ETD Faculty Tutorial

Getting Started

1. Logging In To ETD

Graduate Thesis/Project Planning Form

2. <u>Reviewing a Planning Form</u>

Reviewing Student Progress

- 3. <u>Reviewing a Final Approval Form</u>
- 4. Searching for a Student
- 5. <u>Viewing Student Load</u>

Your Account

- 6. Changing Your Account Information
- 7. Logging Out of ETD

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.

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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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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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Student Information					
Student Name: Kristin Cornelius	Student ID:	102997737			
Phone Number: (805) 905-4521	Email:	kristin.comelius.93@my.csun.ed	<u>tu</u>		
Address: 1234 Holden St Los Angeles, CA 96321					
Graduation Information					
Graduation Date: Spring 2014					
Topic Information *					
Major: English Ma -Literature					
Working Title: Undergraduate Curricu	a and Multimodal Composing				
Research Subjects: Human					
Committee Signatures					
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Student Name: Kristin Cornellus	Date Submitted:	May 17, 2013	Approve"		
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Coordinator Name: Ranita Chatterjee	Approval Date:		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.

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Figure 4

- 6. Once you click "Review," you will be taken to the student's Final Approval Form (Figure <u>5</u>).
- 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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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.

Calife N(Click on the Pla see any pendir Form	nning tab to ng Planning ns	Electroni	c Thesis An	d Dissertation	<u>Gr</u>	aduate Stud & Internatio	ies, Research Inal Programs
Hom	e					Home	Help	Logout
PI	anning (1) Final (1) Student Sea	rch Student Lo	ad (4) Load His	tory (4) My Account			
	Planning Forms For	Committee Men	iber Approval					
	Student Name	♦ Student ID	Grad Date	♦ Submit Date	* Thesis Title			
	Cornelius, Kristin	102997737	Spring 2014	May-17-2013	Undergraduate Curricula and Multimodal	Composing	Revi	ew
					Click Review to see the Planning Form	27	1	
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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).

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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.

California State University Northridge Click on the Student Search tab to search for a student	on	Braduate Stur & Internation	dies, Research onal Programs
Home	Home	Help	Logout
Planning (0) Final (1) Student Search Student Load (4) Load History (4)	My Account		
Search student records by:	\frown		
Student ID: GO	Search by using a student's ID or last name		
or			
Last Name: GO			
California State University Community Impact Reports Voter Registration Term Emergency Information California State University, Northridge at 18111 Nordhoff Stee Phone: 818-877-1200 / © 2013 CSU Northy	<u>rs and Conditions for Use</u> <u>Contact CS</u> it, Northridge, CA 91330 ridge	<u>UN</u> I	

Figure 7.1

- 4. You will be redirected to a page with the search results (<u>Figure 7.2</u>).
- 5. Click the "Thesis Detail" link to view the student's thesis forms.

California State University Northridge	Electror	nic Thesis And	d Disserta	Click on "Thesis	<u>Gradu</u> <u>& Ir</u>	<u>ate Stud</u> Iternatio	ies, Research nal Programs
Search Results				student's thesis	Home H	lelp	Logout
Search Results				information			
Name Student Id	Address	Phone Number	Thesis Info				
John Doe 100213111	1234 Sample Drive Northridge CA, 91324	(818) 555-5555	<u>Thesis Detai</u>	1			
Search student records by: Student ID: or	GO						
Last Name:	GO						
<u>California St</u>	<u>tate University</u> <u>Community Ir</u> California State Unive Ph	npact Reports Voter F Emergency In rsity, Northridge at 181 one: 818-877-1200 / ©	Registration Terr formation 111 Nordhoff Stree 2013 CSU North	ns and Conditions for Use et, Northridge, CA 91330 ridge	Contact CSUN		



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

California State Ur Northri	niversity dge navig	hese ns for Thesi ation	is And Dissertation		Gr	raduate Stud & Internatio	dies, Research onal Programs
Thesis Summary					Home	Help	Logout
Search Results	Thesis Summary						
Student Overview	N						
Name:	John Doe	Student ID:	100213111]			
Address:	1234 Sample Drive	Major:	Computer Science				
	Northridge, CA 91324	Phone Number:	(818) 555-5555				
Thesis Overview		Status		Deadline			
Planning Form		Complete		Friday, Febr	uary 28th 2	014	
Preliminary Draf	t Approval	Complete		Friday, April	18th 2014		
Final Approval F		Awaiting committe	e signatures	Friday, May	9th 2014		
G	lf a stud form, clic	ent has complete you can view it b king its link here	ed a y sitation Terms and C sition Vordhoff Street, North 2013 CSU Northridge	Conditions for Use ridge, CA 91330	<u>Contact CSU</u>	<u>IN </u>	
		F	igure 7.3				

Viewing Student Load

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

1. Click the student's "Thesis Detail" link to view a student's thesis forms (Figure 8).

California State Universit Northridge	e e	Electronic Thesis And Dissertation	<u>Graduate Stud</u> <u>& Internatio</u>	ies, Researd nal Program
Home		Ho	ome Help	Logout
Planning (0) Final (1) Student Se	arch Student Load (4) Load History (4) My Account		
Student Load (Activ	ve Only)			
* Student Name	* Student ID	† Thesis Title	Thesis Detail	ail
Hadhagua, Juan	102076427		View Detail	s
Cornelius, Kristin	102997737	Undergraduate Curricule and Multimodal Composing	View Detail	s
Doe, John	100213111	Improving user comprehension through user interface manipulation	View Detail	s
All of your current students are listed here	103067521 State University California	This is a heat these type	View Detail	s

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 (<u>Figure 9</u>).
- 2. Modify the information as appropriate.
- 3. Click the "Update" button.

						Home	Help	Log
Planning (0)	Final (1)	Student Search	Student Load (4)	Load History (4)	My Account			
Account In	formation							
First Nam Jeffrey t Update	e est	Last Name Wiegley						

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 (<u>Figure 10</u>).

California State University Northridge	ornia State University Drthridge Electronic Thesis And Dissertation				<u>Graduate Studies, Research</u> <u>& International Programs</u>		
Home				Home	Help 🌔	Logout	
Planning (0) Final (1) Stude	ent Search Student Load (4)	Load History (4)	My Account		1		
Planning Forms For Committee Member Approval							
There are currently no planning forms for review.							
					"		
California State University Community Impact Reports Voter Registration Terms and Conditions for Use Contact CSUN Emergency Information							
Ca	Phone: 818-677-12	200 / © 2013 CSU North	et, Northridge, CA 91330 hridge				

Figure 10