System Guide for HDR students

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Using CareerHub for your event registrations

Register for Professional Development Workshops and Sessions

1. In your web browser, head to the CareerHub log in page: <u>http://careerhub.jcu.edu.au/</u>. Log in using your JCU student account user name and password.

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← → C f A B https://careerhub.jc	u.edu.au/students/login?ReturnUrl=%2f	\$ Ξ
← → C ↑ M Attps://careerhub.jc	Login with JCU OR Login with your CareerHub Login (all users) Username Password Forgotten your password?	
	Login	
	Login	

2. From the home screen locate the **'Upcoming Events'** listing. Select **'Find more events'** to view all available events open for registration.

Prepare for your career

RD7003⁻ Resilient HDR

venue, time.

Operations Graduate Program.

Appointments	Resources	Events				
Please call or visit our office to book an	Medical jobs	Career Events & Activities				
appointment.	Allied Health	GRS - Research Skills Program				
Townsville: 07 4781 4711 Cairns: 07 4232 1150 no appointments are currently available.	Working Overseas	On campus event				
	Networking					
Check our availability	More resources	Find more events				
What's new?						
New on CareerHub	News					

Users can sort events by Type of Event and/or Campus. Select 'GRS – Research Skills Program' as well as your desired campus in the drop-down menus. Click on the hyperlinked event title to reveal the event details, e.g.

The JCU Careers Fairs are coming! 14 Mar, 2019 - Suzanne McIntyre

4. To register, click on the 'Book in' button.

yesterday

18 Mar

5. Your registration will be in the form of an **automated email message** from the CareerHub database. If you do not receive the email confirmation, please check your Junk mail folder or log in to CareerHub to check your event registration summary.

Cancelling your event registration

There may be times when your work commitments and schedule may prevent you from attending a Professional Development Program event. CareerHub allows you to cancel your event registration, thus freeing up your place for those who may be on a waiting list.

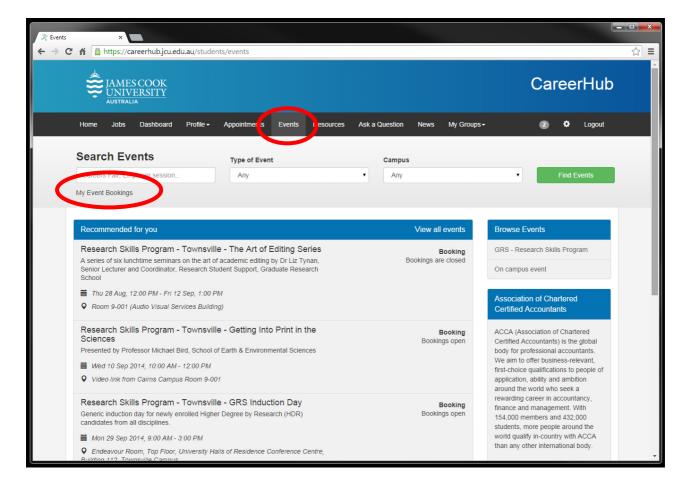
To cancel your registration:

1. Once logged in and ensuring you are viewing the CareerHub home screen, select 'Events' in the main menu.

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JCU Careers

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- 2. Locate and select 'My Event Bookings'. Your booking information will be displayed.
- 3. To cancel a specific booking, locate the workshop event listing and click on the hyperlinked event title. Select the **'Cancel Booking'** button to cancel your registration.

If you have difficulty using CareerHub for self-managed registrations contact <u>grs@jcu.edu.au</u> for assistance.

Access evidence in CareerHub

Access Evidence of Participation for Professional Development

- 1. In your web browser, head to the CareerHub log in page: <u>http://careerhub.jcu.edu.au/</u>. Log in using your JCU student account user name and password.
- 2. Once logged in and ensuring you are viewing the CareerHub 'Home' screen, locate the 'Events' listing. Select 'Find more events' to view all available events open for registration.

Prepare for your career

Appointments	Resources	Events
Please call or visit our office to book an	Medical jobs	Career Events & Activities
appointment.	Allied Health	GRS - Research Skills Program
Townsville: 07 4781 4711 Cairns: 07 4232 1150	Working Overseas	On campus event
no appointments are currently available.	Networking	
Check our availability	More resources	Find more events

What's new?

New on CareerHub	
RD7003: Resilient HDR	yesterday
Operations Graduate Program	18 Mar





3. Select 'My Event Bookings'

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← → C Secure https://careerhub.jcu.edu.au/students/events				\$
Admin Console			Events View As - Test Themes -	
JAMES COOK UNIVERSITY AUSTRALIA			CareerHub	
Home Jobs Organisations Events	Appointments Resources Ask a Question	Dashboard Profile +	🕕 🗢 Logout	
Search Events	Type of Event	Campus		
Learning & Teaching Careers Fair, Employ	Any +	Any	 Find Events 	
My Event Bookings				
Recommended for you		View all events	Browse Events	
RD7003: Resilient HDR Candidature TOWNSVILLE		Booking Status	Career Events & Activities	
	Presented by Eliza Birtles and Keith Rowden		GRS - Research Skills Program	
 Thu 23 Mar 2017, 1:00 PM - 4:00 PM Endeavour Room, Top Floor, University Ho Building 112, Townsville Campus 	alls of Residence, Conference Centre,		Off campus events	
Subarry 112, Townsville Campus			On compute event	

4. Select 'Event Booking History' to display your attendance.

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← → C a Secure https://careerhub.jcu.edu.au/students/events/bookings		☆ i
Admin Console	View As + Test Themes +	
	CareerHub	
Home Jobs Organisations Events Appointments Resources Ask a Question Dashboard Profile -	🕐 🇢 Logout	
My Event Bookings		
Upcoming Events	Association of Charlered Certified Accountants	
You do not have any upcoming event bookings	ACCA is the global body for	

5. Right click your mouse to display the print option to print attendance evidence.

Print Totati I page Sove as POF Destination Destination Operation	
Destination Save as PDF Change Past Events Vou do not have any previous event bookings You do not have any previous event bookings National Australia Bank (/students/organisations/detail/40538/national-australia-bank) For more than 150 years, we've been helping our customers with their money. Today, we have more than 35.000 people serving 10 million customers at more than 30 locations in Australia, New Zealand and around the world. We have built our business on understainding our customers and supporting them. We am to take the hard work out to banking. We know that to be just as good with people, too. Paper size Ad	
Past Events Pages All peges All peges All peges All peges All peges All Automatical Australia Bank (/students/organisations//detail/40538/national-australia-bank) For more than 150 years, we've been helping our customers with their money. Today, we have more than 35.000 people serving 10 milion customers at more than 90 locations in Australia, New Zealand and around the world. We have built our business on understanding our customers and supporting them. We aim to locat the have have have have here to be good with money. And we need to be just as good with people, too.	
eventual Change egeds All egeds All egeds egets aper 1-5, 8, 11-13 Past Events National Australia Bank (/students/organisations/detail/40538/national-australia-bank) For more fhan 150 years, we've been helping our customers with helping more than 38,000 people serving 1 on customers at more than 38,000, people serving 1 on customers at more than 30,000, people s	
egers • All egers • All <	
Pop. 1-3. & 11-13 For more than 150 years, we've been helping our customers with their money. Today, we have more than 35.000 people serving 10 million customers at more than 00 locations in Australia, New Zealand and around the world. We have built our business on understanding our customers and supporting them. We aim to take the hard work out of banking. We know that to be Australia and New Zealand's most respected bank, we need to be good with money. And we need to be just as good with people, too.	
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RB (/students/organisations/detail/61628/rb)	
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Access Online Modules and Tools in LearnJCU

LearnJCU is an online teaching and learning environment, built on the Blackboard Learning Management System, where JCU students and researchers can find content specific to their subjects or training programs. It can be accessed from a link at the top of the JCU website home page or from the Staff or Current Students pages, or directly at https://learnjcu.jcu.edu.au/. This URL can be bookmarked, however pages within a LearnJCU subject or training site cannot. To get started, you need to enrol in the **'Higher Degree by Research Students'** LearnJCU Community (please see instructions for how to enrol, below).

Log in to LearnJCU to access the following modules and tools:

Compulsory Components					
Epigeum and Smart Sparrow modules	Online equivalents of JCU-presented workshops				
Epigeum Research Methods in Literature Review	Candidature Milestones				
Epigeum: Research Ethics and Integrity	Understanding HDR Candidature				
	Professional Writing and Editing				
Copyright					
Data Storage and Management Academic Integrity, Plagiarism and SafeAssign					
Elective Components					
Scientific Integrity: Animal Research Ethics, Human Research Ethics and/or Aboriginal and Torres Strait Islander					
Research Ethics*					
Epigeum Research Methods: Arts and Humanities, th	ne Sciences and/or the Social Sciences				
Frienum Statistical Matheda for Descaraby Diamodical Sciences, Duringer, Engineering and Technology, Natural					

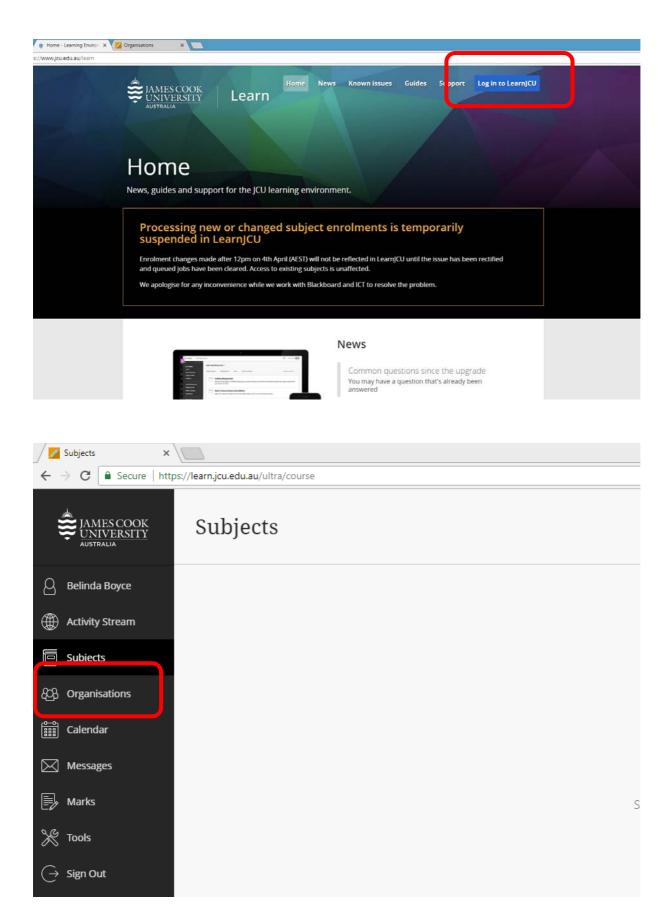
Epigeum Statistical Methods for Research: Biomedical Sciences, Business, Engineering and Technology, Natural Sciences and/or Social Sciences

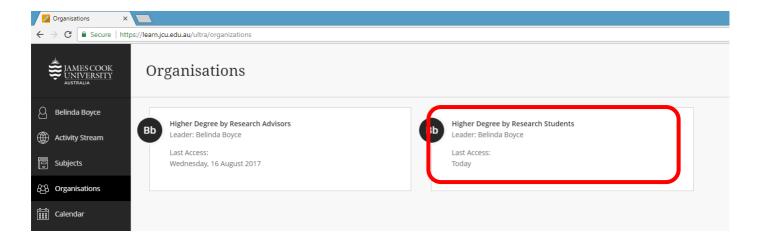
Epigeum Avoiding Plagiarism

'SafeAssign': Check your work for plagiarism

Magna 20 Minute Mentors 'How Can I Improve My PowerPoint Presentation Skills?' Online Presentation

- 1. In your web browser, head to the JCU homepage: <u>http://www.jcu.edu.au/</u>
- 2. In the top, left-hand corner of the JCU homepage, click on the Students drop down menu and select LearnJCU
- 3. Log in to LearnJCU using your JCU student account user name and password.
- 4. Once logged click on '**Organisations**' from the menu found on the left-hand side of the screen.
- 5. Click on the 'Higher Degree by Research Students'.





6. Select from the left hand menu.

 Higher Degree by Research Students Home Screen 				Graduate Research School Degree by Research Students' Community		
Epigeum Research Integrity Additional Modules	Home Screen					
Epigeum Research Integrity Modules						
Epigeum: Research Skills Master Program	What's New			Alerts		
Epigeum: Statistical Methods for Research	9		Actions ¥	<u>•</u>		
Candidature Milestones		No Notifications		Past Due		Actions ¥
Understanding HDR Candidature		Last Updated: 10 A	oril 2019 11:38 AM		No Notifications	
Professional Writing and	Needs Attention			Retention Centre Alerts Higher Degree by Research Students (4) 		
Editing Copyright	9		Actions ¥			
Epigeum: Avoiding Plagiarism	Assignment Needs Grading (1)		0	Activity Alerts	No Notifications	
Academic Integrity and Plagiarism		Last Updated: 10 A	oril 2019 11:38 AM			Last Updated: 10 April 2019 11:38 AM
'SafeAssign': Check Your Work for Plagiarism						
iThenticate						
OneDrive. CareerHub and LearnJCU compulsory workshop	© 1997-2019 Blackboard Inc. All Rights Reserved.					
Data Storage and Management						
The Art of Academic Writing						
The Art of Academic Editing						
Epigeum: University and College Teaching						
Smart Sparrow: Research Ethics and Integrity Modules						

7. Click on the module you would like to complete.

Quick Units of Higher Degree by Research Stud	ents Candidature Milestones	S. Eds Mode in Carr
 Higher Degree by Research Students 	Candidature Milestones	
Home Screen Epigeum Research Integrity Additional Modules Epigeum Research Integrity Modules	Welcome This series of videos and quizzes may RD7003 Professional Development, y four questions for this Candidature M	undertaken instead of the Graduate Research School workshop called Preparation for Confirmation of Candidature. To successfully complete this module and have it count towards will need to view all four videos and do the associated single-question quiz. You must answer the quiz questions correctly. Please note that there is only one question per video, a total of stones module.
Epigeum: Research Skills Master Program Epigeum: Statistical Methods for Research	Confirmation of Candidature	
Candidature Milestones Understanding HDR Candidature	Mid-Candidature Review	
Professional Writing and Editing Copyright	Pre-Completion Evaluation	
Epigeum: Avoiding Plaglarism Academic Integrity, Plaglarism and SafeAssign	Progress Reports	
'SafeAssign': Check Your Work for Plagiarism		

8. Click on the module

8	Higher Degree by Research Students Candidature Milestones Confirmation of Candidature				
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Ω	Research Students				
	Home Screen	ſ			
۲	Epigeum Research Integrity Additional Modules		P	<u>VIDEO: Confirmation of Candidature Part 1</u>	
	Epigeum Research Integrity Modules			CoC: Confirmation of Candidature	
1 05	Epigeum: Research Skills Master Program			This test is associated with Part 1 of the Confirmation of Candidature	online video module.
	Epigeum: Statistical Methods for Research				

9. Ensure you complete the Quiz

8 X	Higher Degree by Research Stud	dents Candidature Milestones Confirmation of Candidature	
Ŷ	C 🖻	Confirmation of Candidature	
8	Research Students Home Screen		
	Epigeum Research Integrity Additional Modules	VIDEO: Confirmation of Candidature Part 1	
	Epigeum Research Integrity Modules	CoC: Confirmation of Candidature	
4 <u>6</u> 3	Epigeum: Research Skills Master Program	This test is associated with Part 1 of the Confirmation of Candidature online video module.	
	Epigeum: Statistical Methods for Research		

- 10. Use the navigation panel to access the online modules within the Higher Degree by Research Students Community area.
- 11. Access to the Smart Sparrow Research Ethics and Integrity Modules series of modules will require you to be enrolled. Please email grs@jcu.edu.au, who will can arrange this for you. You will need to use the Smart Sparrow login and password sent to you by e-mail. Search your e-mail for a message from Smart Sparrow, remembering that sometimes it might be in Clutter or Junk E-mail.

Access evidence in LearnJCU

- 1. In your web browser, head to the JCU homepage: <u>http://www.jcu.edu.au/</u>
- 2. In the top, left-hand corner of the JCU homepage, click on the Students drop down menu and select LearnJCU
- 3. Log in to LearnJCU using your JCU student account user name and password.
- 4. Once logged in click on 'Organisations' on the left-hand side of the screen.
- 5. Click on the 'Higher Degree by Research Students'.

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6. In the navigation panel select 'My Grades'.

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ligher Degree by Research Stud	ents Home Screen	🕥 🕤 Edit Mode is
O D Higher Degree by Research Students Home Screen		JCU Graduate Research School 'Higher Degree by Research Students' Community
Epigeum Research Integrity Additional Modules	Home Screen	
Epigeum Research Integrity Modules	What's New	Alerts
Epigeum: Research Skills Master Program		
Epigeum: Statistical	2	Actions 👻
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Professional Writing and Editing		Higher Degree by Research Students (4)
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Academic Integrity. Plagiarism and SafeAssign		Last Updated: 5 April 2018 11:43 AM Last Updated: 5 April 2018 11:43 AM
SafeAssign': Check Your Work for Plagiarism		
Data Storage and Management		
Epigeum: University and College Teaching	© 1997-2018 Diacsboard Inc. All Rights Reserved	
mart Sparrow: Research thics and Integrity		
Ethics and Integrity Modules		

7. Right click your mouse to display the print option to print attendance evidence, this will be a long list you may need to scroll to find the modules you have completed.

Checking Enrolment Details in eStudent

Login to e-Student. https://www.jcu.edu.au/estudent

(i) 🔒 J	ames Cook University (/	AU) https://se	cure.jcu.edu.au/eStudent/lo	gin.	.aspx?ReturnUrl=/eStu	dent	/Default.aspx		•••	◙	☆
hart Owner's M	a 🔍 REAL Meal Planne	r 🙁 CareerHub	👙 Home - Learning Envir	\$	Graduate Research Sc	1	Log In - Sign on to yo	G Google			
			JAMES CO	ок							
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			Enter your log in info	rma	tion below, then select	Log	In.				
			User	Na	ime*						
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Click on the My Enrolment tab at the top of the page.

	Cur	rent Enrolm	ents >	Enro	Iment Details			Ask Us	Online Guide	C Live C
	Listed b	elow are the subjects in v	which you are	e enrolled.						
	Enrolme	ent is considered final at o	each subject	census dat	e, therefore check your enrolment carefully.					
Students who are able to enrol in subjects online can do so up to the end of the first week of the subject's study period. Please be aware that changes to your enroli academic penalties applied. For more information, please refer to the JCU Important Dates, Late Withdrawal Information and Dates for Withdrawal policy.						rolment after this	date may have finar	ncial and/or		
	Impo	ortant Notice to	Centrel	ink Stu	idents					
	To claim	Centrelink payments, yo	u will need to	provide yo	ur student enrolment details and appropriate documentation to Centre	elink within 14 c	days of commencing	your course.		
	Click on	the Email my Enrolmer	nt Advice bu	tton below t	o have your current enrolment advice emailed to you, then print it. Do	not print scree	n this webpage as i	t is not sufficient	for Centrelink.	
	Note: A	n academic record is NO	TREQUIRE	o for Centre	link claims.					
	Year	Study Period	Location	Subject	Title	Credit Points	Census Date	Start Date		Partial Reg
		Res Enrolment Period	Townsville	PI7005	Doctor of Philosophy Research Thesis (Agriculture, Environmental	0.0	23-Aug-2018	30-Mar-2015	[Enrolment	

Click on the blue text on the right hand side of the screen [Enrolment Periods]

This will show:

- Thesis Title
- Expected Thesis Submission date: Latest Expected Work Submission Date
- Current Supervisors
- Due Progress Reports

Ithenticate

What is iThenticate?

iThenticate is a web-based program that allows you to check your written work for similarity to other published works. The program compares text in uploaded documents to an extensive database of web pages and scholarly content.

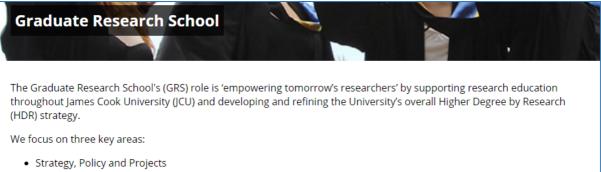
Using iThenticate can help you:

- avoid inadvertent plagiarism
- prevent copyright issues from excessive use of your own or others' text
- comply with the Australian Code for Responsible Conduct of Research (2007)
- to develop your writing and research integrity practices

iThenticate is provided to HDR Candidates and Research Staff at many universities in Australia already, and its use is becoming widely viewed as standard practice for researchers and thesis examiners worldwide.

Log in to iThenticate

- 1. Go to: https://www.jcu.edu.au/graduate-research-school
- 2. Scroll down and select the iThenticate button



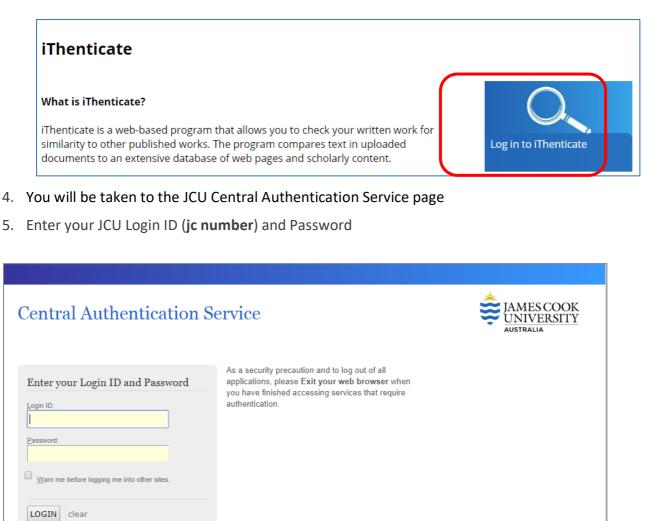
- Administration of Research Education
- Professional Development for HDR candidates and their Advisors

We support JCU's Research Education strategy by developing and implementing University-level policies and procedures and fostering industry and international partnerships. Providing a range of research administrative services, including managing and overseeing all aspects of the life cycle of candidature from admission to examination.

The GRS is committed to providing high quality professional development programs to enrich the experience of our HDR candidates and support their Advisors. To ensure excellence in supervision, we also coordinate the accreditation and registration of HDR Advisors.



3. In the next page, click the iThenticate button on the right



1	Innovative Research Universities	Copyright © 1995 to 2012, James Cook University. All rights reserved. ABN 46253211955 Member of Innovative Research Universities Feedback Terms of use Privacy statement CRICOS Provider Code:001173

Basic Navigation in iThenticate

The main navigation bar at the top of the screen has three tabs. Upon logging in, you will automatically land on the folders page.



Folders

This is the main area of iThenticate. From the folders page, you will be able to upload, manage and view documents.

For more information please go to Folders

Settings

The settings page contains configuration options for the iThenticate interface.

For more information please go to <u>Settings</u>

Account Info

The account information page contains the user profile and account usage. From here you can manage your own account. For more information please go to <u>Account Information</u>

Upload a Document in iThenticate

- 1. iThenticate will provide you with a folder group My Folders and a folder within that group titled My Documents.
- 2. Select My Documents



- 3. Select upload type:
 - a. Upload a file
 - b. Zip File upload
 - c. Cut & Paste

Submit a document
20,000 Documents remaining
<u>Upload a File</u>
Zip File Upload
Cut & Paste
Many Decent Helende
View: Recent Uploads

- 4. Upload File:
 - a. Author First Name and Author Last Name and the Document title
 - b. Select Choose File
 - c. Select the **Add another file** link to add another file. You can add up to ten files before submitting.

d. Select **Upload** to upload the document(s).

🖞 Upload a file	Return to Felders
Destination Folder	
My Falders - My Documents	
Upload #1	
Author First Name	
Author Last Name	
Document Title	
Browse for the file you would like to submit	
Chocan File	
🗣 Add another file	
Add another the	
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- 5. Zip File Upload:
 - a. Enter Author First Name and Author Last Name
 - b. Select Choose File
 - c. Select Upload

Zip File Upload	de Betarn to Fold
Your gip will be urpacked and the individual files uploaded, the site and author you provide here will be use as the default author and thie for the file contained w this after sphoding the cip file.	ithin the zip. You will have the chance to change the
Destination Felder	
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Document information	
Author First Name	
Aufhor List Name	
Browse for the file you would like to submit	
Chuose File	
Upbod Cancel	

- 6. Cut & Paste:
 - a. Enter Author First Name and Author Last Name and the Document title
 - b. Highlight the selection you wish to check in your document
 - c. Copy the selection
 - d. Paste in the Paste your document field
 - e. Select Upload

🔀 Cut & Paste Upload	🐢 Return to Folders
Paste your document directly into the area provided below.	
Destination Folder	
My Folders - My Documents	
Document information	
Author First Name	
Author Last Name	
Document Title	
Paste your document in the area below +	
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View the Similarity Report in iThenticate

1. Select the **Percentage Button**

My Documents	Documents	Sharir	ng Setting	page 1 of 1 s
Title	Report	Author	Processed	Actions
test 1 part - 54 words	0%	bah blah	Mar 21, 2019 1:03:24 PM	â 🗹
				page 1 of 1

2. iThenticate Document viewer screen will open. The Match Overview can be viewed on the right hand side of the screen.



Read this article for more information about the Similarity Report.

More information can be found on the turnitin webpage: <u>https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm#Folders</u>

If you experience access issues please contact the Graduate Research School at grs@jcu.edu.au

Contacts

Graduate Research School

Location: Townsville Campus, Building 17; Room 028 Phone: 07 4781 5575 E-mail: grs@jcu.edu.au

Professor Christine Bruce Dean, Graduate Research E-mail: <u>deangrs@jcu.edu.au</u>

Dr Liz Tynan Academic Support Coordinator E-mail: <u>elizabeth.tynan@jcu.edu.au</u>