

## Intern Placement Tracking (IPT) Instructions for BSU Social Work Students

### Introduction

The Intern Placement Tracking system is a web-based software system designed to keep track of students placed in internships with various agencies. The BSU Social Work department implemented IPT in order to more effectively track student placements while providing students a valuable tool to more effectively research prospective field agencies.

The IPT system allows both Boise State University and field agencies to communicate with students. Because of this, it is essential part of all students' fieldwork responsibilities to keep all information current. Please become familiar with this system and contact Travis or Jim Knapp with any questions.

### Getting Started

The IPT website is located at <http://www.alceasoftware.com/web/login.php>

The screenshot shows a web browser window titled "Ipt Login - Microsoft Internet Explorer". The address bar contains the URL "http://www.alceasoftware.com/web/login.php". The page content features a blue header with the "Ipt" logo and the text "Intern Placement Tracking - Login". Below the header, there is a section titled "Please login to Ipt:". A note states: "Note: The following information is UPPER / lower case sensitive." The login form consists of three input fields: "Organization ID" (with "BSU523" entered), "User Name", and "Password". A "Submit" button is located at the bottom of the form.

On this page you will find three fields: Organization ID, User Name, and Password. All information entered in these fields is upper/lower case sensitive.

The Organization ID for anyone using the Boise State IPT service is: **BSU523**

The School of Social Work will supply you with a default User Name and Password. When you first login to IPT using your default password, you are required to set a new user name and password. Your User Name and Password may be anything you like, just make sure to write down the information. For security reasons, we cannot retrieve either your User Name or Password

information. If you forget either your User Name or Password, contact the School of Social Work at [socialwork@boisestate.edu](mailto:socialwork@boisestate.edu) or (208) 426-1568 to reset your User Name and Password.

The screenshot shows a web browser window titled "Ipt Change Password - Microsoft Internet Explorer". The address bar shows the URL "http://www.alceasoftware.com/web/chgpwd.php". The page content includes the "Ipt" logo, "Intern Placement Tracking Alcea Software", and the user information "BSU School of Social Work Practicum" and "Logged in Porter, Travis Student". A "Logout" link is visible in the top right. The main heading is "Enter new username and password:". Below this are four input fields: "Old Password", "New Login Name", "New Password", and "Confirm New Password". A "Submit" button is located at the bottom of the form.

After you submit your User Name and Password, you will be directed to the IPT Home Page.

The screenshot shows the IPT Home Page. The header includes the "Ipt" logo, "Intern Placement Tracking Alcea Software", and the user information "BSU School of Social Work Practicum" and "Logged in Allen, Robin Faculty Member". There are "Logout" and "Help" links in the top right. A navigation menu contains links for "Home", "Agency List", "Supervisor List", "Student List", and "Reports". On the left side, there are links for "Send Group Emails", "Change Email Address", and "Change Password". The main content area features a "Welcome to Intern Placement Tracking" message and a large "Reminder !" heading. Below the heading, a message states: "Your subscription to the Ipt-Web service expired on September 01, 2006. Please contact Alcea Software at [support@alceasoftware.com](mailto:support@alceasoftware.com) or phone (801) 372-0133 for information on renewing your subscription." At the bottom, it says "Thank you for using Ipt-Web."

At the Home Page, a number of links are provided along the top of the page including Agency List, Supervisor List, Student List, and Reports. On the left hand side of the page are links to Send Group E-mails, Change E-mail Address (yours), and Change Password (yours).

## Sending Group E-mails

To send group e-mails, click on the Home link on the top of any page and find the Send Group E-mails link on the upper left.

The screenshot shows the IPT Faculty Instructions page. The header includes the IPT logo, the text 'BSU School of Social Work Practicum', and the user's login information: 'Logged in: Allen, Robin Faculty Member'. There are links for 'Logout' and 'Help'. A navigation menu contains 'Home', 'Agency List', 'Supervisor List', 'Student List', and 'Reports'. The main content area is titled 'Email a group of Agencies, Supervisors, and/or Students'. It features a section for selecting individuals to receive the email, with radio buttons for 'No Supervisors or Agencies', 'Agencies', 'Supervisors', 'Both', and 'No Students'. Below this are two columns of radio buttons for selecting groups: 'Assigned and Unassigned' and 'Those with assigned students from selected groups and semesters' in the first column; and 'Assigned and Unassigned Students from selected groups' and 'Students from selected groups and assigned during semesters' in the second column. There are input fields for 'Subject' and 'Message'. At the bottom, there are checkboxes for 'Semesters' (Spring, Summer, Fall) and a list of 'Groups' with checkboxes: 'BSW Class of 2007 - Fall 2006', 'MSW Class of 2007 - Fall 2006', 'MSW Class of 2008 - Fall 2006', and 'BSW Class of 2008 - Fall 2006'.

This is a very helpful communication tool. With this function, you may directly send an e-mail to a set criterion of students, agency contacts, and/or supervisors. Simply check the boxes to fill out your criteria, type a subject and a message, and hit the Send button to send the e-mail.

Or, you may use this page to generate a list of e-mail addresses that you can copy and paste into Groupwise to send or to create address group. To generate the list of e-mails, instead of hitting Send, hit the Show E-mail List button.

## Top Menu Information

### Agency List

By clicking on the Agency List page you will be directed to all the agencies currently in the IPT system. To see the full detail on any agency, simply click its name and you will be directed to the agency contact page.

We ask each agency to fill in their contact information and to keep it current. You may use this information to get information such as phone number, address, Web site, whether they take MSWs, BSWs, or both, and more.

### Supervisor List

By clicking on the Supervisor List page (see next page graphic) you will be directed to all the supervisors currently in the IPT system. To see the full detail on any supervisor, click their name and you will be directed to the supervisor's contact page. We ask each supervisor to fill in their contact information and to keep it current.


On the upper left hand side of the Supervisor Page, you will find a History link. Click on History to find all students this person currently supervises and has supervised in the past.



**Student List**

By clicking on the Student List page you will be directed to a list of all the students currently in the IPT system (and currently in the Social Work program). To see the full detail on any student, click their name and you will be directed to the student’s contact page.

Here you will find each student’s contact information, their advisors, practicum/seminar instructor(s), and the agency where they’re interning including their supervisor’s phone number.

City, State ZIP	<input type="text"/>	Advisor	Allen, Robin	
Email <input checked="" type="checkbox"/>	<input type="text"/>	Degree	<input type="text"/>	
Emergency Contact	<input type="text"/>	Graduation Date (yyyy-mm)	0000-00	
Emergency Phone	<input type="text"/>			
Home Street Address	<input type="text"/>			
Home City, State ZIP	<input type="text"/>			
Group	BSW Class of 2007 - Fall 2006			
Comments:	<input type="text"/>			
Field Liason/Practicum Instructor:	<input type="text"/>	Seminar Instructor:	<input type="text"/>	
BSU Student ID Number:	<input type="text"/>			
Field Assignments:				
Semester	Agency	Supervisor	Phone Number	Codes
Spring			<input type="text"/>	
Summer			<input type="text"/>	
Fall 2006	Travis Porter Helpful Agency	Porter, Travis	208-426-1568	<a href="#">Change Supervisor</a>

**Reports**

The Reports page provides a number of different options for reporting including reports on agencies, supervisors, students, liaisons, and more. To generate a custom report, click on any of the reporting links, set the criteria you would like to search, and click the submit button. The program will then generate a PDF report based on your search criteria. If you have a question about generating a specific report, please talk to Jim or Travis.

<b>Ipt</b> <i>Intern Placement Tracking</i> <small>Alceda Software</small>	<b>BSU School of Social Work Practicum</b>		<a href="#">Logout</a> <a href="#">Help</a>
	Logged in: <b>Allen, Robin</b> Faculty Member		
<a href="#">Home</a> <a href="#">Agency List</a> <a href="#">Supervisor List</a> <a href="#">Student List</a> <a href="#">Reports</a>			
<b>Reports Menu</b>			
<a href="#">Summary Report</a> <a href="#">Agency Detail Report</a> <a href="#">Supervisor Detail Report</a> <a href="#">Student Report</a> <a href="#">Student Detail Report</a> <a href="#">CSWE Worksheet</a> <a href="#">Print Labels</a> <a href="#">Liaison Report</a>			



**Group List**

When searching students, agencies, or supervisors, you may expand or narrow your search by group. I've set up a group for each class and the semester they're serving practicum. For example, the MSW Class of 2008 – Spring 2007 includes all Masters students graduating in 2008 serving practicum in Spring of 2007. If all boxes are checked, you can search for all students but if you want to narrow your results to a certain class, check only the applicable boxes.

*Ipt* BSU School of Social Work Practicum  
*Intern Placement Tracking* Logged in: Allen, Robin  
*Alcea Software* Faculty Member [Logout](#) [Help](#)

[Home](#) [Agency List](#) [Supervisor List](#) [Student List](#) [Reports](#) [Group List](#)

[Show Archived](#) | [Select All](#) | [Unselect All](#)

**Student Group List**

Include				Student Can Show		Semester Year				
In	Lists Name	Short Name	Count	Status	Change Spv	To Spv	Sp	Su	Fa	Order
<input checked="" type="checkbox"/>	MSW Class of 2008 - Spring 2007	M08-SP07	14	active	Sp	yes	2007		2006	2007-0
<input checked="" type="checkbox"/>	BSW Class of 2007 - Fall 2006	B07-Fall	45	active	Sp	Fa	yes	2007	2006	2006-0
<input checked="" type="checkbox"/>	MSW Class of 2007 - Fall 2006	M07-Fall	29	active	Fa	yes		2006	2006	2006-0
<input checked="" type="checkbox"/>	BSW Class of 2008 - Fall 2007	B08-Fall	21	active	Sp	Fa	yes	2007	2006	2006-1

**Final Note on IPT**

If you forget either your User Name or Password, or have any questions regarding the IPT system, please contact Travis. Also, please forward any suggestions on how to make the IPT site more helpful or informative, or if you come across any operational errors.