



Help guide for Supervisors

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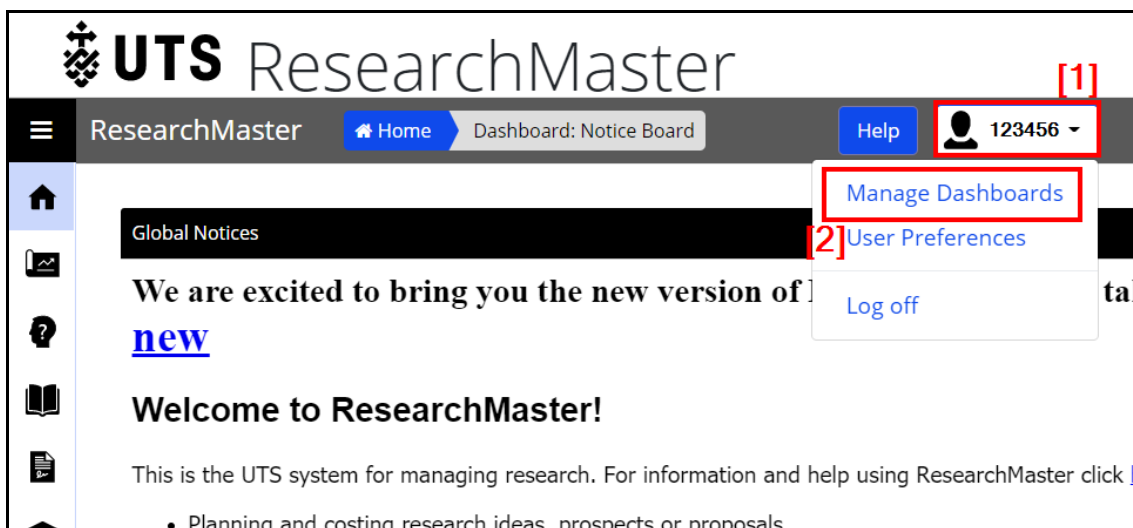
First time login? Selecting (or changing) a Default Dashboard

The first time you log in as a supervisor you might be prompted to select a default dashboard.

When you log in, your HDR Supervisor Dashboard will display shortcuts to:

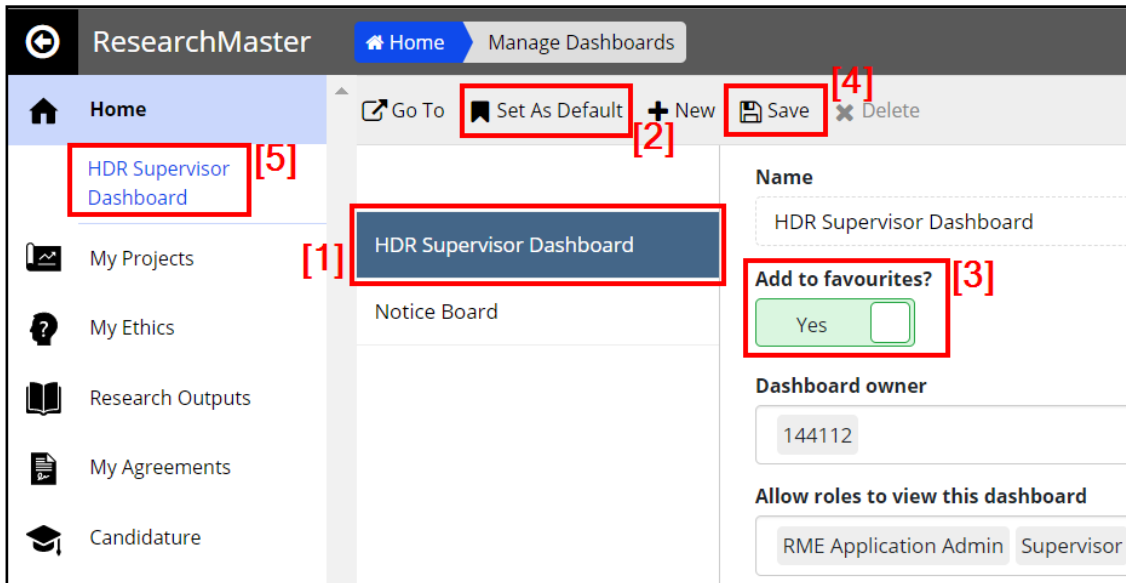
- Supervision – list of students you currently supervise
- HDR eForms for your action – list of forms submitted by your students that require action
- Calendar

If you've selected the wrong Dashboard, need to add it or to change it at any time:





Click on your staff ID [1] in the top right corner, and select 'Manage Dashboards' [2].



'HDR Supervisor Dashboard' [1] should appear in your list. Select it, then 'Set as Default' [2] so it loads when you log in next. Change 'Add to favorites?' [3] to 'Yes' and click save [4] so that it appears in your home menu [5].

Finding Your Forms

If you are viewing the HDR Supervisor Dashboard, student forms will appear on your dashboard homepage:

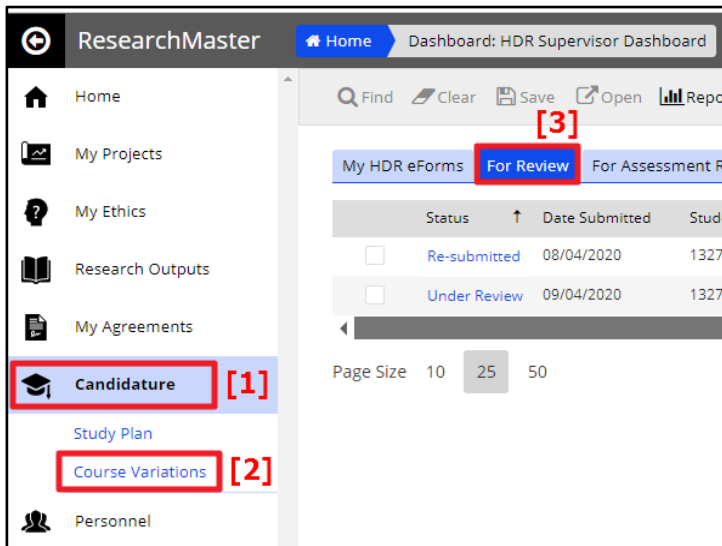
HDR Forms for your action						
Student ID	Full Name	Request Type	Date Submitted	Workflow State	Coursework Census Date	Research Census Date
13240620	Ms Willow ROSE...	Change of Stud...	09/04/2020	[SUP] Superviso...	31/12/2099	31/12/2099
13240717	Ms Tara MACLAY	Extension of Ca...	08/04/2020	[SUP] Superviso...	31/12/2099	31/12/2099

Page Size: 5 | 10 | 20 | Page 1 of 1 (2 items) | 1

This will give you a quick preview and access to any forms you need to respond to.

Don't forget, you can change your dashboard view at any time.

You can also find forms through the 'For Review' section of the Course Variations page, accessed via the left navigation menu:



Click on the Candidature cap icon [1], select 'Course Variations' [2], and go to 'For Review' [3].

Under Review, Re-submitted and Returned Forms

There are three stages where you may be required to take action on a form. The Workflow State will indicate '[SUP]' when it is your turn to take an action.

Primary Supervisor	Workflow State	Number
of Rupert Giles	[SUP] Supervisor Revi...	2
Jennifer Calendar	[GRO] GRO Review	18

Situations where you are required to take action may be indicated with the Status:

- Under Review - After a student has submitted a form
- Re-submitted - After a student has re-submitted, following your request for more information
- Returned - After a RO has sent a form back to you for further clarification

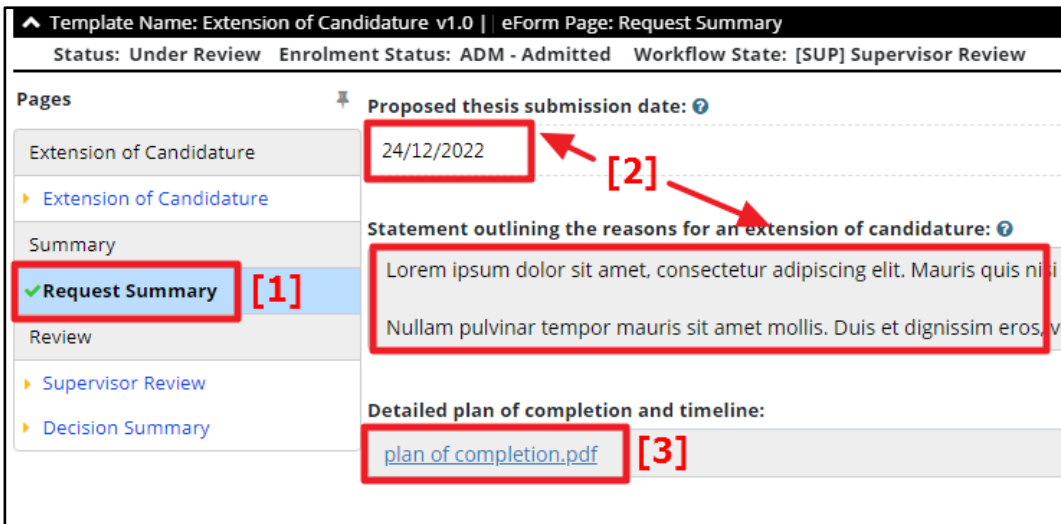
HDR Forms for your action			
Status	Date Submitted	Student ID	Full Name
Re-submitted	22/04/2020	13240620	Ms Willow Rosenb
Under Review	06/04/2020	12241280	Ms Tara Maclay

At any of these stages, click on any field to open the form.



Reviewing a Submitted Form

To review a form, view the Request Summary [1] via the left-hand Pages navigation, and check details of the request for change [2]. Be sure to download any files for review as well [3]:

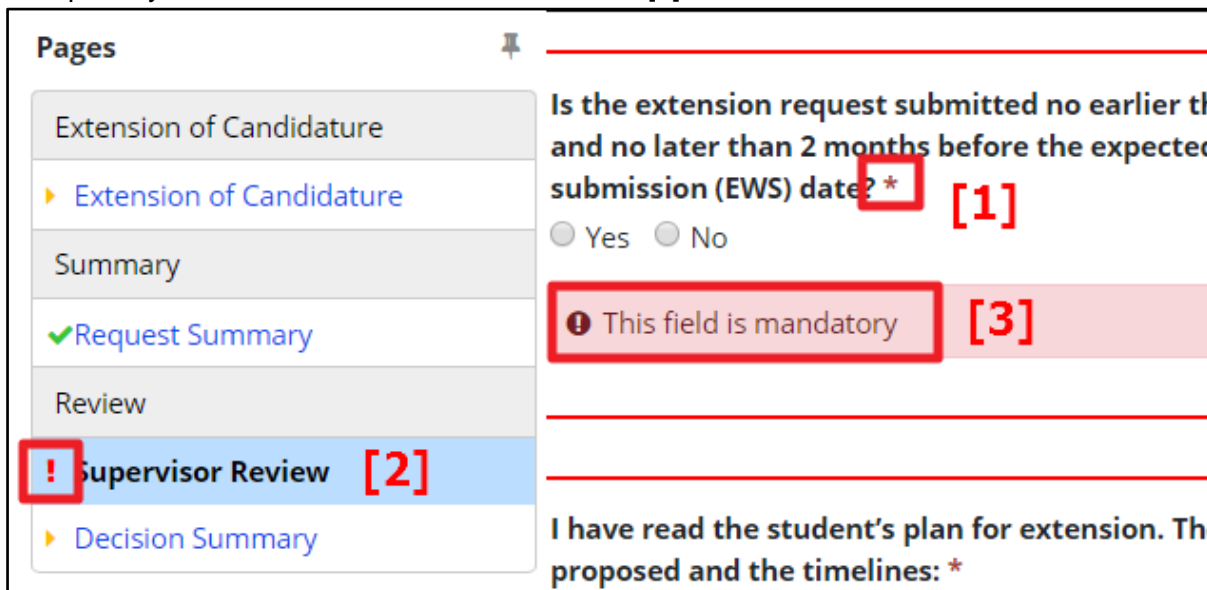


The screenshot shows the 'Request Summary' page for an 'Extension of Candidature' form. The page is titled 'Template Name: Extension of Candidature v1.0 | eForm Page: Request Summary'. The status is 'Under Review', enrolment status is 'ADM - Admitted', and the workflow state is '[SUP] Supervisor Review'. The left-hand navigation menu shows 'Request Summary' selected with a green checkmark and a red box [1]. The main content area shows 'Proposed thesis submission date: 24/12/2022' with a red box [2] and a red arrow pointing to it. Below this is a 'Statement outlining the reasons for an extension of candidature:' field with placeholder text, also boxed in red. At the bottom, there is a 'Detailed plan of completion and timeline:' section with a link to 'plan of completion.pdf' boxed in red [3].

Supervisor Review Page

Each form has a Supervisor Review, where you will indicate whether the form should proceed to the next step, or be sent back to the student for further information. There may also be additional information fields for you to fill out.

Compulsory fields are marked with a red asterisk [1]:




The screenshot shows the 'Supervisor Review' page for an 'Extension of Candidature' form. The left-hand navigation menu shows 'Supervisor Review' selected with a red exclamation mark and a red box [2]. The main content area shows a question: 'Is the extension request submitted no earlier than [redacted] and no later than 2 months before the expected submission (EWS) date? *' with a red box [1] around the asterisk. Below the question are radio buttons for 'Yes' and 'No'. A red box [3] highlights a message: 'This field is mandatory'. At the bottom, there is a question: 'I have read the student's plan for extension. The proposed and the timelines: *'.

If you have missed any compulsory fields, the page will be marked with a red exclamation mark [2] when you try to leave. You'll find any missed sections highlighted [3].

In addition to these guides, you can find in-context tips and support wherever a blue question-mark icon appears:



your latest Thesis Abstract documentation below:
 requested to upload PDF document(s) only. * 

Recording Your Decision

At the end of each Supervisor Review there is a field that will ask whether you endorse the student's application, which will proceed it to the next stage for RO review, or whether it should be returned to the student for clarification.

For example:

I have read the student's plan for extension. The actions proposed and the timelines: *

- are appropriate. I and the supervisory panel will be able to provide supervisory support leading to the thesis submission by the proposed extension date.
- require further revision as per my comments below:

If you endorse the application, you will be prompted to sign-off on the form:

Supervisor Sign-off: *

Edit SignOff

Full Name

Position/Role *

Do you endorse this application?
 I agree

However, if you do not endorse the application it will be returned to the student, and you must add comments to indicate why:




I have read the student's plan for extension. The actions proposed are appropriate. I and the supervisory panel will be able to provide support if the student

are appropriate. I and the supervisory panel will be able to provide support if the student


require further revision as per my comments below:


Your decision will send the application back to the student. If you have posted your comments, click the Proceed with Selection button.

To leave a comment, select the blue speech bubble icon [1]:

Review comments directed at the student:  [1]



Use the system commenting feature to direct Action comments towards the student.


Action Comments  [2]

 [3]

B I U S x² x₂ A [Rich text editor toolbar]

[4]

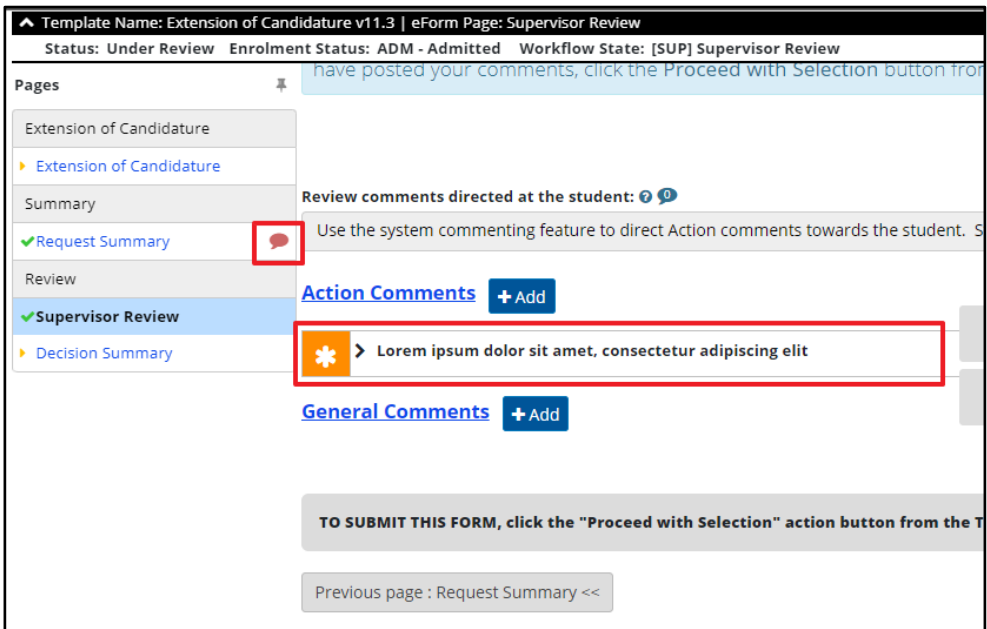
 [5] 

General Comments  [6]

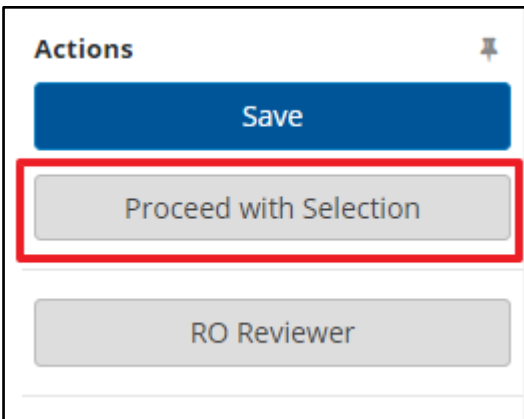
An Action Comment may contain instructions for the student to complete, but also requires an explicit Comment Reply before the student can resubmit, to ensure they state how they've addressed the comment. Click on add [2], write a comment title [3], add details [4], and post [5].

General Comments [6] can contain instructions like Action Comments, but do not require explicit Comment Replies.

After leaving a comment, you'll see it appear on your Supervisor Review page [1]. The student will access this from the Request Summary page, with new comments indicated by a red speech bubble [2]:

Finally, after recording your decision, click on 'Proceed with Selection' from the top-right hand corner:



Confirm your proceeding on the pop-up window.

Reviewing Re-submitted Forms

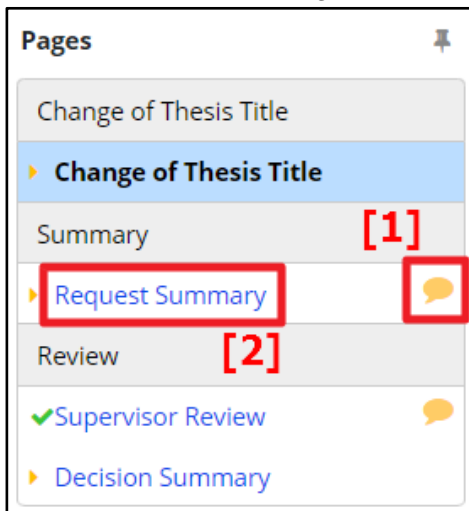
If you previously Returned the application for further student action, and the student has revised and resubmitted their form, you will see it reappear on your 'Forms for Action' list. The 'Status' will have changed to 'Re-submitted', and the 'Workflow State' will indicate it is at the Supervisor Review stage:



HDR Forms for your action			
Status	Date Submitted	Student ID	Full Name
Re-submitted	22/04/2020	13240620	Ms Willow Rosenb
Under Review	06/04/2020	12241280	Ms Tara Maclay

Click on any of the fields to open the form for review.


From the form view, if the student has replied to your Action Item comments you will see the comment icon has changed from red to yellow [1]:




Click on the student's 'Request Summary' [2] to view any changes they have made.


On the Request Summary page, you can view Action Comment responses by clicking on the blue speech bubble [1]:



Comments from reviewers, to be addressed by the student:  [1]

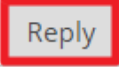

Use the system commenting feature to direct Action comments towards the student.

Action Comments 

 [2] Lorem ipsum

Duis at leo vitae tellus varius iaculis ac ac ex.

[3] Aenean mattis tempor lacus eu porttitor. In in justo odio. Aliquam erat volutpat. et nisl et vulputate.

[4]  

Click on the down arrow [2] to expand the Action Comments, and review the students' response [3]. You will likely need to review any other changes to the fields on the page, or any new documentation uploaded.

If you are satisfied with the re-submitted form, there is no need to reply. However, if you are still not satisfied and intend on sending the form back to the student again, Reply [4] and give further instructions.

Once you have finished with your Request Summary review, return to the Supervisor Review page and make any changes required to your decision:

Pages

- Change of Thesis Title
 - Change of Thesis Title
- Summary
 - Request Summary
- Review
 - Supervisor Review**
 - Decision Summary

I support the student's request for the included changes to their

Yes, I support the request
 No, I do not support the request

As you are ready to endorse the application, please

Supervisor Sign-off: *

Once you have made changes, submit again via Proceed With Selection in the top-right hand corner:



Actions ⌵

Save

Proceed with Selection

RO Reviewer

If you endorse the form, it will proceed to the RO Review. You can also send it back to the student for further clarification.

Revising Returned Forms

In the same way you are able to send forms back to the student for clarification or revision, the Faculty RO is able to return forms to you.

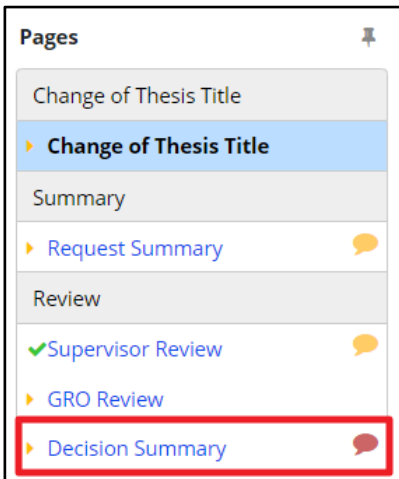
If your form has been Returned to you, it will appear in your 'HDR Forms for your action' with a Status of 'Returned', and a Workflow State of '[SUP] Supervisor Amendment':

HDR Forms for your action			
Status	Date Submitted	Student ID	Full Name
Returned	22/04/2020	13240620	Ms Willow Rosenbe
Under Review	06/04/2020	13241284	Ms Tara Maclay

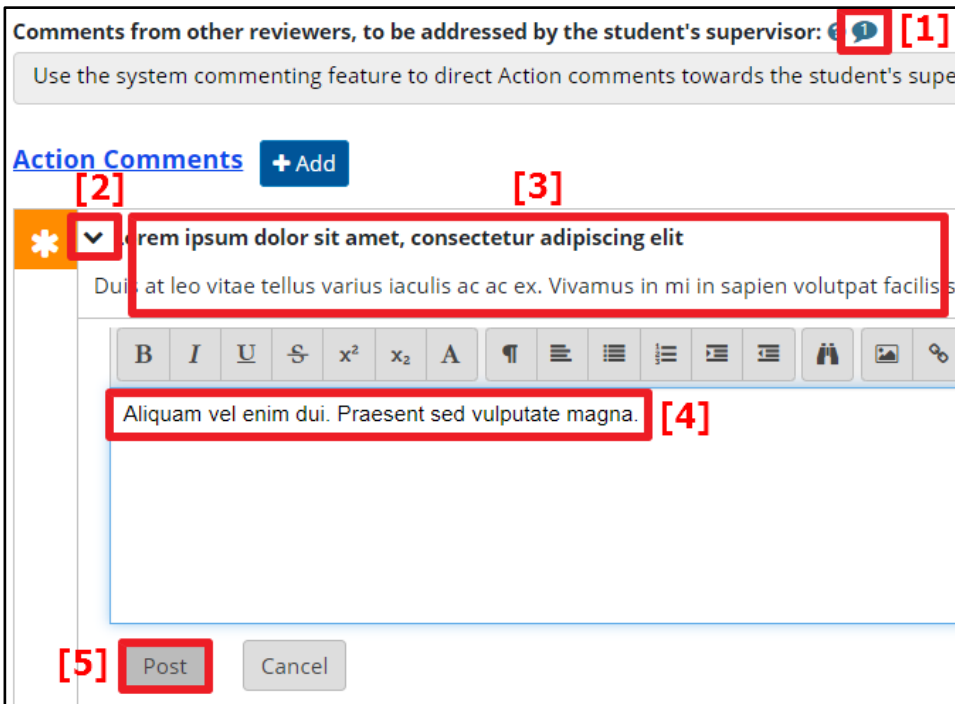
Primary Supervisor	Workflow State	Nu
Prof Rupert Giles	[SUP] Supervisor Amendment	1
Dr Jennifer Calendar	[GRO] GRO Review	18

Click on any of the form fields to open the Returned form.

A red speech bubble icon on the left-hand Nav menu under 'Decision Summary' means there is an Action comment that must be addressed from the RO. Click on the Decision Summary to review it:

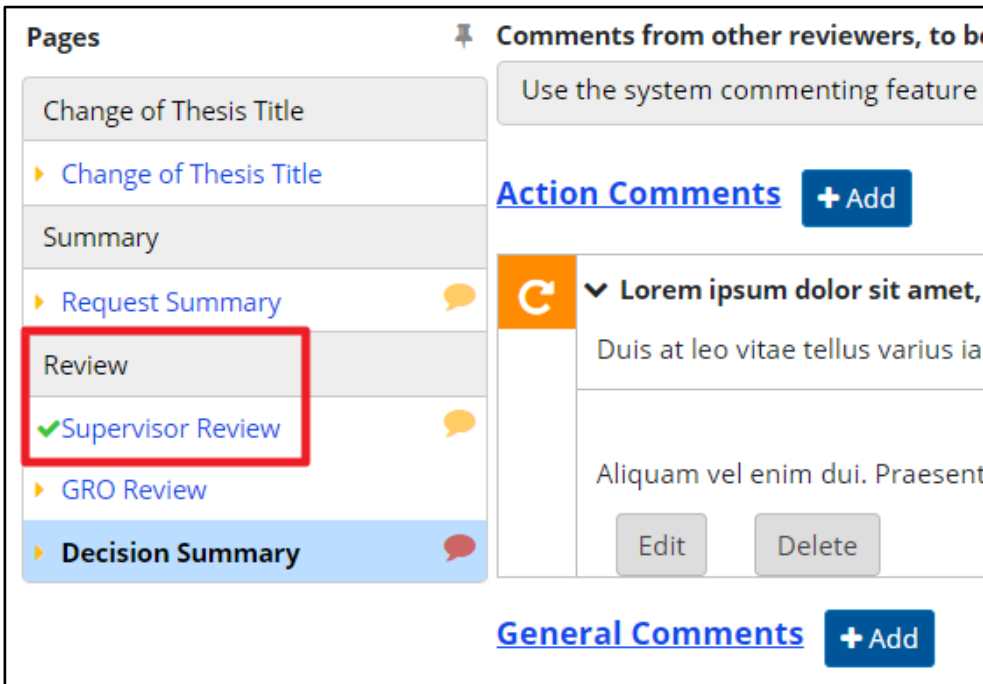


Scroll down and find the 'Comments from other reviewers' section. Click on the blue speech bubble icon [1] to view them:



Expand the comment with the down arrow [2], review the comment details [3], write your response [4], and post [5].

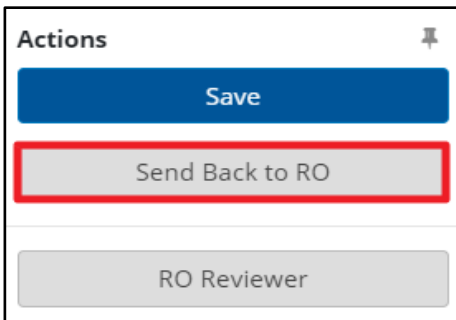
Note that Action Comments or notes might require you to amend details from your Supervisor Review. Click on the link and change any required fields before you resubmit:

The screenshot shows a sidebar on the left with a 'Pages' section. The 'Review' page is highlighted with a red box. The main content area is titled 'Comments from other reviewers, to be' and contains a comment with a refresh icon and 'Action Comments' and 'General Comments' sections.

Note also that at this stage you cannot amend student details, or in some cases send it back to the student for clarification. If the student needs to make changes to the form and you are unable to send it back to them please contact the Graduate Research School (GRS) for assistance.

Once you're satisfied that you've addressed the comments, proceed by selecting 'Send Back to RO' from the top right hand corner:



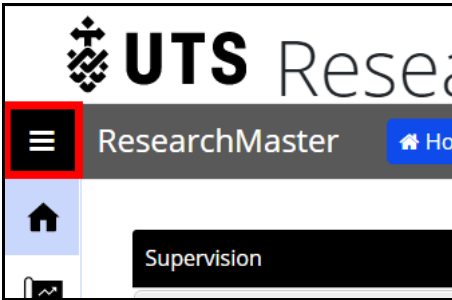
The screenshot shows an 'Actions' menu with three buttons: 'Save', 'Send Back to RO', and 'RO Reviewer'. The 'Send Back to RO' button is highlighted with a red box.

Confirm your submission in the pop-up window.

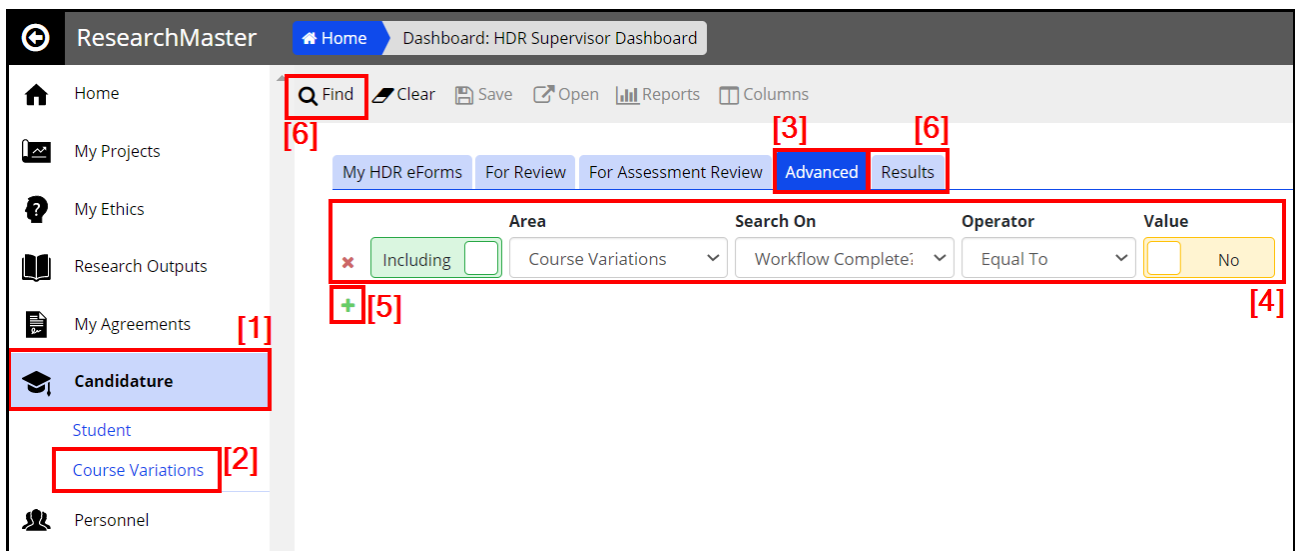


Monitor/Revisit forms you have already reviewed

At any given time, you are able to search for and open one of your student's form, whether to check the current status or to revisit the content of the request.



Click on the 'Hamburger' icon to open the left hand menu



Click on 'Candidature' [1], select 'Course Variations' [2] and go to the 'Advanced' tab [3]. The default search criteria [4] will bring up all forms ('Course Variations') submitted by your students and still in progress. To view completed forms, change the 'Value' to 'Yes'.

You can add search criterion by clicking on the green plus sign [5] in order to narrow down the search to only see specific forms or for a specific student. To run your search, you can either click on 'Find' or the 'Results' tab [6].



[1] Status	Date Submitted	Student ID	Full Name	Template Name	Primary Supervisor	Workflow State
Approved	26/08/2020	98765432	Miss Josephine Scarlet	Graduate Research Study Plan v1	A/Prof Edgar Plum	[SUP] Principal Supervisor Review
Draft		98765432	Miss Josephine Scarlet	Review of Progress v1	A/Prof Edgar Plum	[STU] Student Draft
Processing	15/12/2020	98765432	Miss Josephine Scarlet	Variation of Program v5.1	A/Prof Edgar Plum	[GRO] GRO Processing
Under Review	11/12/2020	98765432	Miss Josephine Scarlet	Change of Thesis Title v1	A/Prof Edgar Plum	[SUP] Supervisor Review
Under Review	15/12/2020	98765432	Miss Josephine Scarlet	Change of Study Load v1	A/Prof Edgar Plum	[SUP] Supervisor Review

The search results will give you an overview of forms. You can click on the hyperlinked 'Status' to open the actual form, but you will not be able to edit it. If you wish to change the order or number of columns displayed [1], click on the 'Columns' icon [2] at the top.

Change Column Display

Choose columns to display [1]

- Student ID
- Full Name [2]
- Template Name
- Primary Supervisor
- Status [3]
- Workflow State
- Date Submitted
- Number of Days
- Created On
- Primary Org. Unit
- Administrative Unit

Confirm **Close**

Here you can add [1], remove [2] or simply reorder the columns. To move them, click and hold the double-headed arrow [3] and drag it up or down the list to reposition it. Click 'Confirm' once done.



FOR / SEO codes

The ANZSRC has been in place since 2008 and refers to a set of related classifications for the measurement and analysis of Research & Development undertaken across research institutions in Australia and New Zealand. The classifications included in some of HDR online forms are:

- Fields of Research (FOR)
- Socio-economic Objective (SEO)

When a student changes the title of their thesis, whether it is through a Change of Thesis Title or Course Transfer request, it is essential that you ensure the FOR and/or SEO codes are up-dated so the current research corresponds with the current ANZSRC code.



The links [1] on the forms will take you to the ABS website where you can search for the codes. You can find detailed instructions on the form by clicking on the blue question-mark icon [2] next to the question.