

# System Guide for HDR students

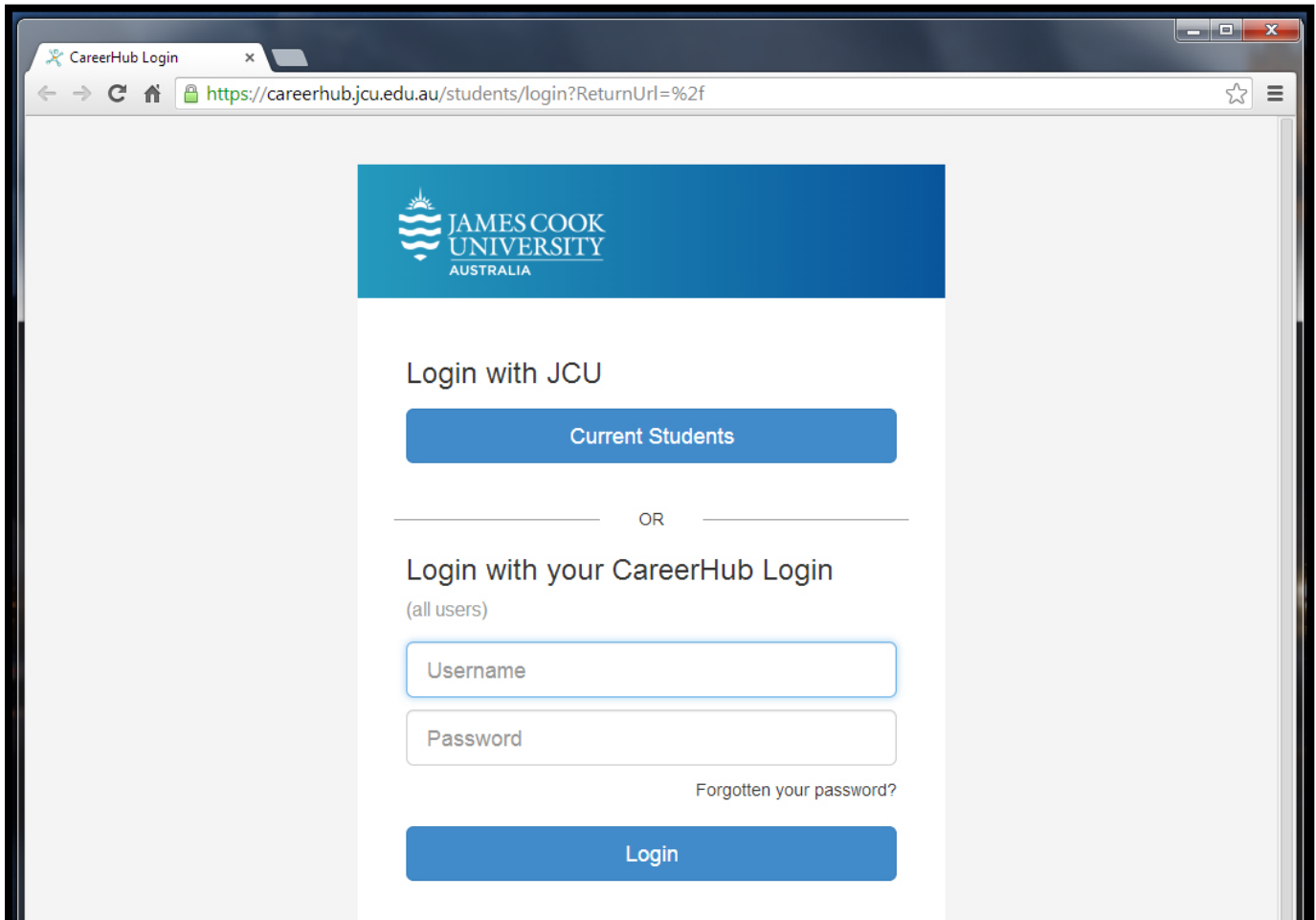
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# Using CareerHub for your event registrations

## Register for Professional Development Workshops and Sessions

1. In your web browser, head to the CareerHub log in page: <http://careerhub.jcu.edu.au/>. Log in using your JCU student account user name and password.

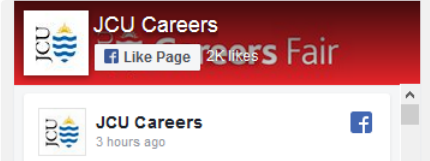


2. From the home screen locate the **'Upcoming Events'** listing. Select **'Find more events'** to view all available events open for registration.

## Prepare for your career

Appointments	Resources	Events
Please call or visit our office to book an appointment.  Townsville: 07 4781 4711 Cairns: 07 4232 1150  <i>no appointments are currently available.</i>  <a href="#">Check our availability</a>	Medical jobs  Allied Health  Working Overseas  Networking  <a href="#">More resources</a>	Career Events & Activities  GRS - Research Skills Program  On campus event  <a href="#">Find more events</a>

## What's new?

New on CareerHub	News	JCU Careers
RD7003: Resilient HDR... yesterday  Operations Graduate Program... 18 Mar	<a href="#">The JCU Careers Fairs are coming!</a> 14 Mar, 2019 - Suzanne McIntyre  <a href="#">Innovation for Employability Workshop - Cairns and</a>	

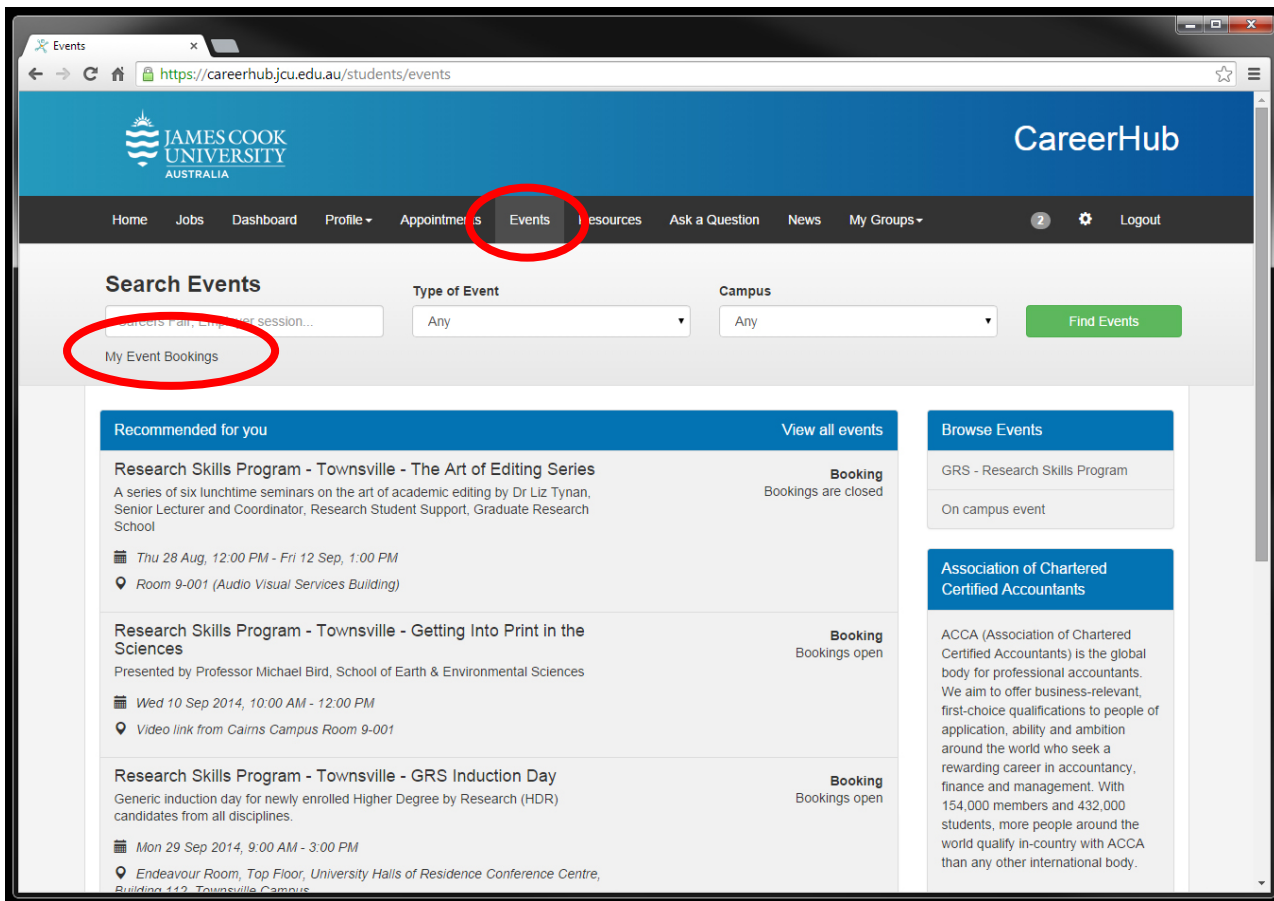
3. Users can sort events by **Type of Event** and/or **Campus**. Select '**GRS – Research Skills Program**' as well as your desired campus in the drop-down menus. Click on the hyperlinked event title to reveal the event details, e.g. venue, time.
4. To register, click on the '**Book in**' button.
5. Your registration will be in the form of an **automated email message** from the CareerHub database. If you do not receive the email confirmation, please check your Junk mail folder or log in to CareerHub to check your event registration summary.

## Cancelling your event registration

There may be times when your work commitments and schedule may prevent you from attending a Professional Development Program event. CareerHub allows you to cancel your event registration, thus freeing up your place for those who may be on a waiting list.

### To cancel your registration:

1. Once logged in and ensuring you are viewing the CareerHub home screen, select 'Events' in the main menu.



2. Locate and select **'My Event Bookings'**. Your booking information will be displayed.
3. To cancel a specific booking, locate the workshop event listing and click on the hyperlinked event title. Select the **'Cancel Booking'** button to cancel your registration.

If you have difficulty using CareerHub for self-managed registrations contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au) for assistance.

# Access evidence in CareerHub

## Access Evidence of Participation for Professional Development

1. In your web browser, head to the CareerHub log in page: <http://careerhub.jcu.edu.au/>. Log in using your JCU student account user name and password.
2. Once logged in and ensuring you are viewing the CareerHub 'Home' screen, locate the 'Events' listing. Select 'Find more events' to view all available events open for registration.

### Prepare for your career

The screenshot shows three main navigation panels. The first panel, 'Appointments', contains contact information for Townsville and Cairns and a 'Check our availability' link. The second panel, 'Resources', lists categories like Medical jobs, Allied Health, Working Overseas, and Networking, with a 'More resources' link. The third panel, 'Events', is circled in red and lists 'Career Events & Activities', 'GRS - Research Skills Program', 'On campus event', and a 'Find more events' link.

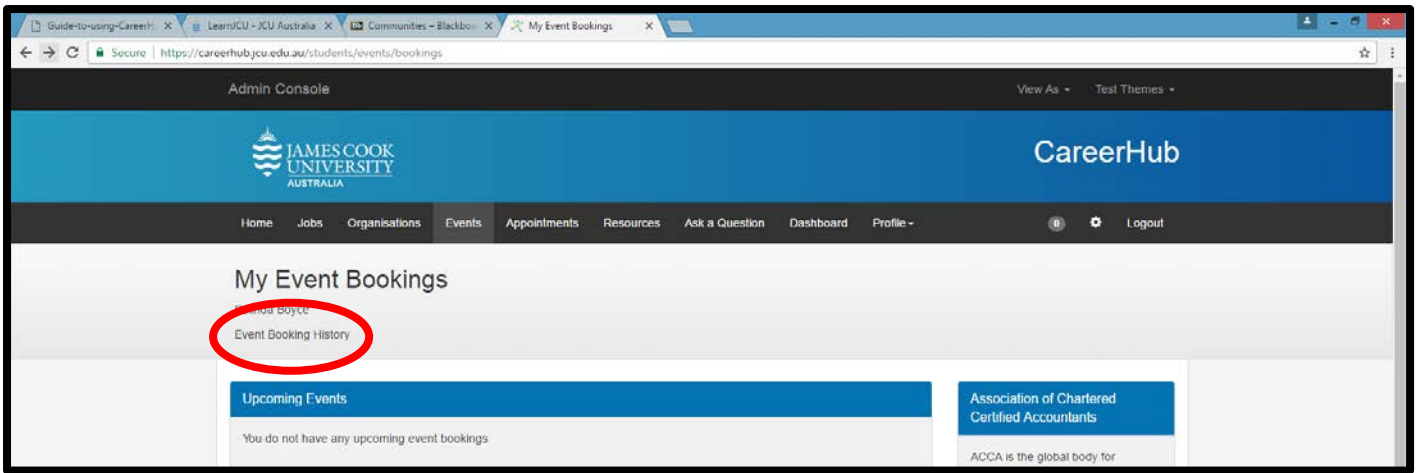
### What's new?

The 'What's new?' section features three columns. The first column, 'New on CareerHub', lists 'RD7003: Resilient HDR...' (yesterday) and 'Operations Graduate Program...' (18 Mar). The second column, 'News', features 'The JCU Careers Fairs are coming!' (14 Mar, 2019 - Suzanne McIntyre) and 'Innovation for Employability Workshop - Cairns and...'. The third column shows social media posts from 'JCU Careers', including a 'Careers Fair' announcement and a post from 3 hours ago.

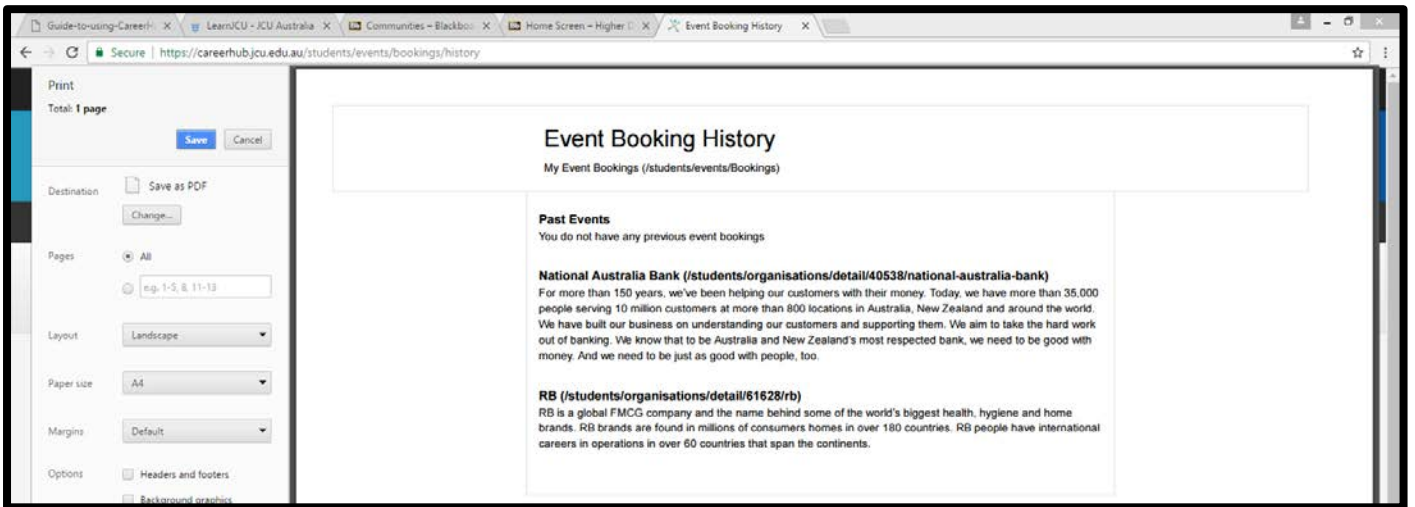
3. Select 'My Event Bookings'

The screenshot shows the CareerHub search interface. The 'Search Events' section has a search bar containing 'Learning & Teaching, Careers Fair, Emplo...' and a dropdown menu with 'My Event Bookings' selected and circled in red. Below the search bar, there are filters for 'Type of Event' (Any) and 'Campus' (Any), along with a 'Find Events' button. The main content area displays a 'Recommended for you' section for 'RD7003: Resilient HDR Candidature TOWNSVILLE', presented by Eliza Birtles and Keith Rowden, on Thursday, 23 Mar 2017, from 1:00 PM to 4:00 PM at the Endeavour Room. A 'Booking Status' indicator shows 'Bookings are closed'. To the right, there is a 'Browse Events' sidebar with categories like 'Career Events & Activities', 'GRS - Research Skills Program', and 'Off campus events'.

4. Select 'Event Booking History' to display your attendance.



5. Right click your mouse to display the print option to print attendance evidence.



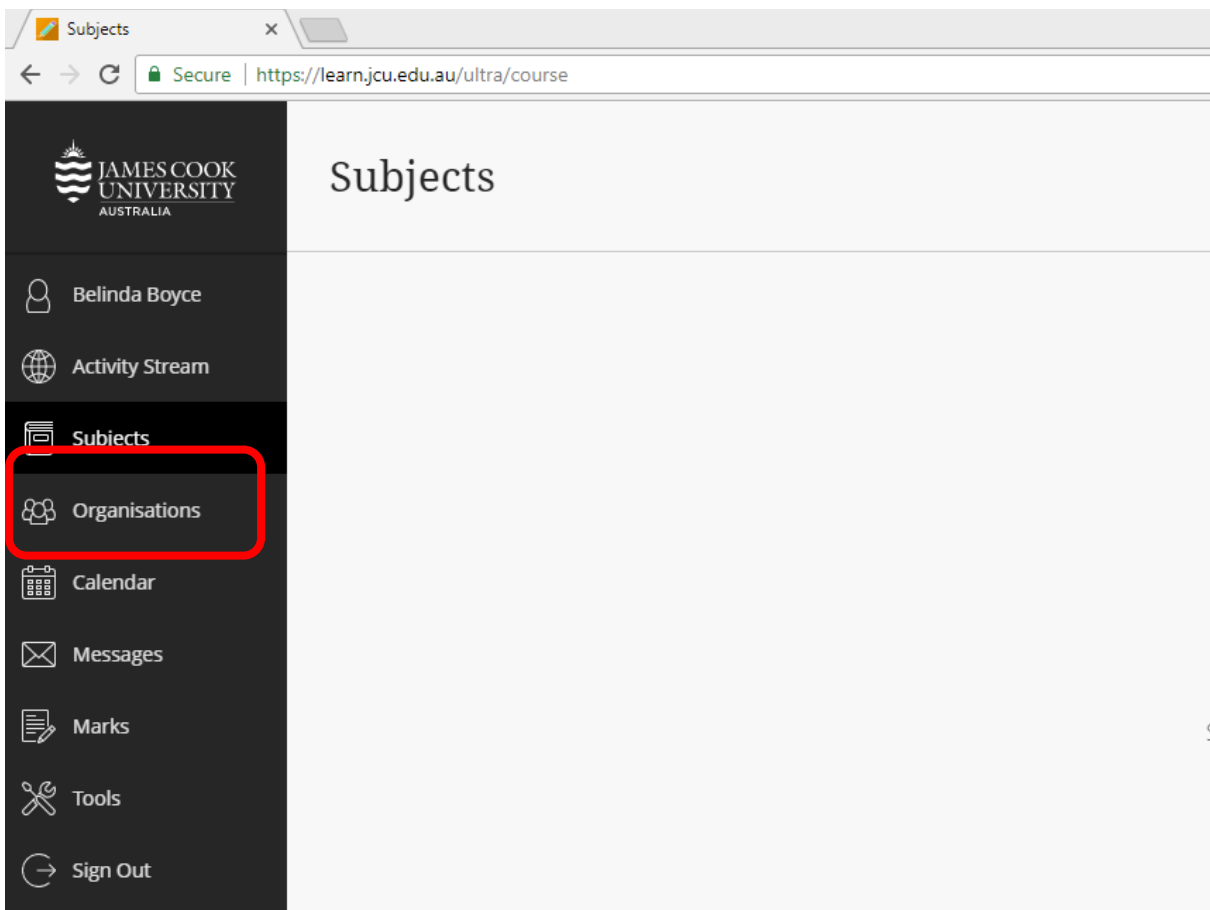
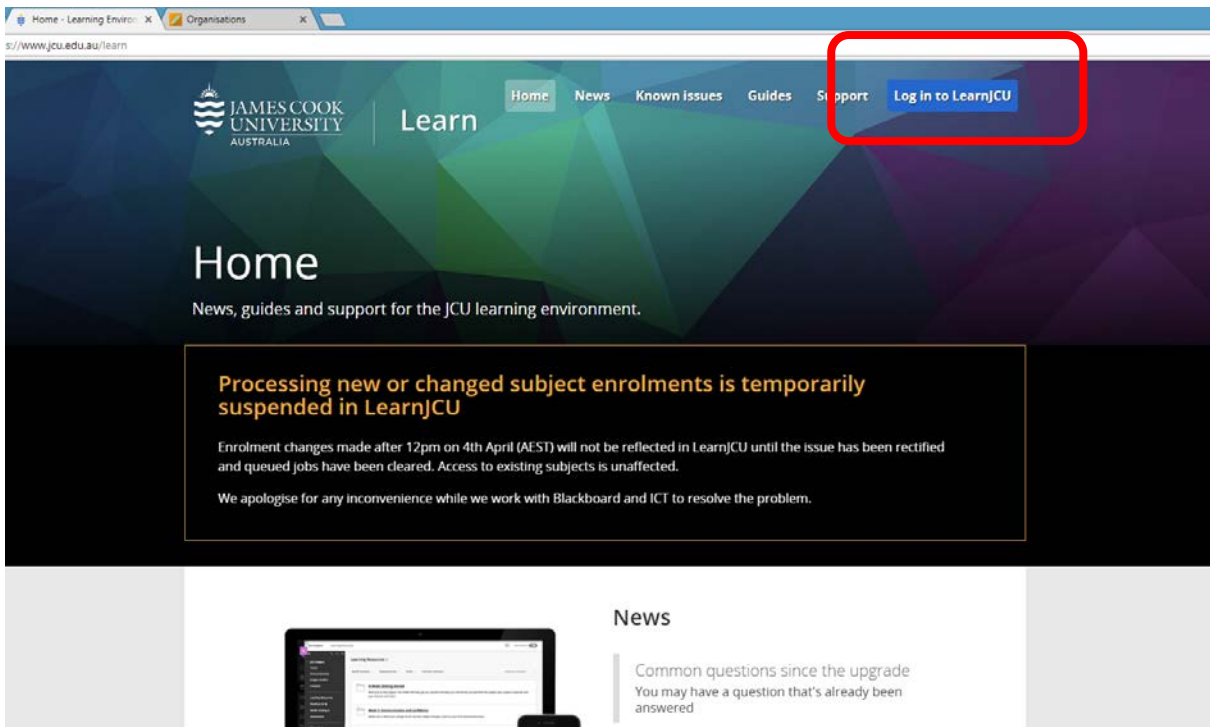
## Access Online Modules and Tools in LearnJCU

LearnJCU is an online teaching and learning environment, built on the Blackboard Learning Management System, where JCU students and researchers can find content specific to their subjects or training programs. It can be accessed from a link at the top of the JCU website home page or from the Staff or Current Students pages, or directly at <https://learnjcu.jcu.edu.au/>. This URL can be bookmarked, however pages within a LearnJCU subject or training site cannot. To get started, you need to enrol in the ‘Higher Degree by Research Students’ LearnJCU Community (please see instructions for how to enrol, below).

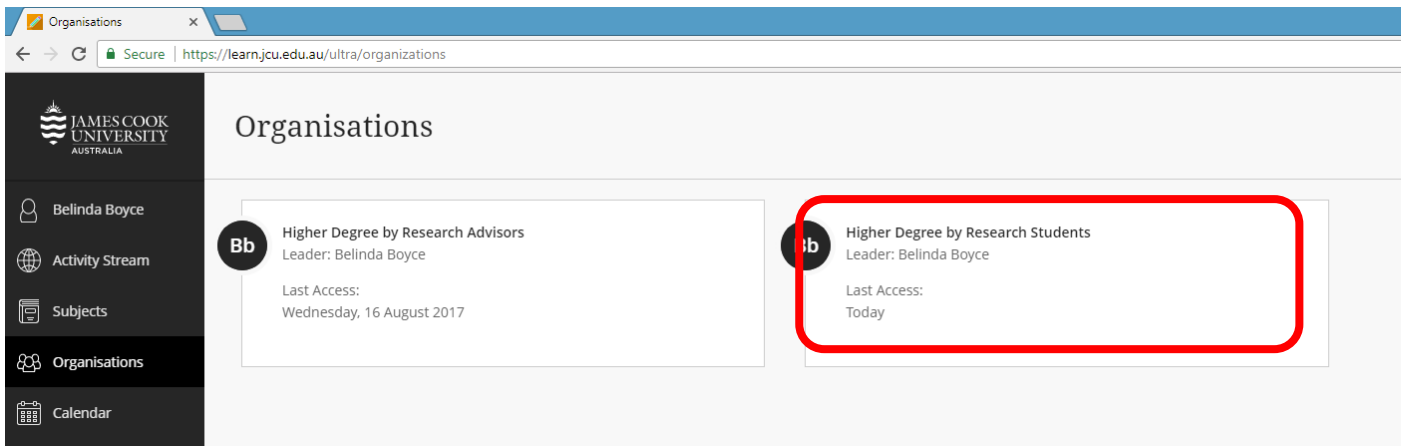
Log in to LearnJCU to access the following modules and tools:

Compulsory Components	
Epigeum and Smart Sparrow modules	Online equivalents of JCU-presented workshops
Epigeum Research Methods in Literature Review Epigeum: Research Ethics and Integrity	Candidature Milestones Understanding HDR Candidature Professional Writing and Editing Copyright Data Storage and Management Academic Integrity, Plagiarism and SafeAssign OneDrive, Careerhub and LearnJCU
Elective Components	
Scientific Integrity: Animal Research Ethics, Human Research Ethics and/or Aboriginal and Torres Strait Islander Research Ethics*	
Epigeum Research Methods: Arts and Humanities, the Sciences and/or the Social Sciences	
Epigeum Statistical Methods for Research: Biomedical Sciences, Business, Engineering and Technology, Natural Sciences and/or Social Sciences	
Epigeum Avoiding Plagiarism	
‘SafeAssign’: Check your work for plagiarism	
Magna 20 Minute Mentors ‘How Can I Improve My PowerPoint Presentation Skills?’ Online Presentation	

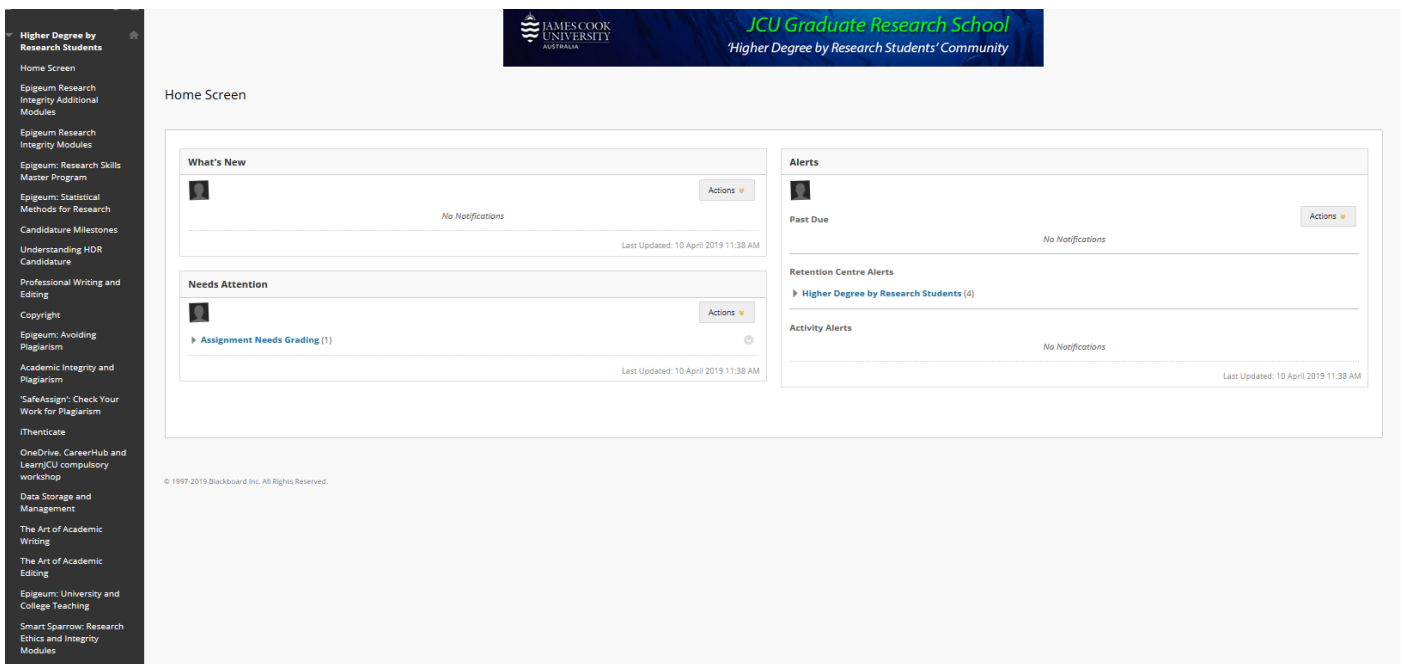
1. In your web browser, head to the JCU homepage: <http://www.jcu.edu.au/>
2. In the top, left-hand corner of the JCU homepage, click on the **Students** drop down menu and select LearnJCU
3. Log in to LearnJCU using your JCU student account user name and password.
4. Once logged click on ‘**Organisations**’ from the menu found on the left-hand side of the screen.
5. Click on the ‘**Higher Degree by Research Students**’.



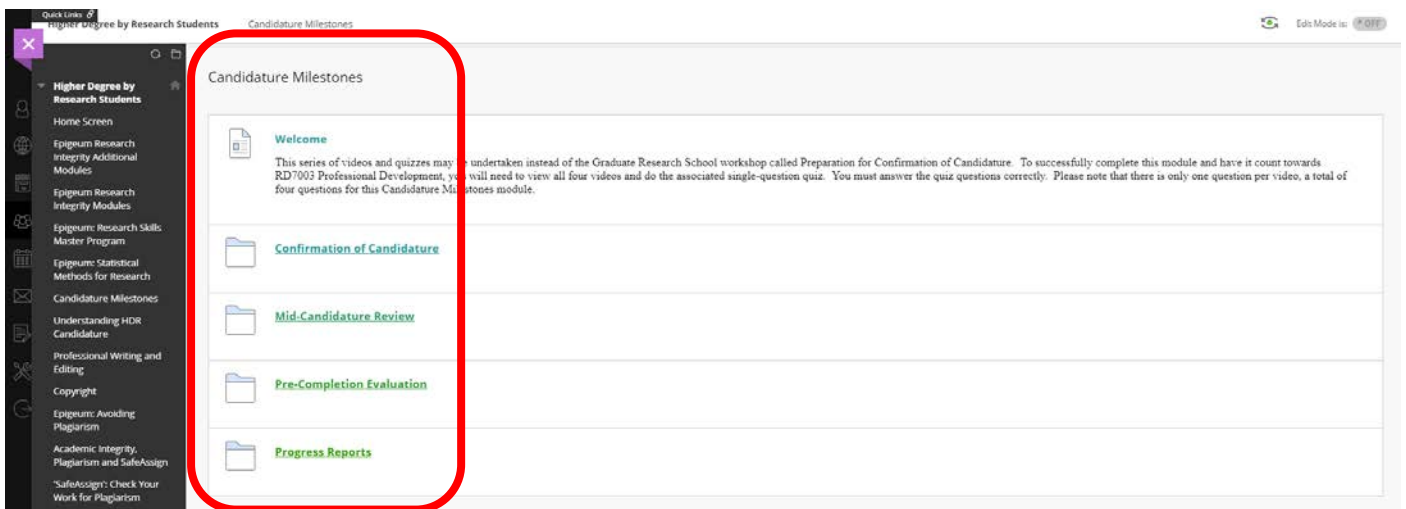




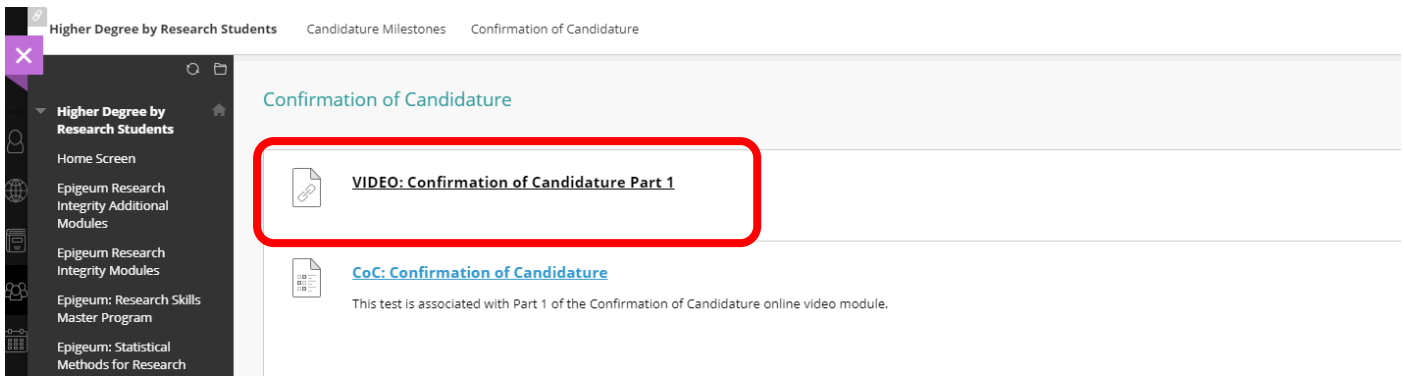
6. Select from the left hand menu.



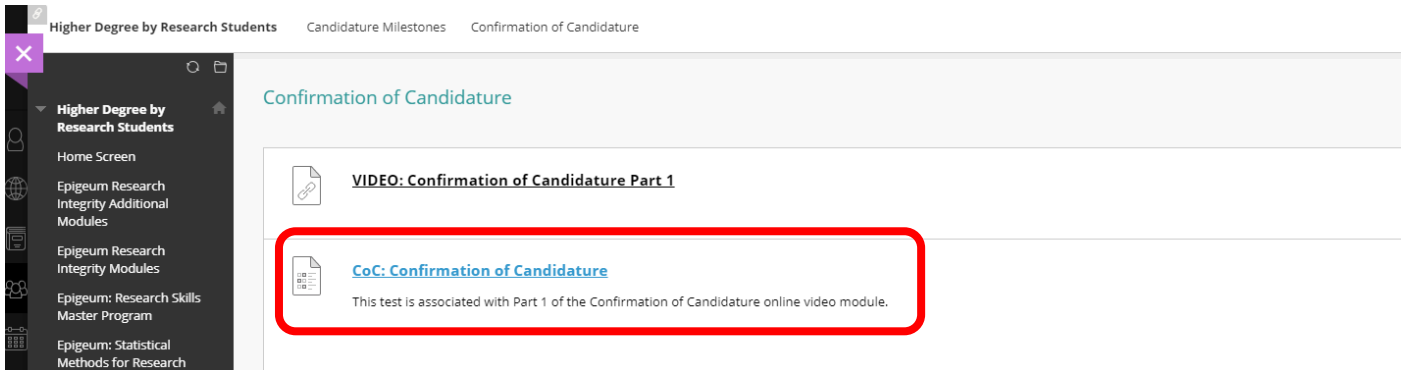
7. Click on the module you would like to complete.



8. Click on the module



9. Ensure you complete the Quiz

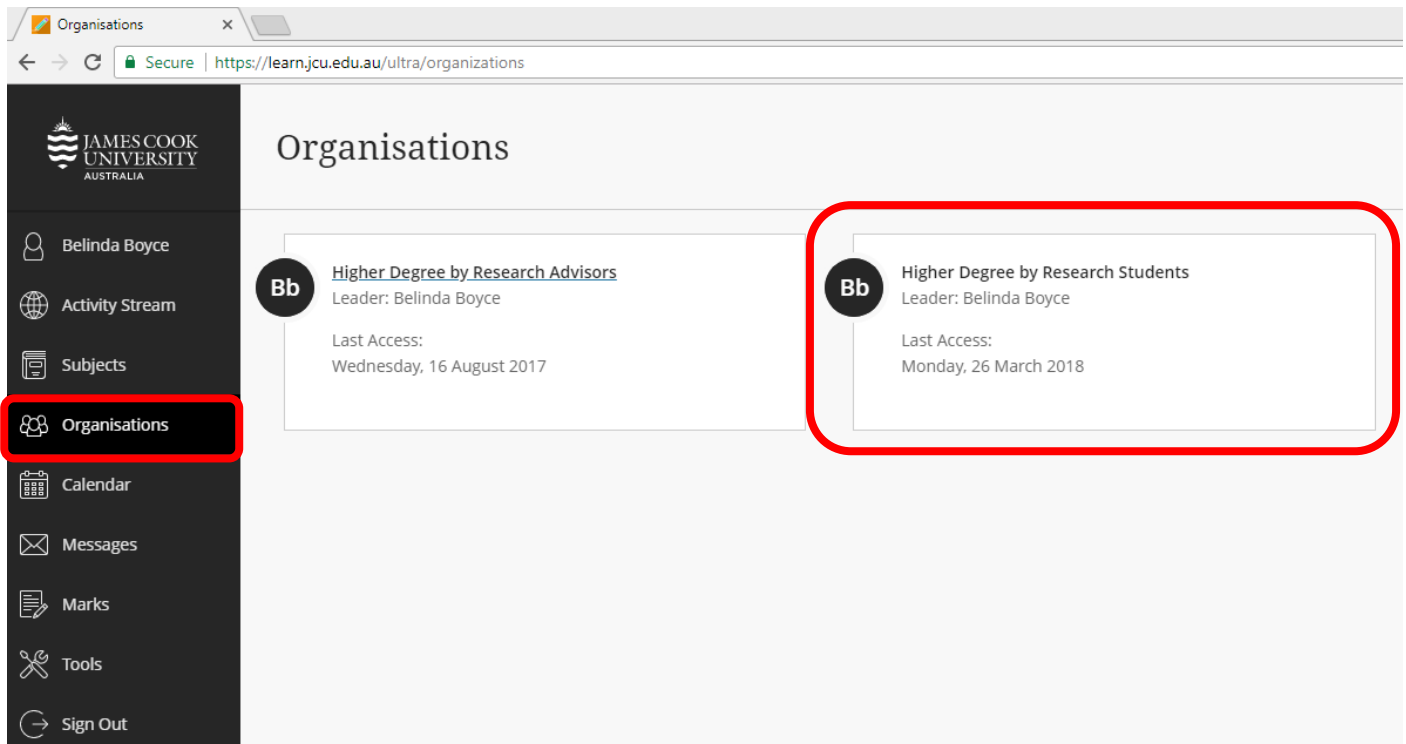


10. Use the navigation panel to access the online modules within the Higher Degree by Research Students Community area.

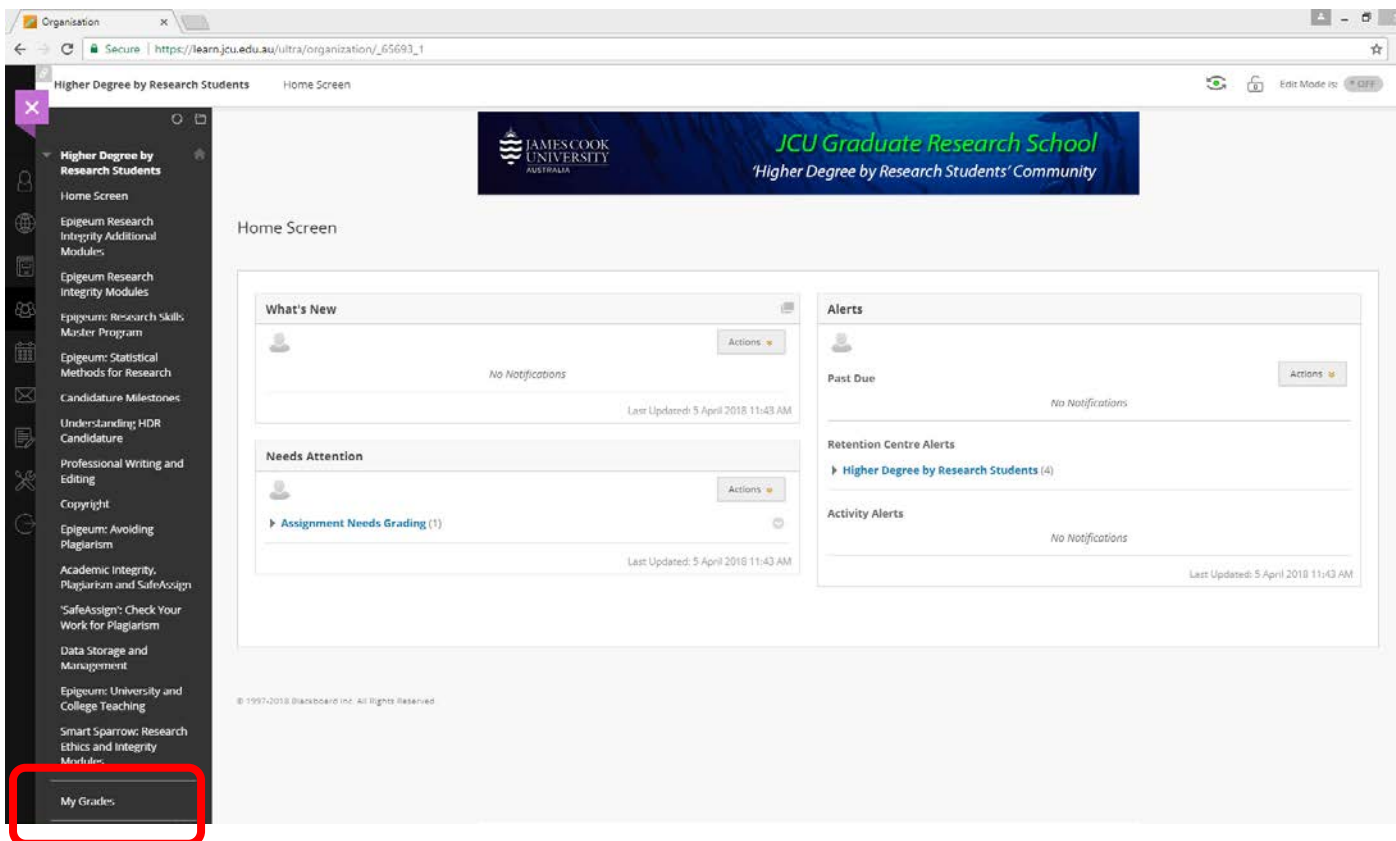
11. Access to the Smart Sparrow Research Ethics and Integrity Modules series of modules will require you to be enrolled. Please email [grs@jcu.edu.au](mailto:grs@jcu.edu.au), who will can arrange this for you. You will need to use the Smart Sparrow login and password sent to you by e-mail. Search your e-mail for a message from Smart Sparrow, remembering that sometimes it might be in Clutter or Junk E-mail.

## Access evidence in LearnJCU

1. In your web browser, head to the JCU homepage: <http://www.jcu.edu.au/>
2. In the top, left-hand corner of the JCU homepage, click on the Students drop down menu and select LearnJCU
3. Log in to LearnJCU using your JCU student account user name and password.
4. Once logged in click on 'Organisations' on the left-hand side of the screen.
5. Click on the 'Higher Degree by Research Students'.



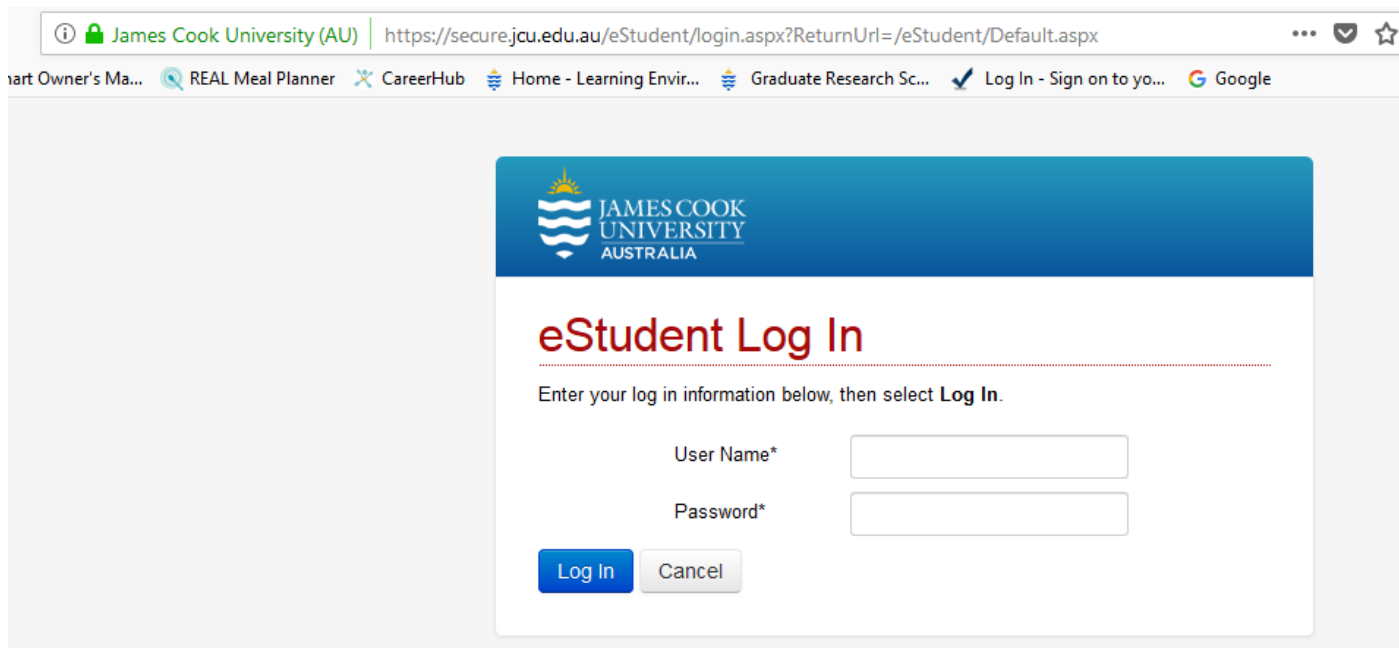
6. In the navigation panel select 'My Grades'.



- Right click your mouse to display the print option to print attendance evidence, this will be a long list you may need to scroll to find the modules you have completed.

## Checking Enrolment Details in eStudent

Login to e-Student. <https://www.jcu.edu.au/estudent>



Click on the My Enrolment tab at the top of the page.

## Current Enrolments > Enrolment Details

Listed below are the subjects in which you are enrolled.

Enrolment is considered final at each subject census date, therefore check your enrolment carefully.

Students who are able to enrol in subjects online can do so up to the end of the first week of the subject's study period. Please be aware that changes to your enrolment after this date may have financial and/or academic penalties applied. For more information, please refer to the [JCU Important Dates, Late Withdrawal Information and Dates for Withdrawal policy](#).

### Important Notice to Centrelink Students

To claim Centrelink payments, you will need to provide your student enrolment details and appropriate documentation to Centrelink within 14 days of commencing your course.

Click on the **Email my Enrolment Advice** button below to have your current enrolment advice emailed to you, then print it. Do not print screen this webpage as it is not sufficient for Centrelink.

**Note:** An academic record is **NOT REQUIRED** for Centrelink claims.

Year	Study Period	Location	Subject	Title	Credit Points	Census Date	Start Date		Partial Req
2015	Res Enrolment Period 1	Townsville	PI7005	Doctor of Philosophy Research Thesis (Agriculture, Environmental Studies)	0.0	23-Aug-2018	30-Mar-2015	[Enrolment Periods]	

Email my Enrolment Advice

Click on the blue text on the right hand side of the screen [Enrolment Periods]

This will show:

- Thesis Title
- Expected Thesis Submission date: Latest Expected Work Submission Date
- Current Supervisors
- Due Progress Reports

## iThenticate

### What is iThenticate?

iThenticate is a web-based program that allows you to check your written work for similarity to other published works. The program compares text in uploaded documents to an extensive database of web pages and scholarly content.

Using iThenticate can help you:

- avoid inadvertent plagiarism
- prevent copyright issues from excessive use of your own or others' text
- comply with the Australian Code for Responsible Conduct of Research (2007)
- to develop your writing and research integrity practices

iThenticate is provided to HDR Candidates and Research Staff at many universities in Australia already, and its use is becoming widely viewed as standard practice for researchers and thesis examiners worldwide.

### Log in to iThenticate

1. Go to: <https://www.jcu.edu.au/graduate-research-school>
2. Scroll down and select the iThenticate button

## Graduate Research School

The Graduate Research School's (GRS) role is 'empowering tomorrow's researchers' by supporting research education throughout James Cook University (JCU) and developing and refining the University's overall Higher Degree by Research (HDR) strategy.

We focus on three key areas:

- Strategy, Policy and Projects
- Administration of Research Education
- Professional Development for HDR candidates and their Advisors

We support JCU's Research Education strategy by developing and implementing University-level policies and procedures and fostering industry and international partnerships. Providing a range of research administrative services, including managing and overseeing all aspects of the life cycle of candidature from admission to examination.

The GRS is committed to providing high quality professional development programs to enrich the experience of our HDR candidates and support their Advisors. To ensure excellence in supervision, we also coordinate the accreditation and registration of HDR Advisors.



iThenticate



How to Apply



Workshops and Training



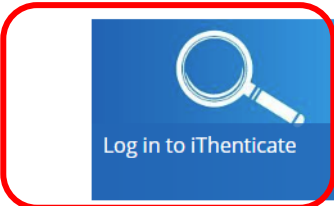
Forms

3. In the next page, click the iThenticate button on the right

**iThenticate**


**What is iThenticate?**

iThenticate is a web-based program that allows you to check your written work for similarity to other published works. The program compares text in uploaded documents to an extensive database of web pages and scholarly content.



4. You will be taken to the JCU Central Authentication Service page
5. Enter your JCU Login ID (**jc number**) and Password

**Central Authentication Service**




Enter your Login ID and Password

Login ID:

Password:


Warn me before logging me into other sites.

As a security precaution and to log out of all applications, please **Exit your web browser** when you have finished accessing services that require authentication.

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Member of [Innovative Research Universities Feedback](#) | [Terms of use](#) | [Privacy statement](#) | CRICOS Provider Code:001173

## Basic Navigation in iThenticate

The main navigation bar at the top of the screen has three tabs. Upon logging in, you will automatically land on the folders page.



## Folders

This is the main area of iThenticate. From the folders page, you will be able to upload, manage and view documents.

For more information please go to [Folders](#)

## Settings

The settings page contains configuration options for the iThenticate interface.

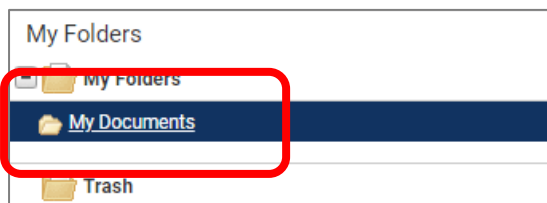
For more information please go to [Settings](#)

## Account Info

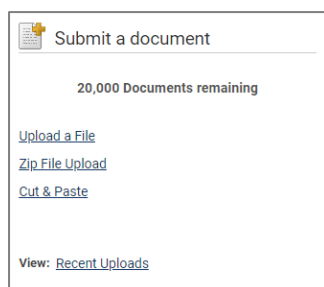
The account information page contains the user profile and account usage. From here you can manage your own account. For more information please go to [Account Information](#)

## *Upload a Document in iThenticate*

1. iThenticate will provide you with a folder group My Folders and a folder within that group titled My Documents.
2. Select **My Documents**



3. Select upload type:
  - a. Upload a file
  - b. Zip File upload
  - c. Cut & Paste



4. Upload File:
  - a. **Author First Name and Author Last Name** and the **Document title**
  - b. Select **Choose File**
  - c. Select the **Add another file** link to add another file. You can add up to ten files before submitting.



d. Select **Upload** to upload the document(s).

The screenshot shows a dialog box titled "Upload a file" with a "Return to Folders" button in the top right. Below the title bar, it displays "Destination Folder" as "My Folders - My Documents". Under the heading "Upload #1", there are three text input fields: "Author First Name", "Author Last Name", and "Document Title". Below these fields is a "Browse for the file you would like to submit" section with a "Choose File" button. At the bottom, there is an "Add another file" link and two buttons: "Upload" and "Cancel".

5. Zip File Upload:

- a. Enter **Author First Name** and **Author Last Name**
- b. Select **Choose File**
- c. Select **Upload**

The screenshot shows a dialog box titled "Zip File Upload" with a "Return to Folders" button in the top right. Below the title bar, there is a note: "Your zip will be unpacked and the individual files uploaded; the title and author you provide here will be used as the default author and title for the file contained within the zip. You will have the chance to change the titles after uploading the zip file." Below this, it displays "Destination Folder" as "My Folders - My Documents". Under the heading "Document information", there are three text input fields: "Author First Name", "Author Last Name", and "Document Title". Below these fields is a "Browse for the file you would like to submit" section with a "Choose File" button. At the bottom, there are two buttons: "Upload" and "Cancel".

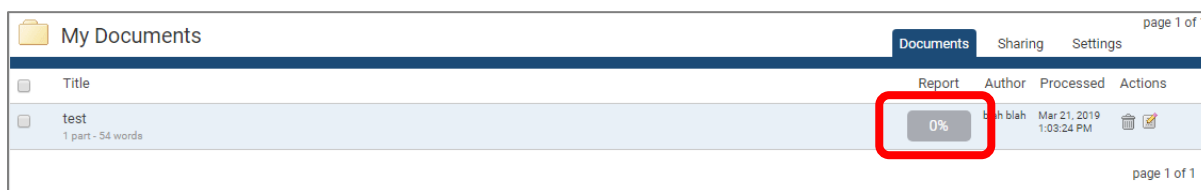
6. Cut & Paste:

- a. Enter **Author First Name** and **Author Last Name** and the **Document title**
- b. **Highlight** the selection you wish to check in your document
- c. **Copy** the selection
- d. **Paste** in the Paste your document field
- e. Select **Upload**

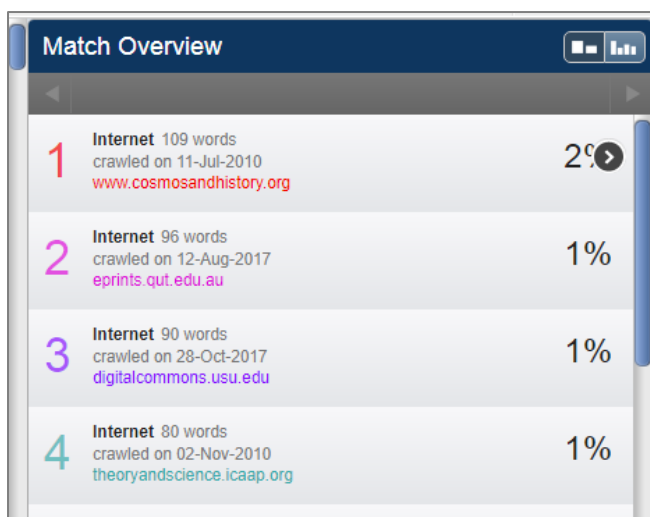
The screenshot shows a dialog box titled "Cut & Paste Upload" with a "Return to Folders" button in the top right. Below the title bar, there is a note: "Paste your document directly into the area provided below". Below this, it displays "Destination Folder" as "My Folders - My Documents". Under the heading "Document information", there are three text input fields: "Author First Name", "Author Last Name", and "Document Title". Below these fields is a large text area labeled "Paste your document in the area below". At the bottom, there are two buttons: "Upload" and "Cancel".

## View the Similarity Report in iThenticate

### 1. Select the Percentage Button



### 2. iThenticate Document viewer screen will open. The Match Overview can be viewed on the right hand side of the screen.



[Read this article](#) for more information about the Similarity Report.

More information can be found on the turnitin webpage: <https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm#Folders>

If you experience access issues please contact the Graduate Research School at [grs@jcu.edu.au](mailto:grs@jcu.edu.au)

## Contacts

### Graduate Research School

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Phone: 07 4781 5575

E-mail: [grs@jcu.edu.au](mailto:grs@jcu.edu.au)

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