Using the Researcher Development Online Tool:

A Quick Guide for AUT Postgraduate Research Students
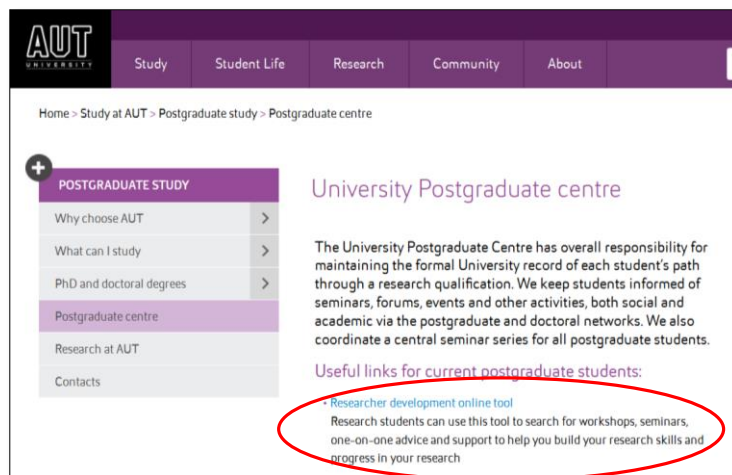
Accessing the Tool

Go to the University Postgraduate Centre webpage:

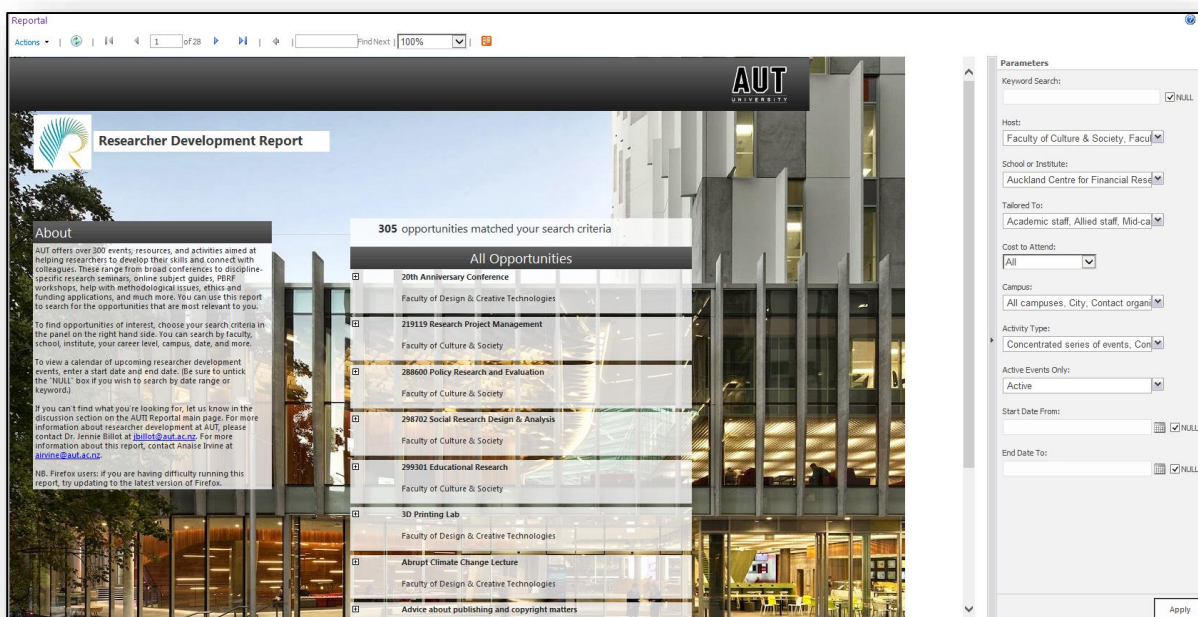http://www.aut.ac.nz/study-at-aut/postgraduate-study/postgraduate-centre

Click the link for the "Researcher Development Online Tool."

Log in using your AUT username and password.

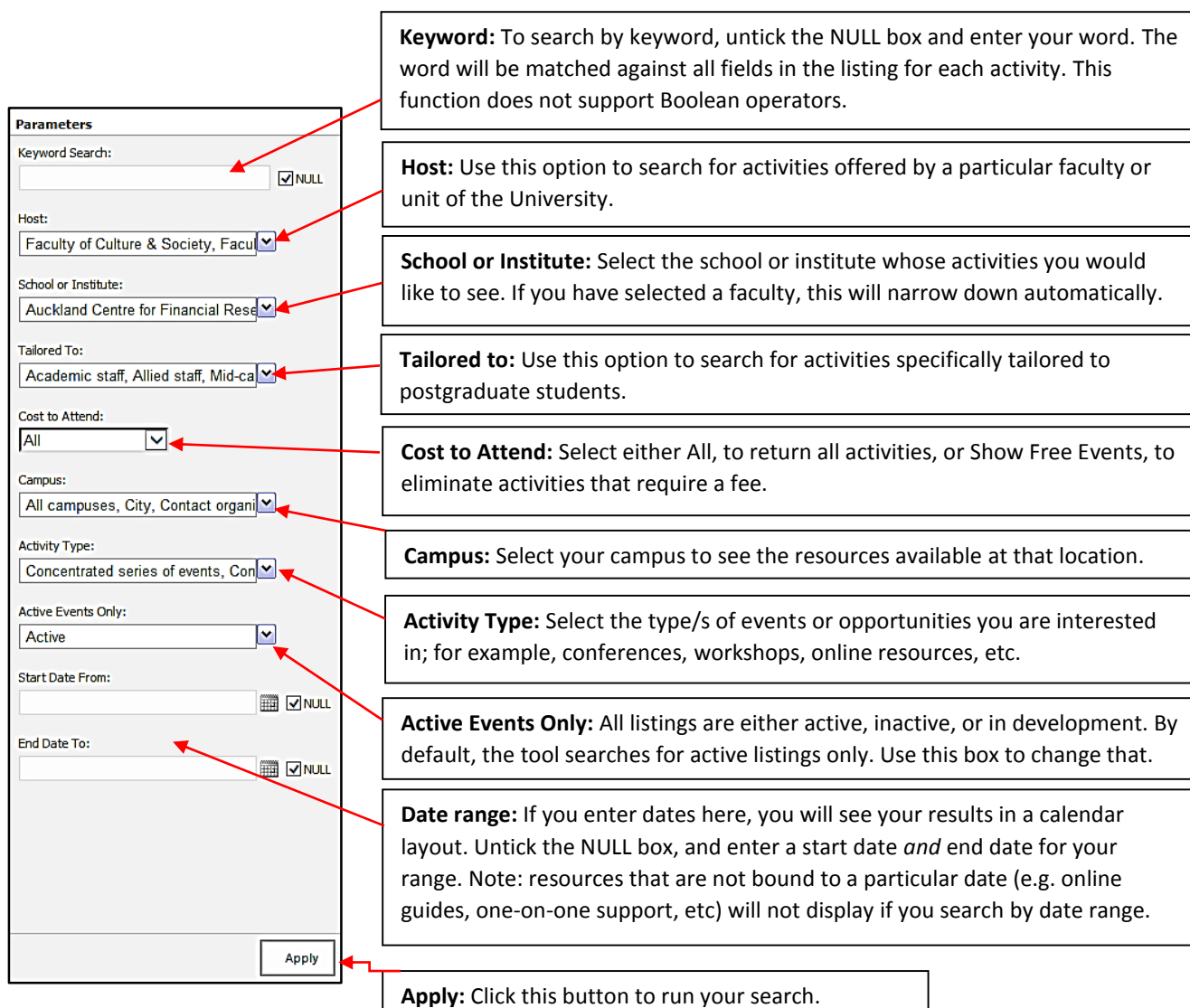When you enter the online tool, you should see this page:

By default, you will see all active opportunities listed down the middle of your screen. Use the search parameters on the right-hand side of the screen to narrow down your search.

The tool is also open to staff, so narrow your search to postgraduate events & resources by selecting "Postgraduate students" under the "Tailored to:" field.

NB. If you do not see this page upon launching the tool, try updating your browser. The tool works best in Internet Explorer.

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Choosing your Search Parameters

Keyword: To search by keyword, untick the NULL box and enter your word. The word will be matched against all fields in the listing for each activity. This function does not support Boolean operators.

Host: Use this option to search for activities offered by a particular faculty or unit of the University.

School or Institute: Select the school or institute whose activities you would like to see. If you have selected a faculty, this will narrow down automatically.

Tailored to: Use this option to search for activities specifically tailored to postgraduate students.

Cost to Attend: Select either All, to return all activities, or Show Free Events, to eliminate activities that require a fee.

Campus: Select your campus to see the resources available at that location.

Activity Type: Select the type/s of events or opportunities you are interested in; for example, conferences, workshops, online resources, etc.

Active Events Only: All listings are either active, inactive, or in development. By default, the tool searches for active listings only. Use this box to change that.

Date range: If you enter dates here, you will see your results in a calendar layout. Untick the NULL box, and enter a start date *and* end date for your range. Note: resources that are not bound to a particular date (e.g. online guides, one-on-one support, etc) will not display if you search by date range.

Apply: Click this button to run your search.

Reading Search Results

If you searched *without* a date range, your results will return in list format. To see more about an activity, click the plus sign to expand the listing.

If you searched *with* a date range, your results will appear in calendar format. Hover over a listing to see more details, or click on a listing to open full details.

If you have an AUT Outlook mailbox, you can click any hyperlinked name to email that person. Click a hyperlinked URL to visit the relevant website. Some websites may require you to log in.

If your search results don't fit on one page, use the page navigation tools to browse between pages.

Accessing Opportunities

Check the "Access" information to see whether you are entitled to access a particular resource.
Some events require registration, so contact the organiser to guarantee your place.

Questions? Comments? Email airvine@aut.ac.nz.

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