InPlace
Smart Placement Solutions

Student Guide - How to add a logbook entry

* NOTE. Safari browser has a timezone issue that can impact on the logbook. It is recommended to use chrome or Firefox on a Mac for InPlace.
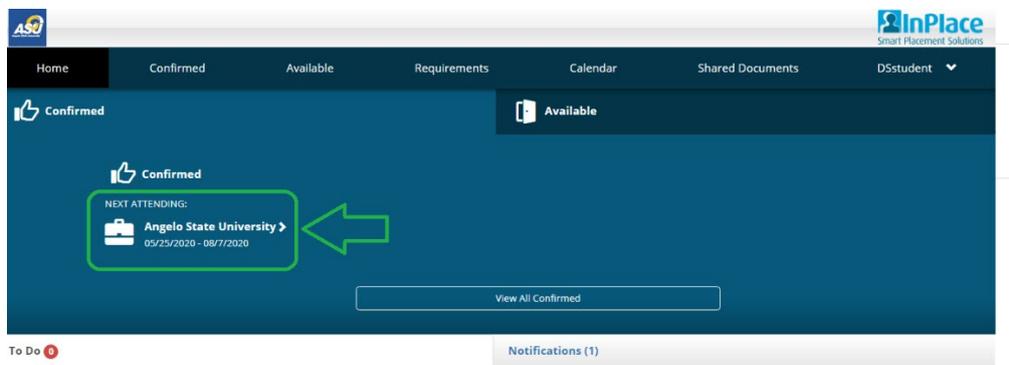
Summary

- Navigate to "**Confirmed**"
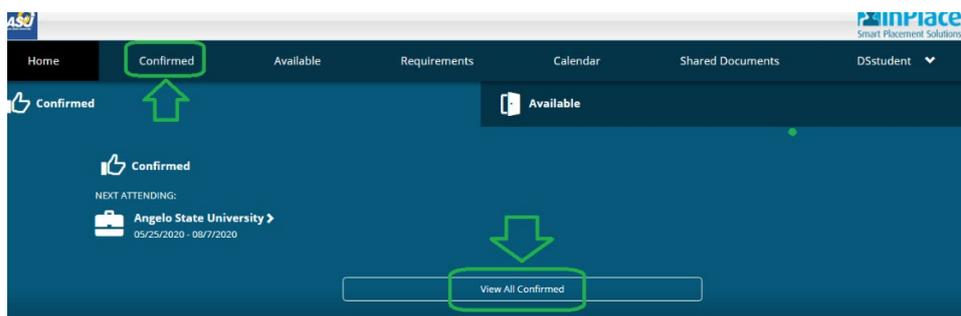- Click "**Add Day to Schedule**"
- Complete logbook entry for the week

Detailed Steps

As part of your course or program, you need to add a day to your schedule to record activities and insights into your placement.
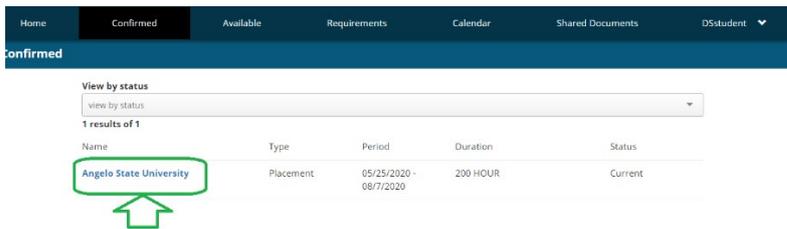
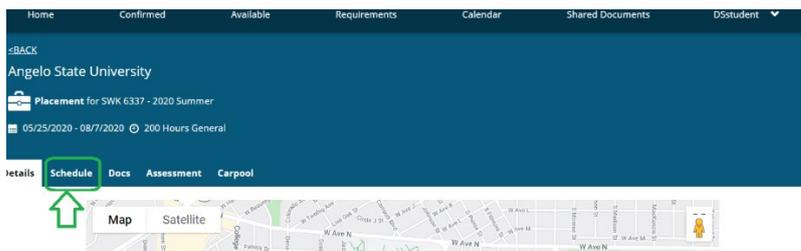1. If you have only a single placement, click on the confirmed link on the home page

2. If you have more than one placement then
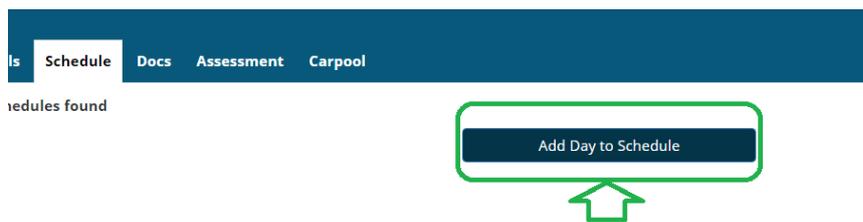   a. Click on "**Confirmed**" or "**View All Confirmed**"

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b. Click on the placement you are adding the schedule for.

c. Click on the "**Schedule**" tab

3. Click on "**Add Day to Schedule**" button.

4. Enter "**Date**", "**Start time**" and "**End time**". Then click "**Save**"
   Important Note: The time is entered using military time. In this example 9am is entered at 09:00 and 3:30 pm is entered as 15:30. **You MUST enter the leading zero!**
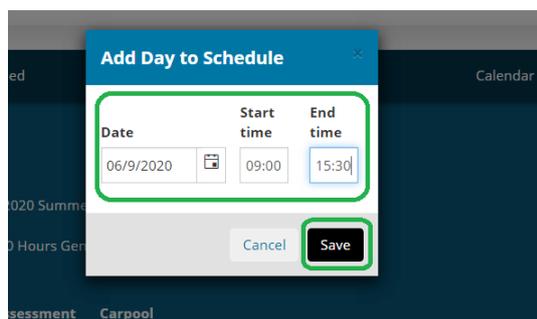
5. Open Logbook by clicking on the 📘 icon in the "**Action**" column

6. Complete "Timesheet" information

7. Weekly supervision section must be completed with each logbook entry. If you have had a supervision session on this day, type into field and complete "**Weekly Supervision**" section. If you **did not** have a supervision session on this day enter N/A.

8. Click "**Save**" if you have not completed the day's entry

9. When you hae finished the day's entry, click "**Submit**"

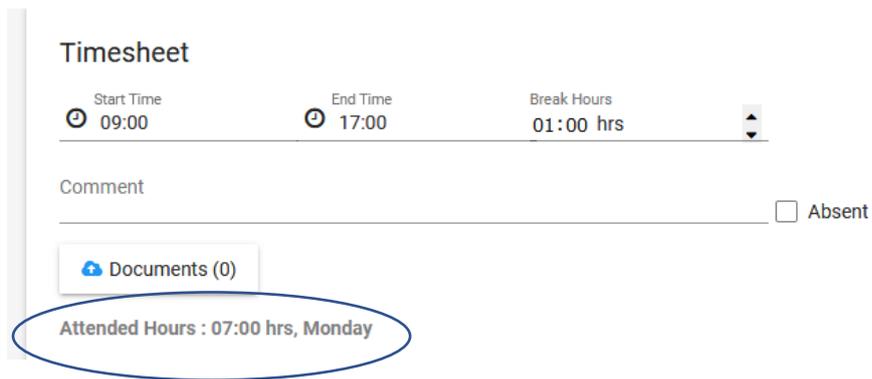10. If you realize after clicking "**Submit**" that you want to add more information you can click "**Withdraw**"

11. You may then enter or edit your logbook as necessary and then click "**Submit**" when you are finished

How to enter log book times with breaks.

#1 Example your start time is 09:00, end time 17:00 (5:00pm); Lunch is entered as a 1:00hr break.

Total time should reflect the total time at agency.

#2 Example your start time is 9:30, you left at 10:30 came back at 14:00 (2:00pm) had an end time of 17:00. Enter your start time as 9:30 and end time of 17:00(5:00pm); break 3:30hrs.

Total time should reflect the total time at agency.