

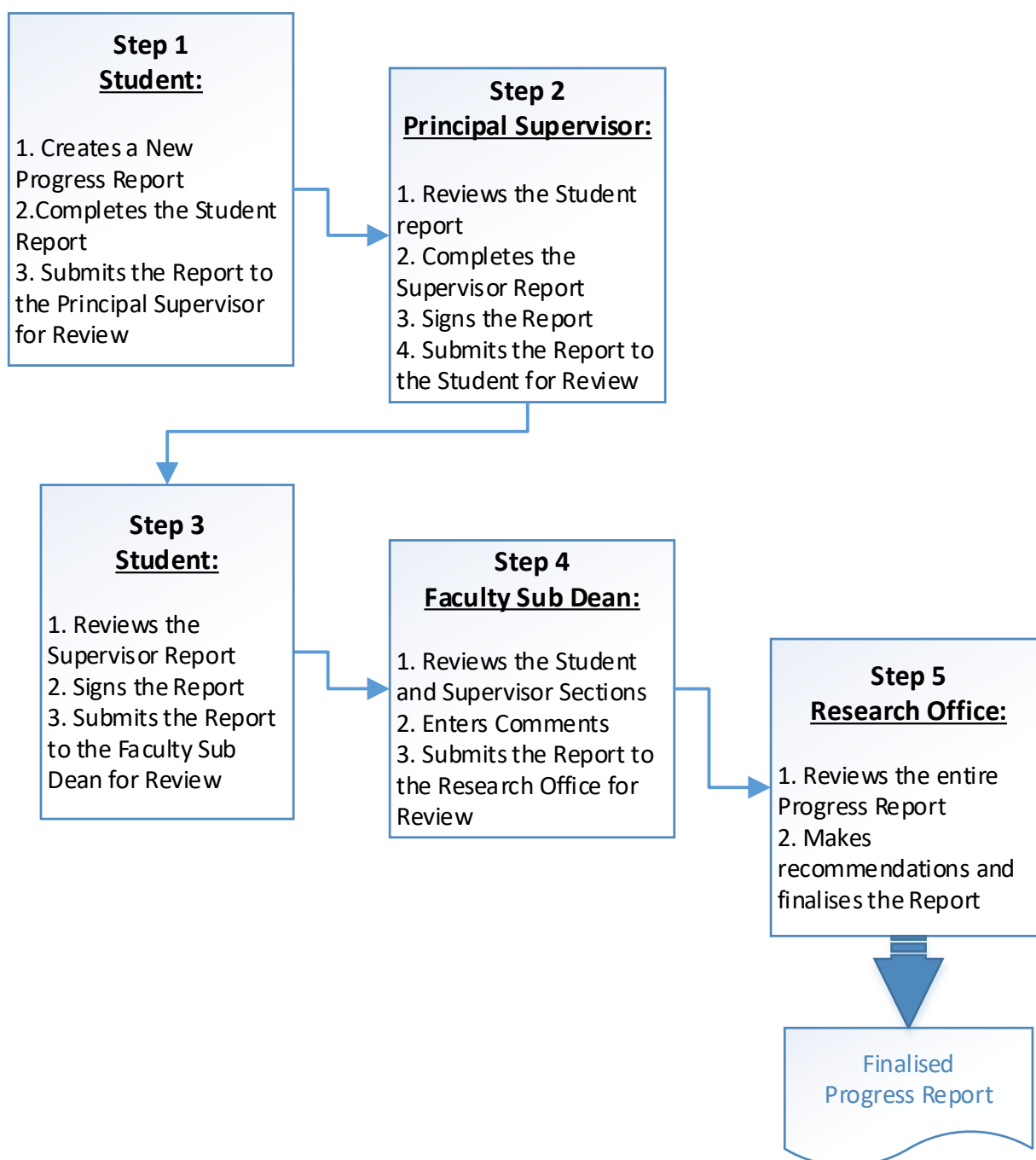
HDR
ONLINE PROGRESS
REPORT USER GUIDE
FOR STUDENTS AND
SUPERVISORS

Overview of the Online Progress Report Process

Each student is required to complete a Progress Report twice yearly, usually in April and October of each year. Thus the online progress report process is initiated and completed for each of these Progress Report rounds.

At the start of each round, the student creates a new online Progress Report and completes it before submitting it to their Principal Supervisor for review of the Student section and completion and signing of the Supervisor Report. The Principal Supervisor then submits the Progress report back to the Student for their review of the Supervisor report before signing it and submitting it to the Faculty for review. The Faculty Sub Dean reviews the Student and Supervisor sections of the Progress Reports, inserts their own comments, and then submits to the Research Office for review and further internal processing. After processing the Progress Report, the Research Office communicates the outcome to the student via email.

A summary of the process is displayed below:



Student: Create a New Progress Report Online *

1. Log on to the MyResearch Site

<https://myresearch.csu.edu.au>

- a) Click on the 'Home' Tab at the top left corner
- b) Click on 'Progress Reviews' on the right side of the main page.

Please Note:
Approved CSU staff have access to researcher and student profiles and data in Research Master.

Quick Links		
Higher Degree by Research Students <ul style="list-style-type: none"> Student Portal Higher Degree by Research Policy Forms and Guides Research Office 	Project Information <ul style="list-style-type: none"> Project Budget Projects By Status 	Publication Information <ul style="list-style-type: none"> CSU Research Output (CRO)

- c) Click on 'Create Progress Review' link to open a new Progress Report form

Student ID	Full Name	Org. Unit	Administrative Unit	Primary Supervisor	Due Date	Template Name	Assessment Outcome	Progress Review Status	Workflow State	Date Created
No records to display.										

- d) Click on the link in the Template Name column

Abbreviation	Template Name	Description	Date Created
UATv8 - Mid Year PR	RM6 UAT v8 Progress Report e-Form Testing	HDR Progress Report due	02/05/2018

* Only HDR candidates can create an online progress report.

Supervisor: Initial Student Entry Stage

2. Log on to the MyResearch Site

<https://myresearch.csu.edu.au>

- Click on the 'Home' Tab at the top left corner
- Click on 'Progress Reviews' on the right side of the main page.

Home Projects Ethics HDR System Help Logout

Online Forms
HDR
Progress Reviews
Manage Progress Reviews

Quick Links

Higher Degree by Research Students	Project Information	Publication Information
<ul style="list-style-type: none"> Student Portal Higher Degree by Research Policy Forms and Guides Research Office 	<ul style="list-style-type: none"> Project Budget Projects By Status 	<ul style="list-style-type: none"> CSU Research Output (CRO)

- Click on the link to the required student Progress Report

Home Ethics HDR Logout

Progress Reviews

For Review
For Assessment Review
All Progress Reviews

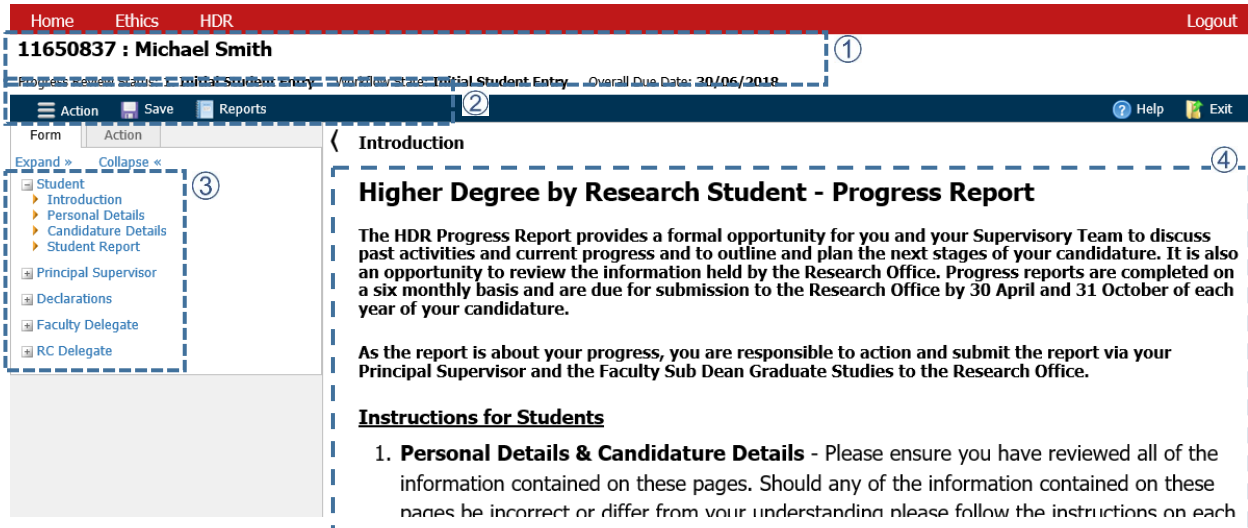
Student ID	Full Name	Org. Unit	Administrative Unit	Primary Supervisor	Due Date	Template Name	Assessment Outcome	Progress Review Status	Workflow State
11650837	Michael Smith	School of Management and Marketing	Faculty of Business, Justice & Behavioural Science	Mr Mark Darcy	30/06/2018	RM6 UAT v8 Progress Report e-Form Testing	Not Specified	2. Initial Supervisor Entry	Initial Supervisor Entry

Working with an online Progress Report

3. Components of the Report

The report comprises the following components:

1. **Information area:** Details about the progress report
2. **Toolbar:** The progress Report toolbar
3. **Report Stages:** The sections and pages of the report in a tree format
4. **Report content:** The form and its relevant information



2.1 Information area

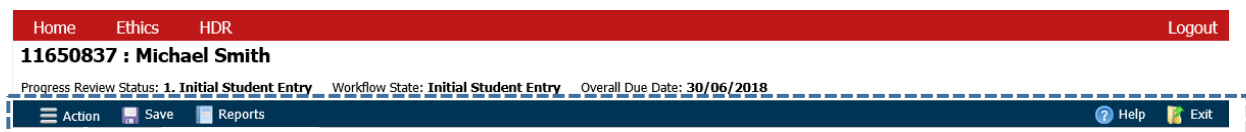
Information displayed in the Information area:






- Student ID and Student Name
- Status of the Progress Review
- Progress Report (workflow) Status
- Report Due-date



2.2 Toolbar

The toolbar provides the user with tools to access form-related functions:



Name / Tool	Description
 Action	This button allows the student to either delete the current Progress Report (at the Initial Student Entry stage only) or submit it to the following stage. The button allows the Supervisor to submit the Progress Report back to the student for review.
 Save	Save the Progress Report in its current state
 Reports	Generate a PDF version of the current progress report.
 Help	Provides the user with help related to the progress report
 Exit	Exit the Progress Report and return to the Progress Reviews main page

2.3 Report Stages

The left hand panel has two tabs, 'Form' and 'Action'. The 'Form' tab contains the structure of the report, listing its various stages in a tree format. The 'Action' tab displays the actions available to the user at the current stage.



Tab/Button	Description
Form	Click to display the form structure or stages of the report in a tree format
Action	Click to access the actions available at this stage of the report
Expand	Click to expand the report tree fully
Collapse	Click to collapse the report tree

Form Tab

The stages of the report are displayed under this tab. Each stage is a section that has one or more pages of the report pertaining to that stage. This allows the user to directly access a page of the progress report by clicking on it, provided they have permission to view that page, at the current stage.

The stages list displays:

- Sections:** Each section relates to an individual stage and contains one or more pages pertaining to that stage.
- Pages:** Each page on the screen is an individual report page containing multiple elements. An element is an individual item that you need to enter data into. It may be a text box, radio button or checkbox. The default setting of the application tree shows the Form tab content
 - The report opens to the first page of the form
 - The current section is expanded to show the pages within it

- Other sections are collapsed

As you move through the application the status of each page is indicated by the icon on the left.

Icon	Description
✓	The page is complete with valid entries
!	There are mandatory questions on the page that are not answered
🔒	The page is not accessible to the user currently signed in
▶	The page has not been visited
?	The page has not been reviewed at the current stage

4. Navigating the Report

You have several options to navigate the report form:

1. Report content page: The left (previous page) and right (next page) arrows placed at the bottom right hand side of each page



2. Report tree: You can move to any other page in the report, that you have access to at the current stage, by expanding a section and clicking on the desired page in this section.

5. Entering Data in the report

The content of the report is displayed prominently on the page. You will normally work through the report page by page by using the arrows at the bottom of the page or you may go directly to the page required by clicking on that page in the report tree on the top right of each page.

4.1 Key features to remember when using the Report form:

- *Saving Data*

The data collected by the report is automatically saved when the user goes to another page (without logging out). If you need to log out, you can use the toolbar 'Save' button to save the data you have entered and continue with the report later by re-logging in. You may use the 'Save' button at any time to save the data entered.

- *Mandatory Questions*

Mandatory questions are questions that must be answered for the report to be complete. These questions are marked with an asterisk, i.e. *.

The point at which all mandatory questions must be answered is when you submit the report for processing to the next stage. Until then the report can be saved without answering mandatory questions.

- *Additional Comments boxes*

For some items, if a certain selection of Yes/No is made, additional data entry option or text boxes appear dynamically on the page allowing the user to enter comments to explain their selection. Some entries are mandatory and are indicated by the asterisk *. See examples below.

Before selection is made:

1(c) Are all the approvals in place for components of your research that may result in commercially viable *intellectual property*, the inclusion of confidential or sensitive material in the thesis? *

Not Applicable

1(d) Are all approvals in place for the requirements of human and animal ethics approval?

Human Ethics Approval *

Yes

Human Ethics Approval Number *

Animal Ethics Approval *

Yes

Animal Ethics Approval Number *

After the selection is made:

1(c) Are all the approvals in place for components of your research that may result in commercially viable *intellectual property*, the inclusion of confidential or sensitive material in the thesis? *

No

Comments (600 characters or less)

1(d) Are all approvals in place for the requirements of human and animal ethics approval?

Human Ethics Approval *

No

*
 I confirm that no Human Ethics approvals are necessary for this research project
 Human Ethics approvals are yet to be sought

Animal Ethics Approval *

Yes

Animal Ethics Approval Number *

New radio button options to select. This is mandatory (asterisk * present).

New text box to enter comments. These are not mandatory (no asterisk *)

▪ **Errors and Warning message**

Errors and warnings are displayed in red on the top of the page. In the example shown below, the user has attempted to submit an incomplete application for processing to the next stage.

Home Ethics HDR

! Application is incomplete or some answers are incorrect

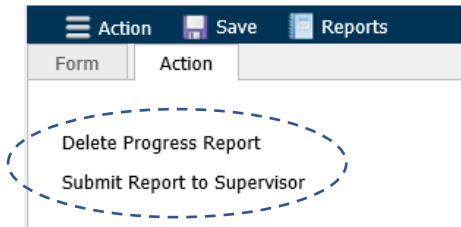
Please complete all mandatory fields before submitting the report.

6. Action Tab

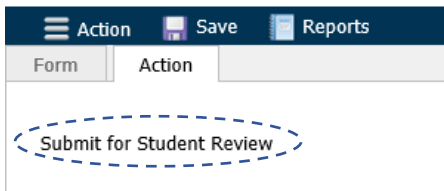
The progress report actions available to the user on the current page or the application's current workflow stage are shown under the Action tab.

Note: While the options to submit the report to the next stage in the process are available under this tab, a 'Submit' button to perform the same function is also available on the last page of each report stage for the Student & Supervisor. See the next section below for details about the submit button.

Actions available to a Student at the *Initial Student Entry* stage:

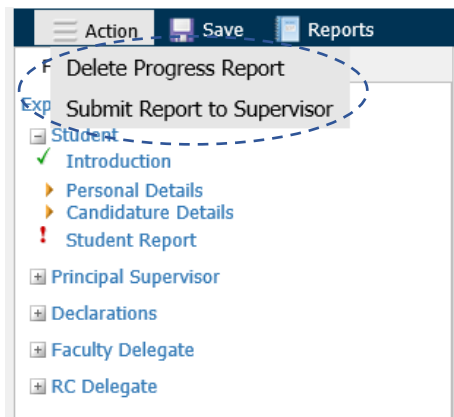


Actions available to the Supervisor at the *Initial Supervisor Entry* stage:

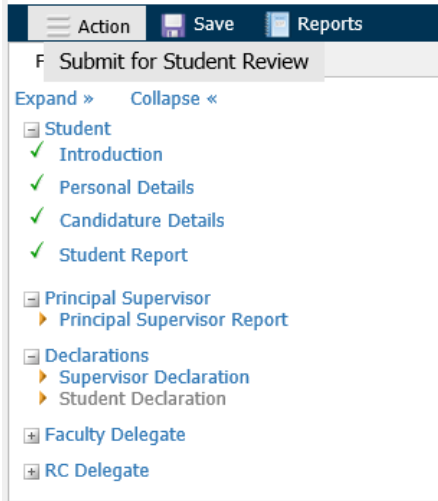


Alternatively, the user can click on the 'Action' button on the toolbar to select the required action.

For a Student at the *Initial Student Entry* stage:



For a Supervisor at the *Initial Supervisor Entry* stage:



To perform an action the user clicks on the relevant link. If there are no actions available this tab will be blank.

7. Submit Button

At the end of each stage, the Student and Supervisor are required to submit the Progress Report for it to proceed to the next stage for processing.

Note: This functionality to submit the Progress Report to the next stage is also available via the Action Tab as described above in Section 6. Action Tab.

For the Student:

Initial Student Entry Page:

The Student must click on the 'Submit Report' button shown below to submit the Progress Report to their Principal Supervisor for review and completion of the Supervisor section of the report.



Overall Comments (600 characters or less)

1(i) When do you anticipate submitting your thesis for examination? *

31/05/2018

Submit Report

Student Declaration Page:

The Student must click on the 'Submit to Faculty' button shown below to submit the Progress Report to their Faculty Sub Dean for review and completion of the Faculty Delegate section of the report



Home Ethics HDR Logout

11650837 : Michael Smith

Progress Review Status: **3. Student Declaration** Workflow State: **Student Declaration** Overall Due Date: **30/06/2018**

Action Save Reports Help Exit

Form Action

Expand » Collapse «

- Student
 - ✓ Introduction
 - ✓ Personal Details
 - ✓ Candidature Details
 - ✓ Student Report
- Principal Supervisor
 - ✓ Principal Supervisor Report
- Declarations
 - Supervisor Declaration
 - ▶ Student Declaration
- Faculty Delegate
- RC Delegate

Student Declaration

Please review the information provided by yourself and your supervisor to ensure all areas of the progress report have been completed and that all of your personal and candidature details are complete and correct.

*
 I confirm my permission to submit my report for consideration by the Faculty

Date student signed *

For the Supervisor:

Supervisor Declaration Page:

The Principal Supervisor must click on the 'Submit' button to submit the Progress Report back to the Student for their review and signing before it can be sent to the Faculty for further processing.



Home Ethics HDR Logout

11650837 : Michael Smith

Progress Review Status: **2. Initial Supervisor Entry** Workflow State: **Initial Supervisor Entry** Overall Due Date: **30/06/2018**

Action Save Reports Help Exit

Form Action

Expand » Collapse «

- Student
 - ✓ Introduction
 - ✓ Personal Details
 - ✓ Candidature Details
 - ✓ Student Report
- Principal Supervisor
 - ✓ Principal Supervisor Report
- Declarations
 - ▶ Supervisor Declaration
 - ▶ Student Declaration
- Faculty Delegate
- RC Delegate

Supervisor Declaration

Please review the information provided by yourself and your student to ensure all areas of the progress report have been completed.

*
 I confirm my permission to submit my report for consideration by the Faculty

Date supervisor signed *