- Logging in to ETD
 1. Navigate to: <u>http://etd.csun.edu</u>.
 2. Enter your CSUN ID and password (see Figure 1).
 3. Click the "Login" button.

Californ	California State University			
Nor	thridge	Electronic Thesis And Dissertation		
Login			Home	Help
	Use your CSUN login and	d password to access the system:		
	User ID:	Use the ID and password you use		
	Password:	to login to the myNorthridge Portal		
	Login			
	CSUN Member: Forgot U	ser ID Password		
	Off-Campus / Guest For	tot Password		
	Click here for: Help Gettir	ig Started		
	California State Universi	ty Community Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emergen Information	CY	
		California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330 Phone: 818-677-1200 / © 2013 CSU Northridge		
		Figure 1		
Registe	ering with ETD			
The first	t time you login,	you will be prompted to register.		
<u>1. C</u> lic	k the "Register H	ere" link (see Figure 2).		
Californ	nia State University			

Northridge E	ectronic Thesis And Dissertation				
Student Home		Home	My Account Info	Help	Logout
	Thesis/ Graduate Project Status	s			
Welcome to the Electronic Thesis and Dissertation Sys You have sot yet created a thesis. To get started, Register Here	stem.				
California State University Commun California	nity Impact Reports Voter Registration Terms and Condit Information State University, Northridge at 18111 Nordhoff Street, North Phone: 818-677-1200 / © 2013 CSU Northridge	<u>ions for Use</u> hridge, CA 91	<u>Contact CSUN</u> <u>Emerge</u> 330	ncy	

2. Complete the "Student Information" form with the appropriate information (See Figure 3).

California State University Northridge	Electronic	Thesis And Dissertation				
Student Information			Home	My Account Info	Help	Logout
Student Information						
First Name	Last Name	Make sure your name is ho	w you			
John	Doe	want it to appear on your the	hesis.			
Student ID#	Phone					
1000710111	818					
Street Address						
1234 Sample Drive						
City	State Zip Code					
Northridge	CA 💌 91324	Change your email				
Email Address		address if necessary. This is where all ETD status				
autofilled@my.csun.edu		updates will be sent.)			
Anticipated Date of Graduation						
Spring 💌 2014						
Register						
California State U	Iniversity Community Impact Rep	orts Voter Registration Terms and Condit	ions for Use	Contact CSUN Emerge	Incy	
	California State Universit	ty, Northridge at 18111 Nordhoff Street, North e: 818-677-1200 / © 2013 CSU Northridge	hridge, CA 91	330		

Figure 3

Completing the Planning Form 1. On your Home Page, click the "Complete Planning Form" link (See Figure 4).

				Home	My Account Info	Help	Logo
		Thesis/ Graduate	e Project Stat	us			
Step	Status	Deadline	Next Action		Actio	ns	
Planning Form	Not yet submitted	February 28, 2014	Complete Plan	ning Form			
Draft Approval	Must complete previous step	April 18, 2014					
Final Approval	Must complete previous step	May 9, 2014					

2. Click the "Enter Information" button in the "Topic Information" box (See Figure 5).

Planning Form				Home	My Account Info	Help	Logout		
Thesis/ Graduate	Project Planning Form								
Student Information	I								
Student Name:	John Doe	Student ID:							
Phone Number:	(818) 555-5555	Email:	autofilled@mv.csun.e	du					
Address:	1234 Sample Drive Northridge, CA 91324								
Graduation Informa	tion								
Graduation Date:	Spring 2014								
Topic Information									
This includes the wo	rking title of your thesis, and gener	al information about your are	a of research.						
Committee Formation	on								
Select committee me	embers for your thesis/project.								
Select Committee	e								
Submit Form for Co	mmittee Signatures								
Submit Upon d	Submit Form for Committee Signatures Submit Upon clicking Submit your form will be emailed to your committee members for approval.								
Calif	fornia State University Communit	/ Impact Reports Voter Regi Infor	stration Terms and Conditi mation	ons for Use	Contact CSUN Emerge	<u>incv</u>			
	California St	ate University, Northridge at Phone: 818-677-1200	18111 Nordhoff Street, North / © 2013 CSU Northridge	ridge, CA 91	330				

Figure 5

3. In the dialog box that appears, enter the relevant information and click the "Submit" button (see Figure 6).

California State Uni Northric	iversity Ige	Electronic	Thesis A	nd Dissertation				
Planning Form					Home	My Account Info	Help	Logout
Thesis/ Graduate P	Project Planning Fo	orm						
Student Information								
Student Name:	John Doe	S	tudent ID:					
Phone Number:	(818) 555-5555	E	mail:	autofilled@mv.csun	.edu			
Address:	1234 Sample Drive Northridge, CA 91324	4						
Graduation Informat	ion							
Graduation Date:	Spring 2014	Thesis Topic Info	ormation			×		
Topic Information		The Working Titl	e of My Thesi	is/Graduate Project Is	-	_		
This includes the wor	king title of your thesi							
Enter Topic Info		Descent Invelu	a the time of		li.			
		Research Involve Human Subje	ct(s) 🔍 Anin	: nal Subject(s) 🔍 Neit	her	-		
Committee Formatio	n	Department	.,					
Select committee mer	mbers for your thesis	Select Departm	ent					
Select Committee	•	Plan						
				Ψ				
Submit Form for Con	nmittee Signature							
Submit Upon cli	cking Submit your for							
Califo	ornia State University			cance	submit	ntact CSUN Emerge	ncy	
	0.0	alifornia Stata I Iniversi	IIIIUI Nodbridae at i	101111 Nordhoff Street Nor	Ibridge CA 04	220		
	Ca	Phone Phone	e: 818-677-1200	/ © 2013 CSU Northridge	unidge, CA 91	330		

- 4. Your topic information now appears on the form.5. Click the "Select Committee" button in the "Committee Formation" box (See Figure 7).

	gc						
Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate P	roject Planning Form						
Student Information							
Student Name:	John Doe	Student ID:					
Phone Number:	(818) 555-5555	Email:	autofilled@mv.csun.	edu			
Address:	1234 Sample Drive Northridge, CA 91324						
Graduation Informati	on						
Graduation Date:	Spring 2014						
Topic Information			Your topic inform now appears he	ation ere.			
Major:	Computer Science						
Working Title:	Improving user comprehensio	n through user interface mar	nipulation				
Research Subjects:	Human Subjects						
Modify							
Committee Formatio	n						
Select committee mer	nbers for your thesis/project.						
Select Committee	\mathcal{D}						
Submit Form for Con	nmittee Signatures						
Submit Upon cli	cking Submit your form will be en	nailed to your committee me	mbers for approval.				
Califo	rnia State University <u>Communit</u>	Impact Reports Voter Reg	istration <u>Terms and Condi</u> mation	tions for Use	Contact CSUN Emerge	INCY	
	California St	ate University, Northridge at Phone: 818-677-1200	18111 Nordhoff Street, Nort) / © 2013 CSU Northridge	hridge, CA 91	330		

Figure 7

- 6. In the dialog box that appears, select the department for your committee chair.
- 7. Select your chair's name from the list of faculty names that appears below the department.

NOTUITIU	ige					
Planning Form			Home	My Account Info	Help	Logout
Thesis/ Graduate P	roject Planning Fo	m				
Student Information						
Student Name:	John Doe	Student ID:				
Phone Number:	(818) 555-5555	Email: autofilled@my.csur	n.edu			
Address:	1234 Sample Drive Northridge, CA 91324	Select Committee Members	×			
Graduation Information	on	Variable in annihite method s	-			
Graduation Date:	Spring 2014	Chair. Select your chair below.				
Topic Information		Department	_		_	
Major:	Computer Science	Committee Chair Name		A list of faculty appear after you have selecte	s d	
Working Title:	Improving user comp		•	a department.		
Research Subjects: Modify	Human Subjects	Your thesis committee must have at least two additional committee members, one of whom ma from off campus. Select your committee member below.	y be rs			
Committee Formation	1	First Committee Member				
Select committee men	nbers for your thesis/pro	 The committee member is from: On Campus Off Campus 				
Select Committee		Department				
Submit Form for Com	mittee Signatures	Faculty Member Name				
Submit Upon clic	king Submit your form v	Select Department First				
		< III	•			
Califo	mia State University Co	cancel	submit	Contact CSUN Emerge	Incy	
	Cal	fornia State University, Northridge at 18111 Nordhoff Street, Nor Phone: 818-677-1200 / © 2013 CSU Northridge	rthridge, CA 91	330		
		F i 0				

Figure 8

- 8. Do the same thing for your first and second committee members.
- If you have an off campus committee member, click the radio button labeled "Off Campus" (See Figure 9).

California State Un Northric	^{iversity}	Electronic Thesis And	d Dissertation				
Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate F	Project Planning For	m					
Student Information							
Student Name:	John Doe	Student ID:					
Phone Number:	(818) 555-5555	Email:	autofilled@my.csun	.edu			
Address:	1234 Sample Drive Northridge, CA 91324	Salact Committee Members		×	1		
		First Committee Member					
Graduation Informat	Spring 2014	The committee member is fro On Campus Off Campus Department	om: s				
Topic Information				•			
Major: Working Title:	Computer Science Improving user comp	Faculty Member Name Select Department First		-			
Research Subjects: Modify	Human Subjects	The committee member is from On Campus Off Campus	sm: s Name				
Committee Formatio	n	Email Address		E			
Select committee me Select Committee	embers for your thesis/pro	Confirm (Retype) Email Addre	ess				
Submit Form for Cor	mmittee Signatures						
Submit Upon cl	icking Submit your form v	Add additional	committee member	·+ 🕴			
		< III.		+			
Calif	ornia State University <u>Cr</u>		cancel	submit	Contact CSUN Emerge	ency	
	Cali	fornia State University, Northridge at 181 Phone: 818-677-1200 / ©	111 Nordhoff Street, Nor 2013 CSU Northridge	thridge, CA 91	1330		
			<u>^</u>				

Figure 9

- 10. Enter the First Name, Last Name, and Email Address for the off campus committee member.
- 11. If you have an additional committee member, click the "plus" icon to add them to your committee (See Figure 10).

California State University Northridge	Electronic Thesis An	d Dissertation				
Planning Form			Home	My Account Info	Help	Logout
Thesis/ Graduate Project Planning For	rm					
Student Information						
Student Name: John Doe	Student ID:	100213111				
Phone Number: (818) 555-5555	Email:	autofilled@mv.csun.	edu			
Address: 1234 Sample Drive Northridge, CA 91324	Select Committee Members		×			
Graduation Information	Your thesis committee must additional committee membe	have at least two rs, one of whom may	be 1			
Graduation Date: Spring 2014	from off campus. Select you below.	r committee members	5			
Topic Information	The committee member is fr	rom: JS				
Major: Computer Science	Department		_ 0			
Working Title: Improving user comp	Eaculty Member Name		-			
Modify			•			
	Second Committee Member		_			
Committee Formation	The committee member is fr	rom:				
Select committee members for your thesis/pro	On Campus Off Campu	IS	E			
Select Committee	Computer Science		-			
	Faculty Member Name					
Submit Form for Committee Signatures			-			
Submit Upon clicking Submit your form v	Add additiona	l committee member	▶.			
	•		•			
California State University Co		cancel	submit	Contact CSUN Emerge	ency	
Cal		Cancer	14	330		

- Figure 10 12. A new committee member section appears. Fill out the appropriate information for the additional committee member.
- 13. To remove the additional committee member, click the "X" (See Figure 11)

California State Uni Northrid	versity lge	Electronic Thesis And	d Dissertation				
Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate P	roject Planning For	m					
Student Information							
Student Name:	John Doe	Student ID:					
Phone Number:	(818) 555-5555	Email:	autofilled@my.csun.	edu			
Address:	1234 Sample Drive Northridge, CA 91324	Select Committee Members		×			
Graduation Informati	on	Faculty Member Name		^			
Graduation Date:	Spring 2014						
Topic Information		The committee member is fro On Campus Off Campus	om: s				
Major:	Computer Science	Department					
Working Title:	Improving user comp	Computer Science		•			
Research Subjects:	Human Subjects	Faculty Member Name					
Modify							
Committee Formation Select committee men Select Committee	n nbers for your thesis/pro	Additional Committee Member The committee member is fro On Campus Off Campus Department	er om: s	•			
		Faculty Member Name					
Submit Form for Con	nmittee Signatures	Select Department First		Y			
Submit Upon clie	cking Submit your form v	Remove Committee Member	*)				
		Add additional	committee member	+ 📙			
Califo	rnia State University Ce	< [÷	Contact CSUN Emerge	ncy	
	Cal		cancel	submit	1330		

- Figure 11 14. When you have finished entering all committee members, click the "Submit" button (See Figure 12).

California State University

Northrid	lge	Electronic Thesis And	Dissertation				
Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate P	roject Planning Fo	rm					
Student Information							
Student Name:	John Doe	Student ID:					
Phone Number:	(818) 555-5555	Email:	autofilled@mv.csun.ed	lu			
Address:	1234 Sample Drive Northridge, CA 91324	Select Committee Members		×			
Graduation Informati	on	additional committee member from off campus. Select your below.	s, one of whom may b committee members	. 90			
Graduation Date:	Spring 2014	First Committee Member					
Topic Information		On Campus Off Campus Department	s				
Major:	Computer Science	Computer Science		•			
Working Title:	Improving user comp	Faculty Member Name					
Research Subjects:	Human Subjects	many manageme		•			
Modify		Second Committee Member-		_			
		The committee member is fro	om:				
Committee Formation	n	Department	5	=	<u> </u>		
Select committee men	nbers for your thesis/pro	Computer Science		-			
Select Committee		Faculty Member Name					
Submit Form for Con	nmittee Signatures	1000000011-100000110		•			
Submit Upon clic	cking Submit your form v	Add additional	committee member	F Į			
		•		+			
Califo	rnia State University Co		cance s	ubmit	Contact CSUN Emerge	<u>incy</u>	
	Cal	Phone: 818-677-1200 / @	2013 CSU Northridge	iuge, chai	330		

Figure 12 15. Your committee information now appears on the form (See Figure 13).

	* 8*						
Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate P	Project Planning Form						
Student Information							
Student Name:	John Doe	Student ID:	1000213111				
Phone Number:	(818) 555-5555	Email:	autofilled@my.csun.	edu			
Address:	1234 Sample Drive Northridge, CA 91324						
Graduation Informat	ion						
Graduation Date:	Spring 2014						
Topic Information							
Major:	Computer Science						
Working Title:	Improving user comprehension	through user interface mar	nipulation				
Research Subjects:	Human Subjects						
Modify							
Committee Formatio	n						
Chair Name:	mages, offer	Department:	Computer Science	Yo	ur committee mation appears		
Member Name:	Hara Tallura	Department:	Computer Science	4	here.		
Member Name:	100000 (00017)	Department:	Computer Science	_			
Modify							
Submit Form for Con	nmittee Signatures						
Submit Upon cli	cking Submit your form will be ema	ailed to your committee me	mbers for approval.				
Calife	ornia State University Community	Impact Reports Voter Reg	istration <u>Terms and Condi</u> mation	tions for Use	Contact CSUN Emerge	incy	
	California Sta	te University, Northridge at Phone: 818-677-1200	18111 Nordhoff Street, Nort /©2013 CSU Northridge	hridge, CA 91	330		

Figure 13

- 16. If you selected an off campus committee member, you must upload a resume / curriculum vitae for that member. Click the file selector button to select a resume to upload.
- 17. You can modify your topic and committee information at any time by clicking the appropriate "Modify" button. You can change the resume file for off campus committee members by click the "X" icon to the right of the resume file name (See Figure 14).

Planning Form				Home	My Account Info	Help	Logout
Thesis/ Graduate P	roject Planning Form						
Student Information							
Student Name:	John Doe	Student ID:	10000110111				
Phone Number:	(818) 555-5555	Email:	autofilled@my.csun.	edu			
Address:	1234 Sample Drive Northridge, CA 91324						
Graduation Informati	on						
Graduation Date:	Spring 2014						
Topic Information							
Major:	Computer Science						
Working Title:	Improving user comprehension throug	h user interface manip	ulation				
Research Subjects:	Human Subjects						
Modify	You can change t	ha form					
Committee Formatio	n clicking the "Modify"	time by buttons.					
Chair Name:	respect office	Donarios II:	Computer Science				
Member Name:	man, manual	Department:	Computer Science				
Member Name:	100000.00012	Department:	Computer Science				
Modify							
Submit Form for Con	nmittee Signatures						
Submit Upon clie	cking Submit your form will be emailed to	your committee memt	pers for approval.				
Califo	rnia State University Community Impact	Reports Voter Regist	ration <u>Terms and Cond</u>	tions for Use	Contact CSUN Emerge	ncy	
	California State Univ P	ersity, Northridge at 18 hone: 818-677-1200/	111 Nordhoff Street, Nor © 2013 CSU Northridge	thridge, CA 91	330		

Figure 14

18. When all the information is complete, click the "Submit" button at the bottom of the page. This will take you back to your Home Page (See Figure 15).

Planning Form				Home	My Account Info	Help	Logou
Thesis/ Graduate F	Project Planning Form						
Student Information							
Student Name:	John Doe	Student ID:	1000212111				
Phone Number:	(818) 555-5555	Email:	autofilled@mv.csun	.edu			
Address:	1234 Sample Drive Northridge, CA 91324						
Graduation Informat	ion						
Graduation Date:	Spring 2014						
Copic Information							
Major:	Computer Science						
Working Title:	Improving user comprehens	ion through user interface ma	nipulation				
Research Subjects:	Human Subjects						
Modify							
Committee Formatio	'n						
Chair Name:	1110,010,00010	Department:	Computer Science				
Member Name:	Harry Harrisons	Department:	Computer Science				
Member Name:	100101-00112	Department:	Computer Science				
Modify							
Submit Form for Cor	nmittee Signatures						
Submit Upon cli	icking Submit your form will be e	mailed to your committee me	mbers for approval.				
Califo	ornia State University Commun	ity Impact Reports Voter Reg	istration Terms and Cond	itions for Use	Contact CSUN Emerge	ency	
	California	State University, Northridge at Phone: 818-677-1200	18111 Nordhoff Street, Nor) / © 2013 CSU Northridge	thridge, CA 91	1330		

19. Upon submission your committee members may use their CSUN credentials to log in and approve your form at any time.

Viewing Your Planning Form / Status

- 1. Your Home Page displays the status of your Planning Form.
- 2. Click the "View" link on the Planning Form row to view more detailed information and see signatures (See Figure 16).

California State Uni Northric	iversity Ige Electroni	ic Thesis And Di	ssertation				
Student Home				Home	My Account Info	Help	Logout
	General status overview. Th	esis / Graduate I	Project Sta	itus			
Step	Status	Deadline	Next Actio	on	Actio	ns	
Planning Form	Awaiting committee signatures	February 28, 2014	None Requ	ired	Vie	w M	odify
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instru	ictions/Form	15		
Draft Approval	Must complete previous step	April 18, 2014		Click to	view more detailed statu	IS	
Final Approval	Must complete previous step	May 9, 2014		inform	nation and signatures.		
Calify	o <u>rnia State University</u> I <u>Community Impact F</u> California State Unive Ph	Reports <u>Voter Registration</u> Information rsity, Northridge at 18111 No one: 818-677-1200 / © 2013	<u>Terms and Condi</u> rdhoff Street, Nort CSU Northridge	<u>tions for Use</u> hridge, CA 91	<u>Contact CSUN Emerge</u> 1330	ency	

Modifying Your Planning Form

There are two cases in which you may need to modify your planning form. First, your committee may have required that you make changes. Second, you may be making changes on your own, without being prompted by your committee.

If your committee has required you to make changes, you will receive an email notification from the ETD system.

1. From your Home Page, click the "View Required Changes" link (Figure 17).

		Home	My Account into	нер	Logo
Th	esis / Graduate	Project Status			
Status	Deadline	Next Action	Actio	ns	
Requires Changes	February 28, 2014	View Required Chang Modify Planning Form	es and Vie	w M	odify
Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/For	ms		
Must complete previous step	April 18, 2014				
Must complete previous step	May 9, 2014				
iornia State University <u>Community Impact</u> F	Reports Voter Registration	Terms and Conditions for Use	e <u>Contact CSUN Emerge</u>	<u>ency</u>	
	Th Status Requires Changes Submit Human Subject Approval Forms (If not yet submitted) Must complete previous step Must complete previous step California State University Community Impact F	Thesis / Graduate Status Deadline Requires Changes February 28, 2014 Submit Human Subject Approval Forms (If not yet submitted) February 28, 2014 Must complete previous step April 18, 2014 Must complete previous step May 9, 2014 Ornia State University Community Impact Reports Voter Registration Information California State Liniversity Northridge at 18111 Mage	Thesis / Graduate Project Status Status Deadline Next Action Requires Changes February 28, 2014 View Required Change Modify Planning Form Submit Human Subject Approval Forms (If not yet submitted) February 28, 2014 View Instructions/Form Must complete previous step April 18, 2014 View Complete previous step May 9, 2014 Ornia State University Community Impact Reports Voter Registration Terms and Conditions for Usy Information California State University Northridge at 18111 Northord Street Northridge CAR	Thesis / Graduate Project Status Status Deadline Next Action Action Requires Changes February 28, 2014 View Required Changes and Modify Planning Form View Submit Human Subject Approval February 28, 2014 View Instructions/Forms View Submit Human Subject Approval February 28, 2014 View Instructions/Forms View Must complete previous step April 18, 2014 View Instructions/Forms Must complete previous step May 9, 2014 View Instructions for Use Contact CSUN Emerge Information California State University I Community Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emerge Information Contact CSUN Emerge Information	Thesis / Graduate Project Status Status Deadline Next Action Actions Requires Changes February 28, 2014 View Required Changes and Modily Planning Form View M Submit Human Subject Approval February 28, 2014 View Instructions/Forms View M Submit Human Subject Approval February 28, 2014 View Instructions/Forms View M Must complete previous step April 18, 2014 View Instructions / Forms View View Must complete previous step May 9, 2014 View Instructions for Use Contact CSUN Emergency Information California State University Northridge at 18111 Northoff Street Northridge CA 91330

2. View the comments made and signatures received in the "Committee Formation" section. (You may need to scroll down.)

3.	Click	the	"Make	Changes"	button	when	you ar	e ready	/ to	update	your form	(Figure	18)	
----	-------	-----	-------	----------	--------	------	--------	---------	------	--------	-----------	---------	-----	--

Committee Signature	es	
Chair Name:	Country, and the last	Approval Date:
Department:	Computer Science	
Member Name:	Tana Indiana	Approval Date:
Department:	Computer Science	
Member Name:	Sec	
Department:	Computer Science	View comments and signatures here
Comments:	Underdeveloped thesis.	
Student Signature	John Doe	Date Submitted: January 9, 2013
Graduate Coordinate	or Signature	
Coordinator Name:	States in a subsection	Approval Date:
Return Home	Once you have reviewe comments, click her make the required cha	ed the e to nges.
Califo	ornia State University Communi	tr Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emergency Information
	California S	tate University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330 Phone: 818-677-1200 / © 2013 CSU Northridge

Figure 18

- 4. Click the appropriate "Modify" button or buttons, and update the information in the dialog box or boxes.
- 5. Click the "Submit" button at the bottom of the page to resubmit your Planning Form.



Figure 19

If you are making changes without being prompted by your committee: 1. Click the "Modify" link on the Planning Form row (See Figure 20).

California State Uni Northric	iversity Ige Electron	ic Thesis And Dis	ssertation				
Student Home				Home	My Account Info	Help	Logout
	Th	esis / Graduate I	Project Sta	tus			
Step	Status	Deadline	Next Actio	n	Actio	ns	
Planning Form	Awaiting committee signatures	February 28, 2014	None Requir	red	Vie	w M	odify
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	<u>View Instruc</u>	ctions/Form	15		1
Draft Approval	Must complete previous step	April 18, 2014			Click this lin to make ch	nk at any tin anges to yo	ne ur
Final Approval	Must complete previous step	May 9, 2014			Planni	ng Form.	
Califo	o <mark>rnia State University Community Impact f</mark> California State Unive Pt	Reports <u>Voter Registration</u> : Information ersity, Northridge at 18111 No oone: 818-677-1200 / © 2013	Terms and Condit rdhoff Street, North CSU Northridge	ions for Use I hridge, CA 91	I <u>Contact CSUN</u> I <u>Emerge</u> 330	ancy	
	Pt	Figure 20	CSU Northridge				

2. You will be prompted to confirm that you want to resubmit your form.

- 3. Click in the confirmation box at the end of the red warning message to acknowledge you are resubmitting your form.
- 4. Click the appropriate "Modify" button or buttons, and update the information in the dialog box or boxes.
- 5. Click the "Submit" button at the bottom of the page to resubmit your Planning Form (See Figure 21).

Planning Form				Home	My Account Info	Help	Logout
Modifying any information Draft Approval Form" and Check this box if you wo	on on this form will reset your thesis, and of "Final Approval Form" will also be resi- build still like to modify your form: 🗹	d will require you to res et. However, your data To make change check this box, your thesis	ubmit this form for approva and drafts will be saved. s, you must first acknowledging will be reset.	I. Your "Prelin	minary		
Retuin Home		your mesis	WI DE TESEL				
Thesis/ Graduate P	roject Planning Form						
Student Information							
Student Name:	John Doe	Student ID:	1000213111				
Phone Number:	(818) 555-5555	Email:	autofilled@my.csun.e	du			
Address:	1234 Sample Drive Northridge, CA 91324						
Graduation Informati	on						
Graduation Date:	Spring 2014						
Topic Information							
Major:	Computer Science						
Working Title:	Improving user comprehension throug	gh user interface mani	pulation				
Research Subjects:	Human						
Modify	Modify the form by clicking)					
Committee Formation	information in the dialog boxes.						
Chair Name:		Department:	Computer Science				
Member Name:	August, 2011.0	Department:	Computer Science				
Member Name:	THEY, SHITLEY	Department:	Computer Science				
Modify							
Submit Form for Com	nmittee Signatures						
Submit Upon clic	king Submit your form will be emailed to	o your committee mem	bers for approval.				
~	When you have finished, click the "Submit" button.						
Califo	mia State University Community Impac	t Reports Voter Regis	tration Terms and Condition	ons for Use	Contact CSUN Emerge	ncy	
	California State Uni F	versity, Northridge at 1 Phone: 818-677-1200/	© 2013 CSU Northridge	ridge, CA 91:	330		
		Fiau	re 21				

6. Your committee will be emailed, notifying them that your Planning Form has changed. Your committee members may use their CSUN credentials to log in and approve your form changes at any time after that.

Submitting Your Preliminary Draft

1. On your Home Page, click the "Submit Draft For Approval" link (See Figure 22).

0 I	alifornia State Uni Northric	versity ge Electroni	ic Thesis And Dis	ssertation				
	Student Home			Home	e M	y Account Info	Help	Logout
		Th	esis / Graduate I	Project Status				
	Step	Status	Deadline	Next Action		Actio	ns	
	Planning Form	Awaiting GRIP approval	February 28, 2014	None Required		Vie	w M	odify
	Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/F	orms			
	Draft Approval	Not Yet Submitted	April 18, 2014 🤇	Submit Draft For Ap	proval	>		
	Final Approval	Must complete previous step	May 9, 2014					
	Califo	imia State University Community Impact R	Reports Voter Registration Information	Terms and Conditions for L	Jse Con	tact CSUN Emerge	<u>incv</u>	
		California State Unive Ph	rsity, Northridge at 18111 No one: 818-677-1200 / © 2013	rdhoff Street, Northridge, C CSU Northridge	A 91330			

- Figure 22 2. On the Preliminary Draft Approval Page, click the Upload File button. 3. Select the draft from your computer's file system. The draft must be in PDF format, and the file name cannot have any spaces (See Figure 23).



Figure 23

- 4. The name of your file appears below, along with its status.
- 5. You may also delete files, download drafts, and submit new drafts (See Figure 24).

Upload your draft for prelim Your file must be in PDF for	inary approval by GRIP. rmat and the filename cannot (Uplo	ead Draft		
Upload a file UPLOADED FILES	You can upload a new draft by clicking here.)			
Draft Status/ History	Download your dra by clicking here.	ift		You can delete a file by clicking the "X," as long a the file has not yet been reviewed.	as
File Name	$\overline{\mathcal{V}}$	Upload Date	Status	Approval Form	Delete
ImprovingUserCompre	hension.pdf	01/10/2013	Awaiting Review		X
<u>Californi</u>	<u>a State University</u> <u>Community</u> California St	<u>r Impact Reports Voter Regis</u> Inform ate University, Northridge at 11 Phone: 818-677-1200 /	tration <u>Terms and Conditions</u> lation 8111 Nordhoff Street, Northridge © 2013 CSU Northridge	for Use Contact CSUN Emergenc e, CA 91330	¥

Resubmitting Your Preliminary Draft

There are two cases in which you may resubmit your draft. First, you may have modified your draft before it has been reviewed. Second, you may be required by Research and Graduate Studies to make changes to your draft.

Changes Not Required by Research and Graduate Studies

1. On your Home Page, click the "View/Modify" link (See Figure 25).

California State Uni Northric	iversity Ige Electron	ic Thesis And Dis	sertation			
Student Home			Home	My Account Info	Help	Logout
	Th	esis / Graduate F	Project Status			
Step	Status	Deadline	Next Action	Actio	ns	
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	Vie	w M	odify
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/Forms	1		
Draft Approval	Awaiting GRIP Review	April 18, 2014	None Required	Vie	w/Modify	
Final Approval	Must complete previous step	May 9, 2014				
Calife	ornia State University <u>Community Impact F</u> California State Unive Ph	Reports <u>Voter Registration</u> Information Irsity, Northridge at 18111 No Ione: 818-677-1200 / © 2013	<u>Ferms and Conditions for Use </u> rdhoff Street, Northridge, CA 913 CSU Northridge	Contact CSUN Emerge	ency	
		Figure 25				

2. Follow instructions 2 - 6 in <u>Submitting Your Preliminary Draft</u>.

Required Changes

If Research and Graduate Studies has required that you modify and resubmit your draft, you will receive an email and the status of your Draft Approval will be "Resubmission Required." If this is the case, take the following steps:

1. On your Home Page, click the "View Required Changes" link (See Figure 26).

		Home	My Account Info	Help	Logou
Th	esis / Graduate I	Project Status			
Step Status Deadline Next Action Action					
Awaiting GRIP approval	February 28, 2014	None Required	Vie	w M	odify
Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/Form	5		
Resubmission Required	April 18, 2014	014 View Required Changes View/Modify			
Must complete previous step	May 9, 2014				
Must complete previous step	May 9, 2014				
	Status Awaiting GRIP approval Submit Human Subject Approval Forms (If not yet submitted) Resubmission Required Must complete previous step	Thesis / Graduate I Status Deadline Awaiting GRIP approval February 28, 2014 Submit Human Subject Approval February 28, 2014 Resubmission Required April 18, 2014 Must complete previous step May 9, 2014	Thesis / Graduate Project Status Status Deadline Next Action Awaiting GRIP approval February 28, 2014 None Required Submit Human Subject Approval Forms (If not yet submitted) February 28, 2014 View Instructions/Form Resubmission Required April 18, 2014 View Required Changes and Resubmit Draft Must complete previous step May 9, 2014	Thesis / Graduate Project Status Status Deadline Next Action Action Awaiting GRIP approval February 28, 2014 None Required Vie Submit Human Subject Approval Forms (If not yet submitted) February 28, 2014 View Instructions/Forms View Resubmission Required April 18, 2014 View Required Changes and Resubmit Draft Vie Must complete previous step May 9, 2014 View Required Changes Vie	Note Ny Recourd to Project Status Thesis / Graduate Project Status Status Deadline Next Action Actions Awaiting GRIP approval February 28, 2014 None Required View M Submit Human Subject Approval Forms (If not yet submitted) February 28, 2014 View Instructions/Forms View/Modify Resubmission Required April 18, 2014 View Required Changes and Resubmit Draft View/Modify Must complete previous step May 9, 2014 View Required Changes View/Modify

Figure 26

- 2. You will be taken to the Thesis Poject/Preliminary Checklist Page.
- 3. When you have finished viewing the required changes, click the "Return Home" button (See Figure 27).

California State University Northridge	Electronic Thesis And Dissertation				
Preliminary Draft Checklist		Home	My Account Info	Help	Logout
Preliminary Draft Checklist					
Student Name: John Doe File Name: ImprovingUserComprehension.pdf	Evaluator Name: Review Date: 01/10/2013				
Required Changes Title Page: Title needs to be lower case only Required Action	>				
Your draft has been approved. Make the requir do not need to resubmit your draft for review	ed changes (if any) indicated above in your final submission. Yo	н			
Return Home Click here after you are done reviewing your required changes. California State University Con	mmunity Impact Reports Voter Registration Terms and Condi	tions for Use	I <u>Contact CSUN Emerg</u> e	ency	
Calif	ornia State University, Northridge at 18111 Nordhoff Street, Nort Phone: 818-677-1200 / © 2013 CSU Northridge	hridge, CA 91	330		

4. Once you have updated your draft with the required changes, click the "Resubmit Draft" link on your Home Page (See Figure 28).

tudent Home			Home	My Account Info	Help	Logou			
Thesis / Graduate Project Status									
Step Status Deadline Next Action Action									
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required	Vie	w M	odify			
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/Form	<u>s</u>					
Draft Approval	aft Approval Resubmission Required April 18, 2014 View Required Changes and Resubmit Draft			<u>s</u> Vie	w/Modify				
Final Approval	Must complete previous step	May 9, 2014							
Calif	ornia State University <u>Community Impact F</u> California State Unive	Reports <u>Voter Registration</u> Information Insity, Northridge at 18111 No	Terms and Conditions for Use rdhoff Street, Northridge, CA 91	I <u>Contact CSUN Emerge</u> 330	<u>ency</u>				

5. Select the "Upload a file" button to resubmit your draft. This new draft will be sent to Research and Graduate Studies for review (See Figure 29).

		l	Upload Draft						
Upload your draft for prelimina Your file must be in PDF forma	ry approval by GRIP. It and the filename cannot contain spaces. <u>Ne</u>	edH	Help Creating a PDF?						
Upload a file UPLOADED FILES	Click the "Upload a File" and then select a file to upload from the screen that pops up.								
Open									x
😋 🖉 🗣 🐌 Work Fold	ler 🕨 Thesis				•	49	Search Thesis		Q
Organize 👻 New folde	r						8==	• 🔟	0
🔆 Favorites	Name	Ŧ	Date modified	Туре	Size				
Desktop Downloads Recent Places	🔁 ImprovingUserComprehension		1/10/2013 11:12 AM	Adobe Acrobat D		78 KE	3		
Libraries ☐ Documents ↓ Music ☐ Pictures ☐ Videos ☐ Computer ↓ Network									
File na	me:					•	All Files Open 💌	Cance	•

6. You will receive an email when the review is complete.

Understanding Your Preliminary Draft Status

You will receive an email from the system once your preliminary draft has been reviewed. To view the status of your draft, login to your Home Page. The status is located on the Draft Approval row (Figure 30).

Student Home			Home	My Account In	fo Help	Logou			
Thesis / Graduate Project Status									
Step	Status	Deadline	Next Action	1	Actions				
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required		View	lodify			
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/Form	15					
Draft Approval	Appointment Required	April 18, 2014	Schedule an Appointm (818) 677-4800	ent with GRIP:	View/Modify				
Final Approval	Must complete previous step	May 9, 2014							
Califo	ornia State University <u>Community Impact</u> California State Univ	Reports <u>Voter Registration</u> Information ersity, Northridge at 18111 N	Terms and Conditions for Us	ie <u>Contact CSUN En</u> 91330	nergency				

Requires Resubmission

If the status is "Requires Resubmission," follow the instructions in <u>Resubmitting Your</u> <u>Preliminary Draft.</u>

Appointment Required

If the status is "Appointment Required," your draft requires significant modifications. You must call and schedule and appointment with your Research and Graduate Studies evaluator to discuss the required changes. Their number is (818) 677-4800.

Approved

If the status is "Approved," you may still have to make formatting changes.

1. To view the required changes, click the "View any Required Changes needed in your Final Draft" link.

Cali N	Alifornia State University Northridge Electronic Thesis And Dissertation									
Stu	udent Home				Home	My Account Info	Help	Logout		
		т	hesis / Graduat	e Project Sta	itus					
s	tep	Status	Deadline	Next Action		Acti	ons			
P	lanning Form	Awaiting GRIP approval	February 28, 2014	None Required		Vi	ew N	Modify		
P	rotocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instruction	ns/Forms					
D	raft Approval	Complete	April 18, 2014 🤇	View any Requi your Final Draft resubmit your p	red Change . You <i>do not</i> vreliminary d	r need to vie draft.	ew/Modify			
Fi	nal Approval	Not yet submitted	May 9, 2014	Submit Final Dra	aft					
	California State University Community Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emergency									
		California State Un	iversity, Northridge at 1811 Phone: 818-677-1200 / © 2	n 1 Nordhoff Street, Nort 013 CSU Northridge	hridge, CA 91	1330				

2. You must make these changes to your draft. However, you DO NOT need to resubmit your draft to Research and Graduate Studies (See Figure 32).

California State University Northridge	Electronic Thesis And Dissertation								
Preliminary Draft Checklist		Home	My Account Info	Help	Logout				
Preliminary Draft Checklist									
Student Name: John Doe File Name: ImprovingUserComprehension.pdf	Evaluator Name: Review Date: 01/10/2013								
Title Page: Title needs to be lower case only									
Required Action									
Your draft has been approved. Make the require do not need to resubmit your draft for review.	ed changes (if any) indicated above in your final submission. Yo	DU							
Return Home Click here after you are done reviewing your required changes.									
California State University Con	nmunity Impact Reports <u>Voter Registration</u> <u>Terms and Condi</u> Information	itions for Use	Contact CSUN Emerge	ency					
Calif	ornia State University, Northridge at 18111 Nordhoff Street, Nort Phone: 818-677-1200 / © 2013 CSU Northridge	thridge, CA 91	330						

Figure 32

Viewing Your Draft History 1. On your Home Page, click the "View/Modify"link (See Figure 33).

California State Un Northric	iversity Electro	nic Thesis And	Dissertation							
Student Home				Home	My Account Info	Help	Logout			
	т	'hesis / Graduat	e Project Sta	itus						
Step	Status	Deadline	Next Action		Acti	ons				
Planning Form	Awaiting GRIP approval	February 28, 2014	None Required		Vi	ew N	Modify			
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instruction	ns/Forms						
Draft Approval	Complete	April 18, 2014	April 18, 2014 View any Required Changes needed in your Final Draft. You do not need to resubmit your preliminary draft.							
Final Approval	Not yet submitted	May 9, 2014	Submit Final Dra	aft.						
Calif	California State University Community Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emergency Information									
	Galifornia State Off	Phone: 818-677-1200 / © 2)13 CSU Northridge	ininge, ok si	550					

Figure 33 2. You can now view all previously uploaded drafts and the changes required for each reviewed draft (See Figure 34).



Submitting Your Final Approval Form

1. On your Home Page, click the "Submit Final Draft" link (See Figure 35).

c I	Lifornia State University Orthridge Electronic Thesis And Dissertation									
	Student Home				Home	My Account Info	Help	Logout		
		т	hesis / Graduat	te Project Sta	itus					
	Step	Status	Deadline	Next Action		Acti	ons			
	Planning Form	Complete	February 28, 2014	None Required		Vi	ew	Modify		
	Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instruction	ns/Forms					
	Draft Approval	Complete	April 18, 2014	<u>View any Requi</u> <u>your Final Draft</u> resubmit your p	red Change . You <i>do not</i> reliminary d	r need to Vi draft.	ew/Modif	y		
	Final Approval	Not yet submitted	May 9, 2014	Submit Final Dra	aft					
	Califo	California State University Community Impac	iversity. Northridge at 1811	on (<u>Ferms and Condi</u> on 1 Nordhoff Street, Nort	hridge, CA 91	330	ency			
			Phone: 818-677-1200 / © 2	2013 CSU Northridge						

2. In the "Final Draft" section, click the Upload File button to upload your draft. Your draft must be a PDF (See Figure 36).

California State University Northridge Electronic Thesis And Dissertation				
Final Approval Form	Home	My Account Info	Help	Logout
Thesis/ Graduate Project Approval Form				
Student Information				
Student Name: John Doe Student ID:				
Student Email: autofilled@my.csun.edu				
Final Braft				
O Upload a file UPLOADED FILES				

Figure 36

3. Your file name now appears. You can delete the file by clicking the red "X" (See Figure 37).

Final Approval F				Home	My Account Info	Help	Logout
Thesis/ Graduate Student Informatio	Project Approval Form			Home	my Account and	Theip	Logodi
Student Name: Student Email:	John Doe autofilled@my.csun.edu	Student ID:					
Final Draft							
UPLOADE	D FILES	You can de by clicking	elete this file the X button.				

Figure 37

- 4. In addition to uploading a PDF of your final draft, you can also upload any number of supporting files. For example, you might have audio or video files, plain text files, or image files. These files are not required.
- 5. Upload any supporting files by clicking the file selection button in the "Supporting Files" section.
- 6. Delete supporting files by clicking the "X" icon to the right of the file name (See Figure 38).

Final Draft				
O Upload a file				
UPLOADED FILES				
ImprovingUserComprehension.pdf (PDF) - [02/19/2013]	ĸ			
Supporting Files (Optional)				
You may submit multiple files, of almost any file type. For example, you may have supporting image files, audio IMPORTANT: Large files (file size > 50MB) need to be uplo O Upload a file Uploading supp one at a time b the Upload a file	files, or video files for you thesis aded from ON CAMPUS to avoid orting files y clicking le button.	, d the risk of your u	Pload not finishing. Remove a by clicking	supporting file g the X button.
File Name	Upload Date	Size	Delete	
SupportingImage2.jpg	02/19/2013	13.27k		
SupportingImage1.jpg	02/19/2013	13.27k	×	
ComprehensionSupportingFiles.pdf	02/19/2013	77.88k	×	
Total Uploaded Size:: 0.1MB				

7. In "Thesis Overview," click the "Add Metadata" button (See Figure 39).

Library / ScholarWorks Metadata	
Student theses are stored in CSUN ScholarWorks, an online repository for academic publications. The metadata	
provided below makes this thesis searchable within the respository.	
Thesis Overview	
Includes your thesis title, a statement of responsibility, the thesis abstract, and your degree information.	
Add Metadata	
Pagination	
Includes information about your thesis pagination and references section.	
Add Metadata	
Keywords / Search Terms	
Includes keywords that describe your thesis content.	
Add Metadata	
License Agreement	
Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive	
Distribution License."	
View and Accept License	
Embargo Request	
You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.	
Request Embargo	
Lednest Fundada	
Figure 39	

8. A dialog box will appear.
9. Enter the appropriate information, and click the "submit" button (See Figure 40).

_			_
l	library / Scholar	rWorks Metadata	
	Student theses are provided below m	stored in CSUIN ScholarWorks an online renository for academic publications. The metadata	
1	Thesis Overview	Enter Metadata X	
[Includes your th	Thesis Title:	
	Add Matada	Omit the leading "The", "A", or "An". Title of thesis should be lower-case except for first word, acronyms,	
	Add Metada	Increasing Reading Comprehension in Hypertext Documents	
F	pagination	Statement of Responsibility:	
	Includes inform	by John Doe	
	Add Metada	Select Your Degree:	
l		M.S. 💌	
	Keywords / Sear	Abstract: Copy and paste the abstract from your thesis.	
	Includes keywo	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies	
	Add Metada	posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus.	
I	License Agreem	Curabitur est neque, scelensque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi	
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	Distribution Lic		
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L.	Embargo Reques		
[You may reque		
	embargo will or -		
	Request Err	cance submit	
		Figure 40	
10). Your m	netadata now appears on the main form (See Figure 41).	
	Thesis Overview		
	Title: Increasing	Reading Comprehension in Hypertext Documents	
	Statement of Re	sponsibility: by John Doe Your metadata now	
	Degree Type: M.S	s. appears in the main form.	
	Abstract:		
	Lorem ipsum do Duis malesuada penatibus et mag	ior sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. I dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque gnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut	

Thesis Overview	
Title: Increasing Reading Comprehension in Hypertext Documents Statement of Responsibility: by John Doe	Your metadata now
Degree Type: M.S.	ears in the main form.
Abstract:	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum socils natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisl mauris, mollis eget posuere sed, volutpat quis massa.	
Modify Metadata You can modify the metadata by clicking here.	
Includes information about your thesis pagination and references section. Add Metadata	
Keywords / Search Terms	
Includes keywords that describe your thesis content. Add Metadata	

- Figure 41 11. Repeat the same steps to add metadata in "Pagination" 12. For "Keywords" click the "Add Metadata" button (See Figure 42).

Title: Increasing Reading Comprehension in Hypertext Documents	
Statement of Responsibility: by John Doe	
Degree Type: M.S.	
Abstract:	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisi mauris, mollis eget posuere sed, volutpat quis massa. Modify Metadata	
Pagination	
Preliminary Pages: xi	
Text Pages: 76	
References Start Page: 74	
References Stop Page: 76	
Modify Metadata	
Keywords / Search Terms	
Includee keywords that describe your thesis content.	
Add Metadata	
License Agreement	
Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution License."	
View and Accept License	

Figure 42

- A dialog box will appear.
 To enter a keyword, type it in the "Keyword/Phrase" box and click the "add" button.
 You can enter multiple keywords by repeating Step #15 (See Figure 43).

Pagination		
Preliminary Pages: xi	Enter Keywords	×
Text Pages: 76	Keywords / Search Terms	A
References Start Page: 74	Enter keywords and phrases that describe your thesis content and that will make your thesis	
References Stop Page: 76	searchable online. Only capitalize proper nouns.	
Modify Metadata	Note: You may only have up to 10 keywords.	
	Keyword / Phrase:	
Your set of keywords	comprehension add	
includes keappear here ribe your the	usability	E
License Agreement		
Before submitting your final draft for publication Distribution License."		
View and Accept License	Ţ	
Embargo Request	Delete Modify	•
You may request an embargo of your work. This embargo will only be approved in special cases	cancel submit	
Request Embargo		

16. To delete or modify a keyword, select the keyword by clicking on it. Then click the appropriate button (See Figure 44).

Preliminary Pages: xi	Enter Keywords X	
Text Pages: 76	Keywords / Search Terms	
References Start Page: 74	Enter keywords and phrases that describe your	
References Stop Page: 76	searchable online. Only capitalize proper nouns.	
	Note: You may only have up to 10 keywords	
Lloddy, Maladada	Note. Fod may only have up to 10 keywords.	
Select the keyword/phrase here.	Kyword / Phrase:	
gywords / Search Terms	add	
Includes keywords that describe your thesis	Lucz A	
Add Metadata	hypertext	
	reading comprehension	
icense Aareement	usability	
Distribution License."		
View and Accept License		
	Ÿ	
mbargo Boguest	Delete Modify	
mbargo nequest		
embargo will only be approved in special const	cancel submit	
Then click Delete or Modify.		2
Request Embargo		

Figure 44

- 17. If you are modifying the keyword, it will appear in the "Keyword/Phrase" box. Modify the word, and click the "add" button.
- 18. When you are done entering keywords, click the "submit" button.

19. In the "License & Distribution Agreements" section, click the "View and Accept License" button (See Figure 45).

Keywords / Search Terms	
Keywords / Search Terms: HCl, hypertext, reading comprehension, usability Modify Metadata	
License Agreement	
Before submitting your final draft for publication in CSUN ScholarWorks, you must view and accept the "Non Exclusive Distribution Element. View and Accept License	
Embargo Request	
You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases.	
Request Embargo	

Figure 45

20. A dialog box will appear.

21. Check the box indicating you agree to the terms, and click the "submit" button (See Figure 46).

, is a set of the set	
Text Pages: 76	License Agreement X
References Start P	NON EVOLUCITIES DISTRIBUTION LICENSE
References Stop Pa	NON-EXCLUSIVE DISTRIBUTION LICENSE
Modify Metadata	By signing and submitting this license, you the author grant permission to CSUN Graduate Studies to submit your thesis or dissertation, and any additional associated files you provide, to CSUN ScholarWorks, the institutional repository of the California State University, Northridge, on your behalf.
eywords / Search Te	You grant to CSUN ScholarWorks the non-exclusive right to reproduce and/or distribute your submission worldwide in electronic or any medium for non-commercial, academic purposes.
Keywords / Search	You agree that CSUN ScholarWorks may, without changing the content, translate the submission to
Modify Metadata	any medium or format, as well as keep more than one copy, for the purposes of security, backup and preservation.
cense Agreement	You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.
Before submitting yo Distribution License	If the submission contains material for which you do not hold copyright, or for which the intended use is not permitted, or which does not reasonably fall under the guidelines of fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant CSUN
View and Accep	ScholarWorks the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.
mbargo Request	If the submission is based upon work that has been sponsored or supported by an agency or organization other than the California State University, Northridge, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.
You may request an embargo will only be	CSUN ScholarWorks will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alterations, other than those allowed by this license, to your submission.
Request Embarg	I agree to the terms of the "Non Exclusive Distribution License."
Ry clicking "Submit"	
committe. Upon subr	Check this box to agree to the terms
Warning: Plassa et	of the License Agreement. cancel submit
Changes are not pe	

22. Under certain circumstances, you may request that your work be withheld from online publication for a specified period of time. This withholding of immediate publication is known as an embargo. Embargoes will only be granted in certain circumstances -- such as research involving a pending patent, grant-sponsored research, etc. In addition, an embargo request must be approved by your thesis committee. To request an embargo, click the "Request Embargo" button (See Figure 47).

Keywords / Search Terms	
Keywords / Search Terms: HCI, hypertext, reading comprehension, usability Modify Metadata	
License Agreement	
Statement of Agreement: I agree to the terms of the Non Exclusive License Agreement. Modify Acceptance	
Embargo Request	
You may request an embargo of your work. This embargo will delay the availability of your work in the library repository. An embargo will only be approved in special cases. Request Embargo	

Figure 47

23. A dialog box will appear.

24. Select the embargo reason and embargo length, then click "submit" (See Figure 48).

References Stop Page: 76		
Modify Metadata		
Keywords / Search Terms Keywords / Search Terms: HCI, hypertext, reading con Modify Metadata License Agreement Statement of Agreement: I agree to the terms of the No	Embargo Request × Embargo Reason Select the reason for your embargo request. Future Publication • Embargo Length Select the length of time for which your embargo will last.	Select the reason and length of your intended embargo.
Modify Acceptance Embargo Request You may request an embargo of your work. This embar	2 years	y. An
Request Embargo	Conce Submit	

Figure 48

25. Once you have completed all the fields on the "Final Approval Form," click the "Submit" button at the bottom of the page (See Figure 49).

Keywords / Search Terms	
Keywords / Search Terms: HCI, hypertext, reading comprehension, usability	
Modify Metadata	
icense Agreement	
Statement of Agreement: I agree to the terms of the Non Exclusive License Agreement.	
Modify Acceptance	
Embargo Request	
Embargo Reason: Future Publication	
Embargo Length: 2 years	
At the expiration of the embargo period, this work will automatically appear in the institutional repository. Before the embargo expiration, students may seek an extension of the embargo by contacting the Associate Vice President for Graduate Studies at (818) 677-2138.	
Modify Embargo	
By clicking "Submit," you acknowledge that the thesis files you are uploading are the same as those approved by your thesis committe. Upon submitting this form, it will be emailed to your committee members for approval.	
Warning: Please carefully review your file(s) and meta data before submitting your final draft.	
Submit	
Figure 49	

26. An email will be sent to each of your committee members, notifying them that your form is ready for review.

Modifying Your Final Approval Form

The only circumstance that may necessitate modifying your Final Approval Form is when any member on your committee or GRIP requires one. Even if you try to modify your Form from the Home page, a message will warn you that you cannot make changes until required to do so (See Figure 50).

Final Approval Form			Home	My Account Info	Help	Logout
This form cannot be modified while in the "Awaiting committee	e signatures" status.		N			
Thesis/ Graduate Project Approval Form			1			
Student Information			You cannot modify your form			
Student Name: John Doe	Student ID:	unt	il prompted to do s	J		
Student Email: autofilled@my.csun.edu			_			r
Final Draft ImprovingUserComprehension.pdf (PDF) - [02/25/2013] Supporting Files (Optional)						
File Name	Upload Date	Size	Delete			
SupportingImage2.jpg	02/19/2013	13.27k				
SupportingImage1.jpg	02/19/2013	13.27k				
ComprehensionSupportingFiles.pdf	02/19/2013	77.88k				
Total Uploaded Size:: 0.1MB						

Figure 50

Making Required Changes

- 1. If your committee has required changes, you will receive an email from the ETD system.
- 2. On your Home Page, click the "View Required Changes" link (See Figure 51).

tudent Home			Home	My Account Info	Help	Logou
	т	'hesis / Graduat	e Project Status			
Step	Status	Deadline	Next Action	Acti	ons	
Planning Form	Complete	February 28, 2014	None Required	Vi	ew	Modify
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/Forms			
Draft Approval	Complete	April 18, 2014	View any Required Change your Final Draft. You do not resubmit your preliminary o	is needed in Inneed to Vi Iraft.	ew/Modify	
Final Approval	Requires Changes	May 9, 2014	View Required Changes n For Approval	d <u>Resubmit</u> vi	ew	Modify

Figure 51

- 3. Required changes and signatures received are listed in the "Committee Approval" section.
- 4. To update your form, click the "Make Changes" button at the bottom of the page (See Figure 52).

Committee Signatur	es		
Chair Name: Department: Member Name: Department: Member Name: Department: Comments:	View the required changes in the "Comments" Section" Computer Science Add the keywords: user interface, links	pproval Date:	
Student Signature			
Student:	John Doe	Date Submitted: February 25, 2013	
Graduate Evaluator	Approval		
Graduate Evaluator:		Approval Date:	
Return Home	ke Changes		

Figure 52 5. To upload a different final draft, first delete the file by clicking the red "X" beside the file name. Then select a new file for upload (See Figure 53).

Final Approval Form	Home	My Account Info	Help	Logout
Thesis/ Graduate Project Approval Form				
Student Information				
Student Name: John Doe Student ID: 100213111				
Student Email: autofilled@my.csun.edu				
Final Draft				
O Upload a file				
VPLOADED FILES You can delete the file you selected by clicking the "X".				
ImprovingUserComprehension.pdf (PDF) - [02/25/2013] 🗱				
Supporting Files (Optional)				
You may submit multiple files, of almost any file type. For example, you may have supporting image files, audio files, or video files for you thesis. IMPORTANT: Large files (file size > 50MB) need to be uploaded from ON CAMPUS to avoid the risk of your uploa O Upload a file	ad not finishin	g.		

Figure 53

6. To remove supporting files, click on the "X" to the right of the file name. To add new supporting files, click the file selector button (See Figure 54).

Committee Signatur	es			
Chair Name: Department: Member Name: Department: Member Name: Department: Comments:	View the required changes in the "Comments" Section" Computer Science Add the keywords: user interface, links	oproval Date:		
Student Signature				
Student:	John Doe	Date Submitted:	February 25, 2013	
Graduate Evaluator	Approval			
Graduate Evaluator:		Approval Date:		
Return Home	ke Changes			

- Figure 54
- 7. To modify any of the metadata sections or the license agreement, click the appropriate "Modify" button, update the information in the dialog box, and click the "submit" button in the dialog box (See Figure 55).

Library / ScholarWorks Metadata	
Student theses are stored in CSUN ScholarWorks, an online repository for academic publications. The metadata	
provided below makes this thesis searchable within the respository.	
THESIS OVERVIEW	
Title: Increasing Reading Comprehension in Hypertext Documents	
Statement of Responsibility: by John Doe	
Degree Type: M.S.	
Abstract:	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium nibh eget purus ultricies posuere. Nunc non orci sapien. Duis malesuada dolor id justo blandit volutpat. Nam in neque odio. Phasellus luctus malesuada pretium. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla facilisi. In in tellus sed turpis tempus auctor eget ut tellus. Curabitur est neque, scelerisque non consectetur sit amet, ullamcorper sed orci. Maecenas in magna dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vulputate libero et mi rhoncus mattis. Suspendisse nisl mauris, mollis eget posuere sed, volutpat quis massa. Modify Metadata	
Pagination Preliminary Pages: xi Text Pages: 76 References Start Page: 74 References Stop Page: 76 Modify Metadata	
Keywords / Search Terms	
Keywords / Search Terms: HCI, hypertext, reading comprehension, usability	
Modify Metadata	

8. When you have updated your form, click the "Submit" button at the bottom of the page.

Viewing Your Final Approval Form / Status

- 1. Your Home Page displays the status of your Final Approval Form.
- 2. Click the "View" link on the Final Approval row to view more detailed information and see signatures (See Figure 56).

Student Home			ł	Home	My Account Info	Help	Logout
	т	'hesis / Graduat	e Project Statu	IS			
Step	Status	Deadline	Next Action		Act	ions	
Planning Form	Complete	February 28, 2014	None Required		_ v	iew I	Modify
Protocol Approval	Submit Human Subject Approval Forms (If not yet submitted)	February 28, 2014	View Instructions/F	Forms			
Draft Approval	Complete	April 18, 2014	View any Required your Final Draft. Yo resubmit your preli	<u>Change</u> ou <i>do not</i> iminary d	r need to raft.	iew/Modify	
Final Approval	Awaiting committee signatures	May 9, 2014	None Required			iew	Modify
	General status information.				Click here to informati	o view detaile on and signa received.	ed status atures
Calif	ornia State University Community Impa	<u>ct Reports Voter Registrati</u> Informatio	on Terms and Condition 10	is for Use	Contact CSUN Emerc	ency	
	California State Un	iversity, Northridge at 1811 Phone: 818-677-1200 / © 2	1 Nordhoff Street, Northrid 013 CSU Northridge	ige, CA 91	330		



Submitting Your Thesis to the Library Once your Final Approval Form is approved by your committee and you have cleared all of your graduation requirements, your files and metadata will automatically be submitted to the library. You will receive an email with information about how to access your files in the online repository.

Updating Your Account Information

You can update your personal information at any time.

1. On your Home Page, click the "My Account Info" link (See Figure 57).

California State Un Northri	iversity dge Electro	nic Thesis And	Dissertation	
Student Home			Home My Account	t Info Help Logout
	1	hesis / Graduat	e Project Status	
Step	Status	Deadline	Next Action	Actions
Normality From				Contract Contract
(Institute Inspire of				
1000 000000				1000404
Policipation:	and provide states	10011-0101	New Page 4	

Figure 57

- 2. Complete the "Student Information" form with the appropriate information.
- 3. Click the "Update" button. This will take you back to your Home Page. Your information is now up-to-date (See Figure 58).

tudent Information			Home	My Account Info	Help	Logout
tudent Information						
First Name John Student ID#	Last Name Doe Phone 818 555 5555	Make sure your name is how you want it to appear on your thesis.				
Street Address						
1234 Sample Drive						
City Northridge Email Address autofilled@my.csun.edu Anticipated Date of Graduation Spring 2014 Update	State Zip Code CA 91324	Change your email address if necessary. is where all ETD stat updates will be sent	This us t.			
California State U	Iniversity Community Impact Re California State Univers	ports <u>Voter Registration</u> <u>Terms and Condi</u> Information ity, Northridge at 18111 Nordhoff Street, Nort pe 818-677-1200 (© 2013 CSU Northridge	<u>tions for Use</u> hridge, CA 91	Contact CSUN Emerge 330	ency	
	110	Figure 58				

Logging Out of ETD When are you finished using ETD, you should sign off by clicking the logout link on the left of the page (See Page 59).

Student Home			Home	My Account Info He	
Thesis / Graduate Project Status					
Step	Status	Deadline	Next Action	Actions	
				AND DESCRIPTION OF TAXABLE PARTY.	