



Clinical Placement System (CLIPS) Student Guide for Timesheet APSS

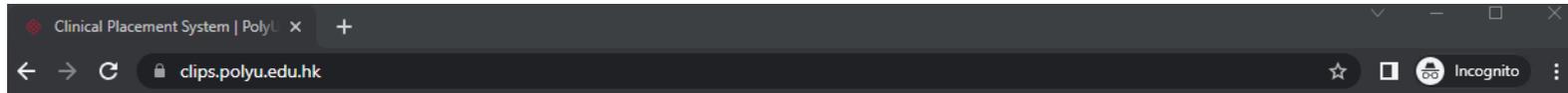
10 May 2023



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

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Login Clinical Placement System



Visit URL <https://clips.polyu.edu.hk> and login with your NetID

Choose Timesheet Function

The screenshot displays the 'Clinical Placement System' interface. At the top, there is a navigation bar with a home icon, a calendar icon, and a user profile icon (highlighted with a red box). Below the navigation bar, the 'My Noticeboard' section contains a 'Today's Roster' card with a folder icon and the text 'no placement today'. The 'My Placement' section shows a card for 'MSW FW II' with the dates '22 May, 2023 - 29 Jul, 2023' and the status 'Assessment In Progress'. On the right side, a user menu is open, listing options: 'Accomplishment', 'Leave', 'Timesheet' (highlighted with a red box), 'Settings', 'Logout', and 'Return to Admin'. The user's name 'CHOI Xxx Xxx' and email '2100****g@connect.polyu.hk' are also visible in the menu.

Click “Timesheet” in User Menu to enter timesheet function

Create Timesheet Record (1)

[D] Clinical Placement System

Timesheet

Year: 2022-23 Subject: MSW FW II

+ Create Refresh

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Create Timesheet

* Tenant: APSS

* Year: 2022-23

* Subject: MSW FW II

* Student ID: 2100****G / CHOI Xxx Xxx

* Date: 2023-05-22

* Time: 09:00 → 12:00

* Activity: Orientation

Remark:

Create Cancel

Select the “Year” & “Subject”. Click “Create” to timesheet record

Create Timesheet Record (2)

[D] Clinical Placement System

⌚ Timesheet + Create ↻ Refresh

Year: Subject:

Tenant	Year	Subject	Student ID	Name	Action
▶ APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		● Preparing		Delete

Total 1 record < 1 > 10 / page

Timesheet record create success!

Timesheet Submission (1)

[D] **Clinical Placement System**

Timesheet

+ Create

↻ Refresh

Year: Subject:

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		● Preparing		Delete

Total 1 record < 1 > 10 / page

Click Open Button

Timesheet Submission (2)

[D] Clinical Placement System



The Hong Kong Polytechnic University
Department of Applied Social Sciences
Time Sheet for Fieldwork Placement (MSW FW II)

Student: 2100****G / CHOI Xxx Xxx (蔡**)
Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Time Period:

- Summary
- Summary
- Week 0 (2023-05-22 - 2023-05-28)
- Week 1 (2023-05-29 - 2023-06-04)
- Week 2 (2023-06-05 - 2023-06-11)
- Week 3 (2023-06-12 - 2023-06-18)
- Week 4 (2023-06-19 - 2023-06-25)
- Week 5 (2023-06-26 - 2023-07-02)
- Week 6 (2023-07-03 - 2023-07-09)
- Week 7 (2023-07-10 - 2023-07-16)
- Week 8 (2023-07-17 - 2023-07-23)
- Week 9 (2023-07-24 - 2023-07-30)

Summary of Cumulative Hours

Total Placement Hours: 3

Supervision Hours:

	Individual	Group	Total
On-site	0	0	0
Off-site	0	0	0
Total	0	0	0

Live Supervision Hours *: 0

* The hours have been counted as on-site supervision hour

Print

Close

Select submission "Time Period"

Timesheet Submission (3)

[D] Clinical Placement System



The Hong Kong Polytechnic University
Department of Applied Social Sciences
Time Sheet for Fieldwork Placement (MSW FW II)

Student: 2100****G / CHOI Xxx Xxx (蔡**)
Agency / Unit: Cheng Shing Fung District Elderly Centre (Shamshuipo)

Time Period: Week 0 (2023-05-22 - 2023-05-28)
Status: Preparing

Time	2023-05-22 (Mon)	2023-05-23 (Tue)	2023-05-24 (Wed)	2023-05-25 (Thu)	2023-05-26 (Fri)	2023-05-27 (Sat)	2023-05-28 (Sun)
AM	09:00 - 12:00 (3.00 hour) Orientation						
PM							
Evening							
Total Hours	3	0	0	0	0	0	0

This Week:			
Fieldwork Hours (a):	3	hrs	
Cumulative Total B/F (b):	0	hrs	
Present Total (a+b):	3	hrs	
Supervision hours:			
(Individual on-site):	0	hrs	(Group on-site): 0 hrs
(Individual off-site):	0	hrs	(Group off-site): 0 hrs
Live Supervision:	0	hrs	

Cumulative supervision hours:			
	Individual	Group	Total
On-Site B/F:	0	0	0
Off-Site B/F:	0	0	0
Present Total:	0	0	0
Live Supervisor B/F:		0	Present Total 0

Submit For Endorsement Print Close

Click "Submit For Endorsement" to timesheet of the week

Timesheet Submission (4)

[D] Clinical Placement System Home Calendar Profile

Timesheet + Create Refresh

Year: 2022-23 Subject: MSW FW II

Tenant	Year	Subject	Student ID	Name	Action
APSS	2022-23	MSW FW II	2100****G	CHOI Xxx Xxx	Open Delete

Timesheet Records

Date	Start Time	End Time	No of Hour	Activity	Remark	Status	Supervisor Approval	Action
2023-05-22	09:00:00	12:00:00	3.00	Orientation		Reviewing		Delete

Total record < 1 > 10 / page

Individual	Group	Total
0	0	0
0	0	0
0	0	0

0 Present Total 0

Submit For Endorsement Print Close

Click "Close" button after submission. Record status is updated as "Reviewing"

Thank
you

