

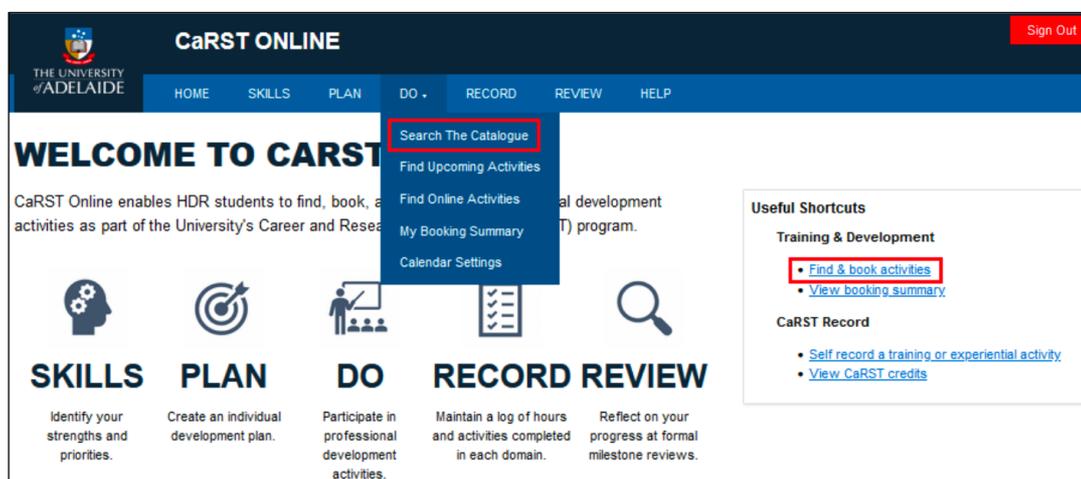


Introduction

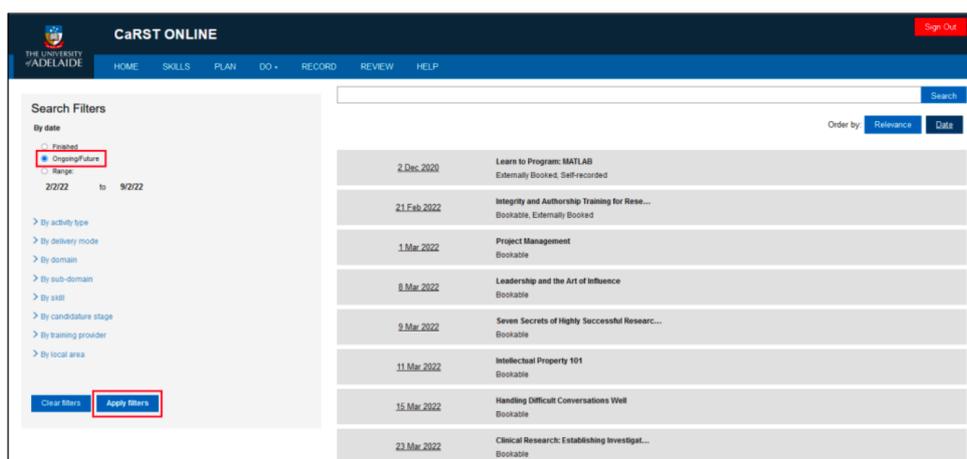
All HDR students can access CaRST Online to book activities and view a summary of their bookings. Activities hosted external to the Adelaide Graduate Research School may re-direct you to an external website to book.

Procedure

1. From the **Do** menu, click **Search the Catalogue** or you can also use **Find & book activities** under **Useful Shortcuts**. Both will take you to the CaRST search page.



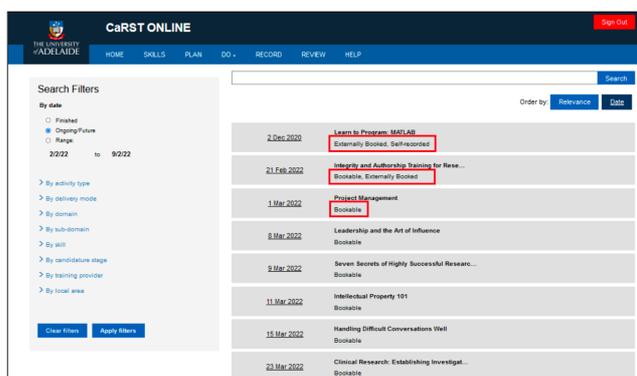
2. To find a list of Ongoing or Future Activities, ensure **Ongoing/Future** is selected in the Search Filters, then click **Apply filters**.



3. A list of current or upcoming list of activities will display on the right-hand side of the screen. Alternatively, view a list of Upcoming Activities by selecting **Find Upcoming Activities** from the **Do** tab.



- Click the title of the activity you wish to book. Also take note of the booking method that is listed below the title.



The following booking methods exist:

Bookable: Activity is booked through CaRST Online; attendance will automatically appear on CaRST Record once attendance processed (CaRST students only)

Externally Booked: Activity is booked externally; attendance will appear on CaRST Record once attendance processed (CaRST students only)

Self-recorded: Activity is booked externally; attendance is manually added to CaRST Record by student after activity completion (CaRST students only)

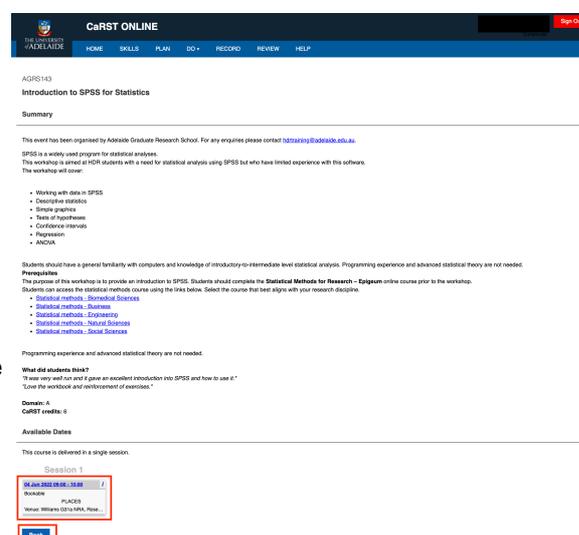
- Scroll to the bottom of the activity page and follow the booking instructions. The instructions will differ depending on the activity booking method:

Bookable

Click the 'Book' button at the bottom of the page, then review your booking and confirm.

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

CaRST students only: Once the course is completed, the activity and CaRST credits will appear on your CaRST record.





Externally booked

Follow the directions at the bottom of the screen to book into the course.

CaRST students only: Once the course is completed, the activity and CaRST credits will appear on your CaRST record.

Self-recorded

Follow the directions at the bottom of the screen to book into the course

CaRST students only: 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 CaRST record.

Booking Instructions

This online course is accessed through the CaRST MyUni course.

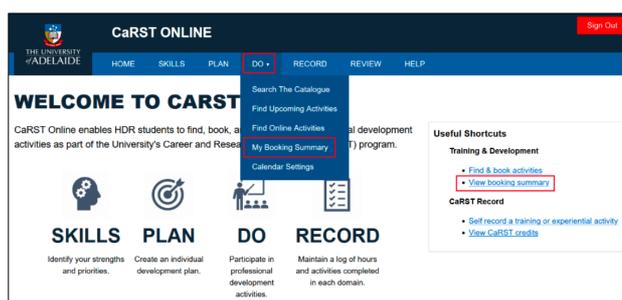
- Enrol in the CaRST MyUni course using this [enrolment link](#).
- Access [The Balanced Researcher](#) from the homepage
- Watch the video, complete the quiz and submit your details
- A certificate of completion will be emailed to you

Attend activity and obtain evidence of completion

[Add to my record](#)

Booking Summary

1. **View Booking Summary** listed under **Useful Shortcuts** to see a summary of your booked activities, or click the **Training and Development** tab at the top of the page and select **My Booking Summary**.





- The table displays the status of all bookings for activities booked through CaRST Online. To view a booking, click on the blue link in the **Code** column.

CaRST ONLINE
Sign Out

HOME SKILLS PLAN DO ▾ RECORD REVIEW HELP

BOOKING SUMMARY

Code	Title	Date	Status	Credits	Session Attendance
ICARST1L	Planning your Research Proposal (Lectures)	19/03/2020	Finished	4.5	3 Attended
AGRS7	Seven Secrets of Highly Successful Research Students	-	On waiting list	0	-
AGRS2	CaRST Information Session	24/04/2018	Finished	1	1 Attended
AGRS139	Media Training	13/05/2020	Finished	1	1 Attended
AGRS139	Media Training	14/05/2020	Finished	1	1 Attended
AGRS10	Three Minute Thesis Information Session	20/05/2020	Finished	0	1 Excused
AGRS7	Seven Secrets of Highly Successful Research Students	03/08/2020	Finished	2.5	1 Attended
AGRS10	Three Minute Thesis Information Session	25/10/2020	Finished	0	1 not processed yet
AGRS141	Test	28/03/2022	Finished	0	1 No-show

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au

If you have a question relating to the CaRST program, please visit their website at <https://www.adelaide.edu.au/graduate-research/career-development> or contact the CaRST team at carst@adelaide.edu.au