

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.

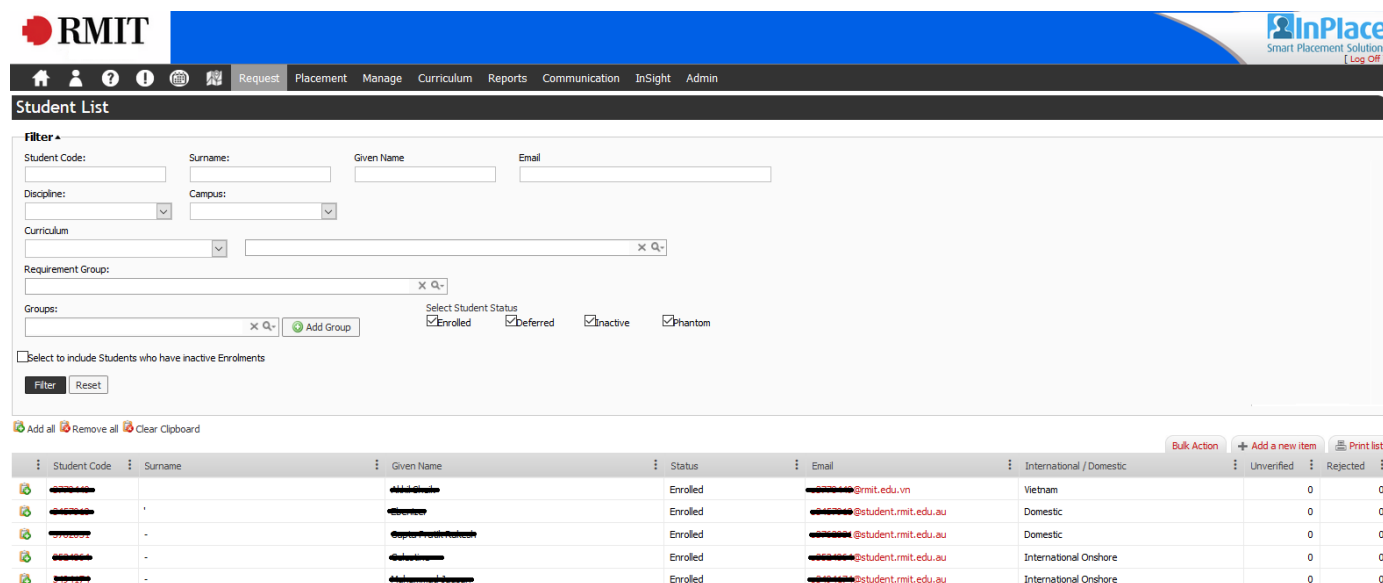
Occasionally a Student may need to be “placed” within the InPlace system before they are officially enrolled in the course offering in SAMS, requiring a pre-enrolment.

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:

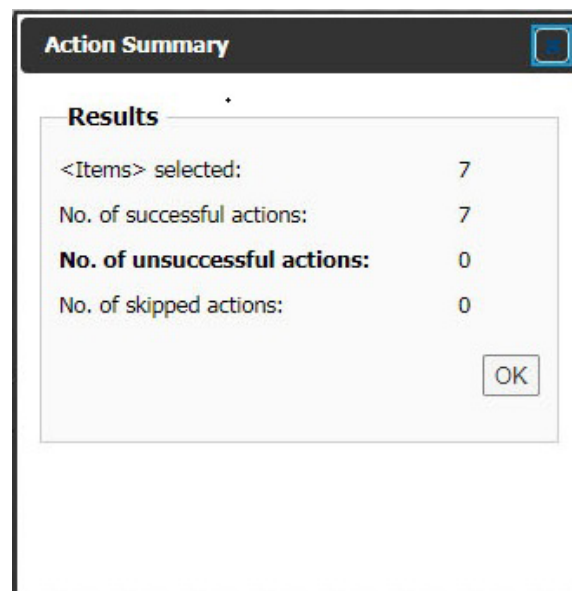
Navigate to **Manage > Student**



The screenshot shows the InPlace Student List interface. At the top, there is a navigation bar with the RMIT logo and the InPlace logo. Below the navigation bar, there is a 'Student List' header. The main area contains a filter form with fields for Student Code, Surname, Given Name, Email, Discipline, Campus, Curriculum, and Requirement Group. There are also checkboxes for 'Enrolled', 'Deferred', 'Inactive', and 'Phantom' under 'Select Student Status'. A 'Filter' button is at the bottom left of the filter form. Below the filter form, there is a table with columns: Student Code, Surname, Given Name, Status, Email, International / Domestic, Unverified, and Rejected. The table contains five rows of student records.

Student Code	Surname	Given Name	Status	Email	International / Domestic	Unverified	Rejected
123456789	123456789	123456789	Enrolled	123456789@student.rmit.edu.vn	Vietnam	0	0
123456789	123456789	123456789	Enrolled	123456789@student.rmit.edu.au	Domestic	0	0
123456789	123456789	123456789	Enrolled	123456789@student.rmit.edu.au	Domestic	0	0
123456789	123456789	123456789	Enrolled	123456789@student.rmit.edu.au	International Onshore	0	0
123456789	123456789	123456789	Enrolled	123456789@student.rmit.edu.au	International Onshore	0	0

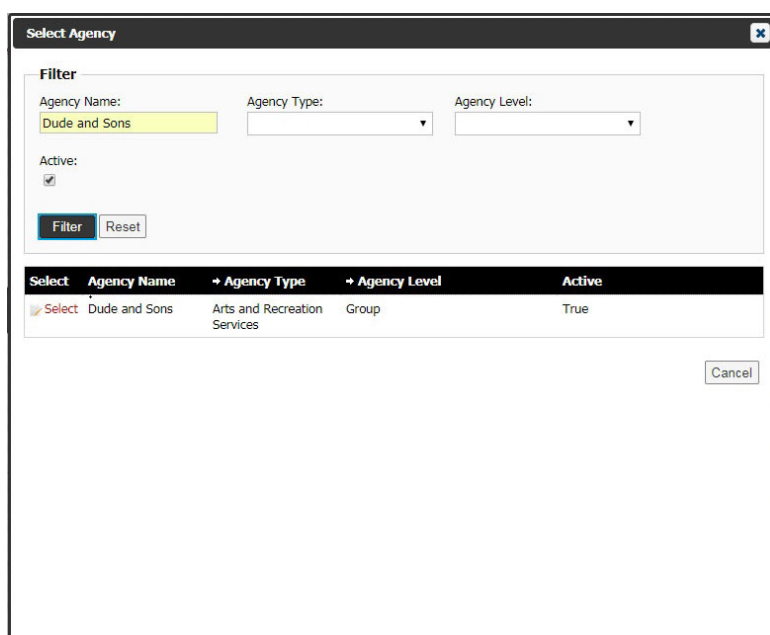
1. Filter the Student List as required, using one or more of the following criteria:
 - **Student Code**
 - **Surname**
 - **Given Name**
 - **Discipline**
 - **Campus**
 - **Curriculum (i.e. course offering)**
 - **Requirement Group**
 - **Groups**
2. Click on the red **Clear Clipboard** icon.
3. Click 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**

- 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)
- Tick any of the following required check boxes:
 - Completed**
 - Offer**
 - Withdrawn-Student**
 - Confirmed**
 - Rejected**
 - Withdrawn-Agency**
- Click on the **Clear Clipboard** icon.
- Click on the **Add all** clipboard with a green plus sign icon next to each Placement required.
- Click on the **Bulk Action** button.
- Select Agency from the **Select task** drop-down menu.
- Click on the '...' button beside the **Enter a new value** field.
- Select the required Agency from the **Select Agency** pop-up window, using the Filter function and click on the **Select** link.



Select	Agency Name	Agency Type	Agency Level	Active
 Select	Dude and Sons	Arts and Recreation Services	Group	True

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

Request
Placement
Manage
Curriculum
Reports
Communication
Admin

Bulk Operations

Select Bulk Operation ▾

Select task:
Agency

Number of items selected:
4

Edit Details ▾

Enter a new value:
1116 SEN

Save

Select/Deselect All
Clear Clipboard
Show 'Selected'
Show 'All'

Agency
Allocation Group
Start Date
End Date
Student
Grp
Alloc
Status

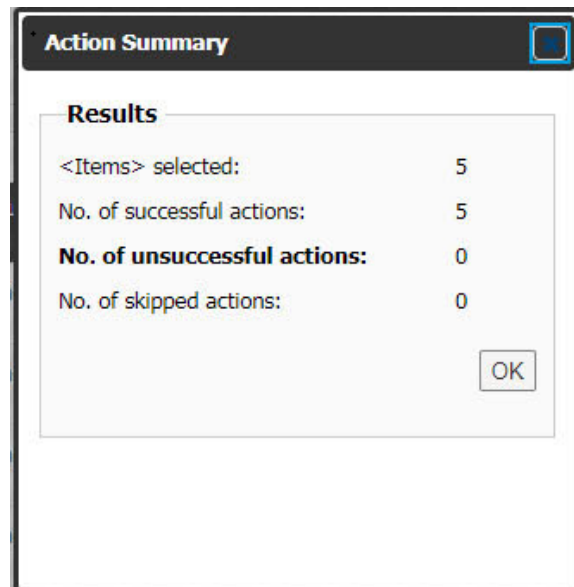
	Freedom Chinese Medicine	COTH2111 - Bundoora Campus - PGRD Semester 2 2017 - (ZZZZ)	26/06/2017	10/11/2017		M	Completed
	Empirical Health	COTH2111 - Bundoora Campus - PGRD Semester 2 2017 - (ZZZZ)	01/06/2017	05/06/2017		M	Completed
<input checked="" type="checkbox"/>	1116 SEN	OHTH2114 - Bundoora Campus - UGRD Semester 1 2017 - (ZZZZ)	14/11/2016	23/12/2016		M	Completed ✓
<input checked="" type="checkbox"/>	1116 SEN	OHTH2114 - Bundoora Campus - UGRD Semester 1 2017 - (ZZZZ)	14/11/2016	23/12/2016		M	Completed ✓
<input checked="" type="checkbox"/>	1116 SEN	OHTH2114 - Bundoora Campus - UGRD Semester 1 2016 - (ZZZZ)	27/09/2016	11/11/2016		M	Completed ✓
<input checked="" type="checkbox"/>	1116 SEN	OHTH2114 - Bundoora Campus - UGRD Semester 1 2016 - (ZZZZ)	29/08/2016	28/10/2016		M	Completed ✓
	JPS Health & Fitness	OHTH2114 - Bundoora Campus - UGRD Semester 1 2016 - (ZZZZ)	29/08/2016	28/10/2016		M	Completed

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**

- 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)
- Tick any of the following required check boxes:
 - Completed**
 - Offer**
 - Withdrawn-Student**
 - Confirmed**
 - Rejected**
 - Withdrawn-Agency**
- Click on the red **Clear Clipboard** icon.
- Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
- Click on the **Bulk Action** button.
- Set the **Select task** drop-down menu to **Start Date** or **End Date**, as required.
- Set the required date by click in the **Enter a new value** field.
- Tick the **Select/Deselect All** check-box.
- Click on the **Save** button.
- Review the **Action Summary** pop-up window.
- 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.

Placement Times

My roster templates:

X

Q

Week 1

	None	AM	PM	Full Day	Half Day	Shift	Night	Start/End	Start Time (24hr)	End Time (24hr)
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Sunday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Add week

Ok

Save as New

Close

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.

RMIT

InPlace

Request

Placement

Manage

Curriculum

Reports

Communication

InSight

Admin

Bulk Operations

Select Bulk Operation

Select task:

Placement Times

Edit Details

Placement Times:

Select Placement Times

Mon

Tue

Wed

Thu

Fri

Sat

Sun

FULL

FULL

HALF

FULL

FULL

Update Placements

Select/Deselect All

Clear Clipboard

Show 'Selected'

Show 'All'

	Agency	Allocation Group
<input checked="" type="checkbox"/>	Detail	Fairfield Pizza
<input checked="" type="checkbox"/>	Detail	Fairfield Pizza
<input checked="" type="checkbox"/>	Detail	Fairfield Pizza
<input checked="" type="checkbox"/>	Detail	Fairfield Pizza

19/19/03/2018

12/05/2018

Student

Grp

Alloc

Status

Completed

Completed

Completed

Completed

Action Summary

Results

<Items> selected:

4

No. of successful actions:

0

No. of unsuccessful actions:

4

No. of skipped actions:

0

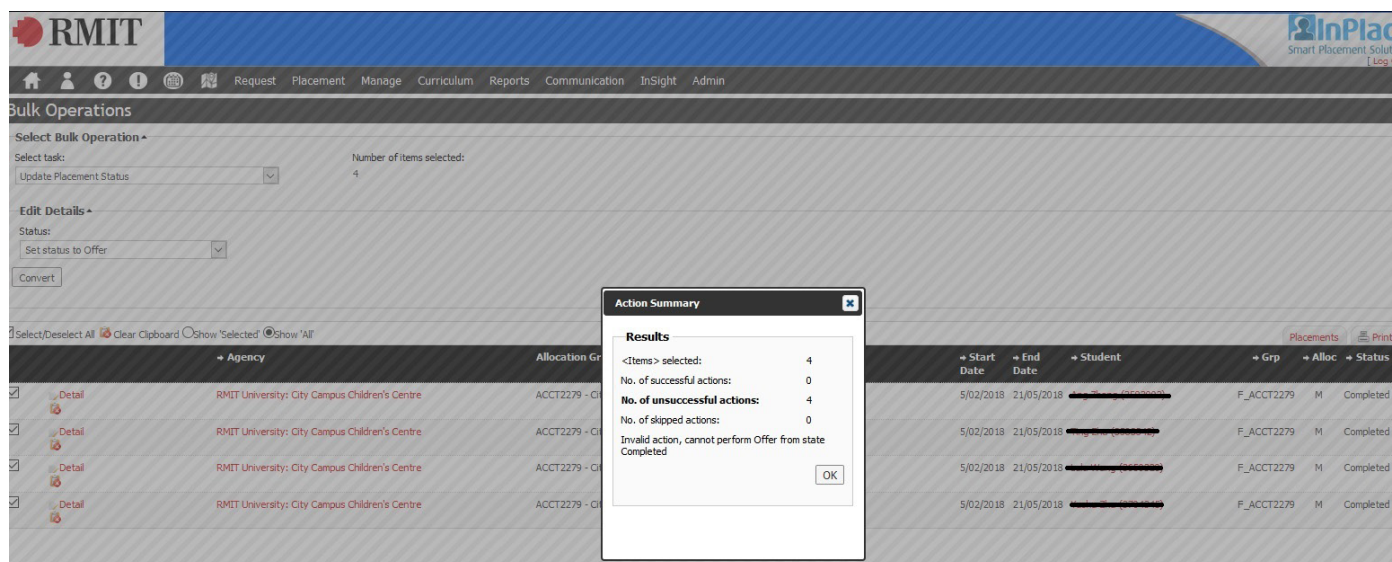
Ok

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**

- 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)
- Tick any of the following required check boxes:
 - Completed**
 - Offer**
 - Withdrawn-Student**
 - Confirmed**
 - Rejected**
 - Withdrawn-Agency**
- Click on the **Clear Clipboard** icon.
- Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
- Click on the **Bulk Action** button.
- Set the **Select task** drop-down menu to **Update Placement Status**.
- Set the **Status** to **Set status to Offer**, **Set status to Completed** or **Set status to Rejected** as required.
- Tick the **Select/Deselect All** check box.
- Click on the **Convert** button.



Action Summary

Results

<Items> selected:	4
No. of successful actions:	0
No. of unsuccessful actions:	4
No. of skipped actions:	0
Invalid action, cannot perform Offer from state Completed	

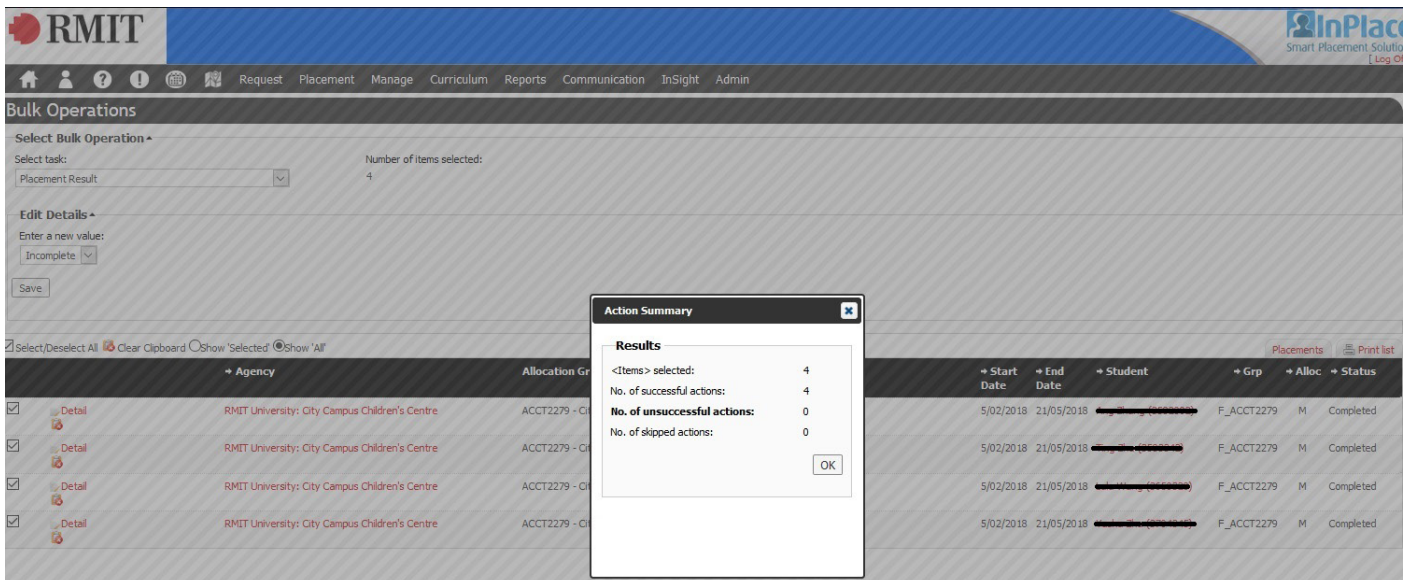
OK

- Review the **Action Summary** pop-up window.
- 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**

- 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)
- Tick any of the following required check boxes:
 - Completed**
 - Offer**
 - Withdrawn-Student**
 - Confirmed**
 - Rejected**
 - Withdrawn-Agency**
- Click on the **Clear Clipboard** icon.
- Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
- Click on the **Bulk Action** button.
- Set the **Select task** drop-down menu to **Placement Result**.
- Set the **Enter a new value** drop-down menu to **Fail, Incomplete** or **Pass**, as required.
- Tick the **Select/Deselect All** check box.
- Click on the **Save** button.



Action Summary

Results

- <Items> selected: 4
- No. of successful actions: 4
- No. of unsuccessful actions: 0
- No. of skipped actions: 0

OK

Agency	Allocation Group	Start Date	End Date	Student	Grp	Alloc	Status
RMIT University: City Campus Children's Centre	ACCT2279 - C	5/02/2018	21/05/2018	[Redacted]	F_ACCT2279	M	Completed
RMIT University: City Campus Children's Centre	ACCT2279 - C	5/02/2018	21/05/2018	[Redacted]	F_ACCT2279	M	Completed
RMIT University: City Campus Children's Centre	ACCT2279 - C	5/02/2018	21/05/2018	[Redacted]	F_ACCT2279	M	Completed
RMIT University: City Campus Children's Centre	ACCT2279 - C	5/02/2018	21/05/2018	[Redacted]	F_ACCT2279	M	Completed

- Review the **Action Summary** pop-up window.
- 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.

Placement

RMIT University: City Campus Children's Centre
Start Date: 5/02/2018 End Date: 21/05/2018
Student: [REDACTED]

Details Schedule Notes/Docs Linked Placements History (3) Change Request Cost Expense Claims Process Document Access Incidents

(* required field)

Edit Details

Status: Completed Result: Incomplete

Agency: RMIT University
RMIT University: City Campus Children's Centre

Allocation Group: ACCT2279 - City Campus - PGD Semester 2 2018 - (ZZZZ) X

Experiences:

Experience	Duration*	Unit Of Measure*
1 (General) X Q	35	DAY

Add

Placement Block/Dates: No blocks available
Start Date (d/mm/yyyy): 5/02/2018
End Date (d/mm/yyyy): 21/05/2018
Group Code: F_ACCT2279

Placement Times: Ignore for Placement clashes: ☒

Student: [REDACTED] X Q Detail

Comment: Bulk Creation

Allocation Type: Manual

7. Adding Documents In Bulk

Navigate to **Placement > Placement**

- 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)
- Tick any of the following required check boxes:
 - Completed**
 - Offer**
 - Withdrawn-Student**
 - Confirmed**
 - Rejected**
 - Withdrawn-Agency**
- Click on the **Clear Clipboard** icon.
- Click on the clipboard with a green plus sign icon next to each Placement required or click the green **Add all** icon.
- Click on the **Bulk Action** button.
- Select **Add Document** from the **Select task** drop-down menu.
- Complete the **Title** and **Description** fields.
- Click on the **Select File** button and select the document required from your local desktop.

Bulk Operations

Select Bulk Operation ▲

Select task:

Add Document ▼

Number of items selected:

4

Edit Details ▲

Title:

Test Document Upload

Description:

This document has been uploaded for test purposes only

☐ Shared With Students

Select File

Test_PDF_Document-I.pdf

Apply

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.

InPlace Smart Placement Solution

Request Placement Manage Curriculum Reports Communication InSight Admin

Bulk Operations

Select Bulk Operation ▲

Select task:

Add Document ▼

Number of items selected:

4

Edit Details ▲

Title:

Test Document Upload

Description:

This document has been uploaded for test purposes only

☐ Shared With Students

Select File

Test_PDF_Document-I.pdf

Apply

☒ Select/Deselect All
 ☐ Clear Clipboard
 ☐ Show 'Selected'
 ☒ Show 'All'

	Agency	Allocation Group	Start Date	End Date	Student	Grp	Alloc	Status
<input checked="" type="checkbox"/>	Detail RMIT University: City Campus Children's Centre	ACCT2279 - City G	5/02/2018	21/05/2018	Ang Zhang (3582002)	F_ACCT2279	M	Completed
<input checked="" type="checkbox"/>	Detail RMIT University: City Campus Children's Centre	ACCT2279 - City G	5/02/2018	21/05/2018	Ting Zhu (3583342)	F_ACCT2279	M	Completed
<input checked="" type="checkbox"/>	Detail RMIT University: City Campus Children's Centre	ACCT2279 - City G	5/02/2018	21/05/2018	Lulu Wang (3650326)	F_ACCT2279	M	Completed
<input checked="" type="checkbox"/>	Detail RMIT University: City Campus Children's Centre	ACCT2279 - City G	5/02/2018	21/05/2018	Yusha Zhu (3704345)	F_ACCT2279	M	Completed

Action Summary

Results

<Items> selected:

4

No. of successful actions:

4

No. of unsuccessful actions:

0

No. of skipped actions:

0

OK

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