Guide for Candidates:
Online Progress Reports

What is Quest

Quest is our comprehensive research management system used to administer and support research activity at Victoria University. All Progress Reports must be submitted using Quest.

What is in this document

This manual is intended to provide general tips and instructions on creating, completing, submitting and using other functionality specific to the Quest online Progress Reports.

Where to find help

The Quest website has a number of resources designed to help you complete your Progress Report including answers to some commonly asked questions on the *Help and FAQs* page.

Graduate Research Centre
For further information and assistance regarding the content of your Progress Report:
Phone: 9919 4522
Email: quest.grc@vu.edu.au
Website: http://www.vu.edu.au/managing-research-candidature

Quest Service Desk
For technical help and support, *submit a new ticket:*

1.   Visit the VU Support Hub (login required)
2.   Click on the 'Research' tile (scroll down to access).
3.   Click 'Submit a new ticket'.
4.   Select an item from the Service Catalog.
5.   Enter the details of your request.
6.   Click 'Review & Submit', then click 'Submit'.

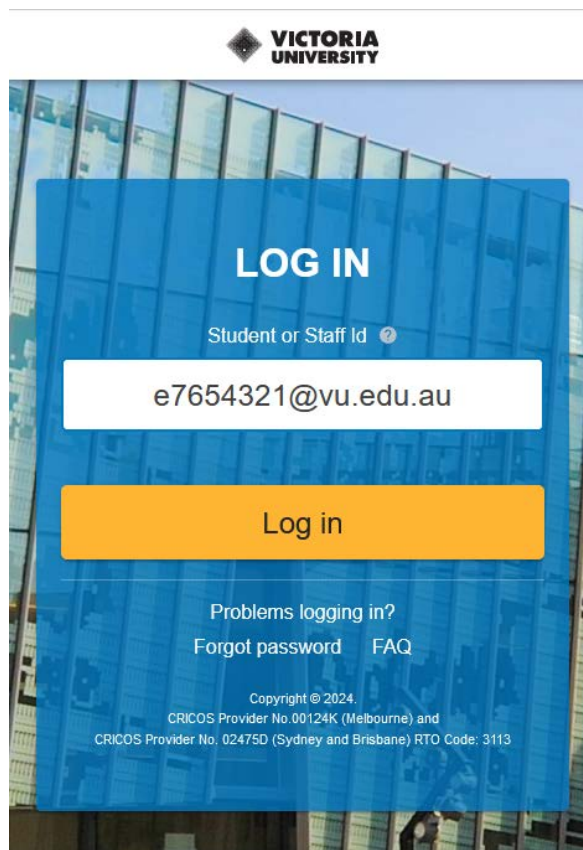Website: http://research.vu.edu.au/quest.php

Contents

Go to https://quest.vu.edu.au

Click the 'VU LOGIN' button, and you will be redirected to the standard VU systems login page, shown below.

Enter **User Name** and **Password** fields, where:

- **User Name** is your student ID appended with @vu.edu.au e.g. s1234567@vu.edu.au, and

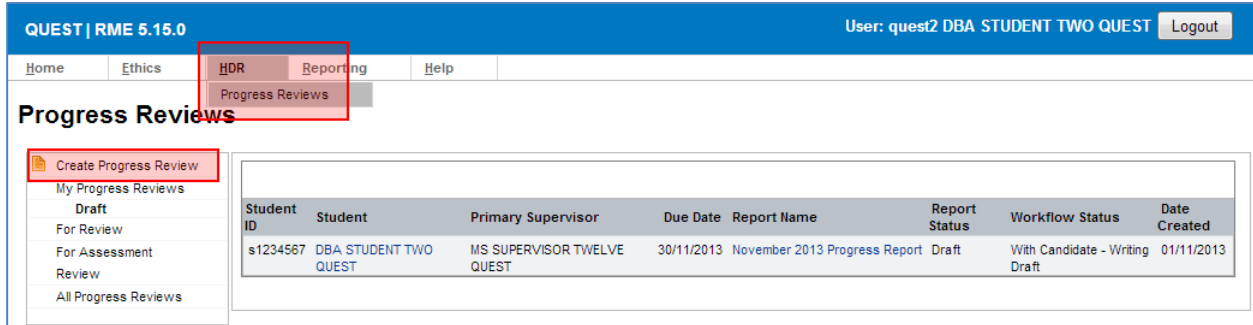- **Password** if it is required, is your VU network password.

Note: If you are also a current VU staff member, you must use your student ID and password to log in and complete the Progress Report in Quest.

If you are having trouble logging in, please try the following:

1. Check that you have included the correct letter (*e*) in front of your staff ID.
2. Reset your password (click 'Forgot password')
   - Passwords are controlled by ITS - it may have expired.
   - If the 'Forgot password' method does not permit you to reset it, call the ITS Service Desk on 9919 2777 and ask them to reset your password over the phone.
   - Your password will be updated immediately in Quest and across all network services.
3. If you are still unable to log in, *Submit a new ticket* via the VU Support Hub. See Page 1 beneath heading **Quest Service Desk** for further instructions.

Hover over the **HDR** menu and select **Progress Reviews**.

| QUEST | RME 5.15.0 | | | | | | User: quest2 DBA STUDENT TWO QUEST | Logout |

Home   Ethics   **HDR**   Reporting   Help

Progress Reviews

Progress Reviews

Create Progress Review
My Progress Reviews
Draft
For Review
For Assessment
Review
All Progress Reviews

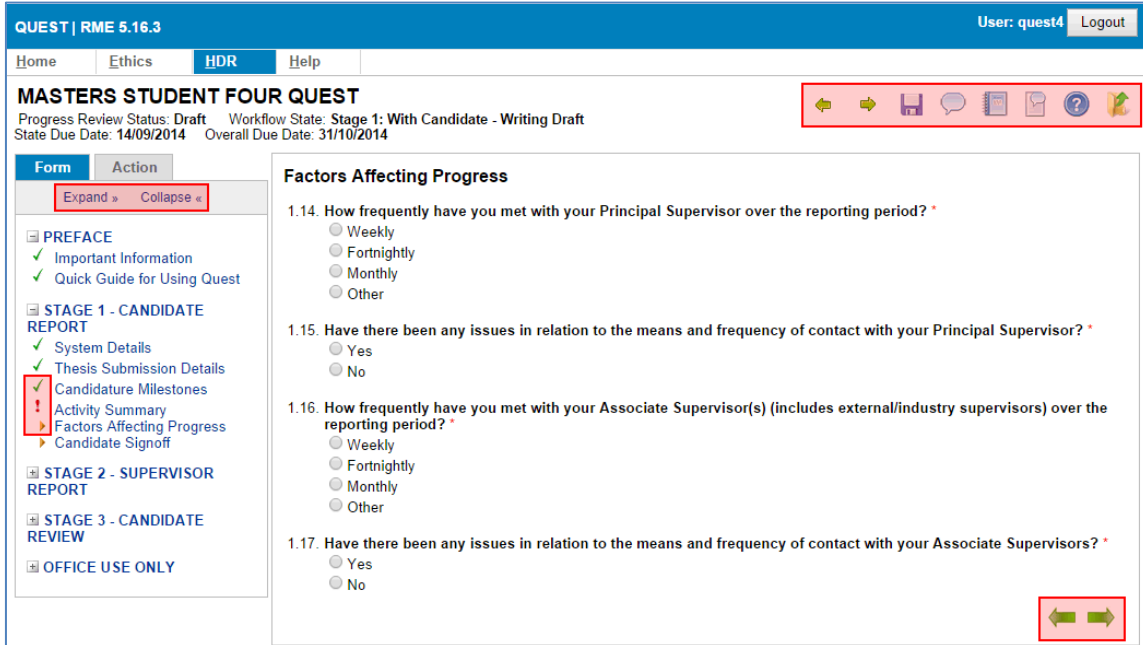| Student ID	Student	Primary Supervisor	Due Date	Report Name	Report Status	Workflow Status	Date Created
s1234567	DBA STUDENT TWO QUEST	MS SUPERVISOR TWELVE QUEST	30/11/2013	November 2013 Progress Report	Draft	With Candidate - Writing Draft	01/11/2013

My Progress Reviews Page

To create a new Progress Report, click on 📄 Create Progress Review in the left-hand menu.

> *Note*: Once you have created your Progress Report for the current reporting round, do
> <u>not</u> click **Create Progress Review** again as this will result in multiple eForm records.

This page will contain an empty table *("No records to display")* if you have not yet used Quest to submit a Progress Report. In future reporting rounds, this table will display a list of previously submitted Progress Reports. To access an existing Progress Report, click on the **Report Name** in this table.

Navigating the eForm

Most questions in the eForm are mandatory and must be completed before the report can be submitted. These are denoted by a red asterisk (*). Some questions will only be visible depending on answers provided earlier in the form.

Example of the Progress Report eForm layout

You may exit Quest and return to your Progress Report at any time. Always remember to exit the Progress Report record using the 📁 **exit** icon, and then **log out** of Quest. When you return, you will find your saved report under **HDR** > **Progress Reviews.**

Toolbar (top right of screen):

You can access different functions of the eForm using the toolbar at the top right of the screen. These icons are explained in more detail throughout the manual.

⬅	➡	💾	💬	📓	🗒	❓	📁
Previous page	Next page	Save	Application comments	Reports (Print)	Page comments	Help	Exit

Move through sections

The left-hand column contains the form navigation functions. Use the Expand » Collapse « links to view or hide the entire form menu. You can also use the ⊞ expand or ⊟ collapse icons to toggle one section at a time.

Move through pages

The ⬅➡ green arrows at the top or bottom of the screen can be used to move through adjacent pages in the form. You can also select any page at any time from the form navigation menu by clicking on the page title.

Access help and tips

Help is provided throughout the form at the page level (top right toolbar) and also for individual questions.

Some questions have detailed instructions which can be accessed by clicking the ? help icon beside the question. Be sure to click this icon and follow the instructions carefully.

Help text dialog box when help icon has been clicked

Save as you go

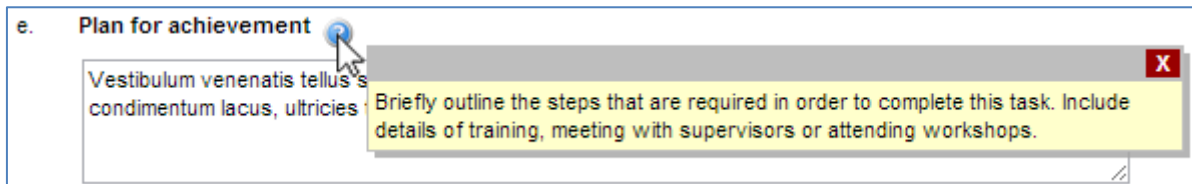Save your Progress Report at any time using the 💾 save/floppy disk icon (and the ✅ green tick in some sections). Each page will save automatically as you move through the form using the ⬅️➡️ green arrows, or when you enter a new page from the form menu.

> *Note*: *Quest has a timed automatic logout feature. Remember to save your Progress Report regularly to avoid losing any responses.*

Page indicators

The icons next to the page titles in the form navigation menu indicate whether a page has missing information or incomplete fields.
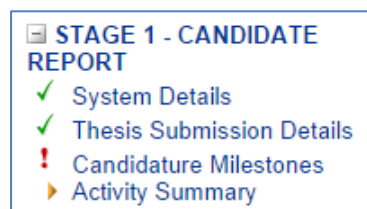
Possible page indicators

Mandatory questions display a red asterisk (*). You may leave questions unanswered while working through the form, but all questions must be complete before submission.

- ✓ = Page is complete
- ❗ = Unanswered questions or page not valid
- ▶ = Page has not yet been accessed
- ❓ = Change occurred; save page or contact administrator

You are required to complete an Activity Summary in "Stage 1 – Candidate Report".

To provide information on an activity, click on the **Activity title** in the record table. The record will expand to allow you to enter the required information.

Click on the *Activity Title* to open the record and edit the fields. *All fields in each activity* are mandatory and must be completed before submission. If appropriate, you may answer "Not Applicable".					
Plan ID	**Activity**	**Past achievements**	**Plan for future**	**On track?**	
936534	1. Review of Literature				
936537	2. Project Design				
936545	3. Data Collection & Analysis				
936553	4. Chapter Drafts				
936561	5. Publication and Conference Presentations				
936569	6. Researcher Development				

Initial view of the blank Activity Summary record table

In each record of the Activity Summary, you will be asked to provide details of the work you have completed over the reporting period as well as the work planned for the next twelve months, in relation to each activity.

Note: It is important to save on a regular basis. Remember to click the ✅ green tick at the bottom of the record, then 💾 save the page after completing each activity.

Plan ID	**Activity**	**Past achievements**	**Plan for future**	**On track?**	
936534	1. Review of Literature				

[Office Use] Plan ID *
936534

i. **Title of Activity** *
1. Review of Literature

ii. **What have you achieved in this area during the reporting period?** *
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque ut fringilla eros, eget auctor sem. Integer ullamcorper, tellus vitae commodo posuere, lectus velit suscipit lorem, at tincidunt erat turpis sit amet sem.

iii. **What do you plan to achieve in this area over the next 12 months?** *
Mauris consequat nibh mi, pretium viverra sapien sagittis et. In tellus lacus, mattis in venenatis at, iaculis vel leo. Nullam dignissim purus odio, nec placerat mauris convallis id. Sed hendrerit vitae est rutrum euismod. Quisque tincidunt dui et sapien pharetra eleifend. Mauris urna eros, consectetur quis sapien laoreet, cursus consequat mi.

iv. **Is this activity on track with your current approved timeline?** *
◉ Yes
◯ No
◯ Not applicable

Click the green tick to save this section: ✅ ✖

An example of an opened activity record in the Activity Summary table

Additional information explaining the nature of each activity as well as the type of responses expected by the Graduate Research Centre is provided above the table within the 🔵 Help icon. Please refer to this information for assistance in completing the Activity Summary section.

Click the Help icon for a description of each activity: * 🔵

Note underneath Activity Summary instructions including the Help icon

You must provide an answer to all three questions for each activity. If you consider that an activity is not applicable at this stage of your candidature, you may answer "N/A" in the textboxes and select "Not applicable" from the radio buttons.

Important: To **save** the record, <u>click the</u> ✅ <u>green tick</u> at the bottom of the table, or click the ❌ red cross to exit without saving. *Your information will not be saved if you do not click the ✅ green tick.* You should then also 💾 save the page, to ensure the record has registered correctly.

Print or Save a Copy of Your Progress Report

You can use the 🖼 report icon in the top right toolbar at any time to generate a printer friendly version of the eForm.
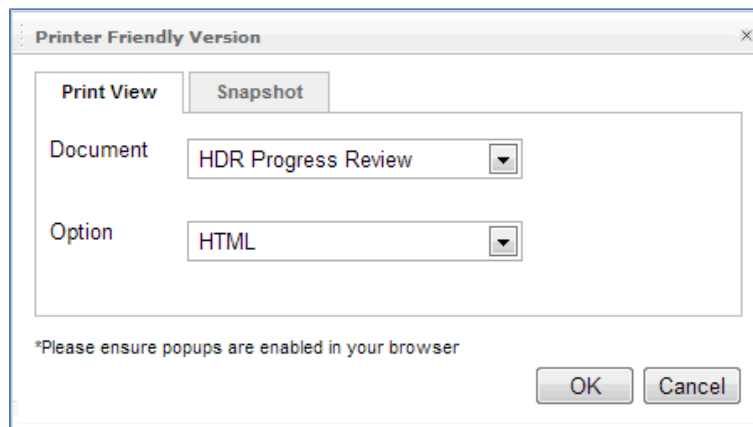
The Report window

> **Note**: *Pop-ups must be enabled in your browser to open any report.*

Select **HTML** to open a full copy of the report in a new window; this is also called "print to screen".

To generate a .pdf file that you can save or print, select **PDF** then save a copy of the file from the new window.

Saving a .pdf file to your computer

The steps to save the file may vary depending on the PDF program you have installed on your computer. If you have **Adobe Reader** installed as your default PDF handler, you can save the file by hovering over the bottom right section of the screen to enable the toolbar, then clicking the floppy disk icon.
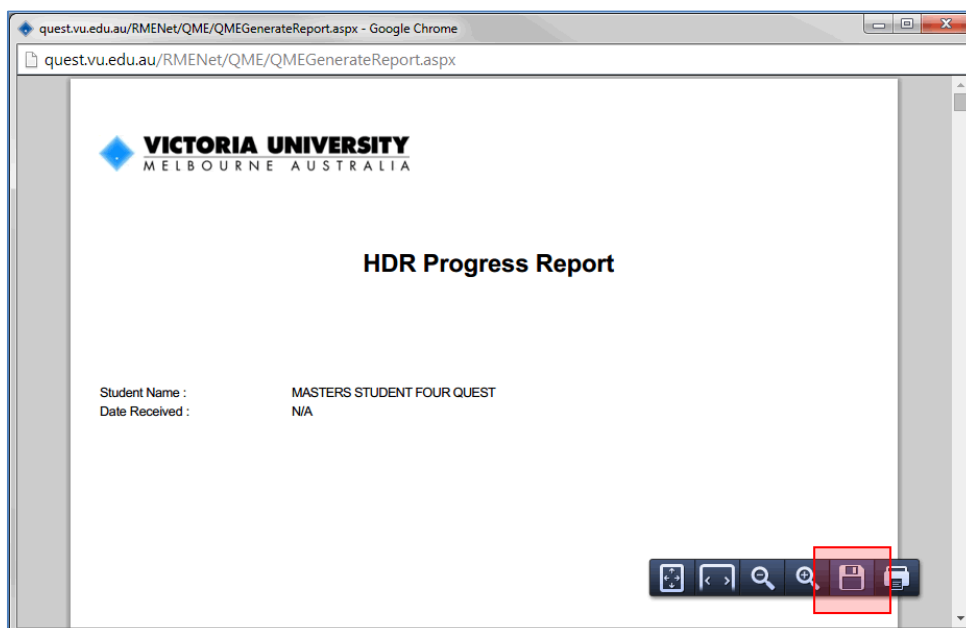
Option to use Adobe Reader to save the Progress Report as a PDF file

Email a Copy of Your Progress Report

You may use the "Email Copy of Progress Report" action at any time to email a copy of the eForm and any attachments. Open the **Action tab** and then click **Email Copy of Progress Report**. A new window will pop up displaying the *Recipient List* and *Document List*.

> **Important**: Emailing a copy of the Progress Report will <u>not submit</u> the report in the system. You must click **Submit Progress Report to Supervisor** in the Action tab for the report to be succesfully submitted.
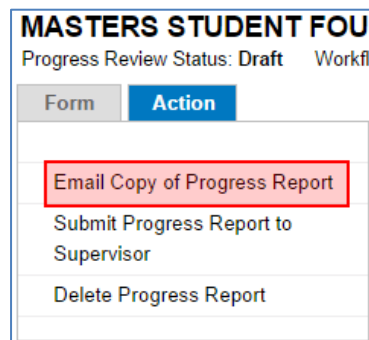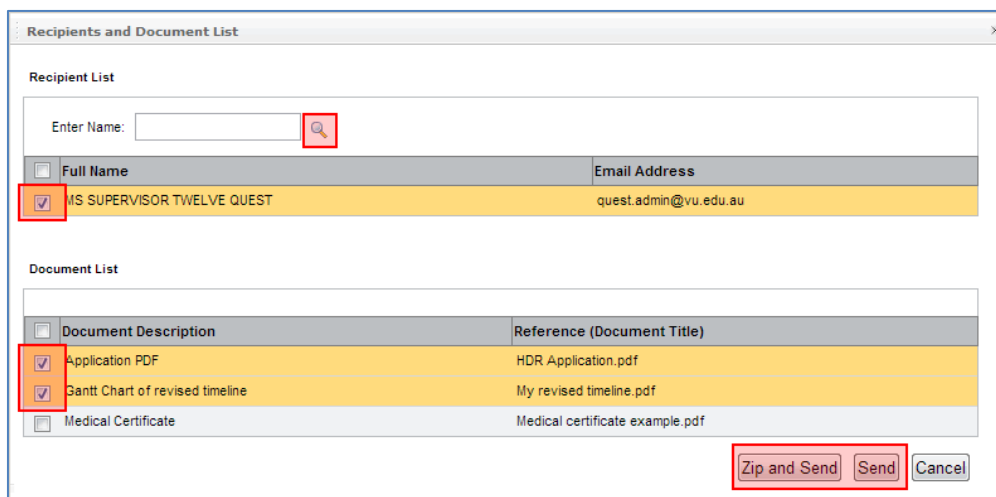
The Action tab

The 'Recipients and Document List' window

Adding Recipients

This window will show all recorded supervisors in the *Recipient List*. **Mark the checkbox** next to the chosen recipient's name.

If the correct email address for your supervisor is not displayed in this window, you will need to add your supervisor as a recipient by searching the database.

To search the Quest database, type a search term *(for example, "Smith")* into the **Enter Name** field, then click the 🔍 magnifying glass. This will bring up a shortlist in a pop-up window. Click on the person you wish to email from this list to add their name to the *Recipient List*.

> *Note: When searching, it is best to be brief as the system will look for an exact match. You can search for people using an ID number, first name or surname.*

Adding Attachments

You may select which files to attach to the email from the *Document List*. This table will include a copy of the completed Progress Report form as *"HDR Application.pdf"*, as well as any documents that are currently uploaded from the "Thesis Submission Details" page. **Mark the checkbox** beside each document listed to include them in the email.

Email Progress Report

The email content uses a pre-determined template. Once you have selected the recipients and attachments, click **Send**. It is recommended that you select **Zip and Send** if you have a large number of attachments.

You will receive an on-screen confirmation message once the email has been successfully sent.

Confirmation that email has been delivered successfully

The Submission Process

There are three stages in the submission process for the 2016 Progress Report using Quest. These are outlined in the diagram below and explained in further detail in the subsequent sections.

> *Note*: The process may vary slightly should the Supervisor or GRC request additional information from you during Stage 2 or at the review stage.

Stage 1 Candidate	→	Stage 2 Supervisor	→	Stage 3 Candidate	→	Review Graduate Research Centre & College Director
Create Progress Report in Quest		Review candidate's report		Review supervisor's report		Review Progress Report and complete assessment
Complete all pages in *"Stage 1 - Candidate Report"*		Complete all pages in *"Stage 2 - Supervisor Report"*		Complete page in *"Stage 3 - Candidate Review"*		Finalise Progress Report in Quest
Submit Progress Report to supervisor		**Submit Progress Report to candidate for review**		**Submit Progress Report to GRC**		

Submission Process for the 2016 Progress Report using Quest

Create your Progress Report

You will receive email notification when the Progress Reports are available in Quest. As the candidate, you are responsible for creating the Progress Report record.

Once you have created your report, your current supervisors will be able to log in to Quest and view your Progress Report while you complete Stage 1.

Complete your Progress Report

You must complete all mandatory questions in "Stage 1 – Candidate Report" before the report can be submitted. All mandatory questions are denoted with a red asterisk (*).

> *Tip*: You may return to complete a mandatory question at a later time before you are ready to submit. The page will display the ❗ alert icon until all questions are complete.

Exemptions or Extensions of Time

You are not required to submit a Progress Report if you:
- are on approved intermission which has lasted at least six months;
- have submitted your thesis for examination;
- have a lapsed enrolment status;

You may be able to obtain an extension of time to submit your Progress Report if you have experienced unanticipated difficulties since the report was released.

Please follow the instructions on the "Important Information" page in Stage 1 of the Progress Report if you wish to apply for an extension of time to submit your Progress Report, or an exemption from submitting the Progress Report in this reporting round.

Application for a New Submission Date

Please note that you will need to apply for a **New Submission Date** if you are unable to submit your thesis for examination by your *Current Expected Completion Date* displayed on the "*Thesis Submission Details*" page in Stage 1 of the Progress Report. Follow the instructions provided on the page to apply. Your application for a new submission date will be reviewed by the Graduate Research Centre once your Progress Report has been submitted.

Submit your Progress Report to your supervisor

Once you are confident that you have answered all questions in sufficient detail (and attached all supporting documentation if you are applying for a new submission date), you may submit your Progress Report to your supervisor.

MASTERS STUDENT FOUR QUEST
Progress Review Status: **Draft**   Workflow State: **Stage 1: With Candidate - Writing Draft**   State Due Date: **14/09/2014**
Overall Due Date: **31/10/2014**

Form   **Action**

Email Copy of Progress Report

Submit Progress Report to
Supervisor (Stage 2)

Delete Progress Report

Candidate Signoff

1.22. **Please rate your progress over this reporting period in relation to your goals and work plan.** *
 ⦿ 1 - Excellent: I have achieved much more than planned over the report period
 ◯ 2 - Good: I have achieved more than planned over the report period
 ◯ 3 - Satisfactory: I have achieved about what was planned over the report period
 ◯ 4 - Marginal: I have not met my goals for the report period
 ◯ 5 - Unsatisfactory: I have made little or no progress over the report period

1.23. **Please provide any additional comments regarding this Progress Report.**
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque sed magna ac diam scelerisque iaculis quis non metus. Quisque elementum, nibh ut convallis fermentum, nisi ante tempus tortor, sed vehicula metus metus ut est. Nam rhoncus lorem dui, sit amet eleifend leo egestas at.

1.24. **I have completed all relevant sections of this current Progress Report and submit the report for review by my supervisors.** *
 ☑ I Agree

1.25. **Date signed by candidate** *
 22/09/2014 📅

Ready to submit?

 ✱ Select the *Action* tab at the top left of the form, then click *'Submit to Principal Supervisor (Stage 2)'*.

 Email notification will be sent to your principal supervisor to complete their section of the Progress Report. Once your supervisor has completed their section, it will be returned to you to review and complete "Stage 3 - Candidate Review" prior to final submission to the Graduate Research Centre.

"Candidate Signoff" page with Action tab highlighted

Click on the **Action** tab in the left-hand column then click **Submit Progress Report to Supervisor (Stage 2).** The system will notify your supervisor that the Progress Report is ready for review. Once the supervisor has completed their section of the report, the eForm will be returned to you to complete the "Stage 3 - Candidate Review" page.

Stage 2: Progress Report with supervisor

Your principal supervisor will be notified when you have submitted your Progress Report. They will then review your report and complete all pages in "Stage 2 – Supervisor Report", before submitting the Progress Report to you for sign-off in Stage 3.

Your supervisor has the option to **return** your Progress Report to you to make changes to Stage 1 if they wish you to provide further information in the report. They will complete a textbox on the "*Supervisor Signoff*" page in Stage 2 to outline any concerns or suggestions. If your report has been returned, you may make changes to any page in Stage 1, then resubmit the report to your supervisor to complete Stage 2.

You will still have access to log in and view the eForm as well as leave comments while the supervisor completes their section.

> *Note: Supervisor-specific help and instructions are available in the "Quest HDR Guide for Supervisors" document; please download a copy from the Quest website, http://research.vu.edu.au/quest.php*

Complete the "Comments on Supervisor Report" page

Once your supervisor has reviewed your report and completed all sections in "Stage 2 – Supervisor Report", they will submit the Progress Report to you. You will receive email notification confirming that the Progress Report is now available for sign-off.

"Comments on Supervisor Report" page in "Stage 3 – Candidate Review"

Submit your Progress Report to the GRC

Access Stage 3 of the report and provide any information required in this section, then click on the **Action** tab at the top left of the form and select **Submit Progress Report to GRC.** You and your supervisors will receive a confirmation email once the eForm has been successfully submitted. The system will notify the Graduate Research Centre, who will facilitate the review and assessment of your Progress Report.

> **_Important_**: *Remember to save or e-mail a copy of your eForm before you submit (see instructions on pages 9 - 11). You will lose access to the electronic record while it is under review by the GRC.*

The Graduate Research Centre and your College will review all sections of your Progress Report. You can follow the progress of your report through the review process at any time by logging in to Quest and taking note of the **Report Status** and **Process Stage** in the report table.

Example of a submitted Progress Report currently sitting with the GRC

Should further information be required by the Graduate Research Centre, you will be notified through Quest (see *"The Amendment Process – Use of Comments"* below).

You will receive formal email notification of the outcome of your Progress Report once the review process has been completed.

The Amendment Process – Use of Comments

There may be instances throughout the review process when the Graduate Research Centre (GRC) requires more information regarding your progress. These requests will be communicated to you via '*Comments*' within the eForm.

Comments can either relate to the eForm as a whole (Application Comments) or to a specific page or question (Page Comments).

> **Note**: Unlike Ethics Applications which use 'Action Comments' as red flags, Progress Reports will only contain 'General Comments'. These are denoted by blue flags.

Comment Indicators (Flags)

If a comment has been created by the GRC, a 🚩 blue flag will appear next to the applicable page title in the form navigation menu or against your name in the top-left of the eForm. The flag will also appear against each section title where a comment exists on a page within that section.
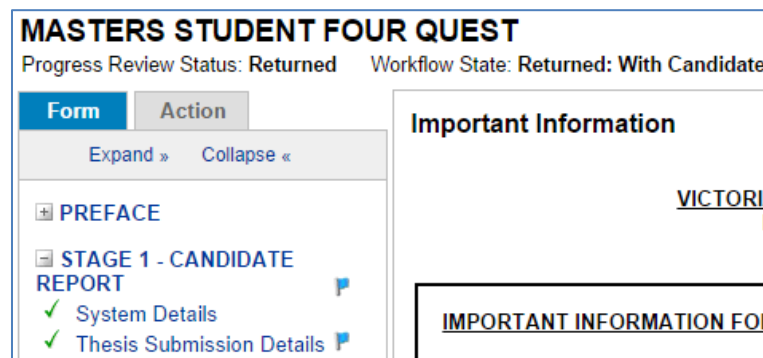
An example of a Page Comment on the Thesis Submission Details page in Stage 1

View All Comments

To generate a list of all comments created within your Progress Report, click the 📄 report icon. Select "Comments Report" from the Document drop-down field and click **OK**.

This list will provide you with an overall picture of the information you have been asked to provide for the entire Progress Report. Click **Cancel** to return to the form.
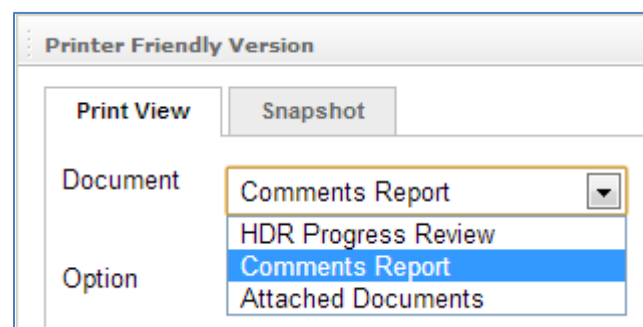
The Document dropdown field in the Report window

**Using Comments to Communicate between Candidate and Supervisors**

You and your supervisors are also able to communicate throughout the Progress Report submission process by using the 'Comments' function following the instructions below to view and create comments.

To ensure that you do not miss any comments, remember to run a *Comments Report* each time you return to the Progress Report eForm.

Responding to Comments

1. View the comment

To view the comment, open the page which displays a 🚩 blue flag, then click the 🗒 Page Comments icon. A new window will pop up listing all comments against that page. Hover over the comment text to view it, or click on the **comment text** to open it up.
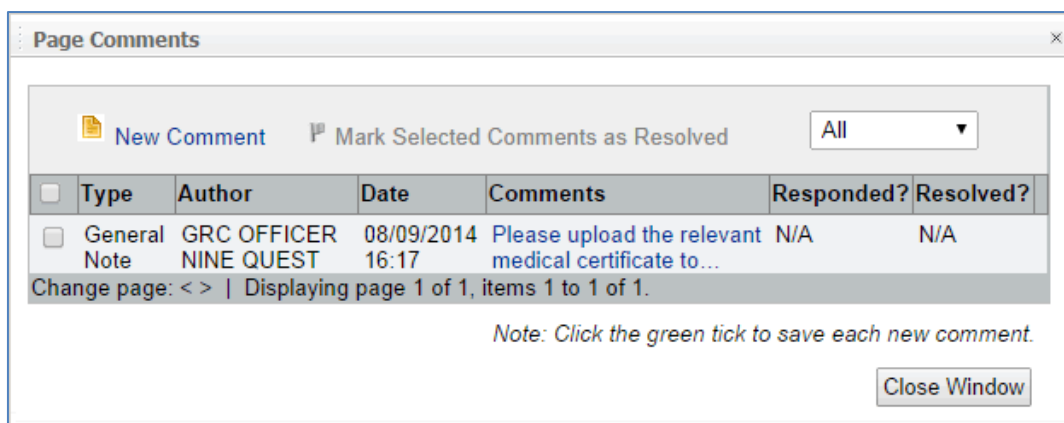
The 'Page Comments' window

2. Amend your answers within the eForm

Click **Close Window** to close the Page Comments window and return to the Progress Report form. Amend the answers directly within the form in line with the additional information requested.

Remember to save the page using the 💾 floppy disk icon.

3. Provide a response (optional)

Once you have answered or amended the relevant question inside the eForm, you may also provide a response to the GRC's comment briefly outlining how you have revised your answer within the eForm.

Reopen the 🗒 Page Comments window and click 🗒 New Comment to enter your response.

Entering a response to a comment

Remember to <u>click the</u> ✅ <u>green tick</u> at the bottom of the table to save your response, or the ❌ red cross to exit without saving. You can delete your response by clicking the 🗑 rubbish bin to the right of the table.

> **Note**: Closing the window will <u>not</u> save your response. Remember to click the ✅ green tick.

Click **Close Window** to close the Page Comments box to go back to the Progress Report form. Please remember to 💾 **save the page** to ensure that the comment has registered.

4. Resubmit your Progress Report

Once you have responded to all comments created by the GRC, click on the **Action** tab in the left-hand column and choose **Resubmit Progress Report to GRC** to resubmit the form for review**.**