



ePAD Guide for Practice Staff

(January 2026)

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1.0 Guide Overview

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.

 **Tips & Warnings** are highlighted throughout to help you avoid common issues.

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 and ACU educators to complete all the forms associated with their placement assessment and record their timesheets.

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 representative.

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 review timesheets where required. See section 3.1 for a more detailed guide on gaining access to the ePAD.

2.2.2 The ePAD Website Address

The ACU MyProgress website address is <https://acu.epads.mkmapps.com/#/>. 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 The MyProgress Mobile App

Placement Supervisors do not have access to MyProgress via the app, only students. You may however be requested by a student 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 confirm the details within the submitted form.

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

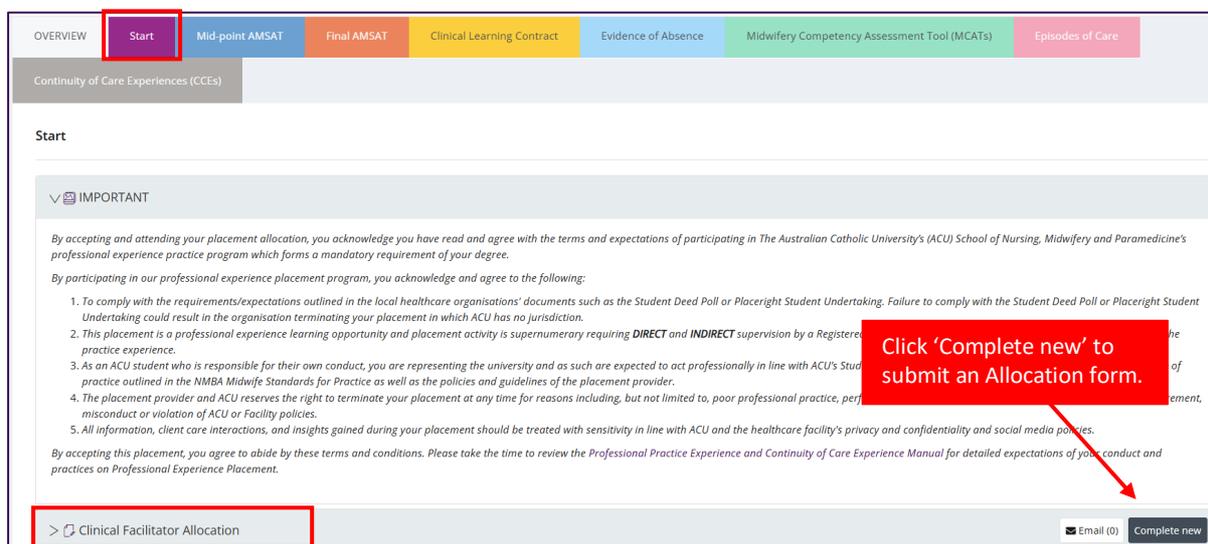
With your own ePAD account you have access to all students linked to your account via the allocation form, allowing you to view and submit forms in their ePADs, manage their timesheets and track their progress. There are forms that are only available to be completed by Practice Staff users and must be 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** together with a student you are supervising 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:



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 placement block.

App view:



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: *

Complete the mandatory fields

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.mkmaps.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 *

Enter your name, matching your registration (where applicable)

Email *

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

Note: The form contents may differ depending on the student's program, however submission of the form will create an account and/or link you with the student

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 existing MyProgress account.**

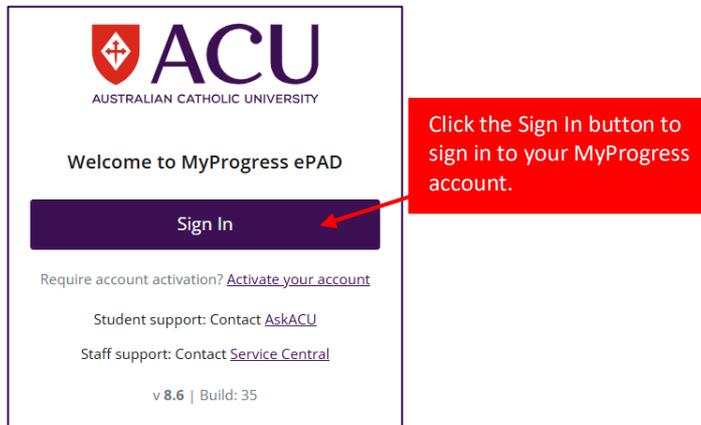
3. Use the link in the activation email to verify your account and create your password.

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.

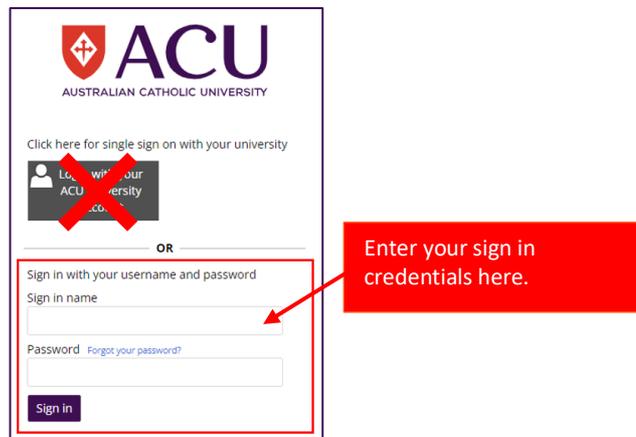
3.1.2 Accessing MyProgress

Once your account has been activated, when you need to access MyProgress, go to the [website](#) and click on the 'Sign In' button.



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.



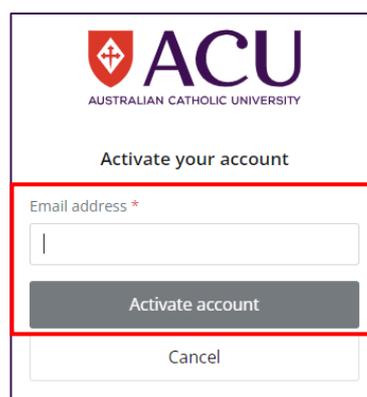
3.1.3 Generating a new verification link

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.

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



2. 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'



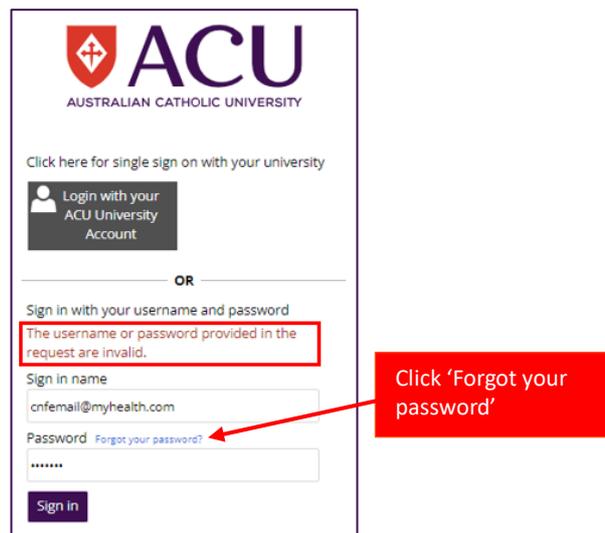
5. Sign in using your email address and password



3.1.4 Reset your password

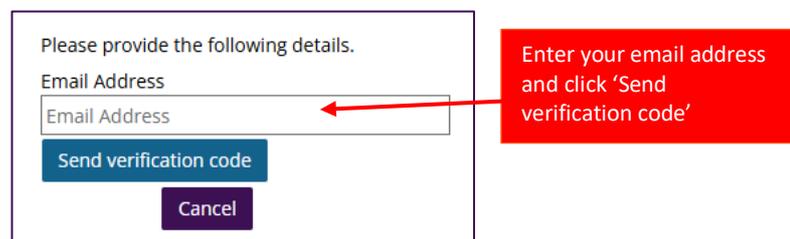
'The username or password provided in the request are invalid' error message indicates one of your credentials are incorrect. Check the email address you have entered and if it's correct, proceed with the password reset process:

1. Click 'Forgot your password'



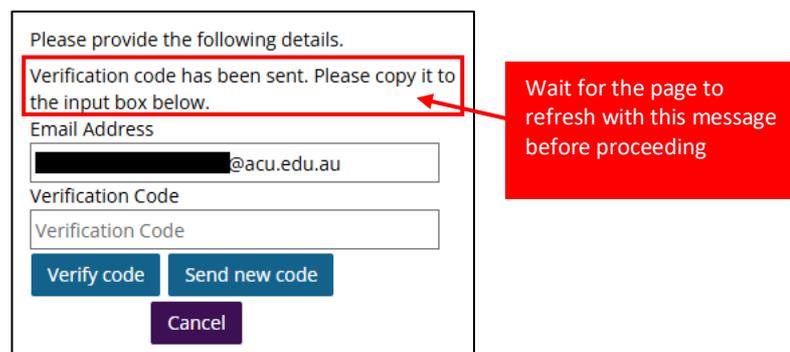
The screenshot shows the ACU login page. At the top is the ACU logo and name. Below it, there's a link for single sign-on. Two options are presented: 'Login with your ACU University Account' and 'Sign in with your username and password'. The second option is selected. An error message is displayed: 'The username or password provided in the request are invalid.' Below this, there are input fields for 'Sign in name' (containing 'cnfemail@myhealth.com') and 'Password'. A link 'Forgot your password?' is next to the password field. A red box highlights the error message, and a red arrow points from a red callout box 'Click 'Forgot your password'' to the 'Forgot your password?' link. A 'Sign in' button is at the bottom.

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



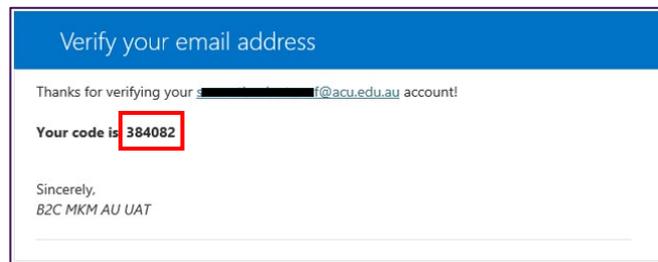
The screenshot shows a form titled 'Please provide the following details.' It has an 'Email Address' input field containing 'Email Address'. Below the field are two buttons: 'Send verification code' and 'Cancel'. A red arrow points from a red callout box 'Enter your email address and click 'Send verification code'' to the 'Send verification code' button.

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."

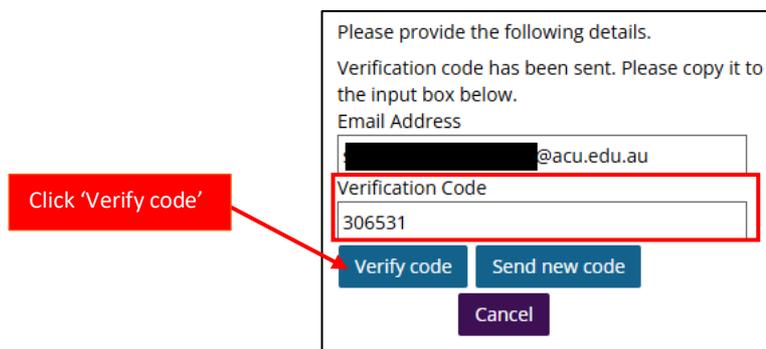



The screenshot shows the same form as before, but now it displays a message: 'Verification code has been sent. Please copy it to the input box below.' This message is highlighted with a red box. Below the message, the 'Email Address' field now contains a redacted email address followed by '@acu.edu.au'. There are now two input fields for 'Verification Code'. Below these are buttons for 'Verify code', 'Send new code', and 'Cancel'. A red arrow points from a red callout box 'Wait for the page to refresh with this message before proceeding' to the success message box.

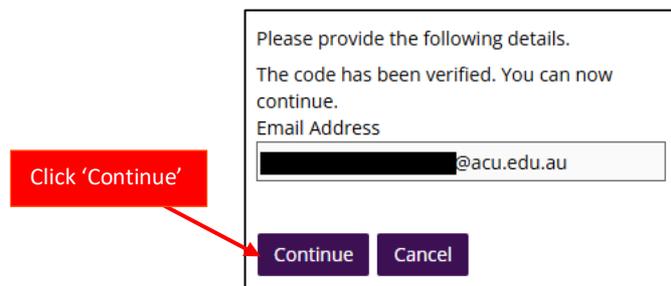
3. Navigate to your inbox and locate the email received, containing a 6-digit verification code.



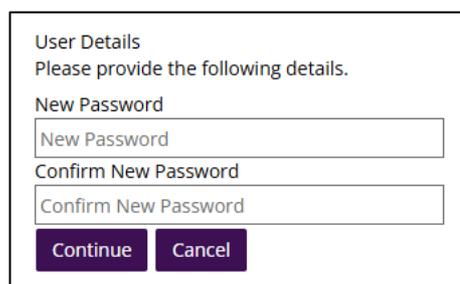
4. Enter this code in the 'Verification code' field and click 'Verify Code'.



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



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



3.2 Your ePAD Home Page and 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

A student's ePAD is structured into three main areas:

- **Homepage:** this is the page displayed when you access their ePAD; it gives you useful information and access to the different areas of the ePAD (see section 3.3 for a detailed guide)
- **Program page:** depending on the student's ePad configuration, they may have one or multiple program pages, containing placement blocks where their progress is recorded. These blocks are accessed directly from the homepage (see section 3.4 for a detailed guide). A program block is indicated by the book icon below.



- **Placement page:** these pages contain assessment documentation for individual placements. Depending on the student's ePad configuration, they may have a standalone Placement block, or an additional Pre-Placement block as well (see section 3.5 for a detailed guide). A placement block is indicated by the building icon below.



When you sign in to your ePAD account you are presented with the dashboard. It is useful to understand the following features of the website.

3.2.2 The page header

The page header is always available, regardless of your location in the ePAD. In the header you can find the following links (left to right):



The 'burger' icon: Selecting this expands the left-hand menu to display the links in full; selecting it again collapses the menu.



Cog wheel: Click here to view your account name and email address

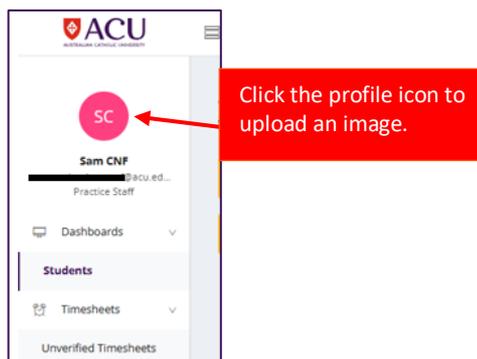


Sign out: Select the padlock icon to sign out of your account.

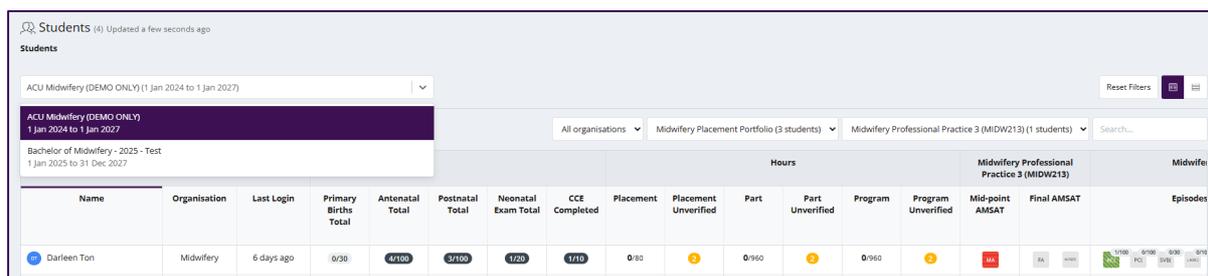
3.2.3 The left-hand menu

The left-hand menu is always available, regardless of your location in the ePAD. It is expanded and collapsed by clicking on the chevron in the page header. This menu contains the following links:

- 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.

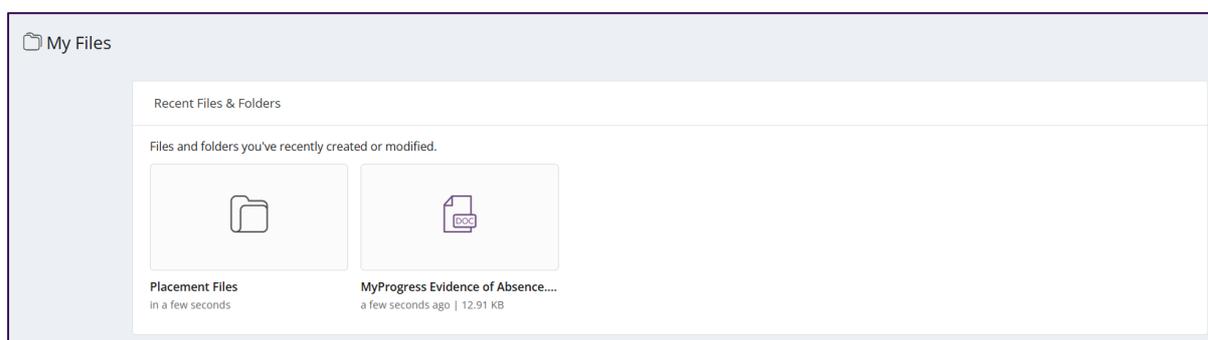


- The **Students** page will display a dashboard with all students linked to your account



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	0/20	2	0/900	2	0/900	3	100	100	100

- **My Files** will display any files you have uploaded to a form. See Section 3.8 for information.



- The **Unverified Timesheets** page (under the Timesheets heading) 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 3.7 for more information about timesheet verification.

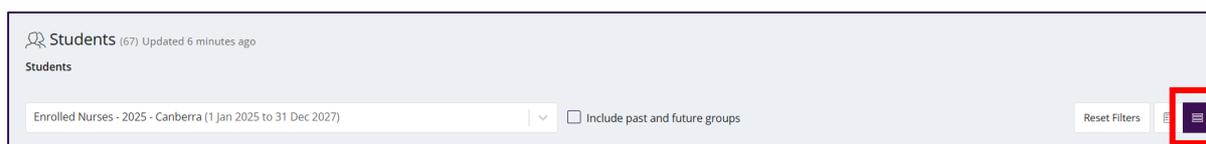
Unverified Timesheets (1)									
First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted	
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sem Facilitator	semantha.dentnord@acu.edu.au	20 Feb 2025	8	24 Feb 2025 11:12	<input type="checkbox"/>

3.2.4 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, 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 program 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.

Switch between cohorts here

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.

Change the number of rows displayed or to move between pages.

Hover over a square with your mouse to 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.

3.2.5 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 is past the (soft) deadline

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

Not completed Threshold not met Completed Past deadline

3.3 Reviewing a student's ePAD

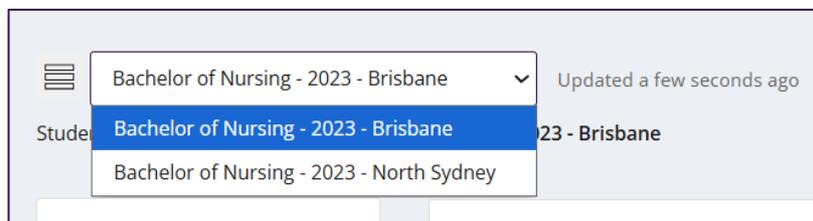
Click on a student's name on the dashboard to access their ePAD.

The ePAD contains all the forms relevant to the students' placements. 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.

The screenshot shows the ePAD dashboard for Edna Borough-Waverley. Red callout boxes provide instructions:

- View timesheets:** Select 'View timesheets' to view that individual student's timesheet submissions.
- Current Placement:** To view documentation from a student's current or most recent placement, select this panel.
- Programme Lock:** To view a different placement or pre-placement block, click on relevant the Programme lock, indicated by the 'Current' tag.

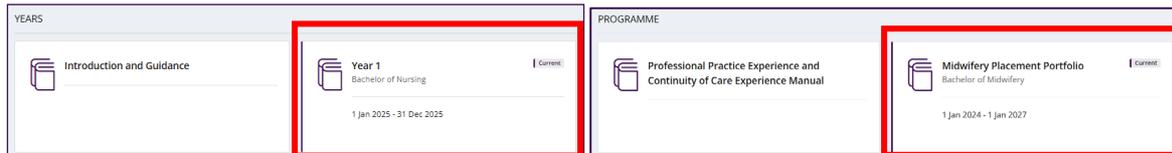
If a student changes their course progression or transfers to a different course, they will have more than one ePad. If this is the case, their current ePad will be shown by default, although you will see a dropdown menu at the top of their ePad homepage, allowing you to view content within their previous ePad if required.



3.4 The Program block

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.

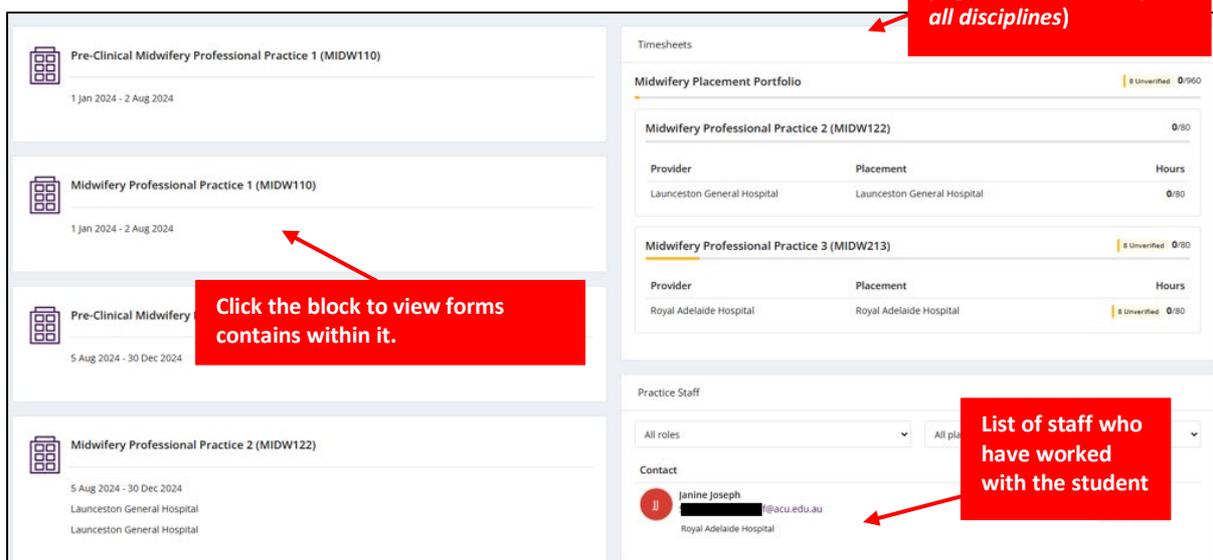
Examples:



In this page you can see and access:

- All associated **placement blocks**. Clicking on any placement block 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 *(Note: not available for all disciplines)*
- A list of **Placement Supervisors** 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 Program page may appear slightly different depending on the student’s program.

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

3.5 The Placement block

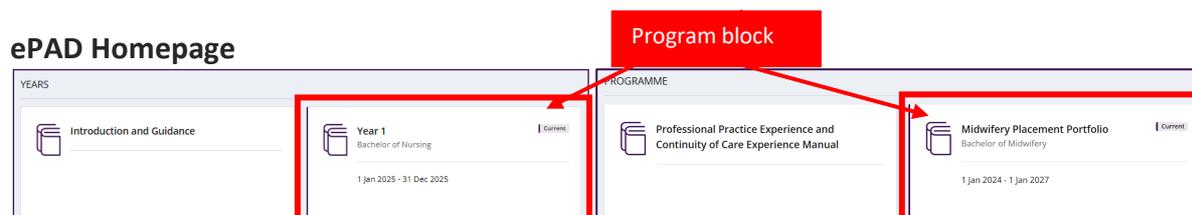
You can access the page for a student's current or most recent placement by:

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

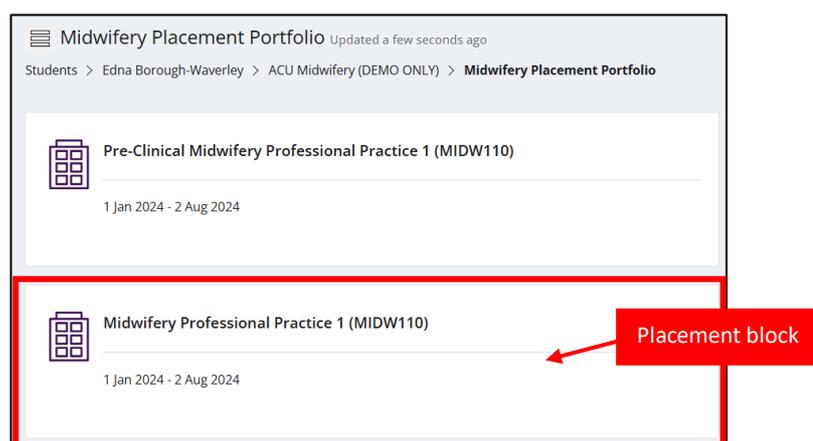


b) Go to the relevant Program block to view earlier or upcoming placements, from where you can select one to review.

Example:



Program page

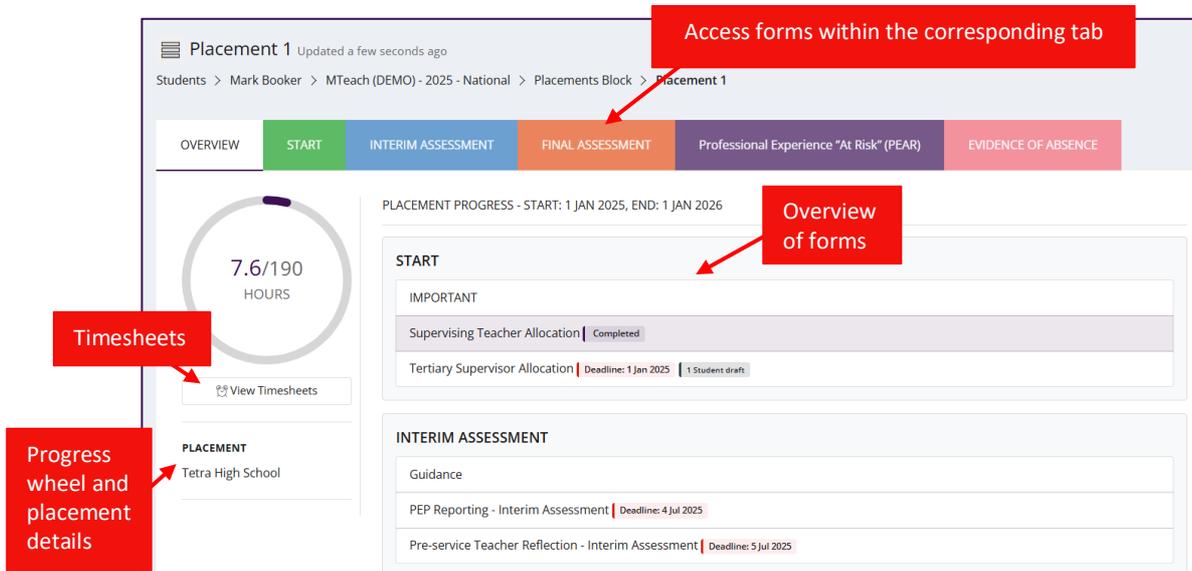


The placement page presents information under different tabs. In the **Overview** tab, you are provided with:

- 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.



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

3.6 Completing Forms

All forms in MyProgress are configured to allow submissions only by a nominated user role, such as the Student, Practice Staff (Placement Supervisor), or ACU Tutor.

Placement 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 role/s which can complete the form are displayed.

A form available to a **Practice Staff** user:



A form **not available** to a Practice Staff user:



Note: Some disciplines require Practice Staff to complete components of forms that are assigned to the **Student** role. In this scenario, you may be required to complete the form with the student while they are logged into their MyProgress account or via a unique link emailed to you if the student opts to use this feature. See Section 3.6.5 for more information.

3.6.1 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:

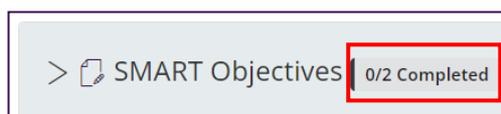
1. Go to the form location (e.g. in the placement block).
2. Select the chevron or form name to display the form template.

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

3.6.2 Form completion settings

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

Target 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 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 with 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 the form that requires submission, prior to that form becoming available to submit. 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.

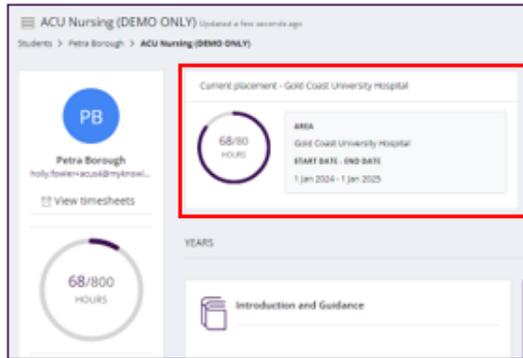
The Placement Supervisor is expected to complete the form by the deadline date or as close to it as possible so that the student receives input and is assessed in a timely way.

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.

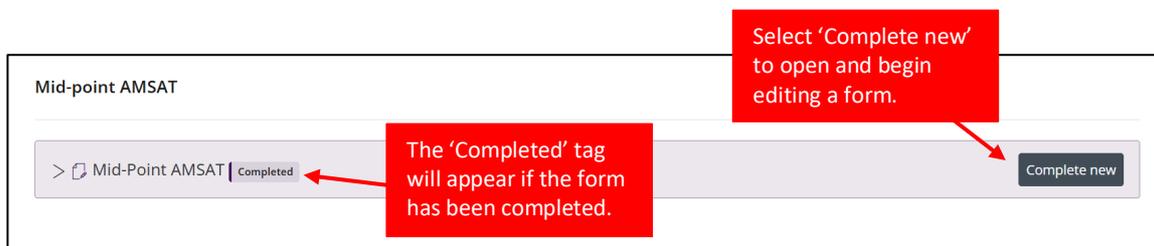
3.6.3 Completing a new form, using drafts and submitting

Work through the following steps to complete forms:

1. Sign in to MyProgress.
2. To go to the form,
 - a. you can click on the form's tile 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.

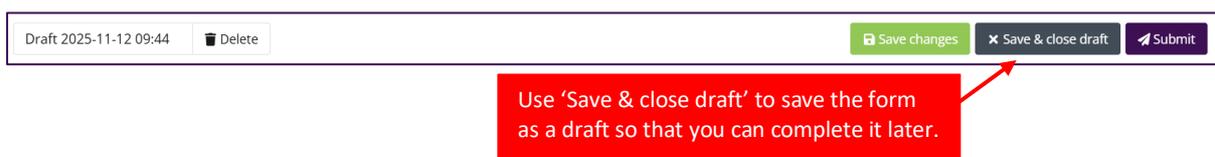


- When you make any amendments to the form, the **'Saved'** button at the top of the form will change to **'Save Changes'**. After approximately 15 seconds the form will automatically save any changes made to the form. You can amend the draft name in the top left corner.



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

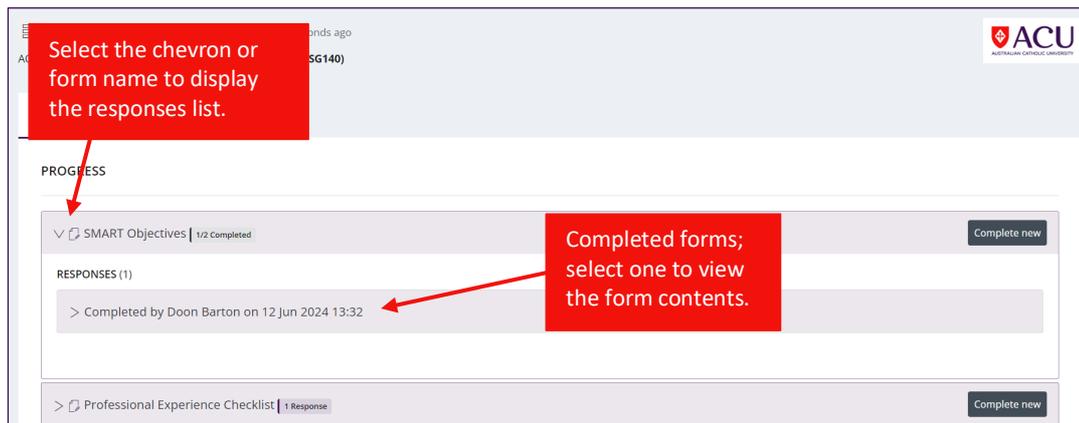
- Complete the form. How you do this depends on the format of the questions: you may need to select from a drop-down list, use radio buttons, or type into a text box.
 - If you need to exit the form, click the **Save & close draft** button to save your changes before leaving. This will save a draft that you can return to 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. Upon 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 responses 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. **There can sometimes be a delay for the tile colour to be updated on the dashboard due to processing.**

Click the chevron or form name to expand the submitted response to review.

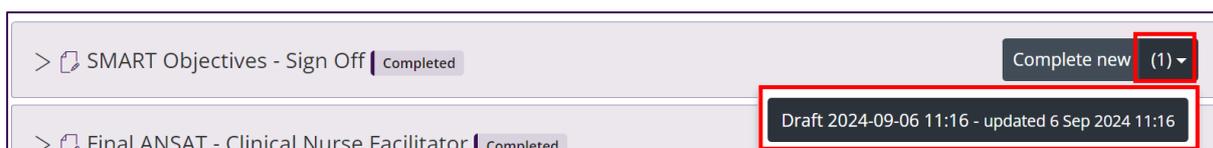


3.6.4 Returning to a draft

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. Draft names are date and time stamped by default, unless renamed, and will also indicate when the draft was last updated. See the screenshot below.



When you select the draft, the form will open, your previously entered information 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.

Draft 2024-09-06 11:16 Delete Saved Save & close Submit

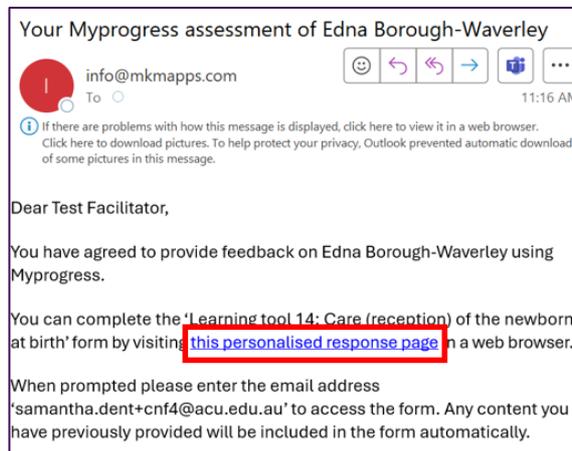
3.6.5 Emailed Forms for Placement Supervisor Completion

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

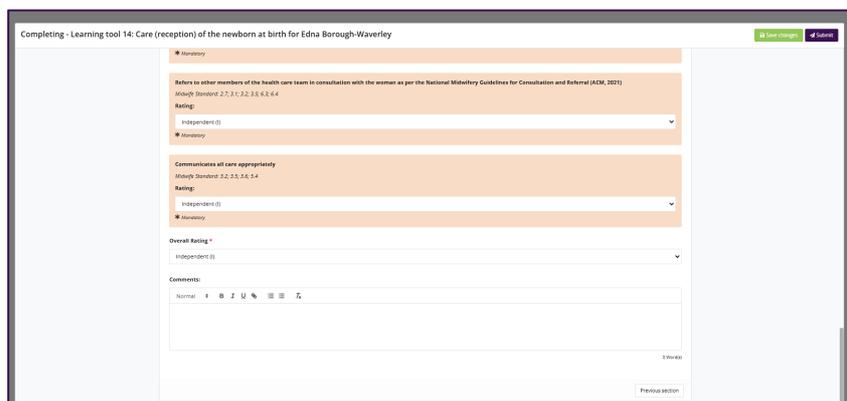
Regardless of whether you have a MyProgress account or are linked to the student, you will receive an email containing a personalised link to a secure response page where you can complete and submit the form.

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

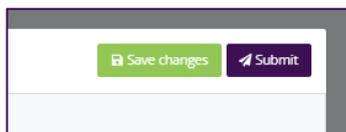
1. Open the email and click the 'this personalised response page' link to access your unique form in a web browser.



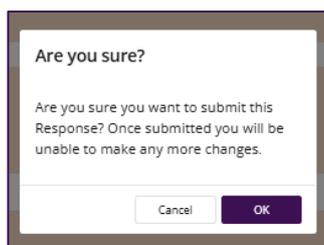
2. Complete all mandatory fields, ensuring the information entered is accurate and complete.



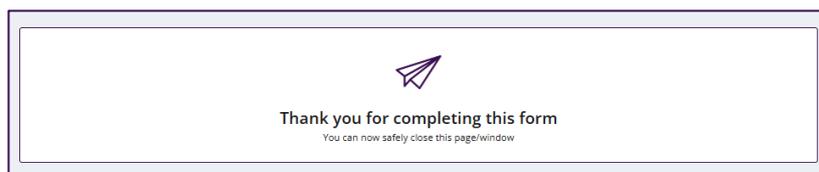
3. Once complete, click the purple 'Submit' button in the top right corner.



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



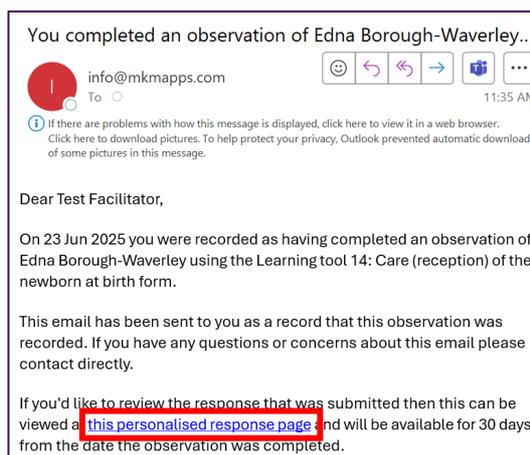
5. A confirmation message will appear once the form has been successfully submitted. The form response will be recorded on the student's ePAD. If you are submitting an Allocation form, the student will then appear on your dashboard.



3.6.6 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 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**.

3.7 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.

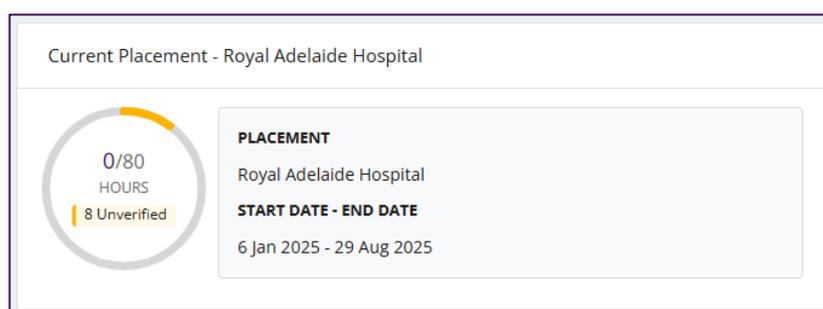
You will receive a weekly summary email of all timesheets where a student has nominated you as the approver in the previous week. If you are the linked supervisor, it is your responsibility to verify each individual submission and make amendments against the students' ePAD where discrepancies exist.

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

3.7.1 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).

Current Placement - Gold Coast University Hospital



8/80
HOURS

PLACEMENT
Gold Coast University Hospital

START DATE - END DATE
1 Jan 2024 - 1 Apr 2025

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 or amend timesheets (if required).

Timesheets can be verified by:

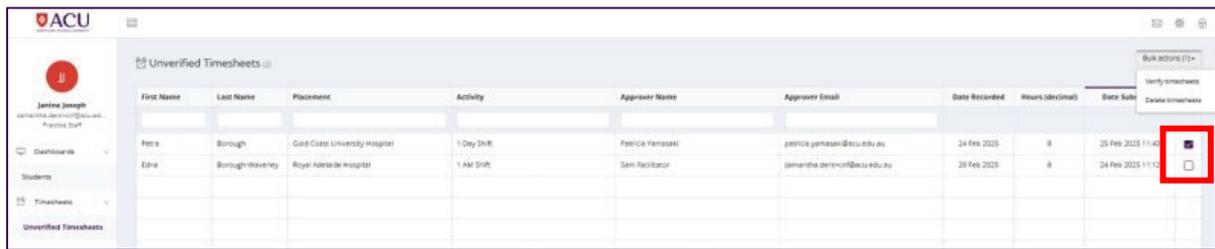
a) Bulk verification

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
Felicia	Borough	Gold Coast University Hospital	1 Day Shift	Felicia Yamazaki	felicia.yamazaki@acu.edu.au	24 Feb 2025	8	25 Feb 2025 11:43
Etha	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sami Facilitator	samirah.facilitator@acu.edu.au	20 Feb 2025	8	24 Feb 2025 11:12

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.



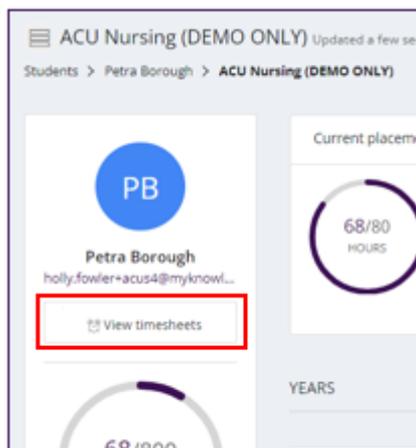
3. The 'Bulk Actions' feature will appear in the top right corner. Click 'Verify Timesheets'. These timesheets will then be removed from this view and update on each student's ePAD.

If you notice a timesheet is incorrect, you can also use the bulk actions to Delete a timesheet from this screen, or see Section 3.7.3 for how to change a timesheet.

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

ABC Primary School
 ABC Primary School
 Start: 1 Dec 2025 - End: 1 Jan 2026
 Placement Day 15.2 hours, 7.6 unverified

Total Hours
 15.20⁷⁶
 7.6 Unverified

Verified (2)
 Unverified (1)

Date	Hours (decimal)	Activity	Approver name	Approver email	
Tue 02/12/2025	7.6	Placement Day	Lucy Johns	myprogress+3...	<input type="checkbox"/>

3. Click on the timesheet submission you wish to verify

ABC Primary School
 ABC Primary School
 Start: 1 Dec 2025 - End: 1 Jan 2026

Placement Day 15.2 hours, 7.6 unverified

Total Hours
 15.20/76
7.6 Unverified

Verified (2)
Unverified (1)

Date	Hours (decimal)	Activity	Approver name	Approver email	
Tue 02/12/2025	7.6	Placement Day	Lucy Johns	myprogress+3...	<input type="checkbox"/>

4. 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.

Edit timesheet
Submitted on 2 Dec 2025

Activity*

Date * Duration *
 :
Hours Minutes

Timesheet already submitted for
December 2, 2025

Approver name *

Approver Email *

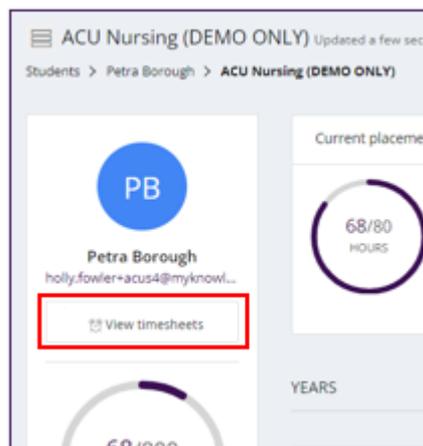
Delete timesheet
Verify timesheet
Update timesheet

3.7.2 Auditing timesheets

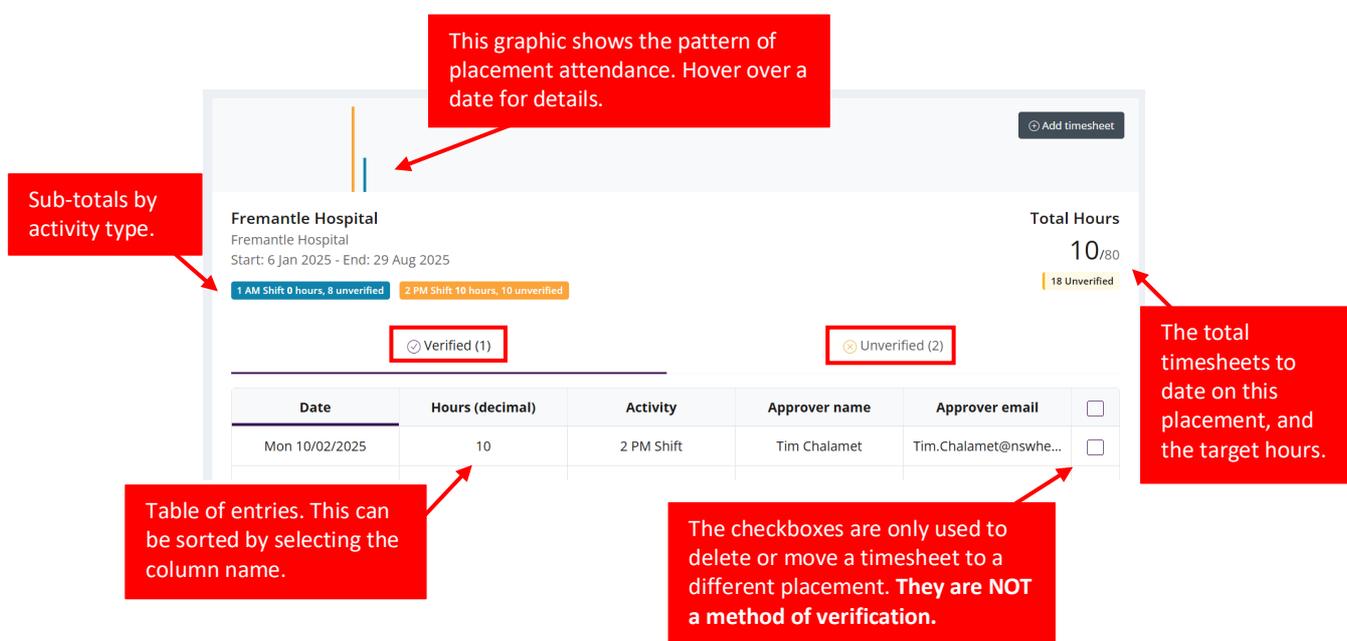
The Placement Supervisor's dashboard shows the student's progress against timesheet hour targets for their program and current placement.

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:

1. Sign in to MyProgress.
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.



The timesheet page is displayed. This provides a list of the timesheets that the student has logged for each placement, including the name and email address of the person who is listed as the nominated approver of that shift. 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	<input type="checkbox"/>
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 the appropriate **approver** for that shift has been nominated

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.

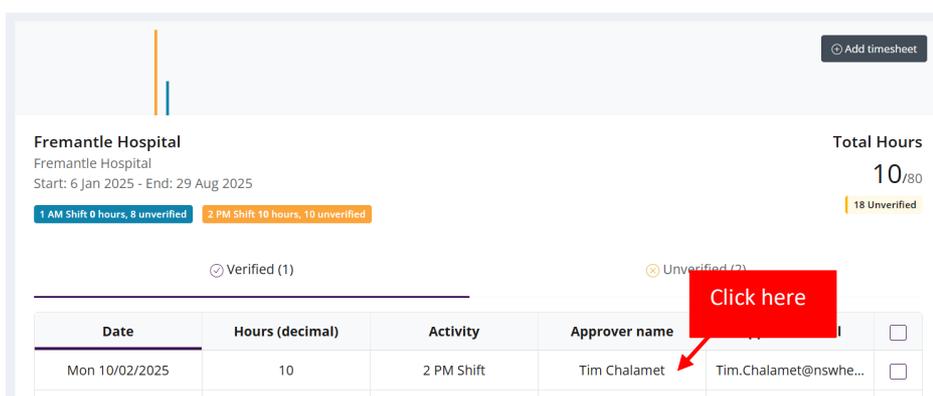
You should also ensure students do not use any '**Credit**' timesheet activity types. Credited hours will only be actioned by ACU staff. If you notice a student has submitted a timesheet with this activity please notify your ACU representative.

3.7.3 Amending timesheets

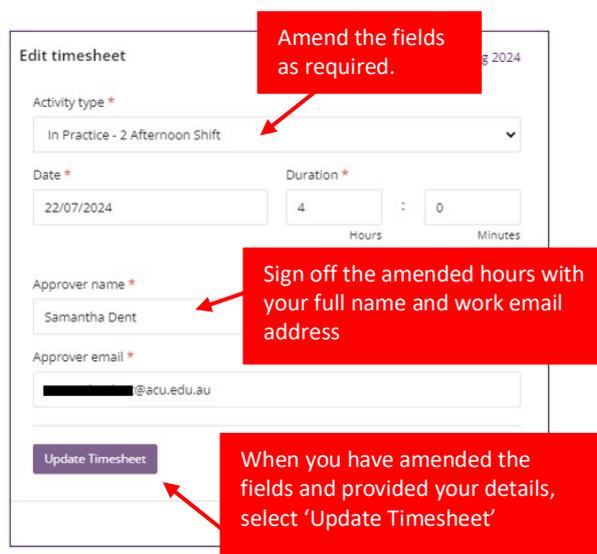
The Placement Supervisor can amend the student’s timesheet record for the current placement. Students cannot amend a timesheet once it’s been submitted.

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

1. Sign in to MyProgress.
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 into the row on the table of 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.



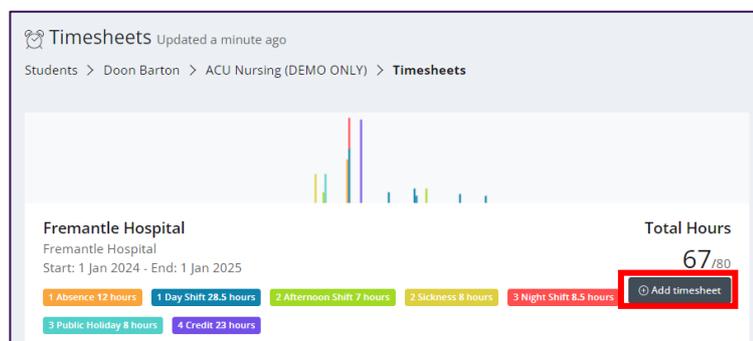
6. Click on the **Update Timesheet** button. The window closes and the timesheet page is refreshed with the updated hours record and amended totals.
7. The amended timesheet record will be included in your timesheet weekly email and will be indicated as updated.

3.7.4 Adding timesheets

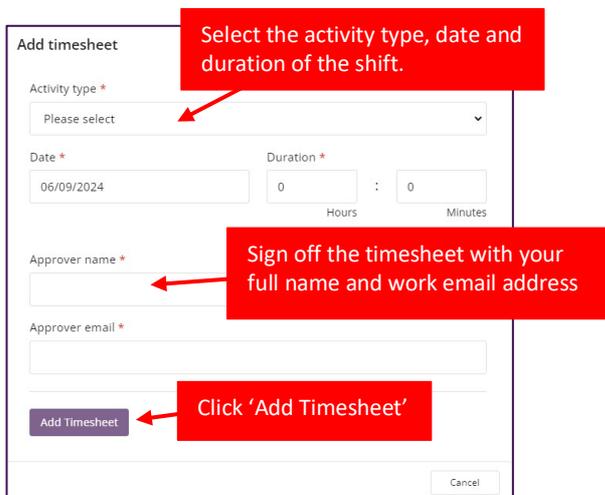
Placement Supervisors can add a timesheet record against the current placement for students that they are linked to. This should only be necessary if the student is unable to do so themselves.

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

1. Sign in to MyProgress.
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.



- Complete the fields on the form.



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

3.7.5 Move a timesheet

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

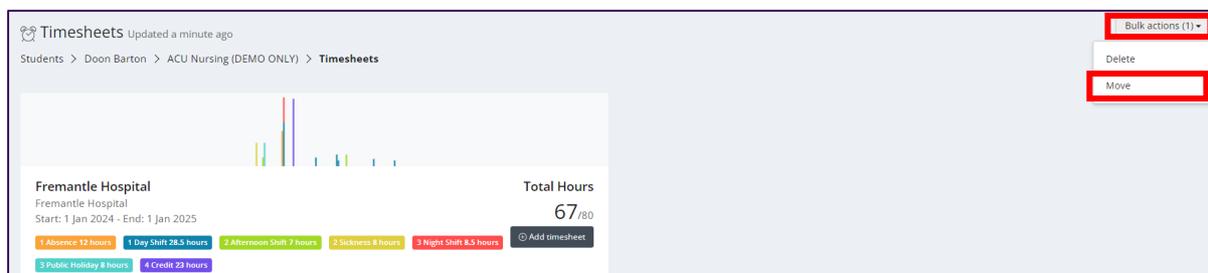
Work through the following steps to move a timesheet for a student:

- Sign in to MyProgress.
- Click on the student's name in your dashboard to go to their ePAD home page.
- Click on '**View timesheet**' in the left-hand panel of their ePAD home page to display the timesheet page.
- 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.

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



- 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

3.7.6 Delete a timesheet

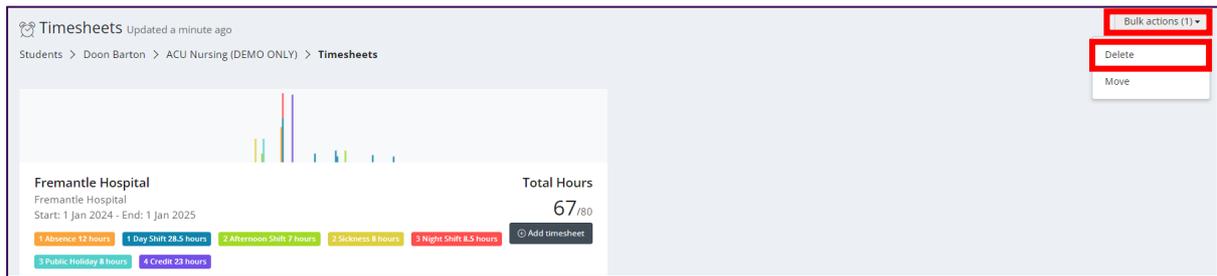
A Placement Supervisor can delete a timesheet record if it is a duplicate timesheet submission or does not reflect a placement shift that the student has completed. **Deleted timesheets CANNOT be recovered** so exercise extreme caution when using this feature.

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

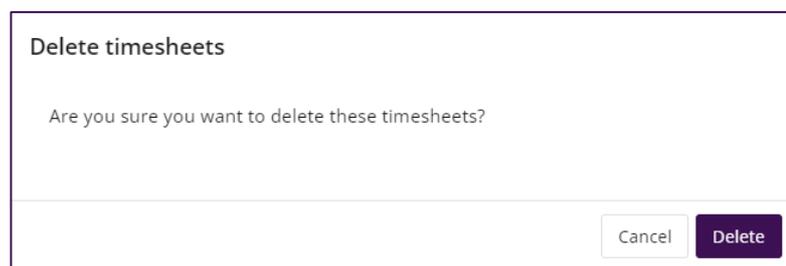
- Sign in to MyProgress.
- Click on the student’s name in your dashboard to go to their ePAD home page.
- Click on ‘**View timesheet**’ in the left-hand panel of their ePAD home page to display the timesheet page.
- In the table of timesheet submissions, click the checkbox against the timesheet which 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'.



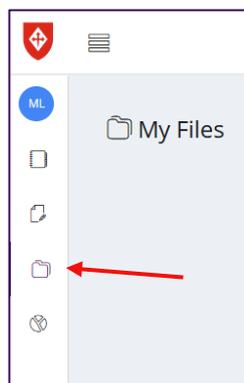
6. A warning message will appear. If you are certain you wish to delete the timesheet, click 'Delete'. The timesheet will then be removed from that placement.



3.8 My Files

My Files gives you a place to store and view any files which you've previously attached to a submitted form or uploaded into the Files area.

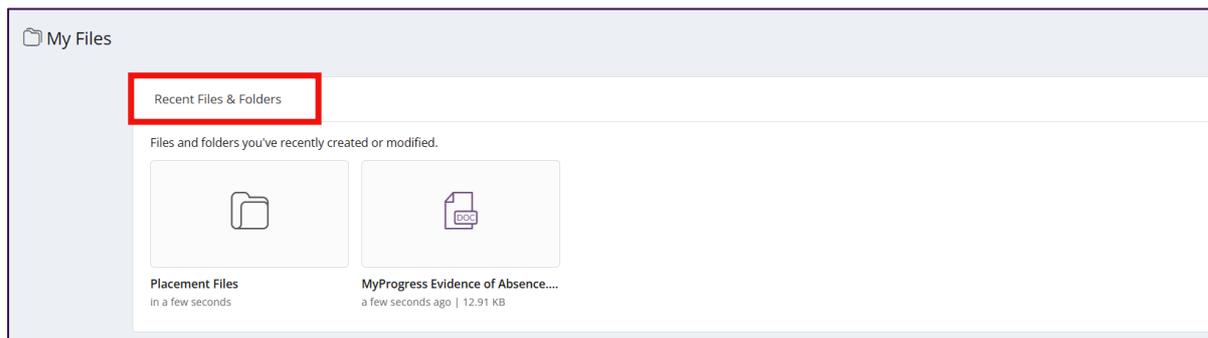
To access My Files, click the 'My Files' icon from the left navigation panel



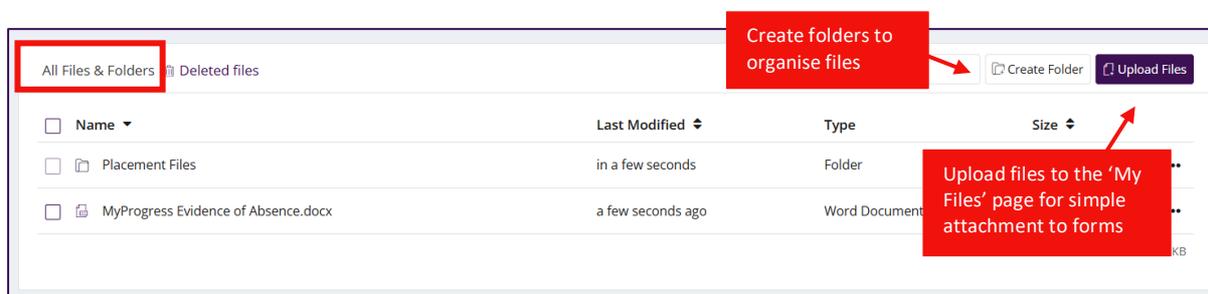
3.8.1 Managing Files

Files are organised in a folder structure based on where they were originally submitted.

The '**Recent Files and Folders**' will populate with recently edited or added items.



All documents are stored under the **'All Files & Folders'** section. In this area, you can create folders and upload files. Any files you submit within any MyProgress form will also appear in this area.



To create a folder:

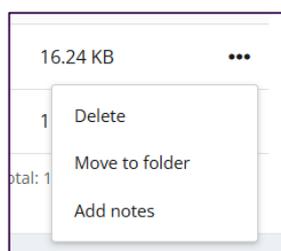
1. Click 'Create Folder'
2. Enter a Folder name
3. Click 'OK'

To upload a file:

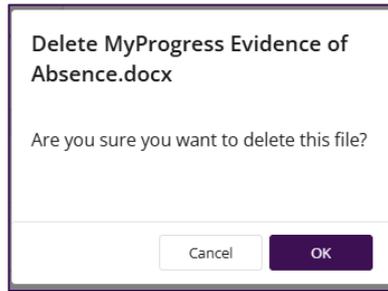
1. Click 'Upload Files'
2. Drop the file or click into the box to select from your device
3. Select 'Upload'
4. Your file will then appear under the 'All Files & Folders' area

To delete a file:

1. Press the 3 dots to the right of the file name
2. Click 'Delete'

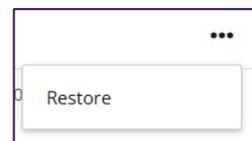
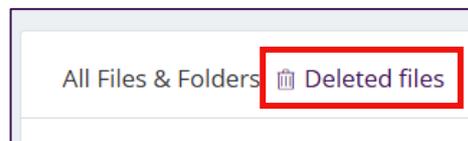


3. Select 'OK'



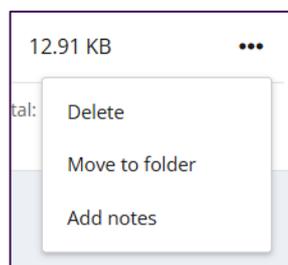
4. The file will be removed from 'My Files' and will not impact any previously submitted forms which contained that file

Note: Deleted files can be recovered by clicking the 'Deleted' Files button, then the 3 dots to select 'Restore'

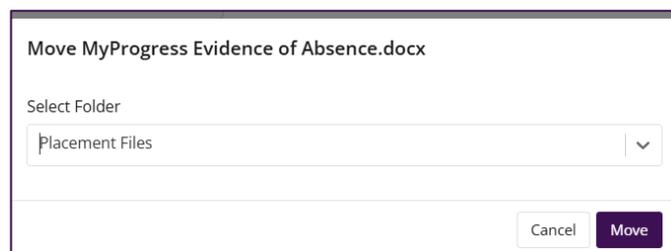


To move a file into a folder:

1. Press the 3 dots to the right of the file name
2. Click 'Move to folder'



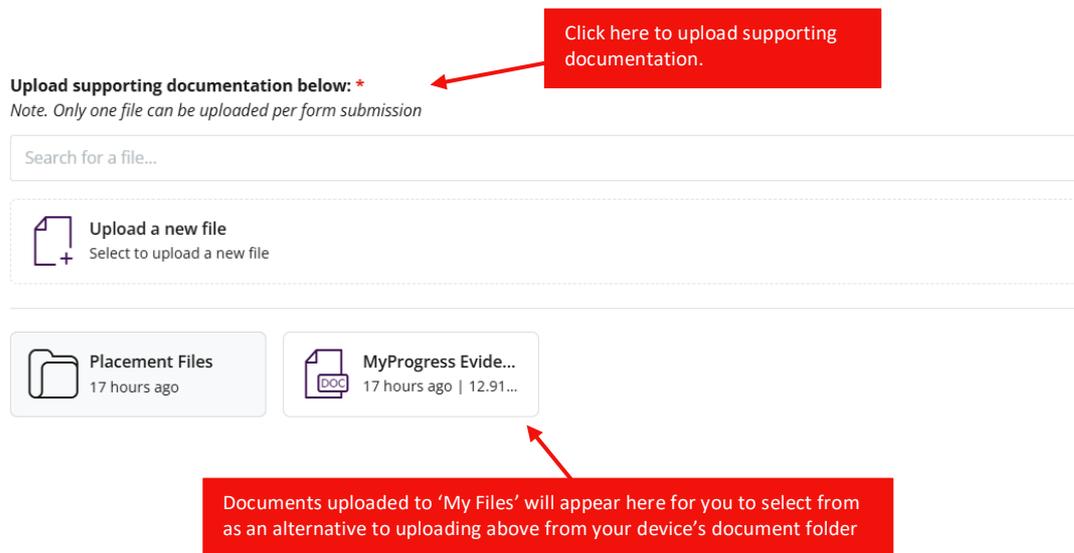
3. Select the folder from the drop-down menu
4. Click 'Move'



3.8.2 Uploading Files to a Form

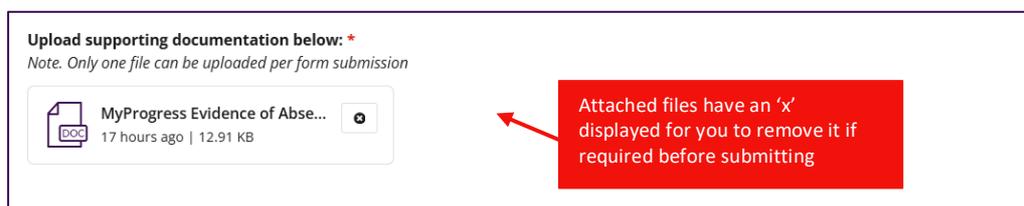
When completing a form that contains a file upload question, you have the option to upload a new file or select from a file that exists in the My Files area.

Note: Even though documents in 'My Files' will display on a form you are completing, they are NOT attached unless they are selected.



- To upload a new file, click inside the **'Upload a new file'** area and select from your device documents.
- To upload a file from My Files, click on the documents shown, or navigate through your folders to find the appropriate file.

An **attached file** will appear as shown in the below screenshot:



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