

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 <u>not</u> provide information regarding placement policy.

Step 1: Access the Website

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

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Https://unisa-prod.inplace.com.au	▼ → Q Search

Step 2: Log in to InPlace

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

	University of South Australia	a
	Staff and Students	
	or	
Password		
Log	in with your InPlace Account	
Forgot your pas	ssword?	

b) Enter your UniSA student username and password.

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	VEARS
	Type your UniSA username and password below.
	Forgotten your password? Please see What you should do if you have forgotten your
	password? If you wish to confirm the authenticity of this page, contact the IT Help Desk (08) 8302 5000.

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.
Lauthorise 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.

InPlace - Campaign List - × Student Portal	×					
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30/04/2018 - 1/06/2018	View All Confirmed	2		View available		View shortilized
To Do 🕐				Notifications Assessment Report has been shared with	you for 2018 EDUC5190 PER3 SP2	at Endeavour College

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

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			Endeavour College	Placement	30/04/2018 - 1/06/2018	20 Days Health and Phys Educ - 8 Days Mathematics	Current		

- c) Select the required placement from the list.
- d) The placement details page will display.

Student Portal X						
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University of South Australia						
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	Age	ncy Website				
		w.endeavour.sa.edu.au				
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e) Select the Assessment tab.



f) Select download.

etails Schedule Docs <mark>Assessment</mark> Carpool	
	Education - PROFESSIONAL EXPERIENCE FINAL YEAR (EDUC 5190) by Jon Smith - Supervisor

g) Open the PDF to view the assessment report.



PlacementAssessmentReport.pdf	1/5	(5 ± 6
	Placement Assessment Report		
	Final Assessment Report-2018 EDUC Final Assessment Report-2018 EDUC Campaign sun from 105/2018 to 31/05/2018		
	Student: 4 Agency: Supervisor:		
	Placement Result: Not Available		
	Placement Days		
	1) Preservice Teacher Placement Days		
	γes		
	□ ^{No}		
	Professional Knowledge		
	2) Supervising Teacher Comment:Professional Knowledge		
	Outstanding		
	Good The Vest Coast Explos is a professional Australian rules football club based in Peth, Western Australia, currently playing in the Australian Football Largua (APL). Representing the Australian state of Western Australia, a particular the western Australian, the australian football club based in Peth, Western Australian, and the Western Australian, the australian football club based in Peth Western Australian Football club based in Western Australian Tootball club based in Western Australian, with the other being the Fremantie Football Club. Safettactory		•
	Unsatisfactory		-
	Professional Practice		

Step 4: Navigate to enter your comments

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

Details Schedule	Docs	Assessment	Carpool
1			

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

Additional Placement details	
Additional Information	
Placement Related Information	
Learning Areas	
Preservice Teacher Comments	

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

Preservice Teacher Comments	-
Please select today's date and enter your comments applicable to the final assessment report	-
Comments	
-	6
Submit #Cancer Reset	

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