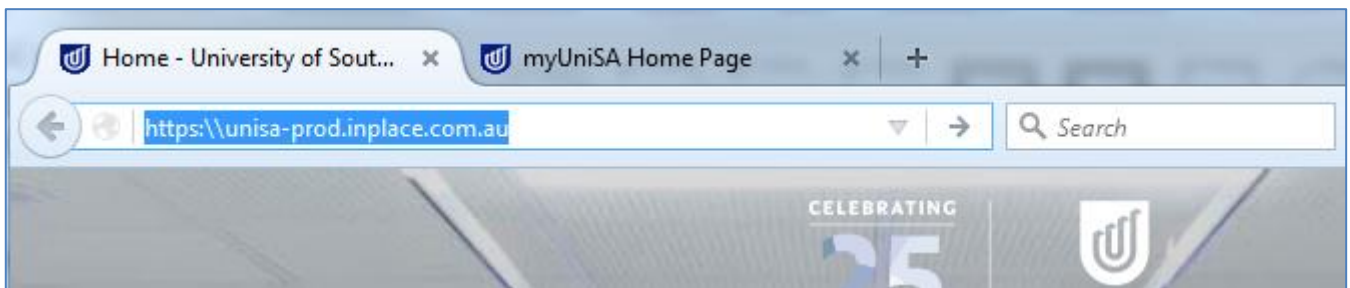

Student Guide for InPlace

Entering Assessment Report Comments

*Please note that this guide is intended to provide instructions on how to use *InPlace* to view information relevant to your placement. It does not provide information regarding placement policy.

Step 1: Access the Website

- a) Open a web browser. [Chrome, Firefox or Edge are recommended.](#)
- b) Enter the [InPlace](https://unisa-prod.inplace.com.au) web address: <https://unisa-prod.inplace.com.au>.



Step 2: Log in to InPlace

- a) Click the **Staff and Students** button and you will be directed to the log in screen.



Staff and Students

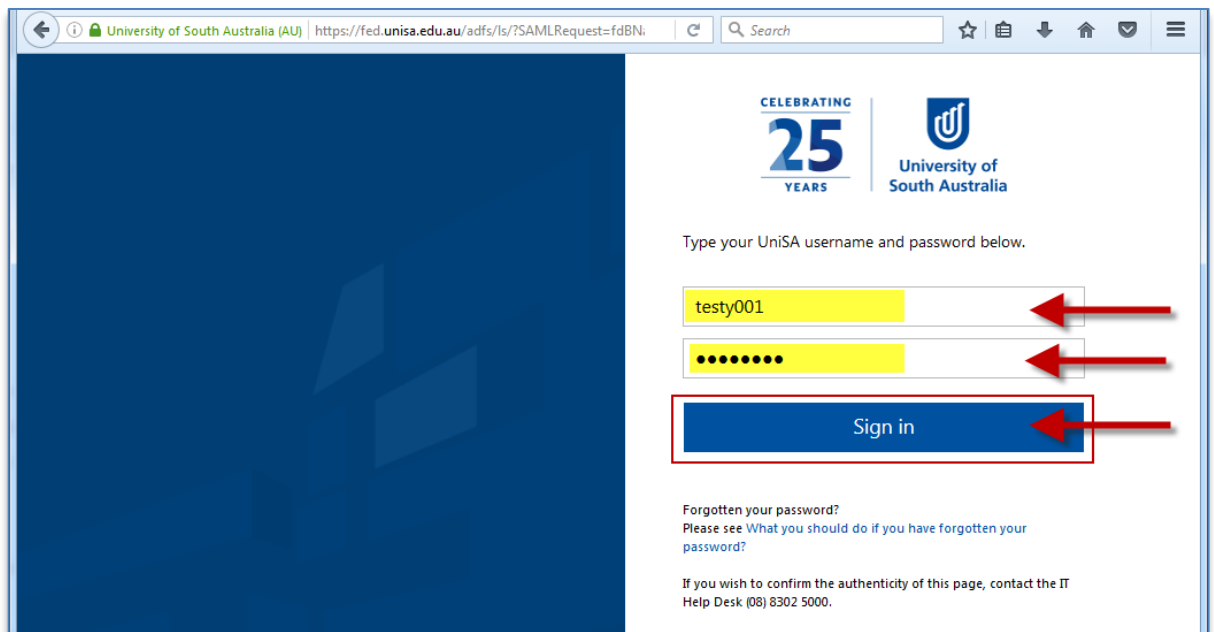
or

Password

Log in with your InPlace Account

[Forgot your password?](#)

b) Enter your UniSA student username and password.



c) If it is your first time you have accessed InPlace, you will be directed to accept Terms & Conditions. Read and then accept the terms and conditions, by clicking the Accept button detailed in the screen shot below.

Terms and conditions

Welcome to UniSA's Student Placement system

InPlace is an online placement system that is being progressively rolled out across UniSA.

InPlace Usage - Terms and Conditions

I understand that in accessing InPlace, I must adhere to the University statutes, by-laws and policies, including the following:

- [Assessment Policies and Procedures Manual](#);
- [A-48 Enrolment](#); and
- [Acceptable use of Information Technology \(IT\) facilities](#)

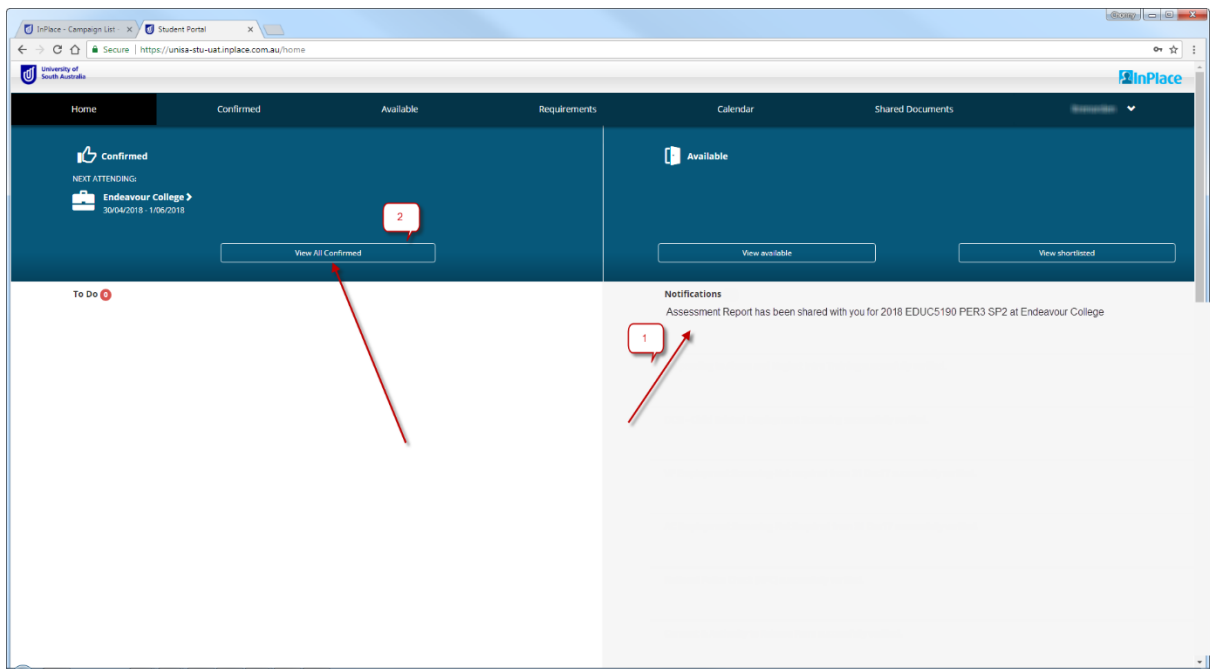
I accept responsibility for my use of InPlace and I agree to comply with the conditions of access. I understand that any use of InPlace which is inappropriate, unethical or illegal is expressly forbidden under these conditions and will result in penalties being applied. I am aware that the [Code of Conduct for Students](#) describes my rights and responsibilities as a UniSA student.

I authorise the University to release my personal information and academic information in accordance with the [Confidentiality of Students' Personal Information](#) policy.

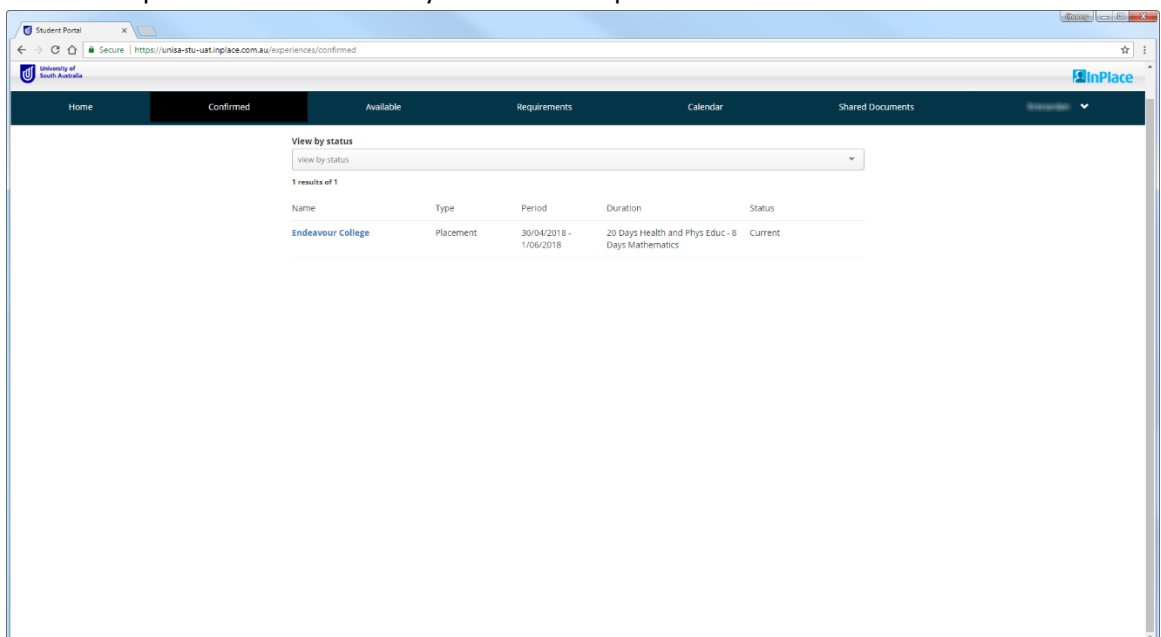
Accept

Step 3: Navigate to view your Assessment Report

- a) After logging in, you are directed to your home page. At the right of the page under notifications you will see a message indicating an Assessment Report has been shared with you. On the left of the page click the View Confirmed button.

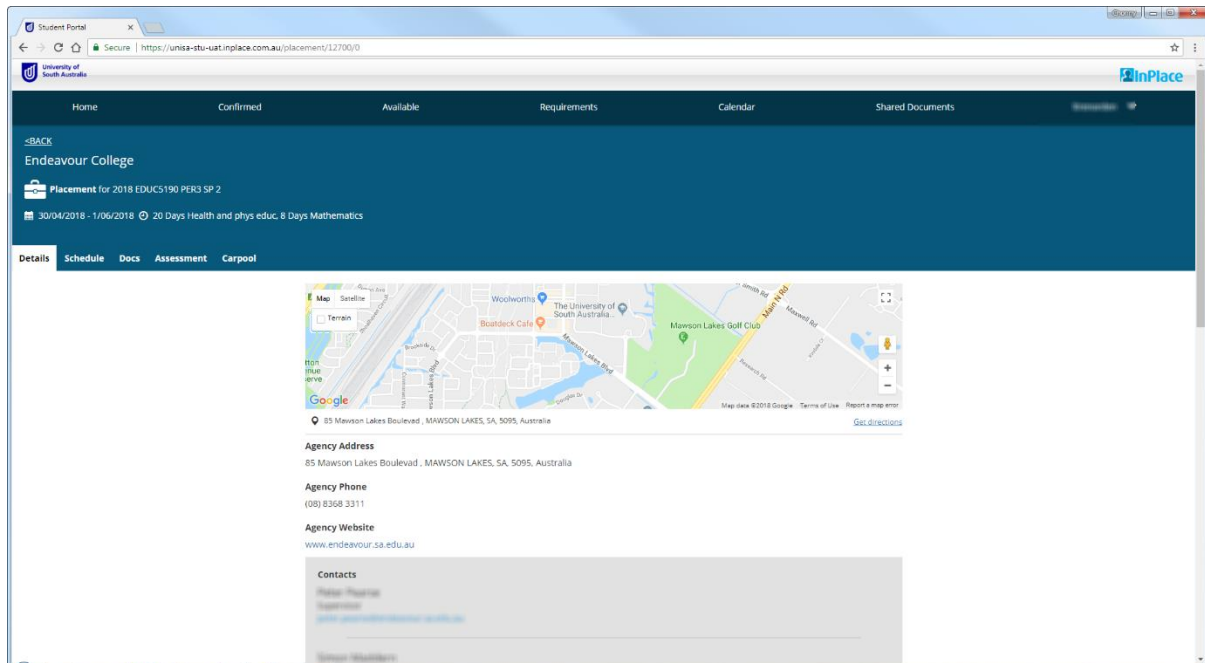


- b) You will be presented with a list of your confirmed placements.

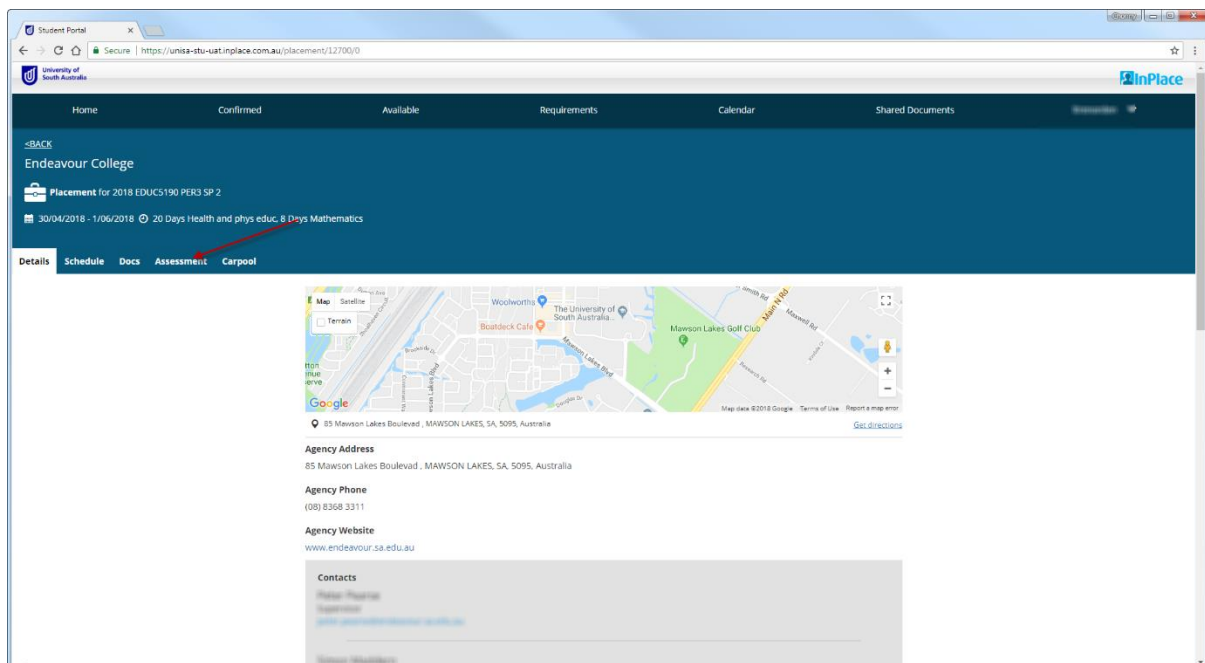


c) Select the required placement from the list.

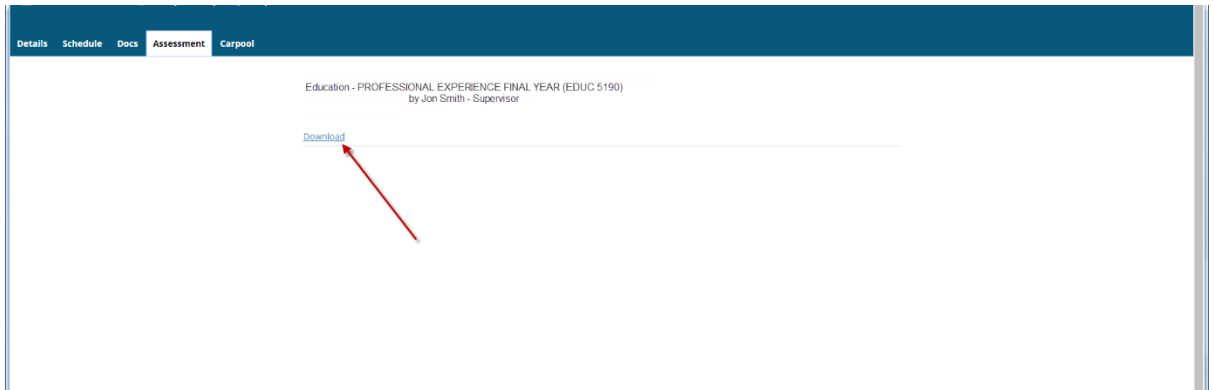
d) The placement details page will display.



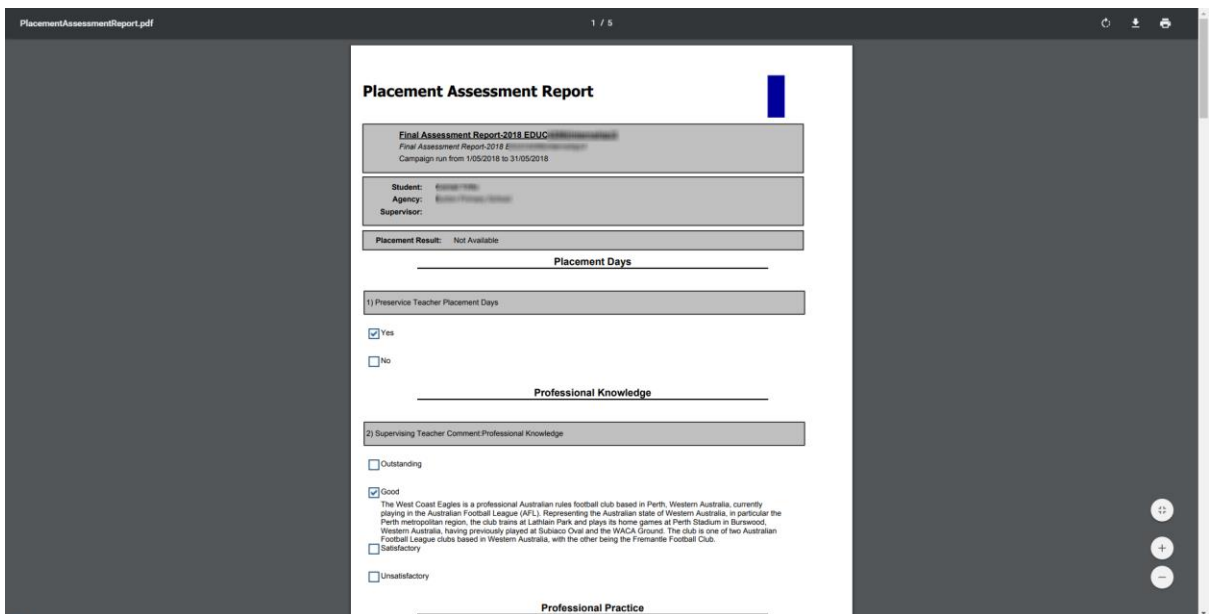
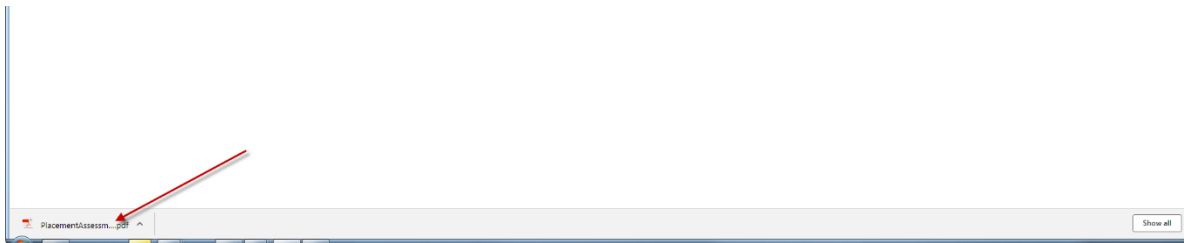
e) Select the Assessment tab.



f) Select download.

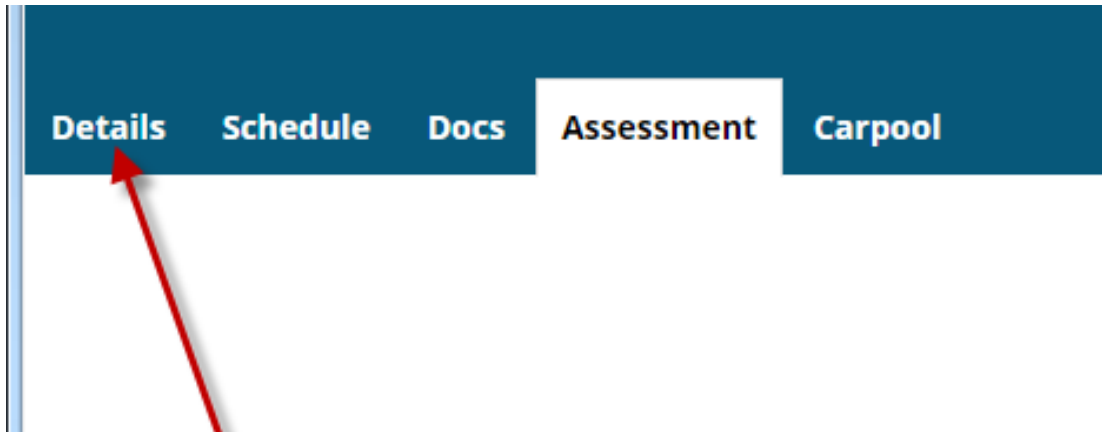


g) Open the PDF to view the assessment report.




Step 4: Navigate to enter your comments

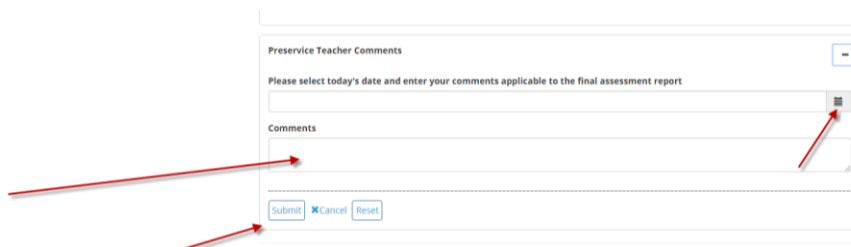
- a) To navigate to enter your comments, close the assessment report PDF and select the details tab.



- b) Scroll down to Additional Placement details and open the Preservice Teacher Comments field.

A screenshot of the 'Additional Placement details' section. It shows a form with a section titled 'Additional Information' and a sub-section 'Placement Related Information'. There are two input fields: 'Learning Areas' and 'Preservice Teacher Comments'. The 'Preservice Teacher Comments' field is highlighted in yellow. A red arrow points to the plus icon next to the 'Preservice Teacher Comments' field.

- c) Select today's date and enter your comments. Review what you have entered and then select Submit.

A screenshot of the 'Preservice Teacher Comments' form. The form has a title 'Preservice Teacher Comments' and a sub-header 'Please select today's date and enter your comments applicable to the final assessment report'. There is a date selection dropdown, a 'Comments' text area, and three buttons: 'Submit', 'Cancel', and 'Reset'. A red arrow points to the date selection dropdown, another red arrow points to the 'Comments' text area, and a third red arrow points to the 'Submit' button.

- d) Your comments have been submitted. For any questions, please contact the Professional Experience Office (EDS-PracticumOffice@unisa.edu.au).