
Student Guide for InPlace

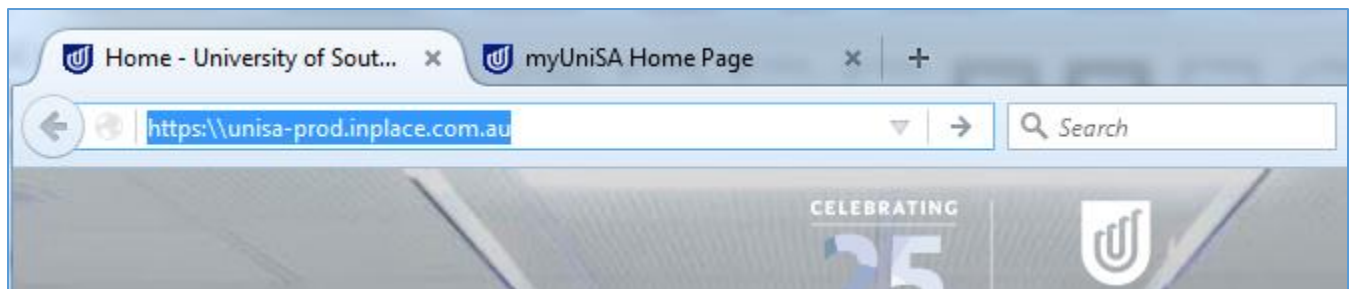
Entering Preferences for Middle Years' Experience

*only relevant for MBET Primary Middle Pre-Service Teachers

*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.



University of
South Australia

Staff and Students

or

Password

Log in with your InPlace Account

[Forgot your password?](#)

Step 3: Enter log in details

b) Enter your UniSA student username and password.

University of South Australia (AU) | <https://fed.unisa.edu.au/adfs/ls/?SAMLRequest=fdBN> | Search

CELEBRATING 25 YEARS | University of South Australia

Type your UniSA username and password below.

testy001

.....

Sign in

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

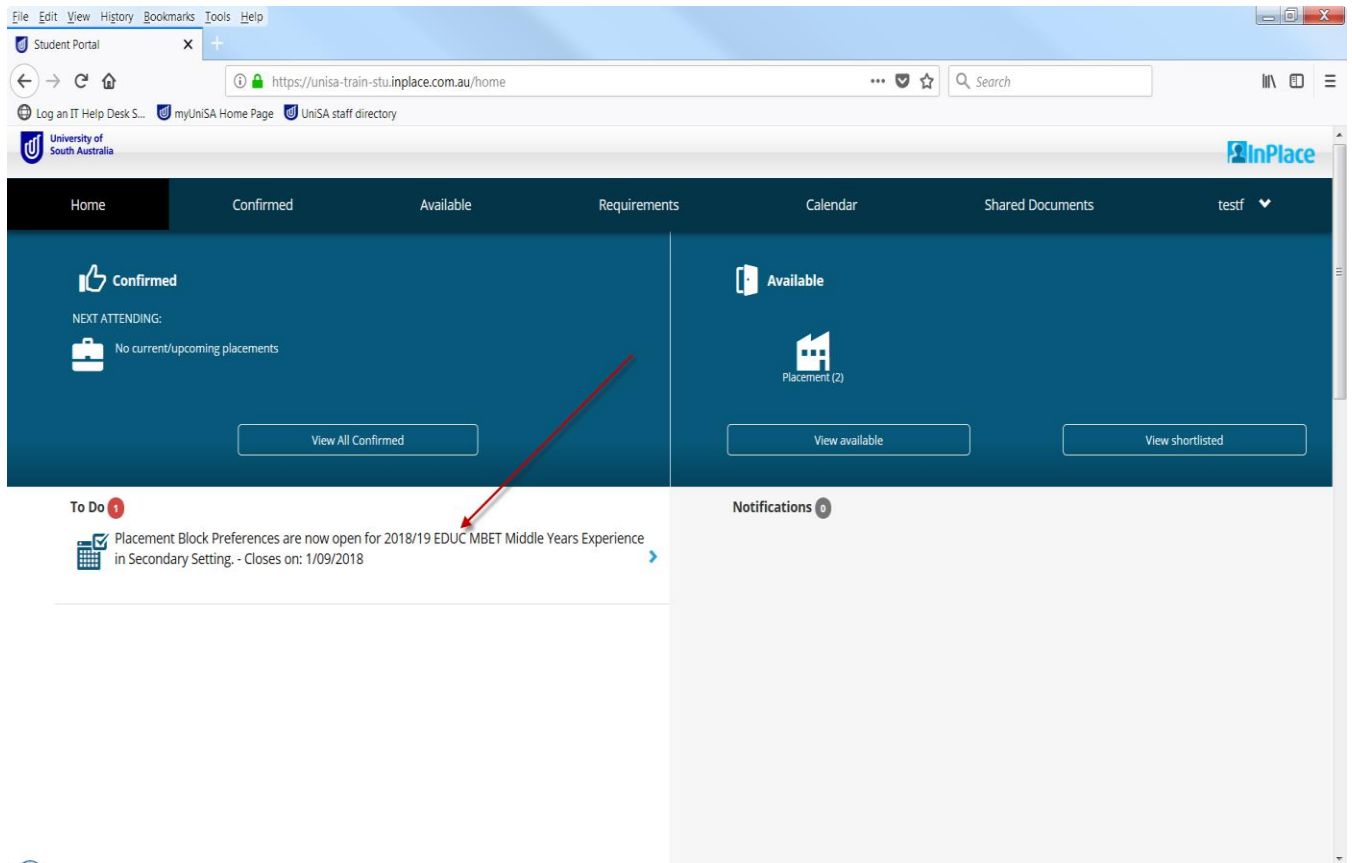
I accept responsibility for my use of InPlace and I agree to comply with the conditions of access. I understand that any use of InPlace which is inappropriate, unethical or illegal is expressly forbidden under these conditions and will result in penalties being applied. I am aware that the [Code of Conduct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

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

Accept

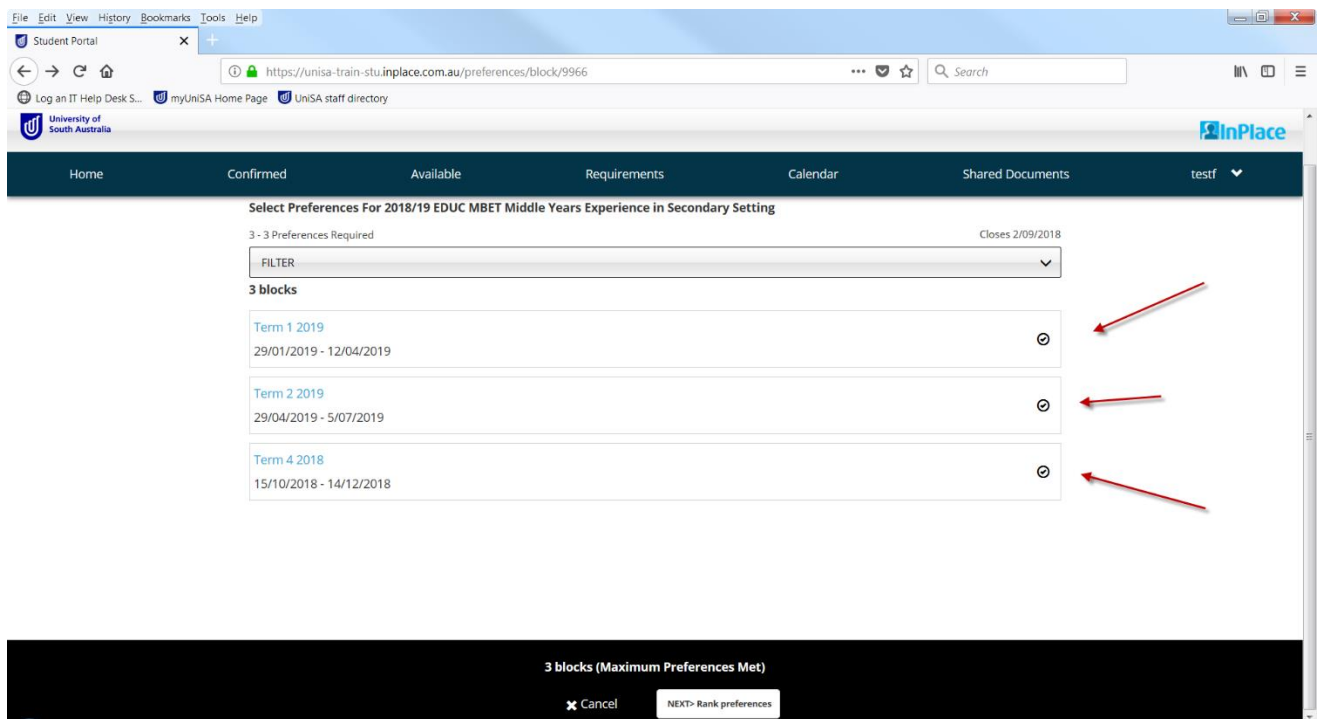
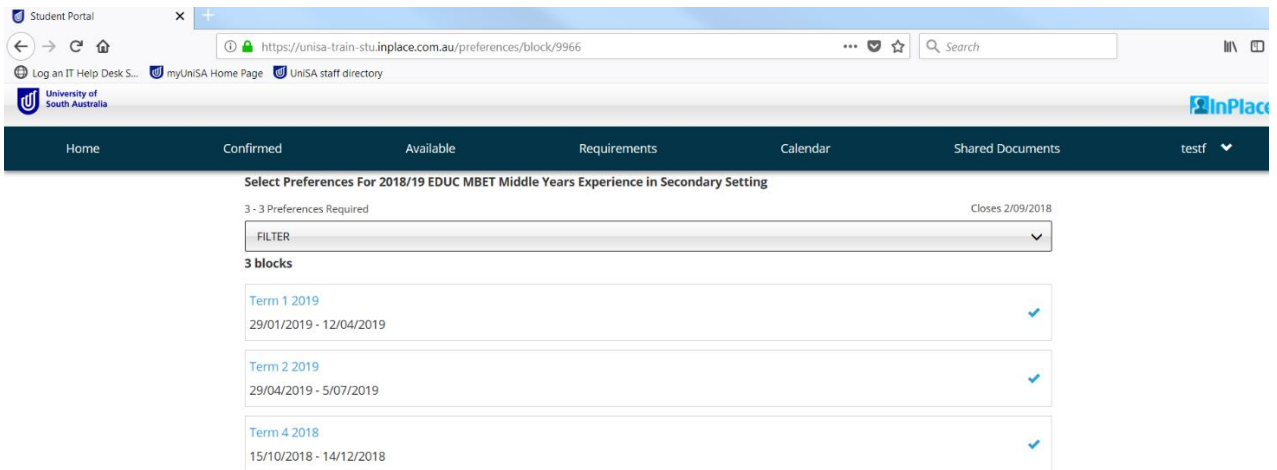
Step 4: Select Placement Block Preferences

a) From the InPlace home page select the “Placement Block Preferences now open” link.



The screenshot shows a web browser window displaying the InPlace student portal. The browser's address bar shows the URL <https://unisa-train-stu.inplace.com.au/home>. The page features a dark blue header with navigation tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for 'testf'. Below the header, there are two main panels. The left panel, titled 'Confirmed', shows 'NEXT ATTENDING: No current/upcoming placements' and a 'View All Confirmed' button. The right panel, titled 'Available', shows 'Placement (2)' and buttons for 'View available' and 'View shortlisted'. A 'To Do' section at the bottom left contains a notification: 'Placement Block Preferences are now open for 2018/19 EDUC MBET Middle Years Experience in Secondary Setting. - Closes on: 1/09/2018'. A red arrow points from this notification to the 'View All Confirmed' button.

b) Select all three blocks by clicking on the blue tick for each block (second screen shot below).



Step 5: Rank Preferences

a) Select the NEXT > Rank preferences button

The screenshot shows a web browser window displaying the University of South Australia InPlace portal. The page title is "Select Preferences For 2018/19 EDUC MBET Middle Years Experience in Secondary Setting". It indicates that 3 preferences are required and the selection closes on 2/09/2018. A "FILTER" dropdown is present. Below, three blocks are listed for selection:

Block Name	Period	Status
Term 1 2019	29/01/2019 - 12/04/2019	<input checked="" type="checkbox"/>
Term 2 2019	29/04/2019 - 5/07/2019	<input checked="" type="checkbox"/>
Term 4 2018	15/10/2018 - 14/12/2018	<input checked="" type="checkbox"/>

At the bottom, a dark modal dialog displays the message "3 blocks (Maximum Preferences Met)". It contains two buttons: "Cancel" and "NEXT > Rank preferences". A red arrow points from the "NEXT > Rank preferences" button in the dialog to the corresponding button in the list of blocks above.

- b) Rank the blocks in order of preference, by selecting the block and dragging and dropping. When you are happy with the ranking, select the Submit preferences button to save your preferences.

The screenshot shows a web browser window with the URL <https://unisa-train-stu.inplace.com.au/preferences-ranking/block/9966>. The page header includes the University of South Australia logo and the 'InPlace' branding. A navigation bar contains links for Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile 'testf'. The main content area is titled 'Select the order of preference' and features a 'Back' link. Below this is a section labeled 'Drag to change preference' with a 'Done' button. It contains three rows, each with a rank, a red arrow, and a term:

1st		Term 4 2018
2nd		Term 2 2019
3rd		Term 1 2019

At the bottom of the page, there is a dark bar with two buttons: 'Cancel' and 'Submit preferences'. A red arrow points to the 'Submit preferences' button.