

Training Guide

Graduate Researchers: How to access your Graduate Research and Innovation Training progress report Adelaide University

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Overview

This is a step-by-step guide to accessing a report of your Graduate Research and Innovation Training (GRIT) progress from the GRIT platform.

Progress reports must be uploaded as evidence of current GRIT requirements for your initial, confirmation of candidature, and mid-candidature reviews. They are also a useful tool for development planning and development discussions with your supervisory team and mentors. The progress summary report will list all your completed activities, the hours credited and domain for each activity.

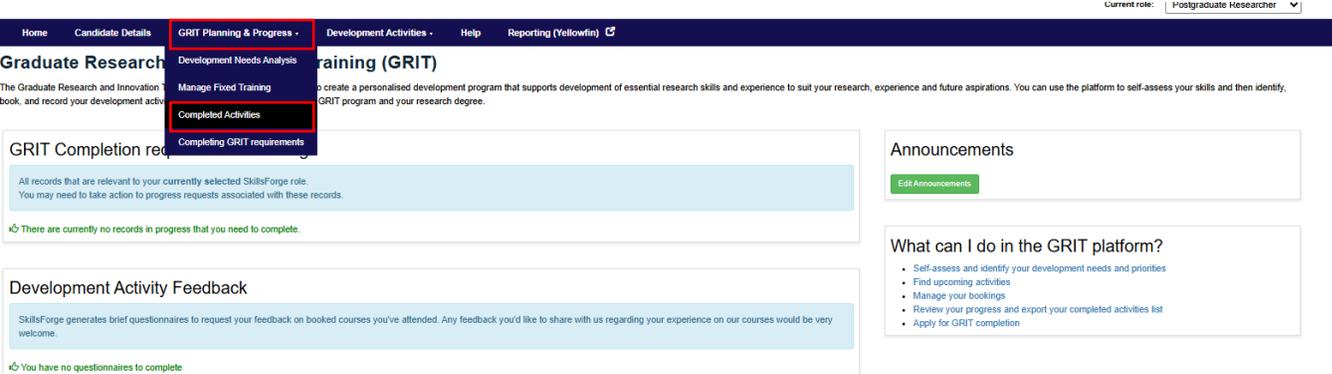
All Graduate Research students have a GRIT account. Access the [GRIT platform here](#). Log in via Okta with your Adelaide University ID (aNumber) and password.

Your supervisors, Graduate Research Coordinator and Dean of Research can also view your GRIT progress summary report for the purpose of supporting your development and successful degree completion.

Procedure

View Completed Activities

1. Once you're logged into the GRIT platform, you'll land on the homepage.
2. Click the **GRIT Planning & Progress** menu then click the **Completed Activities** tab. The **Completed Activities** page opens.



The screenshot shows the GRIT platform homepage. The top navigation bar includes 'Home', 'Candidate Details', 'GRIT Planning & Progress', 'Development Activities', 'Help', and 'Reporting (Yellowfin)'. The 'GRIT Planning & Progress' menu is expanded, showing 'Development Needs Analysis', 'Manage Fixed Training', 'Completed Activities', and 'Completing GRIT requirements'. The 'Completed Activities' tab is highlighted. The main content area features a 'GRIT Completion report' section with a message: 'All records that are relevant to your currently selected SkillsForge role. You may need to take action to progress requests associated with these records. There are currently no records in progress that you need to complete.' Below this is a 'Development Activity Feedback' section with a message: 'SkillsForge generates brief questionnaires to request your feedback on booked courses you've attended. Any feedback you'd like to share with us regarding your experience on our courses would be very welcome. You have no questionnaires to complete.' On the right side, there are 'Announcements' and 'What can I do in the GRIT platform?' sections. The 'What can I do in the GRIT platform?' section lists: 'Self-assess and identify your development needs and priorities', 'Find upcoming activities', 'Manage your bookings', 'Review your progress and export your completed activities list', and 'Apply for GRIT completion'.

3. You can **view all your completed activities** in the completed activities table, including the domain and number of credited hours for each activity. The table will include activities you have self-recorded as well as those you have participated in

through the GRIT program. To ensure all your activities are included in the report, click on the drop down “Show entries” and select the relevant number for the amount of activities you’ve done. For example, if you’ve completed 40 activities, select 50 in “Show entries”.

Completed Development Activities

Your development activity record will enable you to better assess your development needs, plan your development and hold productive development conversations. It also provides you with a record of activities for your CV, grant applications and to demonstrate your commitment to ongoing professional growth.

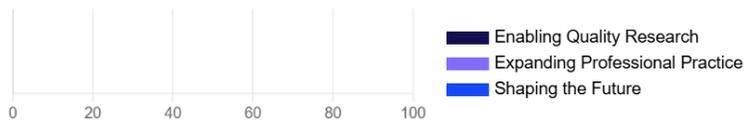
You can add development activities not captured through the GRIT platform by clicking the “Record Your Own Activity” button below. This will enable you to collate a more thorough development record.

Click on the title of the activity to reflect on your learning from the development activity.

Print a PDF version of your development record through the print button located to the top right of the table

Your development activity record is visible to your supervisory team, Graduate Research Coordinator and Dean of Research. It is also visible to the Graduate Research Development and Experience team (GRDE) for the purpose of supporting your completion of the GRIT program.

Please note the Category is reflective of the Graduate Research and Innovation Training Framework.



[Self-record an activity](#)

[Print](#)

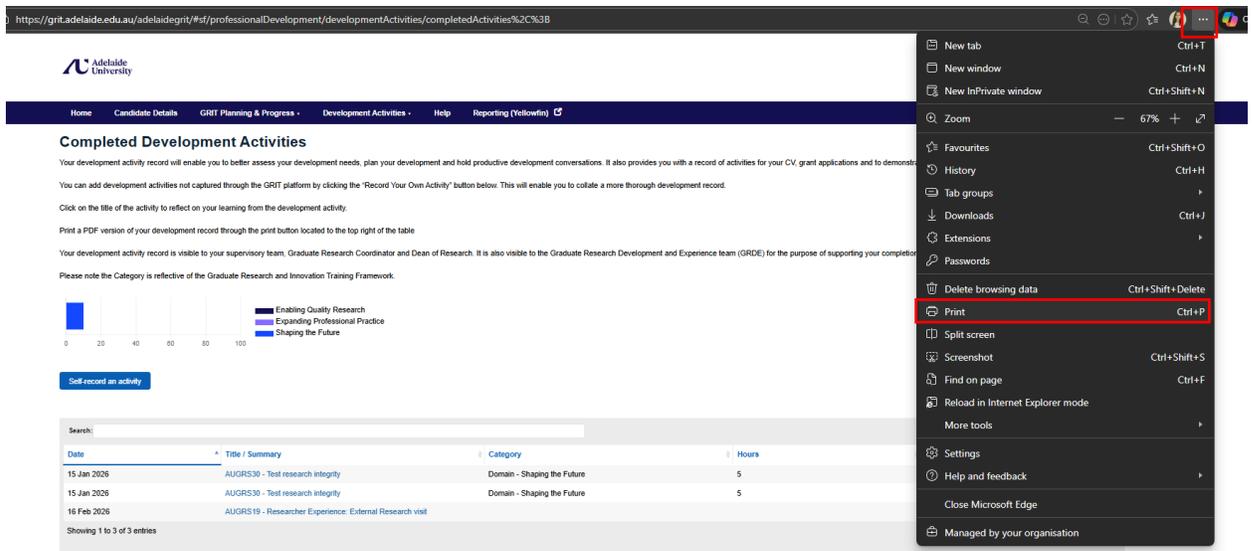
Search:

Show 50 entries

Date	Title / Summary	Category	Hours	Actions
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Obtaining your GRIT progress summary report

4. Click on the three dots on the top of your browser. Then click on the print option.



5. The print page will open. Under 'printer', click on the 'save as PDF' option.
6. Click 'save' and save the document in your chosen folder.

