How to Book an Activity



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.**

ë	CaRS	CaRST ONLINE											
Search Filters By date	3								Search Order by: Relevance Date				
Prinshed Ongoing/Future Range:]					1	2 Dec 2020	Learn to Program: MATLAB Externally Booked, Self-recorded					
> By activity type	0 9/2/22					2	1 Feb 2022	Integrity and Authorship Training for Rese Bookable, Externally Booked					
 > By delivery mode > By domain 						:	1 Mar 2022	Project Management Bookable					
> By sub-domain > By skill						1	3 Mar 2022	Leadership and the Art of Influence Bookable					
 > By candidature state > By training provide 	ige r					1	3 Mar 2022	Seven Secrets of Highly Successful Researc Bookable					
> By local area						t	1 Mar 2022	Intellectual Property 101 Bookable					
Clear filters	Apply filters					1	5 Mar 2022	Handling Difficult Conversations Well Bookable					
						2	3 Mar 2022	Clinical Research: Establishing Investigat Bookable					

 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.



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

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Court Filler	-								Search			
Search Filter By date	5							Order by: Relevance	Date			
 Finished Ongoing/Future 							Learn to Program: MATLAB					
 Range: 					2 Dec 2	020	Externally Booked, Self-recorded					
2022	to 9/2/22				21 Feb 2	1022	Integrity and Authorship Training for Rese Bookable, Externally Booked					
> By activity type												
> By delivery mode	•				<u>1 Mar 2</u>	022	Bookable					
> By sub-domain							Leadership and the Art of Influence					
> By skill					<u>8 Mar 2</u>	022	Bookable					
> By candidature s	itage						Seven Secrets of Highly Successful Researc					
> By training provi	der				9 Mar 2	022	Bookable					
> By local area					<u>11 Mar 2</u>	022	Intellectual Property 101 Bookable					
Clear filters	Apply filters				<u>15 Mar 2</u>	1022	Handling Difficult Conversations Well Bookable					
					23 Mar 2	1022	Clinical Research: Establishing Investigat Bookable					

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)

5. 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.

<u>ë</u>	CaRS	T ONLI	NE				Sare rate
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GBS143							
troduction to	SPSS fo	r Statistic	s				
ummary							
his event has been o	nganised by A	delaide Gradu	ate Research	School. Fo	r any enquiries (iease contact	nd training Badelaide.edu.au
PSS is a widely use his workshop is aim the workshop will cov	l program for d at HDR stu er:	statistical analy dents with a ne	yses. and for statistic	cal analysis	using SPSS bu	who have limit	ted experience with this software.
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his course is deliven	d in a single	session.					
Session	1						
04 Jun 2022 08:00 - 10	89 V						
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PLAN							
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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 <u>enrolment link</u> .
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.





2. 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.

	CaRS			Sign Out								
THE UNIVERSI	TY											
ずADELAIL	DE HOME	SKILLS	PLAN	DO 🕶	RECORD	REVIEW	HELP					
BOOKING SUWIWANT												
Code	Title					Date	Status	Credits	Session Attendance			
ICARST1L	Planning your Resea	arch Proposal	(Lectures)			19/03/2020	Finished	4.5	3 Attended			
AGRS7	Seven Secrets of Hi	ghly Successf	ul 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 S	Session			20/05/2020	Finished	0	1 Excused			
AGRS7	Seven Secrets of Hi	ghly Successf	ul Research	Students		03/08/2020	Finished	2.5	1 Attended			
AGRS10	Three Minute Thesis	Information S	Session			25/10/2020	Finished	0	1 not processed ye	ət		
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