

ETD Faculty Tutorial

Getting Started

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Graduate Thesis/Project Planning Form

2. [Reviewing a Planning Form](#)

Reviewing Student Progress

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Your Account

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Logging in to ETD

1. Navigate to: <http://etd.csun.edu>.
2. Enter your CSUN ID and password ([Figure 1](#)).
3. Click the “Login” button.

California State University
Northridge Electronic Thesis And Dissertation

Login Home Help

Use your CSUN login and password to access the system:

User ID:

Password:

Login

Use the ID and password you use to login to the myNorthridge Portal

CSUN Member: [Forgot User ID Password](#)
Off-Campus / Guest: [Forgot Password](#)
Click here for: [Help Getting Started](#)

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Figure 1

Reviewing a Planning Form

1. You will receive an email whenever a student submits a Planning Form for your approval.
2. Click the link in the email. This will take you to the ETD login screen.
3. Log in using your CSUN ID and password (see [Figure 1](#)).
4. Upon successful login, you will be taken to a list of Planning Forms that are waiting for your approval. Click on the “Review” button of the form you wish to review ([Figure 2](#)).

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Graduate Studies, Research & International Programs

Home Home Help Logout

Planning (1) Final (1) Student Search Student Load (4) Load History (4) My Account

Planning Forms For Committee Member Approval

Student Name	Student ID	Grad Date	Submit Date	Thesis Title	
Cornelius, Kristin	102997737	Spring 2014	May-17-2013	Undergraduate Curricula and Multimodal Composing	Review

Click Review to see the Planning Form

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Figure 2

5. Once you click the “Review” button, you will be taken to the student's Planning Form (Figure 3).
6. Review the information on the form.
7. If there is an off campus committee member, download and review the resume by clicking on the link in the “Off Campus Committee Member Resume” section.
8. At the bottom of the form, select either “I APPROVE the planning form . . .” or “I DO NOT APPROVE the planning form content.”
9. If you select “I DO NOT APPROVE” you must include a comment, indicating why you are not approving the form.
10. Click the “Submit” button when you are done.

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Graduate Studies, Research & International Programs

Planning Form Home Help Logout

Thesis/ Graduate Project Planning Form

Student Information

Student Name: Kristin Cornelius Student ID: 102997737
 Phone Number: (805) 905-4521 Email: kristin.cornelius.53@csun.edu
 Address: 1234 Holden St
 Los Angeles, CA 96321

Graduation Information

Graduation Date: Spring 2014

Topic Information *

Major: English Ma -Literature
 Working Title: Undergraduate Curricula and Multimodal Composing
 Research Subjects: Human

Committee Signatures

Chair Name: [Alpen, Jack D](#) Approval Date:
 Department: Computer Science
 Member Name: [Wiboly, Jeffrey](#) Approval Date:
 Department: Computer Science
 Member Name: [Cornelius, Kristin](#) Approval Date:
 Off Campus Email: krisboom@yahoo.com

Off Campus Committee Member Resume (CV)

Name: Cornelius, Kristin
 Resume / CV (PDF Only): [ETO_Student_Tutorial.pdf](#)

Student Signature

Student Name: [Kristin Cornelius](#) Date Submitted: May 17, 2013

Graduate Coordinator Signature

Coordinator Name: [Ranita Chatterjee](#) Approval Date:

Graduate Studies Evaluator Approval

Graduate Evaluator: TBD Approval Date:

Form Approval Options *

I APPROVE THE planning form content and agree to serve on the Indicated committee.
 I DO NOT APPROVE the planning form content.
 Student must CONTACT ME before I approve the planning form content.

Submit

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Figure 3

Reviewing a Final Approval Form

1. You will receive an email whenever a student submits a Final Approval Form for your approval.
2. Click the link in the email. This will take you to the ETD login screen.
3. Log in using your CSUN ID and password (see [Figure 1](#)).
4. Upon successful login, you will be taken to the Pending Final Approval Forms page ([Figure 4](#)).
5. Click “Review” to see a student’s Final Approval Form.

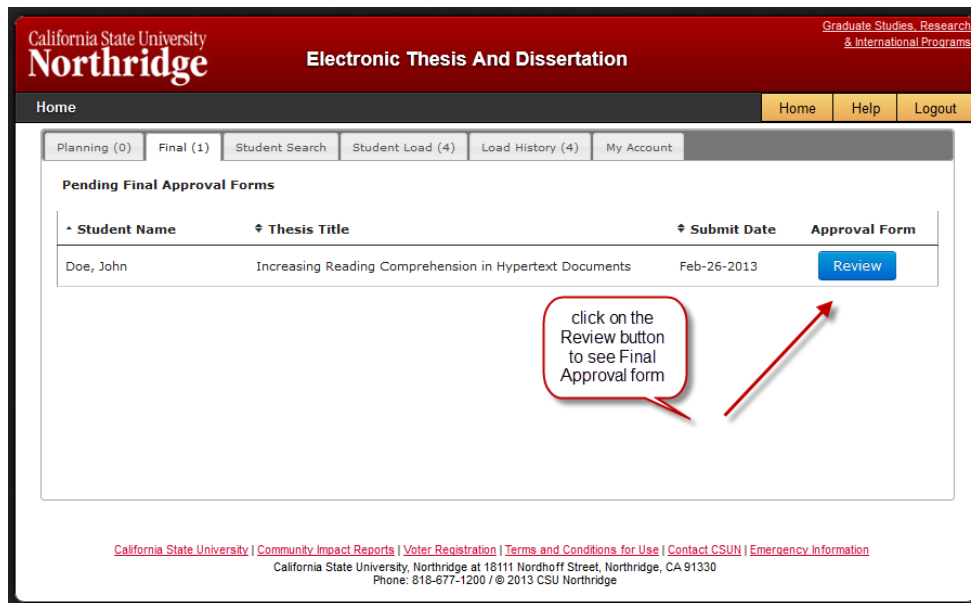


Figure 4

6. Once you click “Review,” you will be taken to the student’s Final Approval Form ([Figure 5](#)).
7. Download the Final Draft by clicking the appropriate link in the “Files” section of the form.
8. If there are any supporting files, download them individually by clicking the appropriate file name in the “Files” section of the form.
9. Review the rest of the information on the form.
10. At the bottom of the form, select either “The student has SUCCESSFULLY DEFENDED THIS THESIS and I APPROVE the listed files and metadata,” or “I DO NOT APPROVE this thesis.

11. If you select “I DO NOT APPROVE...” you must include a comment, indicating why you are not approving the form.
12. Click the “Submit” button when you are done.
13. Any changes you indicated will be sent to the student.

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Northridge
Electronic Thesis And Dissertation
Graduate & Interns

Final Approval Form
Home
Help

Thesis/ Graduate Project Approval Form

Student Information

Student Name:	John Doe	Student ID:	
Student Email:	autofilled@my.csun.edu		

Click on the files to view them

Final Draft *

[DoeJohn750final_ImprovingUserComprehension.pdf \(PDF\)](#) - [02/26/2013]

Supporting Files (Optional)

File Name	Upload Date	Size	Delete
DoeJohn750supp_SupportingImage2.jpg	02/19/2013	13.27k	
DoeJohn750supp_SupportingImage1.jpg	02/19/2013	13.27k	
DoeJohn750supp_ComprehensionSupportingFiles.pdf	02/19/2013	77.88k	

Total Uploaded Size: 0.1MB

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 repository.

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 pulvis 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 facilis. 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.

Pagination *

Preliminary Pages: xi
 Text Pages: 76
 References Start Page: 74
 References Stop Page: 76

Keywords / Search Terms *

Keywords / Search Terms: HCI, hypertext, reading comprehension, usability

License Agreement *

Statement of Agreement: I agree to the terms of the "Non Exclusive License Agreement."

Embargo Request (Optional)

Embargo Reason: Future Publication
 Embargo Length: 2 years
 At the expiration of the embargo period, this work will automatically appear in the institu. embargo expiration, students may seek an extension of the embargo by contacting the Graduate Studies at (818) 877-2138.

Signatures that have already been received will appear here

Committee Signatures

Chair Name: Wiesley, Jeffrey test	Approval Date:
Department: Computer Science	
Member Name: Alanen, Jack D	Approval Date:
Department: Computer Science	
Member Name: Wana, Teahuroa	Approval Date:
Department: Computer Science	

Student Signature

Student: John Doe	Date Submitted: February 26, 2013
-----------------------------------	-----------------------------------

Graduate Evaluator Approval

Graduate Evaluator:	Approval Date:
---------------------	----------------

Form Actions *

The student has SUCCESSFULLY DEFENDED THIS THESIS and I APPROVE the listed files and metadata.
 I DO NOT APPROVE this thesis.

Submit

Select one approval option. If you are choosing not to approve the form, you must give a reason. The required changes will be sent to

Click Submit when you are done

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Figure 5

Reviewing Forms Directly (Without Email Link)

You can view pending forms directly on your Home Page. On your Home Page, click the appropriate tab (Planning Forms or Final Approval Forms)

Planning Forms

1. To view a student's Planning Form, click on the Planning tab.
2. Then click on the “Review” button of the form you wish to see.

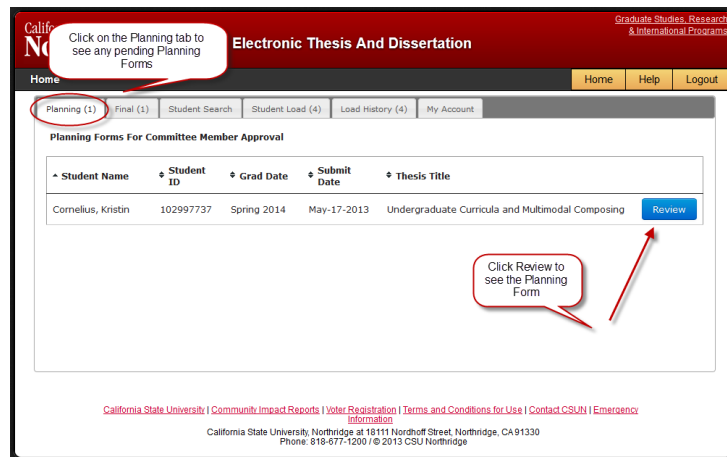


Figure 6.1

Final Approval Forms

1. To view a student's Final Approval Form, click on the Final tab (Figure 6.2).
2. Then click on the “Review” button of the form you wish to see (Figure 6.2).

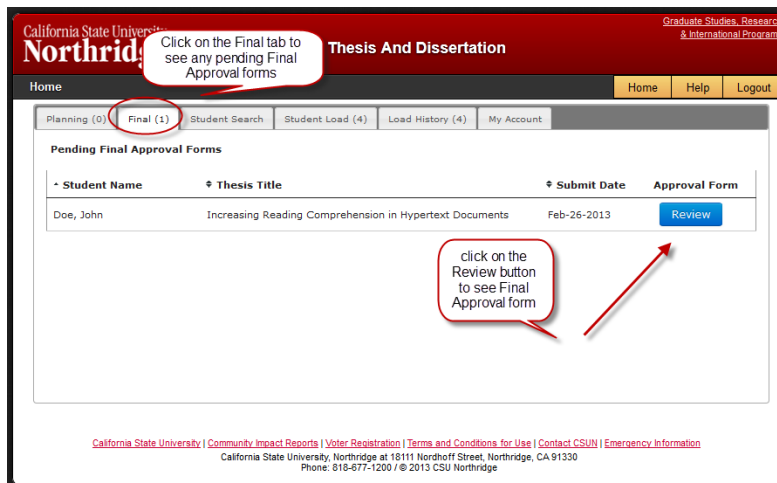
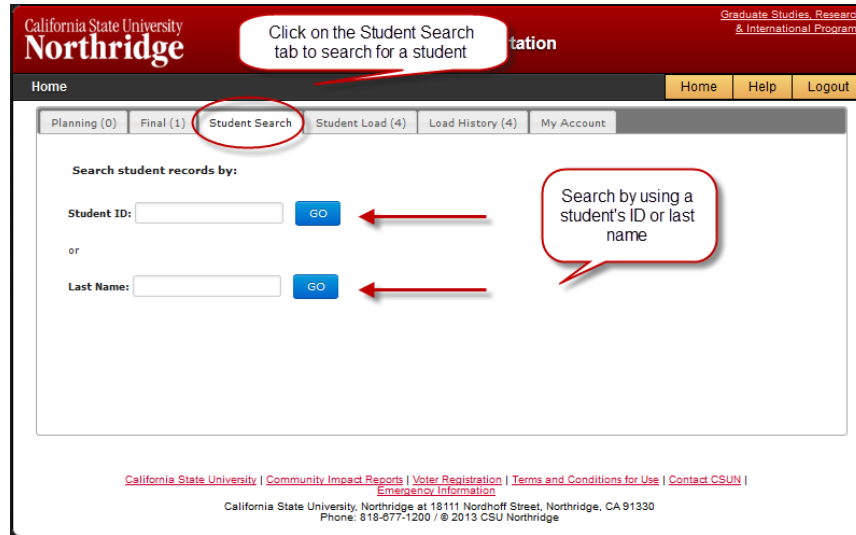


Figure 6.2

Searching for a Student

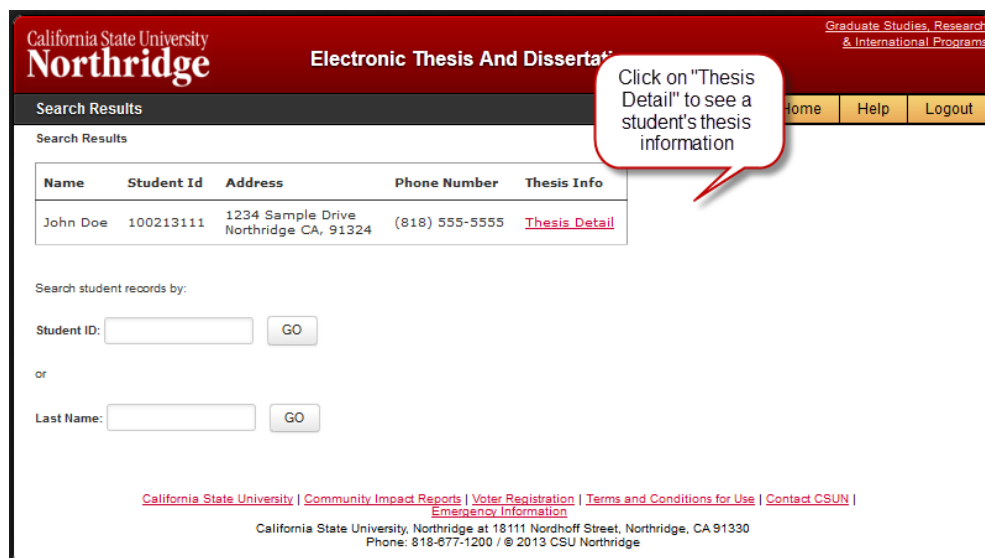
You can search for any student on whose committee you have served, or are currently serving.

1. On your Home Page, click the Student Search tab ([Figure 7.1](#)).
2. Enter EITHER the student's ID OR the student's last name in the appropriate box.
3. Click the corresponding “GO” button.



[Figure 7.1](#)

4. You will be redirected to a page with the search results ([Figure 7.2](#)).
5. Click the “Thesis Detail” link to view the student's thesis forms.



[Figure 7.2](#)

- Once a student has completed a form, you can view it by clicking on the corresponding link (Figure 7.3).

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Graduate Studies, Research & International Programs

Thesis And Dissertation

Thesis Summary

Home Help Logout

Search Results Thesis Summary

Student Overview

Name:	John Doe	Student ID:	100213111
Address:	1234 Sample Drive Northridge, CA 91324	Major:	Computer Science
		Phone Number:	(818) 555-5555

Thesis Overview

Step	Status	Deadline
Planning Form	Complete	Friday, February 28th 2014
Preliminary Draft Approval	Complete	Friday, April 18th 2014
Final Approval Form	Awaiting committee signatures	Friday, May 9th 2014

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Figure 7.3

Viewing Student Load

The “Student Load” tab contains a list of all students on whose committee you are currently serving.

- Click the student's “Thesis Detail” link to view a student's thesis forms (Figure 8).

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Electronic Thesis And Dissertation

Graduate Studies, Research & International Programs

Home Home Help Logout

Planning (0) Final (1) Student Search Student Load (4) Load History (4) My Account

Student Load (Active Only)

Student Name	Student ID	Thesis Title	Thesis Detail
Alarques, Juan	102075427	Improving user comprehension through user interface manipulation	View Details
Cornelius, Kristin	102997737	Undergraduate Certificate and Multimodal Computing	View Details
Doe, John	100213111	Improving user comprehension through user interface manipulation	View Details
Garcia, Joel	103067521	This is a test thesis topic	View Details

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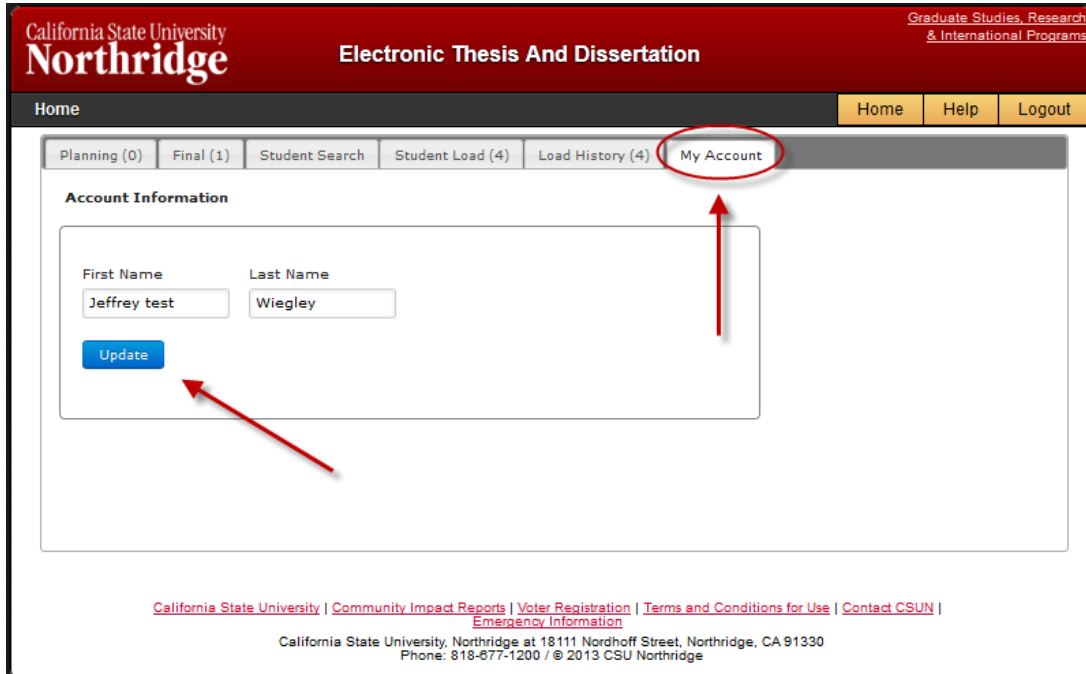
Phone: 818-677-1200 | © 2013 CSU Northridge

Figure 8

Changing Your Account Information

You can modify the way that your name appears on the thesis forms, as well as the email address that the system uses for you.

1. Click on the “My Account” tab (Figure 9).
2. Modify the information as appropriate.
3. Click the “Update” button.

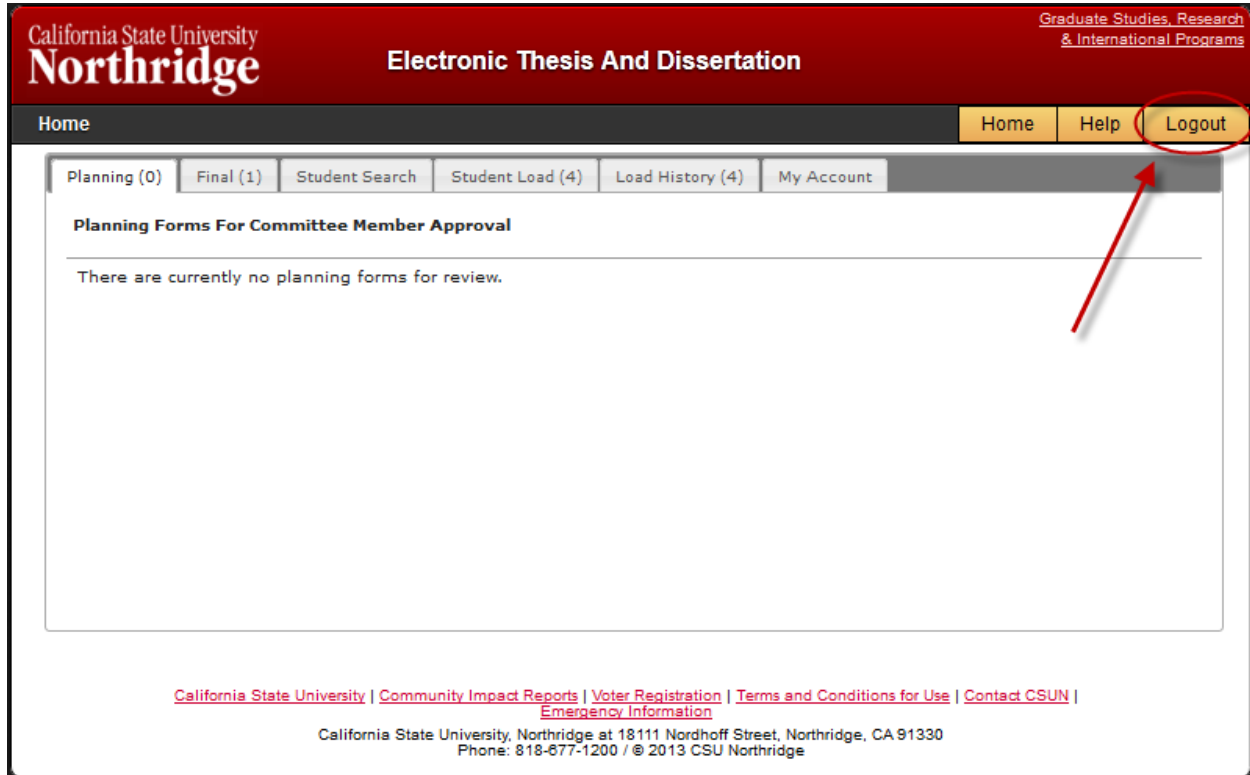


The screenshot displays the user interface for the Electronic Thesis And Dissertation system at California State University Northridge. The top navigation bar includes the university logo, the system title, and links for Graduate Studies, Research & International Programs. Below this, a secondary navigation bar contains 'Home', 'Help', and 'Logout'. A main menu bar features several tabs: 'Planning (0)', 'Final (1)', 'Student Search', 'Student Load (4)', 'Load History (4)', and 'My Account'. The 'My Account' tab is circled in red, with a red arrow pointing to it. The 'Account Information' section contains two input fields: 'First Name' with the value 'Jeffrey test' and 'Last Name' with the value 'Wiegley'. Below these fields is a blue 'Update' button, which is also indicated by a red arrow. At the bottom of the page, there is a footer with links to 'California State University', 'Community Impact Reports', 'Voter Registration', 'Terms and Conditions for Use', 'Contact CSUN', and 'Emergency Information', along with the university's address and phone number.

Figure 9

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 (Figure 10).



The screenshot displays the ETD system interface. At the top, the header includes the California State University Northridge logo on the left, the title "Electronic Thesis And Dissertation" in the center, and a link for "Graduate Studies, Research & International Programs" on the right. Below the header is a navigation bar with "Home", "Help", and "Logout" buttons. The "Logout" button is circled in red, and a red arrow points to it from the right. Below the navigation bar is a menu with items: "Planning (0)", "Final (1)", "Student Search", "Student Load (4)", "Load History (4)", and "My Account". The main content area is titled "Planning Forms For Committee Member Approval" and contains the text "There are currently no planning forms for review." At the bottom of the page, there is a footer with links for "California State University", "Community Impact Reports", "Voter Registration", "Terms and Conditions for Use", "Contact CSUN", and "Emergency Information", followed by the address "California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330" and the phone number "Phone: 818-677-1200 / © 2013 CSU Northridge".

Figure 10