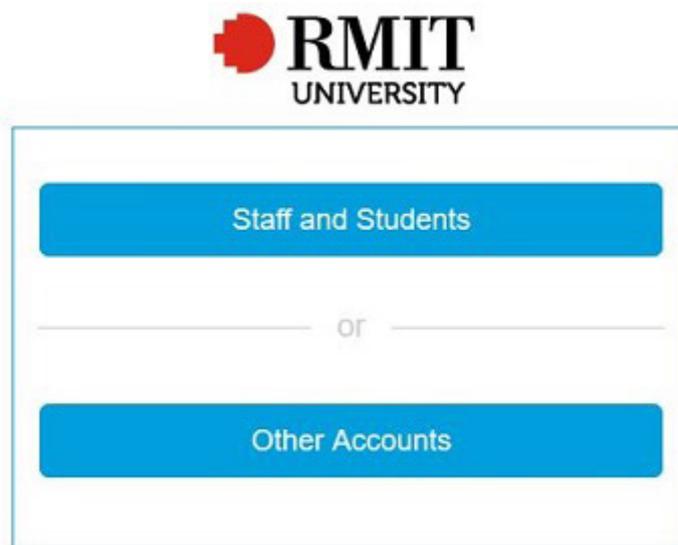


READ ONLY USER

1. Navigate to the URL <https://wil.rmit.edu.au> and log in through **Staff and Students** link.



2. Log into **RMIT CAS** (Central Authentication Service) with your **RMIT ID** (employee number) and password



By signing in, you accept the rules of use of RMIT Systems.

Or Sign In With   

(Social Media logins are unavailable to staff)

How to link your RMIT account to Facebook, Google or LinkedIn.

3. This will open up onto the **InPlace Home screen dashboard**.

Home Screen

The **InPlace Home screen** displays when you first log in.

A summary of Placement activity displays in graphical format for the Disciplines you have access to. The Home screen also displays any alerts that require action for your discipline.

The **menu items** displayed across the **toolbar** will vary dependant on your **user role** and extra access you have been granted.

Welcome to InPlace

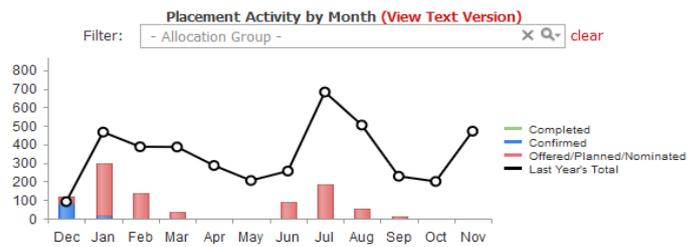
Global Filters

Select All Unselect All Save

City Campus

- Child & Family Health (SEH-SHBMS)
- Chinese Medicine (SEH-SHBMS)
- Chiropractic (SEH-SHBMS)
- Nursing (Registered) and Midwifery (SEH-SHBMS)
- Osteopathy (SEH-SHBMS)
- Psychology (SEH-SHBMS)

Bundoora Campus



Student List

Navigate to the **Manage** menu and select **Student** to display the **Student List**.

The **Student List** provides filters to display matching student results. The main components are outlined in the image below.

Student List

Filter

Student Code: Surname: Given Name: Email:

Discipline: Campus:

Curriculum:

Requirement Group:

Groups:

Select Student Status: Enrolled Deferred Inactive Phantom

Select to include Students who have inactive Enrolments

Student Code	Surname	Given Name	Status	Email	International / Domestic
3767286	-	Monika	Enrolled	s3767286@student.rmit.edu.au	International Onshore
3501059	-	Jasleen Kaur	Enrolled	s3501059@student.rmit.edu.au	International Onshore
3482392	-	Ravinder Kaur	Enrolled	s3482392@student.rmit.edu.au	International Onshore
3412561	.	Mehdeep Kaur	Enrolled	s3412561@student.rmit.edu.au	International Onshore
3779509	.	Pawandeep Kaur	Enrolled	s3779509@student.rmit.edu.au	Domestic

1. Students are best searched for by their student number, Surname or Curriculum item by Course offering.
2. You can use the **wildcard %** to broaden your searches. For example you are able enter the first part of a Surname followed by % (i.e. Smit%) and the following Student surnames will be returned: Smith,Smithy,Smithfield.
3. It is not recommended to locate students by their Discipline, as most students will not be allocated to a Discipline search instead by Course or Requirement Group.
4. Only the student status of Enrolled is currently used at RMIT including students on a leave of absence who still a Student status of Enrolled.
5. After entering search parameters, click Filter to search. The Reset button will clear search

Student Details

Student details in InPlace are **updated nightly** from **SAMS** and **Vietnam SRS**. Student fields are displayed as read only within InPlace to restrict editing and staff only have access to view students in their discipline and allocated course offerings.

All updates to student details take place in SAMS or the SRS (not InPlace). Placement and Agency Details are created and managed through InPlace. Additional notes and documents can also be added against their InPlace records.

1. Click on the **Student code** link to go to **Student Detail page**.

Student



Test Student

Student Code: **0001**

Date of Birth: **1/01/1970**

Suburb:

SIS Record: **No**

Details Placement Enrolment Notes/Docs

View Details

Student Code:	Title:	Given Name:*	Surname:	Other Name:
0001		Test	Student	
DOB (d/mm/yyyy):	Gender:	Email:*		
1/01/1970	Male	inplace.support@rmit.edu.au		
Home Phone Number:	Mobile Phone Number:	Alternative Home Phone Number:		
Alternative Mobile Phone Number:	Allocation Address Type:	Status:*		
	Postal	Enrolled		
Full Time / Part Time:	International / Domestic:	Accepted Terms/Conditions:		
Full Time		False		
Primary Discipline Calculated:	Primary Discipline:			
	Nursing (Registered) and Midwifery (SEH-SHBMS)			

View Terms and conditions

Student information displays across multiple tabs:

- The **Student Details** tab displays the **student biographical** and **contact** information
- The **Placement tab** lists all the Student's Placements, regardless of status. You will only see student placements for your Discipline.
- The **Enrolment tab** contains details of the Student's enrolment including the Program and Course Offerings. This also contains any InPlace temporary pre-enrolments.
- The **Notes/Docs** tab displays notes or documents attached to their record by staff.

Agencies

Navigate to the **Manage > Agency** to display the **Agency List**.

Agency is the InPlace term for an **Industry Partner** or **External Organisation**. An Agency is attached to one or multiple disciplines, but is viewable by all disciplines. This is to stop duplication of Agency records. For more information about agencies in InPlace please refer to our Agency Quick Reference Guide.

**Note: Agency Personnel/ contacts are only viewable by those within the specified discipline.*

Agency Type

The Agency Type , under Details is a mandatory field when creating a new Agency and lists the Australian and New Zealand Standard Industrial Classification (ANZSIC) Level 1 Divisions.

Agency Hierarchies

The Agency Level is used to define a hierarchy between related Agencies.

There are 5 templates used:

- Corporate/Organisation
- Government
- Health
- School
- University

Template	Level 1	Level 2	Level 3	Level 4
Corporate / Organisation	Group	Office / Outlet	Department	Unit
Government	Government	Department	Office	Unit
Health	Network	Facility	Department	Unit
School	Peak Body	School	Campus	Unit
University		University	School / Faculty	Unit

From within the Agency record you can related tabs:

- The **Details** tab displays the Agency information, general contact information and which disciplines have a relationship with the Agency. **You will only be able to see the agency personnel that belong to your discipline.**

Agency



Austin Pathology
 Agency Type: Health Care and Social Assistance
 Agency Level: Facility
 Address: 145 Studley Road, HEIDELBERG (Business)
 Business Phone:

Details

Placement

Agreements

Notes/Docs

View Details

(* required field)

Agency Name:	Austin Pathology		Agency Type: Health Care and Social Assistance
Agency Legal Name:			Details
Agency Code:			
Parent Agency:	Austin Health		
ABN Number:			Business Phone:
Fax:			Internet: http://www.austinpathology.org.au
Email:			
Organisation Type:	Public		
Active:	True		

Agency Contact Personnel:

Name	Email	Business Phone	Personnel Type	Discipline(s)
Nick Crinis	nick.crinis@austin.org.au	9496 5991	Placement Coordinator	Laboratory Medicine (SEH-SHBMS)
Abi McDonald	abi.mcdonald@austin.org.au	(03) 9496 5490	Placement Coordinator	Laboratory Medicine (SEH-SHBMS)
Suzanne Svobodova	suzanne.svobodova@austin.org.au		Supervisor	Laboratory Medicine (SEH-SHBMS)

The Placement tab displays any placements with that Agency. You will only be able to see placements associated with your discipline and course offerings.

- The **Agreements** tab will display any relationship agreements with the agency and associated placement for the agreements.
- The **Notes/Docs** tab displays any notes about the Agency or documents attached to their record by staff.

All WIL activities, including Placements/ Internships, Projects and Simulations are referred to as Placements within the InPlace WIL System menus. However there is a customer field of WIL Activity Type that defines whether they are a Placement, Project or Simulated WIL activity.

Placement List

Navigate to the Manage menu and select **Placement > Placement** to display the Placement List. The Placement List provides filters to display matching Placement results and criteria can be one or a combination of the main components below:

- If searching by Agency, checking the include subordinate agencies flag returns any Placements for any child Agencies in the selected Agency’s hierarchy
- **Discipline** lists all Placements/ Internships for the selected Discipline
- **Allocation Group** lists all Placements/ Internships for the selected Course Offering.
- Entering **Start Date From** and **To** values returns Placements during the date range entered.

**Note: Only Manual Allocation is currently used at RMIT.*

- The **Group Code** is used to identify different project groups.

Placement List

Filter ▲

Agency: x Q-

Include subordinate Agencies

Discipline:

Allocation Group: x Q-

Show Placement in this Academic Year only

Start Date From (d/mm/yyyy): Start Date To (d/mm/yyyy):

End Date From (d/mm/yyyy): End Date To (d/mm/yyyy):

Allocation: Group Code: Supervisor: ... X

External Source: External Code:

All
 Completed
 Offer
 Nominated
 Withdrawn-Student
 Confirmed
 Planned
 Rejected
 Withdrawn-Agency

Groups: x Q-

Only show Placements that require change acknowledgement
 Only show Placements that partner assigned students

Filter

The following placement statuses are currently used at RMIT:

- **Offer:** A Placement is created, and a Student may or may not have yet been allocated/approved.
- **Confirmed:** The Published Placement has a Student allocated and the Student is able to view details of the Placement.
- **Completed:** The Placement has concluded.
- **Withdrawn > Student:** The Student no longer wishes to attend this Placement and the Placement can be offered to another Student

- **Withdrawn > Agency:** The Agency can no longer offer the Placement, the Placement is removed and the Student can be allocated to another Placement
- **Rejected:** The placement has been rejected by the agency, practitioner or student.

*Note: Planned and Nominated statuses are not currently used at RMIT.

After entering search parameters, click **Filter** to return matching Placement results. The **Reset** button can be used to clear the search parameters before performing the next search

Click the **Detail** link to view the **Placement**

To view the Agency associated to a Placement, click on the **Agency name** link

Query Tool

Query tool is the **reporting tool** used in InPlace. Read only users cannot create their own queries, only view those have access to. If you require access to create queries you must request access through InPlace Support with the permission of your schools WIL Champion.

1. Click on the menu item **Report** and select **Query Tool**.

The screenshot shows the 'Queries' section of the InPlace system. At the top, there is a 'Filter' section with a search input field, a checkbox for 'Only display queries I own:', and 'Filter' and 'Reset' buttons. Below this is a list of query categories: 'Favourites', 'Recently Accessed', 'New Queries', 'Agency Address', 'Agency Detail', 'Agency Personnel', 'Allocation Group Detail', and 'Campaign Response'. The 'Favourites' category is expanded, showing a table of queries:

Title	Owner			
[SHBS] Exec Report based on SEH report Nov 2019 Update		Run	Configure	Download Datasource
Nursing Documentation (2018) - WORKING		Run	Configure	Download Datasource
Student Placement Allocation List		Run	Configure	Download Datasource

2. Use the "Filter" section to help filter out the reports that you require. Use the wildcard symbol "%" to help refine results.

This screenshot shows the 'Queries' section with a search filter applied. The search input field contains the text '%Student Enrolment%'. The 'New Queries' category is selected and expanded, showing a table of queries:

Title	Owner			
Student Enrolment Address	Jackie Donohue (E87764)	Run	Configu...	Download Datasource

The **wild card** is used to tell the search engine that any characters/symbols can exist in this section. For example, the search item ‘**%Student Enrolment%**’ will return the following results;

- Student Enrolment Address

This functionality can be used to help filter for reports

3. Once you have found the report you wish to run, click on the “Run” hyperlink. Please note some reports will take a while to run.

4. Once the report runs you will be shown a table of the results. Click on the “**Export to Excel**” button to extract out a results into a *.CSV



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