<u>ETD Faculty Tutorial</u>

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.

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).

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.

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).
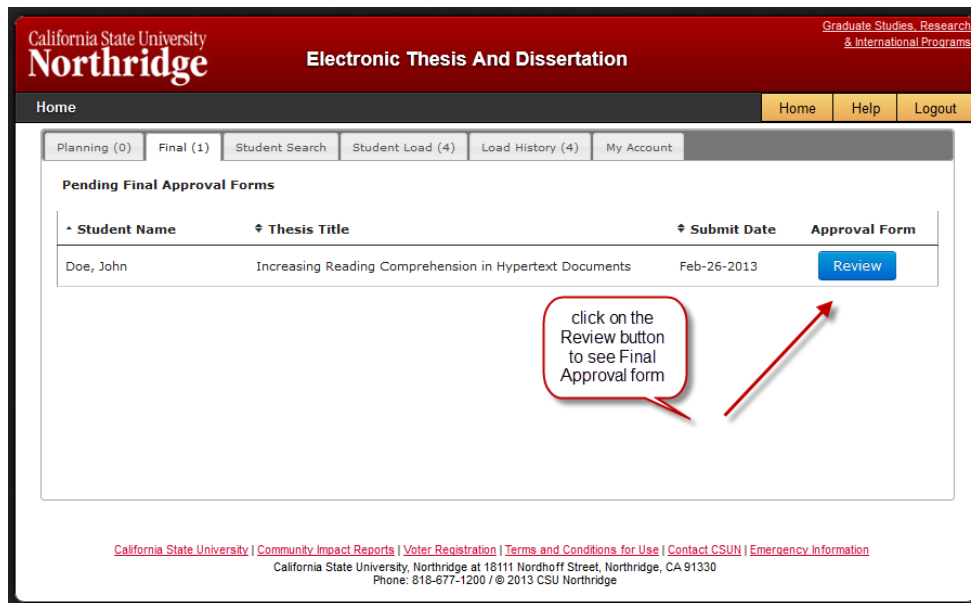5. Click "Review" to see a student's Final Approval Form.

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.

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.
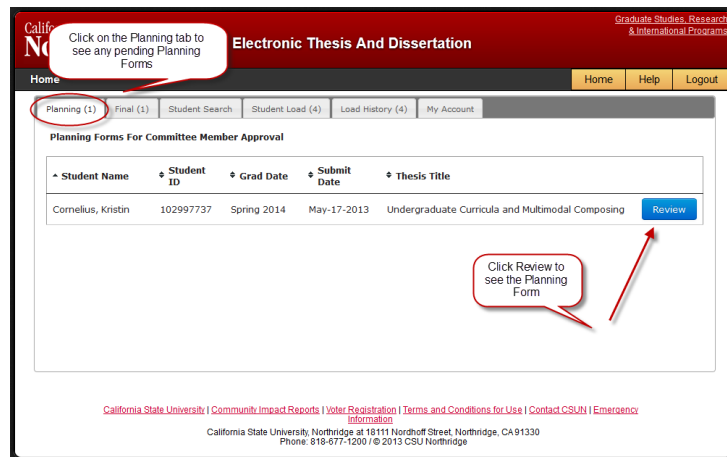2. Then click on the "Review" button of the form you wish to see.

Figure 6.1

Final Approval Forms

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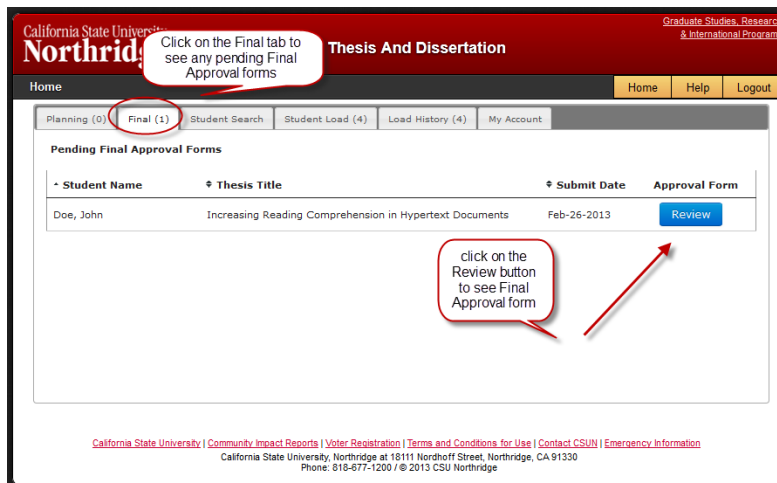2. Then click on the "Review" button of the form you wish to see (Figure 6.2).
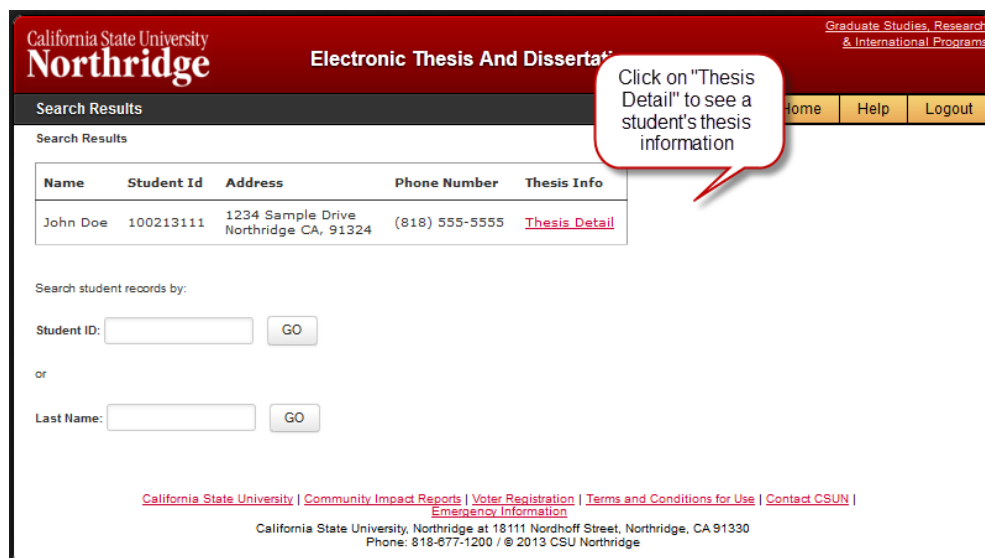

Figure 6.2

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.
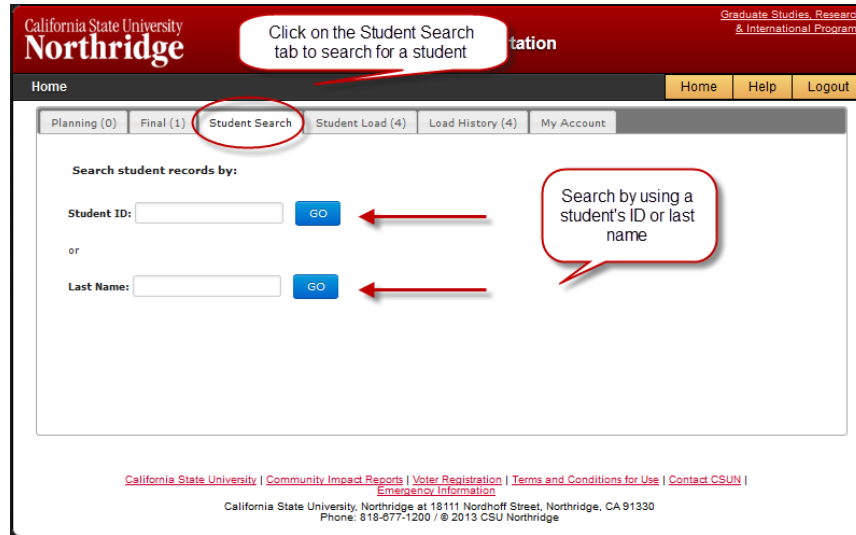
Figure 7.1

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

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

Figure 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).

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.
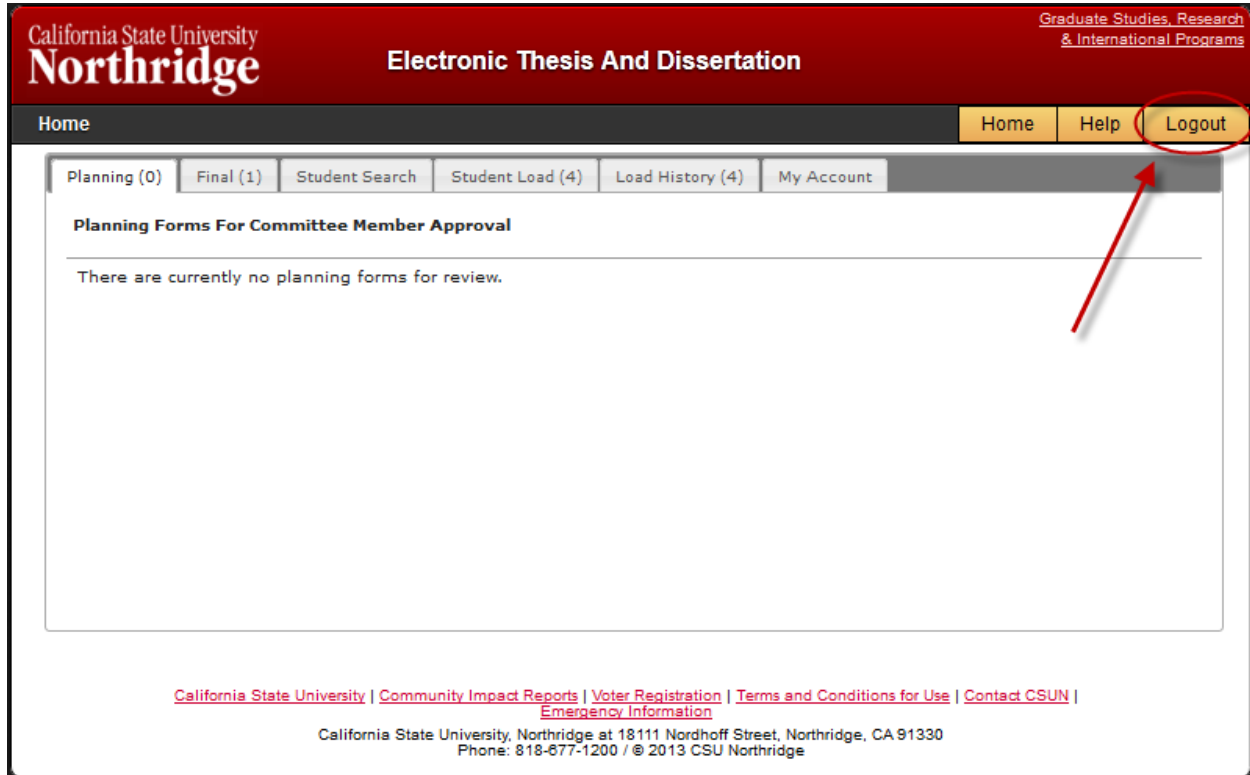3. Click the "Update" button.

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).

Figure 10