

## Training Guide

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

## Adelaide University

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## 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.

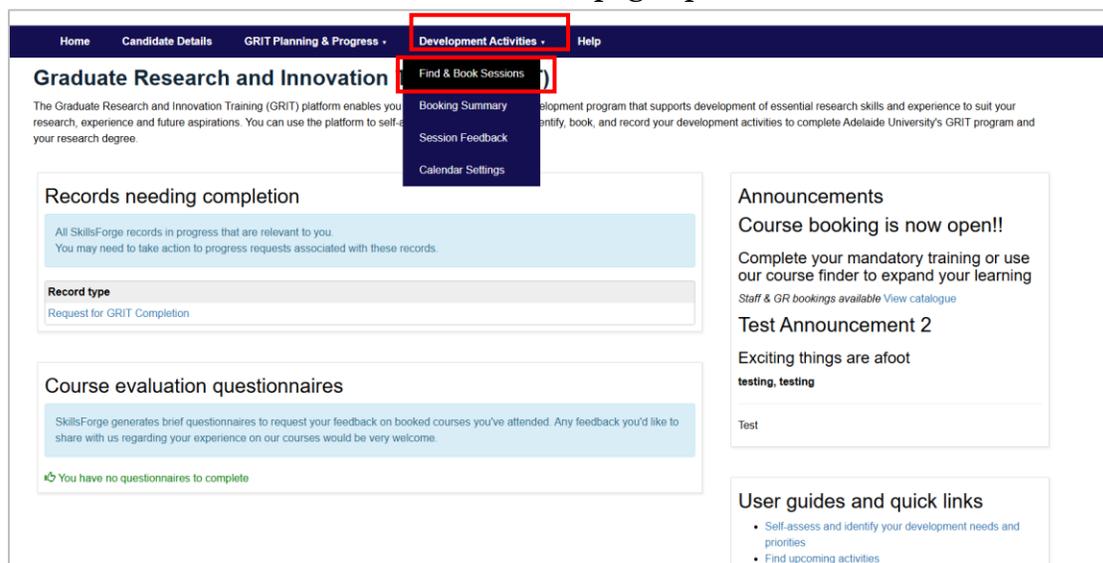
**Note:** Your supervisors, Graduate Research Coordinator and Dean of Research can also view your booked GRIT activities for the purpose of supporting your development and progress.

## 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.



The screenshot shows the GRIT platform homepage. The navigation bar at the top includes 'Home', 'Candidate Details', 'GRIT Planning & Progress', 'Development Activities', and 'Help'. The 'Development Activities' menu is open, showing options: 'Find & Book Sessions', 'Booking Summary', 'Session Feedback', and 'Calendar Settings'. The 'Find & Book Sessions' option is highlighted with a red box. The main content area includes sections for 'Records needing completion', 'Course evaluation questionnaires', 'Announcements', and 'User guides and quick links'.

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

The screenshot shows a search interface with a dark blue header containing navigation links: Home, Candidate Details, GRIT Planning & Progress, Development Activities, Help, and Reporting (Yellowfin). Below the header is a search bar with a 'Search' button. To the left is a 'Search Filters' panel with a dropdown for 'By Session Date' and radio buttons for 'Date options': 'Finished Sessions', 'Ongoing/Future Sessions' (selected), and 'Date Range'. Below these are expandable filter categories: Training Provider, GRIT Domain, GRIT Focus Area, Delivery Mode, GRIT Candidature Stage, College, Campus, GRIT Category, and Supervisor. At the bottom of the filters are 'Clear filters' and 'Apply filters' buttons. To the right of the search bar is a dropdown for 'Display results as:' with options 'Events by Best Match' and 'Sessions by Date' (selected). Below this is a list of activities:

HA-AGRS122	<b>Three Minute Thesis</b> Externally Booked	
HA-AGRS195	<b>Traversing T-Tests in R</b> Listed Self-Recorded	Bookings closed
HA-AGRS196	<b>Chi Square and Correlations in R</b> Listed Self-Recorded, Externally Booked	
HA-AGRS236	<b>The Imposter Syndrome</b> Listed Self-Recorded	Bookings closed
HA-AGRS239	<b>Beyond Basics: Conditionals and Visualisations in Excel</b> Listed Self-Recorded	Bookings closed
HA-AGRS240	<b>Sourcing Jobs Outside Academia - Online</b> Listed Self-Recorded	Bookings closed
HA-AGRS256	<b>Preparing for your doctoral oral examination</b> Listed Self-Recorded	Bookings closed
HA-AGRS271	<b>Juggling Skills for Researchers - Online</b> Listed Self-Recorded	Bookings closed
HA-AGRS272	<b>Stress Survival Kit - Online</b> Listed Self-Recorded	Bookings closed
HA-AGRS273	<b>Media Training for Researchers - Online</b> Listed Self-Recorded	Bookings closed

At the bottom of the results list is a 'Get more results' button.

- 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.

The screenshot shows the same search interface as above, but with the 'Display results as:' dropdown set to 'Events by Best Match'. The search filters remain the same. The results list now shows:

AUGRS13	<b>Statistics course</b> Listed Self-Recorded	Places available
AUGRS2	<b>Listed self-record activity Test 1</b> Listed Self-Recorded	Bookings closed
GRIT-F102	<b>Aboriginal and Torres Strait Islander research methodologies and ways of knowing</b>	Previously booked

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**.

The screenshot shows the GRIT platform search interface. At the top left is the Adelaide University logo. The top right shows the user 'Mr. Test Student' and a 'Sign Out' button. A navigation bar contains 'Home', 'Candidate Details', 'GRIT Planning & Progress', 'Development Activities', and 'Help'. Below the navigation bar is a search bar with a 'Search' button. To the left of the search bar is a 'Search Filters' panel with a dropdown menu set to 'By Session Date'. Under 'Date options', 'Ongoing/Future Sessions' is selected. Below this are radio buttons for 'Finished Sessions' and 'Date Range' (with input fields). Other filter categories include 'By Training Provider', 'By GRIT Domain', 'By GRIT Focus Area', 'Delivery Mode', 'GRIT Candidature Stage', 'College', 'Campus', 'GRIT Category', and 'Supervisor'. At the bottom of the filter panel are 'Clear filters' and 'Apply filters' buttons. To the right of the search bar is a 'Display results as:' section with 'Events by Best Match' selected and 'Sessions by Date' as an alternative. Below this is a table of search results:

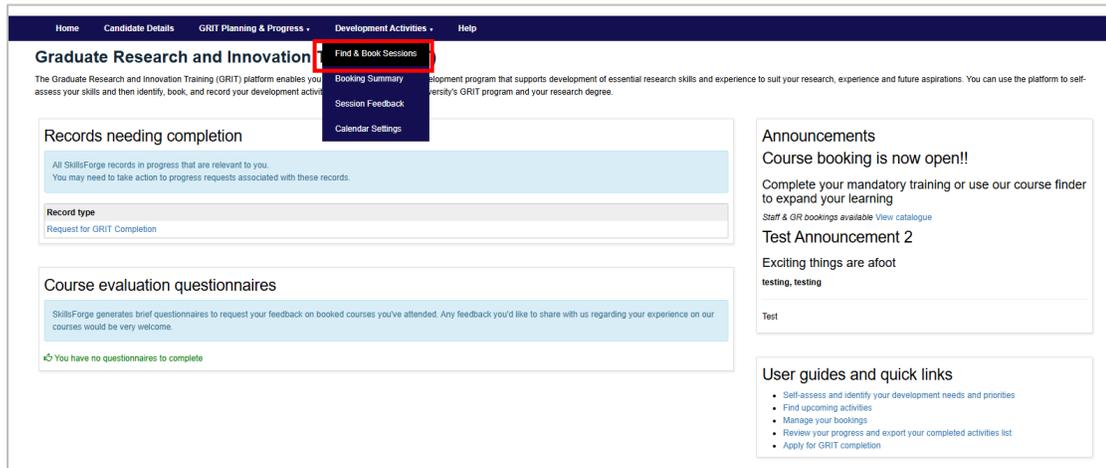
Code	Activity Name	Status
AUGRS13	Statistics course Listed Self-Recorded	Places available
AUGRS2	Listed self-record activity Test 1 Listed Self-Recorded	Bookings closed
GRIT-F-102	Aboriginal and Torres Strait Islander research methodologies and ways of knowing	Previously booked

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.

Home Candidate Details GRIT Planning & Progress Development Activities Help Reporting (Yellowfin)

AUGRS42

### Commercialisation 101: What is commercialisation and how does it relate to research?

Summary

This event has been organised by the Adelaide University Graduate Research School. For any enquiries please contact [grit@adelaide.edu.au](mailto:grit@adelaide.edu.au).

In this session, learn how research can be translated into a commercialisation outcome, and how value is created in the process. All researchers should have an understanding of the commercialisation process. Come along to learn what is meant by terms such as: licensing of underlying IP, licensing fees, product/service revenue.

Domain: Shaping the Future  
Credits: 1  
Speaker: Andrew Milligan, Senior Commercialisation Manager, Research and Innovation, Adelaide University

Available Dates

This course is delivered in single session. To make a booking, please ensure one of the available dates is selected below.

Session 1

24 Feb 2026 14:00 - 15:00  
Bookable PLACES  
Venue: Online, Zoom meeting  
Details

**Book**

### Booking confirmation

Please review your booking below and confirm

02 Jan 2026 21:00 - 22:00  
Bookable - opening soon  
Venue: -

[Cancel](#) [Book](#)

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

Project Management Essentials series 2

Summary

This event has been organised by the Adelaide University Graduate Research School. For any enquiries please contact [research@grit@adelaide.edu.au](mailto:research@grit@adelaide.edu.au).

Available Dates

This course has a waiting list. To join it, please ensure all the dates you can make are selected in the list below. We will offer you a place when one becomes available.

Session 1

02 Jan 2026 21:00 - 22:00  
Bookable - opening soon CLOSED  
Venue: -

[Select all sessions](#) [Unselect all sessions](#)

**Register on waiting list** 5b

- 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.

## Viewing Booking Summary

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**.

The screenshot shows the GRIT platform homepage. At the top, there is a navigation bar with tabs: Home, Candidate Details, GRIT Planning & Progress, Development Activities, and Help. Below this, the 'Development Activities' dropdown menu is open, with 'Booking Summary' highlighted in red. In the main content area, there are several sections: 'Records needing completion', 'Course evaluation questionnaires', 'Announcements', and 'User guides and quick links'. In the 'User guides and quick links' section, the link 'Manage your bookings' is highlighted in red.

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.

The screenshot shows the 'Booking Summary' page. It includes a search bar and a table of booked activities. The table has columns for Date, Title, Status, and Attendance. The table is highlighted with a red border.

Date	Title	Status	Attendance
01/10/2025	GRIT E100 - Aboriginal and Torres Strait Islander research methodologies and ways of knowing	Finished	1 session(s) Attended: 1
01/10/2025	GRIT E100 - Respectful relationships in graduate research	Finished	1 session(s) Attended: 1
04/08/2025	GRIT E100 - Induction	Finished	1 session(s) Part-Attended: 1
11/09/2025	AUG001 - test booking	Finished	1 session(s) Part-Attended: 1
18/09/2025	GRIT E101 - Research Integrity	Finished	1 session(s) (7 pending processing)

Showing 1 to 5 of 5 entries

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.

Date	Title	Status	Attendance
01/10/2025	<a href="#">GRIT-F102 - Aboriginal and Torres Strait Islander research methodologies and ways of knowing</a>	Finished	1 session(s) Attended: 1
01/10/2025	<a href="#">GRIT-F103 - Respectful relationships in graduate research</a>	Finished	1 session(s) Attended: 1
04/08/2025	<a href="#">GRIT-F100 - Induction</a>	Finished	1 session(s) Part Attended: 1
11/09/2025	<a href="#">#UGRSS1 - test booking</a>	Finished	1 session(s) Part Attended: 1
18/09/2025	<a href="#">GRIT-F101 - Research Integrity</a>	Finished	1 session(s) (1 pending processing)

Showing 1 to 5 of 5 entries

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