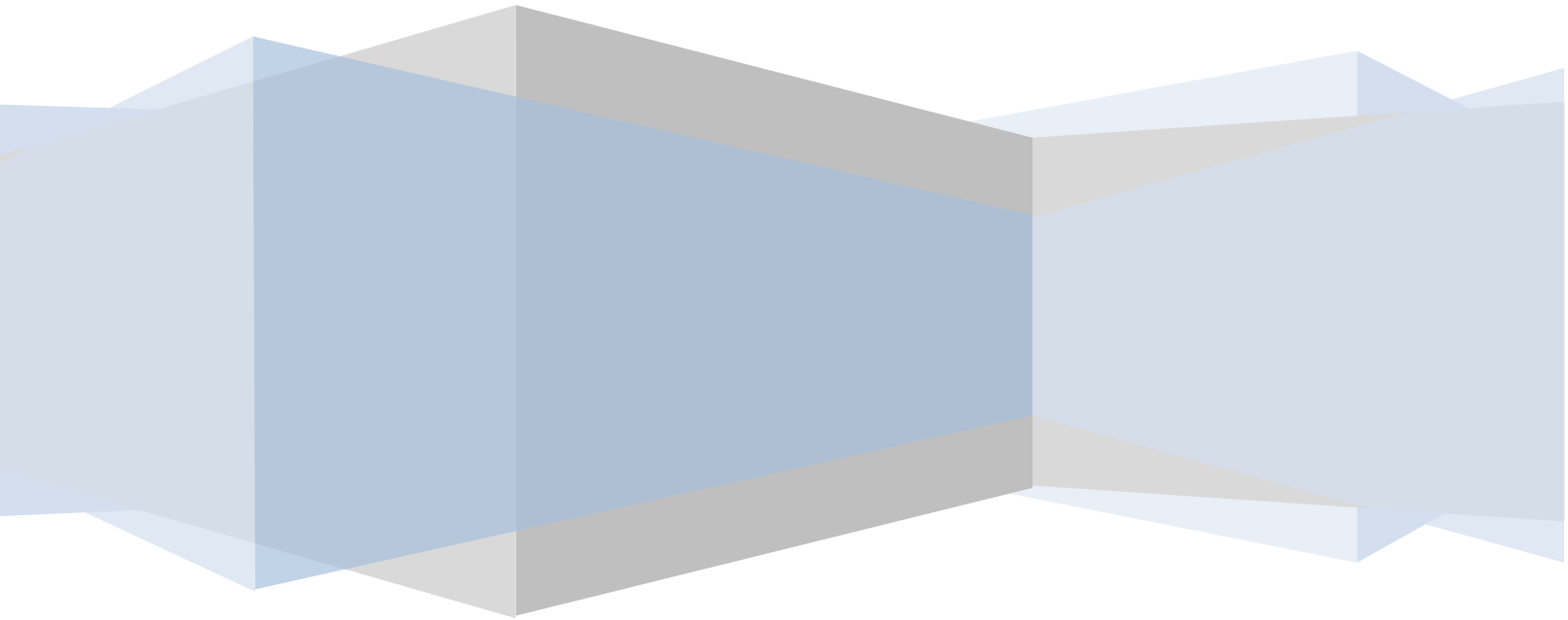
NOVA SOUTHEASTERN UNIVERSITY

Abraham S. Fischler School of Education

ADRIANA
Applied Dissertation and Research Information System
Student Training Workbook



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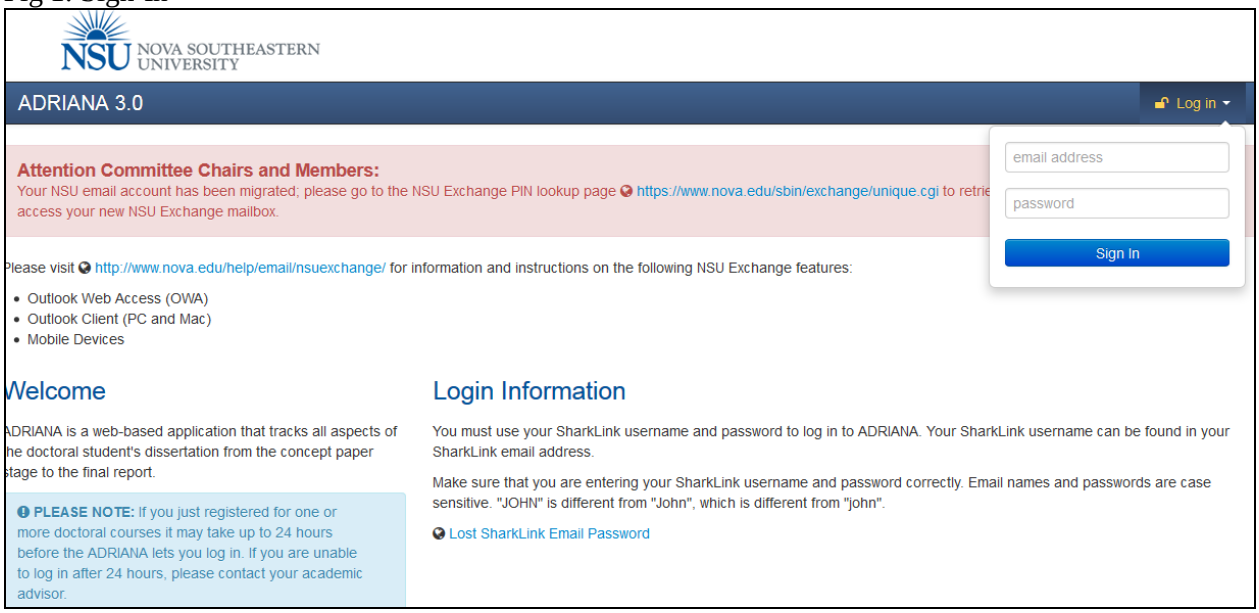
Welcome to ADRIANA!

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. Students are required to use ADRIANA for all communications with Dissertation committees. ADRIANA is designed for access through the ARC website or through a direct link at http://apps.fischlerschool.nova.edu/adriana/. This training workbook is designed to familiarize students 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 to ADRIANA navigate to https://adriana.nova.edu. Select the Log in at to the top right corner of the page. Enter your SharkLink username and password and select "Sign In".

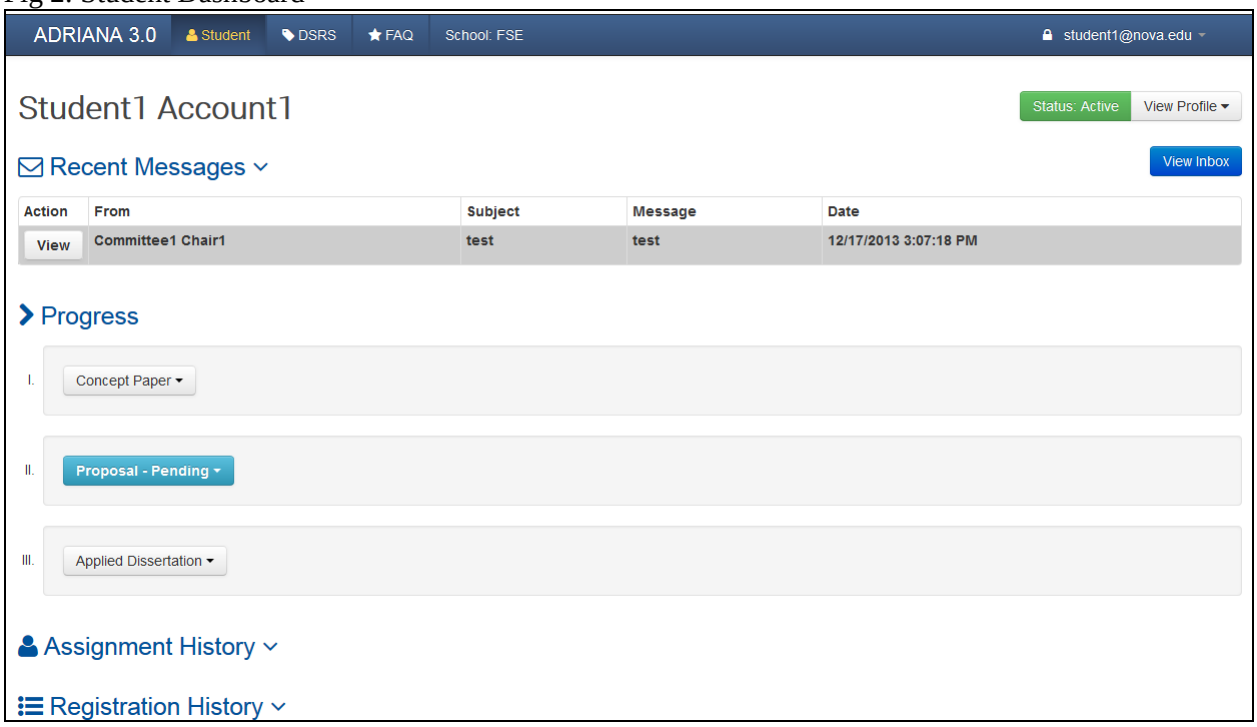
Fig 1: Sign-In



Student Dashboard

Once you have signed in you will be taken to a dashboard. The dashboard will display several sections.

Fig 2: Student Dashboard



Messenger

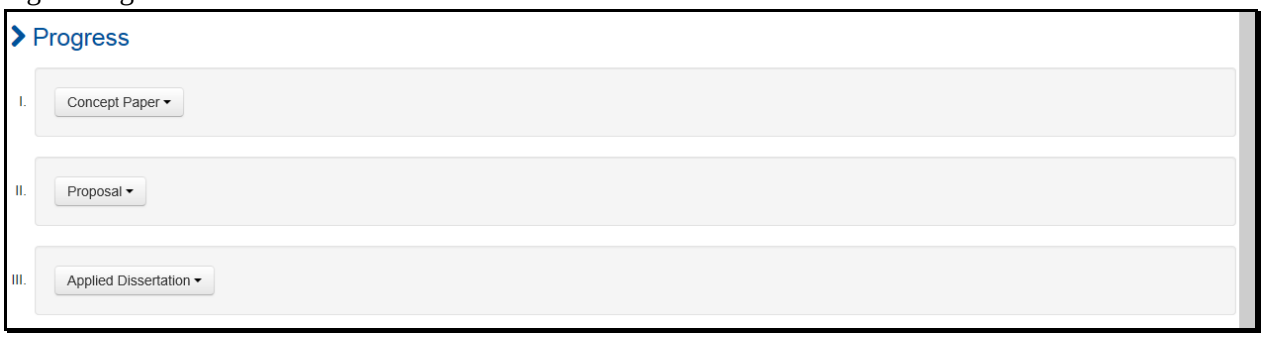
The first section is the Messenger. ADRIANA has a built in Messenger that allows communication between you and your dissertation committee.

Fig 3: Messenger

Progress

The Progress section displays the benchmarks and stages students will need to complete in order to satisfy the dissertation requirements. As a 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 can submit a grade.

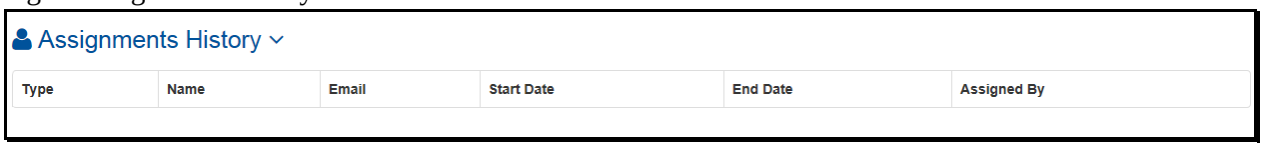
Fig 4: Progress



Assignments History

Below the Progress section is the Assignment History. The Assignment History lists the members of the dissertation committee that have been assigned to a student by the Applied Research Office (ARC).

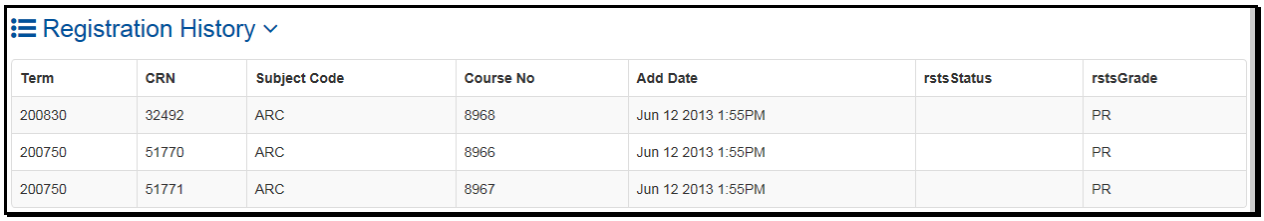
Fig 5: Assignment History



Registration History

Below the Assignment History is the Registration History. The Registration History lists the benchmarks and the Applied Dissertation Services (ADS) courses that a student has registered for by term.

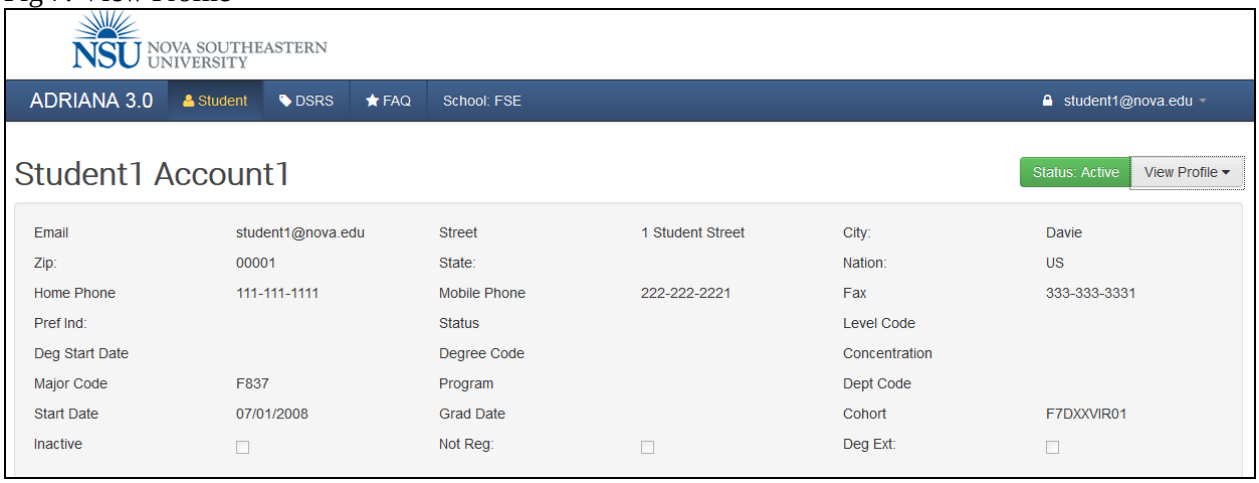
Fig 6: Registration History



View Profile

The View Profile is located in the upper right corner of the Dashboard. Notice how the status is displayed next to View Profile. If a 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". Select View Profile. If any of the information is in error, it will require an update through Banner, NSU's primary 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.

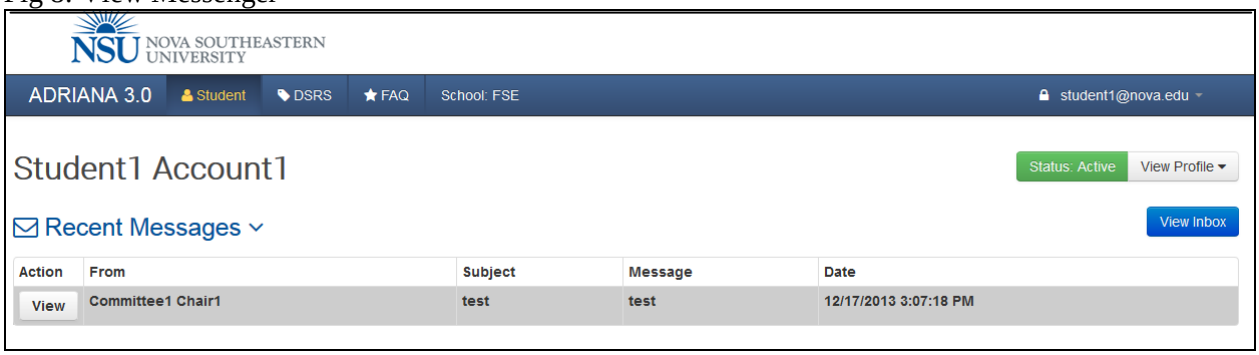
Fig 7: View Profile



View Messenger

The Messenger allows for communication between students and the dissertation committee. Students are required to use the ADRIANA Messenger for all of your communications with their dissertation committee. Select View Inbox to access the Student Inbox.

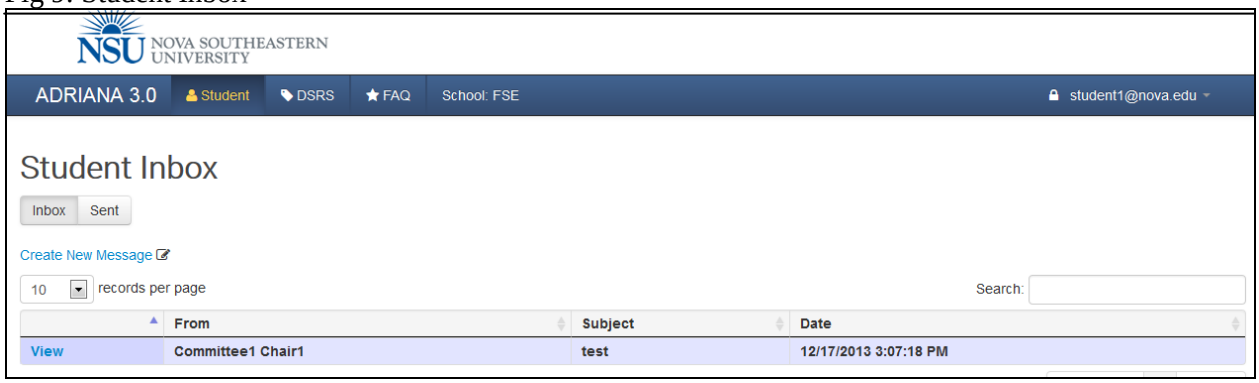
Fig 8: View Messenger



Student Inbox

From the Inbox view students 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 committee members. ADRIANA also allows files to be attached to a message. 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 9: Student Inbox



Compose Message

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

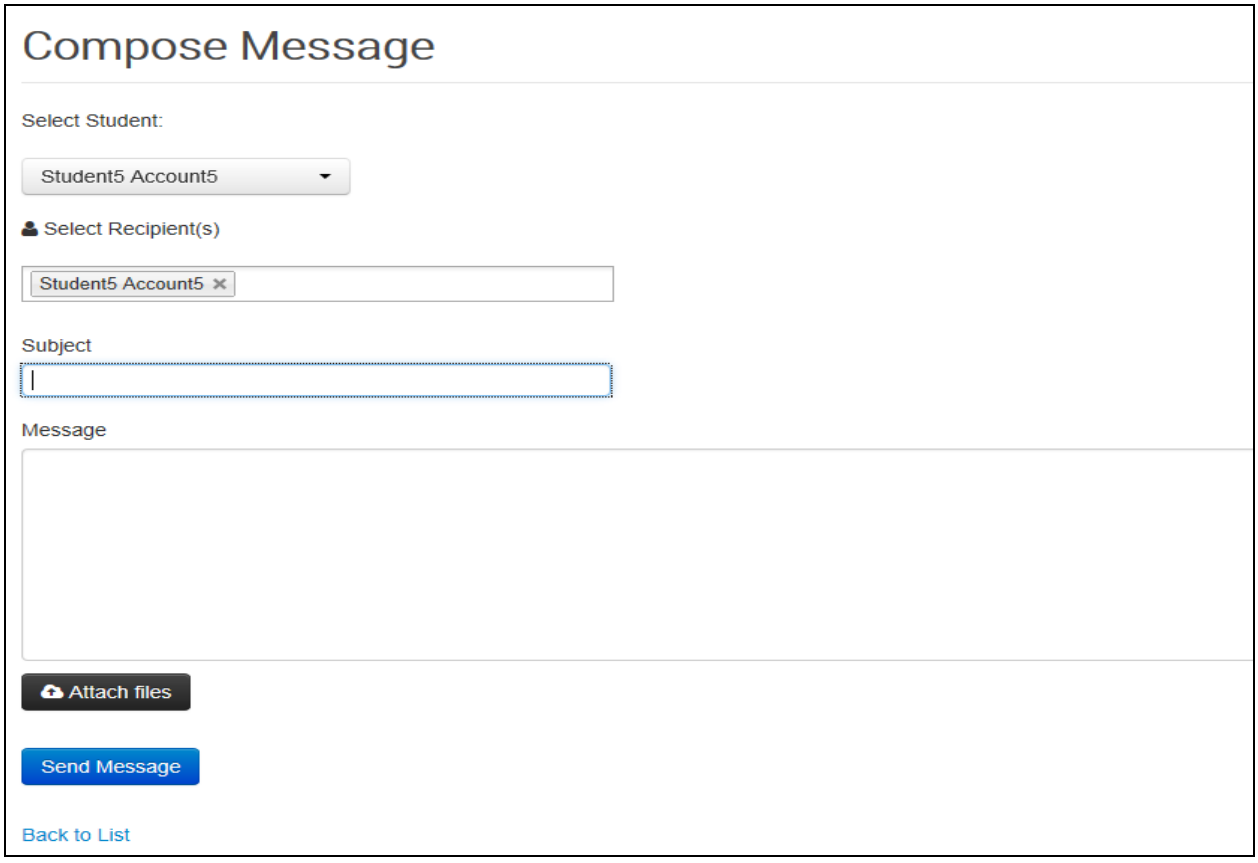
- [View Inbox]>[Create New Message]>[Select Recipients]>enter subject
- Enter message
- [Send Message]

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]

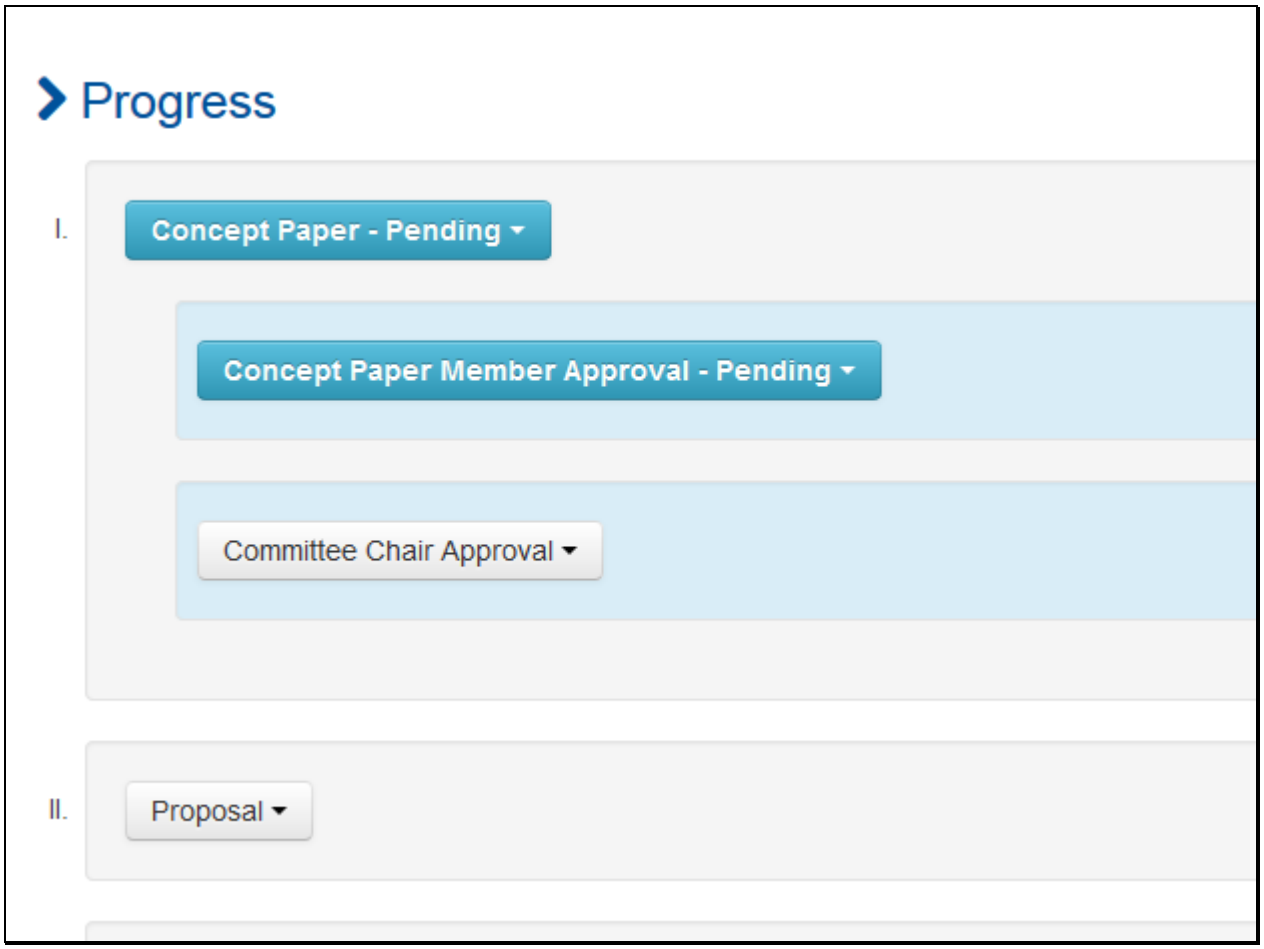
Fig 10: Compose Message and/or Attach a File


Compose Message
Select Student:
Student5 Account5
Select Recipient(s)
Student5 Account5
Subject
Message
Attach files
Send Message
Back to List

View Progress

The Progress section displays the benchmarks and stages that students will need to complete in order to satisfy the requirements of the dissertation. As students progress through the dissertation ADRIANA will highlight the current benchmark. As students complete the required stages the benchmark will collapse and will no longer be highlighted. Some benchmarks have stages with additional features or requirements such as checklists or file uploads. By selecting a specific stage in a benchmark students will be able to view the approval and date of approval, any material that was uploaded to that stage and/or the checklist that is required for that stage. Once a benchmark has been completely approved the Grade Recommendation Form will display as well.

Fig 11: View Progress

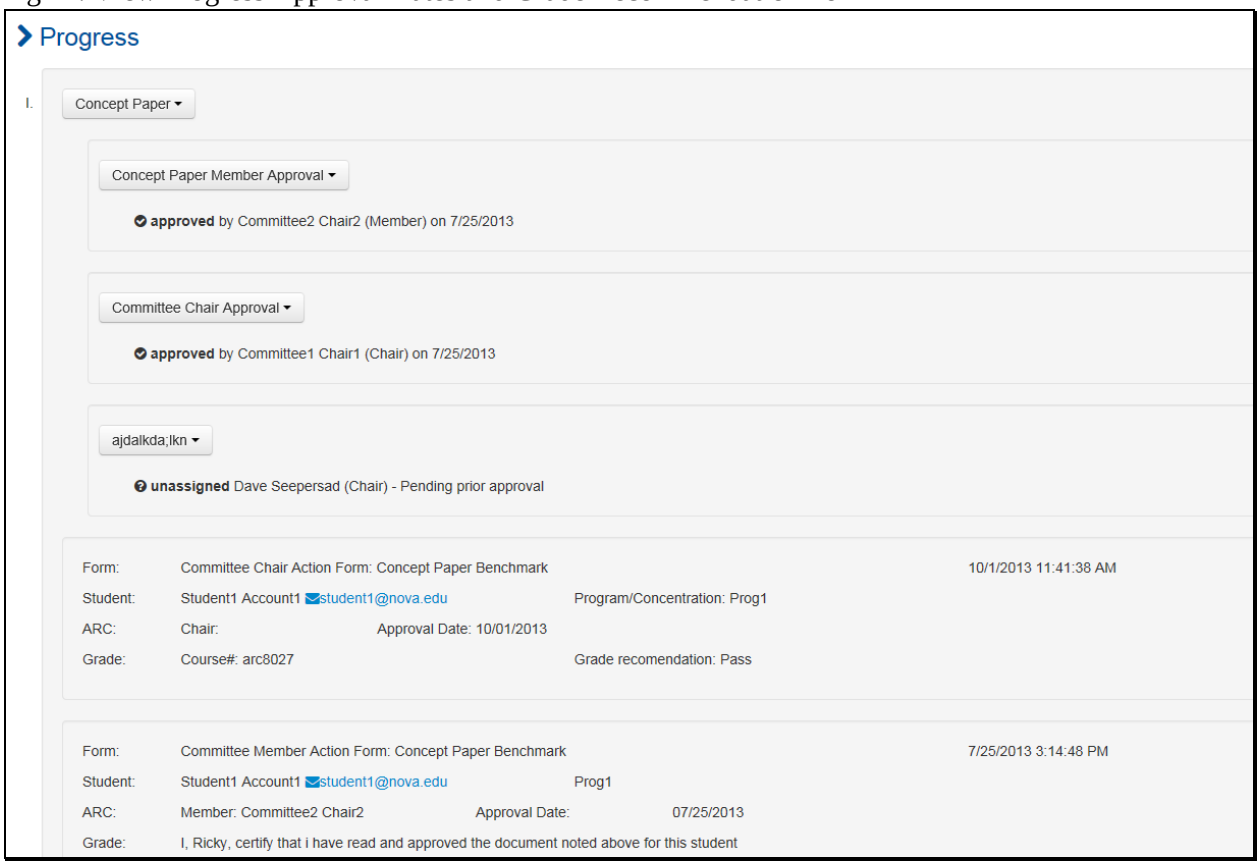


View Progress Approval Dates and Grade Recommendation Form

To view approvals and Grade Recommendation Form follow these steps

- Select a benchmark that has been completed
- The approval dates will be listed next to the approver's name
- You will also see the Grade Recommendation Form

Fig 12: View Progress Approval Dates and Grade Recommendation Form



Stages

Stages are the "itemization" for a benchmark and each stage has its own set of requirements. As the student communicates with the dissertation committee through the internal messenger students will get an understanding as to what requirements are needed for a stage to be approved. Some stages may only require some communication between the student and the dissertation committee while other stages may require a document to be submitted or a checklist to be completed. For stages that require a document to be submitted the Upload feature will be used to submit the final document (drafts are submitted via the messenger to the dissertation committee). 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".

Fig 13: Stages and Itemization

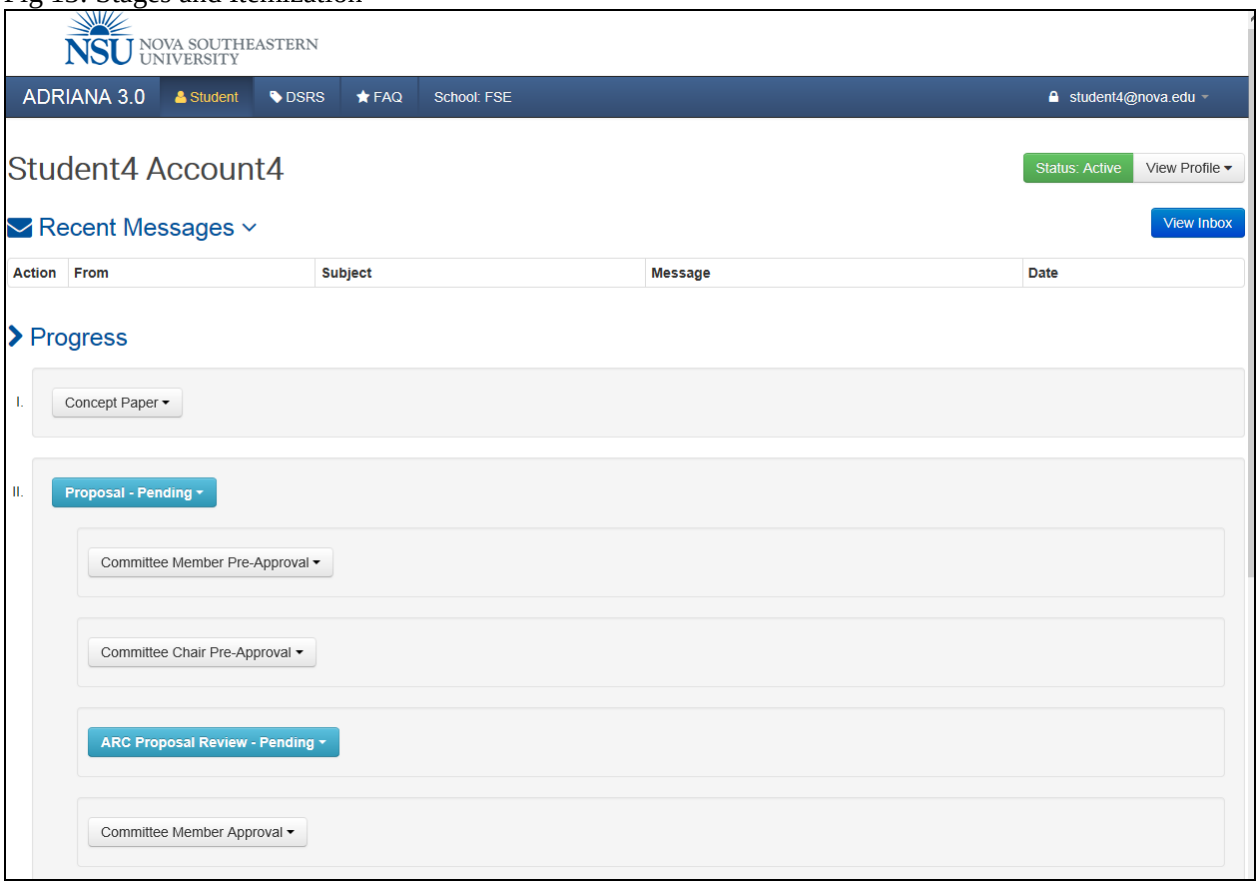
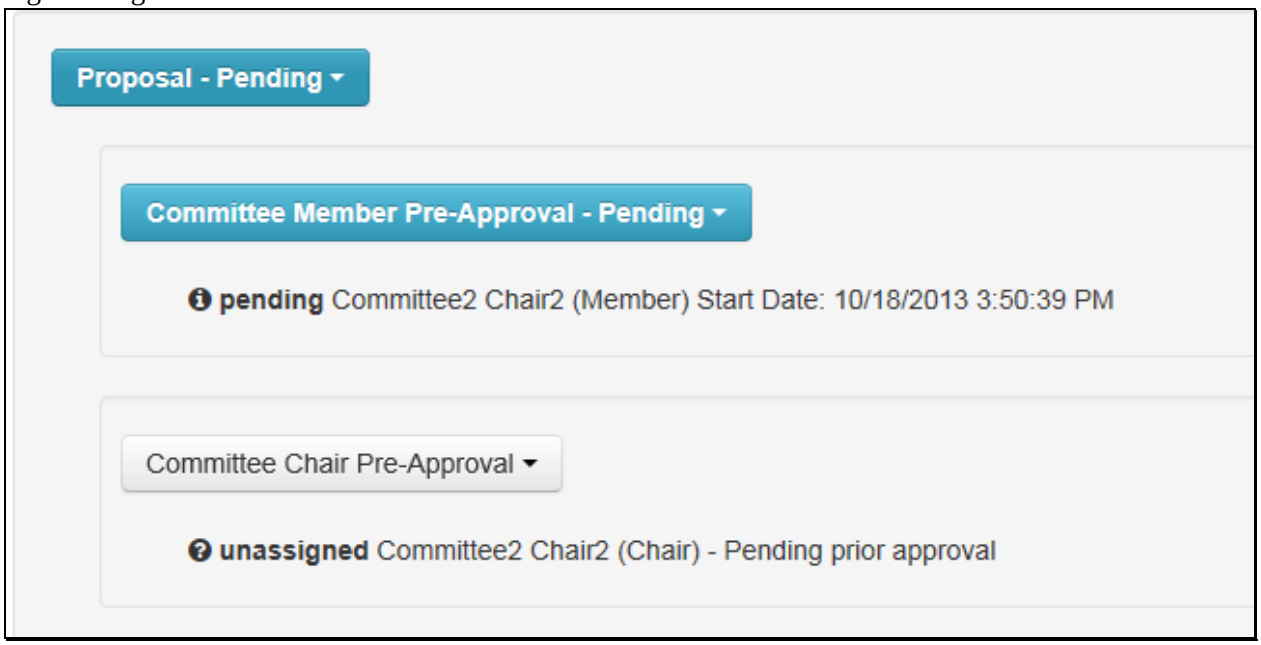
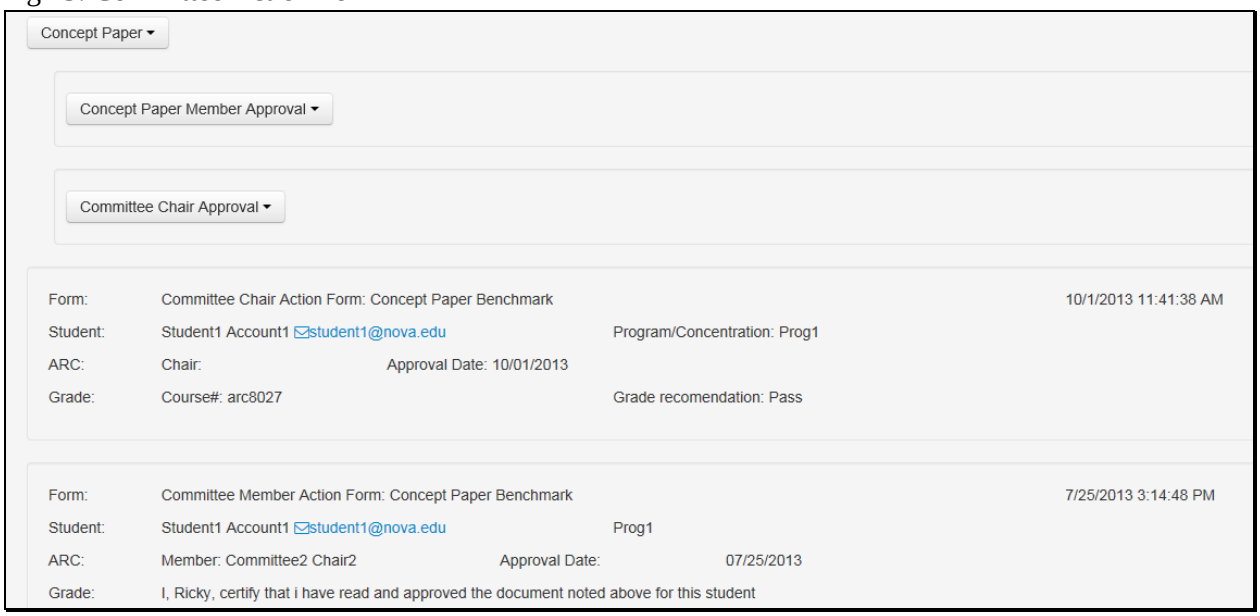


Fig 14: Stages



To view a stage or benchmark, select it to open it. Opening completed benchmarks will grant you access to your Grade Recommendation Form and Committee Action Form.

Fig 15: Committee Action Form

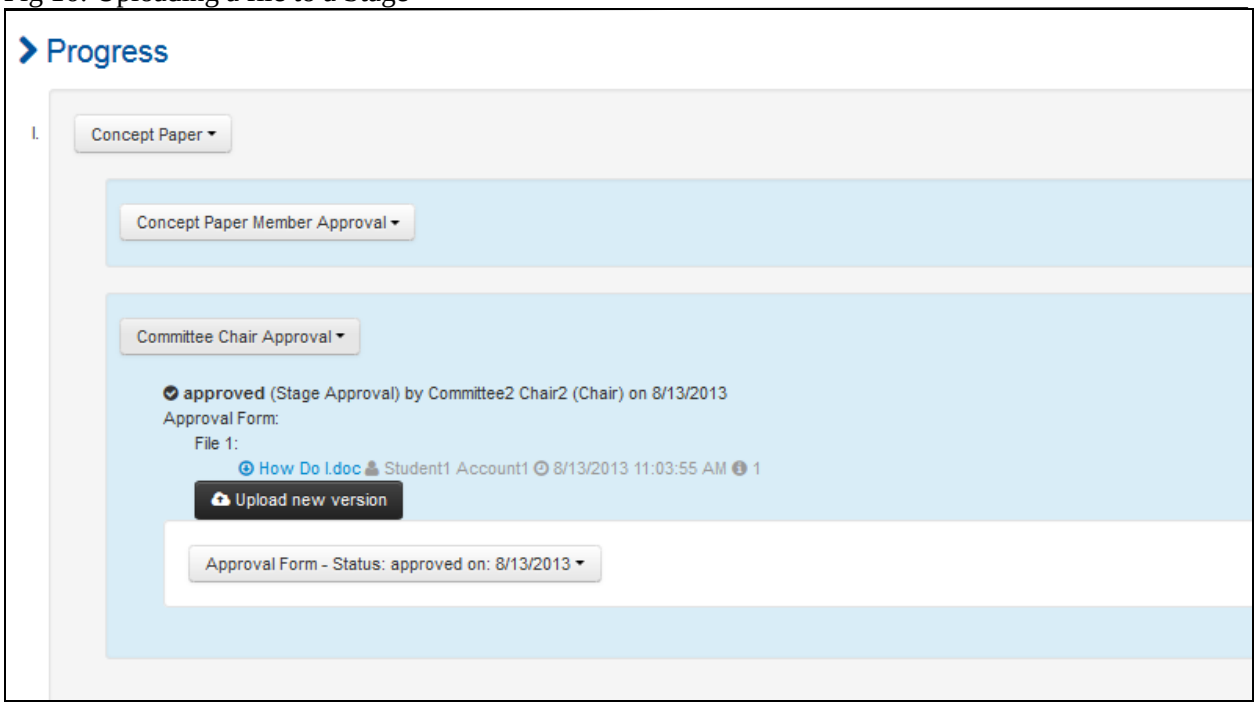


Uploading a File to a Stage

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.

- [Login]>
- Scroll down to the pending stage
- Select the blue link
- Select the file [Open]
- The file name, your name, and the date and time of the upload will display

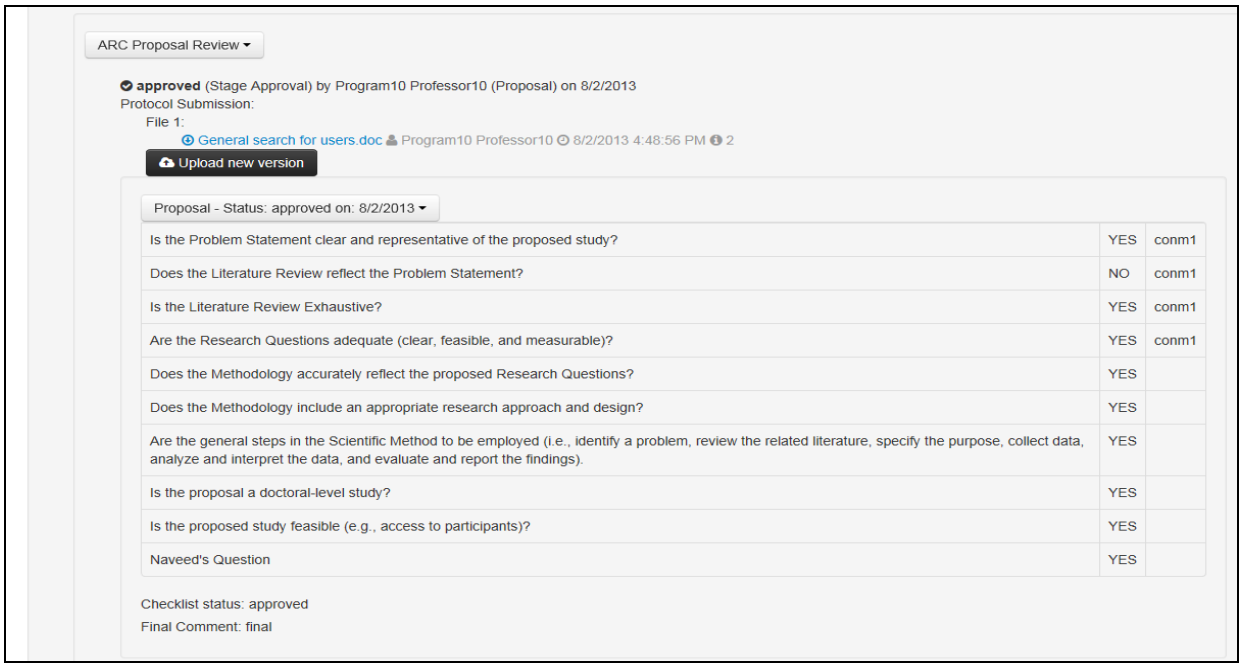
Fig 16: Uploading a file to a Stage



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). Student must keep in constant contact with the committee chair to get the requirements of a stage in order to satisfy the checklist.

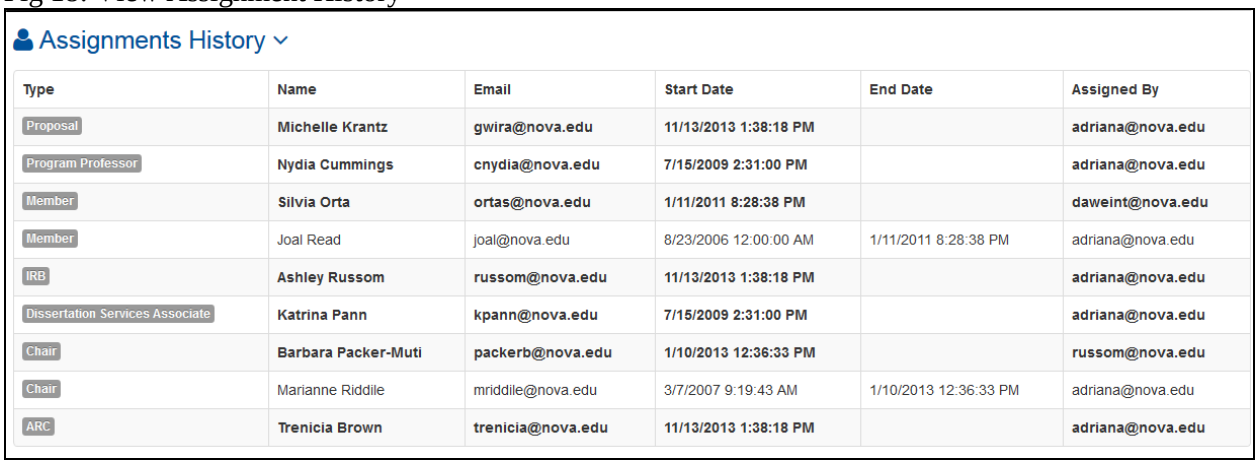
Fig 17: Checklist



View Assignment History

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

Fig 18: View Assignment History



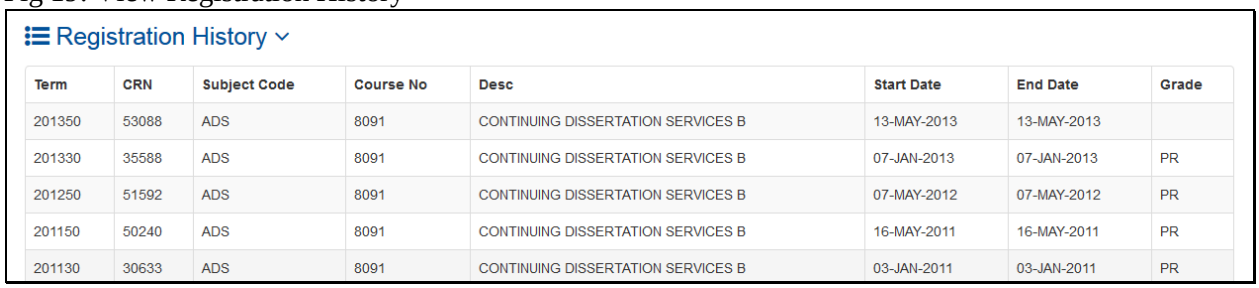
Assignments History

Type	Name	Email	Start Date	End Date	Assigned By
Proposal	Michelle Krantz	gwira@nova.edu	11/13/2013 1:38:18 PM		adriana@nova.edu
Program Professor	Nydia Cummings	cnydia@nova.edu	7/15/2009 2:31:00 PM		adriana@nova.edu
Member	Silvia Orta	ortas@nova.edu	1/11/2011 8:28:38 PM		daweint@nova.edu
Member	Joal Read	joal@nova.edu	8/23/2006 12:00:00 AM	1/11/2011 8:28:38 PM	adriana@nova.edu
IRB	Ashley Russom	russom@nova.edu	11/13/2013 1:38:18 PM		adriana@nova.edu
Dissertation Services Associate	Katrina Pann	kpann@nova.edu	7/15/2009 2:31:00 PM		adriana@nova.edu
Chair	Barbara Packer-Muti	packerb@nova.edu	1/10/2013 12:36:33 PM		russom@nova.edu
Chair	Marianne Riddile	mriddile@nova.edu	3/7/2007 9:19:43 AM	1/10/2013 12:36:33 PM	adriana@nova.edu
ARC	Trenicia Brown	trenicia@nova.edu	11/13/2013 1:38:18 PM		adriana@nova.edu

View Registration History

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

Fig 19: View Registration History



Registration History

Term	CRN	Subject Code	Course No	Desc	Start Date	End Date	Grade
201350	53088	ADS	8091	CONTINUING DISSERTATION SERVICES B	13-MAY-2013	13-MAY-2013	
201330	35588	ADS	8091	CONTINUING DISSERTATION SERVICES B	07-JAN-2013	07-JAN-2013	PR
201250	51592	ADS	8091	CONTINUING DISSERTATION SERVICES B	07-MAY-2012	07-MAY-2012	PR
201150	50240	ADS	8091	CONTINUING DISSERTATION SERVICES B	16-MAY-2011	16-MAY-2011	PR
201130	30633	ADS	8091	CONTINUING DISSERTATION SERVICES B	03-JAN-2011	03-JAN-2011	PR

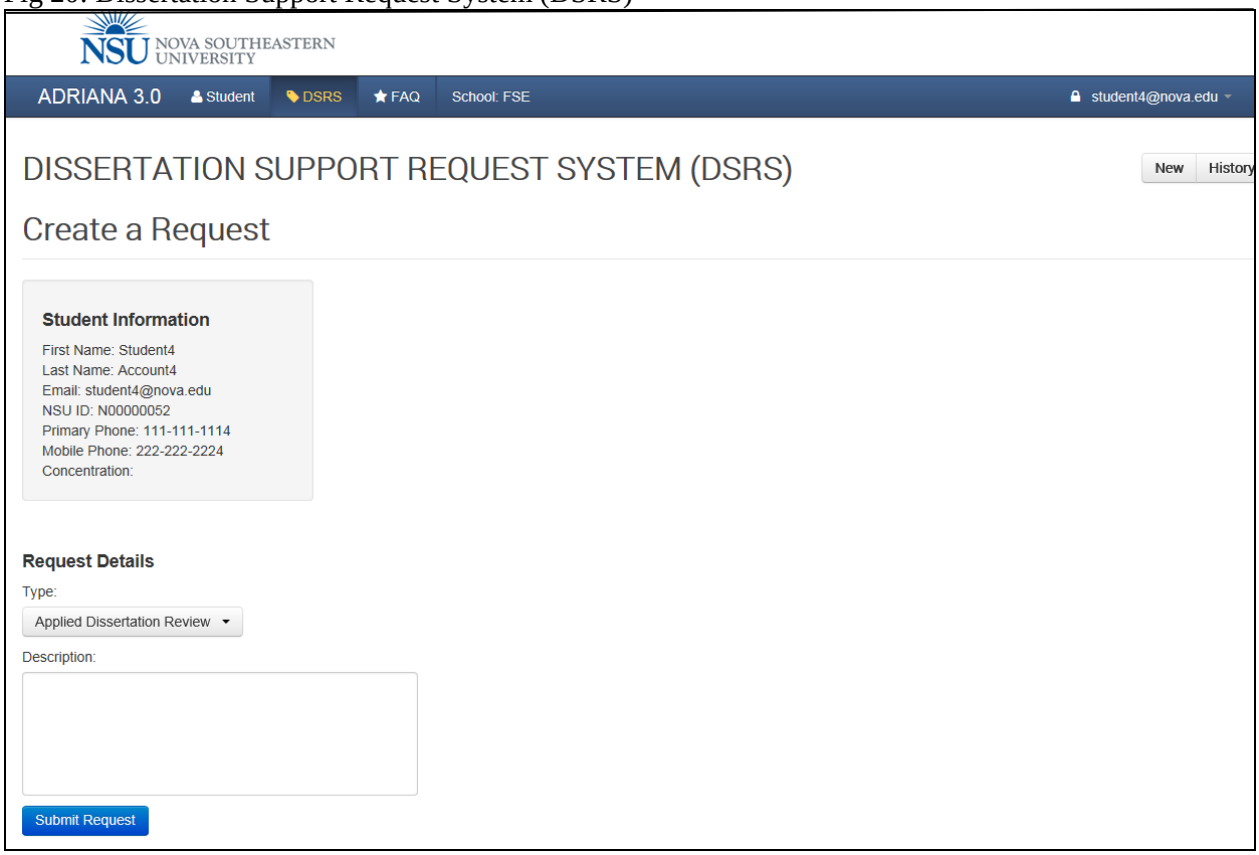
Dissertation Support Request System (DSRS)

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. Please note that the dissertation committee does not have access to the DSRS. Student requests are handled by Dissertation Services Associates or Program Professors.

To add a new request follow these steps

- [login]>
- select the [New] button in the upper right hand corner
- Select the [Type] of request from the dropdown menu
- fill out the [Description]
- Select [Submit Request]

Fig 20: Dissertation Support Request System (DSRS)

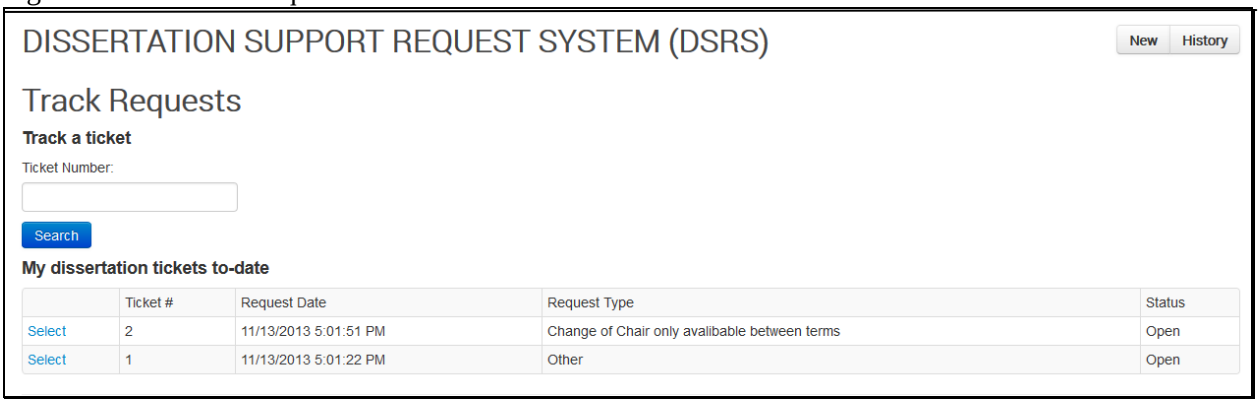


Track DSRS Requests

To view the history of your submitted requests follow these steps

- [login]>
- Select the [DRSR] in the top navigation
- Select[History] in the top right hand corner
- View your support requests to date

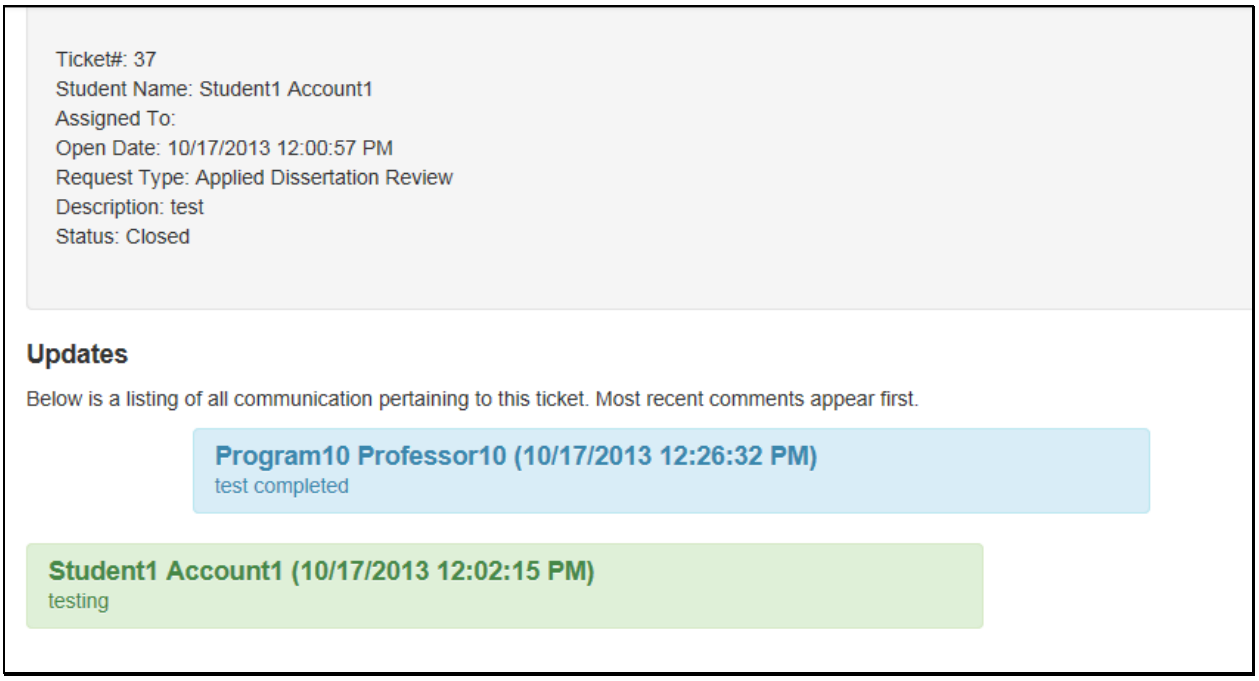
Fig 21: Track DSRS Requests



DSRS Comments

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

Fig 22: DSRS Comments

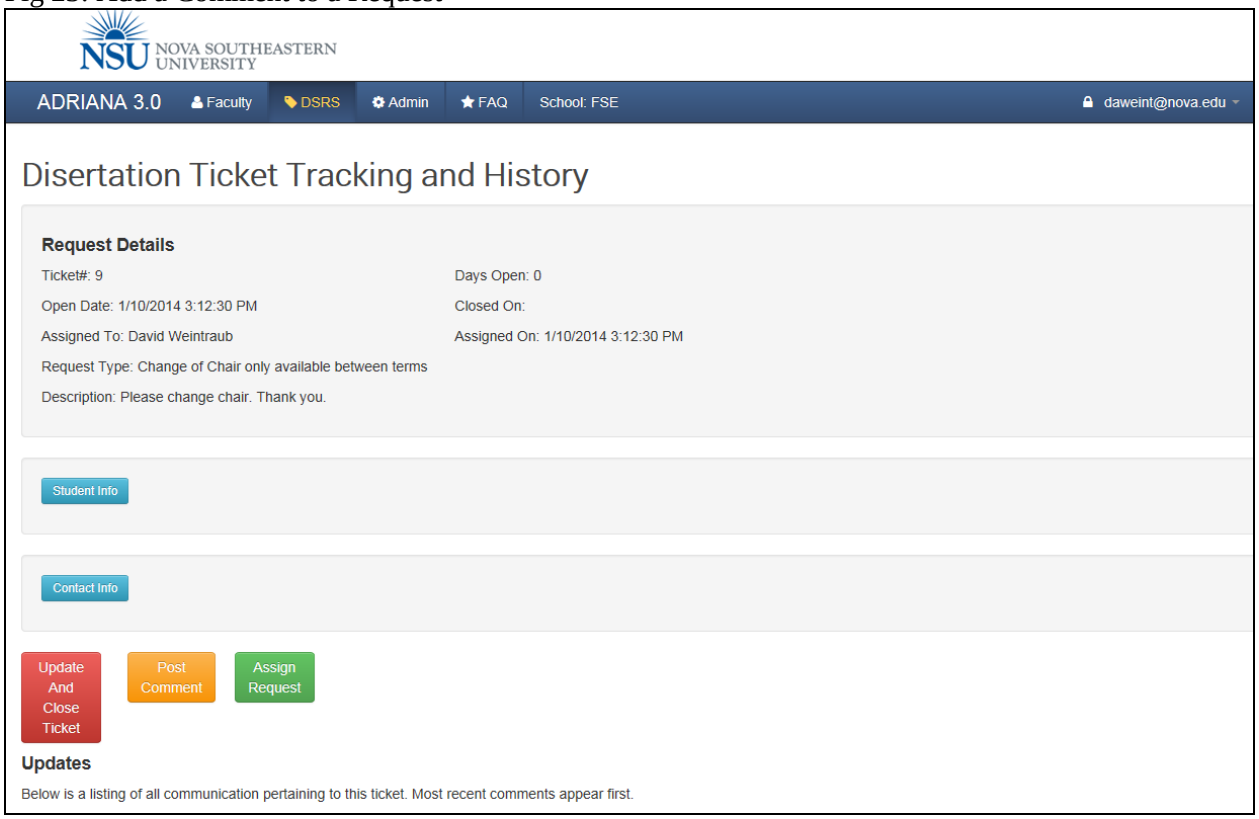


Add a Comment to a Request

To add a comment to a request follow these steps

- [login]>
- Select the [DRSR]> in the top navigation
- Select [History]
- Scroll down to “My dissertation tickets-to-date” section
- Select [select]
- Fill out the comment field
- [Post Comment]
- Comments will appear in the “Updates” section below the form

Fig 23: Add a Comment to a Request



Notes