



# **Manual for Tutors**

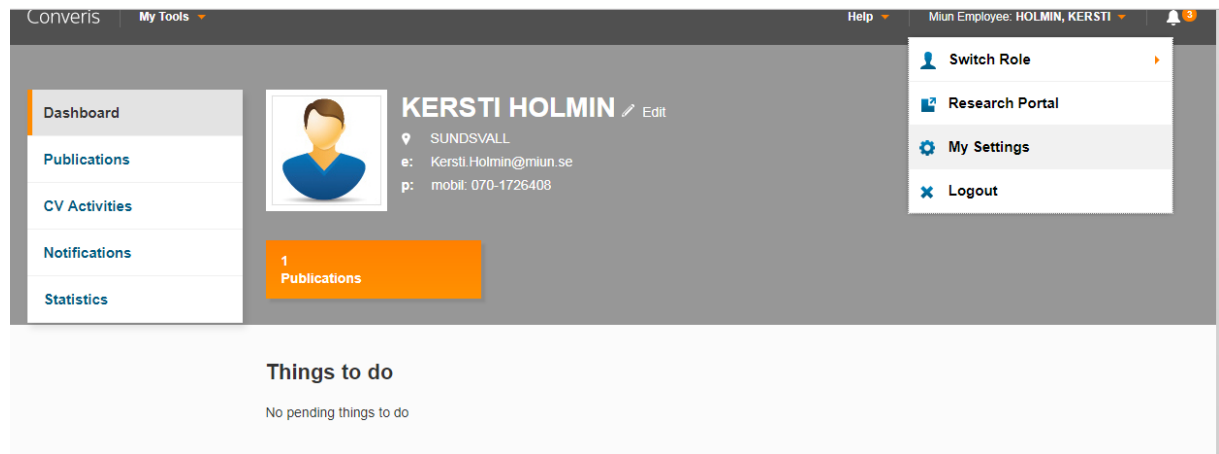
## 1. Login

You use the same login to the Research Database as to the Mid Sweden University. The username is six letters xxxxxx, taken from your first and last name.

NOTE! When you are new and have never logged in to the Research database system, you must first log in and log out. Then you send an email to [ladok@miun.se](mailto:ladok@miun.se) and tell them you are a new user and need eligibility as a tutor in the Research database system. Once your eligibility is added in the system you will receive an email back.

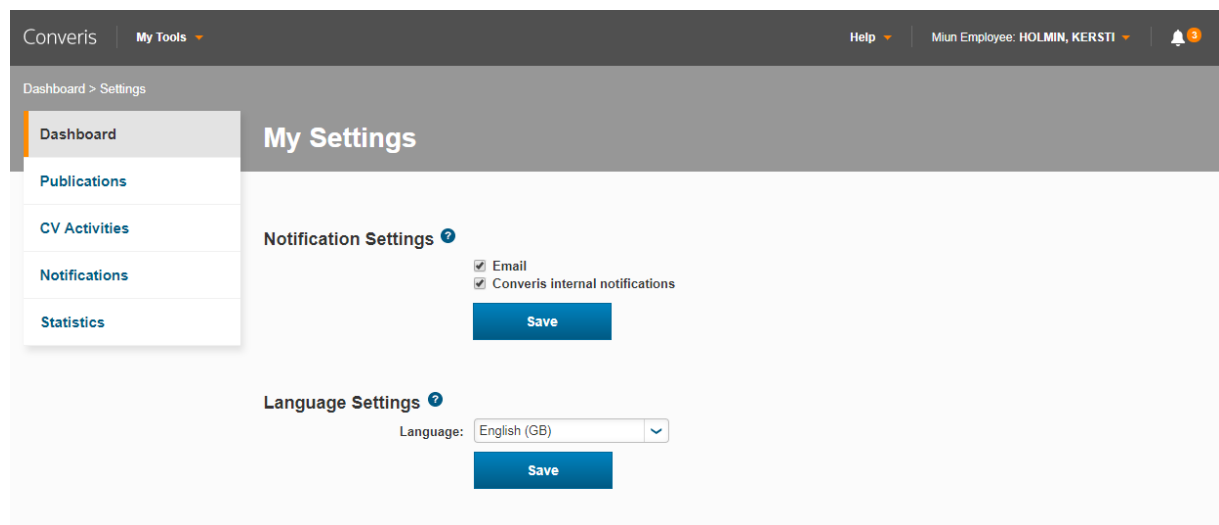
## 2. The start page

When you log in to the Research Database (FDB), you will come to the start page, where your name will appear in the middle of the page and there will be a left-hand menu. At the top right it will say MIUN Employee and your name. If you click there you switch the role to tutor.



In the same place, you will also find my settings where you can choose languages. If you change language, you must log out and log in again for the change to take effect.

Under notification settings, you can tick for email and you will receive an email as soon as it is time to look at a study plan (when the student has approved his / her study plan).



## 2.1 Study plans

Under study plans in the left-hand menu you will be able to view the study plans of those for whom you are tutor (provided you are registered as a tutor in the student's study plan). You click on the edit button to get the study plan in an editable view. If you click on the student name instead, you will get an overview that can be made to a printable pdf file.

Much of the information in the study plans are obtained from different systems such as the LADOK (Study Documentation System), Primula (Personnel / Payroll System), and DiVA (publishing system). Other tasks are filled in by the research/PhD student, the tutor or the administrator at the faculty.

**NOTE!** To update the sum in the credits table under point 7 in your student's study plan, start by clicking the save button at the bottom when you open the study plan. The credits are then updated if it is the case that there has been a course completed or credited, which has been transferred from Ladok.

In consultation with your student, you plan the student's studies, and then add planned milestones and courses in their study plan.

**Milestones** - are usually registered by the student, but can also be done by the tutor. To add a milestone, click on the + button. Fill in the details, click on done and set status to planned, and then click on Done again

**Courses** - The system differs from planned, approved and credited courses.

To register a planned course you can either add an unspecified course, ie a course that you do not know the name or course code on or when the course is given, or a specified course for which you have all the information.

Under unspecified course, click the + button and a new window will open. Fill in the details, click on done and set status to planned, and then click on Done again.

Under specified course, click the + button. Find the course you want to add in the list of courses, click the plus sign, and then save or save and close if you do not want to register more courses at the moment.

The study plan has different status:

**Draft** - Here the student can enter and change or add to the study plan as long as the status is draft. When she / he is done, the study plan is saved in the student's approved state. The tutor then receives a message that it is time for him / her to check and approve the study plan.

**Approved by student** -When the student has approved the study plan, you as a tutor will be able to enter and edit it. You can also send it back to draft mode if you think there is something missing and must be filled in or changed by the student. If it is a status other than approved by student, you can only go in and look at the study plan, but can't make any changes.

**Approved by tutor-** Once the tutor has approved the study plan, it is sent on to the administrator at the department.

**Approved by department-** Once the administrator at the department has approved the study plan, it is sent on to the administrator at the faculty.

**Approved by faculty-** Once the study plan is approved by the faculty, it will be locked for editing and a new study plan will be created for next year.

You can save changes to the study plan by just clicking the save button, and then you stay in the study plan to make more changes. When you click on save & close, the above statuses will appear in a new window. Which statuses are displayed depends on what role you have in the system.

If you want to keep the study plan in the status it is, just click on the done button. For example if you want to approve it, click on the status so that the line is highlighted and then on the done button. Then it is approved, and you can no longer edit it.