PhD and DNP Student Progression Tracking System

**Instructions for Advisors New to the System**

You’re almost ready to get started, but first you’ll need to follow a few steps to get your spreadsheet working. (Note: If you have both PhD and DNP Master student records sheets, you’ll need to go through these steps for each spreadsheet.) After you complete these steps, you wont have to do it again.

1. Open the respective spreadsheet “JaneDoe” DNP Master Student Records
2. You should see a blank spreadsheet – look for **“Script Center Menu”** in the horizontal top menu.
3. Select **“Script Center Menu”** and then choose >**“Get Students”**
4. A notification will appear titled “Authorization Required” > Click **Continue**
5. Now a window may appear with several of your google accounts, including your Hawaii.edu account. It’s very important to choose your **@hawaii.edu** account and NOT your @gmail.com account.

If no window appears move to the next step.

1. After choosing your @hawaii.edu account, the message **“Copy of Student Records Would like to . . .”** appears.
2. Scroll to the bottom and > click **Accept**

**Moving a student to a new Advisor**

Old advisor copies the link from their DNP or PhD Master Student Records List and emails the link to the new advisor.

New advisor opens link and then submits form. Submitting the form finalizes the transfer and places it in the new advisor’s Master student records lists. Once new advisor has done this, the student will no longer appear on the old advisor’s list.

**Instructions for Administrator (Aeza)**

Administrator is owner of *All Students PhD Records* Sheet and *All Students DNP Records* sheet. These are the sheets that contain all student information and are not shared with Advisors.

Administrator is also owner of two respective forms to both of these sheets. This form(s) must be shared with all advisors. This file serves as a back end for the “Get Students” sheets and should not be modified. When sharing – do not notify advisor that they are receiving the form.

The sheet(s) shared with advisors must be fresh, meaning the Get Students Script should not be run by anyone except for the advisor. Once the advisor goes through the authorization, the script can only be run by that advisor and not by other members the sheet may be shared with.

After authorization – the script will update the sheet each time the sheet opens.

**Shortcomings of current system**

The form file(s) must be shared with all advisors. It is possible the file could be modified throwing a major wrench into the system. The shared file appears in a users google drive, specifically under the shared category.

Currently, a process for generating reports from the aggregate data has not been identified.

**Purpose for Development**

The PhD and DNP programs needed a way to track progression of students through the program. A google form was created in the Fall 2014 to collect student benchmark criteria. Benchmark criteria is updated once a semester – Advisors needed a way to go back to the content and update as needed.

A script was created in Spring 2015 to pre-populate the google form with student content pulled from All Students Records sheet. This script ran on two sheets, DNP and PhD Master Lists. Every Advisor had one or both of these lists. The Advisor opened the sheet, ran the script, and received a list of their students, each with a URL to the students’ pre-populated form.