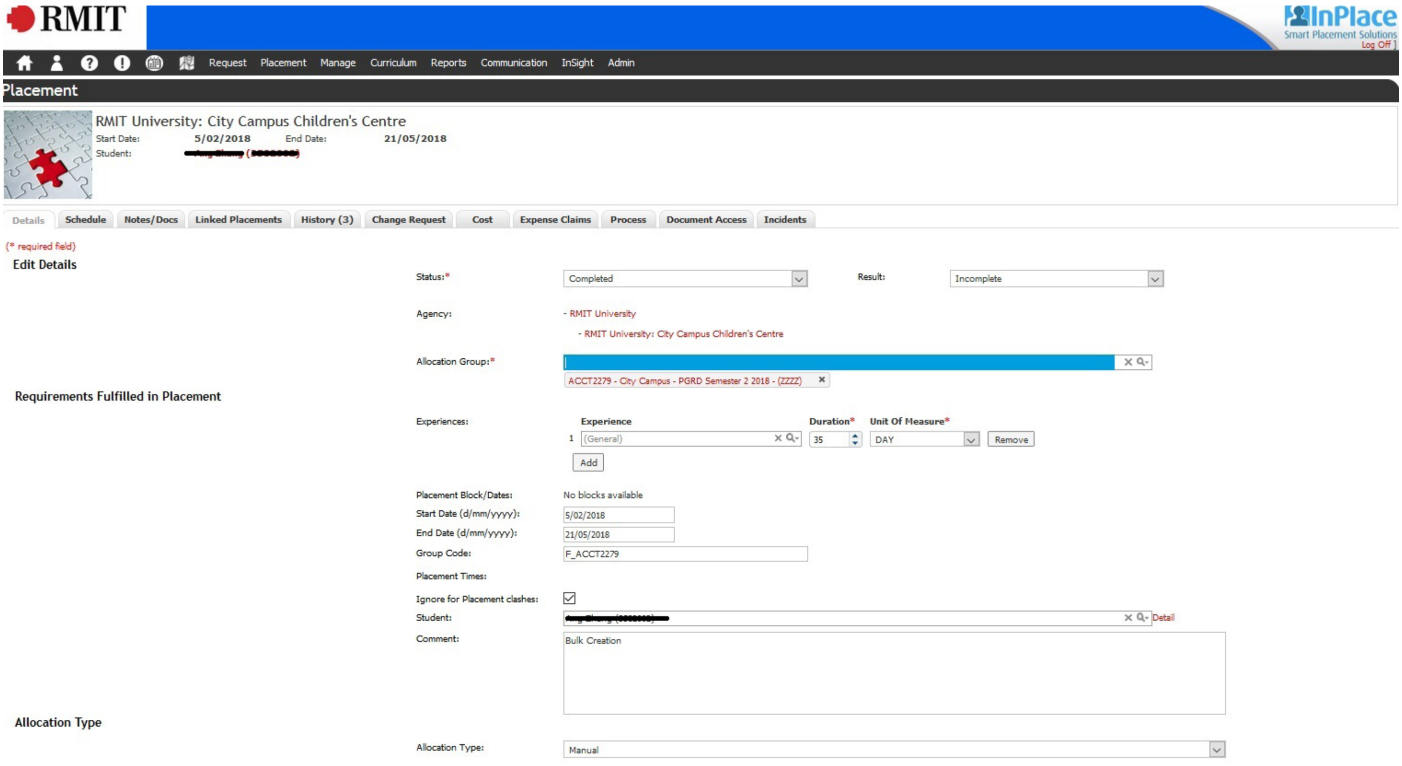
Navigate to **Placement** > **Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
   - **Agency**
   - **Discipline**
   - **Allocation Group**
   - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
   - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
   - **Completed**
   - **Offer**
   - **Withdrawn-Student**
   - **Confirmed**
   - **Rejected**
   - **Withdrawn-Agency**
3. Click on the **Clear Clipboard** icon.
4. Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
5. Click on the **Bulk Action** button.
6. Set the **Select task** drop-down menu to **Placement Result**.
7. Set the **Enter a new value** drop-down menu to **Fail**, **Incomplete** or **Pass**, as required.
8. Tick the **Select/Deselect All** check box.
9. Click on the **Save** button.



10. Review the **Action Summary** pop-up window.
11. Click on the **Ok** button to complete the task and close the **Action Summary** pop-up window.

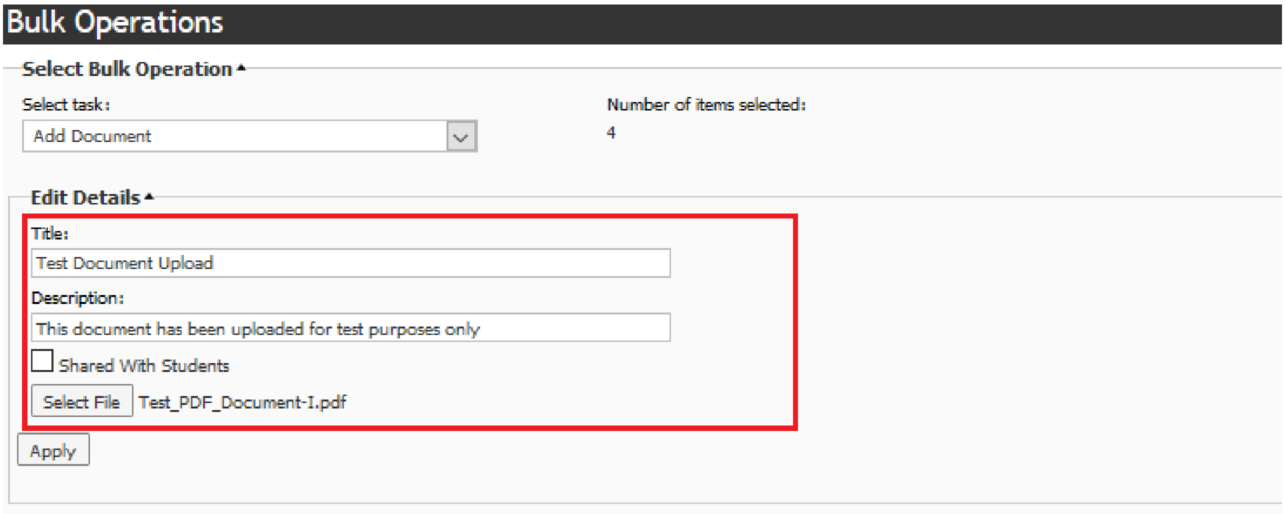
12. Click on the **Detail** link of one of the records that were updated to check that the Result value has been changed.



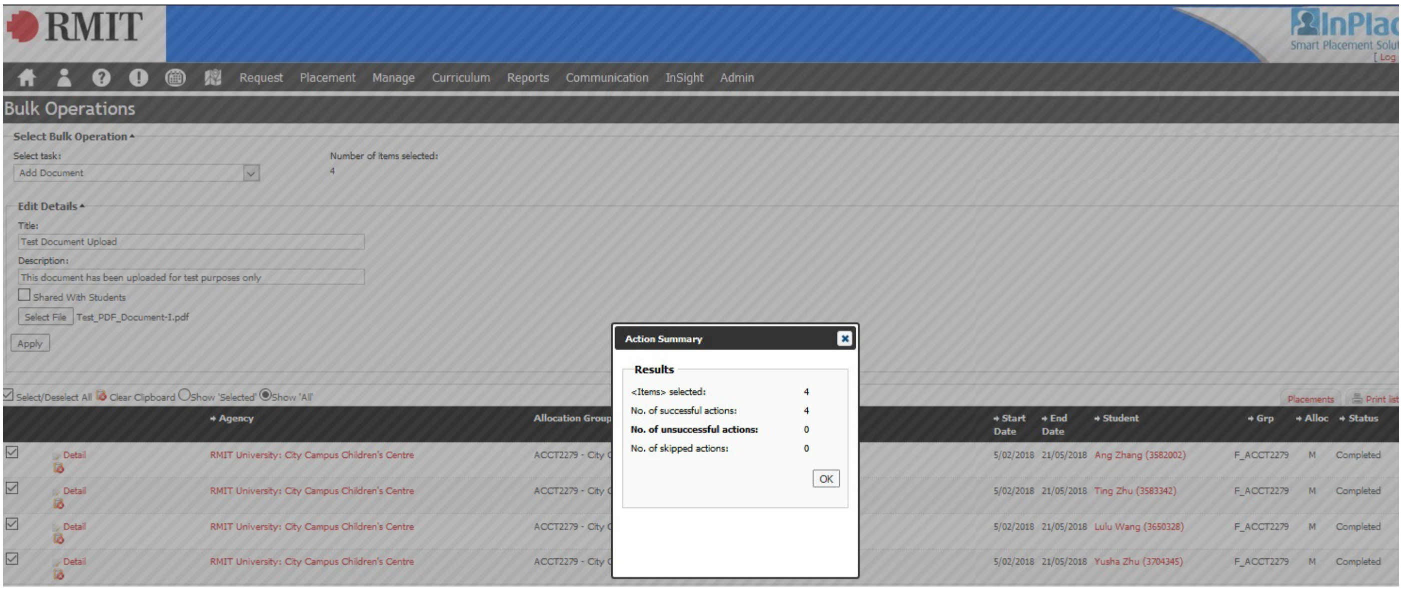
7. Adding Documents In Bulk

Navigate to **Placement** > **Placement**

1. Filter the Placement List as required, using one or more of the following criteria:
   - **Agency**
   - **Discipline**
   - **Allocation Group**
   - **Start Date From** (dd/mm/yyyy) / **Start Date To** (dd/mm/yyyy)
   - **End Date From** (dd/mm/yyyy) / **End Date To** (dd/mm/yyyy)
2. Tick any of the following required check boxes:
   - **Completed**
   - **Offer**
   - **Withdrawn-Student**
   - **Confirmed**
   - **Rejected**
   - **Withdrawn-Agency**
3. Click on the **Clear Clipboard** icon.
4. Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
5. Click on the **Bulk Action** button.
6. Select **Add Document** from the **Select task** drop-down menu.
7. Complete the **Title** and **Description** fields.
8. Click on the **Select File** button and select the document required from your local desktop.



9. Tick on the **Select/Deselect All** check box to select all of the listed Placements.
10. Click on the **Apply** button to upload the document to the selected Placements.
11. Review the **Action Summary** pop-up window.
12. Click on the **Ok** button.



For further assistance, please contact your school's WIL team or visit InPlace Support Online Help or contact the InPlace Business Support Team at inplace.support@rmit.edu.au