

## Departmental Assessment Help Guide

When a student applies for a University of Otago Doctoral Scholarship the application requires a Departmental Assessment to be completed on eVision before it can be prepared and put through for consideration.

The assessment is 3 questions and is completed in the Scholarships tab in eVision.

### Access Issues?

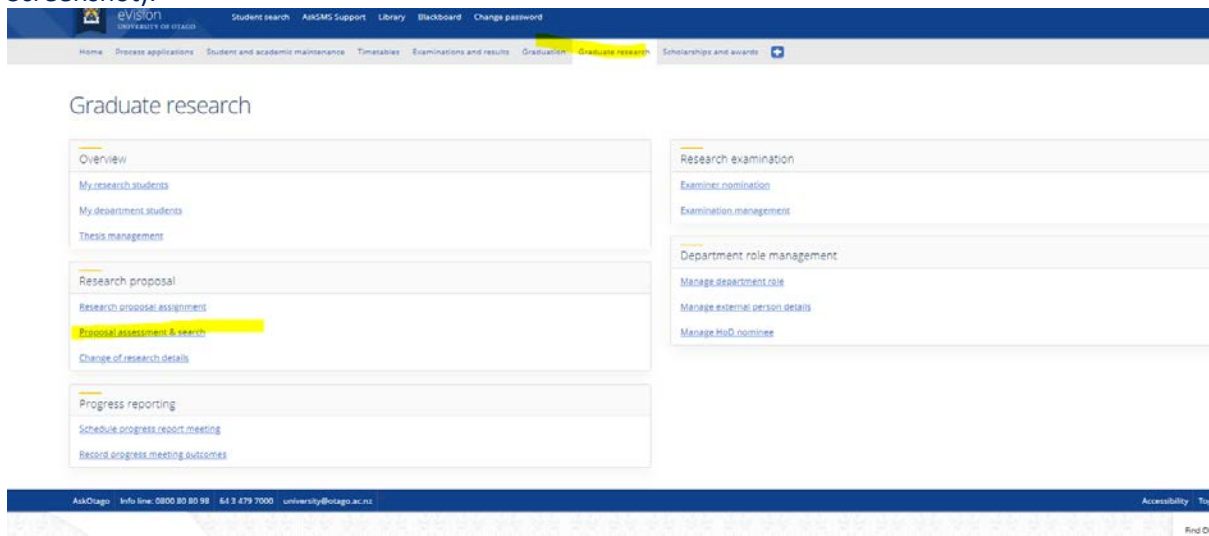
Do you have access to Graduate Research (See Screenshot below)  
You can check in your Home Page > My access

The screenshot shows the eVision University of Otago interface. At the top, there is a navigation bar with the eVision logo and links for Student search, AskSMS Support, Library, Blackboard, and Change password. Below this is a grey ribbon with navigation tabs: Home (highlighted), Process applications, Student and academic maintenance, Timetables, Examinations and results, Graduation, Graduate research, and Scholarships and awards. The main content area is titled 'Home' and contains two columns of cards. The left column includes 'Process applications', 'Examinations and results', 'Graduate research', and 'Scholarships and awards'. The right column includes 'View student details', 'Student and academic maintenance', 'Graduation', 'Timetables', 'Access', and 'AskSMS Support'. The 'Access' card is expanded, showing a 'My access' link highlighted in yellow, along with 'Staff access search'. The 'AskSMS Support' card also shows links for 'AskSMS Support' and 'View instructions to log a support call'.

OR you can see it in your grey ribbon at the top

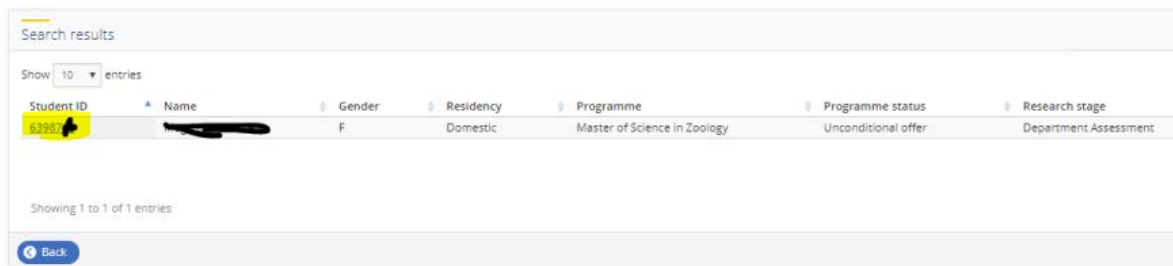
This screenshot shows the grey ribbon navigation bar from the eVision interface. It features the eVision logo and links for Student search, AskSMS Support, Library, Blackboard, and Change password. The navigation tabs are: Home, Process applications, Student and academic maintenance, Timetables, Examinations and results, Graduation, Graduate research (highlighted in yellow), and Scholarships and awards.

In Graduate Research, search for your student in the Proposal assessment & search (See Screenshot).

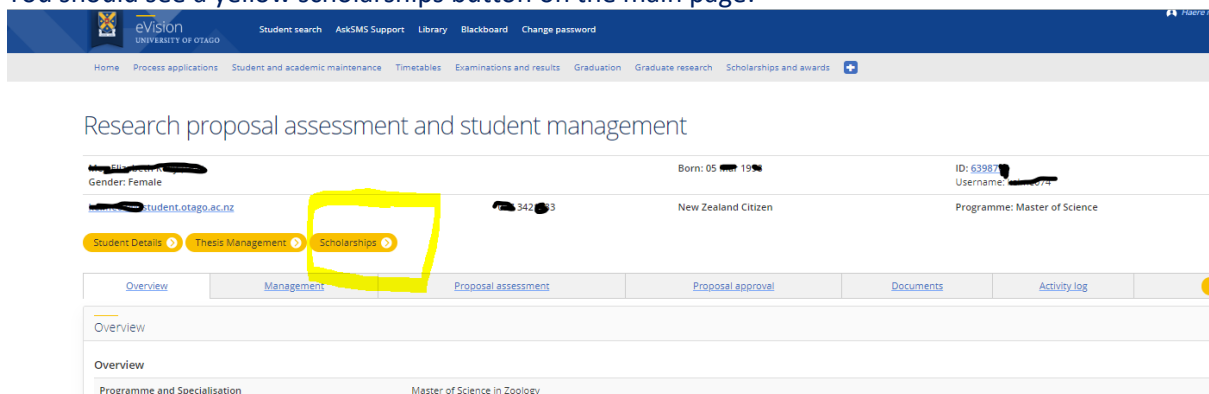


Search for your student using their student number, then click on their blue student ID link (See screenshot)

### Research proposal student management search



You should see a yellow scholarships button on the main page:



If you do not, navigate to the "My access" section on the eVision home page and select the "Apply for access" button to initiate an access request.

If you see the button, click it and choose *Scholarship type* \* 'All Doctoral Scholarships', *Year* 'Any' and enter the Student ID, click Search.

## Scholarship application assessment

Scholarship application search

\* Indicates mandatory fields.

Scholarship type\*

Year

Due date

Application status

Application stage

Student ID  Meg E

International/Domestic

Include emailed?

[Help](#)

Press the radio button on the left and choose 'Record Assessment'

## Scholarship application assessment

Search results

Listed below are the scholarship applications that met your search criteria.  
Use the Select tick boxes to select one or more applications.  
To view or print selected applications click the **View selected** button.  
Use the **Record Assessment** button to enter your assessment of the student's applications.

Show  entries

Select	Student details	Scholarship	International / Domestic	Dept. asst.	GPA	Uni rank	No of apps
<input checked="" type="checkbox"/>	<input type="text" value="63987"/> Meg	Master's Research Scholarship	Domestic	-	-	-	1

Showing 1 to 1 of 1 entries

AskOrange - Info line: 0800 80 80 98 - 64 3 479 7000 - university@orange.ac.nz

Remember to hit Store after you have logged your assessment. When you do this the Dept.asst. (see screenshot above) will populate with a response.

**Student Experience are unable to grant you access in eVision. You must log a call via 'My access'. You can also raise an AskSMS Support Call and they will respond to your question/access issue.**