



ePAD Guide for Practice Staff

(June 2025)

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1.0 Introduction to this guide

This guide is written and designed for Placement Supervisors and Practice Staff to understand the key features of the MyProgress electronic Practice Assessment Document (ePAD) platform.

If you need further support with the ePAD please contact your ACU representative. Students should contact AskACU for technical support.

2.0 Introduction to the ePAD

2.1 What is the MyProgress ePAD?

The ePAD is an online platform that enables the student, together with their Placement Supervisor, to complete all the forms associated with their practice assessment and record their practice hours.

The ePAD is accessible via an internet browser, best suited to use on a PC or laptop. A mobile app version is available **only for use by students**, which is particularly useful where there is poor Wi-Fi connection as the app can be used offline.

In the ePAD you may be required to:

1. Complete **Clinical Forms** to submit placement assessment documentation
2. Review, verify and enter **Timesheets** for students you are supervising on placement

The MyProgress ePAD is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper PAD.

2.2 Gaining access to MyProgress ePAD

2.2.1 Placement Supervisors

NOTE: Not all disciplines using MyProgress will require a Placement Supervisor to be linked to students they are supervising on placement. If you have any questions in relation to your responsibilities regarding the use of MyProgress, please contact your local ACU contact.

As a Placement Supervisor, you will have a '**Practice Staff**' role in MyProgress. This access will provide you with visibility over student progress throughout their placement and the ability to submit forms and timesheets dependent on the student's course.

In your first meeting with your student, they will log in to their MyProgress account and ask you to complete a Facilitator/Supervisor **Allocation form**. Once this has been completed a MyProgress ePAD account is automatically created for you (if you don't have one already).

An automatic email will be generated to you with your ePAD account username (which will be your email address) and an activation link. If you don't receive the email in your inbox, check your junk mail folder.

As part of the activation process you will set up a password. **You only need one MyProgress ePAD account.** When you complete the form with subsequent students, you will be linked with them as their Placement Supervisor for the duration of their placement allowing you to monitor their progress and complete Placement Supervisor forms.

WARNING: You **MUST** use your official work email address and full name matching your professional registration (e.g. Ahpra), or your account may be cancelled at the discretion of the University. Double check spelling of your email address is correct before submitting.

See section 3.1 for a more detailed guide on gaining access to the ePAD.

2.2.2 The ePAD Website Address

The web address link to access the ePAD website will be included in the initial 'Welcome to MyProgress ePAD' email you'll receive after submitting the Allocation form with your first student.

The website is compatible with all popular browsers. If you see a blank screen after logging in and are unable to access the website at work, it **may not be a permitted site through your organisation's firewall**. Contact your IT team to request access.

See section 3.0 for a guide to using the ePAD website.

2.3 Using the MyProgress Mobile App

Placement Supervisors do not have access to MyProgress via the app, only students. You may be required to submit the **Allocation form** on the student's MyProgress ePAD mobile app.

The student will login to their MyProgress ePAD account using the app on their own mobile device. They will access the required form and pass their mobile device to you (or follow your instruction) to complete the form and sign it off. Once the form is submitted it can no longer be edited. The student is responsible for making sure the app is synchronised with the web version of the ePAD, so the submitted form appears in their ePAD for other users. You will receive an email to verify that you have approved the form and details of who to contact if there are any issues.

2.4 Additional Support for Placement Supervisors

If you require support with the use of the ePAD beyond the information supplied within this guide, please get in touch with your ACU representative.

3.0 Using MyProgress

3.1 Getting Access

3.1.1 Creating an Account & Accessing the ePAD

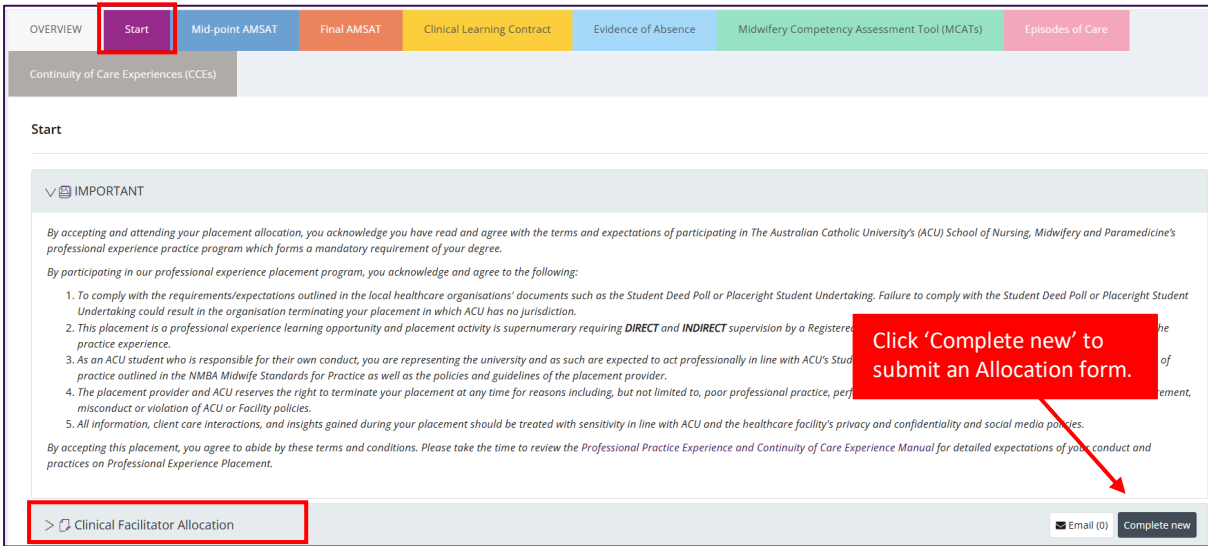
With your own ePAD account you have access to all students linked to your account via the allocation form, allowing you to view and submit forms in their ePADs, manage their timesheets and track their progress. There are forms that are only available to be completed by Practice Staff users and must be accessed via their account. You will **only need one ePAD account** regardless of how many students you are supervising.

NOTE: A linked placement supervisor is **not compulsory** for all disciplines. Refer to instructions on the allocation form for further details on whether you are required to have a MyProgress account or contact your local ACU contact for more information.

Work through the following steps to get an ePAD account and sign in:

1. Complete the Allocation form in your student's ePAD to create a Practice Staff account. This can be done either on the website or in their app. **The student signs in to their account and asks you to complete the form.**

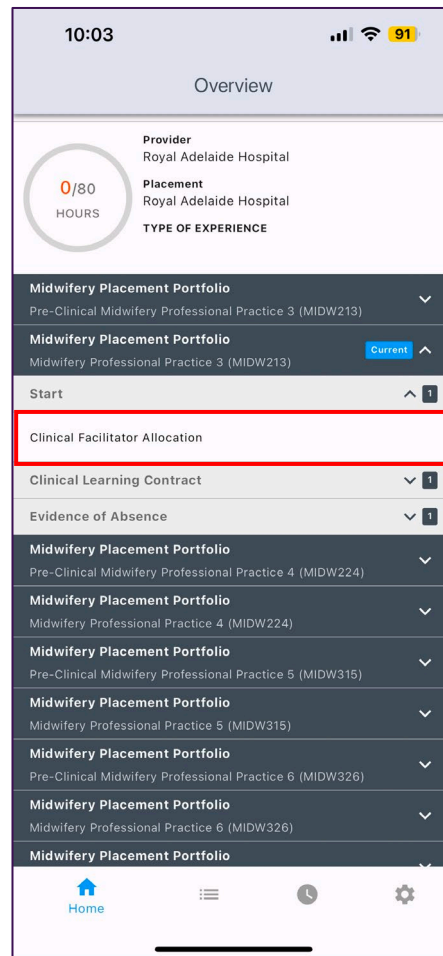
Web Browser view:



The screenshot shows the MyProgress ePAD web interface. At the top, there is a navigation bar with tabs: OVERVIEW, Start (highlighted with a red box), Mid-point AMSAT, Final AMSAT, Clinical Learning Contract, Evidence of Absence, Midwifery Competency Assessment Tool (MCATs), and Episodes of Care. Below the navigation bar, there is a section titled 'Continuity of Care Experiences (CCEs)'. Under this section, there is a 'Start' tab. The main content area displays an 'IMPORTANT' notice regarding the placement allocation form. A red box highlights the 'Clinical Facilitator Allocation' form at the bottom left. A red arrow points from a red box containing the text 'Click 'Complete new' to submit an Allocation form.' to the 'Complete new' button at the bottom right of the form.

Note: The form name may differ depending on the student's program, however this form will always appear under the "Start" tab of the current clinical block.

App view:



Note: The form name may differ depending on the student's program, however this form will always appear under the "Start" tab of the current clinical block.

Clinical Facilitator Allocation

Clinical Facilitator Allocation

This form is to be completed by the Clinical Facilitator at the beginning of your placement/shift.

I will act as the Clinical Facilitator for the student for this placement/shift. *

☐ Yes

Registration number: *

To complete the allocation process:

You should record your full name and work email address in the form sign-off fields below and submit the form. This will then link you to this student's ePortfolio so you can monitor progress and contribute to this student's ePortfolio via your own account.

You will then receive a welcome email with sign-in instructions if you do not already have a user account. This email will include a verification link, which will allow you to verify your account and set a password.

[NOTE. This link is only valid for 2 hours]

If the verification link expires, please go to <https://acu.epads.mkmagps.com> and click 'Activate your account'. This will allow you to enter your email address and get a new verification link.

Supervisor accounts must use a professional email address. Accounts using Gmail, Hotmail, or other similar providers, as well as shared accounts will be disabled.

Practice Staff Details

Name *

Email *

Completed the mandatory fields

Enter your name, matching your registration (where applicable)

Enter your official work email address. Check it's correct before submitting as the verification link is sent to this email address.

TIP: Before submitting, check the data entered does not have any typing errors. This information is used to create your account and will **NOT** successfully link you to the student if entered incorrectly.

2. Once the Allocation form is submitted, your account will automatically be created, and you will receive an account activation email. Your sign in name will be the email address you provided in the form.

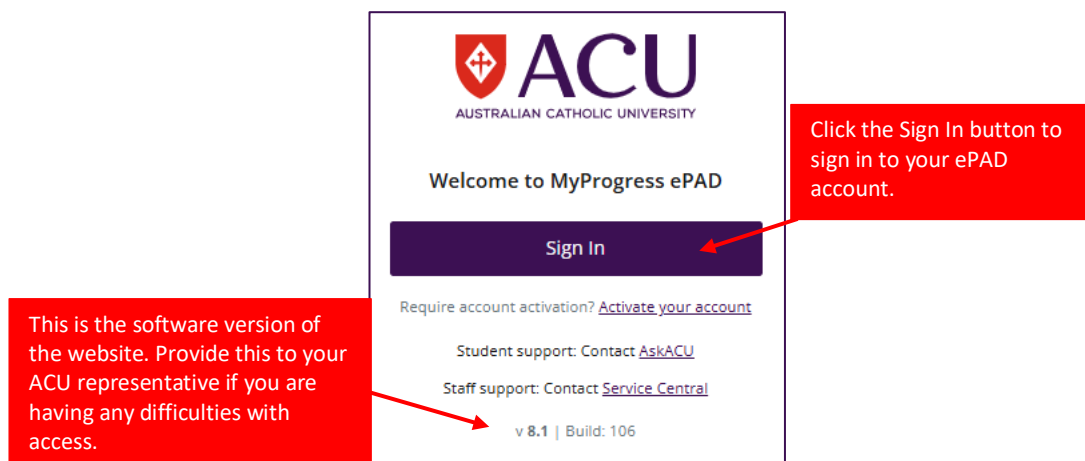
You only need to go through this process **ONCE** to create an account when meeting with the first student you're supervising who is using MyProgress. Subsequent submissions of the allocation form will link the student to your MyProgress account.

3. Use the link in the activation email to verify your account and create your password.

TIP: If you don't receive the activation email, or don't start the activation process within 2 hours of receiving the email, go directly to the ePAD welcome page and click 'Activate your account'.

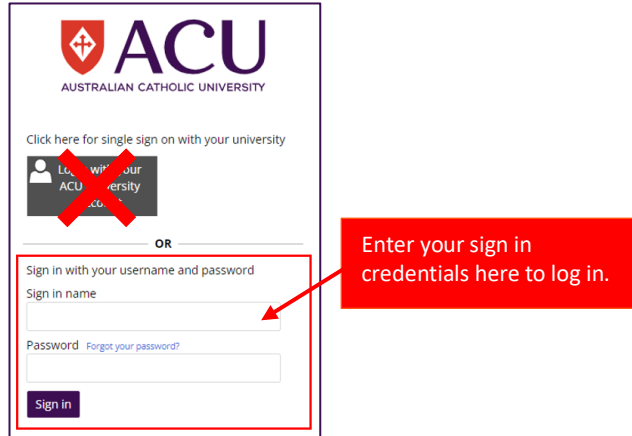
When you have completed the account set-up, you can access the MyProgress ePAD using an internet browser.

4. On the welcome page, click on the 'Sign In' button. See the screenshot below.



- On the sign in page, enter your username and password in the fields provided.


The grey 'Login with your ACU University Account' button is not to be used by Facilitators/Supervisors.



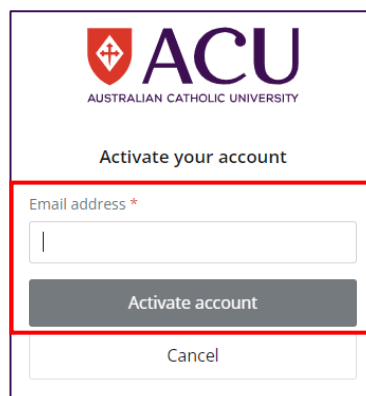
3.1.2 Generating a new verification link

If you were unable to validate your account **within two hours** of receiving the welcome email you will need generate a new link to activate your account.

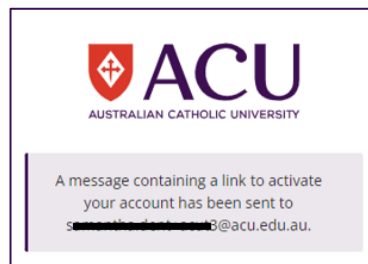
- On the Sign In page, click the **account activation** link.



- Enter your email address in the field provided and click the **Activate account** button.



3. You will receive an email containing your activation link. Click the link to be taken to the MyProgress account activation page.

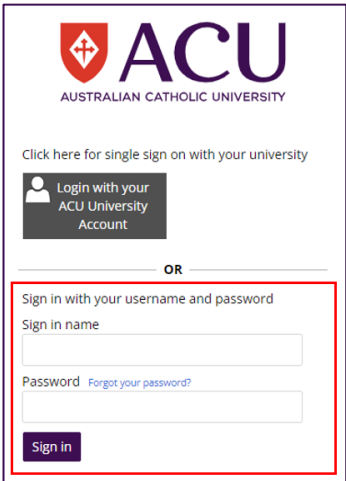


To activate your account, please use the following link - [Verification link.](#)

4. Enter and confirm your password, then click 'Create'



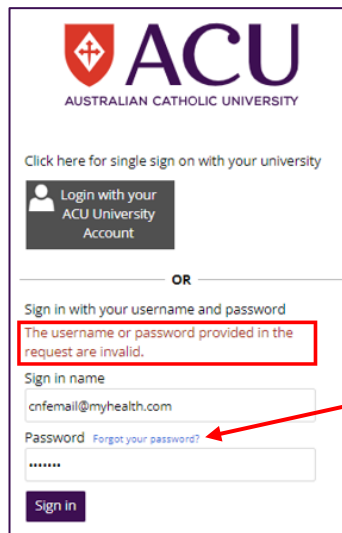
5. Sign in using your email address and password



3.1.3 Reset your password

'The username or password provided in the request are invalid' error message indicates one of your credentials are incorrect. Check the email address you have entered and if it's correct, proceed with the password reset process:

1. Click 'Forgot your password'



ACU
AUSTRALIAN CATHOLIC UNIVERSITY

Click here for single sign on with your university

Login with your
ACU University
Account

OR

Sign in with your username and password

The username or password provided in the request are invalid.

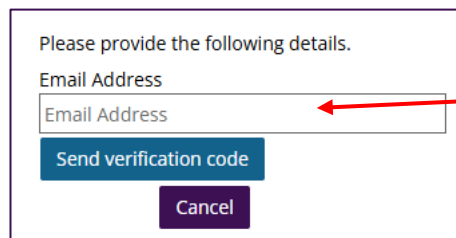
Sign in name
cnfemail@myhealth.com

Password [Forgot your password?](#)

Sign in

Click 'Forgot your password' if you're unable to login

2. Enter your email address and click 'Send verification code'.



Please provide the following details.

Email Address

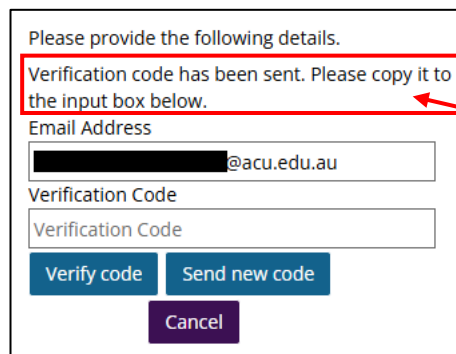
Email Address

Send verification code

Cancel

Enter your email address and click 'Send verification code'.

Once this button has been clicked DO NOT click any further buttons. Wait until the page refreshes and displays the message "Verification code has been sent. Please copy it to the input box below."



Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

Email Address
[redacted]@acu.edu.au

Verification Code

Verification Code

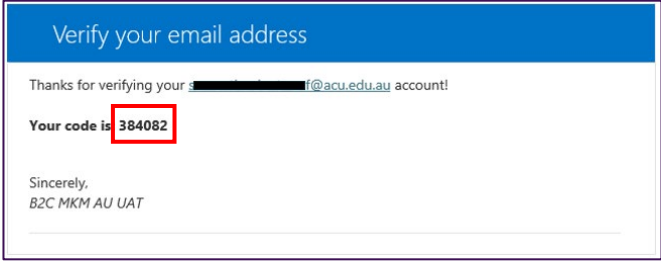
Verify code Send new code

Cancel

Wait for the page to refresh with this message before proceeding

STOP!

3. You will receive a 6-digit verification code via email



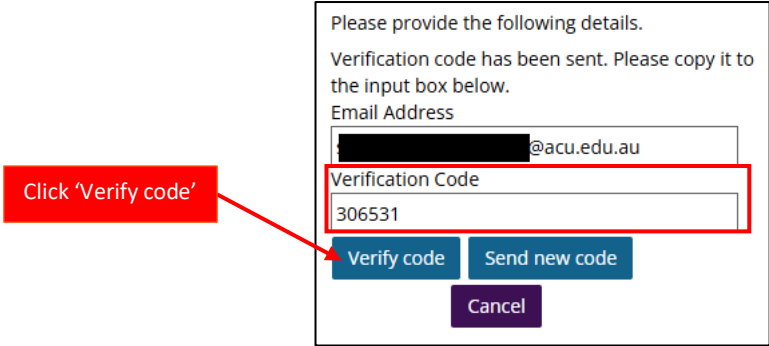
Verify your email address

Thanks for verifying your [redacted]@acu.edu.au account!

Your code is **384082**

Sincerely,
B2C MKM AU UAT

4. Enter this code in the 'Verification code' box and click 'Verify Code'.



Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

Email Address
[redacted]@acu.edu.au

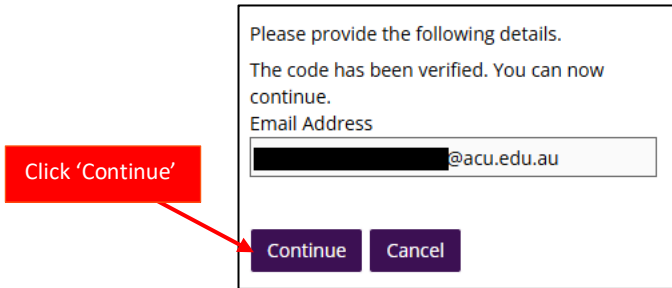
Verification Code
306531

Verify code Send new code

Cancel

Click 'Verify code'

5. A confirmation message "The code has been verified. You can now continue" will display if verification is successful. Click 'Continue'.



Please provide the following details.

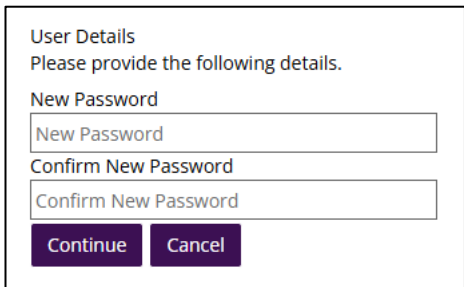
The code has been verified. You can now continue.

Email Address
[redacted]@acu.edu.au

Continue Cancel

Click 'Continue'

6. Enter and confirm your new password and click 'Continue'. You will then be logged into MyProgress.



User Details

Please provide the following details.

New Password
New Password

Confirm New Password
Confirm New Password

Continue Cancel

3.2 Your ePAD Home Page and the Dashboard

The ePAD website is designed to be easy to use. This section gives you an overview of the structure and navigation features to give you a head start.

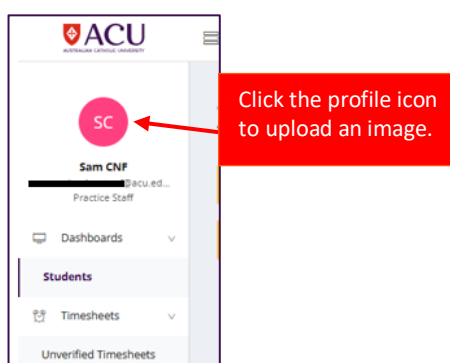
3.2.1 The ePAD Structure

The ePAD has 4 main blocks:

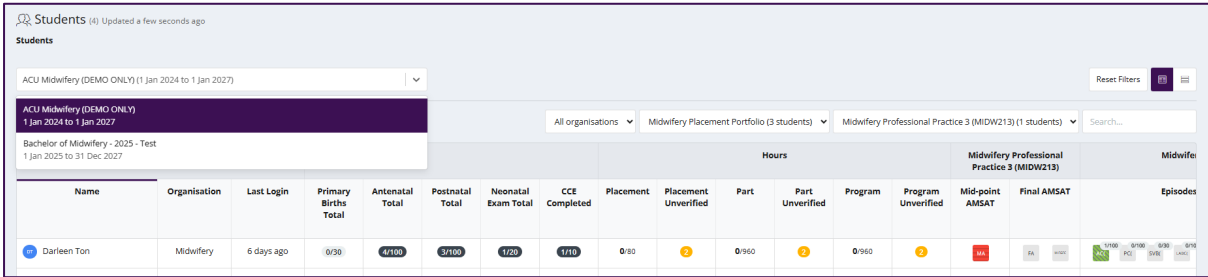
- **Homepage:** this is the page displayed when you sign in; it gives you useful information and access to the different areas of the ePAD
- **Year/Portfolio page:** this page contains student's progress through a year of study or the placement portfolio and gives you access to the placements completed during that period. These pages are accessed directly from the homepage (see section 3.4 for a detailed guide)
- **Pre-Clinical page:** the page containing forms for student completion prior to commencing their placement. It can be accessed via the relevant Year/Placement Portfolio page.
- **Placement page:** the page containing details about the placement and assessment documentation; placement pages can be accessed via the relevant Year/Placement Portfolio page and the current/most recent placement can also be accessed directly from the homepage

When you sign in to your ePAD account you are presented with your home page. The main feature is the dashboard which is covered in the next section. It is useful to understand the following features of the home page (indicated on the screenshot below):

- The left-hand menu is expanded by clicking on the burger icon at the top of the page. In this menu you find:
 - Your **profile avatar**, which is where you can upload your photo. The circle will display your initials by default. Click into the circle to upload a profile photo.



- The **Students** page will display a dashboard with all students linked to your account



Students (4) Updated a few seconds ago

ACU Midwifery (DEMO ONLY) (1 Jan 2024 to 1 Jan 2027)

ACU Midwifery (DEMO ONLY) 1 Jan 2024 to 1 Jan 2027

Bachelor of Midwifery - 2025 - Test 1 Jan 2025 to 31 Dec 2027

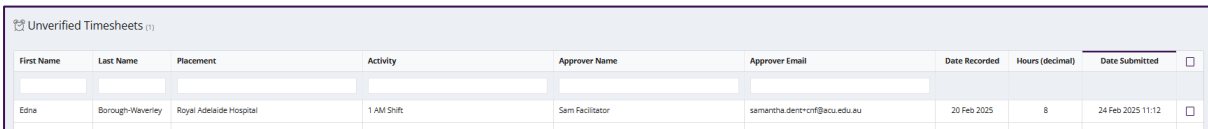
All organisations Midwifery Placement Portfolio (3 students) Midwifery Professional Practice 3 (MIDW213) (1 students) Search...

Reset Filters

Name	Organisation	Last Login	Primary Births Total	Antenatal Total	Postnatal Total	Neonatal Exam Total	CCE Completed	Placement	Placement Unverified	Part	Part Unverified	Program	Program Unverified	Mid-point AMSAT	Final AMSAT	Episodes
Darleen Ton	Midwifery	6 days ago	0/30	4/100	3/100	1/20	1/10	0/80	2	0/960	2	0/960	2	NA	NA	1/100 2/100 3/100 4/100 5/100 6/100 7/100 8/100 9/100 10/100

- The **Unverified Timesheets** page will display any unverified timesheets submitted by students linked to your account. You can verify in bulk via this screen or individually in a students' ePAD.

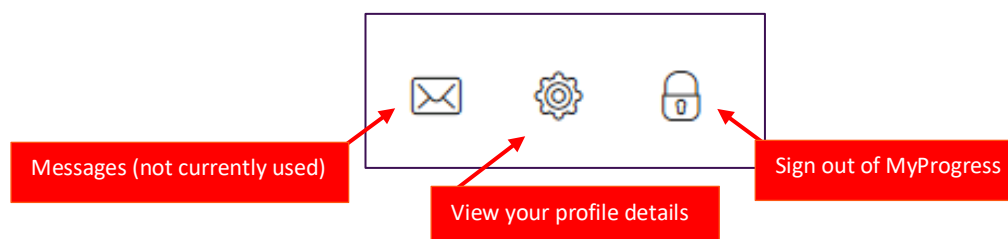
Note: Only placement supervisors required to verify timesheets will have access to this page. See Section 3.8.1 for more information about timesheet verification.



Unverified Timesheets (1)

First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted	
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sam Facilitator	samantha.denton@acu.edu.au	20 Feb 2025	8	24 Feb 2025 11:12	<input type="checkbox"/>

Additional features in the top right corner of the MyProgress page include:



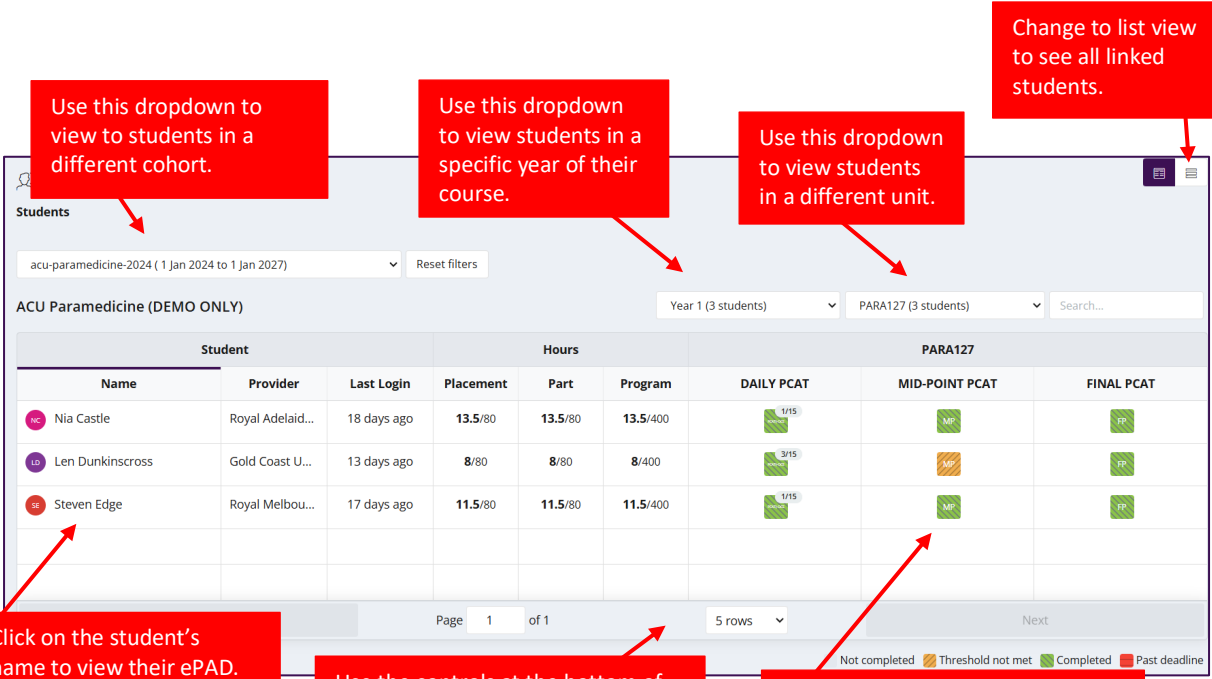
3.2.2 The Practice Staff dashboard

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement and Year/Portfolio, as well as their timesheets.

It is useful to understand the features of the dashboard (see the screenshot below):

- There is a row for each student you are linked to. You will be able to see the student's ePAD for the duration of their placement and **up to 30 days after the end date of their placement**. All forms **MUST** be completed within this date range before the link expires.

- Click on the student's name to access their ePAD.
- Use the **dropdown menu** in the top left to view students belonging to **different cohorts** (such as program, commencement year or campus). If you can't find a student, try switching to the list view by using the view toggle buttons in the top right corner. These allow you to switch between different display modes to see all students you are linked to.
- Timesheet hours recorded to date for the placement and the Part (year)/Portfolio are displayed against the target hours for both.
- Key forms are represented by squares, shown in the same order as in the student's ePAD.
- Clicking on the form square takes you to that form's location in the student's ePAD for you to review (or complete). Hover over the form square with your pointer to see the full form name and status.



Use this dropdown to view to students in a different cohort.

Use this dropdown to view students in a specific year of their course.

Use this dropdown to view students in a different unit.

Change to list view to see all linked students.

Click on the student's name to view their ePAD.

Use the controls at the bottom of the page to change the number of rows displayed or to move between pages.

Hovering over a square with your mouse will display the full form name and status information.

Student			Hours			PARA127		
Name	Provider	Last Login	Placement	Part	Program	DAILY PCAT	MID-POINT PCAT	FINAL PCAT
Nia Castle	Royal Adelaid...	18 days ago	13.5/80	13.5/80	13.5/400			
Len Dunkinscross	Gold Coast U...	13 days ago	8/80	8/80	8/400			
Steven Edge	Royal Melbou...	17 days ago	11.5/80	11.5/80	11.5/400			

Page 1 of 1 5 rows Next

Not completed Threshold not met Completed Past deadline

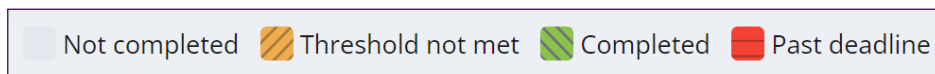
Note: The dashboard will have a different set up depending on a student's program, however the functionality is the same.

3.2.3 Form Status Indicators

The dashboard uses colour coding on the form squares to indicate the status of forms. These are as follows:

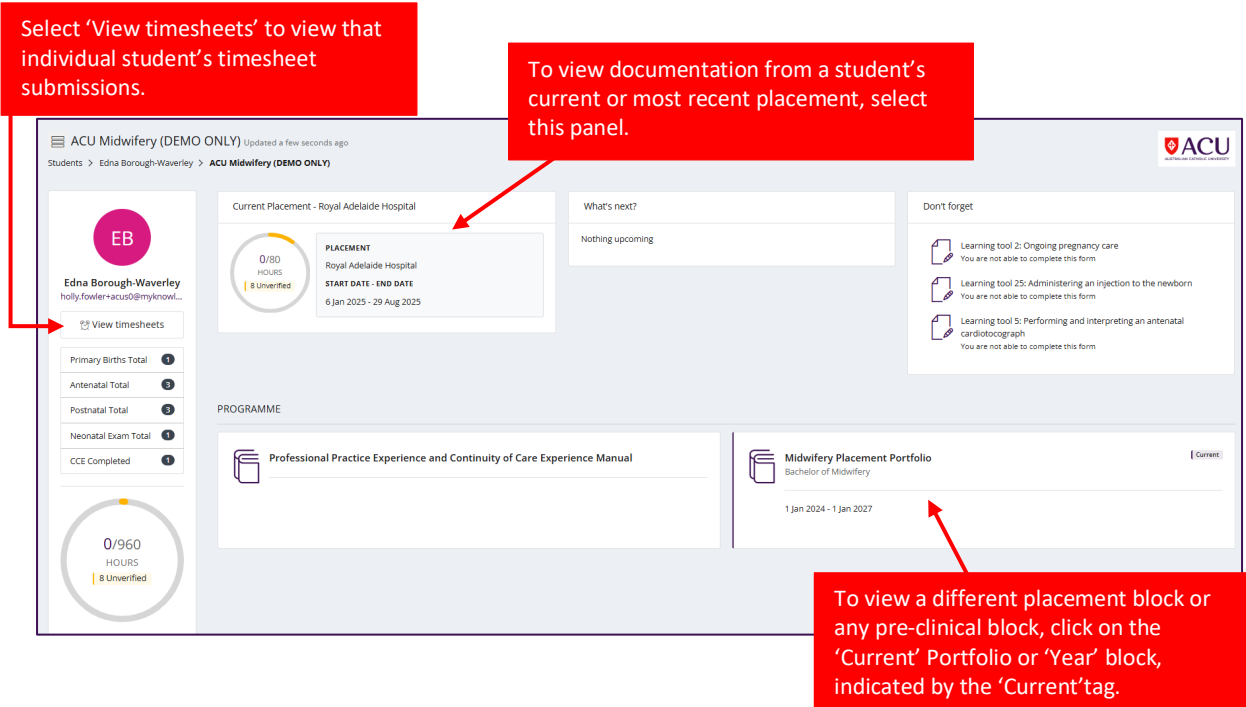
- **Light Grey** - Form not submitted
- **Amber** - A threshold value set against the form has not been met (select forms only)
- **Green** - Form has been submitted
- **Red** - Form has not been submitted and as past the (soft) deadline

The form submission status key (see below) is displayed at the bottom of the home page.



3.3 Reviewing a student's ePAD

The ePAD contains all the forms relevant to the students' placement, organised by Year/Portfolio. To review a student's ePAD, select their name from the list of students in your dashboard. This opens the student's ePAD home page, containing an overview for that student. **Scroll down** the home page to see everything that is available. The key features are explained in the following screenshot.



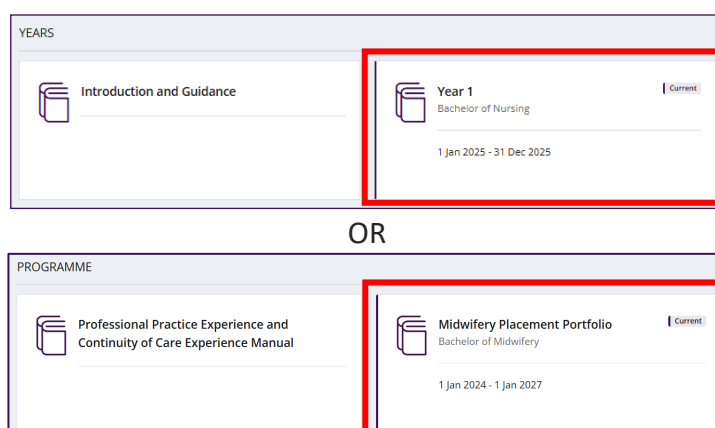
Select 'View timesheets' to view that individual student's timesheet submissions.

To view documentation from a student's current or most recent placement, select this panel.

To view a different placement block or any pre-clinical block, click on the 'Current' Portfolio or 'Year' block, indicated by the 'Current' tag.

3.4 The Year/Portfolio page

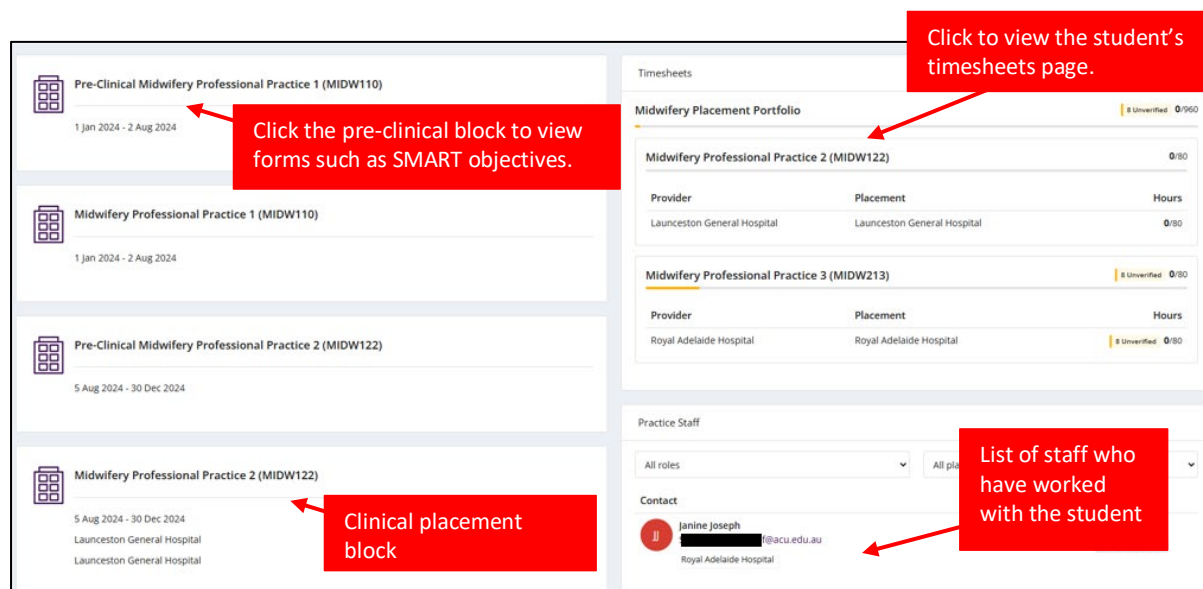
Depending on a student's ePAD setup, you will see a panel for each year of their course of study, or one panel for the Placement Portfolio which contains all placement units for their course. Their current year of study or portfolio is indicated with a 'Current' tag. Each block contains year or portfolio related guidance and information about the placements they complete.



In this page you can see and access:

- The **pre-clinical block** for each placement unit
- All **clinical/placement units** for the student. Clicking on any placement panel brings up the relevant placement page, allowing you to review completed forms.
- The student's **timesheets** to date, total hour targets and placements for that period.
- A list of **practice staff** who have worked with the student during that period. This can be filtered by placement area or role.

The key features are explained in the screenshot below.



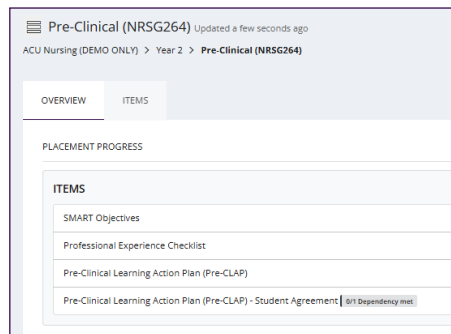
Note: The Year/Placement Portfolio page may appear slightly different depending on the student's program.

Selecting any pre-clinical or clinical panel on this page will take you to view or submit forms or assessments under that block. See section 3.5 for details of the pre-clinical page and section 3.6 for details of the placement page.

3.5 The Pre-Clinical page

The pre-clinical page is **ONLY** accessible via the Year/Portfolio block from the student's ePAD homepage as shown in the screenshot above.

This page is available for you to access forms that require submission **prior to the start of placement** such as SMART Objectives.

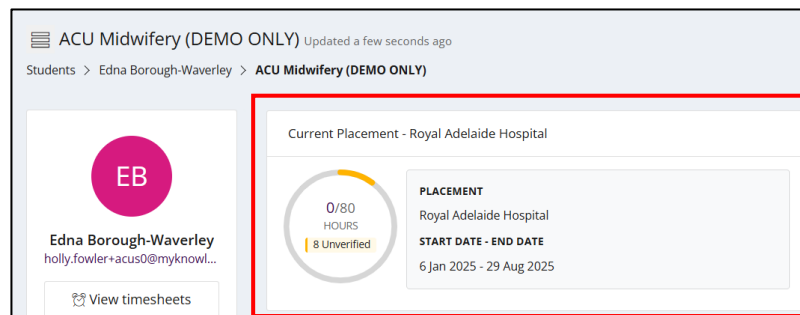


Note: The Pre-Clinical page may have a slightly different set up based on the students' program.

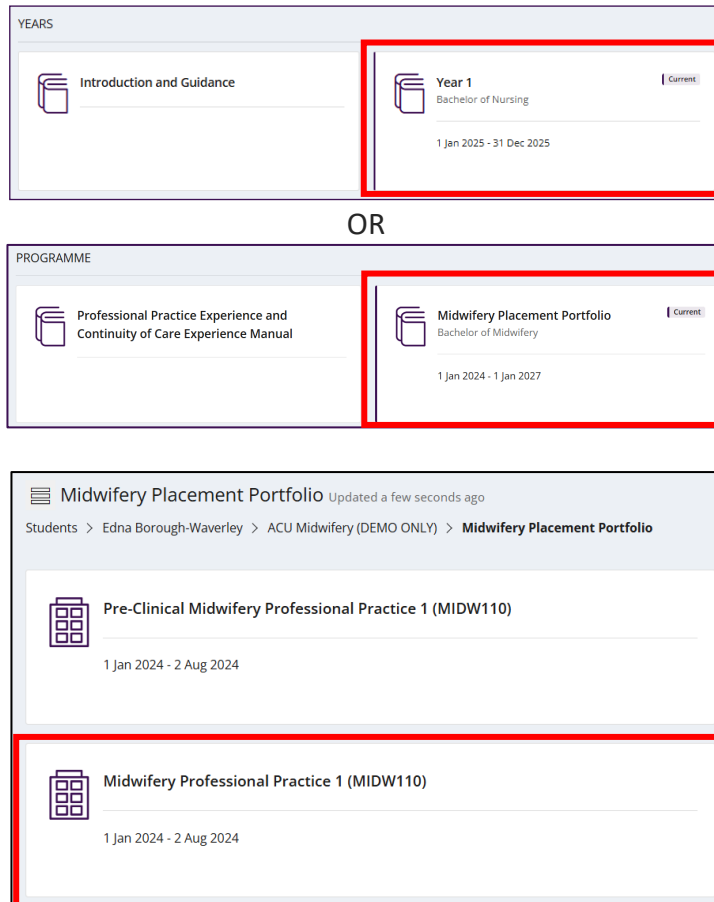
3.6 The Clinical/Placement page

You can access the page for your Current or Most Recent placement by:

a) Selecting the top panel from your ePAD homepage; or



b) Go to the relevant Year/Placement Portfolio page for a list of your earlier and upcoming placements, from where you can select one to review.



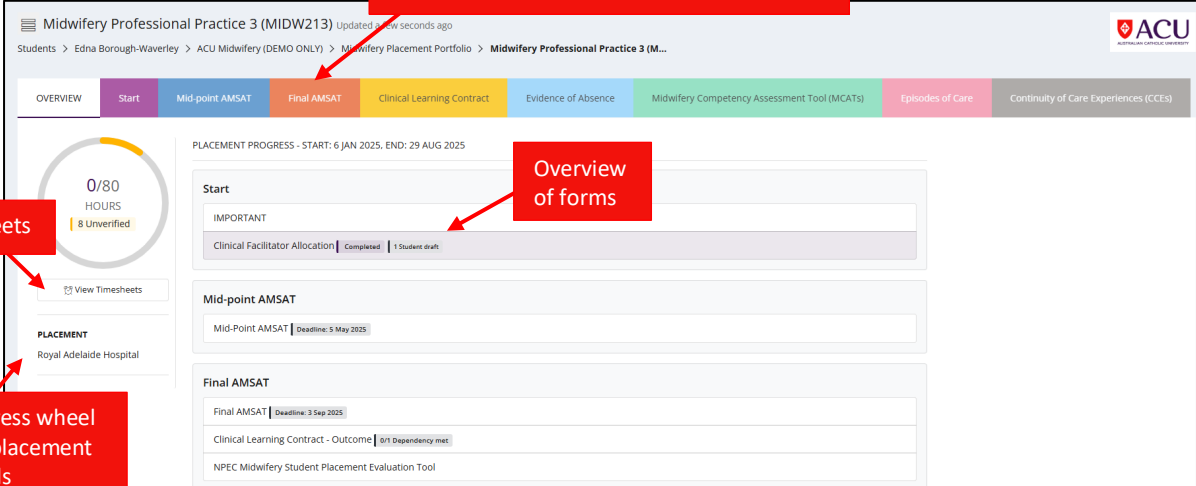
The image shows three screenshots of the MyProgress ePAD interface. The first screenshot, titled 'YEARS', shows a sidebar with 'Introduction and Guidance' and a main area with 'Year 1 Bachelor of Nursing' (1 Jan 2025 - 31 Dec 2025) highlighted with a red box. The second screenshot, titled 'OR', shows a sidebar with 'Professional Practice Experience and Continuity of Care Experience Manual' and a main area with 'Midwifery Placement Portfolio Bachelor of Midwifery' (1 Jan 2024 - 1 Jan 2027) highlighted with a red box. The third screenshot shows the 'Midwifery Placement Portfolio' page with a breadcrumb trail: 'Students > Edna Borough-Waverley > ACU Midwifery (DEMO ONLY) > Midwifery Placement Portfolio'. It lists two placements: 'Pre-Clinical Midwifery Professional Practice 1 (MIDW110)' (1 Jan 2024 - 2 Aug 2024) and 'Midwifery Professional Practice 1 (MIDW110)' (1 Jan 2024 - 2 Aug 2024), with the latter highlighted by a red box.

The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

- information about the placement (area name, dates etc)
- placement hours progress wheel
- completion overview for (and access to) all the forms relevant to the placement

The other tabs will represent different areas dependent on the course setup. They break up the list of forms, however, there is no difference between selecting a form from the overview tab or within the tab itself.

The main placement page (overview tab) features are shown on the screenshot below.



The screenshot shows the 'Midwifery Professional Practice 3 (MIDW213)' overview page. A red box at the top points to the tabs, stating 'Access forms under each corresponding tab'. A red box on the left points to the 'Timesheets' section, stating 'Timesheets'. A red box on the left points to the 'Progress wheel and placement details' section, stating 'Progress wheel and placement details'. A red box in the center points to the 'Start' section, stating 'Overview of forms'.

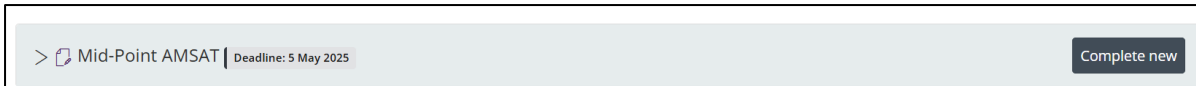
Note: The Clinical/Placement page may have a slightly different set up based on the student's program.

3.7 Completing Forms

All forms in MyProgress are configured to allow submissions only by users with specific roles: Student, Practice Staff, or ACU Tutor.


Practice Supervisor forms appear with a '**Complete new**' button, indicating that you can complete them (subject to other completion settings (see below)). Where you are not able to complete a form, you will see the message 'Available to other roles' and when you hover over the message the roles that can complete the form are listed (e.g. Student or ACU Tutor)

Example of a form **available** to a Practice Staff user:



The screenshot shows a 'Mid-Point AMSAT' form with a deadline of 5 May 2025. A 'Complete new' button is visible in the top right corner.

Example of a form **not available** to a Practice Staff user:



The screenshot shows an 'Evidence of Absence' form. A tooltip message states 'This form is available to: Student'. Below the form title, it says 'Available to other roles'.

You can complete the Placement Supervisor Allocation form via the student's ePAD account when you meet on the first day of placement. Any other forms that require submission by a user with a Practice Staff role must be submitted by signing into your own account.

Note: Some disciplines require Practice Staff to complete components of forms that are assigned to the Student role. In this scenario, you must complete the form with the student while they are logged into their MyProgress account or use the unique link emailed to you if this function is available.

3.7.1 Form template preview and guidance

Form completion guidance is available at the top of the form. You can also click on the form name and a preview of the form will expand.

All form templates can be displayed in a view-only mode so that you can familiarise yourself with the sections and layout before you need to complete the form. Once a form has been completed, the blank preview will disappear. You will then be able to see either a completed preview with your latest response or a list of your completed responses (if there are multiple responses) in order from most recent to oldest.

To preview a form template, follow these steps:

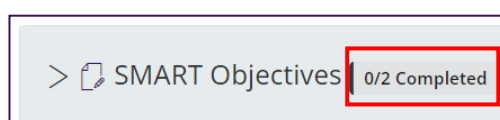
1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the form template.

TIP: The form cannot be completed in preview mode. You need to select the 'Complete new' button to open a blank form for completion.

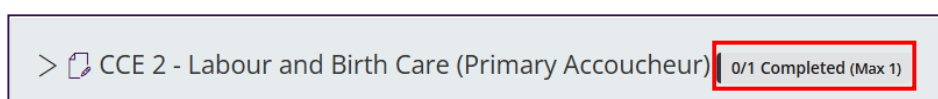
3.7.2 Form completion settings

Some forms have settings that you need to be aware of, including:

Target number of completions: Forms may have a target number of completions. This is a guide that the form should be completed the specified number of times. The target number is displayed next to the form name as the second number in this format: '0/2' (in this example the target number is 2). The first number is incremented each time you complete the form.



Maximum number of completions: Forms may have a maximum number of completions permitted. This is indicated by the maximum number shown in brackets next to the form name. The first number is incremented each time you complete the form. Once the maximum number of form submissions has been reached, the 'Complete new' button will no longer be available. If you made an error in submitting a form a maximum number of completions, contact your ACU representative.

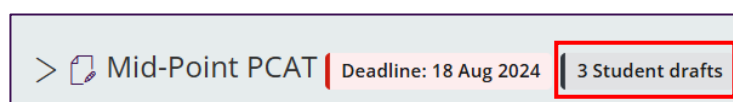


Note: Most forms do not have a maximum number of completions. If a form does not indicate a maximum number of completions, there is no limit as to the number of times it can be completed.

Dependencies: Some forms require another form to be completed prior to submission of a consequent form. If you see a form with the '0/1 Dependency met' tag, hover over the tag to view the name of another form that requires a specified number of completions prior to submission of that form. Until the dependency has been met, the 'Complete new' button will be greyed out and unable to be clicked on to start a new form draft.



Student Drafts: If a student has a form draft, the number of drafts will be displayed in the 'Student drafts' tag. The content of the drafts is not visible to any other users, however, can be helpful to prompt students who have outstanding form submissions. Drafts of any other users (including Tutors and Practice Staff) are not displayed.



Forms that are to be completed at or by a certain time have a **deadline** that is displayed next to the form name. If there is no deadline displayed, the form does not have a deadline but should be completed at a practical time.

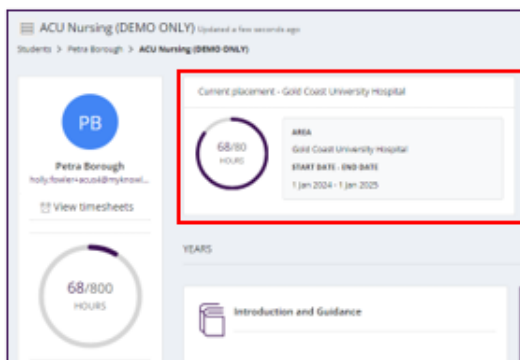
The Placement Supervisor is expected to complete the form by the deadline date or as close to it as possible so that the student receives input and is assessed in a timely way.

Forms can be submitted after the deadline has passed however **must** be submitted **within 30 days of the placement end date** when the link with the student ends.

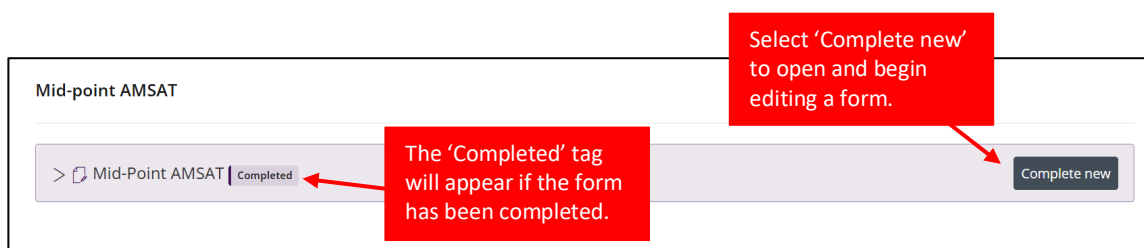
3.7.3 Completing a new form, using drafts and submitting

Work through the following steps to complete forms in your own account:

1. Sign in to the ePAD website using your own account.
2. To go straight to the form,
 - a. you can click on the square against a student in the dashboard (see section 3.2), **OR**
 - b. if it's not a dashboard form, or you wish to see other documentation in the student's ePAD first, select the student's name from your dashboard and click on the **current placement panel** in their ePAD home page. (See section 3.3 for more detail on reviewing a student's ePAD.)



- When you have located the form, click on the '**Complete new**' button, which opens the form in a new window. See the screenshot below. Unless a maximum form completion is shown next to the form name, a form can be completed multiple times and the number of completions will be displayed next to the form name.



Select 'Complete new' to open and begin editing a form.

The 'Completed' tag will appear if the form has been completed.

- When you make any amendments to the form, the 'Saved' button at the top of the form will change to 'Save Changes'. After approximately 15 seconds the form will automatically save any changes made to the form. This saves the form as a draft.



Note: the form does not automatically save whilst changes are being made. Changes are only saved approximately 15 seconds after interaction stops.

- Complete the form. How you do this depends on the format of the questions: you may need to select from a drop-down list, complete a check list, or type into a text box.
 - If you need to exit the form, click the **Save & close** button to save your changes before leaving. This will save a draft that you can return to later.



The 'Saved' button changes to 'Save changes' when there are changes made to form. Select this to save changes as you progress through the form.

Use 'Save & close' to save and exit the draft so that you can submit it later.

- When you have completed the form **review it carefully** as it **cannot be changed once submitted**.
- When you are happy with your responses in the form, click on the **Submit** button.

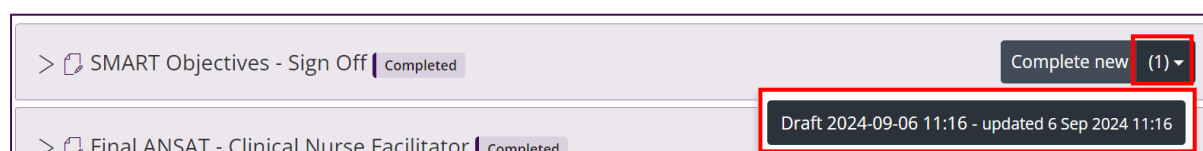
8. On submitting the form, the 'Successfully submitted response' message will appear at the bottom of the page.
9. The submitted form will appear in the form list. It will show your name as the approver and the date and time when it was submitted. If it is one of the forms that is tracked in the dashboard, then you will see the relevant square is green when you next look. **Note that there can sometimes be a delay for a form to appear in the forms list or be updated in the dashboard due to processing.**

3.7.4 Returning to a draft

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, click on the **Save & close** button and your entries will be saved in a draft. To continue the draft later click on the **drop-down** arrow next to the 'Complete new' button and select the draft. See the screenshots below. Drafts can only be completed within the account where they were started, i.e. in your account you cannot open a draft started by a fellow placement supervisor.



The number in brackets next to the 'Complete new' button represents the number of drafts saved for the form. Drafts are date and time stamped and will also indicate when the draft was last updated. See the screenshot below.



When you select the draft, the form will open, your previous entries will be displayed and the form can be amended as required. If you wish to delete a draft, select the Delete button next to the draft name in the open form. See the screenshot below.



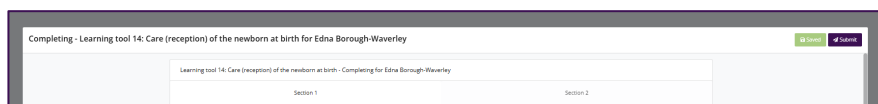
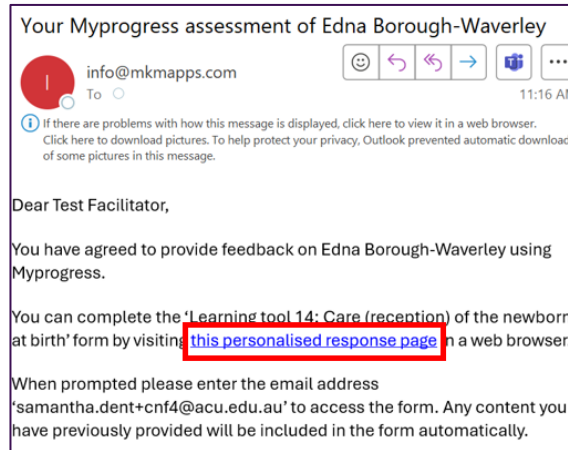
3.7.5 Emailed Forms for Placement Supervisor Completion

Some forms allow students to either complete part of the form or send the entire form directly to their supervisor for completion.

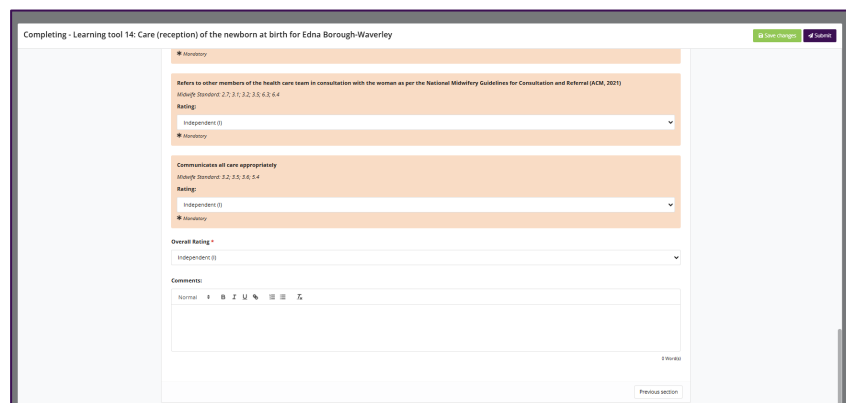
Regardless of whether you have a MyProgress account or are linked to the student, you will receive an email containing a personalised link to a secure response page where you can complete and submit the form.

Work through the following steps to complete a form emailed to you for completion:

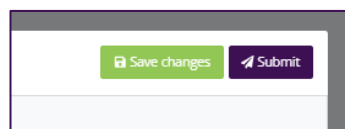
1. Open the email and click the 'this personalised response page' link to access your unique form in a web browser.



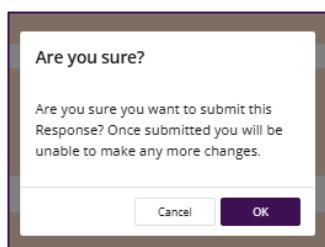
2. Complete all mandatory fields, ensuring the information entered is accurate and complete.



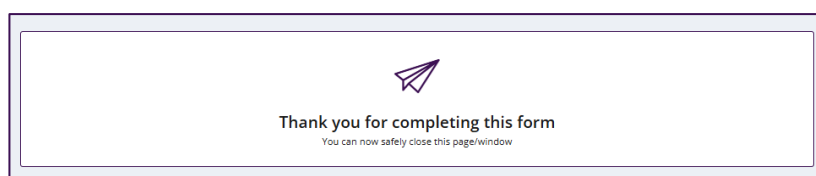
3. Once complete, click the purple 'Submit' button in the top right corner.



4. Confirm you wish to submit by clicking 'OK'.



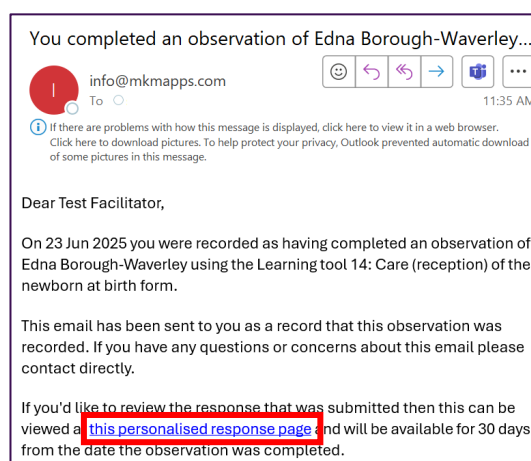
5. A confirmation message will appear once the form has been successfully submitted. The form response will be recorded on the student's ePAD. If you are submitting an Allocation form, the student will then appear on your dashboard.



3.7.6 Email Notifications

Some forms require a student to nominate a supervisor to sign off. Upon doing so, the nominated supervisor will receive an email notification from the system. These emails include:

- The student's name, the date and name of the form submitted
- A personalised response page where you can view the content of the form, available for 30 days from the submission date.



If you identify any errors or have questions in relation to the content of the form, please notify your local ACU contact directly.

NOTE: When a student lists you as a form approver, **your name and email address serve as an electronic signature**. As this information is securely stored in MyProgress, **no physical signature is required**.

3.8 Timesheets

Students are responsible for adding their timesheets to their ePAD. When submitting their timesheets, they need to identify the approver which must be a professional member of staff in the placement area who can verify the student's presence and was supervising the student on their shift. This may not necessarily be their linked placement supervisor.

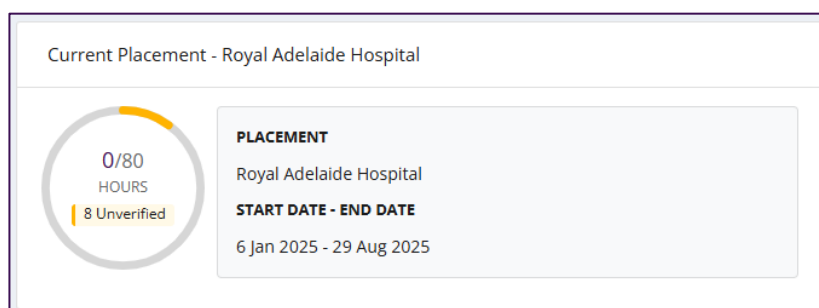
As a linked placement supervisor, you will receive a weekly summary email of all timesheets where a student has nominated you as the approver in the previous week. It is your responsibility to verify each individual submission and make amendments against the students' ePAD where discrepancies exist.

WARNING: Depending on the student's program, timesheets may or may not require verification by their linked placement supervisor.

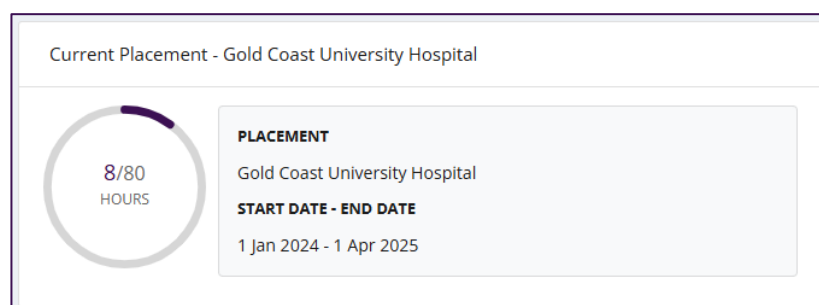
3.8.1 Timesheet Verification

Timesheets may require verification if this feature is enabled for the student's discipline.

Once a student has submitted a timesheet, **if timesheet verification is required**, the timesheet will appear in yellow on your dashboard and the student's progress wheel, with the number of hours in the 'Unverified' tag (see below).



If timesheet verification is not enabled, when a student submits a timesheet, the hours will automatically be added to their total completed hours, displayed in purple on your dashboard and the student's progress wheel (see below).



Below is an example of the weekly summary email you will receive displaying a list of timesheets submitted where you are the nominated approver in the 7 days prior.

Dear Sandra Smith

This weekly email lists all timesheets you approved in the past 7 days:

Approved timesheet: Kelly Summers on 30/01/2025 23:14:01,

Placement: Launceston General Hospital: Launceston General Hospital .

Date and hours: 30/01/2025 - 8hr : 0min (1 AM Shift)

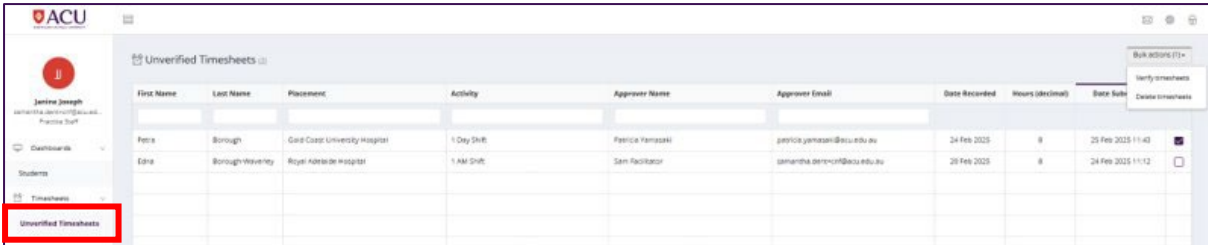
If you are not a linked supervisor and identify a discrepancy in a timesheet submitted under your supervision, you must notify the linked supervisor or your ACU representative to amend or delete the timesheet as required.

If you are linked to a students' ePAD via submission of the allocation form, you will have access to verify timesheets (if required).

Timesheets can be verified by:

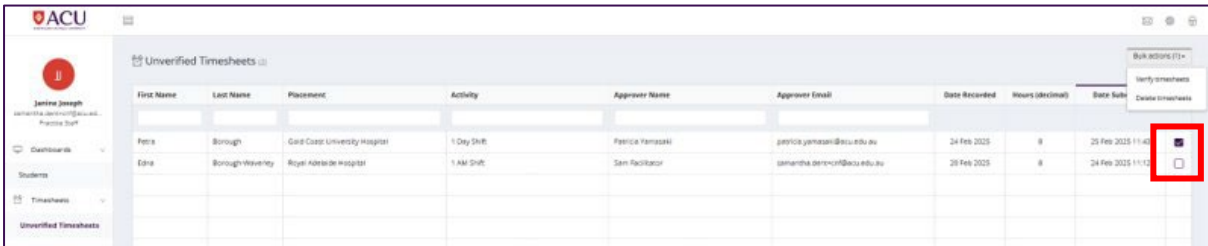
a) Bulk verification

1. Click on 'Unverified timesheets' from the navigation menu. This will display any unverified timesheets for students you are linked to.



First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted	
Petra	Borough	Gold Coast University Hospital	1 Day Shift	Patricia Yamazaki	patricia.yamazaki@acu.edu.au	24 Feb 2025	8	25 Feb 2025 11:43	<input type="checkbox"/>
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sam Rackliffe	samantha.dennison@acu.edu.au	26 Feb 2025	8	26 Feb 2025 11:12	<input type="checkbox"/>

2. Review the submission details (shift activity type, date, hours and approver) and use the checkboxes on the far right to select any timesheets you wish to verify. You can select one or multiple to be verified at a time.



First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted	
Petra	Borough	Gold Coast University Hospital	1 Day Shift	Patricia Yamazaki	patricia.yamazaki@acu.edu.au	24 Feb 2025	8	25 Feb 2025 11:43	<input checked="" type="checkbox"/>
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sam Rackliffe	samantha.dennison@acu.edu.au	26 Feb 2025	8	26 Feb 2025 11:12	<input checked="" type="checkbox"/>

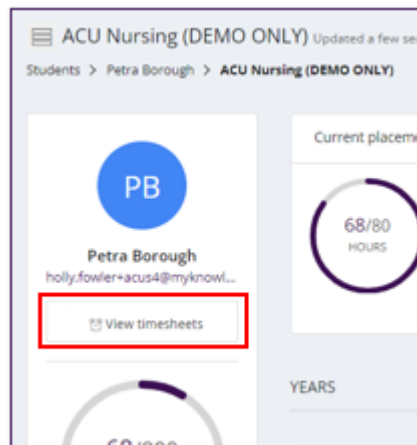
3. The 'Bulk Actions' feature will appear in the top right corner. Click 'Verify Timesheets'. These timesheets will then be removed from this view and update on each student's ePAD.

If you notice a timesheet is incorrect, you can also use the bulk actions to Delete a timesheet from this screen.

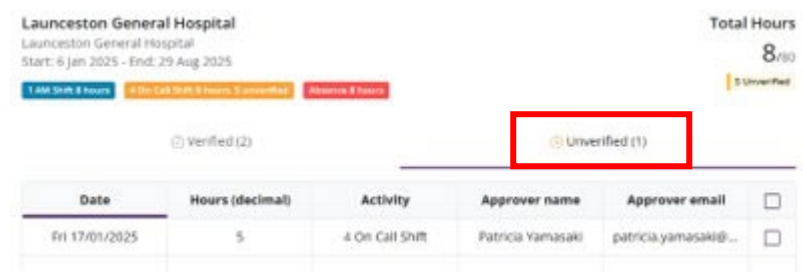
b) Individual verification

Timesheets can be verified individually in a student's ePAD by:

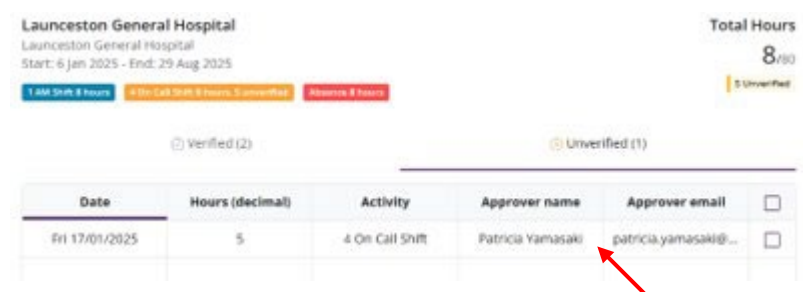
1. Click on 'View timesheets' under the student's profile block



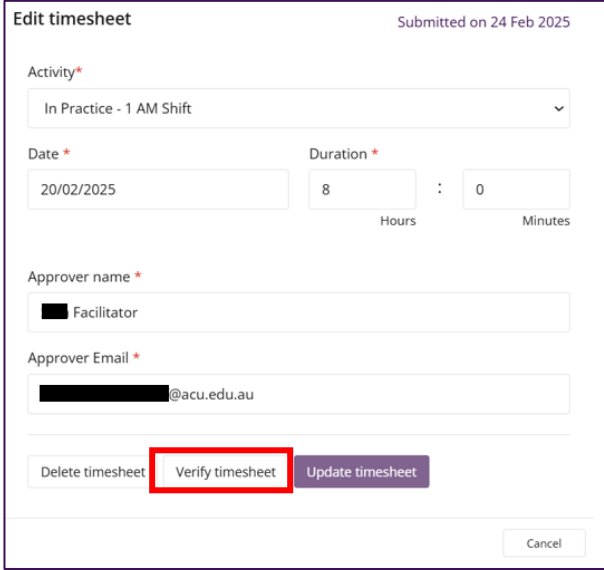
2. Against the relevant placement, click on the 'Unverified' tab



3. Click on the timesheet submission you wish to verify



- The timesheet will appear in a pop-out box.
Click the 'Verify Timesheet' button to verify the timesheet. It will then be displayed in the 'Verified' tab of the table.

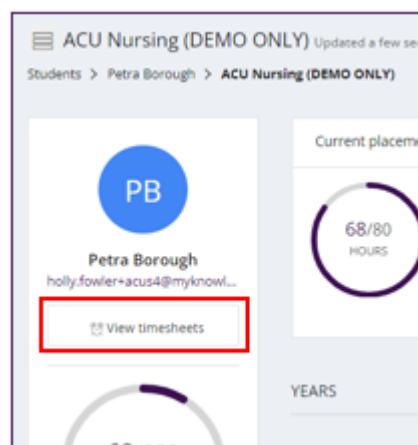


3.8.2 Auditing timesheets

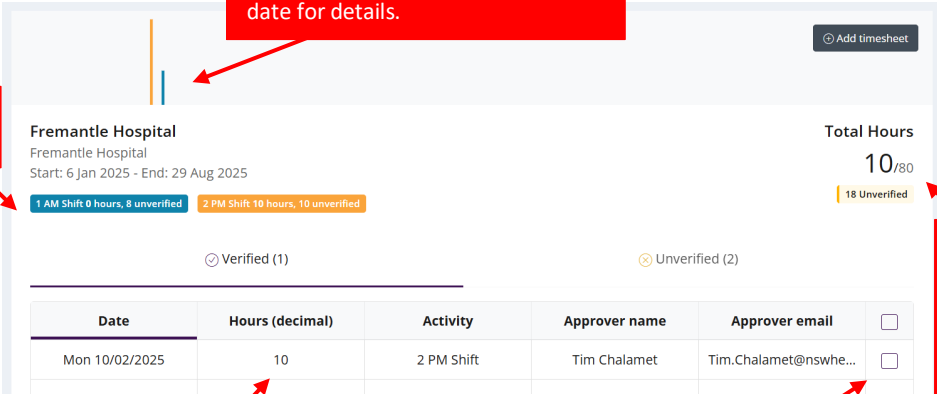
The Placement Supervisor's dashboard shows the student's progress against timesheet hours targets for the current Year and individual placement.

Work through the following steps to view the student's timesheet page, where you can see the detail of every timesheet record including absence and sick hours:

- Sign in to the ePAD website using your own account.
- Click on the student's name in your dashboard to go to their ePAD home page.
- Click on '**View timesheets**' in the left-hand panel of their ePAD home page.



The timesheet page is displayed. This provides a listing of the timesheets that the student has logged for each placement, including the name and email address of the person who approved each record, for verification purposes. The key features are explained in the following screenshot.



Sub-totals by activity type.

This graphic shows the pattern of placement attendance. Hover over a date for details.

The total timesheets to date on this placement, and the target hours.

Table of entries. This can be sorted by selecting the column name.

The checkboxes are only used to delete or move a timesheet to a different placement. They are NOT a method of verification.

Date	Hours (decimal)	Activity	Approver name	Approver email	
Mon 10/02/2025	10	2 PM Shift	Tim Chalamet	Tim.Chalamet@nswhe...	<input type="checkbox"/>

Note: The timesheets page will appear differently depending on whether timesheet verification is enabled for the student's program.

4. Check each timesheet submission verifying that the following details are correct:
 - a. The **date and hours** of each shift
 - b. The **activity type** selected
 - c. If you are the appropriate **approver** for that shift

If you notice any details are incorrect in a students' timesheet, follow the instructions below to amend, delete, move or add a new timesheet for a student.

You should also ensure students do not use any '**Credit**' timesheet activity types. Credited hours will only be actioned by ACU staff. If you notice a student has submitted a timesheet with this activity please notify your ACU representative.

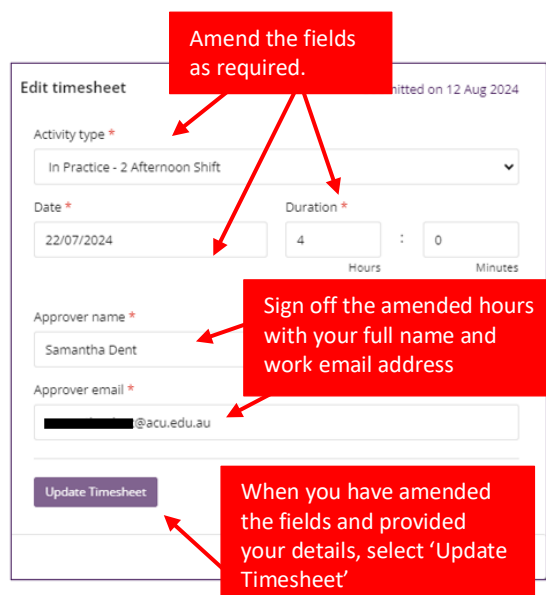
3.8.3 Amending timesheets

From their own account, the Placement Supervisor can amend the student's timesheet record for the current placement. The student cannot amend their own hours.

Work through the following steps to amend the student's timesheet hours:

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.

3. Click on '**View timesheets**' in the left-hand panel of their ePAD home page to display the timesheet page.
4. Click on the timesheet record that needs to be changed. This opens the Edit timesheet window with the current values displayed. See the screenshot below.
5. Amend the values as needed.



The screenshot shows the 'Edit timesheet' form with the following fields and callouts:

- Activity type ***: A dropdown menu showing 'In Practice - 2 Afternoon Shift'.
- Date ***: A text field showing '22/07/2024'.
- Duration ***: Two input fields for 'Hours' (showing '4') and 'Minutes' (showing '0').
- Approver name ***: A text field showing 'Samantha Dent'.
- Approver email ***: A text field showing a redacted email address ending in '@acu.edu.au'.
- Update Timesheet**: A purple button at the bottom.

Red callout boxes with arrows point to the following areas:

- A box at the top says: "Amend the fields as required." with arrows pointing to the Activity type, Date, and Duration fields.
- A box on the right says: "Sign off the amended hours with your full name and work email address" with arrows pointing to the Approver name and Approver email fields.
- A box at the bottom right says: "When you have amended the fields and provided your details, select 'Update Timesheet'" with an arrow pointing to the Update Timesheet button.

6. If you are not the person who approved the hours before, then you must change the approver details to your own full name and work email address as the approver for the amended hours record. This is the equivalent of your signature in the paper PAD.
7. Click on the Update Timesheet button. The window closes and the timesheet page is refreshed with the updated hours record and amended totals.
8. The amended timesheet record will be included in your timesheet weekly email and will be indicated as amended.

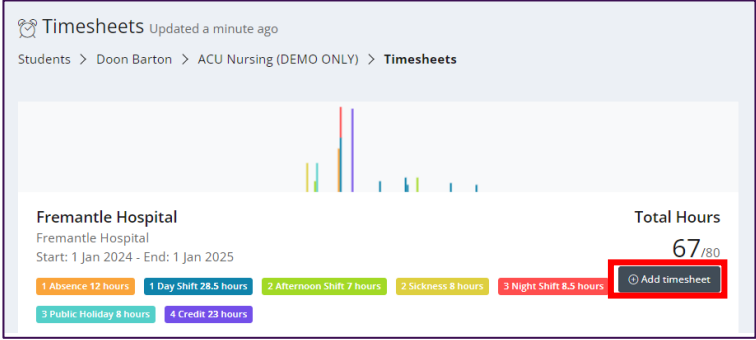
3.8.4 Adding timesheets

From their own account, the Placement Supervisor can add a timesheet record against the current placement for students that they are linked to. This should only be necessary if for some reason the student cannot access their own account.

When logging practice hours, you will enter the shift duration. Once the hours are logged you will see in both the total hours wheels and tables for placement hours noted as a decimal.

Work through the following steps to add a timesheet for a student:

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.
3. Click on '**View timesheet**' in the left-hand panel of their ePAD home page to display the timesheet page.
4. Click on the **Add timesheet** button that is on the right-hand side of the page. This opens the Add timesheet window. See the screenshot below.



Timesheets Updated a minute ago

Students > Doon Barton > ACU Nursing (DEMO ONLY) > Timesheets

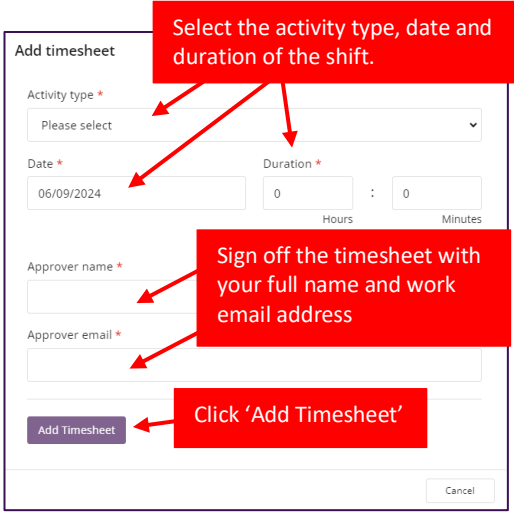
Fremantle Hospital
Fremantle Hospital
Start: 1 Jan 2024 - End: 1 Jan 2025

Total Hours 67/80

1 Absence 12 hours 1 Day Shift 28.5 hours 2 Afternoon Shift 7 hours 2 Sickness 8 hours 3 Night Shift 8.5 hours 3 Public Holiday 8 hours 4 Credit 23 hours

Add timesheet

5. Complete the fields on the form as needed.



Add timesheet

Activity type *
Please select

Date * 06/09/2024

Duration * 0 : 0
Hours Minutes

Approver name *

Approver email *

Add Timesheet **Cancel**

Select the activity type, date and duration of the shift.

Sign off the timesheet with your full name and work email address

Click 'Add Timesheet'

6. Approve the hours using your full name and work email address. This is the equivalent of your signature in the paper PAD.
7. Click on the **Add timesheet** button. The window closes and the timesheet page is refreshed with the new hours record and amended totals.
8. The added timesheet record will be included in your timesheet weekly email.

3.8.5 Move a timesheet

From their own account, the Placement Supervisor can move a timesheet record if it's been submitted against the incorrect placement. This may occur where students have overlapping placements.

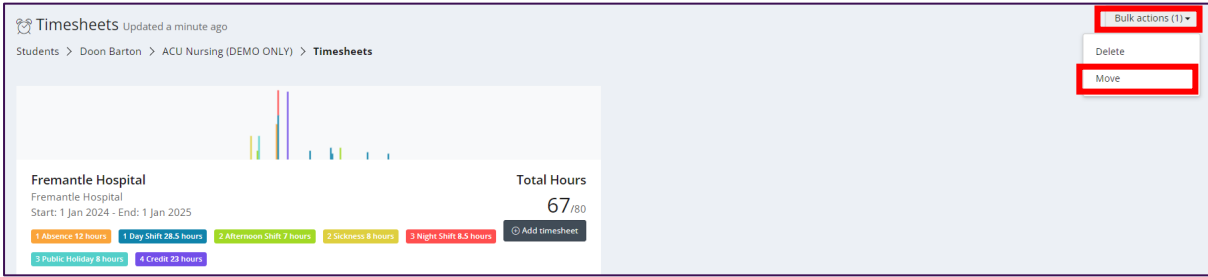
Work through the following steps to move a timesheet for a student:

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.
3. Click on '**View timesheet**' in the left-hand panel of their ePAD home page to display the timesheet page.
4. In the table of timesheet submissions, click the checkbox against the timesheet which needs to be moved to another placement.

Date	Hours (decimal)	Activity type	Approver name	Approver email	<input type="checkbox"/>
Wed 21/08/2024	2	1 Day Shift	Maddison Rose	maddison.rose@acu.e...	<input type="checkbox"/>
Thu 08/08/2024	2.5	1 Day Shift	Rose Luther	rose.luther@myknowl...	<input type="checkbox"/>
Mon 22/07/2024	4	2 Afternoon Shift	Samantha Dent	samantha.dent@acu.e...	<input checked="" type="checkbox"/>

The checkboxes serve no function other than to enable the 'Bulk actions' options and are not a form of "approval". It is the responsibility of the linked placement supervisor to audit all timesheets to ensure they are an accurate reflection of completed shifts.

5. Click on the 'Bulk actions' button in the top right-hand corner and select 'Move'.



The screenshot shows the 'Timesheets' page for a student named Doon Barton at ACU Nursing (DEMO ONLY). The page displays a bar chart and a table of timesheet submissions. In the top right corner, a 'Bulk actions (1)' dropdown menu is open, showing options for 'Delete' and 'Move'. The 'Move' option is highlighted with a red box.

6. From the dropdown, select the correct placement the timesheet should be moved to and select 'Update'. It will then be moved to sit under the selected placement.

Move allocations

Placement

Fremantle Hospital

Cancel

Update

3.8.6 Delete a timesheet

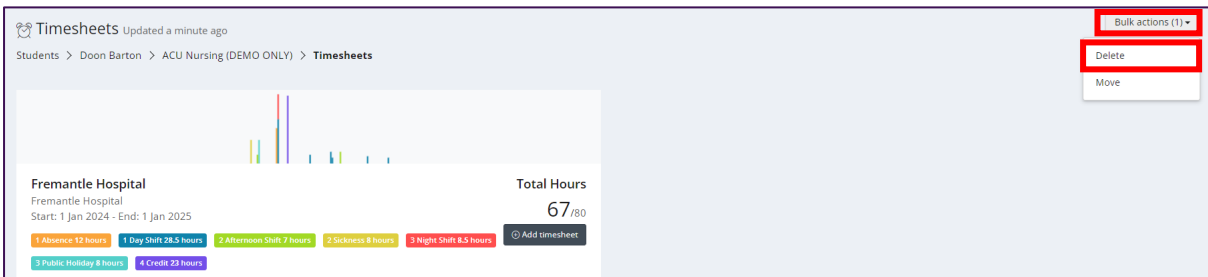
From their own account, the Placement Supervisor can delete a timesheet record if it is a duplicate timesheet submission or does not reflect a placement shift that the student has completed. **Deleted timesheets CANNOT be recovered** so exercise extreme caution when using this feature.

Work through the following steps to delete a timesheet for a student:

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.
3. Click on '**View timesheet**' in the left-hand panel of their ePAD home page to display the timesheet page.
4. In the table of timesheet submissions, click the checkbox against the timesheet which needs to be deleted.

Date	Hours (decimal)	Activity type	Approver name	Approver email	<input type="checkbox"/>
Wed 21/08/2024	2	1 Day Shift	Maddison Rose	maddison.rose@acu.e...	<input type="checkbox"/>
Thu 08/08/2024	2.5	1 Day Shift	Rose Luther	rose.luther@myknowl...	<input type="checkbox"/>
Mon 22/07/2024	4	2 Afternoon Shift	Samantha Dent	samantha.dent@acu.e...	<input checked="" type="checkbox"/>

5. Click on the 'Bulk actions' button in the top right-hand corner and select 'Delete'.



The screenshot shows the 'Timesheets' page for a student named Doon Barton. The page displays a table of timesheet submissions with columns for Date, Hours, Activity type, Approver name, and Approver email. A 'Bulk actions (1)' dropdown menu is visible in the top right corner, with 'Delete' and 'Move' options. The 'Delete' option is highlighted with a red box.

6. A warning message will appear. If you are certain you wish to delete the timesheet, click 'Delete'. The timesheet will then be removed from that placement.

Delete timesheets

Are you sure you want to delete these timesheets?

Cancel

Delete

If you have any questions or issues in relation to MyProgress, please contact your ACU representative for further support.