

# Graduate Tracking

Faculty Manual

<http://gradeval.ceris.purdue.edu>

Works best in Google Chrome



Google Chrome Browser

Link available from [Department of Entomology Graduate Program Page](#) if link above fails to work.

**PURDUE UNIVERSITY** | Department of Entomology

## Entomology Graduate Program

**Graduate Studies in Entomology**

Entomology has been a core component of Purdue University and the College of Agriculture since 1879. Our students explore opportunities well beyond the confines of their primary research areas, through opportunities for multi-disciplinary work, leadership roles throughout the university and participation in the teaching and extension missions of the university.

**Grad Student Handbook** | **Graduate Admissions** | **New Student Guide**

**Research Overview** | **Grad Studies Bro** | **Grad Tracker**

<p><b>Ongoing areas of research</b></p> <ul style="list-style-type: none"> <li>• Biological control</li> <li>• Insect biochemistry and cell biology</li> <li>• Insect-plant interactions</li> <li>• Integrated pest management</li> <li>• Landscape ecology</li> <li>• Molecular, behavioral, and population genetics</li> <li>• Systematic entomology</li> <li>• Urban and industrial entomology</li> <li>• Vector biology</li> </ul>	<p><b>Degrees and Programs</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Doctor of Philosophy (Ph.D.)</a></li> <li>• <a href="#">Master of Science (M.S.)</a></li> </ul> <p><b>Contact Information</b></p> <p>Address application questions to:</p> <ul style="list-style-type: none"> <li>• <b>Amanda Wilson</b> <a href="mailto:apendle@purdue.edu">apendle@purdue.edu</a> Academic Program Administrator 765-494-9061</li> <li>• <b>Christian Krupke</b> <a href="mailto:ckrupke@purdue.edu">ckrupke@purdue.edu</a> Professor - Graduate Chair 765-494-4548</li> </ul>	<p><b>Our Requirements</b></p> <ul style="list-style-type: none"> <li>• <i>If applying for fall semester admission, please apply by December 1 to ensure consideration for entrance fellowships.</i></li> <li>• We typically have more applicants for research assistantships than open positions. An advisor must be identified before you are admitted. We strongly recommend that you contact prospective faculty advisors before beginning the application process</li> <li>• GPA 3.0 or above</li> <li>• GRE scores (within past 5 years)</li> <li>• TOEFL score above 77 (International applicants only)</li> <li>• Three letters of recommendation</li> <li>• Two sets of transcripts from all institutions of higher education</li> <li>• <a href="#">Application form</a> (Graduate School website)</li> <li>• Statement of purpose</li> </ul>
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You will log in using your  
**Purdue Career Account.**

## Introduction

Welcome to the Department of Entomology Graduate Student Tracking System (also referred to as the grad eval or grad tracker.) This system has been implemented to in an attempt to reduce paper usage, quickly and easily find and track forms, and to keep our graduate students on track!

Many of you have had some experience with the grad tracker with varying experiences. Your feedback is welcome and improvements are continually being made.

If you have not yet explored the site, please take some time to do so. Major features have been outlined below. Please contact [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) if you notice any errors, have questions, or need more information.

## Getting Started

Most of this manual is designed with an explanation of each section and less of a “how-to” approach. Please jump to the “FAQ” section for answers to common questions.

When you have time, please become familiar with every section available to you. Walking through this manual should explain what you see, how to use it, why you would want to use it, and more.

The screenshot shows the Faculty Dashboard of the Purdue University Department of Entomology Graduate Student Tracking System. The dashboard features a search bar and a table with the following data:

Student Name	Program	Start Date	Student Event	Required Document	Committee Member	Event Date
Test Student	PhD	08/20/2018	Annual Committee Meeting	Dissertation Research Proposal Rubric	Test Faculty	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	Communication Rubric	Test Faculty	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	Communication Rubric	Boiler Bob	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	Dissertation Research Proposal Rubric	Boiler Bob	06/05/2018

The dashboard also includes a footer with various university links and the slogan "WE ARE PURDUE WHAT WE MAKE MOVES THE WORLD FORWARD".

When you first log in, you should see a screen similar to the picture above. This is your Faculty Dashboard. Please note that we will only be using buttons and links in the area outlined above. You may find other links to be useful, but these are not key to the tracker.

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## Home Screen

## Faculty Dashboard

For faculty, the Home screen is the Faculty Dashboard.

Home
View Submitted Forms
Reports ▾

### Faculty Dashboard

Search:

Student Name ▾	Program ▾	Start Date ▾	Student Event ▾	Required Document ▾	Committee Member ▲	Event Date ▲
Test Student	PhD	08/20/2018	Annual Committee Meeting	<b>Dissertation Research Proposal Rubric</b>	Test Faculty	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	<b>Communication Rubric</b>	Test Faculty	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	Communication Rubric	Boiler Bob	06/05/2018
Test Student	PhD	08/20/2018	Annual Committee Meeting	Dissertation Research Proposal Rubric	Boiler Bob	06/05/2018

Previous 1 Next

The Faculty Dashboard works as a “to-do” list for faculty. The list is searchable by using the search box, and is sortable by using the arrows next to each heading.

Notice that Event Dates are color-coded. Above you will only see **green** dates listed. This indicates that the item is not yet due. **Orange** indicates something is current, a little past due, or needs to be updated; while **red** means that an event is past due and should be completed ASAP. In most cases you will want to notify your student if a date is inaccurate.

**Green** event dates should be reviewed periodically for accuracy. Currently, you should only see items due during the current or upcoming semester.

**Orange** event dates should be reviewed closely. Keep in mind that templates used to create the original timeline are just templates! Your student is responsible for the accuracy of these dates by communicating with the Graduate Program office ([gradtracker@purdue.edu](mailto:gradtracker@purdue.edu)) to report changes. Any time a meeting or exam is schedule, or an expected graduation date changes, we must be notified. Once notified, an administrator will change the due date to match the scheduled event. For example—if your dashboard reads that your student has their Dissertation Defense Rubric due August 2018 and they do not plan on defending until November 2018. This means that either your student has not yet scheduled their defense or has not communicated this with our office. If the date is in orange, you may use this as a flag to remind them of the upcoming due dates and/or have them contact the Graduate Program office ASAP.

**Red** event dates need to be processed as quickly as possible. If the date is inaccurate, have your student update their tracker with the Graduate Program office. If the date is accurate, but you believe the forms were already completed, email [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) to clarify. Any other red event should be processed in a timely manner in order to keep a students tracker up to date.

To complete a document, simply click on the name under the Required Document heading and enter the appropriate information. See the Forms section for more information.

**Major Professors:** You may also see forms for other committee members. You may want to remind your committee of past due items if they appear on your dashboard.

## Forms


Forms you may see include:

- Rubrics (All committee members *may* see the following. If you see something for MS/PhD that does not apply, notify an administrator.)
  - Communication Rubric
    - Includes both Oral and Written rubrics
      - Leave any that do not apply blank
  - Dissertation Research Proposal Rubric
  - Dissertation Defense Rubric
  - Preliminary Examination Rubric
- Annual Progress Review (Major Professor)
  - If you are a Co-Chair, the committee will need to determine who will initiate forms as the major professor. The grad tracker does not recognize co-Chairs at this time.
- Annual Progress Review Sign-off (Faculty)
  - This populates automatically once the major professor submits the Annual Progress Review. All committee members must sign-off before the student can see their Annual Progress Review.
- Annual Progress Review Sign-off (Dept. Head)
  - This is only visible to the department head and is the final signature required to complete the document.

Forms may change as the tracker evolves and depending on your role within a committee.

## Rubrics

The content of the rubrics has not changed from the paper versions. If you still prefer to complete a paper copy during a meeting rather than having a computer open to the rubrics, you can easily translate your scores from one to the other. While this does defeat the purpose of reducing paper usage, it is an option you may find useful. If you do not have a paper copy of any rubrics and would like a blank one for your records, please contact the Entomology Graduate Program office.

If at any time you are not present for an event requiring a rubric—click on the Not in Attendance button at the bottom of the form.  This button will submit a blank copy of the rubric for the paper trail. This option will also be used if you are a new committee member in an established committee. The grad tracker will populate a form for EACH event your student has on their tracker—including events before your joining.

The **Communication Rubric** includes both the Writing and Oral Presentation rubrics. If your student's presentation is Writing only or Oral only, please leave the inapplicable section blank. At this time, you cannot clear an erroneous mark—so be careful! A fix to this issue is in progress.

Unlike the Communication Rubric, the **Dissertation Research Proposal Rubric** contains text boxes for comments and Individual Committee member comments. There are four other sections to the Dissertation Research Proposal Rubric, including:

- Overall Quality of Science (multiple choice)
- Contribution to Discipline (multiple choice)

- Quality of Writing (multiple choice)
- Overall Assessment (multiple choice)

Like the Communication Rubric, the **Dissertation Defense Rubric** has both an Oral and Written component. Each of these rubrics has multiple parts, outlined below. If any do not apply to your student, please leave blank.

- Dissertation Defense Oral Rubric
  - Overall Quality of Presentation (multiple choice)
  - Overall Breadth of Knowledge (multiple choice)
  - Quality of Response to Questions (multiple choice)
  - Overall Assessment (multiple choice)
  - Confidential Comments (text box)
- Dissertation Written Rubric
  - Overall Quality of Science (multiple choice)
  - Contribution to Discipline (multiple choice)
  - Quality of Writing (multiple choice)
  - Overall Assessment (multiple choice)

Finally, the **Preliminary Examination Rubric**. Again, this rubric consists of both a Written and Oral section. Unlike other similar rubrics, both the Written and Oral portions include text boxes for comments. Details of each portion are below.

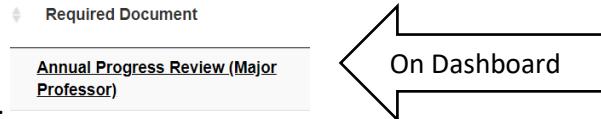
- Written Preliminary Examination Rubric
  - Overall Quality of Responses (multiple choice)
  - Overall Breadth of Knowledge (multiple choice)
  - Quality of Writing (multiple choice)
  - Overall Assessment (multiple choice)
  - Comments (text box)
  - Individual Committee comments (text box)
- Oral Preliminary Examination Rubric
  - Overall Quality of Responses (multiple choice)
  - Overall Breadth of Knowledge (multiple choice)
  - Quality of Communication Skills (multiple choice)
  - Overall Assessment (multiple choice)
  - Comments (text box)

**Any time you are not present you must still complete a rubric by clicking on “Not in Attendance” to prevent delays for your student(s).**

*Annual Progress Review*

**First—Major Professor:**

The Annual Progress Review form is completed in steps. The first step is for the Major Professor (see the “forms” section above for situations with Co-Chairs) to complete the **Annual Progress Review (Major Professor)** form. The form will be listed on your dashboard as seen below. The major professor will complete the form as shown below. When finished, the major professor should review form. Upon submission, the committee members will receive notification from the system to complete their sign-offs.



- 1) Click this link.
- 2) Complete the form shown below:

## Annual Progress Review (Major Professor) for Student, Test

Coursework Evaluation

- Meets Expectations**  
 **Does Not Meet Expectations**

Coursework Evaluation Explanation

Evaluate coursework here.

Research Evaluation

- Meets Expectations**  
 **Does Not Meet Expectations**

Research Evaluation Explanation

Evaluate research here.

Other Concerns

Use this space to address concerns not mentioned above.

Overall Recommended Actions and Deadlines

This space is for any recommendations and/or deadlines.  
Any may be left blank if they do not apply!

[Review Form](#)

- 3) The next screen (shown below) is your summary. You must either Edit this form or Finalize and Submit Form. Clicking on Finalize and Submit form will mark the item as completed. *Note: you are not finished until you click Finalize and Submit Form!*

### Annual Progress Review (Major Professor) (Student, Test)

This form has been marked as completed and is waiting for final submission.

[Finalize and Submit Form](#)

[Edit this form](#)

**Coursework Evaluation:**

Meets Expectations

**Coursework Evaluation Explanation:**

Evaluate coursework here.

**Research Evaluation:**

Does Not Meet Expectations

**Research Evaluation Explanation:**

Evaluate research here.

**Other Concerns:**

Use this space to address concerns not mentioned above.

**Overall Recommended Actions and Deadlines:**

This space is for any recommendations and/or deadlines. Any may be left blank if they do not apply!

- 4) After clicking on Finalize and Submit, the screen will look much the same. Please note that you will read “This form has been submitted by {Your Name}” once complete. If you do not see this screen, your work has not been saved!

### Annual Progress Review (Major Professor) (Student, Test)

This form has been submitted by Test Faculty.

**Coursework Evaluation:**

Meets Expectations

**Coursework Evaluation Explanation:**

Evaluate coursework here.

**Research Evaluation:**

Does Not Meet Expectations

**Research Evaluation Explanation:**

Evaluate research here.

**Other Concerns:**

Use this space to address concerns not mentioned above.

**Overall Recommended Actions and Deadlines:**

This space is for any recommendations and/or deadlines. Any may be left blank if they do not apply!



**Second—Faculty Sign-off:**

The next step in the Annual Progress Review is the faculty sign-off. The **Annual Progress Review Sign-off (Faculty)** form will appear on your dashboard once ready to be completed. As a committee member, you should read the form carefully. There is an optional text box available for any additional comments you may have. Once reviewed and any comments you wish to submit have been entered, type your initials in the Digital Signature box and submit. As with the rubrics, all committee members must submit this form. If you were not present or should otherwise be excluded—click the Not in Attendance button.

**Annual Progress Review Sign-off (Faculty)**

- 1) Click on the required document in your Dashboard.
- 2) Review the form submitted by the Major Professor, Initial, add any comments you may have, and click on Review Form. *Note: Click on Not in Attendance if you were not present. This will mark your form as completed. You are not required to initial or comment if you were not in attendance.*

**Annual Progress Review (Major Professor) (Student, Test)**

This form has been submitted by Test Faculty.



**Coursework Evaluation:**  
Meets Expectations

**Coursework Evaluation Explanation:**  
Evaluate coursework here.

**Research Evaluation:**  
Does Not Meet Expectations

**Research Evaluation Explanation:**  
Evaluate research here.

**Other Concerns:**  
Use this space to address concerns not mentioned above.

**Overall Recommended Actions and Deadlines:**  
This space is for any recommendations and/or deadlines. Any may be left blank if they do not apply!

The Major Professor submitted this information for you to review. You cannot make changes to this section

Digital Signature (Initials)  
BB

Comments  
Use this space to make any additional comments you may have.

[Review Form](#) [Not in Attendance](#)

Complete this Section and click the appropriate button.

- 3) After clicking Review Form, you will see the summary page. Please note that the summary page only includes your initials and comments. Click Finalize and Submit Form to complete.

### Annual Progress Review Sign-off (Faculty) (Student, Test)

This form has been marked as completed and is waiting for final submission.

[Finalize and Submit Form](#)

[Edit this form](#)

**Digital Signature (Initials):**

BB

**Comments:**

Use this space to make any additional comments you may have.

- 4) Once you see the line “This form has been submitted by [Your Name]” you have completed the document.

### Annual Progress Review Sign-off (Faculty) (Student, Test)

This form has been submitted by Boiler Bob.

**Digital Signature (Initials):**

BB

**Comments:**

Use this space to make any additional comments you may have.

**Third—Major Professor sign-off:**

Once each committee member has added their comments and submitted their sign-off, the major professor will receive a notification to sign-off; this will appear on the dashboard as **Annual Progress Review Sign-off (Major Professor)**. The major professor will then see the initials and comments submitted by the committee. At this time, as major professor, you will add any additional comments you may have and your initials.

**Annual Progress Review Sign-off (Major Professor)**

- 1) Click the link under Required Document on your Dashboard.
- 2) Review the initials of the faculty members. If the initials differ from their name, it is possible proxy completed the sign-off. This should be noted in the comments section. Please notify the faculty member and/or administration if there appears to be an error. If all appears accurate, initial and add any additional comments you may have.

**Annual Progress Review Sign-off (Major Professor) for Student, Test**

Annual Progress Review Sign-off (Faculty) (Student, Test)

Annual Progress Review Sign-off (Faculty) (Student, Test)

This form has been submitted by Boiler Bob.



Digital Signature (Initials):

BB

Comments:

Use this space to make any additional comments you may have.

Digital Signature (Initials)

TF

Comments

Additional comments here.

Review Form

Initials and comments by other committee members will show in this area.

Complete this Section and click Review Form.

- 3) Review your signature (initials) and comments. Click Finalize and Submit to complete this form.

**Annual Progress Review Sign-off (Major Professor) (Student, Test)**

This form has been marked as completed and is waiting for final submission.

Finalize and Submit Form



Edit this form

Digital Signature (Initials):

TF

Comments:

Additional comments here.

- 4) Make sure you see **This form has been submitted by Test Faculty.** with your name at the top of the screen to confirm submission.

**Fourth—Student:**

At this point, the Annual Progress Review has been initiated and signed-off by each committee member. As a committee member, you are finished (with the exception of a committee member who is also the Department Head).

The next step is the student sign-off. Students will not be able to see their Annual Progress Review until all committee members have submitted their sign-off! To provide effective feedback, it is important to complete this process as quickly as possible.

***Students will be able to see all comments and initials. Please avoid submitting anything you do not want your student to see!***

**Fifth (and Final)—Department Head:**

The department head will have the final sign-off for every Annual Progress Review. As the department head, you will be able to see all of the above. Unlike steps 1, 2, and 3, you will not be able to enter

Digital Signature (Initials)

[Review Form](#)

comments—only your initials.

Once you click on Review Form, you will want

to verify you have typed your initials correctly. If so, click on [Finalize and Submit Form](#) to

complete the task. If you have made an error, click [Edit this form](#) to make corrections.

Upon successful completion, you should see **This form has been submitted by Stephen Cameron.** at the top of the page. If you see this line, you have completed the task.

## View Submitted Forms

The **View Submitted Forms** tab will open a list of forms submitted. These will sort by ID number by default—but can be sorted according to the filters on headings. This is also searchable using the [search](#) box. The search box is very helpful once the number of entries increases. Use this box when looking for forms related to a specific student, a specific form, or a specific committee member (major professors.) There are also drop-down menus for each column at the bottom of the page to help narrow results.

Home
View Submitted Forms
Reports ▾

### View Submitted Forms

View

Search:

ID ▲	Student Name	Submitter Name	Type	Date	Due Date
1969	Test Student	Test Faculty	Communication Rubric	06/07/2018	05/03/2018
1971	Test Student	Boiler Bob	Communication Rubric	06/07/2018	05/03/2018
1973	Test Student	Test Faculty	Annual Progress Review (Major Professor)	06/07/2018	05/03/2018
1974	Test Student	Test Faculty	Annual Progress Review (Major Professor)	06/07/2018	06/05/2018
1989	Test Student	Test Faculty	Annual Progress Review Sign-off (Faculty)	06/08/2018	05/03/2018
1990	Test Student	Boiler Bob	Annual Progress Review Sign-off (Faculty)	06/08/2018	05/03/2018
1992	Test Student	Test Faculty	Annual Progress Review Sign-off (Major Professor)	06/08/2018	05/03/2018
1994	Test Student	Test Faculty	Annual Progress Review Sign-off (Student)	06/08/2018	05/03/2018
1995	Test Student	Test Student	Annual Progress Review Sign-off (Student)	06/08/2018	05/03/2018
2019	Test Student	Test Faculty	Annual Progress Review Sign-off (Faculty)	06/12/2018	06/05/2018

Showing 1 to 10 of 14 entries Previous 1 2 Next

To view a submission, select it from the list and click on the View button. These forms are view-only for faculty users. Note in the picture below, that once an item is highlighted, the View button is activated.

### View Submitted Forms

View

Search:

ID ▲	Student Name	Submitter Name	Type	Date	Due Date
1969	Test Student	Test Faculty	Communication Rubric	06/07/2018	05/03/2018
1971	Test Student	Boiler Bob	Communication Rubric	06/07/2018	05/03/2018
1973	Test Student	Test Faculty	Annual Progress Review (Major Professor)	06/07/2018	05/03/2018

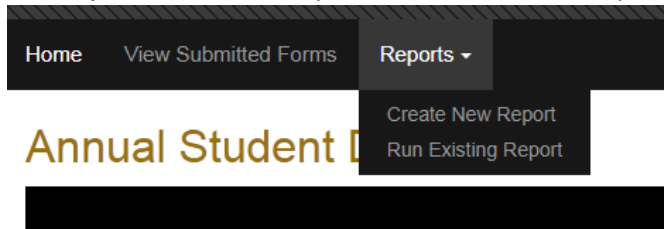
Please note that you *cannot* edit any of the forms seen here!

*If you are listed as a Major Professor, you will be able to review forms submitted by other committee members and your student(s).*

**If a form was submitted in error, please contact an [administrator](#) for assistance.**

## Reports

The **Reports** tab has a drop down arrow with two options—Create New Report and Run Existing Report.



### Create New Report

During these beginning phases of the Graduate Student Tracking System, the Reports section will be of little use to faculty users. Feel free to play around with this section using the information below.

Updates to this manual will be made as the system evolves.

Reports are created using information from various rubrics. You cannot choose to run a report on a specific student, committee person, or meeting—at this time.

Select the columns you want to include. If you save the report, you will need to name it. Saving allows filters to be applied.

## Reports

Please select the columns to include in your report:

- Arguments
- Objectives
- Critical Thinking
- Literature
- Concepts
- Originality
- Creativity
- Research
- Discovery
- Previous Research
- Significance
- Publication Potential
- Writing
- Grammar and Spelling
- Organization
- Documentation
- Overall Assessment
- Comments
- Individual Committee Member comments for student concerning performance.

Save this Report and name it

*Note: Only saved reports can have a filter applied to them.*

Clicking on Generate Report will open a new screen with the requested information.

The report generated will be sorted by ID number—the same referenced in the View Submitted Forms section. You can export the information to Excel by clicking the CSV button. The information on screen will be the same information that appears in Excel.

The sample report below is what you would see if you click on Concepts and Publication Potential on the first screen. Using the search box, you can look for a specific response. For example, if I only want to see Concepts that are scored as “Demonstrates mastery of theoretical concepts,” I would type this into the search box.

### Reports


CSV Search:

ID	Concepts	Publication Potential
85		Reasonable publication potential
87	Demonstrates understanding of theoretical concepts	Exceptional publication potential
96	Demonstrates understanding of theoretical concepts	Exceptional publication potential
102	Demonstrates understanding of theoretical concepts	Exceptional publication potential
452	Demonstrates understanding of theoretical concepts	Reasonable publication potential
458	Demonstrates understanding of theoretical concepts	Reasonable publication potential
661	Demonstrates understanding of theoretical concepts	Reasonable publication potential
791	Demonstrates understanding of theoretical concepts	Exceptional publication potential
856	Demonstrates understanding of theoretical concepts	Exceptional publication potential
1339	Demonstrates understanding of theoretical concepts	Reasonable publication potential

Showing 1 to 10 of 25 entries Previous **1** 2 3 Next

As you can see, this feature has limited use. Please contact an administrator if there is a specific report you would like to run from this database and we will make every effort to comply.

### Run Existing Report

This selection generates Student Reports. This section will change with time. Important to note: there is a menu symbol, , which will allow the user to print the chart or download as a variety of formats. Note that the information below is of little use at this time.

#### Student Reports





## Logging Out

Currently there is no Log Off/Out capabilities. This is on the list to change in the near future. If working on a shared computer and you NEED to log out.

One way to log out (if using Chrome) is to close your browser completely—not just the current tab! When you reopen the site, you should be prompted to log in again.

The other way is to clear your history. Instructions are below.

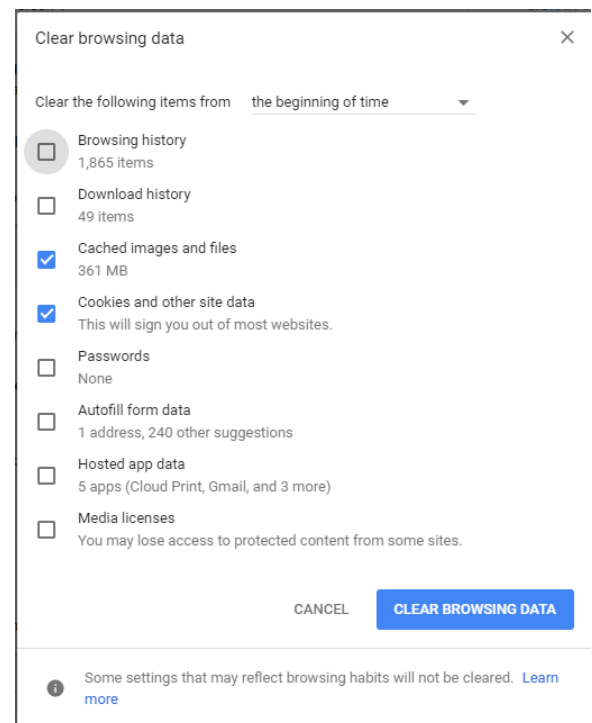
1. Close tab or browser window
2. Reopen browser if needed

3. Click on the menu button  or  depending on your version of Chrome and select History.

- a. You may also use the shortcut of Ctrl + H
4. From the History page, click on Clear browsing data
  5. The Clear browsing data box will appear
    - a. Select “the beginning of time”
    - b. Cached images and files
    - c. Cookies and other site data
  6. Then click on Clear Browsing Data

You should now be asked to log in when you return to the Graduate Tracking site.

Please note that this may log you out of other sites you have open. Make sure you have saved any work on other sites!





## FAQs

*Note: This is just a sampling of questions asked. If you do not see your question in this section, please contact an administrator for answers.*

**Q:** How do I log in if I do not have a Purdue career account?

**A:** If you are a current Purdue employee, you will need to speak with someone in your business office. For special faculty, contact [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) to get started.

**Q:** Must I complete a rubric if I was not present?

**A:** You must open the rubric in questions and click the button that reads “Not in Attendance.” The system will now recognize the rubric as completed. The grad tracker does not have the capability to remove requirements for individual committee members, so this step is important!

**Q:** I am a new addition to a committee and am being asked to complete rubrics from before joining—what do I do?

**A:** Unfortunately, the grad tracker does not recognize *when* a committee person joins. In order to clear these rubrics from your dashboard, you will need to open each up and click “Not in Attendance.”

**Q:** Why am I being asked to complete forms I have already completed?

**A:** This could be happening for multiple reasons:

1. Did you complete the form on paper?
  - a. If so, it has likely gotten lost or misfiled. If you still have a copy, feel free to send this to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu).
2. If you completed this electronically through the tracker—did you submit?
  - a. Remember that you must click on “Review Form” first, then “Finalize and Submit Form” for it to save.
3. If you completed electronically and submitted, please send a note to an administrator for reporting purposes and please complete the form again. You may find it helpful to copy and paste or take a screen shot of the reports if the problem persists.

**Q:** How do I report an issue with the grad tracker?

**A:** Currently you should report issues by contacting the administrators via the [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) email. Future versions of the grad tracker may include an option on screen for reporting errors. This feature, once available, will allow any administrator to handle your issue and allow for better tracking of reported issues.

**Q:** What kind of reports can I run?

**A:** At this time, there are no useful reports. Reporting will be a major step in future versions and we are looking for your input! Send any suggestions you have to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu).

**Q:** I cannot log in with my career account. What next?

**A:** This could happen for multiple reasons:

1. Verify you are typing your alias and password correctly and that your Caps Lock is off.
2. Contact an administrator to verify your alias is accurate. If we make a mistake entering your alias, you will not be able to log in.
3. If you are entering everything correctly and an administrator confirms your alias is accurate in the system, you will need to contact AgIT at (765) 494-8333 or [agithelp@purdue.edu](mailto:agithelp@purdue.edu) for assistance.

**Q:** Why am I receiving notifications of a document being past due when the event has yet to occur?

**A:** Dates shown are entered from a template by start date. Grad students are expected to keep our office informed of specific dates, such as committee meetings. If your student has not updated information with us, you may receive past-due notifications. Please have your student contact us with correct date (or a more accurate guess if not scheduled) to prevent these notifications.

**Q:** I am a Co-Chair of a committee. How does this affect the grad tracker?

**A:** The grad tracker only allows for one Major Professor. Typically, this is entered as the professor who made the initial admission offer. The committee may decide which Co-Chair will serve in this capacity—and should report this information to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu). Responsibilities of the Major Professor include initiating Annual Progress Review forms and reminding other committee members of past-due forms.

**Q:** During a meeting (or other event), it is noticed that rubrics or other forms are missing. What should we do?

**A:** You should check your tracker prior to any meetings/events to verify forms are available. If a rubric or other form should be available and is not, contact an administrator ASAP. It only takes a moment to add the form; however, an administrator may not be available during the meeting to make this adjustment at the last minute. **IF** you are not prepared and an administrator is not available to help, you should complete the information as best you can on an old paper/pencil copy to enter later OR record the meeting so you may enter information afterward. *Please note that forms are typically verified once your student confirms the appointment with our office. If special forms are needed (defense/proposal rubrics) your student MUST make this known to our office and have the appropriate paperwork filed with the grad school.*

**Q:** If a student has already graduated, why am I still being asked to complete forms?

**A:** It is possible for a student to complete the requirements set forth by the grad school and receive their degree prior to having everything completed in the tracker. While the goal is to avoid this as much as possible, it is important to complete all forms requested as early and accurately as possible.

**Q:** Why must we complete forms digitally? Can I choose to use paper?

**A:** Numerous reasons exist for completing forms digitally, including less waste, less physical storage space, ease of reporting, ease of locating information, etc. This is one small step in reducing our physical files and improving access. Paper copies may still be utilized in situations such as power outages, site crashes, note taking, personal records, etc. However, you will still need to copy this information into the tracker for official documentation.

**Q:** Can someone serve as my proxy for forms?

**A:** If you are unable to access the grad tracker and have been in touch with administrators regarding this issue, it is possible to send a paper copy of your forms to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) along with permission to enter as proxy. This is only available in extreme cases. You should make an effort to gain access to the site and/or keep a paper copy for reference in the case of a site crash, power outage, or other similar event.

## Troubleshooting

For items not covered in this manual, please contact [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) for assistance. Both Amanda Wilson and Molly Weber will have access to this email and will check regularly. Please avoid emailing either directly for issues related to the Grad Tracker.

## Administrators

Listed in order of contact:

Molly Weber            [weber77@purdue.edu](mailto:weber77@purdue.edu)            (765) 496-6185

Amanda Wilson        [apendle@purdue.edu](mailto:apendle@purdue.edu)            (765) 494-9061

## Graduate Chair

*Do not contact with Grad Tracker questions!*

Dr. Christian Krupke    [ckrupke@purdue.edu](mailto:ckrupke@purdue.edu)            (765) 494-4912