System Guide for HDR students

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**Using CareerHub for your event registrations**

Register for Professional Development Workshops and Sessions


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

3. Select ‘My Event Bookings’

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:

<table>
<thead>
<tr>
<th>Compulsory Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epigeum and Smart Sparrow modules                                                     Online equivalents of JCU-presented workshops</td>
</tr>
<tr>
<td>Epigeum Research Methods in Literature Review                                          Candidature Milestones</td>
</tr>
<tr>
<td>Epigeum: Research Ethics and Integrity                                                 Understanding HDR Candidature</td>
</tr>
<tr>
<td>Professional Writing and Editing</td>
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<td>Copyright</td>
</tr>
<tr>
<td>Data Storage and Management</td>
</tr>
<tr>
<td>Academic Integrity, Plagiarism and SafeAssign</td>
</tr>
<tr>
<td>OneDrive, Careerhub and LearnJCU</td>
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</table>

<table>
<thead>
<tr>
<th>Elective Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Integrity: Animal Research Ethics, Human Research Ethics and/or Aboriginal and Torres Strait Islander Research Ethics*</td>
</tr>
<tr>
<td>Epigeum Research Methods: Arts and Humanities, the Sciences and/or the Social Sciences</td>
</tr>
<tr>
<td>Epigeum Statistical Methods for Research: Biomedical Sciences, Business, Engineering and Technology, Natural Sciences and/or Social Sciences</td>
</tr>
<tr>
<td>Epigeum Avoiding Plagiarism</td>
</tr>
<tr>
<td>‘SafeAssign’: Check your work for plagiarism</td>
</tr>
<tr>
<td>Magna 20 Minute Mentors ‘How Can I Improve My PowerPoint Presentation Skills?’ Online Presentation</td>
</tr>
</tbody>
</table>

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, 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’.
7. 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.
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](https://www.jcu.edu.au/graduate-research-school)
2. Scroll down and select the iThenticate button
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.
3. In the next page, click the iThenticate button on the right

4. You will be taken to the JCU Central Authentication Service page

5. Enter your JCU Login ID (**jc number**) and Password

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**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.
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).

5. **Zip File Upload:**
   a. Enter **Author First Name and Author Last Name**
   b. Select **Choose File**
   c. Select **Upload**

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**
View the Similarity Report in iThenticate

1. Select the **Percentage Button**

![Percentage Button in iThenticate](image)

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

![Match Overview in iThenticate](image)

*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](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**

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