You will log in using your Purdue Career Account.
Introduction
Welcome to the Department of Entomology Graduate Student Tracking System! This system was implemented in an effort to reduce paper usage, streamlining the processing of documents between students, faculty, and graduate administrators, and to help you keep track of your administrative deadlines and duties.

This manual has been created to help you navigate the system. As this is a new system, changes will be made regularly. If you have any questions, suggestions, or otherwise need assistance; contact Beth Nisen (enisen@purdue.edu).

Getting Started
When you have time, please become familiar with every section available to you. Walking through this manual should explain what you see, how to use it, why you would want to use it, and more.

When you first log in, you should see a screen similar to the picture below. This is your Student Dashboard. Please note that we will only be using buttons and links in the area outlined below. You may find other links to be useful, but these are not key to the tracker.
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Home Screen
The Student Dashboard

Student Dashboard

<table>
<thead>
<tr>
<th>Event</th>
<th>Required Document</th>
<th>Due Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Committee Meeting</td>
<td>Annual Student Data</td>
<td>12/31/2018</td>
<td>11/21/2017</td>
</tr>
<tr>
<td>Annual Committee Meeting</td>
<td>Approved Research Proposal Upload</td>
<td>12/15/2017</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Annual Committee Meeting</td>
<td>Annual Student Data</td>
<td>12/15/2017</td>
<td>Pending Other Forms</td>
</tr>
<tr>
<td>Annual Committee Meeting</td>
<td>Annual Progress Review Sign-off (Student)</td>
<td>12/15/2017</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>Plan of Study Submission</td>
<td>01/01/2019</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Approved Research Proposal Upload</td>
<td>Approved Research Proposal Upload</td>
<td>01/02/2019</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Annual Committee Meeting</td>
<td>Annual Student Data</td>
<td>12/31/2020</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Schedule Preliminary Exam</td>
<td>Schedule Preliminary Exam</td>
<td>05/31/2021</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Register for Candidacy</td>
<td>Register for Candidacy</td>
<td>12/31/2021</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Review the Graduation Dates and Deadlines</td>
<td>Final Semester Dates, Deadlines and Resources</td>
<td>01/01/2022</td>
<td>Not Complete</td>
</tr>
</tbody>
</table>

The home screen for students is called the Student Dashboard. This will be your “to-do” list. As you can see, there will be a list of events, required documents, due dates, and completion dates. Please note that Required Documents are links to forms and/or instructions. Your Student Dashboard is both sortable and searchable.

Events
Annual Committee Meeting

Your Annual Committee Meeting is a standard requirement. Each annual committee meeting will require you complete an Annual Student Data form (see forms). Until you near the end of your program, this event type will be your primary focus when using your tracker. However, you should log in regularly to check dates and requirements.

Plan of Study

The Plan of Study event is for reporting your completed plan of study. You should begin your plan of study very early in your program to ensure this is submitted in a timely manner. If you click on the corresponding Required Document, you will be able to find useful information for the completion of your plan of study.

Approved Research Proposal Upload

Your committee should approve your Research Proposal during the semester indicated on your tracker. Once approved, you will need to upload a digital copy (pdf, doc, or docx file) of your proposal.
Schedule Preliminary Exam
This event serves as a reminder to schedule your prelims. Failure to schedule your exam in a timely manner can delay your graduation.

Register for Candidacy
Any student wishing to graduate, defend, or deposit in a given semester needs to register for candidacy in a timely manner. Late registrations can require a number of signatures approving registration, a late fee, or a delay in graduation. Please check often and ask questions if you are uncertain!

Review the Graduation Dates and Deadlines
You should check this often—regardless of your progress. However, pay extra close attention as you head into your final semester. Preparing for graduation can be hectic, but missing deadlines and failure to complete required forms can lead to avoidable problems.

Schedule Final Exam
Again, this is a reminder event. You not only need to schedule with your committee, but also with the department head and the grad school!

Schedule Thesis Deposit
This even is misleading. You do need to schedule your thesis deposit; however, the information for completing this is found under Review the Graduation Dates and Deadlines. The Schedule Thesis Deposit event is currently used for confirming your deposit. Please note, this event will likely be revised and split into two different events.

Departmental Exit Survey
Prior to leaving the department, we do ask you to complete a brief survey. Ideally this will be completed after your final exam and thesis deposit; however, you may complete this at any point during your final semester. This is not the same as the grad school’s exit survey!
Required Documents

Annual Student Data

This form can be found under the Annual Committee Meeting events and must be completed every year or for every committee meeting—whichever occurs most often.

To complete the form, you want to click on Annual Student Data under your list of Required Documents. This should open a new form with several text entry boxes. The following should each have its own box:

- Publications
- Presentations
- Invited Presentations
- Teaching
- Funding
- Awards
- Workshops
- Service
- Other

There are examples of each listed on the form. If you do not have any items to list for a particular box, leave blank or type “N/A”. You cannot save and resume a form—so be sure to keep these records somewhere easily accessible! Once completed, click to submit.

Once you submit, a summary page will appear with all of your entries. If you spy a mistake, click which will return you to the previous screen to make any changes. If all appears to be accurate, click. The completed form should now appear under View Submitted Forms (see View Submitted Forms).
Annual Progress Review Sign-off (Student)

This document is just part in a series of related documents and cannot be completed until initiated by your major professor and signed-off by all members of your committee.

<table>
<thead>
<tr>
<th>First Committee Meeting</th>
<th>Annual Progress Review Sign-off (Student)</th>
<th>06/03/2018</th>
<th>Pending Other Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Committee Meeting</td>
<td>Annual Progress Review Sign-off (Student)</td>
<td>06/05/2018</td>
<td>Not Complete</td>
</tr>
</tbody>
</table>

Note the two documents above. The first notes in red “Pending Other Forms” which indicates that the form is not complete, but not because you have failed to do your part. Once you sign off on your progress review, it then goes to the department head for signature. If the department head has not signed off, the form will still appear on your list.

The second document notes “Not Complete” which means you still need to review and initial the form. Click the Annual Progress Review Sign-off (Student) you need to complete. You should see the original Annual Progress Review initiated by your Major Professor, followed by the initials and comments provided by other members of your committee and a final comment from your Major Professor. At the bottom of the form, you will see a prompt to initial and review form.

Once you click on “Review Form,” you will see a summary of your initials only. If you typed your initials correctly, click Finalize and Submit Form. Alternatively, click Edit this form to edit.
Plan of Study Submission

Your plan of study goes through a series of approvals once submitted. After all approvals are complete, you will receive a receipt from the grad school.

Copy and paste this receipt into the text box

Plan of Study Submission for Student, Test

Approved Plan of Study

Please copy and paste your “Approved plan of study receipt” in this text box.

and click Review Form.

Confirm the receipt copied correctly and click on Finalize and Submit Form to complete the task. This should now be visible under View Submitted Forms.

Approved Research Proposal Upload

Once your Research Proposal is approved, upload your proposal to the grad tracker. Once you click on the document name, you will see:

Approved Research Proposal Upload for Student, Test

where you will choose the correct file, confirm the file type, and click on Review Form. You will not be able to review unless you check the box!

The review screen will only show the file name of your upload. Confirm this is correct before finalizing.
Schedule Preliminary Exam
The required document here is more for reference. Important information and links can be found by opening this required document. Do not click Mark as Completed until you have followed all instructions. In most instances, this will cause the document to become unable to view.

Register for Candidacy
Again, this document is for reference. You will be able to see the different types of registration, deadlines, and how to register. DO NOT mark as completed until all steps have been followed! Marking the document as complete may make it impossible for you to reference again.

Final Semester Dates, Deadlines and Resources
You may want to copy or print this information. Here you will find a wealth of information related to your final semester including information about your thesis deposit, your defense, required forms, important due dates, and contact information for the grad school. If you click you may lose this information and will need to contact an administrator for retrieval.

Schedule Final Exam (Doctoral)
MS students, you should not see this document. If you do, contact an administrator to report the error. Information related to scheduling your exam is located within this document. Pay close attention to the forms, links, and deadlines. Do not click until fully finished.
Thesis Deposit

This document has very little information—instead it has a box for copying and pasting your thesis receipt.

Thesis Deposit for Student, Test

Please copy and paste your thesis receipt here:

Review Form

Your thesis receipt should come via email from the grad school and will look something like this:

From: thesis@purdue.edu
To: thesis@purdue.edu

Dear [Name],

This is to confirm that your thesis titled "The effect of Sc on the formation and distribution of m-sizes TiB3 particles in an aluminum matrix" has been successfully deposited as of 25-APR-18. This deposit is required as part of your MASTER OF SCIENCE : THESIS degree, with a major in ENGINEERING TECHNOLOGY. The following preferences have been approved as part of this deposit:

- Request for Confidentiality: No
- Delay of Publication: Yes

The Thesis Dissertation Office will upload your deposit fee by today, and it will be visible to you through your myPurdue (mypurdue.purdue.edu) account within 1-3 business days. Please pay this fee as soon as possible after it appears in your account. Outstanding account balances will result in a hold being placed on your account preventing the release of official university documents (transcript, diploma, etc.).

NOTE: REPEP candidates may receive a paper bill in lieu of the fee assessment to their myPurdue account. Please allow 4-6 weeks for this bill to be delivered to the address you provide in the Graduate Office in Indianapolis.

To view your Thesis/Dissertation Acceptance Form, log in to myPurdue, and select the "Graduate School Plan of Study" link in the "Graduate Students" box at the bottom of the Academic tab. After you've logged in a second time, select the blue "Form 9 (Thesis/Dissertation Acceptance)" link to view your approved form.

Finally, we would like to invite you to complete a Thesis Process Survey to help our office improve how we assist students in the future.

Thesis Process Survey

If you have any further questions, please let us know.

Thank you,

Thesis/Dissertation Office
Ernest C. Young Hall 8-60
gradoffice@purdue.edu
155 S. Grant Street
West Lafayette, IN 47907
765.494.3231

Confidentiality Notice: The information in this message and any attachments are confidential and may be legally privileged. If you are not the intended recipient, be sure that any copies, copying, distribution or use of the contents without authorization is prohibited and may be unlawful. If you have received this e-mail in error, immediately notify the sender and delete this copy from your computer system.

Be sure to click Finalize and Submit Form to complete this task.

Departmental Exit Survey

Please complete this survey as close to the end of your program as possible and provide as much feedback as possible. There are no right or wrong answers and your responses are kept confidential!

Please note that some items will offer a list of options while others will have a text box.
Dates
Both the Due Date column and the Completion Date column are color-coded. Dates in green are current—meaning they are not yet due or are complete. Dates in orange are in process, due soon, or slightly past due. Dates in red indicate that an Event is severely past due or inaccurate—please address these ASAP!

Due Dates
Due dates are initially assigned by the grad tracker’s template and based on your start with the department. Please check these dates often.

Most dates are assigned a date in January or August (Spring or Fall) and indicate the semester in which an event or document should be completed. The day portion of the date is used to indicate the order in which items should typically be completed. For example, the item dated 01/01/2020 should be completed prior to the item dated 01/02/2020. This does not mean the first item must be completed on New Year’s Day and the second item the day after. What this does mean is that you should start planning to have these items completed ASAP during the spring semester of 2020.

You can complete some items out of order, so do not spend too much time stressing over the details in this column. Use the Due Date as a guide and the graduate school calendar (Grad School Deadlines) for specifics. Notify an administrator as early as possible if you are still unsure.

Completion Dates
The Completion Date column should have one of three possible entries.

1. Date completed
2. Not Complete
   a. If the item is not due soon, ignore for now.
   b. If the item is due soon, review the required document and make plans to complete.
   c. If the item is past due—complete ASAP.
3. Pending Other Forms
   a. This occurs when other forms related to the event are still outstanding. For instance, Annual Committee Meetings require:
      i. Annual Student Data
      ii. Annual Progress Review (Major Professor)
      iii. Annual Progress Review Sign-off (Faculty)
      iv. Annual Progress Review Sign-off (Student)
      v. Annual Progress Review Sign-off (Department Head)
   If any of these forms are incomplete, you will see Pending Other Forms. Check regularly—if your items (highlighted) are complete or have not yet populated, you need not worry.

If you have questions or concerns about any dates on your tracker, speak with an administrator.
View Submitted Forms

The **View Submitted Forms** tab will open a list of forms submitted by you. Forms are sorted by ID number, but can be sorted by any heading.

### View Submitted Forms

<table>
<thead>
<tr>
<th>ID</th>
<th>Student Name</th>
<th>Submitter Name</th>
<th>Type</th>
<th>Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Annual Progress Review Sign-off (Student)</td>
<td>06/08/2018</td>
<td>05/03/2018</td>
</tr>
<tr>
<td>2039</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Plan of Study Submission</td>
<td>06/15/2018</td>
<td>01/01/2020</td>
</tr>
<tr>
<td>2040</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Approved Research Proposal Upload</td>
<td>06/15/2018</td>
<td>01/02/2020</td>
</tr>
<tr>
<td>2041</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Schedule Preliminary Exam</td>
<td>06/15/2018</td>
<td>05/31/2022</td>
</tr>
<tr>
<td>2042</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Final Semester Dates, Deadlines and Resources</td>
<td>06/15/2018</td>
<td>01/01/2023</td>
</tr>
<tr>
<td>2044</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Thesis Deposit</td>
<td>06/15/2018</td>
<td>01/03/2023</td>
</tr>
<tr>
<td>2045</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Annual Student Data</td>
<td>06/15/2018</td>
<td>06/05/2018</td>
</tr>
<tr>
<td>2048</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Annual Progress Review Sign-off (Student)</td>
<td>06/15/2018</td>
<td>06/03/2018</td>
</tr>
<tr>
<td>2056</td>
<td>Test Student</td>
<td>Test Student</td>
<td>Register for Candidacy</td>
<td>06/15/2018</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

Showing 1 to 9 of 9 entries

To find a specific form, use the search box. Since all forms listed here are yours, you will want to search by type.

You can view a form by clicking on the desired row to highlight and then clicking View.

If you select a Type where information was entered, that information should be viewable. This can be especially useful for verifying accurate information was submitted. You can also use this information when completing your Annual Student Data. By opening a previously submitted version, you can copy prior entries and paste them into the current form. Then add anything new.

Documents provided for information such as Register for Candidacy and Final Semester Dates, Deadlines and Resources will appear as a submitted form, but will often be unable to view. If you have submitted by mistake and need to see this information, contact an administrator. You may also want to copy and paste this information, or keep a file of screenshots for reference.
Reports

The reports function will provide you with the same information as any other user. Unfortunately, the benefits are limited. You will likely want to ignore this section.

The Reports tab has a drop down arrow with two options—Create New Report and Run Existing Report.

Create New Report

Reports are created using information from various rubrics. You cannot choose to run a report on a specific student, committee person, or meeting—at this time.

Select the columns you want to include. If you save the report, you will need to name it. Saving allows for filters to be applied.

Clicking on Generate Report will open a new screen with the requested information. Items are arranged by ID number—the same referenced in the View Submitted Forms section. You can export the information to Excel by clicking the CSV button. The information on screen will be the same information that appears in Excel.

As an example, if you wanted to know the number of times students are marked “writing is weak” as opposed to “Writing is publication quality” on a communication rubric, you would select Writing from the report list, generate the report, and sort the results.

Run Existing Report

Currently, this selection brings up “Student Reports” which has little useable information. This section will likely change with time. Important to note: there is a menu symbol, which will allow the user to print the chart or download as a variety of formats.
Logging Out
Currently there is no Log Off/Out capabilities. This is on the list to change in the near future. If working on a shared computer and you NEED to log out, follow the steps below:

1. Close tab or browser window
2. Reopen browser if needed
3. Click on the menu button or depending on your version of Chrome and select History.
   a. You may also use the shortcut of Ctrl + H
4. From the History page, click on Clear browsing data
5. The Clear browsing data box will appear
   a. Select “the beginning of time”
   b. Cookies and other site data
6. Then click on Clear Browsing Data

You should now be asked to log in when you return to the Grad eval site.

Please note that this may log you out of other sites you have open. Make sure you have saved any work on other sites!

Notifications
You should receive notifications from the system when items are due soon, due now, or past due. Emails will come from the Entomology Graduate Tracking Program www-data@gradeval.ceris.purdue.edu. Do NOT reply to this email! If you have questions regarding the notifications, contact an administrator.

Please read the email(s) carefully. Often times there will be nothing in the body of the email, so pay attention to the subject line!
FAQs

Note: This is just a sampling of questions asked. If you do not see your question in this section, please contact an administrator for answers.

Q: How do I log in if I do not have a Purdue career account?
   A: Current Purdue students should have a career account. Please contact an administrator and/or the business office for assistance.

Q: Why am I getting reminders to complete previously completed events?
   A: This error is due to a change in the system and should be fixed. If you are experiencing this issue, please contact an administrator.

Q: Why does my Completion Date show “Pending other forms?”
   A: See Completion Dates. Essentially this means more than one form was required for an event and another user may be late completing their form(s).

Q: How do I register for candidacy?
   A: See Register for Candidacy. Instructions for registering and including registration types are located in this section. If this is missing from your grad tracker or you are still unclear, contact an administrator.

Q: What is my thesis receipt?
   A: Your thesis receipt is sent to you from the grad school via your Purdue email account. Please reference Thesis Deposit for more information.

Q: How do I report an issue with the grad tracker?
   A: At this time issues should be reported to one or more of the Administrators. Please be as descriptive as possible and include screenshots as applicable. Keep posted and a new reporting tool should soon be available!

Q: The dates in my tracker are not accurate. How do I fix this?
   A: First, review the section over Due Dates. If this does not answer your questions or your dates need to be adjusted you will want to contact Beth (enisen@purdue.edu) to discuss the issue.
Troubleshooting

For items not covered in this manual, please contact an administrator for assistance. An in-app reporting tool will be coming soon! If you see this information posted on the grad tracker prior to receiving an updated manual, please use that feature first!

Administrators
Listed in order of contact:

Beth Nisen (contact first) enisen@purdue.edu
Amanda Wilson apendle@purdue.edu
Preston Wiley pswiley@purdue.edu