

Warwick SkillsForge

Researchers – Doctoral Skills Modules (SEM)

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

PGR and Staff Sign In

The following Tabs will appear:

1. Home;
2. DNA - (Development Needs Analysis);
3. Professional Development;
4. Doctoral Skills Modules
5. Help.

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

1. View DSM.

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

Doctoral Skills Modules

There are Departments and Centres for Doctoral Training. Please choose one to opt in. If you are unsure if you come under a Department or a Centre for Doctoral Training please contact your Departmental Administrator or transferable.skills@warwick.ac.uk.

DS Module 1

Opt In ▾

DS Module 2

Opt In ▾

DS Module 3

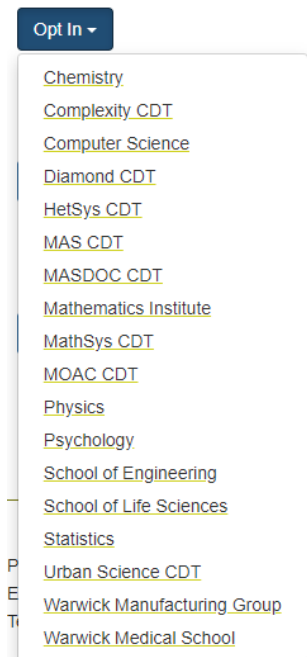
Opt In ▾

NB. DS Module 1 helps structure your first year of PG research and so on, but you can Opt In to DS Modules 1, 2 and or 3 at any time on your PGR programme!

To Opt In

- [Click] onto the Blue DS Module 1 Opt In button. The following will appear:

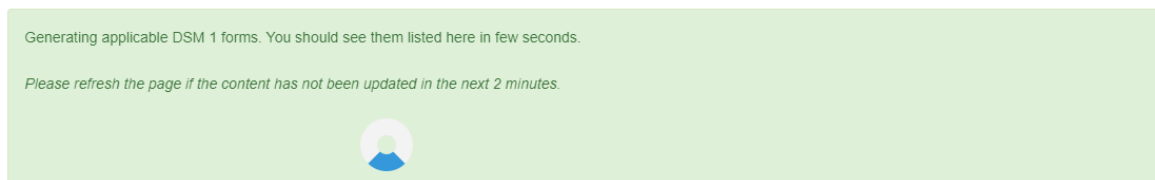
DS Module 1



NB. You can opt into your department but if you are in a sponsored CDT (Centre for Doctoral Training) then please choose this option as some have different elements. If you are unsure about where you should opt in please contact transferable.skills@warwick.ac.uk

- [Click] onto your department or CDT. This screen will appear:

DS Module 1



If the system does not upload please refresh your browser. *The load can take a couple of minutes.*

The following screen will appear with your loaded DS Module 1 items:

DS Module 1 (Department: Chemistry)

Please consult the appropriate Doctoral Skills Handbook before undertaking the tasks below. Doctoral Skills Handbooks are available from the PGC Transferable Skills Website or your from your Departmental/ Centre for Doctoral Training Website.

Title	Date	Credits	Type	Status	
CH933 Academic Scientific Writing: Writing extended scientific articles and reports	15 Oct 2019	0.0	● Transferable Skills	Not started	Print
CH934 Academic Scientific Writing: Writing focused scientific articles and reports	15 Oct 2019	0.0	● Transferable Skills	Not started	Print
CH953 Teamworking in a Research Environment	15 Oct 2019	0.0	● Transferable Skills	Not started	Print
DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	● Research Focussed	Not started	Print
DS1B Research Plan (including budget) - Notes on follow-up and changes	15 Oct 2019	1.5	● Research Focussed	Not started	Print
DS1C Interim Research Report	15 Oct 2019	3.0	● Research Focussed	Not started	Print
DS1D End of Year Research Report	15 Oct 2019	4.5	● Research Focussed	Not started	Print
DS1E Year 1 Research Poster /or/ Summary of Seminar to a General Audience /or/ Teaching/Outreach	15 Oct 2019	1.6	● Research Focussed ● Conferencing & Networking	Not started	Print
DS1F Seminar Summaries (5)	15 Oct 2019	2.5	● Conferencing & Networking	Not started	Print

To note: ONLY the DS items in the list are the ones for DSM 1. The booked events e.g. CH933 (face to face workshops) are listed here so you can upload the workbooks but your attendance at these events will automatically be recorded.

On this page you can see:

1. The title of the DSM;
2. The date it was created;
3. The number of credits (equivalent to hours it should take);
4. Which framework area/s it will allocated to;
5. The status (default is not started);
6. Print option.

To review your DS Module:

- [Click] onto the linked title

[DS1A Starting Literature Review - 5 Research Papers](#)

The following screen will appear:

DSM Student

History:

Assessment Title:

Description:

Framework Areas & Credits

- 4.5 Research Focussed
- 0 Conferencing & Networking
- 0 Transferable Skills

Skills

-
-
-
-

The top half of this page is automatically populated with:

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

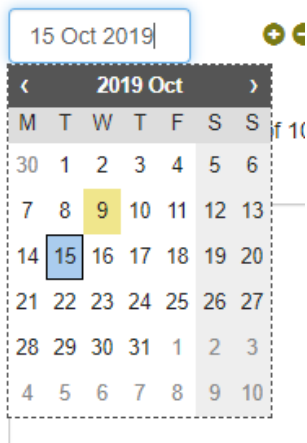
You will see a box:

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 for you to complete:

- [Click] Into the 'Assessment date(s)' box

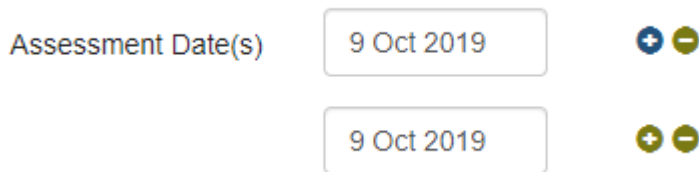
A drop down box should appear:



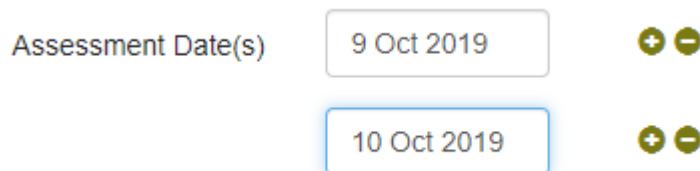
- [Click] onto the 'date' to choose

You can add dates by [clicking] on the green  button at the side of the date.
 You can minus dates by clicking] on the green  button at the side of the date.

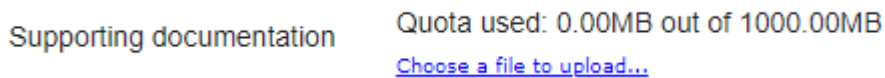
NB. If you add a date, the date will be the previous selected one:



- [Click] onto the 'date' to change



You can upload any files or workbooks for supporting documentation:



If you would like to upload an attachment:

- [Click] on the [Choose a file to upload...](#) link

A pop out browser of you documents library will appear

- [Choose] the file you require and insert

When the attachment has been saved, a Done message will appear:

Attachments

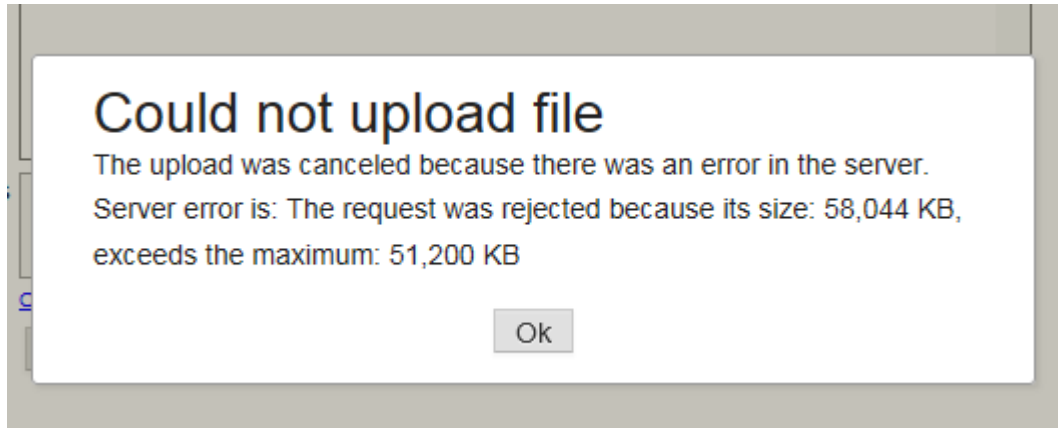
Picture1.jpg

Done



A waste basket will also appear in the right hand navigation

If a file is too large to upload you will receive an error message:



- [Click] Ok to return to the email screen. You will see an error message:

Attachments

Advantages+of+profes...

Error



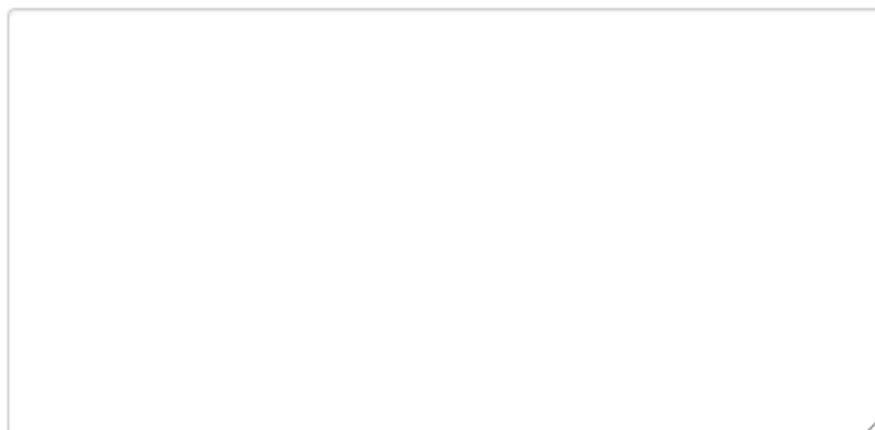
- [Click] on the waste basket to remove the file

NB. You can upload Word, Powerpoint, Excel, PDF files but not movie or video files. Any queries on file types please contact PGRdevelopment@warwick.ac.uk

You can add 'Comments' by

- [Clicking] into the 'Comments' and typing in any notes

Comments



Enter your Academic Reviewer Details:

Academic Reviewer

Title

Name *

Role

Email *

- [Click] into the 'Academic Reviewer - Title' to add the title of your reviewer – the person who has reviewed and approved your work in the department or CDT. Titles example are Dr./Professor/Mrs/Miss/Ms/Mr/Rev (this is not a required field but we advise you complete)
- [Click] into the 'Academic Reviewer - Name' to add the name of your reviewer – **this is a required field.**
- [Click] into the 'Academic Reviewer - role' to add the role of your reviewer. Examples are Supervisor, Senior Postdoctoral Fellow etc. If you have any queries please contact transferable.skills@warwick.ac.uk (this is not a required field but we advise you complete)
- [Click] into the 'Academic Reviewer - email' to add the email of your reviewer– **this is a required field.**

Enter your Review Details:

Review Details

Review Date *

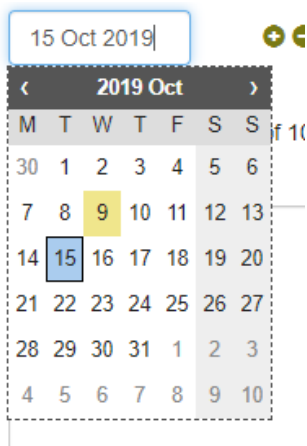
Review Comments


Supporting documentation


Quota used: 0.00MB out of 1000.00MB

[Choose a file to upload...](#)

- [Click] onto the 'date' to choose. **This is a required field.**



You can add dates by [clicking] on the green  button at the side of the date.

You can minus dates by clicking] on the green  button at the side of the date.

NB. If you add a date, the date will be the previous selected one. Remember to change the date.

You can add 'Comments' by

- [Clicking] into the 'Comments' and typing in any notes

You can upload any files or workbooks for supporting documentation:

Supporting documentation Quota used: 0.00MB out of 1000.00MB
[Choose a file to upload...](#)

If you would like to upload an attachment:

- [Click] on the [Choose a file to upload...](#) link

A pop out browser of you documents library will appear

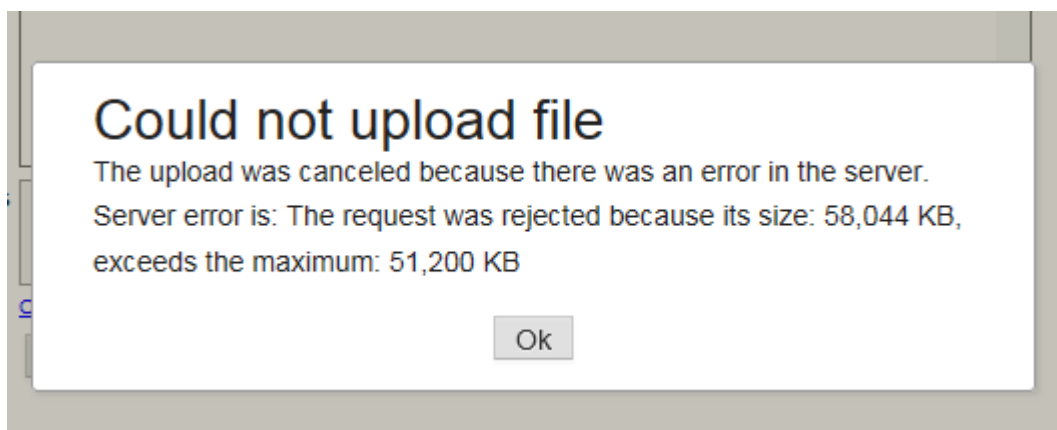
- [Choose] the file you require and insert

When the attachment has been saved, a Done message will appear:



A waste basket will also appear in the right hand navigation

If a file is too large to upload you will receive an error message:



- [Click] Ok to return to the email screen. You will see an error message:



- [Click] on the waste basket to remove the file

NB. You can upload Word, Powerpoint, Excel, PDF files but not movie or video files. Any queries on file types please contact PGRdevelopment@warwick.ac.uk

- [Click] into the tick box to 'confirm the above is an accurate account of reviewer's comments' – **this is a required field.**

I confirm the above is an accurate account of reviewer's comments *

I confirm the above is an accurate account of reviewer's comments *

- [Click] onto the 'Mark Ready for Final Review'

If you have not completed a required field, the following will appear:

Before submitting for final review, please provide the following information:

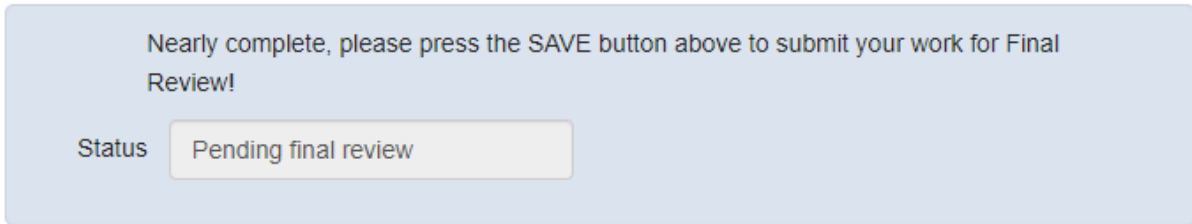
- Academic Reviewer **Name**
- Academic Reviewer **Email**
- Review **Date**

Status

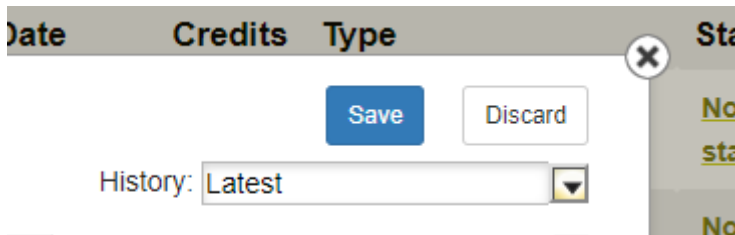
Complete the relevant fields and:

- [Click] onto the 'Mark Ready for Final Review'

The following screen will appear:



NB. You must SAVE your form in the top right hand corner for this to be passed forward for final review.



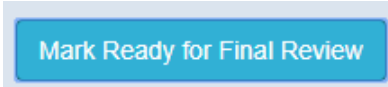
We've added this two stage process so that if you have marked ready for final review you can still amend/discard/retrieve the form if you have missed something or are not yet ready to send for final review!

Once you have save the form this has been sent for final review and you will now see a 'Pending final review' status:

DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	● Research Focussed	Pending final review	Print
---	-------------	-----	---------------------	----------------------	-------

If you wanted to **Save the form but not send for 'Final Review'**

- Complete any sections of the form you wish to;
- DO NOT press the button 'Mark ready for final review'



- Save the form as it is using the blue Save button in the top right hand corner



- This will Save your form but not send for review and you can re-edit and Save at any time before being ready to send.

Once you have saved this form you will now see an 'In progress' status:

DS1B Research Plan (including budget) - Notes on follow-up and changes	15 Oct 2019	1.5	● Research Focussed	In progress	Print
--	-------------	-----	---------------------	-------------	-------

There are two outcomes from your final review process.

The first action is Completed.

DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	● Research Focussed	Completed	Print
---	----------------	-----	---------------------	-----------	-------

This means you have had final sign off of the item and this is now recorded for your DS Module.

NB. Once a task is completed it remains as part of the DSM but now becomes non-editable as you have completed.

If you wish to see any comments from the final approver:

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

[DS1A Starting Literature Review - 5 Research Papers](#)

At the bottom of the page you will see the 'Status' as Completed and any notes in the Comments box:

Status Completed

Comments

Blank (read only)

The second action is Not Approved.

If your DSM item has not been approved you will see this on your DSM page:

DS1B Research Plan (including budget) - Notes on follow-up and changes	15 Oct 2019	1.5	● Research Focussed	Not approved	Print
--	----------------	-----	---------------------	--------------	-------

- [Click] onto the 'Title' link of the DSM to see the reason for non-approval

[DS1B Research Plan \(including budget\) - Notes on follow-up and changes](#)

At the bottom of the page you will see the 'Status' as Completed and any notes in the Comments box:

Status

Reason for not approval *

NB. If an item is not approved all items are still editable. At the bottom of the page you will see the 'Status' as Not Approved and any notes in the 'Reason for not approval' box.

- [Complete] any outstanding items on the DSM.

Should you have any queries about your feedback please contact your department approver or transferable.skills@warwick.ac.uk.

Once completed:

- [Click] onto the 'Mark Ready for Final Review'

The following screen will appear:

Nearly complete, please press the SAVE button above to submit your work for Final Review!

Status

NB. You must SAVE your form in the top right hand corner for this to be passed forward for final review.

Date	Credits	Type	Sta
------	---------	------	-----

History:

Once you have save the form this has been sent for final review and you will now see a 'Pending final review' status.

You can print your DSM form at any time.

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

Print

DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	● Research Focussed	Completed	Print
---	-------------	-----	---------------------	-----------	-------

The following screen will appear:

Assessment Title: DS1A 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 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

Framework Areas & Credits

- 4.5 Research Focussed
- 0 Conferencing & Networking
- 0 Transferable Skills

Skills

- > [Broadening Your Academic Skills](#)
- > [Research Ethics and Governance](#)
- > [Impact and Public Engagement](#)
- > [Developing Your Academic Profile](#)

With your chosen printing options:

The screenshot shows a printing dialog box with the following settings:

- Print: 2 sheets of paper
- Destination: Kyocera on HANKS
- Pages: All
- Copies: 1
- Layout: Landscape
- Colour: Colour
- More settings: (dropdown arrow)

The background document preview shows the assessment details, including the description, framework areas, and skills. A 'Print' button is visible at the bottom right of the dialog box.

- [Click] 'Print' to print your DSM.
- [Click] 'Cancel' to return to the main DSM print page:

Assessment Title **DS1A 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 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

Framework Areas & Credits

- 4.5 Research Focussed
- 0 Conferencing & Networking
- 0 Transferable Skills

Skills

- > [Broadening Your Academic Skills](#)
- > [Research Ethics and Governance](#)
- > [Impact and Public Engagement](#)
- > [Developing Your Academic Profile](#)

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



You will return to your main DSM page in SkillsForge:

or from your Departmental Centre for Vocational Training website.

Title	Date	Credits	Type	Status	
CH933 Academic Scientific Writing: Writing extended scientific articles and reports	15 Oct 2019	0.0	Transferable Skills	Not started	Print
CH934 Academic Scientific Writing: Writing focused scientific articles and reports	15 Oct 2019	0.0	Transferable Skills	Not started	Print
CH953 Teamworking in a Research Environment	15 Oct 2019	0.0	Transferable Skills	Not started	Print
DS1A Starting Literature Review - 5 Research Papers	15 Oct 2019	4.5	Research Focussed	Completed	Print
DS1B Research Plan (including budget) - Notes on follow-up and changes	15 Oct 2019	1.5	Research Focussed	Not approved	Print
DS1C Interim Research Report	15 Oct 2019	3.0	Research Focussed	Not started	Print
DS1D End of Year Research Report	15 Oct 2019	4.5	Research Focussed	Not started	Print
DS1E Year 1 Research Poster /or/ Summary of Seminar to a General Audience /or/ Teaching/Outreach	15 Oct 2019	1.5	Research Focussed Conferencing & Networking	Not started	Print
DS1F Seminar Summaries (5)	15 Oct 2019	2.5	Conferencing & Networking	Not started	Print
DS1G Poster/Mockup/Poster/Poster Presentation Assessment	15 Oct	1.0	Conferencing &	Not	Print

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 or tel: **024 761 50401 (ext. 50401)**