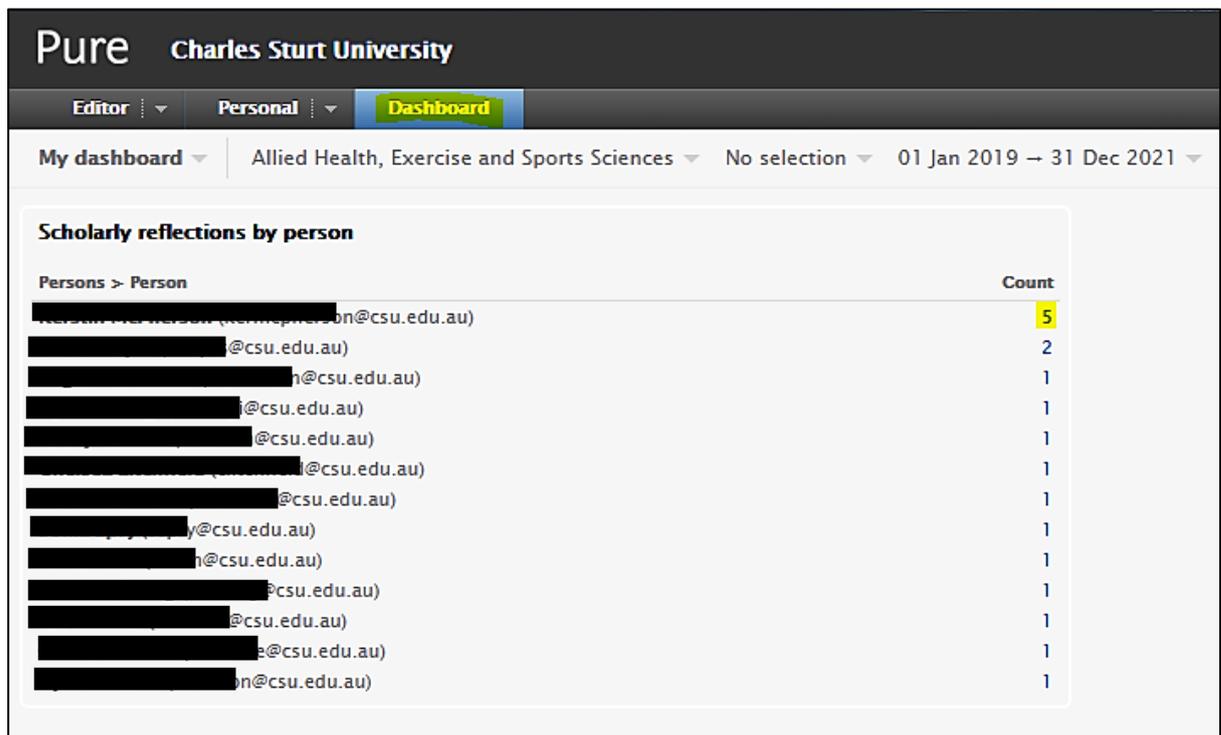


Scholarly reflections in CRO

To view the scholarly reflections that have been added to CRO for your school, first log into CRO at: <https://researchoutput.csu.edu.au/admin/workspace.xhtml>

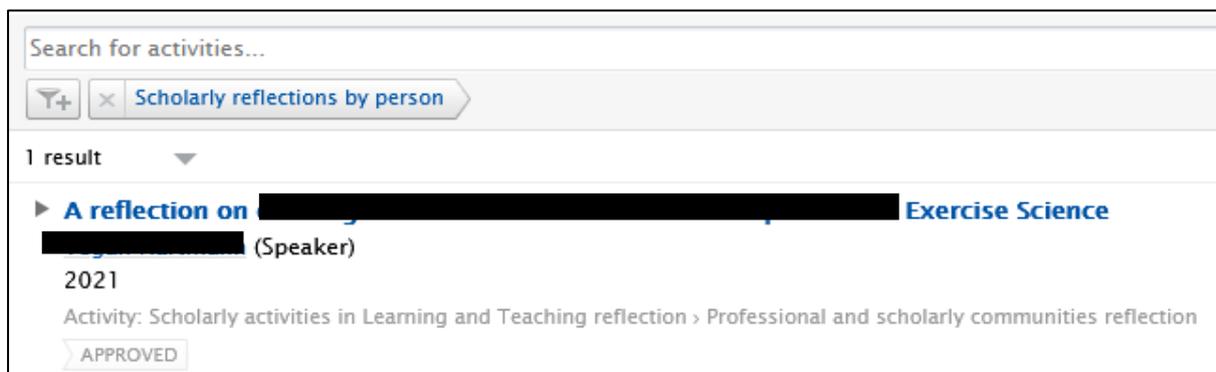
Go to the “Dashboard” tab and you will see a list of staff in your school who have entered reflections:



The screenshot shows the 'Pure' interface for Charles Sturt University. The user is logged in as 'Personal' and is viewing the 'Dashboard' tab. The dashboard is filtered for 'Allied Health, Exercise and Sports Sciences' with no selection and a date range from 01 Jan 2019 to 31 Dec 2021. The main section is titled 'Scholarly reflections by person' and displays a table with the following data:

Persons > Person	Count
[Redacted]@csu.edu.au	5
[Redacted]@csu.edu.au	2
[Redacted]@csu.edu.au	1

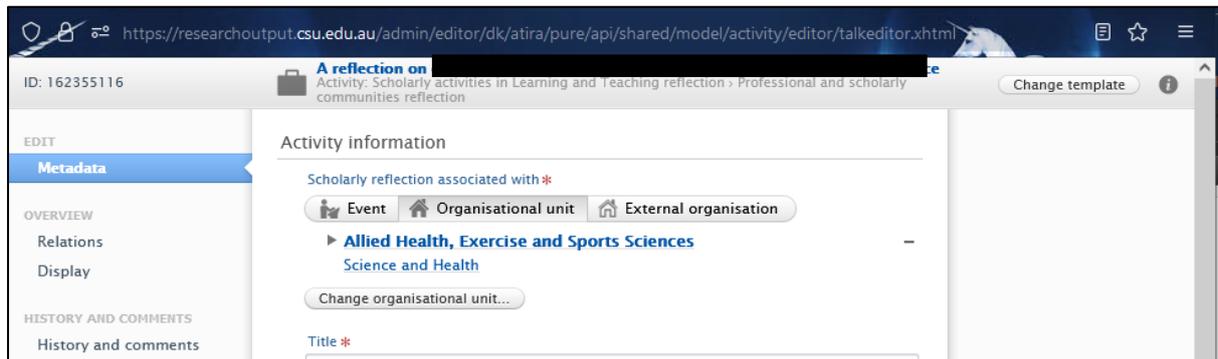
Click on the number next to their name and you will be taken to a list containing their reflection(s) – some staff may have entered multiple, as you can see one in the above list has 5 but most at this stage will just have 1:



The screenshot shows a search result for 'Scholarly reflections by person'. The search bar contains 'Search for activities...'. The results show 1 result:

- A reflection on [Redacted] Exercise Science**
[Redacted] (Speaker)
2021
Activity: Scholarly activities in Learning and Teaching reflection > Professional and scholarly communities reflection
APPROVED

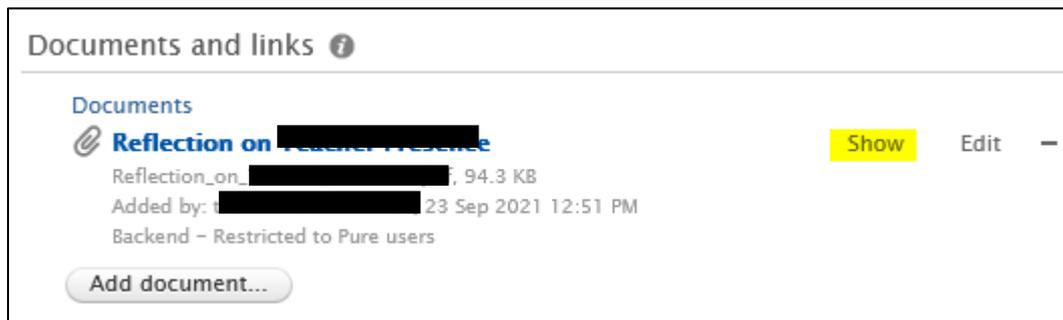
Click on the title of the reflection you wish to open and a new window will appear, containing the reflection information:



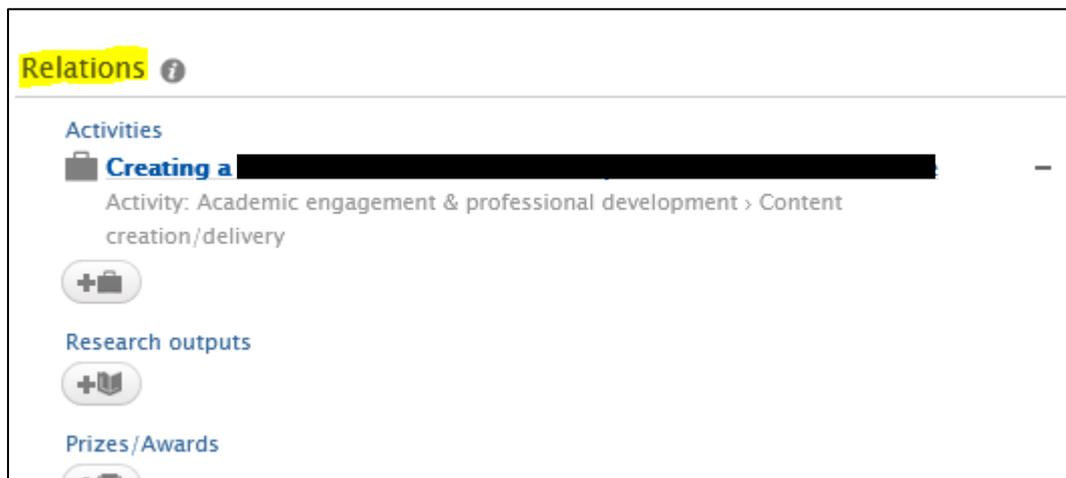
You can then view the reflection, either in the Description box, if it has been written here:



Or under Documents and links, by clicking on the "Show" button:



You can view the associated artefact (if one has been created and linked correctly) under Relations, by clicking on the title and then the "Open" text, which will open the associated record:



Once you have reviewed the reflection and the associated artefact, you can add a keyword to indicate whether it is Approved, or requires Follow-up:

The screenshot shows a 'Keywords' section with a header and an information icon. Below the header is a 'KEYWORDS' section with an empty text input field. Underneath is the 'ASJC SCOPUS SUBJECT AREAS' section, which contains the text 'There are no associations' and a button labeled 'Add ASJC Scopus subject areas...'. The final section is 'SUPERVISOR APPROVAL - SOTL REFLECTION', also with 'There are no associations' text and a button labeled 'Add Supervisor Approval - SOTL reflection...'. This button is highlighted in yellow.

Select either "Approved" or "Follow-up required" as appropriate:

The dialog box has a title bar 'Add Supervisor Approval - SOTL reflection'. It features a search input field with a magnifying glass icon. Below the search field is a list of two radio button options: 'Approved' and 'Follow up required'. The 'Approved' option is selected.

The selected keyword will appear as below:

This screenshot shows the 'SUPERVISOR APPROVAL - SOTL REFLECTION' section with an information icon. A blue diamond icon followed by the word 'Approved' is displayed. Below this, the button 'Add Supervisor Approval - SOTL reflection...' is visible.

You can then save the record using the big blue "Save" at the bottom of the window:

The screenshot shows a 'Status:' dropdown menu with 'Approved' selected. To the right of the dropdown is a large blue button with the word 'Save' written on it.

Note that the Status at the bottom next to the Save button is a Research Services workflow field and you do not need to change it. Reflections that have had the "Approved" keyword applied will drop out of the dashboard list, enabling you to view only reflections that have not yet been reviewed, or require follow-up.

If you add a follow-up keyword and the staff member has then addressed your feedback/corrected their reflection record, you can remove the “Follow up required” keyword by clicking on the minus button, and then follow the same process as above to add the “Approved” keyword:



If you are having any issues with this process you can send an email to cro@csu.edu.au and a member of the team will assist you.