ePAD Guide for Students

(November 2025)

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1.0 Introduction to this Guide

This guide is written for ACU students to understand the key features of the MyProgress electronic Practice Assessment Document (ePAD). If you need further help with the ePAD, refer to AskACU.

There are other resources, including a series of short videos covering essential functions, that you can find in your Canvas unit.

Within the guide, pay attention to the Tips and Warnings as they are intended to help you make the most of your ePAD and avoid problems.

2.0 Introduction to the ePAD

2.1 What is the MyProgress ePAD?

The ePAD is an online platform that enables you, together with your Placement Supervisor and ACU educators to complete all the forms associated with your placement assessment and record your timesheets.

The ePAD is accessed via an internet browser, usually on a PC or laptop. It is accompanied by a mobile app enabling you to complete forms on your mobile device. This is particularly useful where there is limited access to a PC or laptop in the placement area, or where there is poor Wi-Fi or data connection as the app can be used offline if needed.

In the ePAD you will be required to:

1. Complete **Pre-Clinical Forms** such as SMART Objectives
2. Complete **Clinical Forms** to link your placement supervisor (if required) and submit assessment documentation
3. Submit **Timesheets** for all placement shifts and upload supporting documentation for absences.

2.2 Implementing the MyProgress ePAD

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.

In some placements, you may be working with practice staff who have not used the ePAD with students before. Training is provided by ACU to practice staff to familiarise them with the ePAD.

2.3 Getting a MyProgress ePAD account

ePAD accounts are managed in different ways depending on the role of the person needing access.

2.3.1 Accounts for Students and Academic Staff

Student and staff accounts are created in the ePAD by your university. See section 3.1 below for more details.

2.3.2 Accounts for Placement Supervisors

If your placement supervisor is required to submit assessment documentation on your ePAD using their own account, you'll need to link them by submitting the allocation form under the 'Start' tab in your clinical unit block. Once this has been submitted a MyProgress account is automatically created for your supervisor and their account is linked to your ePAD to give them direct access.

2.3.3 The ePAD Website Address

The ePAD website is accessed via the ACU specific URL that you can obtain from your Canvas unit or student portal. The website is compatible with all popular browsers and is designed for access on mobile devices as well as PCs and laptops.

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

2.4 The MyProgress ePAD Mobile App

The MyProgress ePAD mobile app is designed to give students more flexibility. You can download the app from the App Store or Play Store and use it to complete forms and submit timesheets on your mobile device (smartphone or tablet).

You can use the app offline and it will synchronise with the ePAD website when a data connection becomes available, or you can sync manually. You must always make sure the app is synchronised with the ePAD website, so that your completed forms or hours appear in your ePAD.

See section 4.0 for a detailed guide on using the mobile app.

2.5 ePAD Auditing

Your ePAD is your formal placement assessment documentation. It is subject to marking by ACU staff and your Placement Supervisor. Assessments and timesheets may only be signed off by professional members of staff within the placement provider organisation. They must use their full name and work email address for this purpose. Upon sign-off, they will receive a verification email describing the form or hours where they have been nominated as the approver and will raise an issue with your Faculty staff if their details have been used without their permission.

3.0 Using the ePAD Website

3.1 Accessing your ePAD

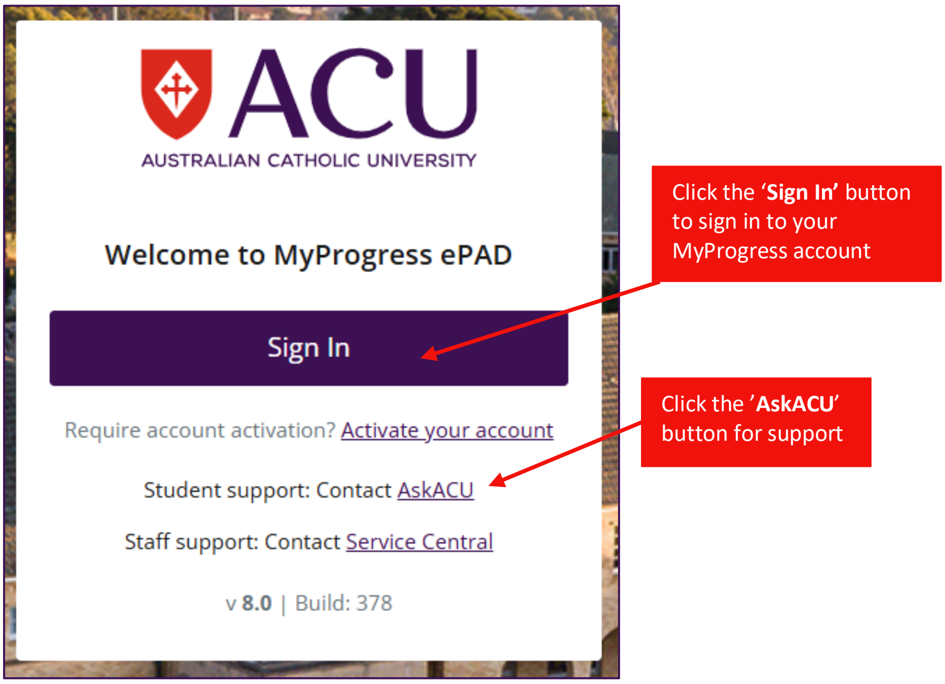
This section covers how to find the MyProgress ePAD website, sign in using your university credentials, edit your ePAD profile and sign out.

3.1.1 Finding the ePAD website

The ePAD website is accessed via your specific university URL that you can obtain from your Canvas unit or Student Portal. You can bookmark the website in your browser, or save it in your browser Favourites.

> **TIP:** DO NOT try to find the ePAD website via Google as you will be offered lots of different ePAD websites, which is very confusing.

Your ePAD sign in page looks like this:



3.1.2 Signing in with university credentials

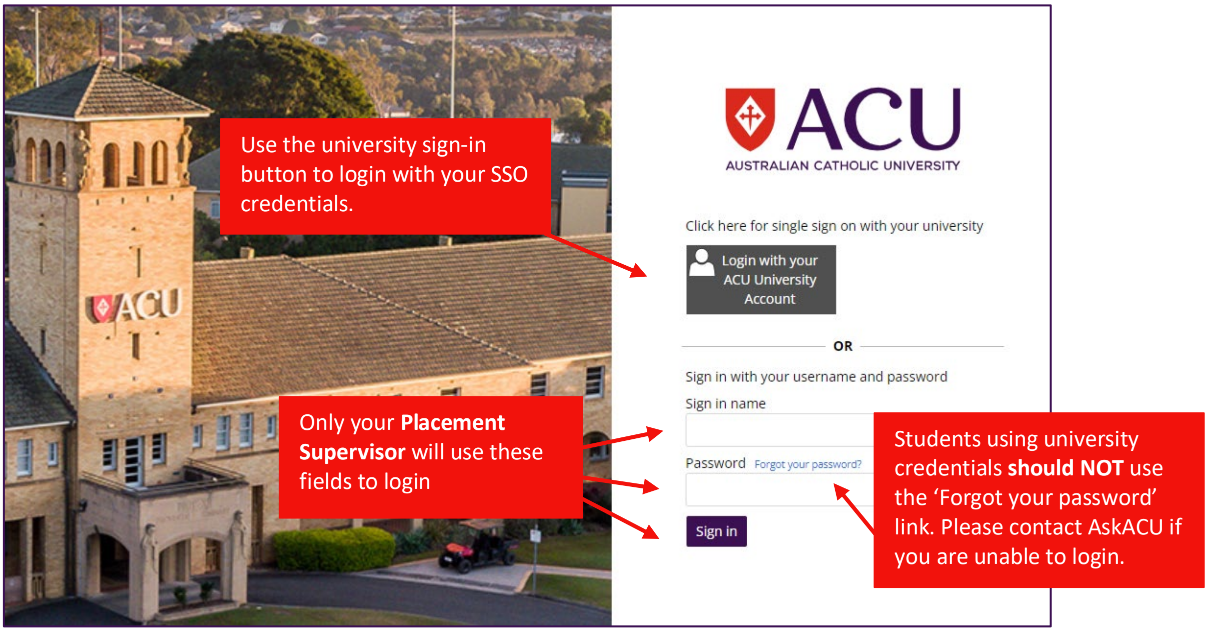
Your ePAD account uses the same username and password as your other ACU systems and is accessed via ACU's account authentication process.

Follow these steps to sign in:

1. Go to your ePAD sign-in page (see section above).
2. On the sign-in page, click on the purple '**Sign In**' button.
3. Click the grey '**Login with your ACU University Account**' button.
4. Enter your ACU username and password to login.

Successful completion of the sign-in process results in your ePAD homepage being displayed.

Contact AskACU for assistance if you are unable to sign in.



WARNING: If you forget your password or if you need to change it, **DO NOT** click the 'Forgot your password' link on the ePAD sign in page. Your password is managed via your ACU systems account, and you cannot change it in the ePAD.
Please contact AskACU if you require assistance.

3.1.3 Editing your ePAD profile (upload a photo)

In the ePAD profile page you can upload a profile photo. Your photo must meet **passport style requirements**, being a clear, front on image of your face without any filters.

To upload your profile photo:

1. On the ePAD homepage, click on the 'burger' icon (top left of the page) to expand the lefthand menu.
2. In the left-hand menu, click on the coloured circle which displays your initials.
3. Click inside the upload box
4. Find your photo and click 'Open' or select it (the exact action depends on your browser).
5. Click 'OK'.

3.1.4 Signing out of your ePAD

It is very important to sign out of your ePAD account after you have completed your updates, especially when you are using a shared or public computer. This prevents any accidental disclosure of your ePAD information to an unauthorised person.

To sign out of your account, click on the **padlock icon** that is always present in the top right corner of the page.

3.1.5 Automatic Session Time-out

It is useful to know that there is also an automatic inactivity time-out. This means your session will be closed (you will be automatically signed out) if you haven't selected anything on the website for 30 minutes. This is done in case you have accidentally left yourself logged in on a shared or public computer.

TIP: When you are working within a form, use the '**Save Changes**' button regularly to manually save your changes. After approx. 15 seconds the form will automatically save any changes made to the form if left inactive. This saves the form as a Draft. See section 3.7 for more details about working with forms.

3.2 Navigation: Getting around the ePAD

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 pages:

- **Homepage**: this is the page displayed when you sign in; it gives you useful information and access to the different areas of the ePAD (see section 3.3 for a detailed guide)

- **Year/Portfolio page**: this page contains your progress through a year of study or your placement portfolio and gives you access to the placements you complete 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 completion prior to commencing your placement. It can be accessed via the relevant Year/Placement Portfolio page. Make sure to click on the Pre-Clinical block corresponding to your current unit of study (see section 3.5 for a detailed guide)

- **Placement page**: the page containing details about the placement and your 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 (see section 3.6 for a detailed guide)

3.2.2 Navigation features

- **Linked panels**: If a panel (a boxed area on the page) gains a defined border when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking anywhere in the panel will open the page. For example, on the homepage there are linked panels for the current/most recent placement and each year of your course.

- **Linked rows**: If a row (a list item) within a panel changes its shade when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking on the item will open the page. For example, in the 'What's next' and 'Don't forget' panels on the homepage there are linked rows for the forms that are listed, which open the form for completion when clicked.

- **The expand/collapse chevron**: This is an arrow indicating a hidden section. Clicking on the arrow, which could be right-pointing " **>** " or down-pointing " **v** ", expands the section to display the hidden information and changes the arrow direction; clicking on it again collapses the section. For example, on the placement page it is used to show form previews or lists of completed forms.

- **ePAD menu**: Selecting the 'burger' symbol on the homepage next to your cohort name opens a menu that provides quick access to any placement, form or unit in your ePAD, bypassing the need to navigate via panels.

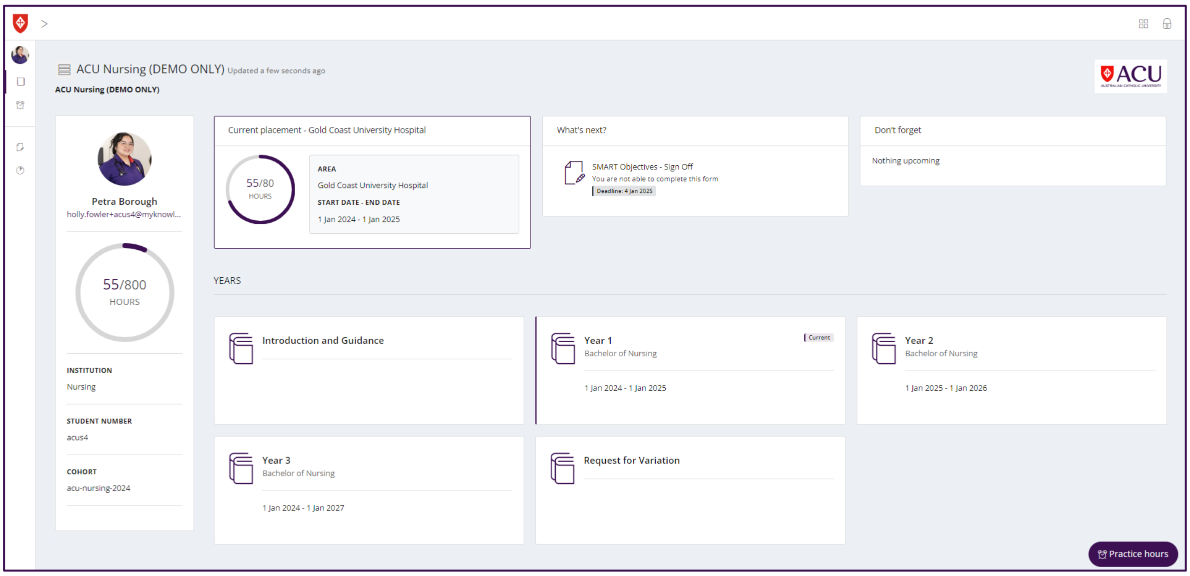
- **Location trail**: As you click through the ePAD structure each location is added to a 'breadcrumb' trail under the page title, which looks like this:

  Bachelor of Nursing - 2024 - Ballarat > Year 1 > **NRSG140**

  The location link is displayed when you move your pointer over it (and the pointer changes to a hand), indicating that if you select it, you will go back to that page. The ePAD name links to the homepage.

3.3 Your ePAD Homepage

When you sign in to your ePAD account you are presented with your ePAD homepage. This section shows the main homepage features.



Note: Your ePAD may have a slightly different set up based on your program.

3.3.1 The page header

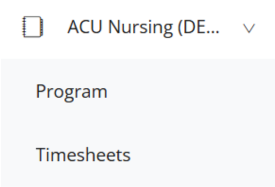
The page header is always available, regardless of your location in the ePAD. In the header you can find the following links (left to right):

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

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

3.3.2 The left-hand menu

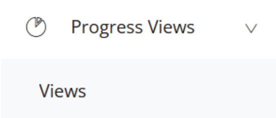
The left-hand menu is always available, regardless of your location in the ePAD. It is expanded and collapsed by clicking on the chevron in the page header. This menu contains the following links:



ePAD: Click on the ePAD icon to return to the ePAD homepage when you've submitted timesheets or forms.
Expand this menu to access the your ePAD (Program) and Timesheets pages.

If you are repeating a unit or have transferred to a different course/campus, you may have more than one ePAD appear under this icon.

Responses: Click on the form icon to view a list of your submitted responses. See section 3.9 for details.



Progress Views: This feature is not in use.

Note that if you have more than one ePAD (e.g. because you have transferred to a different course) then you will be able to move between the ePADs using additional left hand menu options.

3.3.3 The 'About you' panel

The panel on the left-hand side of the homepage provides:

- your name, email address and profile photo

- a practice hours progress circle that displays your total practice hours to date against the target number of hours for your course.

- other reference information.

Contact AskACU if you think any of the reference information is incorrect.

3.3.4 The Placement panel

The panel at the top of the homepage provides information about your current placement (if you are currently on a placement), or your most recent placement, or will be blank if you have not yet started on your first placement. The panel will display the placement area and start and end dates.

Click anywhere in the panel to display the placement page (see section 3.6 for details about the placement page).

> **TIP:** A new placement is only displayed in this panel from its start date. To see details about your upcoming placement, go to your current Year/Placement Portfolio page. See section 3.4 for information about the Year/Placement Portfolio page.

3.3.5 The 'What's next' panel

The What's next panel lists the forms that are already due or coming up for completion, in deadline date order. Once you've completed one that is on the list the next one due will be displayed. Once all upcoming forms are complete, the message 'nothing upcoming' will be displayed in the panel.

Select a form name from the panel to open a blank form for completion.

> **TIP:** The form dates are a **soft deadline.** You can still complete forms after this date has passed. Use them to help schedule your meetings with Placement Supervisor (if required). See section 3.7 for more information about deadlines.

3.3.6 The 'Don't forget' panel

The Don't forget panel prompts you with other forms that need to be completed on the placement (e.g. SMART Objectives). Forms are displayed randomly, so you may see different forms being listed each time you sign in to the ePAD or return to the homepage.

A form will not appear again in the panel after it has been completed once. However, some forms may need multiple submissions so **always monitor your progress with your forms and be aware of what still needs to be completed** (for more details see section 3.7 Working with forms).

Select a form name from the panel to open a blank form for completion.

3.3.7 The Year/Placement Portfolio panels

Depending on your ePAD setup, you will see a panel for each year of your course of study, or one panel for your Placement Portfolio which contains all placement units for your course. Your 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 you complete. See section 3.4 for details.

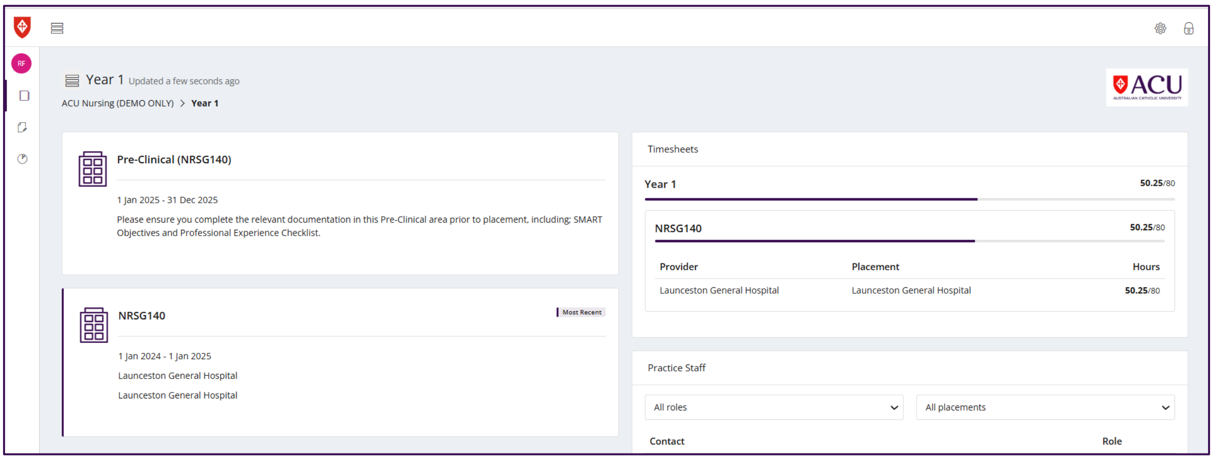
3.4 The Year/Placement Portfolio page

You can access a Year or Placement Portfolio page by selecting the relevant panel from your ePAD homepage.

In this page, you are provided with:

- guidance to completing the placement assessment documentation for that period
- all the placements (past, current (and planned if details are available)) in that period
- a summary of placement hours achieved
- access to your unit-specific Pre-Clinical and Clinical assessment forms
- a list of the Placement Supervisors, who have been linked to you during that period (if required)

The main features are shown on the screenshot below. The page expands to accommodate all the placements that are planned for that period. Placement details will display once they have been confirmed via InPlace.

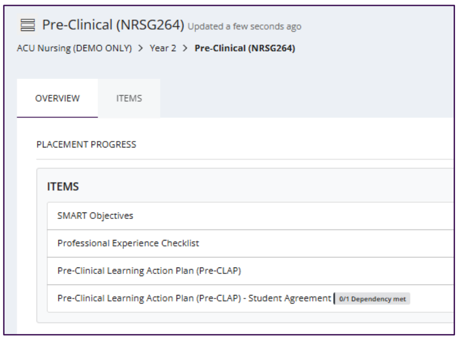


Note: Your Year/Placement Portfolio page may appear slightly different depending on your program.

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 available for you to access to submit forms **prior to the start of your placement** such as your SMART Objectives.

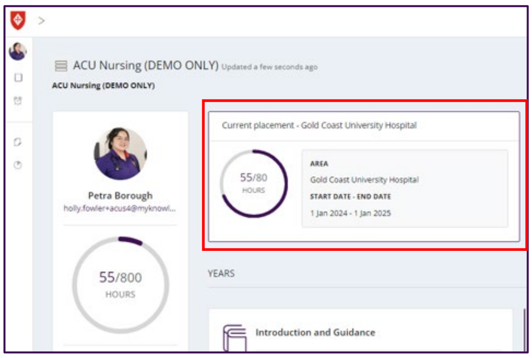


Note: Your Pre-Clinical page may have a slightly different set up based on your program.

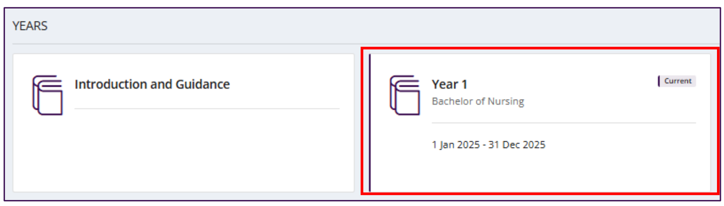
3.6 The Placement page

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

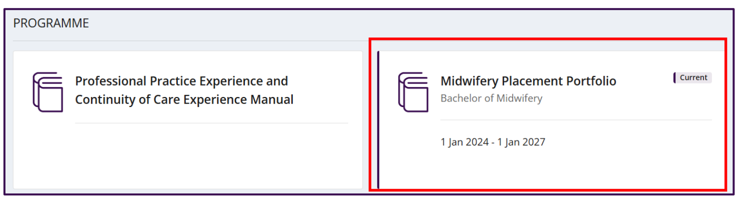
a) Selecting the top panel from your ePAD homepage; or

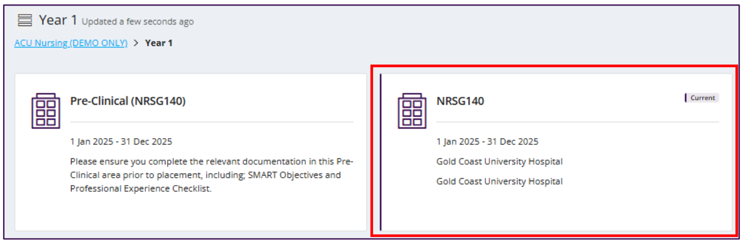


b) Go to the relevant Year/Placement Portfolio page for a list of your earlier and upcoming placements, from where you can select one to review.



OR



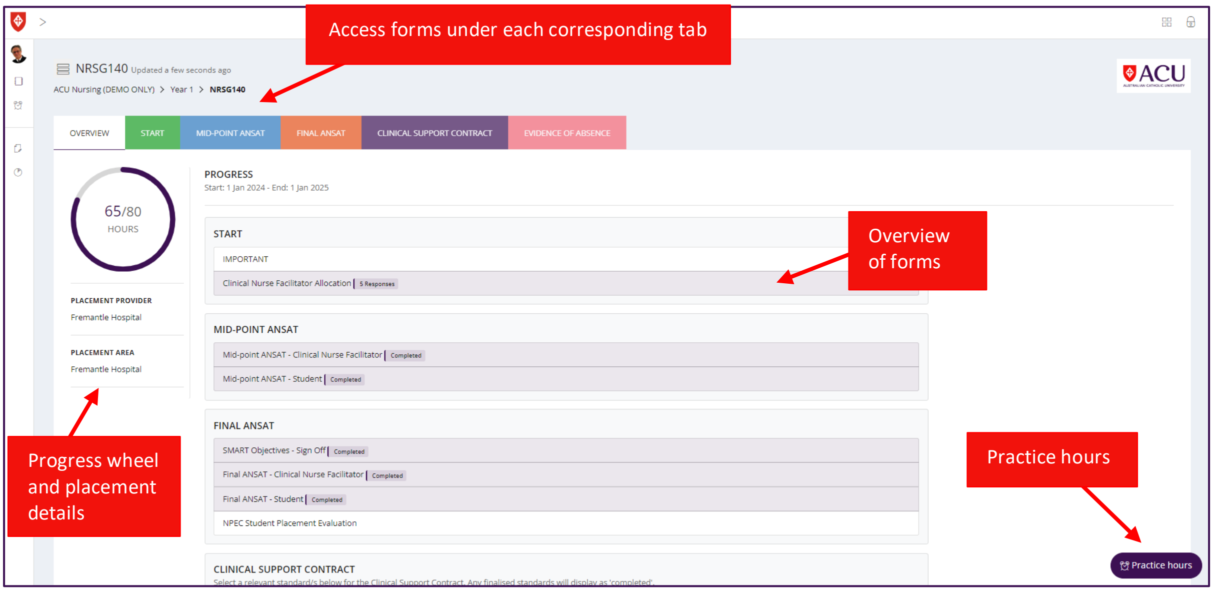


The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

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

The other tabs will represent different areas dependent on your 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: Your Placement page may have a slightly different set up based on your program.

3.7 Working with forms

All student forms can be completed in the ePAD website or the mobile app. This section covers working with forms using the ePAD website.

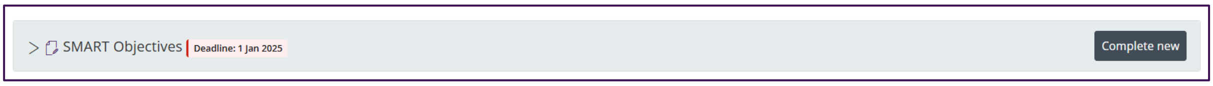
3.7.1 Overview of forms in your ePAD

The forms in your ePAD can be categorised as either ‘Student forms’ i.e., those that are **your responsibility** to complete or those that can **only** be completed by other roles, e.g. your Placement Supervisor or ACU Tutor.

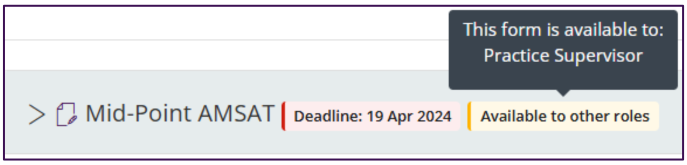
Detailed guidance to the forms is available in the training videos within your Canvas unit.

Student 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. Tutor or Placement Supervisor)

A form available for student:



A form available for your Tutor or Placement Supervisor:



3.7.2 Finding a form

All forms can be located via the tabs in the **placement page or Pre-Clinical block** (see sections 3.5 and 3.6 above). All forms are listed in the Overview tab and can be selected from there. Each one will also appear within a supplementary tab that helps to define when the form should be completed and can be accessed from there. The point of access makes no difference to completing the form.

3.7.3 Form template preview and guidance

All form templates can be displayed in a view-only mode in order 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:

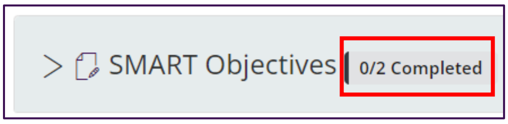
1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the form template.

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

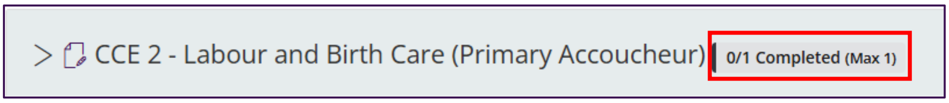
3.7.4 Form completion settings

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 you should try to complete the form this 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.

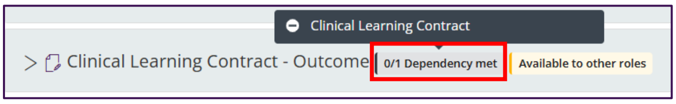


Maximum number of completions: Forms may have a maximum number of completions permitted. This is indicated by the maximum number shown in brackets next to the form name. The first number is incremented each time you complete the form. Once the maximum number of form submissions has been reached, the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



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 an unable to be clicked to submit that form.



3.7.5 Form deadlines

Forms that are to be completed at a certain time have a **deadline date** that is displayed next to the form name. It is your responsibility to ensure all practice assessment documentation is completed on time.

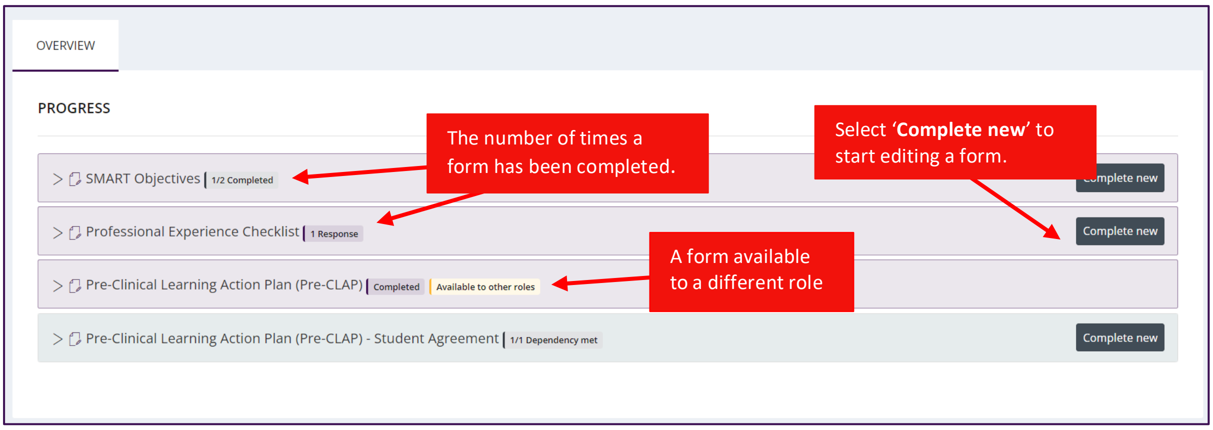
Deadline dates in the ePAD use a colour coded system to help users keep track of when forms should ideally be completed by. If a deadline date is set but not yet reached, it will display in grey text. The closer you approach a deadline date, the text will appear in amber. If a deadline date has been met or passed and the form hasn't been completed then it will be in red text.

Deadlines are intended to help you keep on track with your practice assessment documentation and make the most of the practice learning experience. Forms can still be submitted after the deadline has passed, however per your unit outline, there may be academic consequences if forms are not submitted by the deadline.

WARNING: Deadlines may not work seamlessly for split placements. It is your responsibility to ensure you are aware of your placement requirements and ensure they are met by the deadline.

3.7.6 Completing a form

Forms can be completed during the placement to which they apply and up to a specified period afterward (known as the '**grace period**'). Most of the disciplines have a 60-day grace period however this can change at the discipline's discretion therefore students are advised to complete placement documentation on the last day of placement. . You will be given specific timings for form submission as you progress through your course. The '**Complete new'** button is only active for student forms when the university has decided the form should be available for completion. The screenshot below provides an example view of forms in the Start tab.



Work through the following steps to submit a form:

1. Find the form you wish to submit.

2. Select **Complete new**. This will open a blank form.

3. When you make any amendments to the form, the '**Saved**' button will change to '**Save changes**' to indicate there are changes to be saved. After approx. 15 seconds the form will automatically save any changes made to the form if the form remains inactive.

TIP: If the Saved button is greyed out, i.e. non-selectable, there are no changes to be saved. It is always advised to save throughout working on forms to ensure your work is not lost.

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

4. Complete the form. How you do this depends on the format of the questions: e.g. you may need to select from a drop-down list, complete a check list, or type into a text box. Be aware that forms may have more than one section so ensure that all required fields are filled in before submitting.

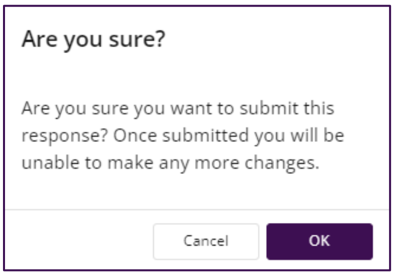
5. **Completed forms can NOT be edited**. When you have completed the form **review it carefully** as it **cannot be changed** once submitted.

   Use the 'Save and close' button to keep the form as a draft until you are certain it is complete. If you need to exit the form, click the 'Save & close' button to save your changes before leaving. This will create a draft version of the form to return to when you wish to continue.

6. When you are happy with the responses you have made in the form, select the **Submit** button.

   a. If there are mandatory fields not complete when submitting, they will be highlighted. Complete the missing entries and select the **Submit** button again.

   b. You will be asked to confirm the submission.



c. Click **OK** to confirm.

d. Upon submitting the form, the 'successfully submitted response' message will appear at the bottom of the page.

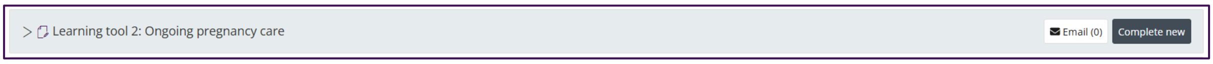
7. The number of submissions is indicated next to the form name and is incremented every time you submit a form. The submitted form will appear in the form list under the form name. Initially the submitted form will read '**Completed by**' alongside the name of the user who completed the form.

8. Every submitted form is date/time stamped.

Note: There may be a slight delay when viewing the completed form response as it will still be processing in the background.

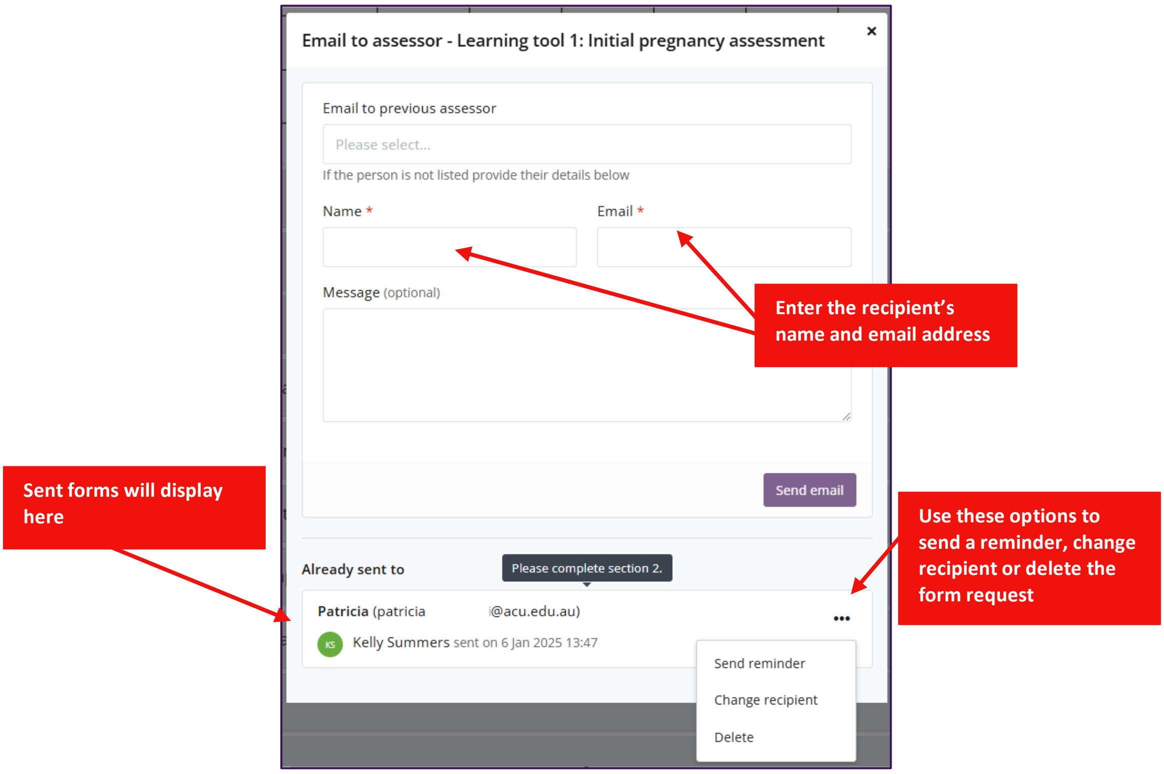
3.7.7 Using the 'Email' or 'Email for later' feature

Some forms may be configured to include the 'Email for later' feature. On such forms, an 'Email' button will be present next to the 'Complete new' button.



This feature allows you to share a blank or partially completed form with a different person that may or may not have a MyProgress account. Using this feature will send an email to the person, providing them with a unique link to submit the form on your ePAD.

When clicked, you will be prompted to enter the person's name and email address and a message (optional). Once you have entered this information, click '**Send email**' and a link will be sent to the person to submit the form.



Note: **Using the 'Email for later' feature does not mean the form has been submitted.** It is your responsibility to check that the person has submitted the form.

3.7.8 Working with drafts

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Placement Supervisor or ACU Tutor.

You can save and edit multiple drafts of a form and rename and delete drafts. This gives you full control of the form before submitting it. You can continue the draft by selecting the drop-down icon next to '**Complete new'** button to select your draft. Your previous entries will be displayed and can be amended as required.

TIP: Your drafts are only visible in your own account. They are not shared with your Placement Supervisor or Tutor's accounts, so they cannot add to a draft that you've started unless they are with you, and you are the one signed in to your ePAD or you used the "Email for Later" function.

Work through the following steps to create and name a draft:

1. Go the location of the form in the ePAD.

2. Select the ‘**Complete new’** button to open a blank form.

3. If desired, type a new name in the draft name field, to rename the draft to something more meaningful. This is useful if you expect to have multiple drafts.

4. Complete as much of the form as you wish.

5. Click the ‘**Save and close draft**’ button to save and exit the draft. When saving a draft, this saves everything that you’ve entered so far.

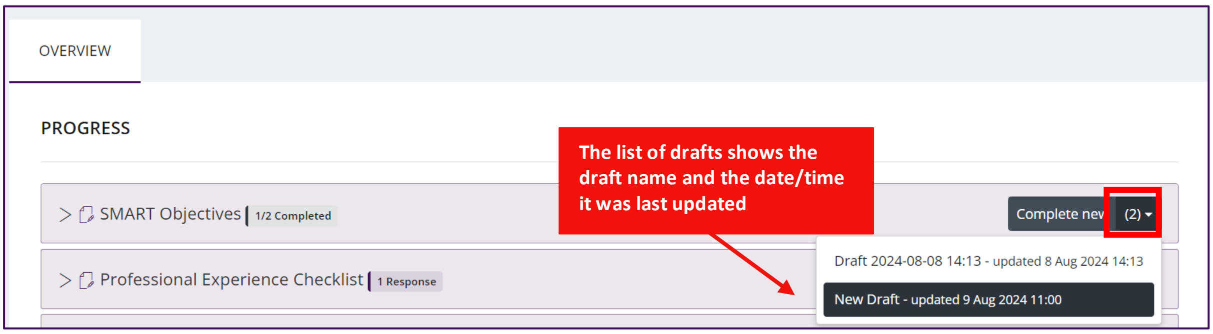
You can continue working on any draft form later by selecting the drop-down arrow next to the ‘**Complete new**’ button.

WARNING: Drafts can also be created in the mobile app. However, drafts are not synchronised between the website and the app. **A draft must be completed where it was started.**

Work through the following steps to resume working on a draft:

1. Go the location of the form in the ePAD.

2. Select the **down arrow** next to the ‘Complete new’ button to show the list of drafts



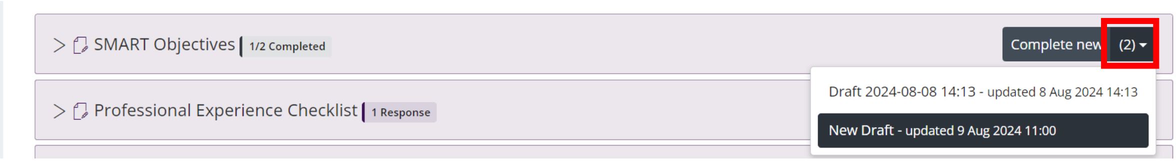
3. Select the draft you wish to continue, which opens the form. Your previous entries are displayed and the form can be amended as required.

If you no longer need a particular draft it can be deleted.

Work through the following steps to delete a draft:

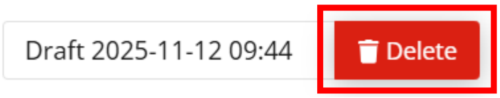
1. Go the location of the form in the ePAD.

2. Select the **down arrow** next to the 'Complete new' button to show the list of drafts.

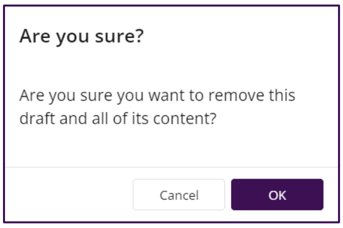


3. Select the draft you wish to delete, which opens the form.

4. Select the Delete button next to the draft name field.



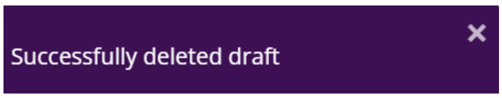
5. You will be asked to confirm the deletion.



WARNING: Deleted drafts cannot be restored.

6. Click **OK** to confirm.

7. Upon deleting the draft, the 'successfully deleted draft' message will appear at the bottom of the page.



3.7.9 Repeating a form

Some forms are usually **completed once** in the placement, however, if you are asked to complete a form again you can do so by going through the same form completion process. The latest completed form appears at the top of the list under the form name.

The Allocation Form can be completed as many times as needed as you can have multiple Placement Supervisors (if required). This form is found in the Start tab, but you can return to it whenever you need to.

> **Note:** If your Placement Supervisor has any issues with receiving their account activation email, they should advise their ACU Faculty contact to investigate this and **SHOULD NOT** complete this form with their details again.

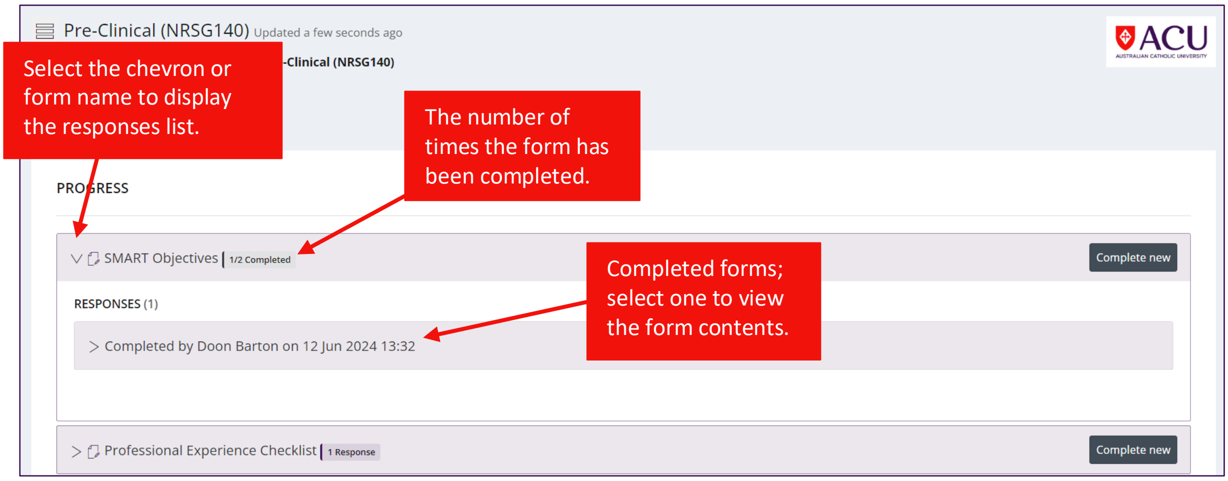
3.7.10 Viewing a completed form

Submitted forms (known as 'responses') are found in the same ePAD structure: placement and year/placement portfolio pages. Responses are ordered from newest at the top to the oldest at the bottom and are identified by the name (and email address if applicable) of the person who submitted/approved the form and the date/time submitted.

To view a completed form, follow these steps:

1. Go to the form location.
2. Select the chevron or form name to display the list of responses.
3. Select the chevron next to a response to display its contents.

The screenshot below shows an example of a responses list. The history of responses can be viewed as a list in the Responses page. See section 3.9 below for more details.



3.7.11 Form responses summary

Some forms will display form responses in a summary table shown in the example below. Click on the chevron or form name to expand the form responses to view the summary table.

Antenatal Care (ANA) | 3/100 Completed

Complete new

Summary of assessment to date in this Part. Completed forms are provided underneath the summary

Date Completed	Date	Agency	Woman's initials	Clinical Notes	Is this also Complex Care (CPC)?	ANA count	Clinician Name	MW Reg No
20 Jan 2025 13:37	31 Dec 2024	x	x	x	Yes	Yes	x	x
20 Jan 2025 13:31	13 Jan 2025	x	x	x	No	Yes	x	x
13 Jan 2025 20:00	6 Jan 2025	x	x	x	No	Yes	x	x

Below the table will be a list of all submitted forms. You can click on each individual form response to view full content of each submitted form.

This feature is useful for ACU staff to view a summary of your completed form submissions.

3.7.12 Numbered form responses

Some forms may display numbers next to submitted responses. In some disciplines this feature is used to cross reference two related forms.

RESPONSES (3)

> Approved by Patricia (patricia @acu.edu.au) on 20 Jan 2025 13:37	3
> Approved by Patricia (patricia @acu.edu.au) on 20 Jan 2025 13:31	2
> Approved by Patricia (patricia @acu.edu.au) on 13 Jan 2025 20:00	1

3.8 Timesheets

All timesheets can be submitted via the ePAD website or the mobile app. This section covers how to submit timesheets during your placement.

3.8.1 Overview of Timesheets

You are responsible for adding your timesheets to your ePAD. During a placement, try to submit your timesheets daily, after you have completed a shift. All absences must also be logged, including public holidays.

When submitting a timesheet, you will need to select your placement supervisor who will verify your presence for that shift. They are responsible for verifying your timesheet submissions.

The timesheet approval/verification process may be different depending on your course of study. For some courses, there is a requirement for facilitators/supervisors to manually approve every submitted timesheet, while in other courses a timesheet is considered to be approved as long as they are entered with valid nominated approver details.

Regardless of the approval process relevant to your course, the process of submitting the timesheet is the same for the student.

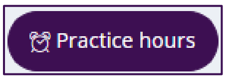
3.8.2 Adding Timesheets

Timesheets can be added during the period of a placement. You cannot add hours outside of the placement period or for future dates. Contact your ACU Tutor if you are going to do extra shifts beyond the current end date.

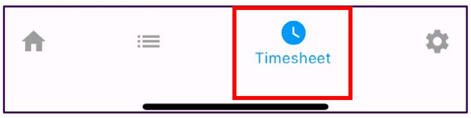
Work through the following steps to add a timesheet:

1. Select the ‘Practice hours’ button that is always displayed in the bottom right-hand corner of the ePAD. The ‘Practice hours’ button is located on the bottom app menu with the clock icon. This opens the Submit timesheet window.

Website:



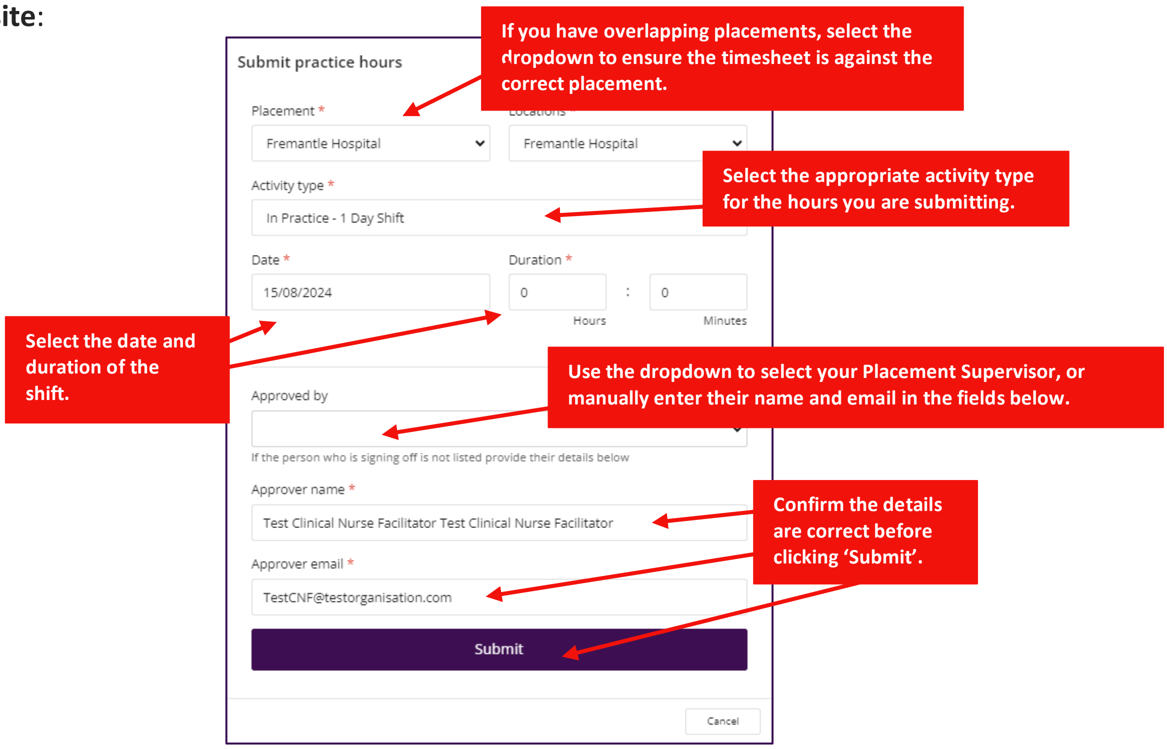
Mobile App:



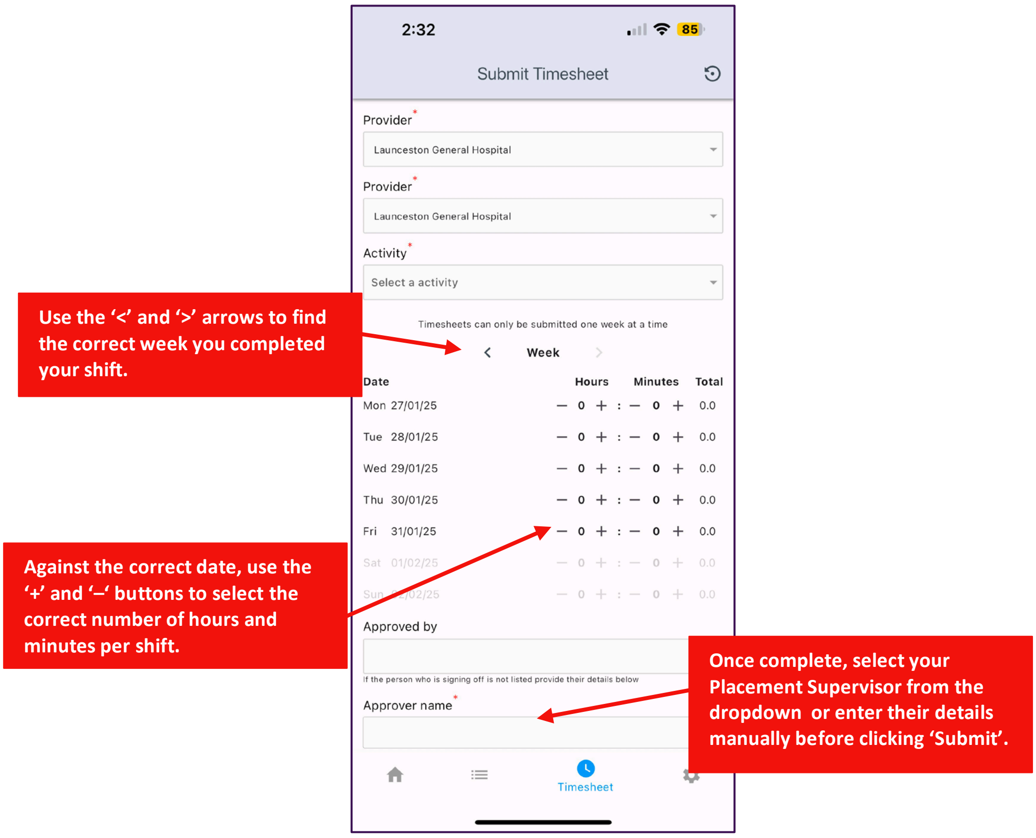
2. Complete the fields in the Submit timesheet window and select your Placement Supervisor from the ‘**Approved by**’ dropdown or manually enter their details into the fields provided. Verify the details are correct before submitting the timesheet.

WARNING: Credit activity types should not be used by students. Any approved credit hours will be applied by Faculty staff.

Website:



Mobile App:

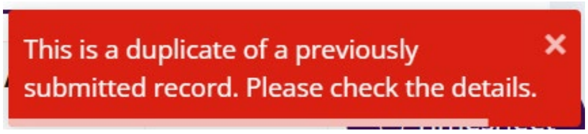


4. Review the information you've entered. Submitted timesheets can only be amended by your ACU Tutor or Placement Supervisor.

5. Verify that your Placement Supervisor's full name and work email address are correct.

6. Select the '**Submit**' button to save the entry. The timesheet progress circles will increment automatically with the hours you've entered.

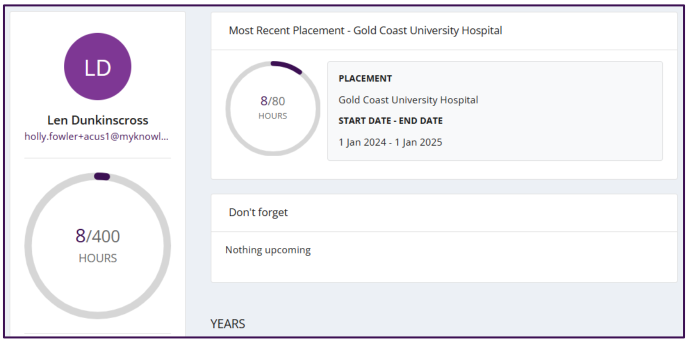
WARNING: If you attempt to submit a timesheet with matching details (date, activity type and number of hours) of a previously submitted timesheet, an error message will appear indicating that it has not been submitted.



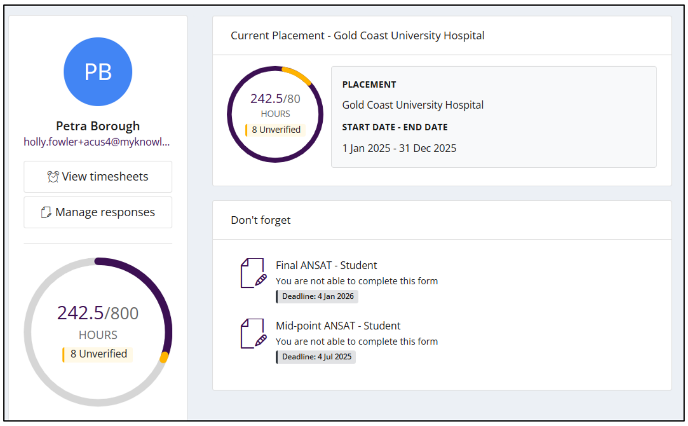
TIP: Once you have submitted a timesheet it cannot be edited. Seek support from your Placement Supervisor or your LiC to edit a timesheet.

Note: Sickness, Absence and Public Holiday timesheets do not count towards your total hours and will not update the progress hours wheel.

If your course accepts submitted timesheets as **automatically approved** (and does not require timesheets to be verified), your progress wheel will update immediately upon submission with all hours appearing in purple.

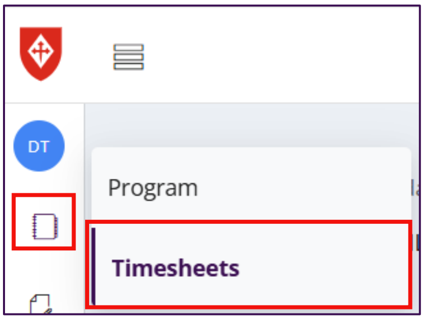


If your course **requires all timesheets to be verified**, new timesheet hours will appear as '**Unverified**' and be indicated in orange on the progress wheels until verified by your Placement Supervisor. Verified hours will change to purple on the progress wheel.

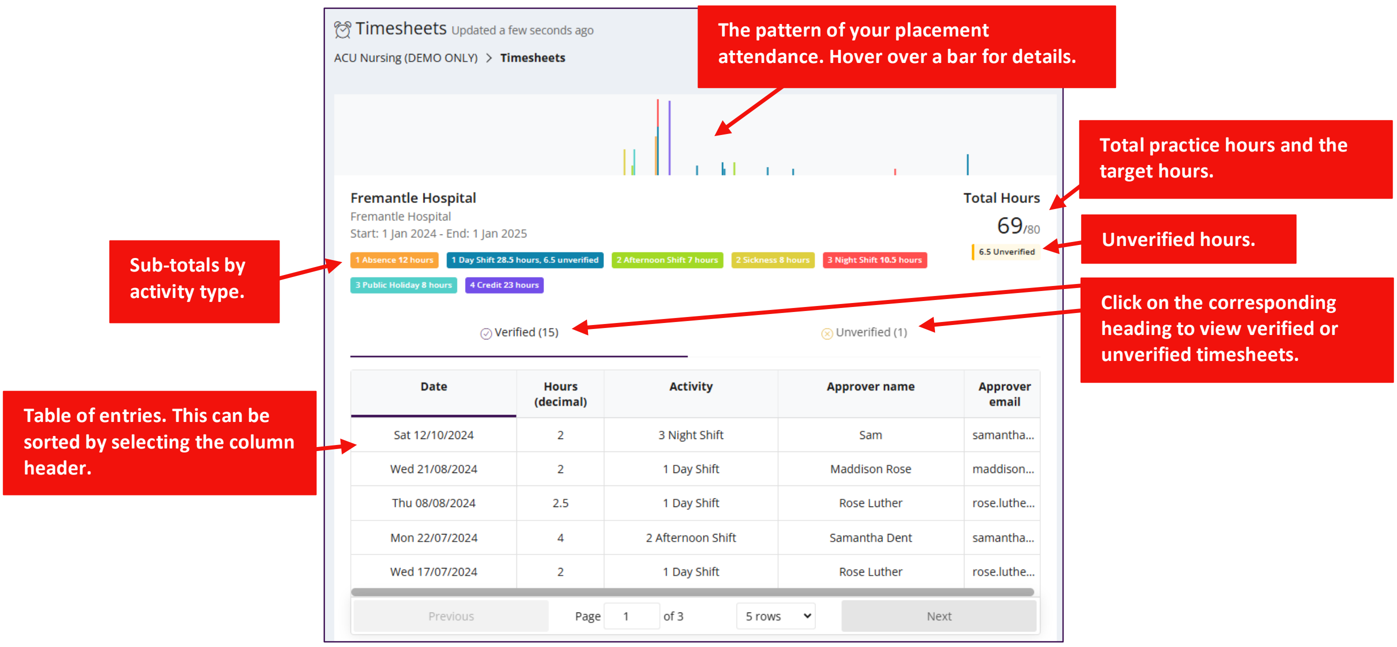


3.8.3 Reviewing Timesheets

To review your timesheet entries, select the ePAD binder icon in the left-hand menu of your ePAD webpage and select 'Timesheets' (see the screenshot below).



The timesheet page is displayed. This provides a table of the timesheet entries that you have logged for each placement. Key features are indicated on the screenshot below.



When logging your practice hours, you will select the time completed in hours and minutes. Once the hours are logged you will see in both the total hours wheels and tables for placement hours noted as a decimal.

It's important that the Placement Supervisor's name and work email address are correct as they are subject to verification by your ACU Tutor. Ask your Placement Supervisor or ACU Tutor to amend an entry if you spot a mistake.

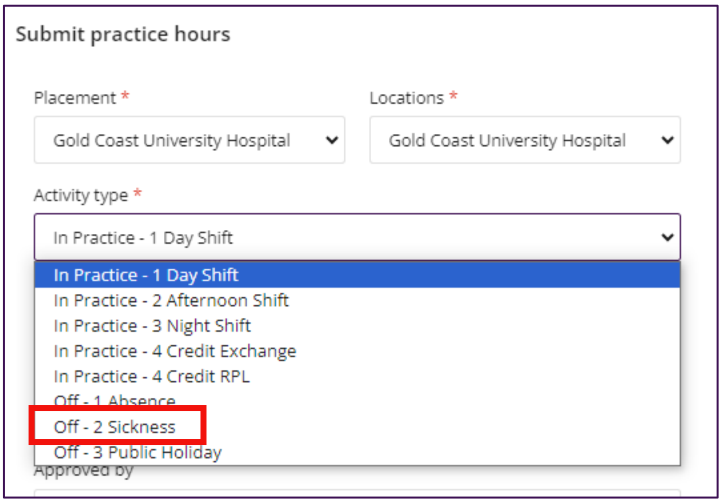
3.8.4 Absence Process

If you are unable to attend a shift due to a public holiday, being unwell or any other reason, you must submit a timesheet. Any absence; except for public holidays, needs to be supported by medical documentation.

Work through the following steps if you are unable to attend a shift:

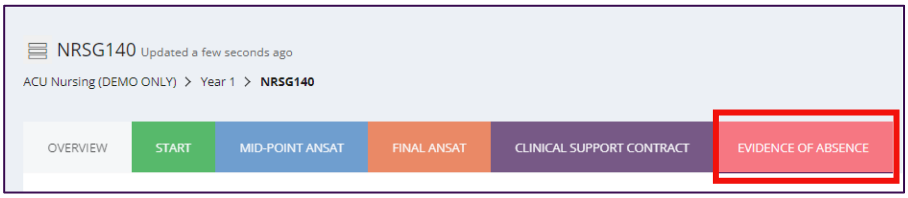
1. Contact your placement facility to advise you are unable to attend your shift

2. Log an appropriate absence timesheet in MyProgress

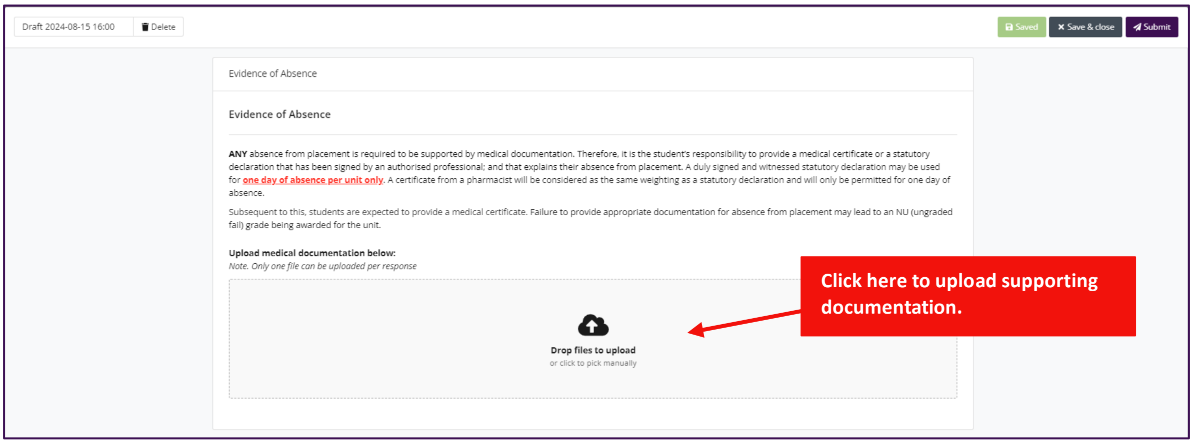


Note: Your available Activity types may be different based on your program.

3. Upload Evidence of Absence to MyProgress by navigating to your current placement and click the '**Evidence of Absence**' tab.



Click ‘**Complete New’** on the Evidence of Absence form and upload your file to attach before clicking ‘**Submit**’.



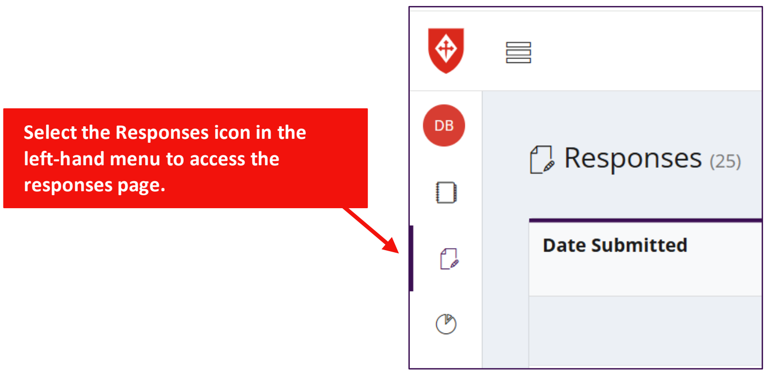
Note: Further steps may be required depending on your discipline. Please contact your LiC about the absence process if you are unclear.

WARNING: Failure to provide appropriate documentation for absence from placement may lead to an NU (ungraded fail) grade being awarded for the unit.

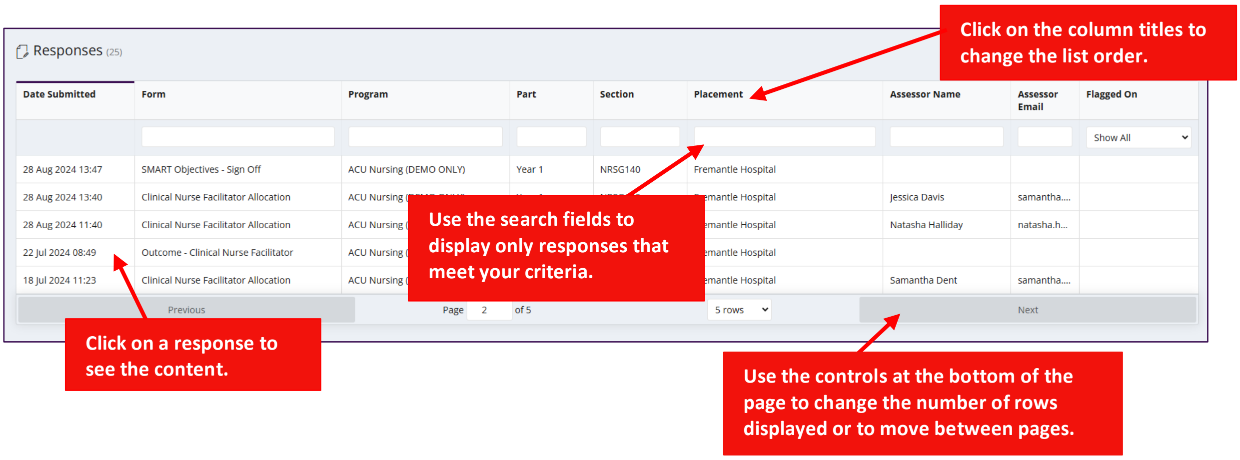
3.9 Responses history

The Responses page provides a list of all the forms that have been submitted in your ePAD so far in your course.

The page is accessed by selecting the responses icon from the left-hand menu. See the screenshot below.

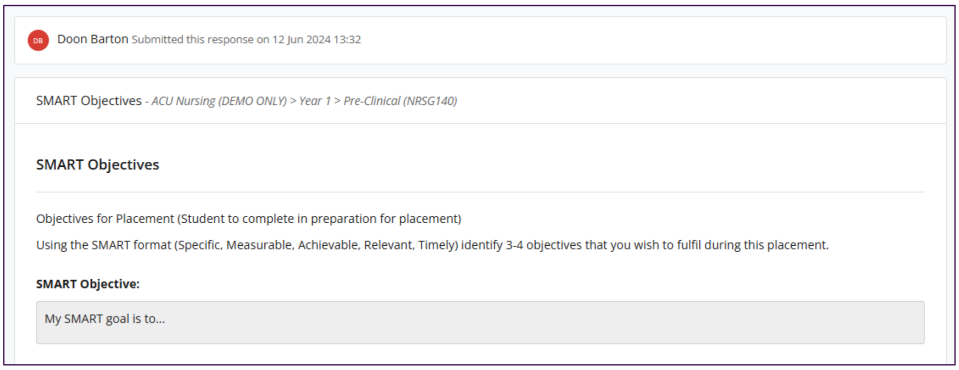


The responses page displays all your submitted forms, by default in chronological order, most recent at the top. See the screenshot below for the key features.

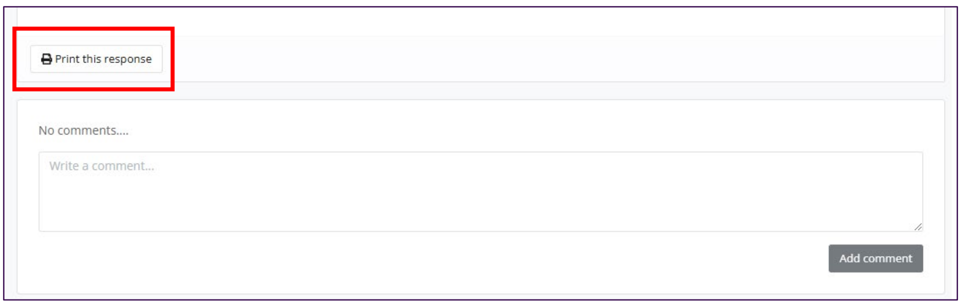


3.9.1 Viewing a form response

1. To view a form response, select the row of the form response.
2. On the form response page, you can view the full details of the submitted form.



3. You can print your responses by clicking the ‘Print this response’ button.



Note: There is a comment box at the bottom of each form response. You may use the comment section to add on any points missed during the initial form submission.

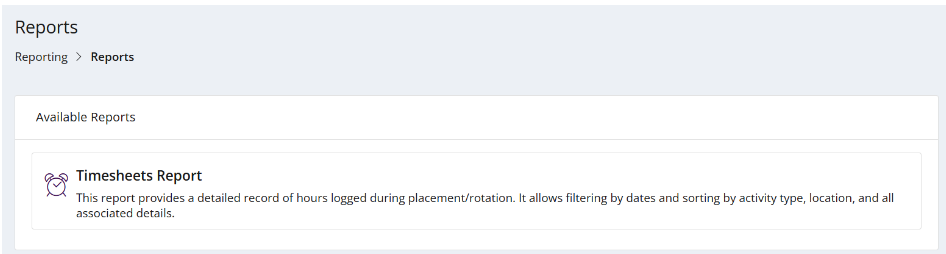
3.10 Timesheet Report

The Reporting feature allows students to view and export detailed information about their recorded timesheets.

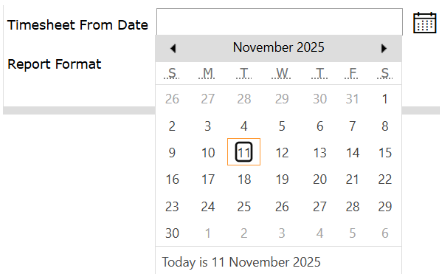
3.10.1 Exporting a timesheet report

1. On the left navigation menu, click **Reporting**, then **Reports**

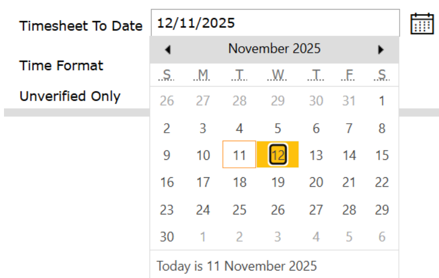
2. Select the **Timesheets Report**



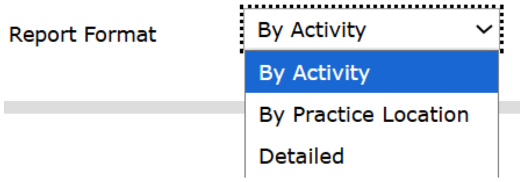
3. Select the **Timesheet From Date**



4. Enter the **Timesheet to Date** to specify your date range of the report

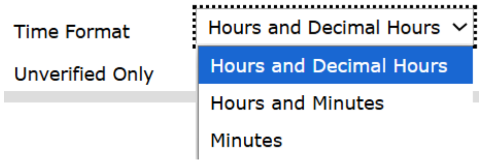


5. Select the **Report Format** from the available options



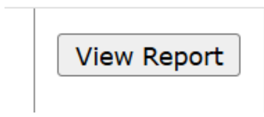
- By Activity: Sorts and displays results by activity type (e.g. Day Shift)
- By Practice Location: Sorts and displays timesheet totals by placement provider
- Detailed: Displays a comprehensive list of all individual timesheets submitted

6. Select the desired **Time Format**

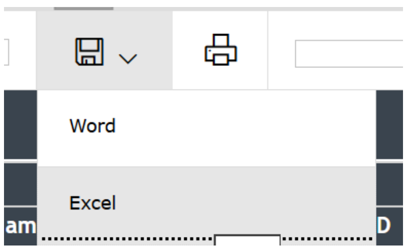


7. Specify whether you wish the report to include **Unverified timesheets only** (True or False)

8. Once all options have been selected, click '**View Report**'



9. You can view the report in the browser, or click the '**Save**' icon to download the File (Excel recommended)



4.0 Using the ePAD Mobile App

The focus of the MyProgress ePAD app is on allowing students to complete forms offline, without needing a connection to the internet. App functionality is the same as the website, except the app **does not store form responses** like the webpage but will show the status of a form (e.g. whether it's been completed, the count of completions against target, etc). It includes a link to the ePAD so that when a student has a network connection, they can go online and view their full ePAD.

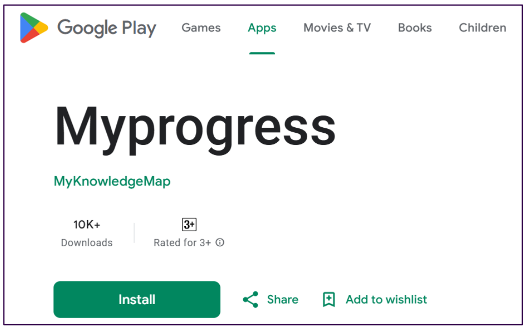
Note: The app does not display informational blocks such as the placement manual. Students need to access the web version of MyProgress to view this block.

The Apple version of the app is compatible with devices running iOS 17.0 and later. The Android version works with devices running Android 6.0 and later. The app supports both phones and tablets.

4.1 Downloading the app and first use

The Apple version of the app is downloaded from the App Store and is called 'Myprogress by Myknowledgemap'. The Android version is downloaded from the Play Store and is called 'Myprogress'.

Google Play Store:



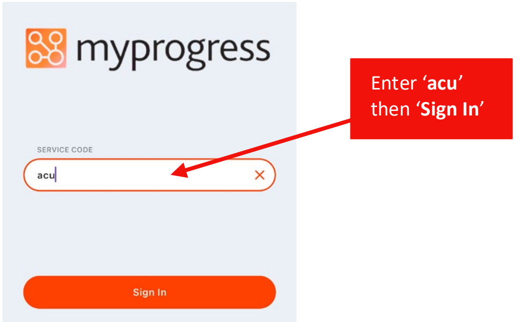
Apple App Store:

Work through the following steps after downloading the app:

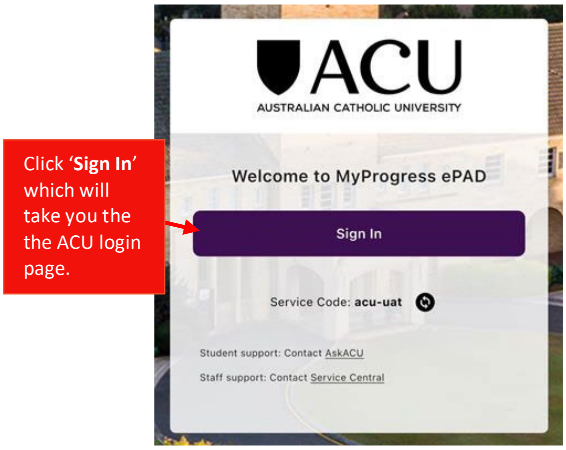
1. Make sure your device is connected to the internet.

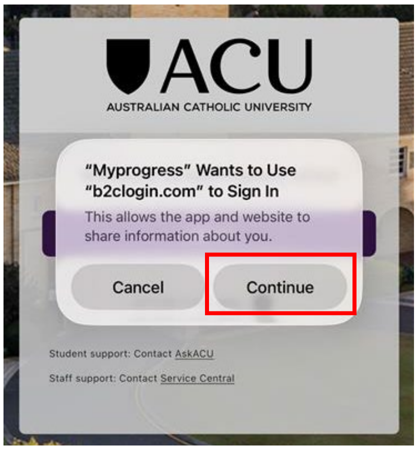
2. Open the app.
3. Enter the service code ‘acu’ in lowercase.

4. Click on the Sign In button. This will take you to the app sign-in page.



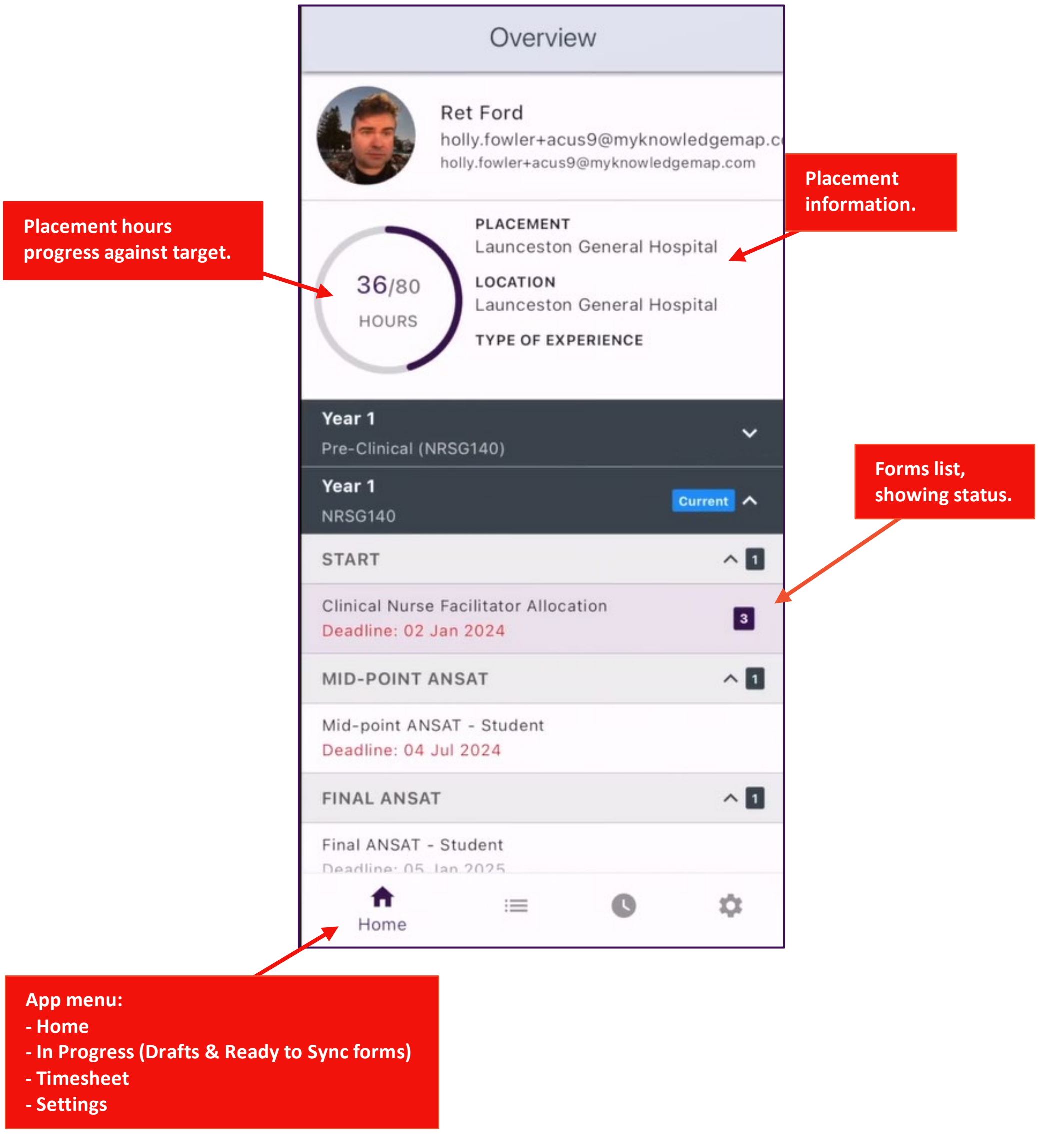
5. Click on your university ‘Sign In’ button, then ‘Continue’, which will take you to your university sign-in page.





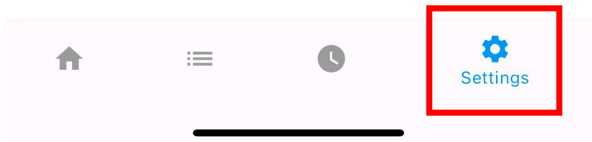
6. Enter your university username and password. You may need to go through the multi-factor authentication process. Your app homepage will be displayed.

7. Once you have signed in, you will see a simplified version of your ePAD compared with how it displays on your web browser.



4.2 App settings

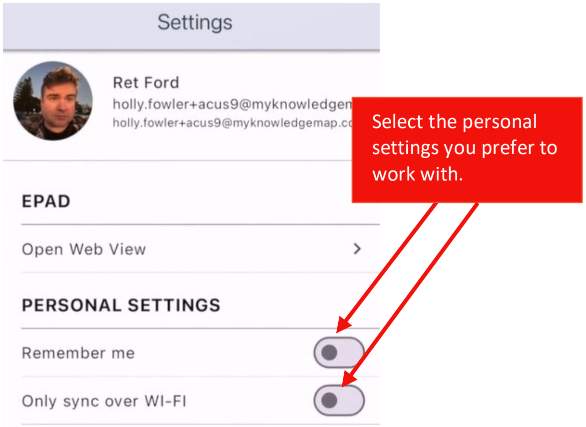
It is important to review your app settings when you've first signed-in, to control how the app works for you. Click on the Settings icon in the app menu at the bottom of the screen to access the Settings Page.

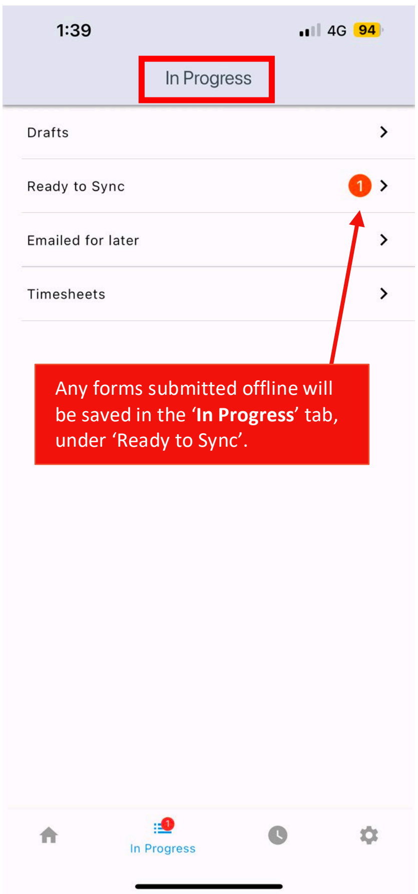


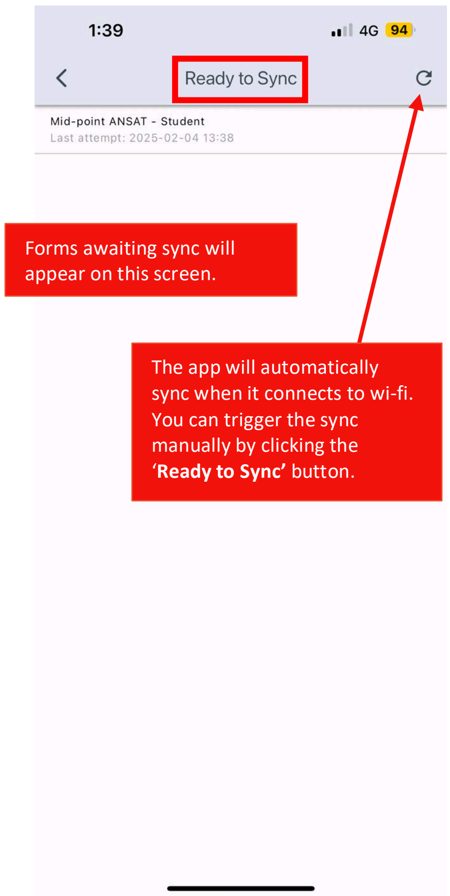
In particular, in the **Personal Settings** section:

- select 'Remember me' to be on if you want to be able to work offline where there is no data connection (you won't be able to sign in without a data connection)
- select 'Only sync over Wi-Fi' to be on if you don't want to use your mobile data allowance to sync the app.

You can also access the ePAD website via the Settings page by clicking the '**Open Web View**' button.







Note that forms submitted in the app will only appear in your ePAD when a sync has completed. It is your responsibility to ensure that this takes place, and to raise any issues with AskACU.