

## Using the Researcher Development Online Tool:

A Full User Guide for AUT Postgraduate Research Students

### What is the Tool Used For?

You can use the tool to look for ways to build your research skills. Search for research resources offered either at AUT, or through external providers with whom AUT has access arrangements. You can search for conferences, workshops, seminars, online resources, one-on-one assistance, and more. If you want to learn a particular skill, get help with an unfamiliar methodology, attend talks about current research in your field, or simply see what's on around the university this week, the Researcher Development Online Tool can help.

### Accessing the Tool

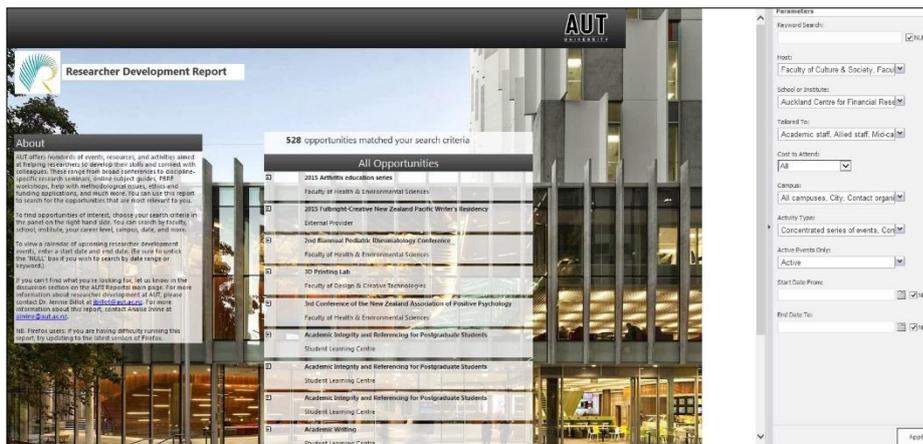
Go to the University Postgraduate Centre webpage:

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

Click the link for the “Researcher Development Online Tool.”

We recommend that you use Explorer or Chrome to access the tool. While it does work in Firefox and Safari, the user experience is best in other browsers.

You should see this page:



The screenshot shows the 'Researcher Development Report' interface. On the left, there is an 'About' section with instructions on how to use the tool. The main content area displays a list of 528 opportunities, with a table titled 'All Opportunities' showing various events like '2015 Artslink education series', '2015 Fulbright-Creative New Zealand Pacific Writer's Residency', and '2015 International Conference on Health & Environmental Sciences'. On the right, a 'Parameters' sidebar allows users to filter results. The 'Active Events Only' checkbox is checked, and the 'Cost to Attend' dropdown is set to 'All'. Other filters include 'Host', 'School or Institute', 'Tabbed To', 'Campus', and 'Start/End Dates'.

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.

Some listings may appear more than once; this indicates that they are either offered on more than one campus, or they are offered in more than one format (e.g. as a workshop and as an online resource).

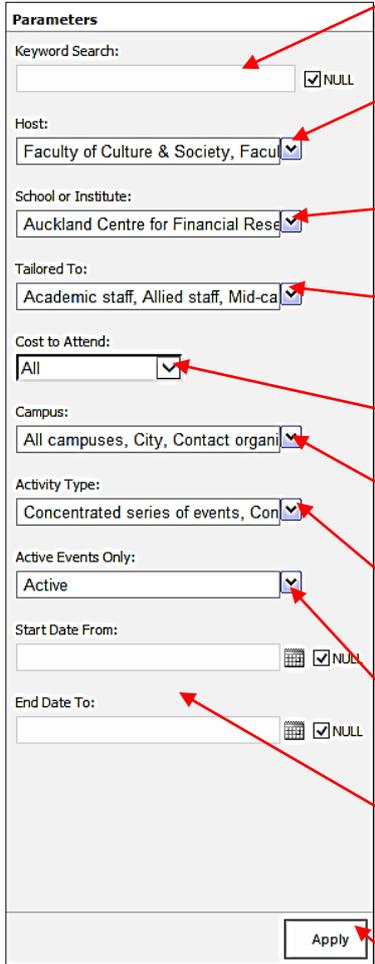
## Parts of the Tool

The screenshot shows the 'Researcher Development Report' interface. At the top, a navigation bar contains 'Page navigation buttons' (back, forward, search, etc.). Below this, a 'Results count' box highlights '271 opportunities matched your search criteria'. The main area displays 'Search results' as a list of opportunities, including '20th Anniversary Conference', '3D Printing Lab', and 'Advice about publishing and copyright matters'. On the right, a 'Parameters' sidebar allows filtering by 'Host', 'School or Institute', 'Tailored To', 'Cost to Attend', 'Campus', 'Activity Type', 'Active Events Only', 'Start Date From', and 'End Date To'. An 'Apply' button is at the bottom right.

## Default Settings

By default, the tool searches all active resources and events happening across the university. The tool is for staff members as well as students, so unless you narrow down to postgrad items only, you will see resources and events for staff members as well. The only search parameter that is limited by default is “Active Events Only,” which means that you won’t see resources that are inactive or in development. You can use the search parameters to bring up the events and resources that are most relevant to you.

## 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 central unit.

**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 if you wish 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 report searches for active listings only.

**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, mentoring, funding, etc.) will not show up if you search with a date range.

**Apply:** Click this button to run your search.

## Tips for Using Search Parameters

- To clear your entries, use the Refresh button (🔄) in the Page Navigation bar.
- To exit a drop-down box, simply click out of it.
- You can select multiple options in a drop-down box.
- You can combine as many search criteria as you wish.

## Reading Search Results

If you searched *without* a date range, your results will return in list format.

By default, only the title and hosting unit of the activity will be displayed.

To see more, click the plus sign to expand the tile. Click a hyperlinked name to email the organiser; or click a hyperlinked URL to go to the website.

Some resources are restricted to members of a particular Faculty, School, or unit. Check the access details to see whether you can access a particular resource.

The screenshot shows a search result for "3D Printing Lab" under the Faculty of Design & Creative Technologies. It includes details such as the presenter (Ross Jacobs), contact email, campus (City), location (WS117), and a link to the website. A plus sign is visible next to the title, and a red arrow points to the "Access:" field which states "Anyone may access this opportunity".

If you searched *with* a date range, your results will appear in calendar format.

The screenshot displays a calendar for May 2015. The calendar grid shows various events, with dark blue indicating one-off events and light blue indicating recurring events. A sidebar on the left provides detailed information for the selected event, "Biostatistics Clinic".

Colour Coding		May 2015						
Non Recurring Events		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Recurring Events						1 Literature Revi..	2 KEDRI Research ..	3 Network & Secur..
Event Details		4 EndNote Value A..	5 Ethically Manag..	6 2015 Arthritis ..	7 Research Ethics..	8 Academic Writin..	9 Wananga Weekend..	10 Biostatistics C..
Event: Biostatistics Clinic		11 Academic Integr..	12 Academic Integr..	13 Designing Ethic..	14 Biostatistics C..	15 Quantitative Me..	16 Writing Introdu..	17 KEDRI Research ..
Host: Faculty of Health & Environmental Sciences		18 Pacific Postgra..	19 Weekly Maker Ni..	20 Research Ethics..	21 Mindkits Arduin..	22 Thesis Abstract..	23 Network & Secur..	24 KEDRI Research ..
School or Institute: Department of Biostatistics & Epidemiology								
Description: Biostatistics Clinics are for the benefit of postgraduate students and academic researchers within the Faculty of Health and Environmental Sciences, including students embarking on postgraduate research. The purpose is to provide you with an opportunity to talk to a biostatistician about your existing or planned quantitative research projects. Statistical advice will focus particularly on the study design, data management and data analysis plans. Interested attendees are encouraged to book a time slot and forward us the background material (e.g. PGR1 form) in advance. Sessions are held from 10am-11am every second Thursday, and 1pm-2pm every second Friday. For more info, or to book a place, please contact Steve Taylor at the email link below or on extn 7798.								
Presenter: Faculty Biostatisticians								
Contact: Steve Taylor								
Campus: North Shore								
Location: AF209A (or nearby staff offices)								
Cost: No								
Start Time: Contact organiser for start time								
Date: 8/5/15								
Link: http://www.aut.ac.nz/study-at-aut/cturlb.arac.health..								

Dark blue items are one-off events. Light blue items are recurring events.

Hover over a listing to see more details, or click it to open full details on the left of your screen.

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

## Accessing Development Opportunities

Once you've found an opportunity you wish to take up, check whether you can access it.

Most activities are open to all AUT postgraduate students, however some are restricted to members of a particular Faculty, School, or Institute. You can check access in the listing here:

The resource in this example is available publicly.

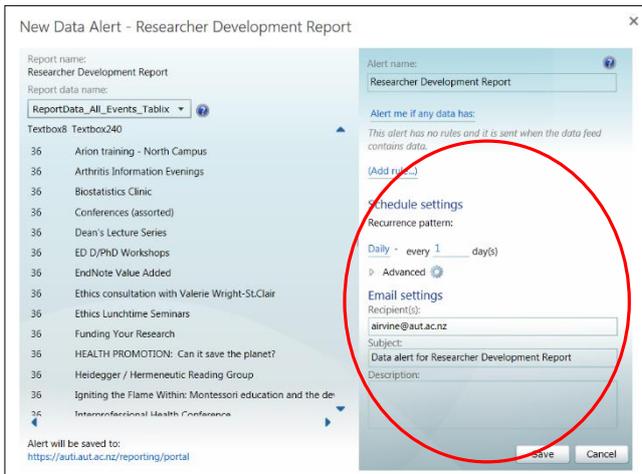
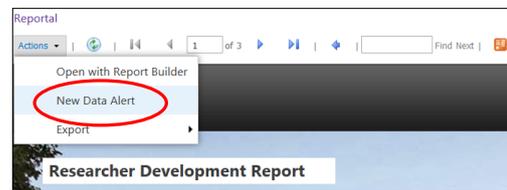
Some activities require registration or booking, so be sure to email the organiser if you wish to guarantee your place.



## Setting up Data Alerts

You can set up data alerts so that new listings matching your favourite search criteria will come straight to your inbox.

First, set up a search with the criteria you wish to save.



When you've run your search, select the "Actions" button and choose "New Data Alert."

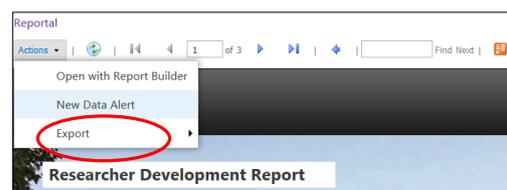
A box will pop up giving you options for your data alert. To simply receive new results for your search by email every day, all you need to do is press "Save." To adjust how frequently you receive email alerts, you can change the schedule settings. To adjust how the alerts are labelled, you can change the email settings. Click "Save" when you're happy with your data alert settings.

## Exporting Results

If you wish to save, print, or work with your search results further, you may find it useful to export them. Search results can be exported into XML, CSV, PDF, Excel, TIFF, Word, or MHTML format.

Start by ensuring that your search results are displayed as you wish to export them. Expand the results by clicking the plus buttons if you wish to export full details.

When you are ready to export, select "Actions," then hover over "Export" and choose your file format.



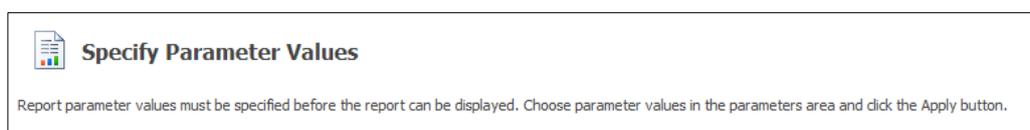
## FAQs

### I can't load the tool. What should I do?

The easy way around this is to use Internet Explorer, in which the tool works best. If you prefer another browser, check that you're using the most current version of your browser. Chrome and Firefox users especially must have the most up-to-date browser in order to run the tool. You must also have valid AUT login credentials. Contact Anaise Irvine at [airvine@aut.ac.nz](mailto:airvine@aut.ac.nz) for help logging in.

### I get a message telling me to "Specify Parameter Values," but I've already entered my parameter values. What should I do?

The below message sometimes appears even if you have already specified your parameters. Pressing "Apply" again fixes the problem.



### Why does the tool keep bouncing me back to the welcome page and/or refreshing?

If you have the tool open, but inactive, it will time out and revert back to the welcome page. You can re-enter the tool from there as normal. Sometimes, Firefox and Safari users may find that the tool gets stuck refreshing. Simply exit out, and re-enter the tool. Try running the tool in Internet Explorer if problems persist.

### What if I can't find what I need?

Try expanding your search criteria to get more results.

If you're searching by keyword, try variations on the keyword. For example, if you get no results searching "Statistics," try searching for "Statistical" or even "Quantitative."

If you still can't find what you need, contact the Researcher Development Coordinator Anaise Irvine at [airvine@aut.ac.nz](mailto:airvine@aut.ac.nz).

### What kind of data does the tool draw on?

The tool searches event and resource listings in the Researcher Development database. The database was built based on interviews with Faculty research managers and administrators, relevant staff in central units, and heads of research for some Schools. It is kept up-to-date as much as possible.

### How can I add or edit a listing?

Contact the Researcher Development Coordinator Anaise Irvine at [airvine@aut.ac.nz](mailto:airvine@aut.ac.nz).