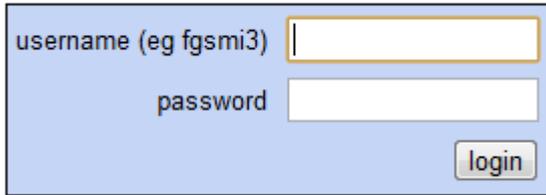# INTERNATIONAL RESEARCH STUDENT MONTHLY ATTENDANCE REVIEW DOCUMENT

A User Guide

This step-by-step guide shows you how to create and manage MUSC's International Research Student Monthly Attendance Review document through Google Docs
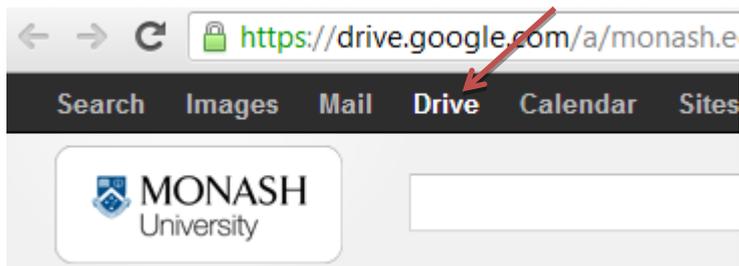
31 May 2013

a) Introduction

1. Type the url: https://my.monash.edu.au/ on the browser and enter your authcate id and password to login to the Google mail account.
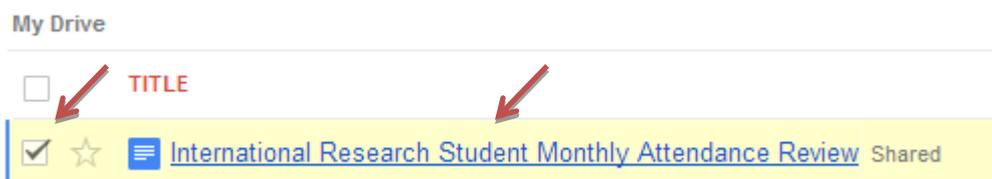

2. Click at the 'Drive' menu as shown below:


3. Welcome to Google Drive
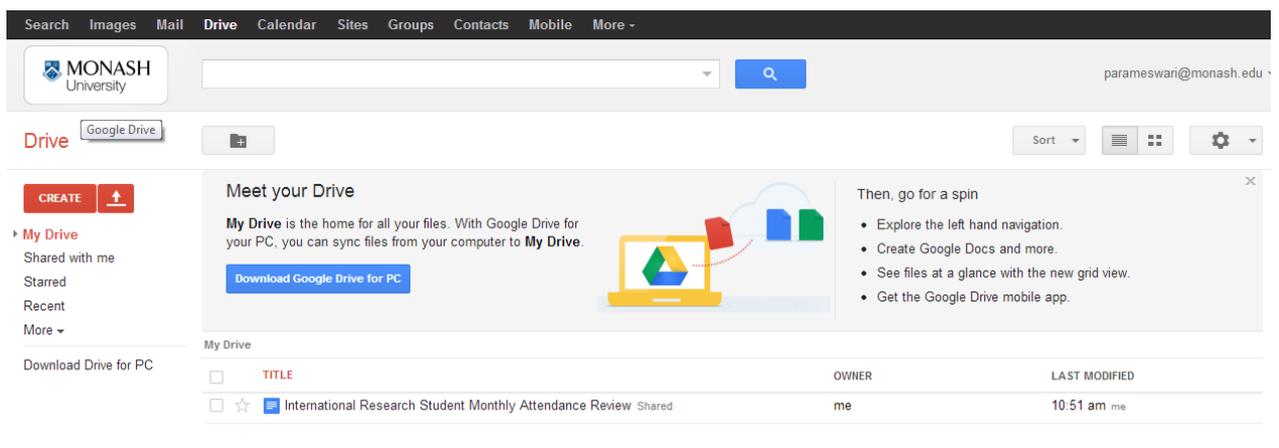
4. A template for 'International Research Student Monthly Attendance Review' has been created and shared with School Research Office (SRO) and HDR Students.

5. Select the template and click the document title to open the template as shown below.

b) Make a copy of the template

6. Ensure the title of the document is '**International Research Student Monthly Attendance Review**'. By default, the template is granted with rights to VIEW the contents.

7. Click the 'File' menu and select 'Make a copy' as shown below. Accept the default settings and click 'OK'.
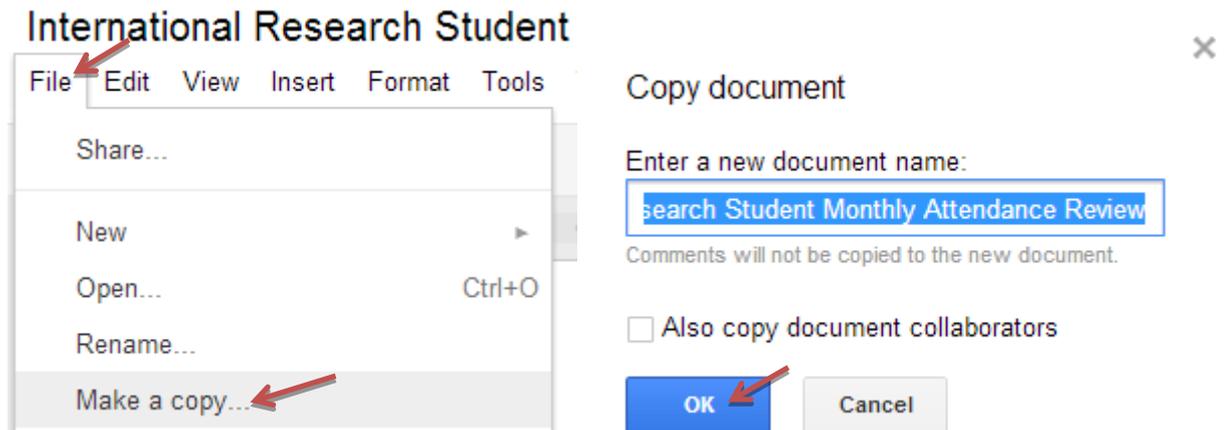
8. Please observe the title of the template; it should read as '*Copy of International Research Student Monthly Attendance Review*' as shown in the example below:
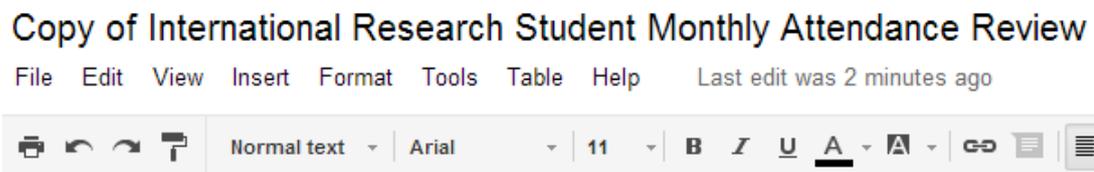
c) Rename the template

9. Click the 'File' menu, and select 'Rename'. From here you can rename the template using standard naming format, i.e. [**Attendance Review - (Monash ID) - (Month)(Year)**]

10. Rename the template accordingly and then click 'OK'.
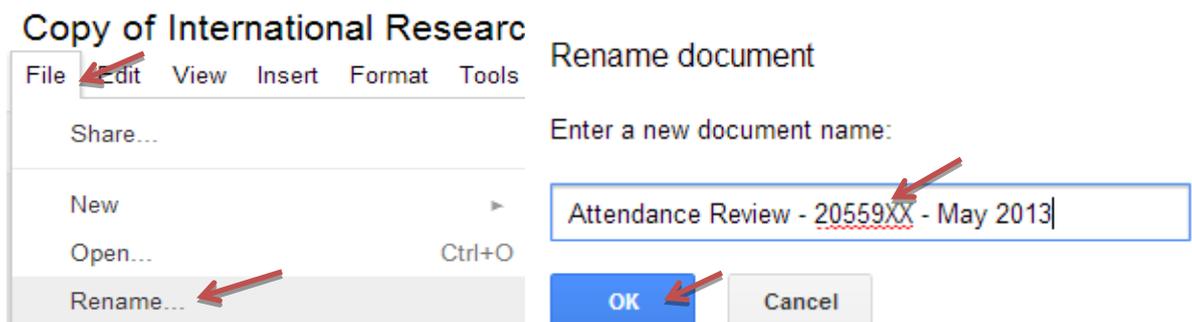
11. All International HDR students required to 'make a copy' and 'rename' the International Research Student Monthly Attendance Review template. There after fill in the following information:
    - Name of Student (your name as per the passport)
    - Monash ID
    - Course (please state course name in full)
    - Period of review (Example: May 2013)

12. Upon completion of step 11, 'share' the respective 'Attendance Review - (Monash ID) - (Month)(Year)' document (referred as 'Attendance Review' document in the rest of this guide) with your main supervisor and the staff from the School Research Office.

d) Share the 'Attendance Review' document

13. Sharing the 'Attendance Review' document allows you to collaborate in real time with your main supervisor.

14. To 'share', open the 'Attendance Review' document and click the blue 'Share' button on top right corner.
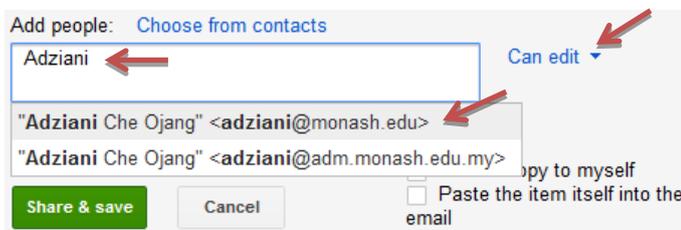

15. Type the email address of your main supervisor. You may choose from your contacts as shown below:

Please ensure to use Google email address: XXX@monash.edu.

16. To the right of the list of names, choose 'Can edit' from the drop-down menu. 'Can edit' means that the supervisor will be able to edit and make changes to the 'Attendance Review' document.

17. Share the document that you have created with your main supervisor.

18. Please note, by default, everyone you share with will get an invitation via email. If you prefer not to notify your supervisor, de-select the 'Notify people via email' checkbox. Your main supervisor will have access to your 'Attendance Review' document when she/he next signs in.

19. Click 'Add message' if you prefer to send a customised message to your supervisor.
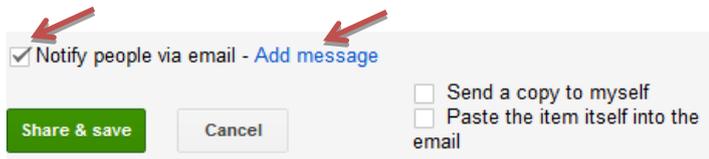

20. Click 'Share & save' and then 'Done'.

21. Repeat steps 14-20 to share the same document with the staff from the School Research Office. Ensure to grant access rights as shown below:

Collaborator	Level of Access
International HDR student (You)	IS OWNER
Main supervisor	CAN EDIT
Staff from School Research Office	CAN EDIT

e) Revision History

22. Google docs has a revision history pane that allows you to view the changes made by each collaborator (Supervisor and Student) and to revert to earlier versions of these document(s).

23. To access revision history, open the respective 'Attendance Review' document, click 'File' menu and select 'See revision history'.
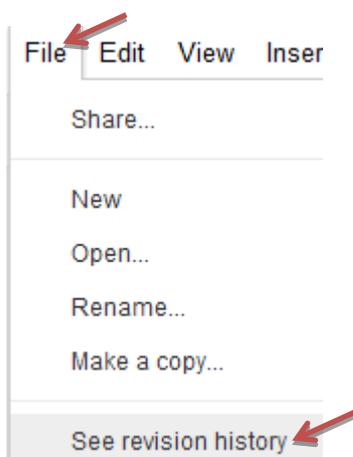
24. Click a time stamp in the right pane to see a previous version of the document, edited by the collaborators listed below the time stamp. Any changes made by a particular collaborator will be shown in the body of the document in the colour assigned to that individual in the revision history pane.

Please note that by clicking the particular date/time listed under the 'Revision History' of your 'Attendance Review' document does not eliminate any versions (including the latest) of your document.

25. To RESTORE (replace existing version of the document), select the particular date/ time and click 'Restore this revision'.

Please note that restoring your 'Attendance Review' document to a previous version does not eliminate any versions of your document. Rather this version moves to the top of your revision history, meaning this document will serve as latest document. All previous versions of your 'Attendance Review' document, including the version that was replaced will be maintained.

26. To return to the current version of your 'Attendance Review' document to continue editing, click the X in the upper right of the 'Document History' pane.

27. Complete and sign the 'Attendance Review' document according to the timeline stipulated in the 'International Student Attendance Requirement'.

28. Your main supervisor will then complete and sign the 'Attendance Review' document. If he/she has yet to do so by the established timeline, please contact him/her.