

# Warwick SkillsForge

## Doctoral Skills Modules –DSM

### Administrator (SEM)

- Once you have signed into Warwick SkillsForge via the blue Single Sign on button below:

PGR and Staff Sign In

Your tabs will now include a Doctoral Skills Modules Tab:

Doctoral Skills Modules ▾

The Doctoral Skills Modules Tab has the following drop down available:

1. View Student DSM;
2. Students with 'Pending Review' DSMs;
3. Students with 'Not Approved' DSMs.

- [Click] on 'View Student DSM' and the following screen will appear

### Doctoral Skills Modules

Showing Doctoral Skills Modules for : Adams, Mr Alice ▾

DS Module 1 Not Opted in

DS Module 2 Not Opted in

DS Module 3 Not Opted in

*NB. You will see a drop down box with Postgraduate Researcher (PGR) names and where they have opted in to DS Module 1, 2 and 3. If not opted in a non-editable blue button is shown, 'Not Opted in'.*

To choose a PGR either:

- [Click] onto the drop down arrow and [Click] onto the PGR's name:

Modules for :

Not Opted in

Not Opted in

Not Opted in

Not Opted in

DSM Administrator

Adams, Mr Alice

Hubbard, Mr Adam

Jones, Mr Martha

Lyons, Mr Christopher

Martin, Mr Erin

Perkins, Ms Josh

Phillipa, Mrs Benjamin

Smith, Ms Amber

Student, Mr Test

Thomas, Mr Holly

Thompson, Ms Florence

Whiteford, Ms Robert

Or:

- [Type] the PGR surname into the box and the name will appear:

Modules for :

Not Opted in

DSM Administrator

Student, Mr Test

- [Click] onto the PGR's name you want:

Where a student has opted in you can see the following information:

1. 'Title' of the DS Module;
2. 'Date' it was created;
3. The number of 'Credits' allocated (the number of hours it took – 1 hour = 0.5 credits);
4. The 'Type' or Framework Area/s it relates to;
5. The 'Status'
6. A 'Print' function.

## Doctoral Skills Modules

Showing Doctoral Skills Modules for :

### DS Module 1 (Department: undefined)

Title	Date	Credits	Type	Status
<a href="#">teamwork</a>	<a href="#">30 Apr 2019</a>	<a href="#">3.0</a>	<a href="#">Transferable Skills</a>	<a href="#">Pending final review</a>

[Print](#)

### DS Module 2 (Department: undefined)

Title	Date	Credits	Type	Status
<a href="#">preparing a poster</a>	<a href="#">30 Apr 2019</a>	<a href="#">1.5</a>	<a href="#">Research Focussed</a> <a href="#">Conferencing &amp; Networking</a> <a href="#">Transferable Skills</a>	<a href="#">Not started</a>

[Print](#)

### DS Module 3 (Department: undefined)

Title	Date	Credits	Type	Status
<a href="#">budget planning</a>	<a href="#">30 Apr 2019</a>	<a href="#">1.5</a>	<a href="#">Research Focussed</a>	<a href="#">Not started</a>

[Print](#)

The Status' that can be seen are:

1. Not started;
2. In progress – the PGR has entered information into the form but is not yet ready to submit;
3. Pending final review – passed to you as a DSM approver;
4. Not approved – not yet completed, it may need more work or have missing information;
5. Completed – signed off and locked.

You can drill down to each DSM by:

- [Clicking] onto any link in the DSM box e.g. Title

The following screen will appear:

The screenshot shows a web form titled "DSM Student". At the top right are "Save" and "Close" buttons. Below them is a "History:" dropdown menu set to "Latest". The form is divided into several sections:

- Assessment Title:** A text box containing "DS1A Starting Literature Review - 5 Research Papers".
- Description:** A large text area containing instructions: "Identify, in consultation with your Research Supervisor, ~5 papers or articles that provide a background and starting-point for your research, and summarise each (no more than 1 page). This could be part of your interim report, but you will find it valuable to do it very near the beginning of your research." It also lists requirements: "Your summaries should include: - the important findings and key ideas - the crucial questions that remain unanswered and which your research will help answer." and a final instruction: "Once complete, upload your completed work and your assessor's comments into SkillsForge below".
- Framework Areas & Credits:** A section with three rows. The first row shows "4.5" in a red box, a checkmark, and "Research Focussed". The second row shows "0" in an orange box and "Conferencing & Networking". The third row shows "0" in a purple box and "Transferable Skills".
- Skills:** A section with four rows, each starting with a right-pointing arrow and a link: "> Broadening Your Academic Skills", "> Research Ethics and Governance", "> Impact and Public Engagement", and "> Developing Your Academic Profile".

The top half of this page is automatically populated with:

1. Assessment Title;
2. Description
3. Framework Areas & Credits;
4. Skills.

You will see a box:

On finishing the task please take your work to your assessor (senior post-doctoral researcher or supervisor) for checking and signing off. Once the task has been signed off, please add your assessor's details into the boxes below, including a copy of your assessor's feedback using either the comments box or upload facility.

Underneath this box are editable items that the PGR completes:

Assessment Date(s)	30 Apr 2019
Supporting documentation	Quota used: 0.00MB out of 50.00MB <a href="#">Doctoral College - DSM test.pptx</a> <a href="#">Choose a file to upload...</a>
Comments	<div>The attached is my work.</div>


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Academic Reviewer	
Title	Dr
Name *	Test
Role	Supervisor
Email *	test@warwick.ac.uk
Review Details	
Review Date *	16 Oct 2019
Review Comments	<div>I can confirm this is the PGRs own work and up to the standard required.</div>
Supporting documentation	Quota used: 0.00MB out of 50.00MB <a href="#">Choose a file to upload...</a>
<div>✓ I confirm the above is an accurate account of reviewer's comments *</div>	
Status	Pending final review ▼

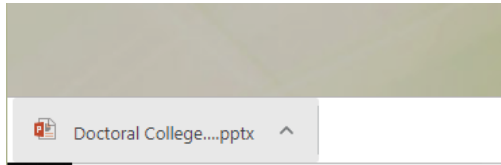
The PGR may have uploaded files or workbooks for supporting documentation in both the Assessment Fields and the Academic Reviewer fields:

If you would like to see the attachment:

- [Click] on the link to the attached file:

Supporting documentation      Quota used: 0.00MB out of 50.00MB  
[Doctoral College - DSM test.pptx](#) 

A download icon will appear on the bottom of your screen:



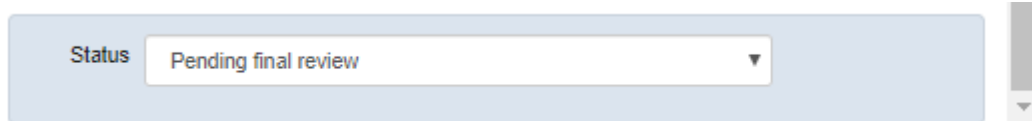
NB. PGRs can upload Word, Powerpoint, Excel, PDF files but not movie or video files. Any queries on file types please contact [PGRdevelopment@warwick.ac.uk](mailto:PGRdevelopment@warwick.ac.uk)

- [Click] onto the icon to open the document.
- [Save] or [Close] the document as required.

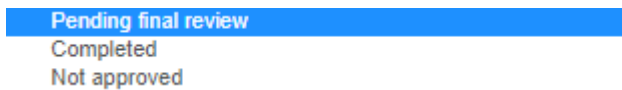
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### If you are happy with the work completed:

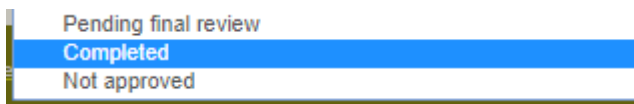
- [Click] onto the drop down box 'Pending Final Review' at the bottom of the screen:



- [Click] onto the drop down box 'Pending Final Review' at the bottom of the screen:



- [Select] 'Completed'



You can now see a 'Comments' box.

Status: Completed

Comments

- [Click] into the 'Comments' box and [Enter] any relevant comments (this is not a compulsory field)
- [Click] Save in the top right hand corner to mark the work as 'Completed' and any comments entered

Save Discard

History: Latest

**You must SAVE the form for this to be 'Completed'.**

We've added this two stage process so that if you have changed the 'Status' you can still amend/discard/retrieve the form if you wish to amend this.

Once you have saved the form this has been return to the PGR with that 'Status' noted. The form will become non-editable.

DS Module 2 (Department: Physics )

Title	Date	Credits	Type	Status
<a href="#">preparing a poster</a>	<a href="#">30 Apr 2019</a>	<a href="#">1.5</a>	<ul style="list-style-type: none"> <li>Research Focussed</li> <li>Conferencing &amp; Networking</li> <li>Transferable Skills</li> </ul>	<a href="#">Completed</a>

**If you are NOT happy with the work completed:**

- [Click] onto the drop down box 'Pending Final Review' at the bottom of the screen:

Status: Pending final review

- [Click] onto the drop down box 'Pending Final Review' at the bottom of the screen:

Pending final review  
Completed  
Not approved

- [Select] 'Not approved'

Pending final review  
Completed  
Not approved

You can now see a 'Reason for not approval' box.

Status: Not approved

Reason for not approval \*

- [Click] into the 'Reason for not approval' box and [Enter] the reason why e.g. Academic reviewer file missing (**this is a compulsory field**)
- [Click] Save in the top right hand corner to mark the work as 'Not approved' and any comments entered

Date Credits Type

Save Discard

History: Latest

**You must SAVE the form for this to be 'Not approved'.**

Once you have saved the form this has been return to the PGR with that 'Status' noted.

#### DS Module 2 (Department: Physics )

Title	Date	Credits	Type	Status
<a href="#">preparing a poster</a>	<a href="#">30 Apr 2019</a>	<a href="#">1.5</a>	<ul style="list-style-type: none"> <li>Research Focussed</li> <li>Conferencing &amp; Networking</li> <li>Transferable Skills</li> </ul>	<a href="#">Not approved</a>

**NB. This will return to the PGR and the original editable fields will remain editable. The PGR can then complete the item (or add any files) and return for 'Pending final review' – this will return to you as Approver.**

- [Click] onto the 'Print' link of the DSM

DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	● Research Focussed	Completed	<a href="#">Print</a>
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Assessment Title	DSIA Starting Literature Review - 5 Research Papers
Description	<p>Identify, in consultation with your Research Supervisor, ~5 papers or articles that provide a background and starting-point for your research, and summarise report, but you will find it valuable to do it very near the beginning of your research.</p> <p>Your summaries should include:</p> <ul style="list-style-type: none"> <li>- the important findings and key ideas</li> <li>- the crucial questions that remain unanswered and which your research will help answer.</li> </ul> <p>Once complete, upload your completed work and your assessor's comments into SkillsForge below</p>
Framework Areas & Credits	<p>4.5 <input checked="" type="checkbox"/> Research Focussed</p> <p>0 <input type="checkbox"/> Conferencing &amp; Networking</p> <p>0 <input type="checkbox"/> Transferable Skills</p>
Skills	<p>&gt; <a href="#">Broadening Your Academic Skills</a></p> <p>&gt; <a href="#">Research Ethics and Governance</a></p> <p>&gt; <a href="#">Impact and Public Engagement</a></p> <p>&gt; <a href="#">Developing Your Academic Profile</a></p>

19/10/2019

Post

Assessment Title

DH1A Starting Literature Review - 5 Research Papers

Description

Identify, in consultation with your Research Supervisor, -5 papers or articles that provide a background and starting-point for your research, and summarise each (no more than 1 page). This could be part of your interim report, but you will find it valuable to do it very near the beginning of your research.

Your summaries should include:

- the important findings and key ideas
- the crucial questions that remain unanswered and which your research will help answer.

Once complete, upload your completed work and your assessor's comments into SkillsForge below

4.5

✓ Research Focused

0

Conferencing & Networking

0

Transferable Skills

✓ Practical research skills

Skills

[https://skillsforge.ac.uk/search/#pagePrintForm\\_item\\_id=74112ItemTaskId=52746880a1\\_assigned\\_team=65f4d2d65-053d-4f6d-a68d-eaf747d1f811](https://skillsforge.ac.uk/search/#pagePrintForm_item_id=74112ItemTaskId=52746880a1_assigned_team=65f4d2d65-053d-4f6d-a68d-eaf747d1f811)

5/4

19/10/2019

Post

On finishing the task please take your work to your assessor (either post-declared member or supervisor) for checking and signing off. Once the task has been signed off, please add your assessor's details into the boxes below, including a copy of your assessor's feedback using either the comments box or upload facility.

Assessment Date(s)

15 Oct 2019

Supporting documentation

Quota used: 0.00MB out of 1000.00MB

Check skills for details...

Comments

Print

2 sheets of paper

Destination

🖨️

Kyocera on HANKS

▼

Pages

All

▼

Copies

1

Layout

Landscape

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Colour

Colour

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More settings

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Print

Cancel

- 8



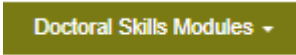
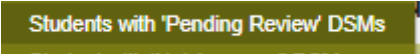
Assessment Title	DS1A Starting Literature Review - 5 Research Papers
Description	<p>Identify, in consultation with your Research Supervisor, ~5 papers or articles that provide a background and starting-point for your research, and summarise report, but you will find it valuable to do it very near the beginning of your research.</p> <p>Your summaries should include:</p> <ul style="list-style-type: none"> <li>· the important findings and key ideas</li> <li>· the crucial questions that remain unanswered and which your research will help answer.</li> </ul> <p>Once complete, upload your completed work and your assessor's comments into SkillsForge below</p>
Framework Areas & Credits	<p>4.5 ✓ Research Focussed</p> <p>0 □ Conferencing &amp; Networking</p> <p>0 □ Transferable Skills</p>
Skills	<p>&gt; <a href="#">Broadening Your Academic Skills</a></p> <p>&gt; <a href="#">Research Ethics and Governance</a></p> <p>&gt; <a href="#">Impact and Public Engagement</a></p> <p>&gt; <a href="#">Developing Your Academic Profile</a></p>

- [Click] 'the 'X' in the top right hand corner of the web browser page (for the print) to close the Print page



You will return to the main DSM page in SkillsForge:

### To see all PGRs with 'Pending final review' Status

- [Click] on the Doctoral Skills Modules tab,  

- And [Select] . The following screen will appear:

## DSMs Pending Approval

You can search by Title/Summary. Please note the search function is case sensitive.

Search in Title / Summary...

Search

Date	Title / Summary	Owner
30 Apr 19	teamwork	Mr Adam Hubbard

NB. Any PGRs with a 'Pending final review' status will appear. You can see the following information:

1. 'Date' the item was created;
2. Title/Summary of the DSM;
3. PGR name – given as 'Owner'.

Where there are multiple names and titles you can use the 'Search' box to find the 'Title/Summary'.

**NB. The box is only for searching 'Title/Summary'**

**NB. The box is case sensitive and the 'Title/Summary' must be exact**

You can search by Title/Summary. Please note the search function is case sensitive.

Search

Searching for *DSP1E* ✕ Clear

Date	Title / Summary
<a href="#">09 Oct 19</a>	<a href="#">DSP1E Submit Project Outline</a>
<a href="#">28 Oct 19</a>	<a href="#">DSP1E Submit Project Outline</a>
<a href="#">30 Oct 19</a>	<a href="#">DSP1E Submit Project Outline</a>

Searching for *DSP1E* ✕ Clear

Once you have entered a search, a clear function will appear:

- [Click] 'the 'X' or 'Clear' to clear the search and return to the full list:

*The 'Search' box will also clear of text.*

# DSMs Pending Approval

You can search by Title/Summary. Please note the search function is case sensitive.

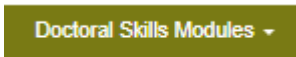
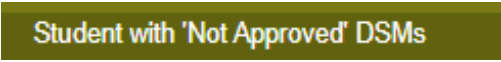
Date	Title / Summary
<a href="#">09 May 19</a>	<a href="#">CH953 Teamworking in a Research Environment</a>
<a href="#">09 May 19</a>	<a href="#">DS1A Starting Literature Review - 5 Research Papers</a>
<a href="#">09 May 19</a>	<a href="#">DS1B Research Plan (including budget) - Notes on follow-up and changes</a>
<a href="#">09 May 19</a>	<a href="#">DS1C Interim Research Report</a>
<a href="#">09 May 19</a>	<a href="#">DS1D End of Year Research Report</a>
<a href="#">09 May 19</a>	<a href="#">DS1E Year 1 Research Poster /or/ Summary of Seminar to a General Audience /or/ Team</a>
<a href="#">09 May 19</a>	<a href="#">DS1F Seminar Summaries (5)</a>
<a href="#">09 May 19</a>	<a href="#">DS1G Poster Marking/ Postgraduate Presentation Assessment</a>
<a href="#">09 May 19</a>	<a href="#">DS1H Meeting Planning</a>
<a href="#">09 May 19</a>	<a href="#">DS1I Web page</a>

- [Click] on any linked PGR 'Date, Title/Summary/Owner' to drill down to the PGR and make any changes as required.

**NB. If you 'Complete' or 'Don't approve' a PGR from this screen. Once you have actioned and the PGRs form has been saved/returned to them – the name will be removed from your list as it is no longer 'Pending final review.'**

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## To see all PGRs with 'Not approved' Status

- [Click] on the Doctoral Skills Modules tab,  

- And [Select] . The following screen will appear:

## DSMs Not Approved

Date	Title / Summary	Owner
<a href="#">30 Apr 19</a>	<a href="#">preparing a poster</a>	<a href="#">Mr Adam Hubbard</a>

NB. Any PGRs with a 'Not approved status will appear. You can see the following information:

4. 'Date' the item was created;
5. Title/Summary of the DSM;
6. PGR name – given as 'Owner'.

➤ [Click] on any linked PGR 'Date, Title/Summary/Owner' to drill down to the PGR and make any changes as required.

**NB. If you 'Complete' a PGR from this screen, once you have actioned and the PGRs form has been saved/returned to them – the name will be removed from your list as it is no longer 'Not approved.'**

If you wish to have any Status' reversed please email [transferable.skills@warwick.ac.uk](mailto:transferable.skills@warwick.ac.uk) or [doctoralcollege@warwick.ac.uk](mailto:doctoralcollege@warwick.ac.uk)

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### **Contact:**

Should you have any issues or queries (or feedback on this user guide) with regard to **DS Modules for SEM** please contact the Doctoral College via: [PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk) or tel: **024 761 50401 (ext. 50401)**