Research Supervisor Assignment Application Guide
Table of Contents

Research Supervisor Assignment Overview ................................................................. 2
  Login ............................................................................................................................ 2
  Roles ........................................................................................................................... 2
Supervisor Assignment Home Page ............................................................................. 3
  Menu Options .......................................................................................................... 3
Assign Research Supervisors to Students ................................................................... 4
Select Students ........................................................................................................... 4
Using Student Filters .................................................................................................. 5
List of Students ........................................................................................................... 6
View Research Supervisor Assignments for Students ................................................ 9
Import Research Supervisor Assignments .................................................................... 10

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Research Supervisor Assignment Overview

The Research Supervisor Assignment application allows Department Administrators to create, view, and edit research supervisor assignments online, at any time.

Login
The login process uses Touchstone which makes the system available on your computer using certificates or any computer using your Kerberos username and password.

Roles
Your role as a Department Administrator allows you to create and update research supervisor assignments for students within each course/subject/level for which you have access.

NOTE: When a research supervisor is assigned to a student, the supervisor becomes an enterer by default on the associated gradesheet. Changes to this default authorization can be made in the Online Grading application.

This document will show how to

1. Assign research supervisors to students
2. View research supervisor assignments
3. Import supervisors

You may access the Supervisor Assignment Home Page at the following address: https://edu-apps.mit.edu/assignsupervisor/.
Supervisor Assignment Home Page

This is the Home screen for Assign Research Supervisors to Students.

The title of this screen is displayed immediately below the maroon menu bar.

Menu Options

Assign Research Supervisors to Students – assign a research supervisor to a student (current page shown above)
View Students’ Research Supervisors - display a list showing students and their assigned research supervisor for the current or any prior term
Import Supervisors – upload a file with students and their assigned research supervisor information
Help – display Help documentation pages
Log Off - end your session (close your browser to complete the process)
Assign Research Supervisors to Students

From here you will be able to:

1. Search for students by filtering
2. Assign a Research Supervisor to an individual or group of students
3. Print and export data

Select Students

Look for SELECT STUDENTS under the Term information at the top left under the menubar. Click the Plus (+) next to Student Filters to show the blue criteria box.

The Select Student area lets you search for a student by name, MIT ID, or Kerberos username. You may also search for groups of students by subject or department if you have access to more than one.

Enter a name in the Supervisor field, then select a name from the suggestion list to view all students assigned to a particular supervisor. You can filter to see students who have not yet been assigned to research supervisors by clicking the circle for Students without advisors.
Using Student Filters

1. Enter student information on the right to locate an individual student. Otherwise, choose a department and subject on the left to locate groups of students.
2. You may also enter a Research Supervisor’s name on the right to see all students assigned to this Supervisor. Start by typing a supervisor’s first or last name and an auto-complete list of choices will show. Click the name in the list to enter it.

   **NOTE:** You must wait and choose the supervisor’s name from the auto-complete pop-up list for the system to recognize your choice.

3. Choose All students to see the full list. If you select All there is no need to select anything else. Or you may select Students without supervisors to see a list of unassigned students.
4. Select multiple courses which are contiguous with the click-shift-click method or non-contiguous by clicking the first, holding the control key (Win) or command key (Mac) then clicking the second.
5. Click Find Students when you are satisfied with your choices. Click Clear to make a new set of choices.

   **NOTE:** All information displayed is based on the current term.

6. Click the Minus (-) sign next to Student Filters to close the blue, filter box.
List of Students and Advisors

The list of students you see reflects the choices you have made in the Student Filters box. This list is filtered to show all 4.THG and 4.THU students. The total number of students who meet the criteria chosen below is 72.

1. Just above the names on the left you will see how many student names are displayed out of the total set of students. Click the Previous, Next and page number links to view other screens.
2. The screen is set to show 20 names per screen. Change this on the far right using the drop down list. Make a choice (10, 20, 50, 100 or All) then click Go.
3. Click a column label to sort ascending. Click again to sort descending. The default sort order is last name, first name, MI, then MIT ID.
4. Students with multiple research subjects within the authorization of the user will show multiple records.
   a. Student records will show the currently assigned research supervisor, or they will be blank.
   b. To assign a supervisor for the current term type the supervisor’s name in the Supervisor box on the right of the row listing the student, wait for a list to appear, and then select a name from the auto-complete list.
   c. Click the blue X to unassign a supervisor.
5. Any MIT employee may be added as a supervisor in the student’s record. The auto-complete list will show department and title for each suggestion to help you choose the correct supervisor.

**WARNING:** Each time you make a supervisor assignment, you are granting that supervisor access to see his/her students on the subject gradesheet. If you remove all assignments for a particular supervisor, he/she will still be able to view all students on the associated gradesheet unless/until the “enterer” authorization is removed. Thus, if the last assigned student is removed from a supervisor, you will be asked if you want to remove his/her “enterer” authorization on the associated gradesheet.

6. Any change to the Supervisor box will cause the check box at the far left of a row to become checked. All checked records will be saved whether you’ve assigned or removed a supervisor. You may uncheck any record to prevent saving that record.

7. Click the **Reset** button to clear any changes since the last save. Click the **Save Assignments** button to save the edits you see on the screen being viewed. All changes made since the last save will be saved. You may make as many supervisor changes as you like before saving.

8. When you save you will see the following messages.

9. After you save you will see a confirmation message.

   **NOTE:** If you are viewing *Students without supervisors* and you make an assignment, when you click Save that student record will no longer be visible in the list, since it no longer matches the search criteria.

10. If you try to leave this screen before saving you will see the following message.
11. If you try to logout before saving you will see the following message.

12. On the bottom right are two links. The first is a link to create a PDF copy which you may subsequently print and/or save. The second is a link to export the data into a CSV file. The students displayed on the current screen will be printed to a PDF or exported. Note that this may not include all students from the initial filter if they are not displayed.
View Research Supervisor Assignments for Students

The View Research Supervisor Assignments screen lets you see Supervisor assignments for previous terms, in a read-only format. Based on the filter criteria, this screen will show a list of this Supervisor’s students for the Fall 2011-2012 term.

1. The read-only list defaults to the current term but you may select a different term from the drop down list which displays 15 previous terms.

2. You can filter the list for the chosen term by choosing criteria. Setting filter criteria works as described earlier on the Using Student Filters page. Locate a single student using personal information or a set of students by subject. If a student is enrolled in multiple subjects with supervisors, all records you have access to will be displayed.

3. Each student’s MIT ID, Kerberos username, and full name are displayed in the first three columns. Year, subject, registration status and supervisor’s name are also displayed.

4. Navigation works as described on the List of Students page.

5. The current read-only list may be exported to a PDF file to print or a .csv file to open in Excel.
Import Research Supervisor Assignments

The Import Assignments page allows you to import a list of supervisor assignment information kept in an external file. Data in the file must be in the .csv format. To begin the import process click Import Supervisors in the menubar.

1. Select your department if you have access to more than one.
2. The Browse button lets you browse your system for the desired file.
3. When the file is located and listed, choose Import.

You will receive a message to let you know if your import has been successful. Check the Assign Research Supervisors to Students list to see the results. Adjust your data file if necessary.

For more specific help with importing Research Supervisor assignments, including the required format of the source document, visit http://web.mit.edu/registrar/general/assign/help/impartsup.html.

Be sure to access the online Help pages. Click the Help link in the upper right corner in the menubar.