

## 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.

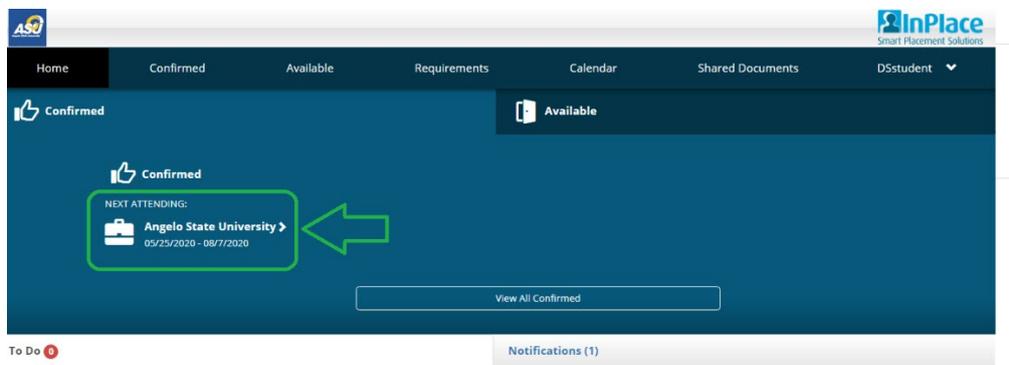
### Summary

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

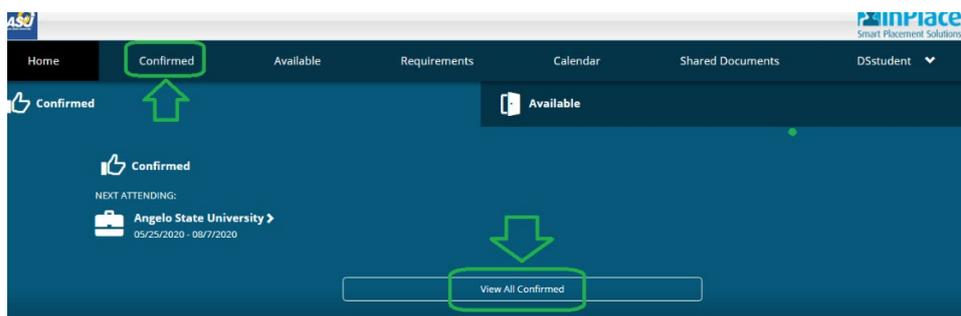
### Detailed Steps

As part of your course or program, you need to add a day to your schedule to record activities and insights into your placement.

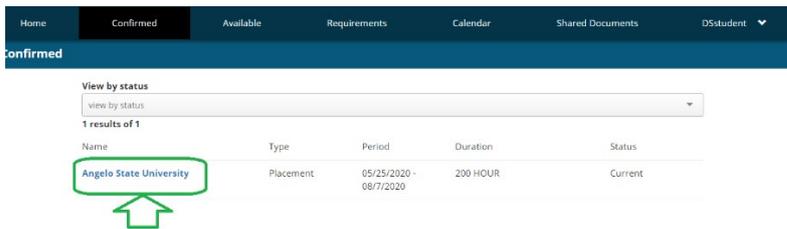
1. If you have only a single placement, click on the confirmed link on the home page



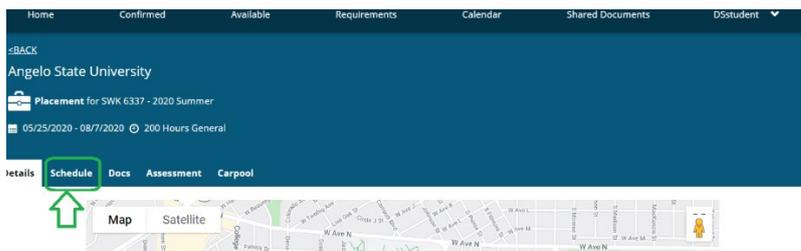
2. If you have more than one placement then
  - a. Click on **“Confirmed”** or **“View All Confirmed”**



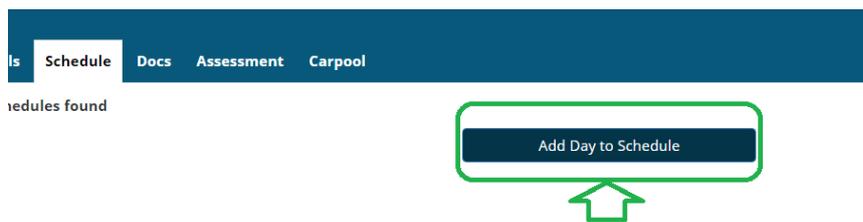
b. Click on the placement you are adding the schedule for.



c. Click on the “Schedule” tab

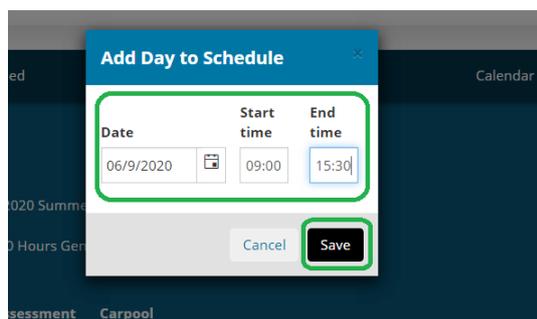


3. Click on “Add Day to Schedule” button.



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

Details	Schedule	Docs	Assessment	Carpool				
Attendance summary								
11 required 0 completed								
Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
06/9/2020	Angelo State University	09:00 - 15:30			No			

1 - 1 of 1 items

[Add Day to Schedule](#)

## 6. Complete “Timesheet” information

### Timesheet

Start Time: 09:00    End Time: 15:30    Break Hours: 01:00 hrs

Comment: \_\_\_\_\_  Absent

[Documents \(0\)](#)

Attended Hours : 00:00 hrs,

- 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.

### Session 1

**Weekly Supervision**

Areas of Discussion \* (must have one entry per week)  
 Onboarding, introduced to policy links and ways to participated in court cases, COVID policy, tour of office, went on 2 home visits, 1 alternative respon... [More](#)

Next Steps \* (must have one entry per week)  
 Attend upcoming court case, review policies, go out on any scheduled calls

Topics for follow up discussion  
 policy where alternative response is specifically needed

- Click **“Save”** if you have not completed the day’s entry

ment \_\_\_\_\_ 0 / 600

inator Comment \_\_\_\_\_ 0 / 600



[Reset](#)    [Copy Session](#)    [Add Session](#)    [Log Book day](#)    [Save](#)    [Submit](#)

- When you hae finished the day’s entry, click **“Submit”**

- If you realize after clicking **“Submit”** that you want to add more information you can click **“Withdraw”**



Session 1

Supervisor Comment 0 / 600

Placement Coordinator Comment 0 / 600

0 / 600

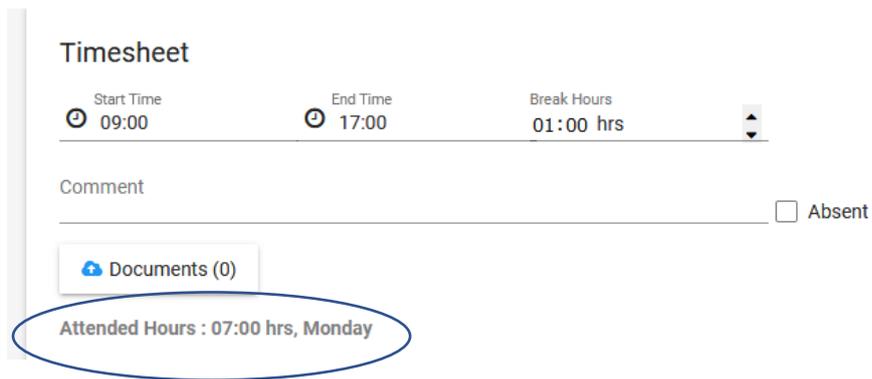


11. You may then enter or edit your logbook as necessary and then click “**Submit**” when you are finished

### 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.



**Timesheet**

Start Time 09:00 End Time 17:00 Break Hours 01:00 hrs

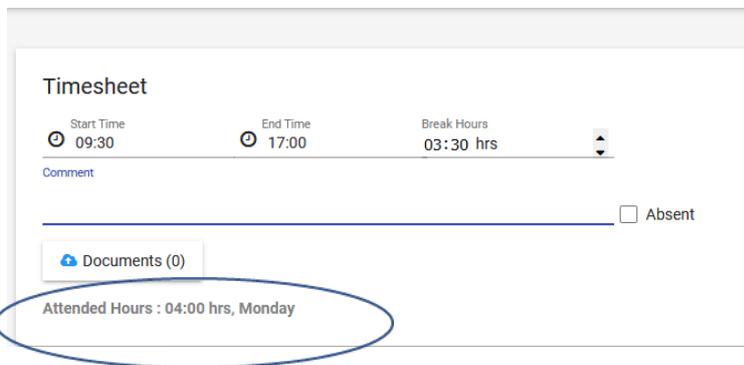
Comment  Absent

 Documents (0)

**Attended Hours : 07:00 hrs, Monday**

#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.



**Timesheet**

Start Time 09:30 End Time 17:00 Break Hours 03:30 hrs

Comment  Absent

 Documents (0)

**Attended Hours : 04:00 hrs, Monday**