Training Guide

Graduate Research Students: How to Search and Book an Activity in the GRIT platform

Adelaide University

Contents

Overview

The GRIT platform supports graduate researcher development by enabling it easy to find, book and manage development activities relevant to your research and future career. This guide shows you how to search for GRIT activities, apply filters to refine your results, book activities and view a summary of your bookings in the GRIT platform.

All Graduate Research students have a GRIT account. The GRIT platform can be accessed on the GRIT webpage. Log in via Okta with your Adelaide University ID (aNumber) and password.
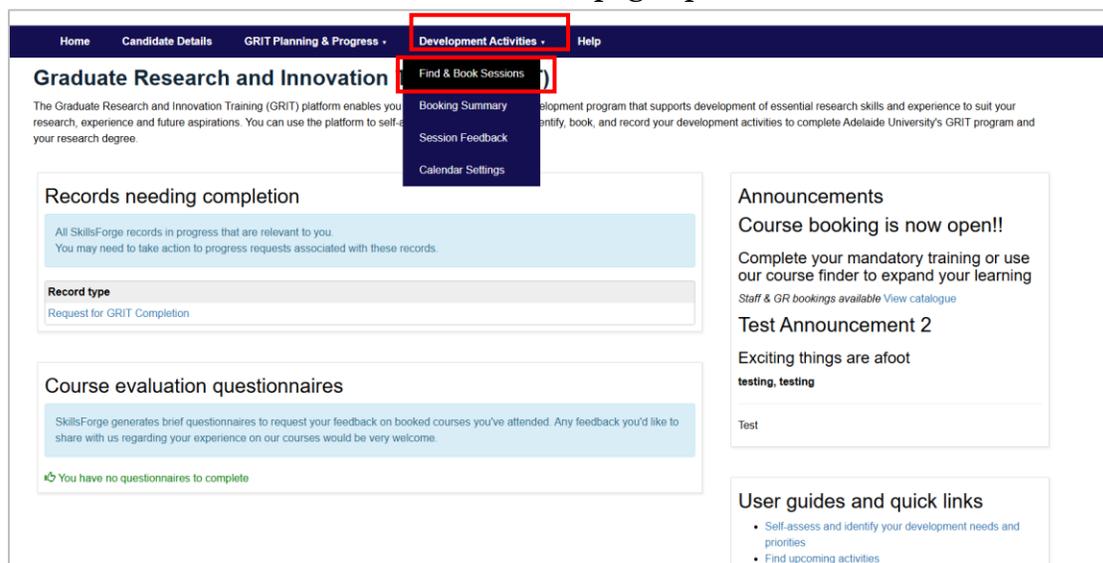
Note: Your supervisors, Graduate Research Coordinator and Dean of Research can also view your booked GRIT activities for the purpose of supporting your development and progress.

Procedure

Search and Filter Activities in the GRIT platform

As a Graduate Research student, you can access the GRIT platform search page and search for activities using keywords and filters.

1. Once you're logged into the GRIT platform, you'll land on the **GRIT platform** homepage.
2. Click the **Development Activities** menu then click **Find and Book Sessions tab**. The **Find & Book Sessions** search page opens.

3. **To see all upcoming activities** make sure the **Ongoing/Future** option is selected under Search Filters. Click **Sessions by Date** and the **Search** button.

4. **To search by topic**, type a keyword in the **Search** bar. Click **Events by Best Match** and then click **Search**. The results list displays activities that match your keyword.

5. **To search by filters.** There are a number of filters in the GRIT platform to help narrow down your search. For example, you can search by Training Provider, for example the Library or your College, or by GRIT Domain or Focus Area to see opportunities related to broad topic categories. You can also filter based on the location, including online opportunities. Click on the **relevant filter drop down** and select the options you would like to include in your search. Click **Apply Filters**.

6. In the **display results as** section on the right side of the screen, select **Events by Best Match** or **Sessions by Date**. The results reorder according to the selected sort option.

Book an Activity

As a Graduate Research student, there are many activities you can access and book through the GRIT platform.

1. On the **GRIT platform** homepage, click **Development Activities** then the **Find & Book Sessions**.
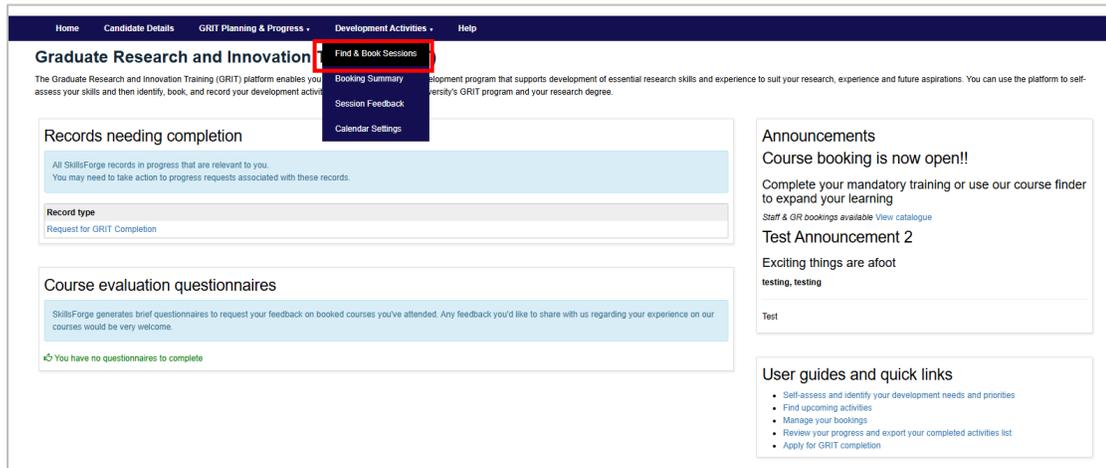
1. **To open a specific activity you can:**
    a. **Find it in the upcoming activities** make sure the **Ongoing/Future** option is selected. Click **Sessions by Date** and the **Search** button.
    b. **Use a filter;** or
    c. **Use a direct link** from an email, webpage or other form of communication

2. **Click the title of the activity** you wish to book. There are a number of ways you can book an activity, each is identified below. Most activities will be Bookable.

    - **Bookable:** Activity is booked through the GRIT platform; attendance will automatically appear on your GRIT completed activities record once attendance is processed.
    - **Bookable-opening soon:** Activity will be open for bookings at a certain date and once bookings are open, the activity can be booked through the GRIT platform; attendance will automatically appear on your GRIT completed activities once attendance is processed.
    - **Externally Booked:** Activity is booked externally; attendance will appear on your GRIT completed activities once attendance is processed.
    - **Listed Self-record:** Respond to a short set of questions to add the activity to your record.

3. Scroll to the bottom of the activity page and follow the appropriate booking instructions:

a. **Bookable:** Click the **Book** button at the bottom of the page, then review your booking and confirm. If the activity is fully booked you can register your interest and be added to a waiting list.

Bookable Soon: If bookings are not yet open or dates are TBC, you can register your interest and be added to a waiting list.

b. **Externally booked:** Follow the directions at the bottom of the screen to book into the course.

c. **Listed self-record:** Follow the directions to access the course. Once the course is completed, return to this page and click the **Add to my record** button. Complete the remaining fields of the online form to add the activity to your GRIT record.

<u>Viewing Booking Summary</u>

As a Graduate Research student, you can view a summary of all your booked activities and check their status.

1. On the **GRIT platform homepage**, click **Manage your Bookings** from **User guides and quick links**. The **Booking Summary** page opens.
Note: Alternatively, you can click the **Training and Development** tab at the top of the page and select **My Booking Summary**.

2. On the **Booking Summary** page, review the table of your bookings. **Note:** The table displays the status of all activities booked through the GRIT platform.

3. To view a booking, click on the blue link in the **Title** column. The **Booking Details** page opens.

Booking Summary

The table below includes upcoming and past development activities booked through the GRIT platform. It enables you to:

- Easily manage your registration for future activities (identified as "Booked") by clicking on the activity title
- Identify activities you were not able to attend and re-register for a future date if relevant
- Incorporate upcoming development activities into your development discussions

You can also click on the Print button to export a PDF 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.

Search: [   ]   Show 10 ⌄ entries

Date	Title	Status	Attendance
01/10/2025	GRIT-F102 - Aboriginal and Torres Strait Islander research methodologies and ways of knowing	Finished	**1 session(s)** Attended: 1
01/10/2025	GRIT-F103 - Respectful relationships in graduate research	Finished	**1 session(s)** Attended: 1
04/08/2025	GRIT-F100 - Induction	Finished	**1 session(s)** Part Attended: 1
11/09/2025	AUGRS1 - test booking	Finished	**1 session(s)** Part Attended: 1
18/09/2025	GRIT-F101 - Research Integrity	Finished	**1 session(s)** *(1 pending processing)*

Showing 1 to 5 of 5 entries   Previous 1 Next