

# **Research Advisor Assignment Application Guide**

## **Table of Contents**

2
2
2
3
3
3
1
1
5
3
)

#### **Research Advisor Assignment Overview**

The **Research Advisor Assignment** application allows Department Administrators to create, view, and edit research advisor assignments online.

#### Login

You can login with Touchstone and certificates or your Kerberos and password.

#### Roles

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

**NOTE:** When a research advisor is assigned to a student, they become an enterer by default on the associated gradesheet. Changes to this default authorization can be made in the Online Grading application: <a href="https://ogs.mit.edu/">https://ogs.mit.edu/</a>.

#### This document will show how to

- 1. Assign research advisors to students
- 2. View research advisor assignments
- 3. Import research advisors

You may access the Research Advisor Assignment Home Page at the following address: <u>https://eduapps.mit.edu/assignresearchadvisor/</u>.

## **Research Advisor Assignment Home Page**

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

M	IT REGISTI	RAR'S OFFIC	E					-
<u> </u>	Assign Resear	rch Advisors to S	itudents View Students'	Research Advisors	Impo	rt Research	n Advisors Help Log C	Off
Assi	ign Resear	ch Advisors	to Students					
Term:	Term: Fall Term 2023-2024 (all assignments below will be made only for the current term.)							
SELE	SELECT STUDENTS							
– St	udent Filters							
	Status:	All O Stud	ents without research advis	ors	Studen	t First Nam	e:	
	Department:	1 Civil and Enviro	onmental Eng v		Studen	t Last Nam	e:	
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		1.013				Kerberg		
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		Find Stude	Clear					
ASSIC	GN RESEARC	H ADVISORS					Display: 20 V	Go
Displa		111 « Previous 1,						GO
	MIT ID	Kerberos	Name⊿⊾	Year S	ubject	Reg Status	Research Advisor (start typing and select advisor)	
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	101001-008	discont	Alfrances, Alexandre A	G 1	.THG	RE		×
	10000	101100	Altractory, Tathat	G 1	.THG	RE		×

#### **Menu Options**

Assign Research Advisors to Students - assign a research advisor to a student (shown above)

View Students' Research Advisors – displays a list of students and their assigned research advisor for the current or any prior term

Import Research Advisors - upload a file with students and their assigned research advisor

Help – displays documentation pages

Log Off – click to end your session, and close your browser to complete the process

## **Assign Research Advisors to Students**

From here you will be able to:

- 1. Search for students by filtering
- 2. Assign a Research Advisor 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 menu. Click + or - next to **Student Filters** to show/hide 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 Research Advisor field, then select a name from the suggestion list to view all students assigned to a particular research advisor. You can filter to see students who have not yet been assigned to research advisors by clicking the radio button: *Students without research advisors*.

SELECT STUDENT	٢S			
- Student Filters				
Status:	⊙ All O Stud	ents without research advisors	Student First Name:	
Department:	1 Civil and Enviro	onmental Eng 🗸 🗸	Student Last Name:	
Subject(s):	1.013 1.27 1.39 1.589 1.66		MIT ID: Kerberos: Research Advisor:	
	Find Stude	Clear		

## **Using Student Filters**

- 1. Enter student information on the right to find an individual student. Otherwise, choose a department and subject on the left to find groups of students.
- 2. You may also enter a research advisor's name on the right to see all students assigned to them. Start by typing a their first or last name and an auto-completed list of choices will be displayed. Click the name in the list to enter it.

**NOTE:** You <u>must</u> wait and choose the research advisor's name from the auto-completed pop-up list for the system to recognize your choice.

- 3. Choose All students to see the full list, or select Students without research advisors to see a list of unassigned students.
- 4. Select multiple subjects 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.

## List of Students and Research Advisors

The list of students reflects the choices you have made in the Student Filters box. In the example below, the list is filtered to show all 1.THG and 1.UAR students. The total number of students who meet the criteria chosen below is 133.

	Assign Kesea	rch Advisors to	Students View Students'	Research Adv	isors Impo	ort Researc	h Advisors H	lelp Log Off
Assi	gn Resear	ch Advisors	to Students					
Term:	: Fall Term 20	023-2024 (all as	ssignments below will be mad	le only for the	current term.	.)		
SELEG	CT STUDEN	rs						
– St	udent Filters							
	Status:	⊙ All O Stu	dents without research adviso	ors	Studer	nt First Nar	ne:	
	Department:	1 Civil and Envi	ronmental Eng 🗸 🗸		Stude	nt Last Nar	ne:	
	Subject(s):	1.5992				МІТ	ID:	
	•	1.S993				Karbar		
		1.THG 1.THU				Kerber		
		1.UAR 1.UR			Rese	arch Advis	or: 🔍	
		Find Stud	ents Clear					
		H ADVISORS					Displa	y: 20 V G
				Yea	r Subject	Reg Status	Displa Research Advisor (start typing a advisor)	
	aying 1–20 of	TH ADVISORS	l, 2, 3 Next »	Year	r Subject 1.THG		Research Advisor (start typing a	nd select
Displa	aying 1–20 of	TH ADVISORS	l, 2, 3 Next »			Status	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿⊾	G	1.THG	Status RE	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G 3	1.THG 1.UAR	Status RE RE	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G 3	1.THG 1.UAR	Status RE RE	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G 3 G	1.THG 1.UAR 1.THG	Status RE RE RE	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G G	1.THG 1.UAR 1.THG	Status RE RE RE RE	Research Advisor (start typing a advisor)	nd select
Displa	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G G G	1.THG 1.UAR 1.THG 1.THG 1.THG	Status RE RE RE RE	Research Advisor (start typing a advisor)	
	aying 1–20 of	TH ADVISORS	I, 2, 3 Next » Name⊿	G G G G	1.THG 1.UAR 1.THG 1.THG 1.THG 1.THG	Status RE RE RE RE RE RE	Research Advisor (start typing a advisor)	nd select

- 1. Just above the names on the left you will see how many student names are displayed out of the total set. Click the Previous, Next, or page number links to view more results.
- 2. The display is set by default to show 20 names per screen. Change this on the far right using the drop down list. Select 10, 20, 50, 100, or All and then click Go.
- 3. The default sort order is last name, first name, MI, then MIT ID. Click a column label to sort ascending/descending by that column.

- 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 advisor or they will be blank.
  - b. To assign a research advisor for the current term, type their name in the Research Advisor box on the right of the row listing the student, wait for options to appear, and then select a name from the auto-completed list.
  - c. Click the blue X to <u>unassign</u> a research advisor.
- 5. Any MIT employee may be added as a research advisor in the student's record. The auto-complete list will show department and title for each to help you choose the correct person.

**WARNING:** Each time you make a research advisor assignment, you are granting that research advisor access to see their students on the subject gradesheet. If you remove all assignments for a particular research advisor, they will <u>still be able to view</u> all students on the associated gradesheet unless/until the "enterer" authorization is removed. Thus, if the last assigned student is removed from a research advisor, you will be asked if you want to remove their "enterer" authorization on the associated gradesheet.

Remove	e Grading Enterer F	Roles	×
specified	l subjects, but are st	-	or the
Select th	ne Grading Enterer ro	les to remove:	
	Enterer	Subject	
	Series, Search	1.THG	
	Demous	Grading Enterer Roles	Cancel

- 6. Any change to the Research Advisor box will cause the checkbox at the far left of a row to become checked. All checked records will be saved whether you've assigned or removed a research advisor. 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 research advisor changes as you like before saving.
- 8. When you save you will see the following messages:

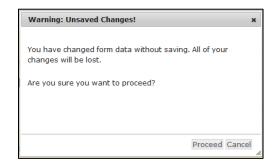
Warning	,
All checked assignments will be saved 2011-2012. Do you wish to proceed	

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

Changes have been successfully saved.

**NOTE:** If you are viewing *Students without research advisors* 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.

Confirmation Required	×
Are you sure you want to e application? Any unsaved c	xit the Research Advisor Assignment hanges will be lost.
	Ok Cancel

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.

Export options: CSV| PDF

## **View Research Advisor Assignments for Students**

The View Research Advisor Assignments screen lets you see assignments for previous terms in read-only format. Based on the filter criteria, this screen will show a list of this research advisor's students for the spring 2022-2023 term.

MIT REG	GISTRAR'S O	FFICE					santuce
			View Students' Research Advisor	s Impo			
/iew Rese	arch Adviso	r Assignme	nts for Students				
- Student F	ilters						
٦	Ferm: Spring Te	rm 2022-2023	<b>v</b>	Studer	nt First Name:		
Departr	ment: 1 Civil and	Environmental I	Eng v	Stude	nt Last Name:		
Subje	ect(s): All				MIT ID:		
	1.013 1.27				Kerberos:		
	1.39 1.968			Rese	arch Advisor:	•	
	1.982						
	Find	Students	Clear				
Displaying 1–	20 of 186 « Prev	ious 1, 2, 3 Next	t»				Display: 20 🗸 Go
MIT ID	Kerberos	Name 🛝		Year	Subject	Reg Status	Research Advisor: Spring Terr 2022-2023
	all south	Marcan, A	Ballance A	G	1.THG	RE	Williams, Jako
	-	mouton, a	Internal Res	G	1.NIV	RE	no research advisor assigned
1.10100	100	Revalue al	Red	G	1.THG	RE	Enstein, Herbert
	-	Alternation 1	and .	G	1.THG	RE	treathati, Ben
			internet in	6	1 THC	DC	

- 1. The read-only list defaults to the current term, but you may select a previous term from the drop down list.
- You can filter the list for your 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 research advisors, all records to which you have access 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 research advisor'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 Advisor Assignments**

The Import Assignments page allows you to import a list of research advisor assignment information kept in an external file. The file must be saved in the .csv format and all the columns must all be included per this example:

	A	В	С	D	E	F	G	Н
1	<b>Research Advisor Kerberos ID</b>	RA First Name	RA Last Name	Student MIT ID	Subject	<b>Reg Status</b>	Student Year	•
2	advisor1	Jane	Lee	987654321	1.THG	Y	G	
3	advisor2	Joe	Byrne	902101234	1.THG	Y	G	
4								

Your file must include data in the Student MIT ID and Subject columns. Either Research Advisor Kerberos ID or RA First/Last Name must be included as well.

To begin the import process click Import Research Advisors in the menu.

Assign Research Advisors to Students	View Students' Research Advisors	Import Research Advisors	Help Log Off
Import Research Advisor Assignme	ents		
Term: Fall T	erm 2023-2024 (All imported research	advisor assignments will be made only fo	r the current term.)
Select Department: 1 Civ	vil and Environmental Eng 🗸 🗸		
Select Data File: Brov	wse No file selected.		
[Import] Reset			

- 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. Note that the first row will always generate an error. Check the Assign Research Advisors to Students list to see the results. Adjust your data file if necessary.

Impo	rt Results		
User N	ame	setter:	
Effectiv	ve Term	Fall Term 2023-2024	
File Na	me	Book1.csv	
Submit	Time	1:39 PM	
Compl	etion Time	1:39 PM	
Total R	lecords	4	
Succes	s	2	
Error		2	
Row	Description		Flag
1	null.null is no	a valid subject number for research advisor assignment.	Error
4	Research advi	sor Kerberos ID is invalid.	Error
2	Successful Stu	dent-Research Advisor Assignment (Student ID – , Research Advisor Kerberos – ).	Success
3	Successful Stu	dent–Research Advisor Assignment (Student ID – , Research Advisor Kerberos – ).	Success
Export	to CSV  PDF		Back to Import Assignments