

IISc – Automated PhD Thesis Processing OnScholarOne Manuscripts [™]Platform

Academic Administrator User Guide

Prepared By DIGITS IISc

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1. Objectives

The objective of this document is to explain the roles of Academic Administrator and various administrative and collaborative activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Academic Administrator plays a pivotal role as he/she creates and administers all categories of users (Student, Guide, Examiner, Dean), interacts with Examiners and Guides at various stages.

2. Assumptions/Pre-conditions and General Guidelines

• Colloquium is completedand students are eligible to upload thesis into ScholarOne

3. Creation of User Account for Student

Logintothe ScholarOne, click the **Add User Account** linkunder**Admin Tools\User Administration** menu optionsas shown in Figure 1.





Figure 1: Admin Tools Menu

Admin creates an account for the student inScholarOne and shares the credentials with the student using **Send Account Info**option. After the credentials are shared the student should login and upload their synopsis and thesis.

Mandatory Fields: <Valid Email ID> <FirstName> <Last Name> <UserID> Note: (Mail template location:\\System E-Mails\Account Related E-Mails\User Account Creation Notification\Your account has been created)



4. Completion of Admin Check List

Once a student submits the thesis in ScholarOne, email notification is sent to the Academic Admin informing about the thesis submission and requesting to complete the checklist to proceed with further thesis processing.

1. Academic Admin can logintotheScholarOne - thesis processing tool and access pending tasks under **1. Admin Tasks\1 Awaiting Admin Checklist**.

Note: - The highlighted number, indicates number of thesis pending.

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ScholarOne Manuscripts™			AcadAdminPilot 🔻	Instructions & Forms	Help	Log Out	
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•	You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.	You may conduct a wildcard sear the end of the search string. For the manuscripts whose titles beg "neuroscience" or "neurology" sin field and dirke "Search "	rch by adding an asteris example, to view a list jin with the words mply type "neuro*" in th	k (*) to of all of ne Title			
	Admin Tasks Awating Admin Checklist O Awaiting Dean Assignment Dean Tasks O Awaiting GU Assignment Awaiting Examiner Fasterion Awaiting Examiner Assignment Awaiting DE Decision	Saved Search: Select V Manuscript ID: Title: Author's First (Given) or Last (Family) name: * Keywords:	Edit				
	3. Guide tasks 1. Awaiting Guide Proposal of Examiners			Contract			~

Figure 2: Admin Dashboard

 Click the Awaiting Admin Checklist link as shown in Figure 2. The View Manuscripts screen appears as shown in Figure 3.





3. Select the**Admin Checklist** from the **Take Action**dropdown list as shown in Figure 3.

# Home		^
Admin Dashboard / Awaiting A	Admin Checklist / Details for IISc-2017-0050	+ Search
NOTICE: This site is under configuration. Submissions will	be deleted.	
N	Aanuscript Jetails	
	Complete Checklist	
Tail Nanuscript Information	* IISc-2017-0050 Submitted: 14-Aug-2017; Last Updated: 14-Aug-2017; 0 days, 1 hour in review * Test Thesis #50 StrudentOneStudentOne (proxy) (contact) * Synopsis and Thesis Complete Checklist (Due 13-Sep-2017) GU: Not Assigned DE: Not Assigned DE: Not Assigned ADM: Not Assigned AD	
Audi	Admin Checklist	_
Manuscript Files	To send the paper back to the student for any changes needed before passing it on to the Dean, click Unsubmit , below. To reject the submission without further editorial consideration click Reject . To move the paper to the next step, click Approve . Click Save to save any changes and continue later (without moving the submission any further at this point).	
	Is the submission complete, are all files submitted in an acceptable format and is the submission ready for Select	
	🕲 Unsubmit	~

Figure 4: Manuscript Details Screen

4. Select the **Yes/No**option from dropdown under **Admin Checklist** group and click the **Approve** button as shown in Figure 4.

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# Home	6	S Admin Center								
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				This docume	nt has no not	es.				+ Add a Note
										▲ top

Figure 5: Manuscript Details Screen

5. Select the appropriate Dean for submission from the **Pick from a list** drop down list and click the **Assign**link as shown in Figure 5.

Note: - In the same screen, assign aGuidein similar wayafter assigning Dean. After assigning the Dean and Guide, all assigned values will be displayed at the top right corner of the screen as shown in Figure 6.



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ScholarOne Manuscripts™			AcadAdminPilot 🔫	Instructions & Forms	Help	Log Out
Indian अयोग राज्य) Institute of Science । विज्ञान संस्थान					
# Home 😪 Admin 🕯	Center					
Admin Dashboard / A	waiting Examiner Selection / Details for IISc-2017-0048					+ Search
NOTICE: This site is under configuration. Subr	missions will be deleted.					
Mar Det	nuscript tails					
				Select Examiners		
il Anuccipt Information	ISc-2017-0048 Test Thesis & Synopsis-1 StudentOne, StudentOne (proxy) (contact) Synopsis and Thesis Select Examiners (Due 19-Aug-2017) Select Examiners (Due 19-Aug-2017) Select Bactive selections; 0 invited; 0 agreed; 0 declined; 0 reviewed PDF & Supplementary Files @ Original Files @ Abstract @ Cover Letter • F	Submitted: 09-Aug-2017; Las	Updated: 09-Aug-2017; f	days, 9 hours in review Faculty (proxy) rering, Dean (proxy) nneer, Selvam (proxy) ©		
Jit Tra						
	Figure C. Manuscript	Dotaile Coroon				

Figure 6: Manuscript Details Screen

Once the Dean, Guide and Admin are assigned, the thesis is now ready for next stage that is Guide Proposal of Examiners.

5. Setting up Examiner Invitation

Academic Admin uses the prioritized examiner list provided by Dean to invite examiners for review, the order of invitation will be fixed by Dean.

The following points need to be considered while setting-up the tool:

- 1. No. of reviews required to make decision on a thesis is 3.
- 2. Out of 3 reviews, 1 should be from the Guide himself and 2 external examiners(No Indian or Foreigner condition now).

Note: - The Guide should also to be configured as an examiner.

3. Generally, the list provided by Dean will contain minimum of 10 examiners with priorities set from 1 to 10.

Note: - Examiner with Priority-1 and Priority-2 to be configured as main reviewers (apart from the guide). Remaining 8 examiners should be configured as Alternates. If anyone rejects the invitation, automatically the next alternate examiner will be promoted in the invitation list.



6. Inviting Examiners for Review

The process of configuring examiner invitation is shown below with screenshots.

6.1 Inviting Examiners for Review using "Quick Search" option

1. Enter part of examiner name in search text field using "Quick Search" keywords and click the **Search** button as shown in Figure 7.

Quick Search	Set My Search
First (Given) or Last (Family) Name <mark>: examiner* </mark>	The Preferences
Roles:	Version History
Student	▶ IISc-2017-0049
Guide	 Submitted on 13-Aug-2017
Viewing Center	top
Sort Order	
Primary Sort: Name (Last, First)	
Secondary Sort: Number of Current Assignments ▼ Descending ▼	
Clear 🕄 Search	
top	

Figure 7: Quick Search Screen

Note: - Academic Admin can add Examiners if unavailable in the database using **Create Examiner** option.

6.1.1 Default priority of added examiners

1. Examiners matching the search criteria will be listed as shown in Figure 8.

of Information	br minormanon	 IISc-20 Pilot -tes Studento Synopsis 	17-0049 st thesis0 <u>One., StudentOne</u> (proxy s and Thesis) (contact)	Submitted: 13-Aug-2	017; Last Up	dated: 13-Aug-2017; 7 days, 0	hou re	rs in view
ManueM		 Invite Ex 6 active s reviewed 	kaminers (Due 30-Aug-2 selections; 0 invited; 0 agre	017) eed; 0 declined	1; 0		GU: <u>Guide, Faculty</u> (p DE: <u>Science, Dean-2</u> ADM: <u>Pilot, AcadAdm</u>	orox (pro in	y) 2XY)
Ī		🙏 PDF 🕂 Supp	lementary Files 📳 Origi	inal Files 🔘 A	Abstract 🗋 Cover Letter 🔄	External Se	arches		6
1. H									
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+ Eilo		Order	Name	Status	History	Remove	# reviews required to make decision	з	
- interest		1 •	Guide, Faculty Indian Institute	Invite	Selected: 20-Aug-2017		# active selections	6	~
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_			examiner,	Invite	Selected: 20-Aug-2017		# agreed	0	_
			proxy_		view full history		# declined	0	_
		<mark> 3</mark> ▼]	examiner1, examiner1	🖌 Invite	Selected: 20-Aug-2017	\mathbf{X}	# reviewed	0	
		7	proxy		view full history			JSa	ve
		<mark> 4</mark> ▼	S examiner2, examiner2 proxy	🖌 Invite	Selected: 20-Aug-2017 view full history	\mathbf{X}	Create Examiner Account		
		5	S examiner3, iisc proxy	🖌 Invite	e Selected: 20-Aug-2017 view full history		Dr. V Preq First (Given) Name:		
		6 •	Science	🖌 Invite	Selected: 20-Aug-2017 view full history	×	req Last (Family) Name:		



2. The default order assigned by the tool is highlighted as shown in Figure 8.



6.1.2 Assigning Alternate Examiners

Ċ) 1 / 2 💓					Invite Ex	aminers	
	* IISc-2017-0049 Submitted: 13-Aug-2017; Last Updated: 13-Aug-2017; 7 days, 1 hour in review * Pilot -test thesis0 * StudentOne., StudentOne (proxy) (contact) * Synopsis and Thesis * Other StudentOne (proxy)							
	 Invite Exists 6 active set 	aminers (Due 30-Aug-2017) elections; 0 invited; 0 agreed; 0 declined; 0	reviewed			GU: <u>Guide, Faculty</u> (DE: <u>Science, Dean-</u> ADM: <u>Pilot, AcadAdr</u>	<u>proxy</u>) <u>2</u> (proxy) nin	
-	🙏 PDF 🕂 Suppl	ementary Files 🔋 Original Files 🔘 Abst	ract 🗋 Cover Le	tter 🔄 External Searches			6	
	Examiner List					Progress		
	Order	Name	Status	History	Remove	# reviews required to make decision	3	
	1	Guide, Faculty S Indian Institute of Science	🖌 Invite	Selected: 20-Aug-2017 view full history	\mathbf{X}	# active selections	6 🗸	
	2 🔻	S examiner, examiner	🖌 Invite	Selected: 20-Aug-2017 view full history	×	# invited # agreed	0	
	3 🔻	S examiner1, examiner1	🖌 Invite	Selected: 20-Aug-2017 view full history	\mathbf{X}	# declined	0	
	Alternate 1 🔻	S examiner2, examiner2	🖌 Invite	Selected: 20-Aug-2017 view full history	\times	6	Save	
	Alternate 2 🔻	Second States St	🖌 Invite	Selected: 20-Aug-2017 view full history	×	Create Examiner Accor Salutation:	unt	
	Alternate 3 🔻	examiner4, examiner4 Indian Institute of Science proxy	🖌 Invite	Selected: 20-Aug-2017 view full history	\mathbf{X}	Dr. V req First (Given) Name:		
	Alternates					req Last (Family) Name:		
				Invite /	All 🖌 Save	req E-Mail Address:		

Figure 9: Examiner List Screen

- 1. To assign Alternate Examiner, change the order of priority of alternate examiners and click the **Save** button as shown in Figure 9.
- 2. The screen refreshes and separately displays Main Examiners and Alternate Examiners in two different segments as shown in Figure 10.

Evaminar List					Prograss	_	
Examiner List					Progress		
Order	Name	Status	History	Remove	# reviews required to make decision	3	
1 •	Guide, Faculty Indian Institute	🗸 Invite	Selected: 20-Aug-2017		# active selections	6	~
	of Science		view full history		# invited	0	
2 🔻	examiner, examiner	🗸 Invite	Selected: 20-Aug-2017		# agreed	0	
	proxy_		view full history		# declined	0	
3	examiner1,	🔽 Invite	Selected: 20-Aug-2017		# reviewed	0	
5	proxy_	V Invice	view full history] Sa	ve
Alternates							
Alternate 1 🔻	S <u>examiner2, examiner2, examiner2</u>	ier2		\mathbf{X}	Create Examiner Account Salutation:		
Alternate 2 🔻	S examiner3, examin	ier3		\mathbf{X}	Dr. req First (Given) Name:		
Alternate 3 🔻	S <u>examiner4, examiner4, examiner4</u>	ier4		×	req Last (Family) Name:		
			🖌 Invite All	🖌 Save	reg E-Mail Address:		
				▲ top	Provide more account info		
					Create an	nd A	dd

Figure 10: Examiner List Screen



6.1.3 Inviting Examiner & Attaching Synopsis into the Invitation

1. Click the **Invite** link of the corresponding examiner, the Invitation page appears as shown in Figure 11.

A.	Examiner List					Progress		
Files	Order	Name	Status	History	Remove	# reviews required to make decision	3	
cript		Guide, Faculty Indian	Invited	Invited: 20-Aug-2017		# active selections	7	~
lanus	1 🗸	Science	Response Select 🗸 🖌 Save	view full history		# invited	3	~
4		proxy				# agreed	1	
		examiner		Invited: 20-Aug-2017 Aareed : 20-Aug-2017		# declined	0	
	2 🗸	S examiner	Agreed	Due Date: 19-Sep-2017	\mathbf{X}	# reviewed	0	
		Grant an Extension		Time in Review: 0 Days.			Sav	ve
				reminders				
	3 🗸	S examiner1, examiner1	Invited	Invited: 20-Aug-2017	\mathbf{X}	Create Examiner Accourt	nt	_
		proxy	Response Select V Save	view ruir history		Dr. V		
	4 🗸	fexaminer, fexaminer proxy proxy		Selected: 21-Aug-2017 view full history	\mathbf{X}	req First (Given) Name:		
	Alternates	1	<i>J</i>	1		req Last (Family) Name:		
	Alternate 1 🗸	S examiner2, examiner2	niner2		×	reg E-Mail Address:		
	Alternate 2 🗸	S examiner3, examiner3	\mathbf{X}	Provide more account info	2			
	Alternate 3 🗸	×	Create a	na A	00			
				🖌 Invite All	🖌 Save	References	h	
					🔺 top	Version History		

Figure 11: Examiner List Screen

6.1.4 SynopsisAttachment

All files pertaining to this submission will be displayed in the left bottom of the invitation mail screen.

1. To attach files (Synopsis), the Admin has to select only Synopsis from the dropdown and ensure that it is attached as shown in Figure 12.



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0	E-Mail - Int	ternet Explorer		- 🗆 🗙
https://mc04.manuscript	central.com/iisc_phd?PARAMS=xik_5fQo9Pm9Cta815	ngCcTyv1EwaHKGLdNgmA88YmBx1nc9rJW5t	mZeSQwSvn3vZ6xYfz	PDH1u4978kHFS 🔒
Edit E-Ma	il (IISc-2017-0048) Select	Alternate Template: SW -DE Invite Examir	ner 🗸 💿	^
From To CC BCC Subject Body	acadadmin@cca.admin.iisc.ernet.in [fexaminer@cca.admin.iisc.ernet.in [fexaminer@cca.admin.iisc.ernet.in] [IISc - Thesis Processing: Invitation to Review CONFIDENTIAL @@date to be populated upon sending@@ Dear Dr. fexaminer, Subject: Thesis Submission ID "IISc-2017-0048" by Mr. StudentOne. Science for the award of the Ph Institute. I am sending this invitation email on behalf of the Bengaluru, Karnataka, India. It is our pleasure to	' entitled "Test Thesis & Synopsis-1" submit D Degree of the e Senate of the Indian Institute of Science, extend an invitation based on your experti	ted	
Attach a fi	the Institute. To help you with the decision, we a which provides a bird's eye view of the contribution le to this e-mail:	Files attached	sis	
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le Attach		Test Synopsis-1.docx (15 K)	🔀 Delete	
		Toa		~
		1 4-1		
		属 Save and Send 🛛 Cancel a	and Close Window	^
				~

Figure 12: E-Mail Screen

2. Click the **Save and Send** button as shown in Figure 13.

IISc - Thesis Processing				
Edit E-Mai	II (IISc-2017-0048) Select Alternate	Template: SW -DE Invite Examiner	✓ ◎	
From:	acadadmin@cca.admin.iisc.ernet.in			
To:	fexaminer@cca.admin.iisc.ernet.in			
CC:				
BCC:				
Subject	IISc - Thesis Processing: Invitation to Review			
Body:	CONFIDENTIAL		~	
	@@date to be populated upon sending@@			
	Dear Dr. fexaminer,			
	Subject: Thesis Submission ID "IISc-2017-0048" entitled "	Fest Thesis & Synopsis-1" submitted		
	by Mr. StudentOne, Science for the sward of the Ph.D. Degree	yf tha		
	Institute.	i che		
	I am sending this invitation email on behalf of the Senate o Bengaluru, Karpataka, India, It is our pleasure to extend ar	the Indian Institute of Science,		
	in the area to evaluate the thesis of "StudentOne." for poss	ble award of the Ph. D. degree of		
	which provides a bird's eye view of the contributions of the	ig a copy of a synopsis of the thesis work.	~	
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Figure 13: E-Mail Screen

Note: - Currently this done manually, so attaching the correct file is user dependent. System cannot identify whether the attachment is synopsis, thesis or multimedia file.



6.1.5 Automatic Update of Examiner's Response

A sample invitation letter is shown in Figure 14.

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	20-4ue-2017							
	Dear Dr. examiner.							
	Subject: Thesis Submission ID "IISc-2017-0048" entitled "Test Thesis & Synonsis-1"							
	submitted by Mr. StudentOne. Science for the award of the Ph D Degree of the Institute.							
	I am sending this invitation email on behalf of the Senate of the Indian Institute of Science, Bengaluru, Karnataka, India. It is our pleasure to extend an invitation based on your expertise in the area to evaluate the thesis of "StudentOne." For possible award of the Ph. D. degree of the Institute. To help you with the decision, we are attaching a copy of a synopsis of the thesis which provides a bird's eye view of the contributions of the work.							
Folders Last Refresh:	We eagerly hope that you would accept our invitation. On hearing from you about your acceptance, the thesis (soft copy or hard copy or both based on your preference) will be sent to you. A copy of the guidelines on "Research Conferment Requirements" containing the norms and procedures for evaluation is attached for your kind perusal. Your acceptance would immensely help our evaluation process if you could please respond to this invitation by email at the earliest preferably within two days of the receipt of this email. You may take up to four weeks for sending us your							
Sun, 2:50 pm (<u>Check mail</u>) INBOX (3)	evaluation report. The Institute would be delighted to provide a token honorarium of Rs. 10000 to you. The amount can be transferred to your bank account through wire transfer if you provide us with the details along with your current Address as under, or else, the							
Drafts Sent Trash (Purge)	honorarium will be sent to your address through a banker's cheque. Bank Details:							
	Bank Name/Full Address: Beneficiary Name and Address: Account Number: Swift Code/Number:							
	Bank Code: IBAN No/ IFSC Code:							
	We look forward to your response and to your acceptance of our invitation.							
	Thanking you and with warm regards,							
	Yours sincerely,							
	Joint Registrar (Academic)							
	acadadmin@cca.admin.iisc.ernet.in							
	To respond automatically, click below:							
	*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***							
	Agreed: https://mc84.manuscriptcentral.com/iisc_phd?URL_MASK=bea9e17bd18b4b65b2a4377f6ee65bd6							
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	Unaveilable: https://mc85.manuscriptcentral.com/iisc_phd?URL_MASK=8be1e54e173c4b3695bb8e7bf8b04369							
	SUBMISSION DETAILS							
	TITLE: Test Thesis & Synopsis-1							
	STUDENT: StudentOne., StudentOne							
	ABSTRACT: Abstract: Test Thesis & Synopsis-1							
	This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.							
	Attachments:							
	* Research-Conferment-Requirements-14pdf 38 k [application/octet-stream] Attached standard file: * Research-Conferment-Requirements-14pdf	Download						
	Test Synopsis-1.docx 19 k [application/octet-stream] Attached standard file: Test Synopsis-1.docx	Download						

Figure 14: Sample Invitation Letter



The Invitation mail will contain links (*Agreed, Decline* and *Unavailable*) for examiners to mention their availability for review. Clicking on any link will automatically update the response in the ScholarOne tool.

6.1.6 Automatic Update: Agreed

If Examiner clicks the **Agreed** link, then the examiner's response *Agree* gets automatically updated in Academic Admin Dashboard.

6.1.7 Automatic promotion of Alternate Examiner: Declined

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	3 🗸	examiner2, examiner2	🗸 Invite	Selected: 22-Aug-2017	×	# declined	0	
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Figure 15: Examiner List Screen



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Figure 16: Examiner List Screen

The examiner3, who was the first of 4 Alternate examiners gets automatically promoted to the invitation list of the examiners declining to review.

6.1.8 Manual update of Examiner's Response

<To be updated later>

Note: - Academic Admin can manuallyupdateexaminer'sresponse.

