

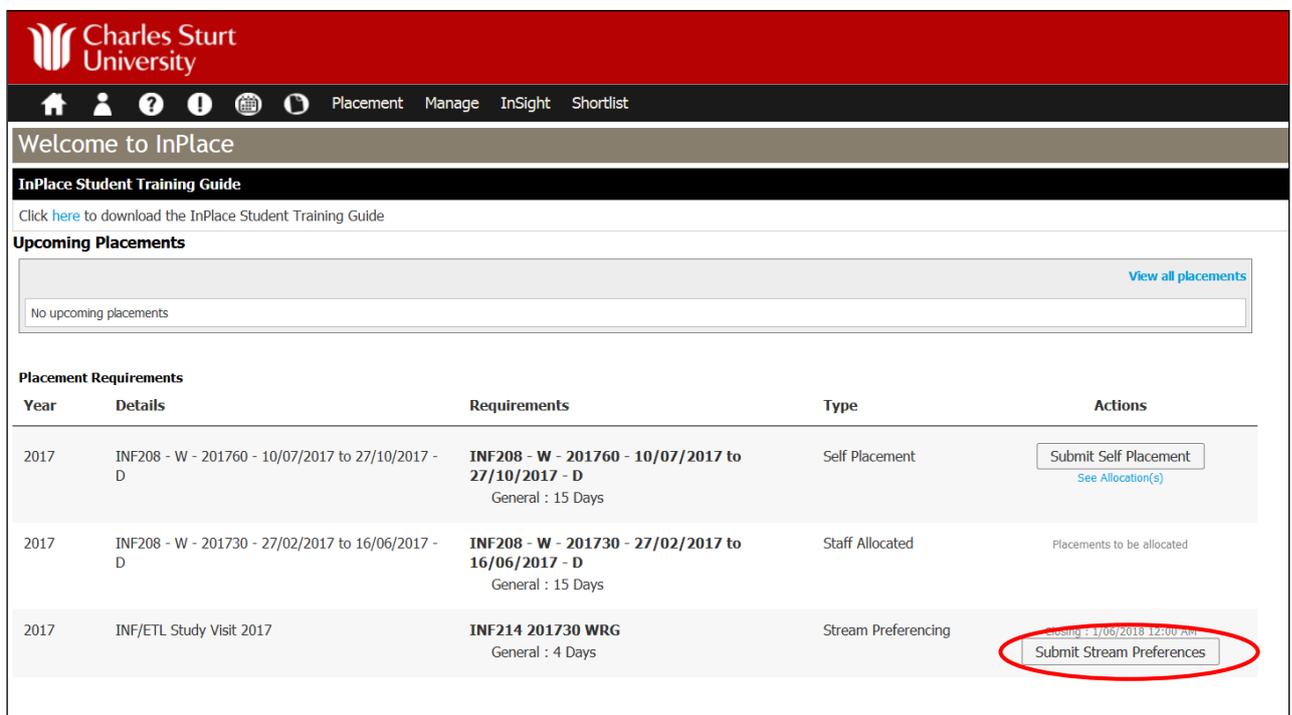
## InPlace – Stream/Study Visit Preferences

Stream preferencing is a function within InPlace that allows you to nominate where you would like the location of your study visit to be. The study visit locations available will be listed as a stream within InPlace.

This Quick Reference Guide will show you how to view the locations available for study visits and how to submit your preference.

### Viewing the Study Visit Locations:

1. Login into InPlace: <https://myworkplacelearning.csu.edu.au/>
2. The **Home** page will display:



The screenshot shows the InPlace Student Training Guide interface. It includes a navigation bar with icons for Home, Profile, Help, and a menu with options: Placement, Manage, InSight, and Shortlist. Below the navigation bar, there is a 'Welcome to InPlace' message and a link to download the InPlace Student Training Guide. The main content area is titled 'Upcoming Placements' and shows a message 'No upcoming placements' with a 'View all placements' link. Below this is a table of 'Placement Requirements' with columns for Year, Details, Requirements, Type, and Actions.

Year	Details	Requirements	Type	Actions
2017	INF208 - W - 201760 - 10/07/2017 to 27/10/2017 - D	INF208 - W - 201760 - 10/07/2017 to 27/10/2017 - D General : 15 Days	Self Placement	Submit Self Placement <a href="#">See Allocation(s)</a>
2017	INF208 - W - 201730 - 27/02/2017 to 16/06/2017 - D	INF208 - W - 201730 - 27/02/2017 to 16/06/2017 - D General : 15 Days	Staff Allocated	Placements to be allocated
2017	INF/ETL Study Visit 2017	INF214 201730 WRG General : 4 Days	Stream Preferencing	<a href="#">Closing : 17/06/2018 12:00 AM</a> Submit Stream Preferences

3. To see the study visit locations, click on the **Submit Stream Preferences** button.
4. You will then be taken to the **Study Visit** page which shows the locations available to be selected as a preference.

Displays the Study Visit Name

Displays the number of preferences you can submit. For **Study Visits** you can select a maximum of 1 preference.

Displays the list of locations available for the study visit

Submit Preferences button enables you to submit your preference

Allows you to rank the locations selected in order of preference however you will not be able to use this functionality as you can only select one preference

Ordering of Streams is "most preferred" to "least preferred". Move the most preferred Stream to the top of the list.

- To view the placement dates for each particular study visit, click on the location and the **Details** button located under the **Available for Preferencing** box will become active. Click on the **Details** button and the **Student Stream** dialog box will show the placement dates for this location.

Student Stream

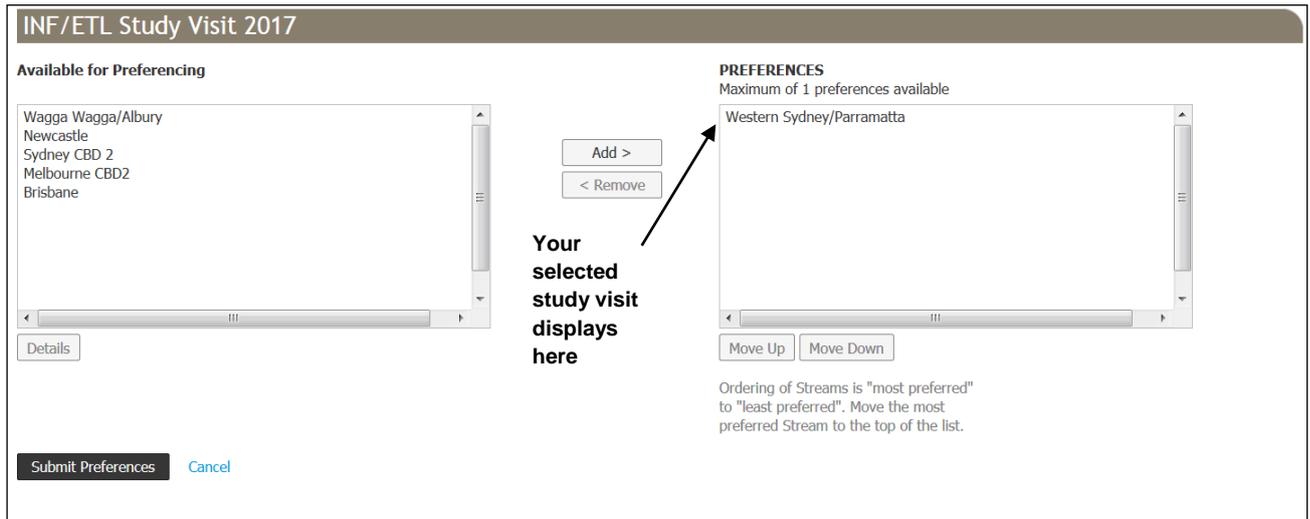
Stream Name	2017 Academic Year 28/02/2017 - 27/02/2018
Western Sydney/Parramatta	29th May - 1st June

Displays the placement dates for this location

## Submit Preferences

- To submit your preference, click on the study visit location in the **Available for Preferencing** box and click on the **Add** button. The location will then appear in the **PREFERENCES** box on the right hand side of the screen.

**Please note:** Study Visit locations are capped so if you are unable to select a location, it may have already reached the maximum number of students allowed. To avoid this happening, it is best that you submit your preference as soon as possible.



**INF/ETL Study Visit 2017**

**Available for Preferencing**

Wagga Wagga/Albury  
Newcastle  
Sydney CBD 2  
Melbourne CBD2  
Brisbane

Details

Submit Preferences Cancel

**PREFERENCES**  
Maximum of 1 preferences available

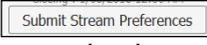
Western Sydney/Parramatta

Add >  
< Remove

Your selected study visit displays here

Move Up Move Down

Ordering of Streams is "most preferred" to "least preferred". Move the most preferred Stream to the top of the list.

2. If you wish to change the location of your study visit, click on the study visit location in the **PREFERENCES** box and click on the **Remove** button and your preference will be removed. You can then select another location by following **Step 1** again. When you have finished selecting your preference, click on the **Submit Preferences** button located on the bottom left hand side of the page.
3. You will then return to the **Home** page.
4. If you wish to make any further changes to your preference, click on the **Submit Stream Preferences** button  and you will be taken to the **Stream Preference** page where you can make those changes.
5. The workplace learning team will advise you at a later date of your study visit allocation. When this occurs, it will display on the home screen (e.g. Canberra Study Visit 2018) and you will receive further information regarding allocation of the sites you will be visiting within that location.

**Note:** For more information about **Stream Preferences** please refer to the *InPlace Student Training Guide* available via the link located on the top left hand side of the **Home** page