# Research Advisor Assignment Application Guide

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## Research Advisor Assignment Overview

The **Research Advisor Assignment** application allows Department Administrators to create, view, and edit research advisor assignments online.

### Login
You can login with Touchstone and certificates or your Kerberos and password.

### Roles
Your role as a Department Administrator allows you to create and update research advisor assignments for students within each course/subject/level for which you have access.

**NOTE:** When a research advisor is assigned to a student, they become an enterer by default on the associated gradesheet. Changes to this default authorization can be made in the Online Grading application: https://ogs.mit.edu/.

### This document will show how to

1. **Assign research advisors to students**
2. **View research advisor assignments**
3. **Import research advisors**

You may access the Research Advisor Assignment Home Page at the following address: https://eduapps.mit.edu/assignresearchadvisor/.

# Research Advisor Assignment Home Page

This is the Home screen for **Assign Research Advisors to Students**.



## Menu Options
**Assign Research Advisors to Students** – assign a research advisor to a student (shown above)
**View Students' Research Advisors** – displays a list of students and their assigned research advisor for the current or any prior term
**Import Research Advisors** – upload a file with students and their assigned research advisor
**Help** – displays documentation pages
**Log Off** – click to end your session, and close your browser to complete the process

# Assign Research Advisors to Students

From here you will be able to:
1. Search for students by filtering
2. Assign a Research Advisor to an individual or group of students
3. Print and export data

## Select Students

Look for SELECT STUDENTS under the Term information at the top left under the menu. Click + or - next to **Student Filters** to show/hide the blue criteria box.

The Select Student area lets you search for a student by name, MIT ID, or Kerberos username. You may also search for groups of students by subject or department if you have access to more than one.

Enter a name in the Research Advisor field, then select a name from the suggestion list to view all students assigned to a particular research advisor. You can filter to see students who have not yet been assigned to research advisors by clicking the radio button: *Students without research advisors*.



## Using Student Filters

1. Enter student information on the right to find an individual student. Otherwise, choose a department and subject on the left to find groups of students.
2. You may also enter a research advisor's name on the right to see all students assigned to them. Start by typing a their first or last name and an auto-completed list of choices will be displayed. Click the name in the list to enter it.

   **NOTE:** You <u>must</u> wait and choose the research advisor's name from the auto-completed pop-up list for the system to recognize your choice.

3. Choose **All** students to see the full list, or select **Students without research advisors** to see a list of unassigned students.
4. Select multiple subjects which are contiguous with the click-shift-click method or non-contiguous by clicking the first, holding the control key (Win) or command key (Mac), then clicking the second.
5. Click **Find Students** when you are satisfied with your choices. Click **Clear** to make a new set of choices.

   **NOTE:** All information displayed is based on the current term.

# List of Students and Research Advisors

The list of students reflects the choices you have made in the Student Filters box. In the example below, the list is filtered to show all 1.THG and 1.UAR students. The total number of students who meet the criteria chosen below is 133.



1. Just above the names on the left you will see how many student names are displayed out of the total set. Click the Previous, Next, or page number links to view more results.
2. The display is set by default to show 20 names per screen. Change this on the far right using the drop down list. Select 10, 20, 50, 100, or All and then click Go.
3. The default sort order is last name, first name, MI, then MIT ID. Click a column label to sort ascending/descending by that column.

4. Students with multiple research subjects within the authorization of the user will show multiple records.
   a. Student records will show the currently assigned research advisor or they will be blank.
   b. To assign a research advisor for the current term, type their name in the Research Advisor box on the right of the row listing the student, wait for options to appear, and then select a name from the auto-completed list.
   c. Click the blue X to <u>unassign</u> a research advisor.
5. Any MIT employee may be added as a research advisor in the student's record. The auto-complete list will show department and title for each to help you choose the correct person.

   **WARNING:** Each time you make a research advisor assignment, you are granting that research advisor access to see their students on the subject gradesheet. If you remove all assignments for a particular research advisor, they will <u>still be able to view</u> all students on the associated gradesheet unless/until the "enterer" authorization is removed. Thus, if the last assigned student is removed from a research advisor, you will be asked if you want to remove their "enterer" authorization on the associated gradesheet.
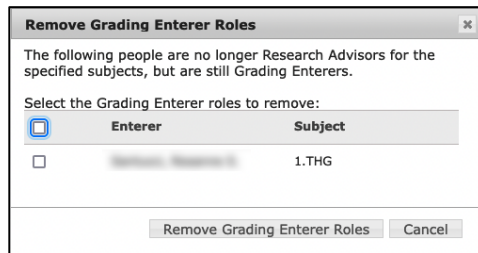


6. Any change to the Research Advisor box will cause the checkbox at the far left of a row to become checked. All checked records will be saved whether you've assigned or removed a research advisor. You may uncheck any record to prevent saving that record.
7. Click the **Reset** button to clear any changes since the last save. Click the **Save Assignments** button to save the edits you see **on the screen being viewed.** All changes made since the last save will be saved. You may make as many research advisor changes as you like before saving.
8. When you save you will see the following messages:
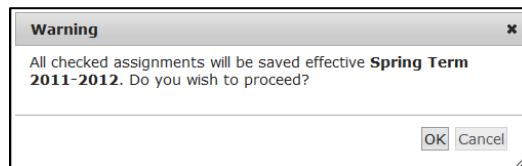


9. After you save you will see a confirmation message.
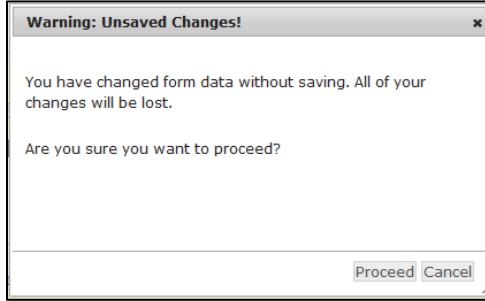


   **NOTE:** If you are viewing *Students without research advisors* and you make an assignment, when you click Save that student record will no longer be visible in the list, since it no longer matches the search criteria.

10. If you try to leave this screen before saving you will see the following message.



11. If you try to logout before saving you will see the following message.
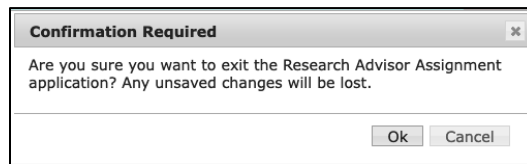


12. On the bottom right are two links. The first is a link to create a PDF copy which you may subsequently print and/or save. The second is a link to export the data into a .csv file. The students displayed **on the current screen** will be printed to a PDF or exported. Note that this may not include all students from the initial filter if they are not displayed.
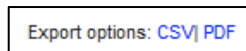
# View Research Advisor Assignments for Students

The View Research Advisor Assignments screen lets you see assignments for previous terms in read-only format. Based on the filter criteria, this screen will show a list of this research advisor's students for the spring 2022-2023 term.



1. The read-only list defaults to the current term, but you may select a previous term from the drop down list.

2. You can filter the list for your chosen term by choosing criteria. Setting filter criteria works as described earlier on the **Using Student Filters** page. Locate a single student using personal information or a set of students by subject. If a student is enrolled in multiple subjects with research advisors, all records to which you have access will be displayed.

3. Each student's MIT ID, Kerberos username, and full name are displayed in the first three columns. Year, subject, registration status and research advisor's name are also displayed.

4. Navigation works as described on the **List of Students** page.

5. The current read-only list may be exported to a PDF file to print or a .csv file to open in Excel.

# Import Research Advisor Assignments

The Import Assignments page allows you to import a list of research advisor assignment information kept in an external file. The file must be saved in the .csv format and all the columns must all be included per this example:

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Research Advisor Kerberos ID | RA First Name | RA Last Name | Student MIT ID | Subject | Reg Status | Student Year | |
| 2 | advisor1 | Jane | Lee | 987654321 | 1.THG | Y | G | |
| 3 | advisor2 | Joe | Byrne | 902101234 | 1.THG | Y | G | |
| 4 | | | | | | | | |

Your file must include data in the Student MIT ID and Subject columns. Either Research Advisor Kerberos ID or RA First/Last Name must be included as well.

To begin the import process click Import Research Advisors in the menu.



1. Select your department if you have access to more than one.
2. The **Browse** button lets you browse your system for the desired file.
3. When the file is located and listed, choose Import.

You will receive a message to let you know if your import has been successful. Note that the first row will always generate an error. Check the Assign Research Advisors to Students list to see the results. Adjust your data file if necessary.

## Import Results

| | |
|---|---|
| **User Name** | |
| **Effective Term** | Fall Term 2023–2024 |
| **File Name** | Book1.csv |
| **Submit Time** | 1:39 PM |
| **Completion Time** | 1:39 PM |
| **Total Records** | 4 |
| **Success** | 2 |
| **Error** | 2 |

| Row | Description | Flag |
|---|---|---|
| 1 | null.null is not a valid subject number for research advisor assignment. | Error |
| 4 | Research advisor Kerberos ID is invalid. | Error |
| 2 | Successful Student–Research Advisor Assignment (Student ID – _____, Research Advisor Kerberos – _____). | Success |
| 3 | Successful Student–Research Advisor Assignment (Student ID – _____, Research Advisor Kerberos – _____). | Success |

Export to CSV| PDF                                          Back to Import Assignments