ADRIANA
Applied Dissertation and Research Information System
Committee Training Workbook
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Welcome to ADRIANA!

ADRIANA is an all-encompassing, web-based software application that records all the activities related to the completion of the doctoral dissertation. ADRIANA is used to track doctoral students' progress through the dissertation process, to provide students with a dissertation support link, and to work as a depository for uploaded documents. Dissertation committees are required to use ADRIANA for all communications with doctoral students. ADRIANA is designed for access through the ARC website or through a direct link at https://adriana.nova.edu. This training workbook is designed to familiarize NSU faculty with the knowledge to navigate through ADRIANA and should be used in conjunction with the Applied Dissertation Procedures Manual.
Log in to ADRIANA
In order to log into ADRIANA navigate to https://adriana.nova.edu. Select the Log in at the top right corner of the page. Enter your SharkLink username and password and select “Sign In”.

Fig 1: Log in
Active Workflow in ADRIANA

The following list outlines benchmarks and stages in ADRIANA that each student and dissertation committee must follow in order to successfully complete the dissertation process:

- Concept Paper (Benchmark)
  - Concept Paper Member Approval (Stage)
  - Committee Chair Approval (Stage)
- Proposal (Benchmark)
  - Committee Member Pre-Approval (Stage)
  - Committee Chair Pre-Approval (Stage)
  - ARC Proposal Review (Stage)
  - Committee Member Approval (Stage)
  - Committee Chair Approval (Stage)
  - IRB Protocol Approval (Stage)
- Applied Dissertation (Benchmark)
  - AD Report Committee Member Approval (Stage)
  - AD Report Committee Chair Approval (Stage)
  - ARC Administrative Check (Stage)
  - ARC Content Review (Stage)
  - Format Review Approval (Stage)
  - Final AD Products Received (Stage)
  - ARC Exec Dean Approval (Stage)

Select School

Committee members may work for multiple schools or schools at NSU. In order to proceed select the desired school or school requiring access from the drop-down menu. From the top navigation select [School] and select a different School.

Fig 2: Multiple NSU School or School Option
Faculty Dashboard
Once sign-in is complete, the dashboard will load and will display several sections.

Fig 3: Dashboard

View Profile
The View Profile is located in the upper right corner of the dashboard. Verify that the information is accurate. If any of the information is in error, it will require an update through Banner, NSU’s primary employee and student database. To update Banner, log in to https://sharklink.nova.edu/cp/home/displaylogin or to http://webstar.nova.edu/. Either link will connect to the WebSTAR portal. Modify is offered as a selection to make changes to a variety of fields including the mobile telephone number, among others.

Fig 4: View Profile
Assignments
Assignment buttons are located under the “Profile” section. The two assignment buttons allow users to toggle between currently assigned students and the students who have been reassigned to another committee member.

Fig 5: Student Assignments

See Assigned  See Reassigned

My Students
The next section is My Students, which displays student assignments.

Fig 6: Student Listing

Row Layout
Each row contains the following fields: Action, Relationship, First Name, Last Name, Email, NSU ID, Start Date, End Date and Active. The Action column contains the Edit button. Edit will allow access to the student’s account and lists the student’s progress, captures a record of all student messages, details students’ assignment histories, and catalogs students’ registration history. To access a student file in order to approve documents, submit Grade Recommendation Forms, upload checklists, and view assignment and registration histories. Next is the Relationship to the student (Chair, Member, Program Professor, Format Reviewer, etc.) followed by the student’s name and NSU ID. Next are the Start Date that the student entered the dissertation process and the End Date that the student completed the dissertation. Last is the Active column. Active alerts you to the student’s status. If the student is currently registered, the status will reflect as Active or if the student is not registered, the status will reflect as Inactive.
Export

The Export button will send the student list to Microsoft Excel for review. Microsoft Excel may provide prompts regarding the document. To view, click “yes” to open the file.

![Export](image)

Fig 7: Export

Student Dashboard

To obtain access to the Student Dashboard click Edit in the Action column. The dashboard will display several sections. The first section is the Messenger. The ADRIANA system has a built-in Messenger that allows communication between the student and the dissertation committee. From this screen, all messages that have transpired regarding student records will be visible, however, from the student’s dashboard view Dissertation Chairs will not be able to respond to any messages. In order to respond to a student message Dissertation Chairs must access the Messenger function from the authenticated dashboard view. The Progress section is displayed below the Messenger function and outlines the student’s progress through the dissertation benchmarks. Under the Progress section entries for the concept paper, proposal, and applied dissertation (final manuscripts) benchmarks are listed. Additionally, the Assignment History record is listed below the Progress section and lists the members of the dissertation committee who have been assigned to the student by the Applied Research Office (ARC). Next, you will see the Registration History. The Registration History lists the benchmarks and the Applied Dissertation Services (ADS) courses that the student has registered for by term.
The View Profile is available for viewing in the upper right corner of the dashboard. Of particular note is the student status displayed next to View Profile. If the student has registered for the present term, the status will reflect as “Active”. If a student fails to register for the present term, the status will display as “Inactive”. To view, select View Profile. The information in the student profile is pulled from Banner, the University student information system, and should contain the most recent information available on the student.
**View Student Progress**

The Progress section displays the benchmarks and stages that the student will need to complete in order to satisfy the dissertation requirements. As the student progresses through the dissertation ADRIANA will highlight a student’s current benchmark. As a student completes the required stages, the benchmark will collapse and will no longer appear highlighted. Some benchmarks have stages with additional features or requirements such as checklists or file uploads. Once a specific stage in a benchmark is complete, a Dissertation Chair will be able to enter the approval, download material that was uploaded to that stage and/or upload the checklist that is required for that stage. Once a benchmark has been completely approved, the Grade Recommendation Form will display so Dissertation Chairs are able to submit a grade.

Fig 10: View Student Progress
Benchmarks and Stages

Stages are the “itemization” for a benchmark and each stage has its own set of requirements. Until a benchmark or a stage is approved, the status will reflect as “pending”. Once a stage has been approved, an approval date will be posted and the status will reflect as “Approved”. For the current stage that needs approval the stage will be marked as Pending with the Start Date and the next stages will be marked as “unassigned”. Designated approvers for each stage will see a checklist or a document that a student has uploaded in addition to an approval button. If a stage or benchmark is collapsed, it must be selected and re-opened. Opening completed benchmarks will grant access to the Grade Recommendation Form and the Committee Action Form. Note that the grade recommendation Form and the Committee Action Form will only display once the entire benchmark has been completed.

Fig 11: Stages and Itemization
View a Stage that Requires a File Upload

Some stages require uploaded files. To upload files, select the Upload button to attach a file to a stage. To open a file which has already been uploaded select the file and follow the prompts.

Fig 12: Uploading Files or Reviewing Previously Uploaded Files

If a stage requires a file upload, an auto-generated message will provide notification. This is important, as it precedes the approval form or checklist. Dissertation Chairs should contact the student using the internal messenger to begin the process.

Fig 13: Auto-Generated Message
Upload a File to a Student Stage
To upload a file to a stage follow these steps

- Go to student row [Edit]
- Scroll down to pending stages
- Click blue [+FileCategory]
- Select your file [Open]
- When the blue upload button turns green with a check mark the file has successfully uploaded.

Fig 14: Upload a File to a Student Stage
Grade Recommendation Form

Once all stages are complete a grade recommendation form will display at the bottom of the benchmark. The grade form represents the final stage in the benchmark. Once a benchmark has been completed, the student will be able progress to the next benchmark. The submission of the grade form is not required for the student to progress to the next benchmark. To submit the grade form follows these steps

- Scroll down to student row
- [Edit]>
- Select a completed benchmark
- Fill out the form
- [Save]>

Fig 15: Grade Recommendation Form
Cannot Sign Off on Unassigned Stage

Stages must be assigned in order to be approved. If a stage, such as the concept paper has not been assigned, it cannot be approved until the Dissertation Chair and the Member have been assigned to the benchmark.

Fig 16: Cannot Sign Off on Unassigned Stage

Checklist

A checklist is an electronic assessment form used to assess a dissertation document. The checklist will not appear to the student until the ARC faculty or staff has completed it. Checklists may have one of three statuses: Pending, Revised/Resubmit, and Approved. The list will auto save as the system moves to the next topic in the list.

Fig 17: Checklist Status
Approve a Stage That Requires a Checklist

A checklist will need to be completed by ARC faculty or staff at the Proposal benchmark (ARC proposal Review stage) and the Applied Dissertation benchmark (ARC Content Review stage). To approve a stage that requires a checklist follow these steps:

- Go to student row [Edit]
- Scroll down to pending stage
- Fill out Checklist form
- [Checklist Status]
- Choose Approved from dropdown menu
- [Save]

Fig 18: Approve a Stage That Requires a Checklist
Edit a Checklist

To edit a checklist follow these steps

- Got to row of student [Edit]>
- Scroll down until you see where your approval is required
- Change the status for [Checklist Status]
  - pending
  - rejected
  - approved
- Add comments where needed
- [Save]

Fig 19: Edit a Checklist
View Assignment History

The assignment history displays the present dissertation committee as well as any prior dissertation committee that were previously assigned to the student. The Start Date and End Date reflect the duration of each committee assignment.

Fig 20: View Assignment History

<table>
<thead>
<tr>
<th>Assignment History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Proposal</td>
</tr>
<tr>
<td>Program Professor</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Advisor</td>
</tr>
</tbody>
</table>

View Registration History

The Registration History displays the benchmarks and ADS courses that the student has registered for by term.

Fig 21: View Registration History

<table>
<thead>
<tr>
<th>Registration History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>201309</td>
</tr>
<tr>
<td>201330</td>
</tr>
<tr>
<td>201250</td>
</tr>
<tr>
<td>201150</td>
</tr>
<tr>
<td>201130</td>
</tr>
</tbody>
</table>
**View New Student Assignments**

New student assignments can be viewed under My Students. An email message will be auto-generated and sent to your Messenger inbox for viewing with a message subject topic “You have just been assigned to “student8” as a Chair.

Fig 22: View New Student Assignments

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**View Internal Messenger**

The Messenger allows for communication between the dissertation committee and assigned students. Dissertation Chairs are required to use the ADRIANA Messenger for all communications with students. Select View Inbox to access the Inbox.

Fig 23: View Internal Messenger
**View Inbox**

From the inbox view, Dissertation Chairs will have the ability to send and view messages. The Sent button will display sent messages and the Inbox button will display received messages. The Create New Message allows for communication of new messages to be sent to assigned students. The ADRIANA also allows files to be attached to messages. A confirmation announcement that users have received a new message in ADRIANA will be sent concurrently to your NSU email account, but the message itself will have to be viewed, read, and responded to through ADRIANA.

Fig 24: View Inbox
**Compose Message**

Commensurate with most web-based applications, the procedure to compose a message is as follows. To send messages follow these steps

- [View Inbox] > [Create New Message] > [Select Recipients] > enter subject
- Enter message
- [Send Message]

**Attach a File**

Commensurate with most web-applications, the procedure to attach a file is as follows. To attach files

- [View Inbox] > [Create New Message] > [Select Recipients] > enter subject
- Enter message
- Select [Attach Files]
- Attach files
- [Send Message]

Fig 25: Compose Message or Attach a File
Dissertation Support Request System (DSRS)
For Dissertation Services Associates and Program Professors Only

The Dissertation Support Request System (DSRS) is ADRIANA’s internal request system. The purpose of the DSRS is to provide students with access to a portal where individual student problems and issues may be entered and addressed. The DSRS allows students to submit requests for assistance with matters such as a change of committee chair or other issues that students may experience while in the process of completing the dissertation. DSRS permits an asynchronous conversation between the student and the Dissertation Services Associate (DSA) or Program Professor who is servicing the request. Only the DSA or Program Professor assigned to the student have access to the DSRS and are able to respond to their students requests. The DSA has up to two weeks to respond to a request, thereafter it will be escalated to the assigned Program Professor.

Track Requests
To view a list of submitted requests you can search by Ticket Status, Types, Text, or Date. To search requests follow these steps

- [login]
- Select the [DRSR] in the top navigation
- Select the criteria for a search: Ticket Status, Types, Text, or Date
- Select [Submit]
- View the support requests

Fig 26: Dissertation Support Request System (DSRS)
**DSRS Comments**

The DSRS allows students and the Dissertation Services Associate or Program Professor to post comments to a request.

To add a comment to a request follow these steps

- [login]
- Select the [DRSR] in the top navigation
- Select the criteria for a search: Ticket Status, Types, Text, or Date
- Select [Submit]
- View the support requests
- Select [select] for the ticket you wish to view
- Fill out the comment field
- [Post Comment]
- Comments will appear in the “Updates” section below the form

![DSRS Comments](image)

**Fig 27: DSRS Comments**
Reassign Request
If necessary, requests can be reassigned to different DSA or Program Professor. Note that requests will automatically be reassigned if the request is not answered within two weeks.

- [DSRS]>
- Go to ticket row [select]>
- [Reassign Ticket]
- Select committee from drop down>
- [Update]>

Fig 29: Reassign Request
**Update and Close a Request**

To update or close a request follow these steps

- [DSRS]>
- Go to request row [select]>
- [Update and Close Ticket]>
- Note that the action buttons will no longer be displayed

Fig 30: Update and Close a Request

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**Dissertation Ticket Tracking and History**

**Request Details**

<table>
<thead>
<tr>
<th>Ticket#</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Date</td>
<td>12/4/2013 2:46:26 PM</td>
</tr>
<tr>
<td>Closed On</td>
<td>12/4/2013 2:48:43 PM</td>
</tr>
<tr>
<td>Assigned To</td>
<td>Dissertation1 Associate1</td>
</tr>
<tr>
<td>Request Type</td>
<td>Proposal</td>
</tr>
<tr>
<td>Description</td>
<td>Questions about the proposal</td>
</tr>
</tbody>
</table>

**Updates**

Below is a listing of all communication pertaining to this ticket. Most recent comments appear first.

**Dissertation1 Associate1 (12/4/2013 2:48:43 PM)**

Comment
Fig 30: Update and Close a Request
Notes