

Managing Itineraries in My Placement - Written Guide

Each student, and each programme within My Placement must have an itinerary, which provides details of the programme's geographical location and start and end date. This guide will provide guidance on how to create, update or delete a student's individual itinerary, and how to create an itinerary for an entire programme.

It is important to ensure each student has an up-to-date itinerary so that the university has an accurate record of each student's location in case of an emergency.

This guide can be read in conjunction with the relevant video available on [StaffNet](#). Timestamps for the corresponding section of the video are listed in each section of this guide.

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2. Add/manage itineraries for a programme

Please contact myplacement@manchester.ac.uk if you have any further questions about the My Placement system.



Applicant itineraries (00:46)

If you need to manage an **individual** student's itinerary, this can be done via the student's My Placement profile.

Once you have logged into your My Placement account, go to Applicants -> Search from the menu at the top of the page and use the Simple or Advanced search function to find the relevant student. If you need help on using the search functions within My Placement, please refer to the relevant user guide and accompanying video.

Once you have located the student's profile, click on the purple 'itinerary' tile on their page. You should see the student's geographical location listed, alongside the start and end date of their placement:

The screenshot shows a student profile for Victoria Rowlands at Universiteit van Amsterdam. The 'Itinerary' tab is selected, displaying a table of application records. The table has columns for Location, Start Date, End Date, and Actions. One record is shown for Amsterdam, Netherlands (Europe) from 03-FEB-2020 to 26-JUN-2020. There is a pencil icon for editing and a red X icon for deleting the record. A link to 'Add Application Itinerary Record' is visible at the bottom right of the table area.

Location	Start Date	End Date	Actions
Amsterdam, Netherlands (Europe)	03-FEB-2020	26-JUN-2020	 

The information on the itinerary corresponds with the location and dates listed at the top of the student's profile (the location is in brackets next to the Programme Name, and the dates are on the right hand side).

- If you wish to delete the itinerary, click the red X button next to the itinerary details.
- The itinerary can be edited (e.g if you need to update the start/end date or location) by clicking the pencil icon.
- A brand new itinerary can be created by clicking 'Add Application Itinerary Record' in the bottom right corner of the page. On the Application Itinerary Record page, you can then provide details of the student's start and end date and the geographical location of the placement, before clicking 'Update'. If the location does not appear in the drop down menu, please email myplacement@manchester.ac.uk so that it can be added.

Application Itinerary Record:

Term: Semester 2

Year: 2019-2020

Start Date:

End Date:

Location:

no location

program assigned location:

select location:

If the itinerary record destination cannot be found in the global location list, you can search the TDLWS to find the city:

Amsterdam, Netherlands (Europe)

Karamsad, India (Asia)

Ramsey, United Kingdom (Europe)

Ramsgate, United Kingdom (Europe)

Williamsburg, VA, United States (North America)

^ Add an itinerary to a student's record

Most students will only require one itinerary on their placement, however there are times when a student will need more than one itinerary for their placement (for example, a student undertaking a work placement may spend 2 months at the host company's New York office, and then move to Chicago to continue their placement in the Chicago office).

To record a placement which has multiple itineraries, follow the steps outlined above to add a new itinerary to a record, and repeat as many times as is needed until the student's itinerary record reflects the dates spent in each location:

Rowlands, Victoria (complete) [\(Edit Profile\)](#)

SBS: Biological Sciences Industrial Experience (Chicago / New York, NY)

Full Year, 2020-2021

Status: Accepted - for Staff use only

Outgoing Applicant

[→ expand profile information](#)

Created: 21-NOV-2019 (by Applicant)
 Last Updated: 22-FEB-2021 @ 03:30:38 PM
 Last Viewed by Applicant: 12-FEB-2021
 ID# 32883: no label (Edit)
 Start Date: 01-JAN-2021
 End Date: 28-MAY-2021
 (add principal application)

Overview Comments Status Reviews Profile History Log Email Itinerary Questionnaires Materials Learning Content Assessments Documents

Recommendations Journal Credit Transfer

Application Itinerary Records:

Location	Start Date	End Date	Actions
New York, NY, United States (North America)	01-JAN-2021	28-FEB-2021	
Chicago, United States (North America)	01-MAR-2021	28-MAY-2021	

[Add Application Itinerary Record](#)

Adding and managing itineraries to a program (04:46)

In cases where there are multiple students on the same study placement (e.g 5 students undertaking a Full Year placement on the IPO: The University of Missouri program), it is highly likely that the start and end dates for each of these students will be the same. Instead of going into each students' record and manually updating each itinerary, it is possible to update the itinerary for the programme, which will then automatically apply to each student's record.

Please note that this function is more appropriate to a study program, as all students on a work program (e.g COMP: Industrial Experience UK) will all have different start and end dates.

To do this, you will need to log into My Placement and select Program > Search from the bar at the top of your homepage. You can then type the Program name into the search box, and click on the relevant result.

First, click on the purple Location tile and check that the geographical location listed is correct, and update if necessary:

IPO: University of Missouri at Columbia



Outgoing Program
Columbia, MO, United States

General Settings Dates Brochure **Locations** Terms Parameters Requirements Alumni Feedback History Budget Sheets Announcements
Exchange Balances Foreign Courses Directory Contacts Itinerary

This program is currently not accepting applications because no future application date records exist for its terms, or because no terms have been assigned to it.

Program Location(s):

Currently assigned location(s)

Columbia, MO, United States, North America  

search for a location to assign

NOTE: If your destination(s) does not appear in this list, please contact myplacement@manchester.ac.uk

Next, click on the Itinerary tile, and you will see a list of the itineraries already added to the programme (click the small arrow next to each term to expand and view the dates):

IPO: University of Missouri at Columbia

Outgoing Program
Columbia, MO, United States

General
Settings
Dates
Brochure
Locations
Terms
Parameters
Requirements
Alumni
Feedback
History
Budget Sheets
Announcements

Exchange Balances
Foreign Courses
Directory
Contacts
Itinerary

Program Itineraries:

<input checked="" type="checkbox"/> Semester 1 2021-2022	Start Date	End Date	Actions
Columbia, MO, United States (North America)	23-AUG-2021	19-DEC-2021	
<input checked="" type="checkbox"/> Semester 2 2021-2022	Start Date	End Date	Actions
Columbia, MO, United States (North America)	18-JAN-2022	17-MAY-2022	
<input type="checkbox"/> Full Year 2020-2021	Start Date	End Date	Actions
<input type="checkbox"/> Semester 1 2020-2021	Start Date	End Date	Actions
<input type="checkbox"/> Semester 2 2020-2021	Start Date	End Date	Actions
<input type="checkbox"/> Full Year 2019-2020	Start Date	End Date	Actions

At the bottom of the page is a drop-down menu called ‘New Programme Application Itinerary Record’ which shows the terms for which no itinerary has been added. Select the term you which to add an itinerary for:

Add New Program Itinerary Record:

Full Year, 2021-2022 ▼

Add

(Click here to include all application cycles)

You can then type in the dates (the location should be pre-populated correctly from when the Locations tile was updated earlier). It is recommended that the ‘Cascade Program’ box remains ticked, as this means that the purple Dates tile at the top of the page will be updated automatically:

IPO: University of Missouri at Columbia

Outgoing Program
Columbia, MO, United States

- General
- Settings
- Dates
- Brochure
- Locations
- Terms
- Parameters
- Requirements
- Alumni
- Feedback
- Exchange Balances
- Foreign Courses
- Directory
- Contacts
- Itinerary

Program Itinerary Record:

Term: Full Year

Year: 2021-2022

Start Date: 23-AUG-2021

End Date: 17-MAY-2022

Location: Columbia, MO, United States (North America) ▾

Cascade Program Itinerary Dates to Program Dates

Add Cancel

When you click 'Add', you may receive a notification asking if the dates should be cascaded to a student's record. This will happen where a student's individual record has different itinerary dates to those that you have just added to the Program. By ticking the box, the student's itinerary dates will be updated:

IPO: University of Missouri at Columbia

Outgoing Program
Columbia, MO, United States

- General
- Settings
- Dates
- Brochure
- Locations
- Terms
- Parameters
- Requirements
- Alumni
- Feedback
- History
- Budget Sheets
- Announcements
- Exchange Balances
- Foreign Courses
- Directory
- Contacts
- Itinerary

This program is currently not accepting applications because no future application date records exist for its terms, or because no terms have been assigned.

Add Program Itinerary Record : Application Itinerary Cascade

- Applicant Name
- Rowlands, Victoria

Update Cancel