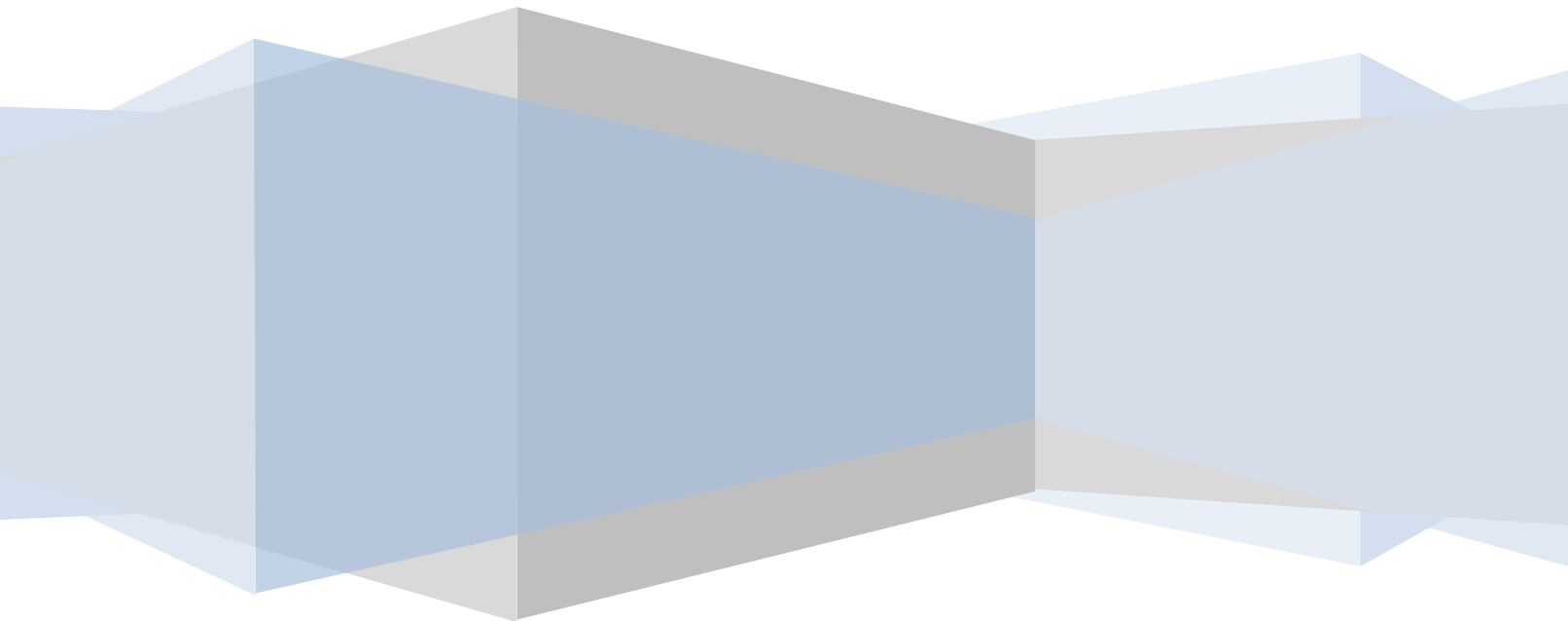




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Abraham S. Fischler  
School of Education

**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

**NSU** NOVA SOUTHEASTERN UNIVERSITY

ADRIANA 3.0 Log In

**Attention Committee Chairs and Members:**  
Your NSU email account has been migrated; please go to the NSU Exchange PIN lookup page <https://www.nova.edu/sbin/exchange/unique.cgi> to retrieve and access your new NSU Exchange mailbox.

Please visit <http://www.nova.edu/help/email/nsuexchange/> for information and instructions on the following NSU Exchange features:

- Outlook Web Access (OWA)
- Outlook Client (PC and Mac)
- Mobile Devices

**Welcome**

ADRIANA is a web-based application that tracks all aspects of the doctoral student's dissertation from the concept paper stage to the final report.

**PLEASE NOTE:** If you just registered for one or more doctoral courses it may take up to 24 hours before the ADRIANA lets you log in. If you are unable to log in after 24 hours, please contact your academic advisor.

**Login Information**

You must use your SharkLink username and password to log in to ADRIANA. Your SharkLink username can be found in your SharkLink email address.

Make sure that you are entering your SharkLink username and password correctly. Email names and passwords are case sensitive. "JOHN" is different from "John", which is different from "john".

[Lost SharkLink Email Password](#)

email address

password

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

ADRIANA 3.0 Student DSRs FAQ School: FSE student1@nova.edu

### Student1 Account1

Status: Active View Profile

#### Recent Messages

View Inbox

Action	From	Subject	Message	Date
View	Committee1 Chair1	test	test	12/17/2013 3:07:18 PM

#### Progress

- Concept Paper
- Proposal - Pending
- Applied Dissertation

#### Assignment History

#### Registration History

## 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

#### Recent Messages

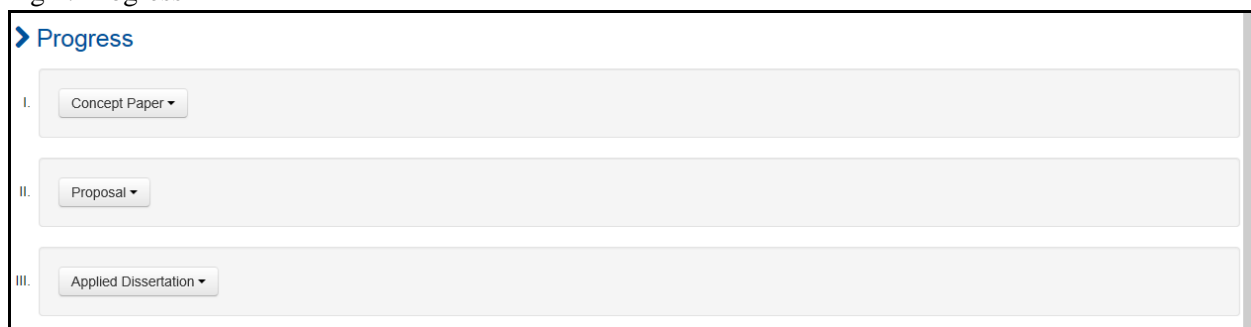
View Inbox

Action	From	Subject	Message	Date
--------	------	---------	---------	------

## ***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



The screenshot shows a 'Progress' section with a blue arrow icon and the text 'Progress'. Below this, there are three numbered stages, each with a dropdown menu:

- I. Concept Paper
- II. Proposal
- III. Applied Dissertation

## ***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



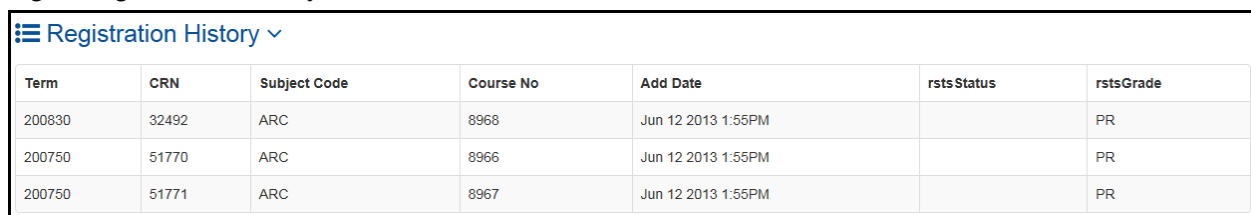
The screenshot shows an 'Assignments History' section with a blue person icon and a dropdown arrow. Below the header is a table with the following columns:

Type	Name	Email	Start Date	End Date	Assigned By
------	------	-------	------------	----------	-------------

## ***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



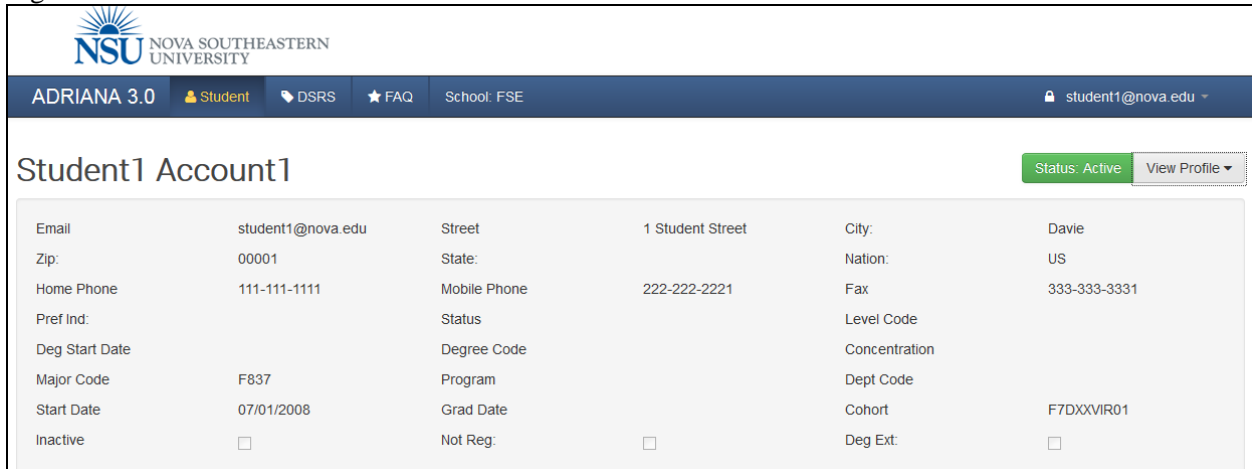
The screenshot shows a 'Registration History' section with a blue list icon and a dropdown arrow. Below the header is a table with the following columns:

Term	CRN	Subject Code	Course No	Add Date	rstStatus	rstGrade
200830	32492	ARC	8968	Jun 12 2013 1:55PM		PR
200750	51770	ARC	8966	Jun 12 2013 1:55PM		PR
200750	51771	ARC	8967	Jun 12 2013 1:55PM		PR

## 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

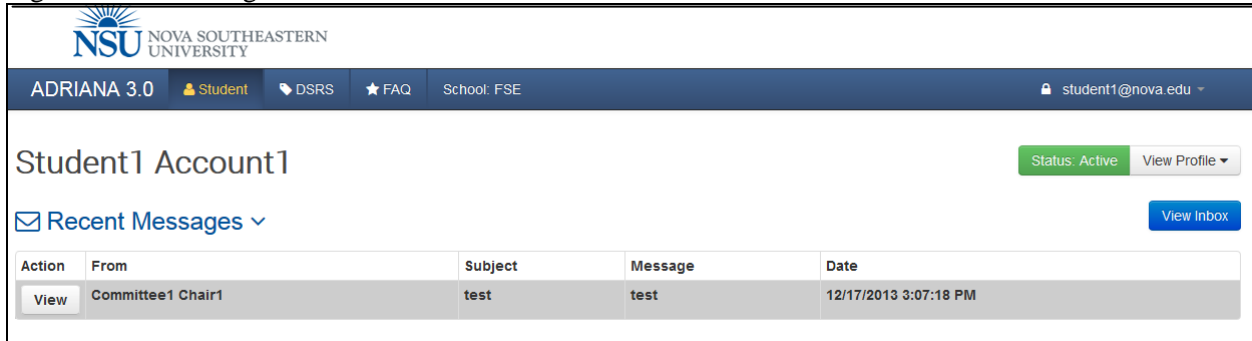


Email	student1@nova.edu	Street	1 Student Street	City:	Davie
Zip:	00001	State:		Nation:	US
Home Phone	111-111-1111	Mobile Phone	222-222-2221	Fax	333-333-3331
Pref Ind:		Status		Level Code	
Deg Start Date		Degree Code		Concentration	
Major Code	F837	Program		Dept Code	
Start Date	07/01/2008	Grad Date		Cohort	F7DXXVIR01
Inactive	<input type="checkbox"/>	Not Reg:	<input type="checkbox"/>	Deg Ext:	<input type="checkbox"/>

## 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



The screenshot displays the ADRIANA 3.0 Messenger interface. At the top, the NSU logo and "NOVA SOUTHEASTERN UNIVERSITY" are visible. The navigation bar includes "ADRIANA 3.0", "Student", "DSRS", "FAQ", and "School: FSE". The user's email "student1@nova.edu" is shown in the top right. Below the navigation bar, the user's account name "Student1 Account1" is displayed, along with a "Status: Active" indicator and a "View Profile" button. A "Recent Messages" section is shown with a "View Inbox" button. A table lists a recent message:

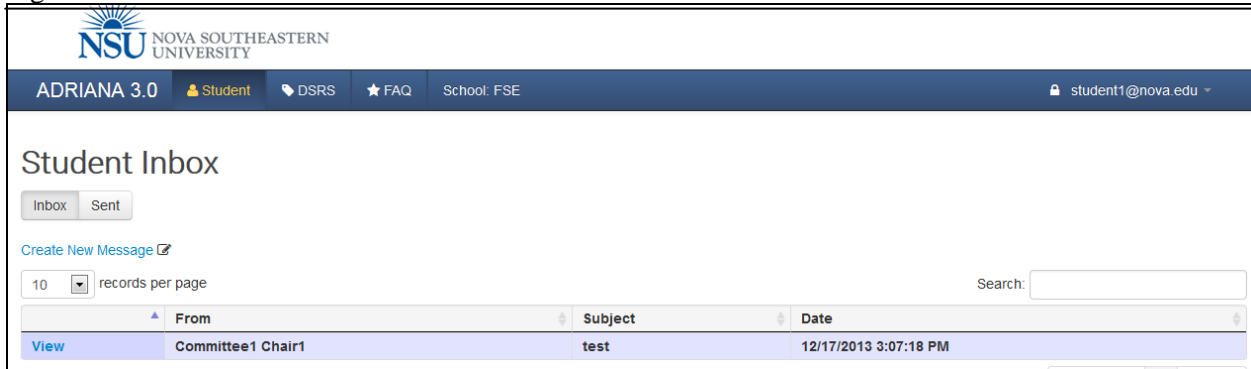
Action	From	Subject	Message	Date
<a href="#">View</a>	Committee1 Chair1	test	test	12/17/2013 3:07:18 PM



## 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

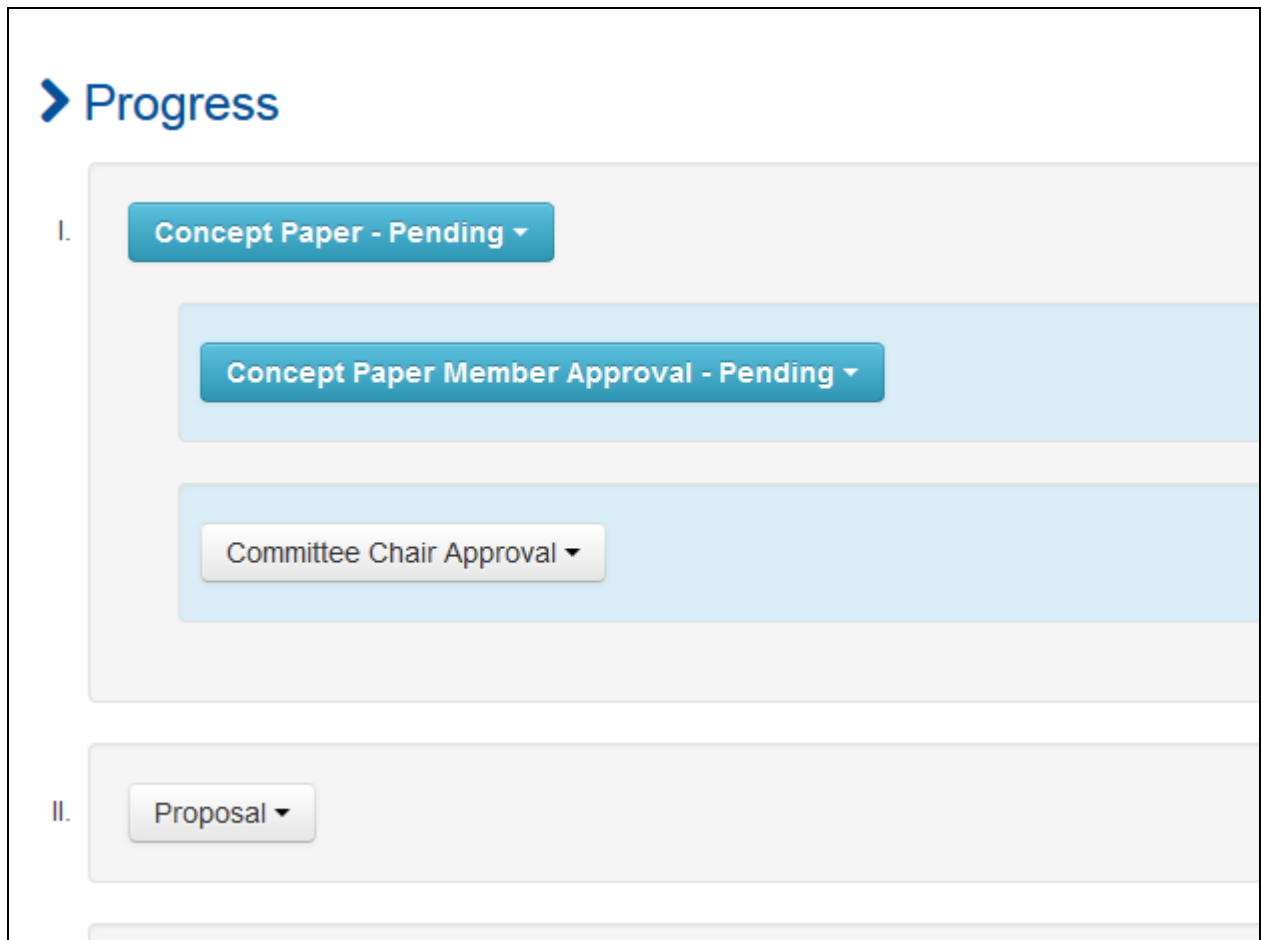
Send Message

[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

The screenshot displays a web interface for viewing progress approval dates and grade recommendation forms. The interface is titled "Progress" and shows a list of items under the heading "I. Concept Paper".

The first item is "Concept Paper Member Approval", which is marked as "approved" by Committee2 Chair2 (Member) on 7/25/2013.

The second item is "Committee Chair Approval", which is marked as "approved" by Committee1 Chair1 (Chair) on 7/25/2013.

The third item is "ajdalkda;lk", which is marked as "unassigned" Dave Seepersad (Chair) - Pending prior approval.

Below the list, there are two detailed form entries:

**Form 1:** Committee Chair Action Form: Concept Paper Benchmark, 10/1/2013 11:41:38 AM  
Student: Student1 Account1 [student1@nova.edu](mailto:student1@nova.edu), Program/Concentration: Prog1  
ARC: Chair: Approval Date: 10/01/2013  
Grade: Course#: arc8027, Grade recommendation: Pass

**Form 2:** Committee Member Action Form: Concept Paper Benchmark, 7/25/2013 3:14:48 PM  
Student: Student1 Account1 [student1@nova.edu](mailto:student1@nova.edu), Prog1  
ARC: Member: Committee2 Chair2, Approval Date: 07/25/2013  
Grade: I, Ricky, certify that I have read and approved the document noted above for this student

## 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

The screenshot displays the NSU ADRIANA 3.0 student account interface. At the top, the NSU logo and "NOVA SOUTHEASTERN UNIVERSITY" are visible. The navigation bar includes "ADRIANA 3.0", "Student", "DSRS", "FAQ", "School: FSE", and the user's email "student4@nova.edu". The main header shows "Student4 Account4" with a "Status: Active" indicator and a "View Profile" dropdown. Below this is a "Recent Messages" section with a "View Inbox" button. A table with columns "Action", "From", "Subject", "Message", and "Date" is present but empty. The "Progress" section is expanded, showing a list of stages:

- I. Concept Paper
- II. Proposal - Pending
  - Committee Member Pre-Approval
  - Committee Chair Pre-Approval
  - ARC Proposal Review - Pending
  - Committee Member Approval

Fig 14: Stages

The screenshot shows a vertical list of stages in a light gray container. At the top is a blue button labeled "Proposal - Pending" with a dropdown arrow. Below it is a white box containing a blue button labeled "Committee Member Pre-Approval - Pending" with a dropdown arrow. Underneath this button is a status indicator: a question mark icon followed by the text "pending Committee2 Chair2 (Member) Start Date: 10/18/2013 3:50:39 PM". Below this is another white box containing a gray button labeled "Committee Chair Pre-Approval" with a dropdown arrow. Underneath this button is a status indicator: a question mark icon followed by the text "unassigned Committee2 Chair2 (Chair) - Pending prior approval".

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

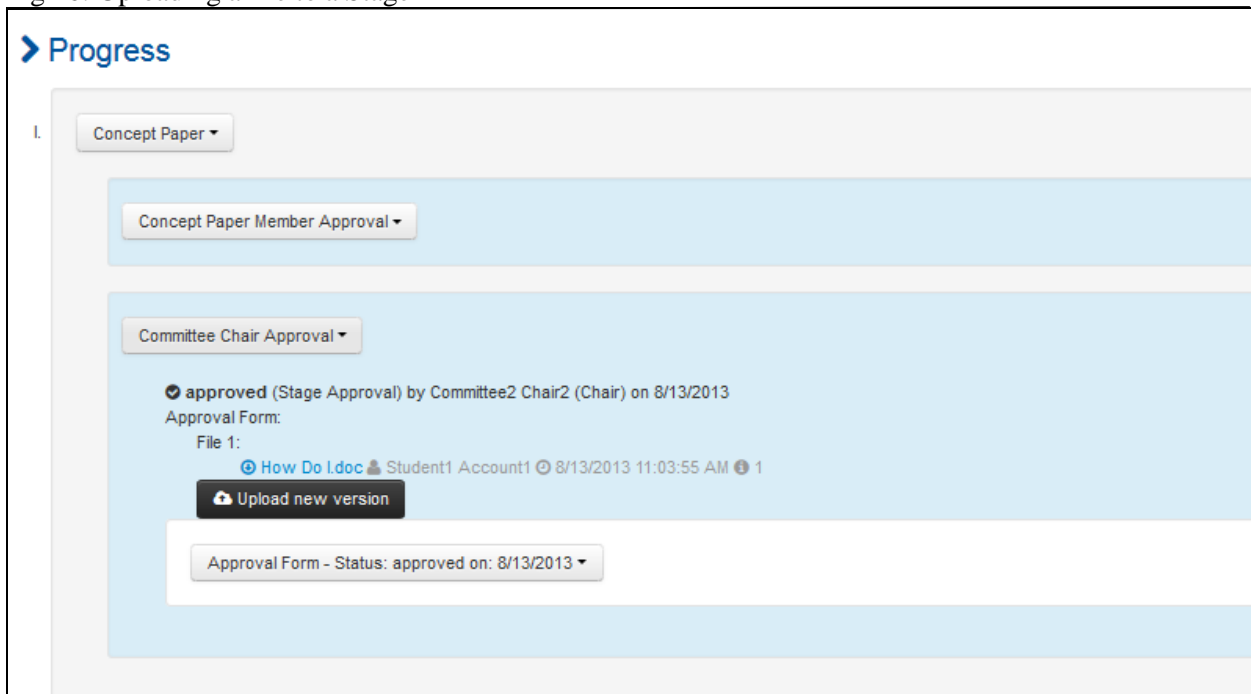
The screenshot shows a form titled "Concept Paper" with a dropdown arrow. Below the title are three buttons: "Concept Paper Member Approval", "Committee Chair Approval", and "Committee Chair Approval". Below these buttons are two rows of form data. The first row shows: Form: Committee Chair Action Form: Concept Paper Benchmark (10/1/2013 11:41:38 AM), Student: Student1 Account1 (student1@nova.edu) (Program/Concentration: Prog1), ARC: Chair: (Approval Date: 10/01/2013), Grade: Course#: arc8027 (Grade recommendation: Pass). The second row shows: Form: Committee Member Action Form: Concept Paper Benchmark (7/25/2013 3:14:48 PM), Student: Student1 Account1 (student1@nova.edu) (Prog1), ARC: Member: Committee2 Chair2 (Approval Date: 07/25/2013), Grade: I, Ricky, certify that i have read and approved the document noted above for this student.

## 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

ARC Proposal Review ▾

● approved (Stage Approval) by Program10 Professor10 (Proposal) on 8/2/2013  
Protocol Submission:

File 1:  
[General search for users.doc](#) Program10 Professor10 8/2/2013 4:48:56 PM 2  
[Upload new version](#)

Proposal - Status: approved on: 8/2/2013 ▾

Is the Problem Statement clear and representative of the proposed study?	YES	conm1
Does the Literature Review reflect the Problem Statement?	NO	conm1
Is the Literature Review Exhaustive?	YES	conm1
Are the Research Questions adequate (clear, feasible, and measurable)?	YES	conm1
Does the Methodology accurately reflect the proposed Research Questions?	YES	
Does the Methodology include an appropriate research approach and design?	YES	
Are the general steps in the Scientific Method to be employed (i.e., identify a problem, review the related literature, specify the purpose, collect data, analyze and interpret the data, and evaluate and report the findings).	YES	
Is the proposal a doctoral-level study?	YES	
Is the proposed study feasible (e.g., access to participants)?	YES	
Naveed's Question	YES	

Checklist status: approved  
Final Comment: final



## 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

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 Riddle	mriddle@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

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)

NSU NOVA SOUTHEASTERN UNIVERSITY

ADRIANA 3.0 Student DSRS FAQ School: FSE student4@nova.edu

### DISSERTATION SUPPORT REQUEST SYSTEM (DSRS)

New History

#### Create a Request

**Student Information**

First Name: Student4  
Last Name: Account4  
Email: student4@nova.edu  
NSU ID: N00000052  
Primary Phone: 111-111-1114  
Mobile Phone: 222-222-2224  
Concentration:

**Request Details**

Type:  
Applied Dissertation Review

Description:

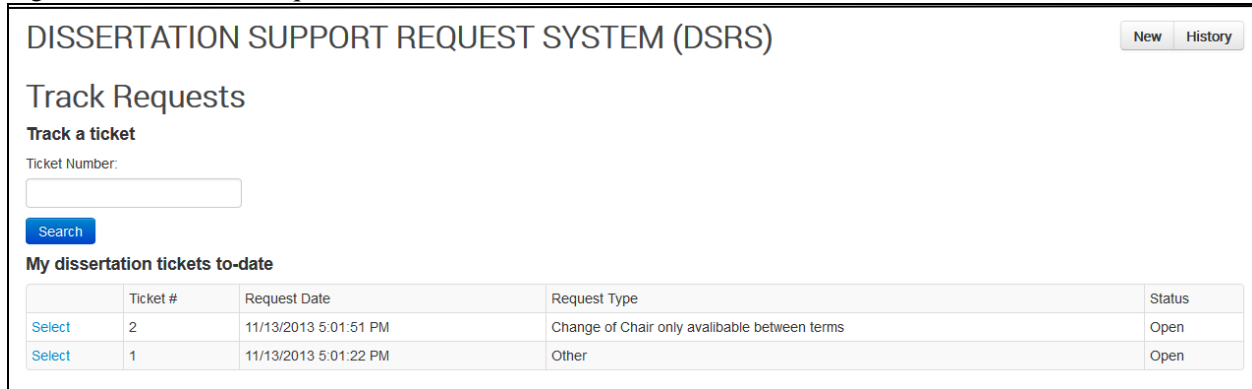
Submit Request

## 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



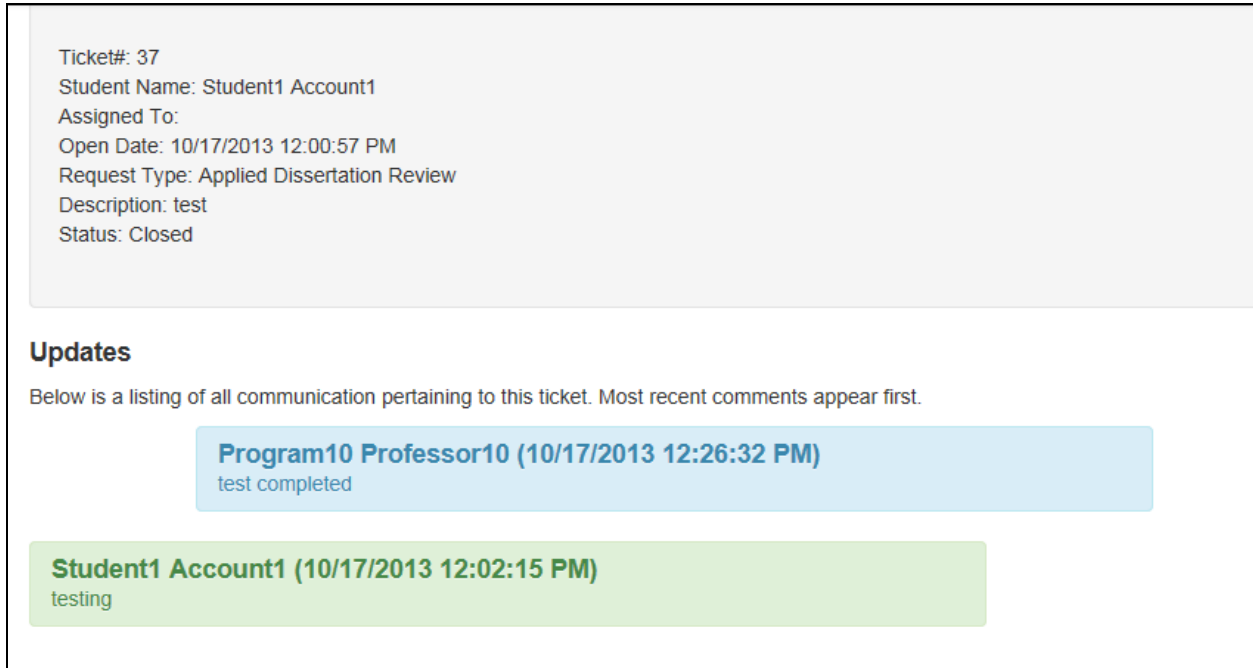
The screenshot displays the 'DISSERTATION SUPPORT REQUEST SYSTEM (DSRS)' interface. At the top right, there are 'New' and 'History' buttons. The main heading is 'Track Requests'. Below this, there is a section titled 'Track a ticket' with a 'Ticket Number:' label and an input field. A blue 'Search' button is positioned below the input field. Underneath, the section 'My dissertation tickets to-date' contains a table with the following data:

	Ticket #	Request Date	Request Type	Status
<a href="#">Select</a>	2	11/13/2013 5:01:51 PM	Change of Chair only available between terms	Open
<a href="#">Select</a>	1	11/13/2013 5:01:22 PM	Other	Open

## 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



The screenshot displays a ticket summary and a comment history section. The ticket details include:

- Ticket#: 37
- Student Name: Student1 Account1
- Assigned To:
- Open Date: 10/17/2013 12:00:57 PM
- Request Type: Applied Dissertation Review
- Description: test
- Status: Closed

The comment history section is titled "Updates" and contains the following text: "Below is a listing of all communication pertaining to this ticket. Most recent comments appear first." There are two comments listed:

- Program10 Professor10 (10/17/2013 12:26:32 PM)**  
test completed
- Student1 Account1 (10/17/2013 12:02:15 PM)**  
testing

## 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

The screenshot displays the NSU ADRIANA 3.0 user interface. At the top, the NSU logo and name are visible. Below the logo is a navigation bar with links for Faculty, DSRS, Admin, FAQ, and School: FSE. The user's email, daweint@nova.edu, is shown in the top right corner. The main heading is "Disertation Ticket Tracking and History".

**Request Details**

Ticket#: 9	Days Open: 0
Open Date: 1/10/2014 3:12:30 PM	Closed On:
Assigned To: David Weintraub	Assigned On: 1/10/2014 3:12:30 PM
Request Type: Change of Chair only available between terms	
Description: Please change chair. Thank you.	

Below the details are two expandable sections: "Student Info" and "Contact Info", each with a blue button.

At the bottom left, there are three action buttons: "Update And Close Ticket" (red), "Post Comment" (orange), and "Assign Request" (green).

**Updates**

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

## Notes

