



# MyProgress Updated Features

(April 2026)

## 1.0 Timesheets

Practice Staff can no longer **add**, **edit**, or **delete** timesheets on behalf of students. Instead, timesheets can now be **reversed**, allowing the student to correct and resubmit the entry while maintaining a complete audit trail.

**Note:** Practice Staff and students can still **delete unverified timesheets**. If an error is identified *before* verification, the student can simply delete the timesheet and submit a corrected version; no reversal required.

### What happens when a timesheet is reversed?

- The reversed timesheet remains visible on the **Timesheets** page in the student's ePad.
- A full audit record is created, including:
  - User who performed the reversal
  - Date and time stamp
  - Reason for reversal
- Reversed entries appear with a **strikethrough**. Clicking the entry displays full details.

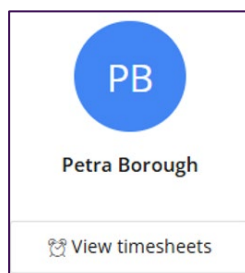
| Entry Date                | Hours           | Activity / Adjustment  | Approver Name       | Approver Email                   |
|---------------------------|-----------------|------------------------|---------------------|----------------------------------|
| <del>Tue 09/12/2025</del> | <del>3:00</del> | <del>1-Day Shift</del> | <del>Sam Test</del> | <del>samantha.dent+cnf@...</del> |

**Petra Borough**  
NMC Practice Hours - Weekly timesheet

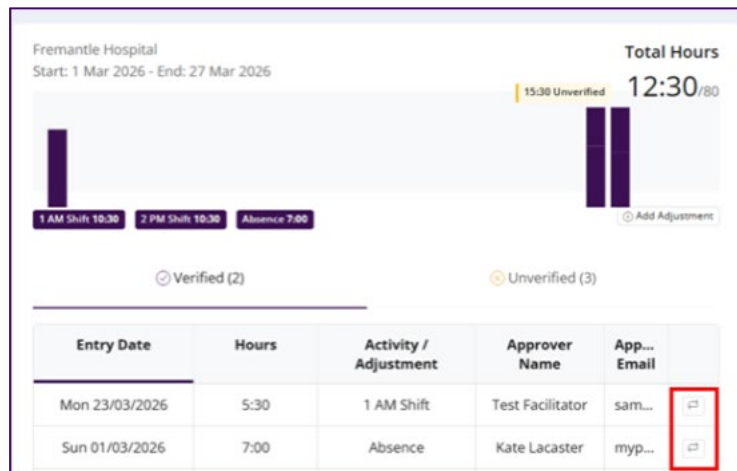
This entry was reversed by Grant Ham on 7 Apr 2026 11:50.  
Reason: Reversal of 3:00 from 9 Dec 2025

### How to reverse a timesheet

1. Open the student's **ePad**
2. Select **View Timesheets**



3. Locate the relevant placement and click the **Reversal icon** next to the timesheet



4. Enter details in the Reason field.

**Create Reversal**

This will create a -3:00 adjustment to offset the original entry of 3:00 from 9 Dec 2025.

Student \*  
Petra Borough

Timesheet Type \*  
NMC Practice Hours

Placement \*  
Fremantle Hospital

Hours \*  
-3:00  
Format: hh:mm (e.g. 1:30 for 1 hour 30 minutes)

Entry Date  
09/12/2025

Reason  
Reversal of 3:00 from 9 Dec 2025

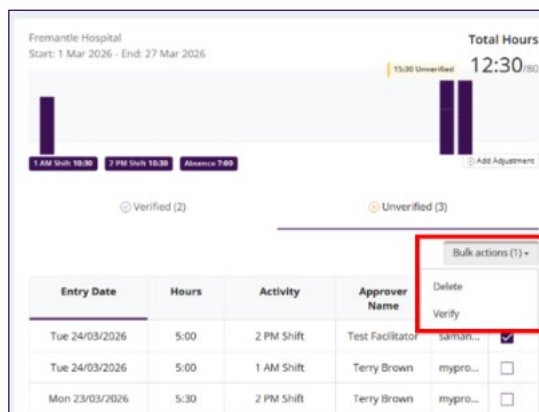
5. Click **Create Reversal**.

## 2.0 Timesheet Verification

Bulk verification of timesheets from the **Unverified Timesheets** page remains the same.

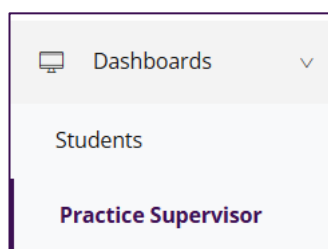
When verifying timesheets within a student’s ePad, the **Bulk Actions** menu has been relocated. It now appears **inside each individual placement block** on the Timesheets page (rather than in the top-right corner).

To use Bulk Actions, select one or more timesheets using the checkboxes, then choose **Delete** or **Verify** from the **Bulk Actions** dropdown.



## 3.0 Practice Staff Dashboard

A new **Practice Staff Dashboard** is now available, providing a quick and simple way to manage student forms. You can access it from the left-hand Navigation Menu by expanding the **Dashboards** section.








All students who have linked you to their ePad via the **allocation form** will appear on this page. You can click on any form to **submit it, create a draft, or view previously submitted content**.

| Student               |  | Forms                                   |  |   |   |
|-----------------------|--|---|--|---|---|
| Name                  | Provider                                       | Mid-Point AMSAT                         | Final AMSAT                                    | Clinical Learning Contract - Outcome                    | Clinical Learning Contract                      |
| Edna Borough-Waverley | Fremantle Hospital<br>1 Mar 2026 - 27 Mar 2026 | All <input type="button" value="View"/> | All <span style="color: red;">▲ Overdue</span> | All <input type="button" value="Dependencies not met"/> | All <input type="button" value="Complete now"/> |

Not all forms shown on the dashboard require submission. Always check the student's **ePad** to confirm which forms are actually required before completing or submitting anything.

Each form's status reflects **your actions only**; not those of any other linked supervisor. If a student has multiple supervisors, refer to the student's **ePad** to confirm the most up-to-date form status before submitting.

Below is a guide to what each label means:

|   |  |
|---|--|
|    | The form is ready to be completed.   |
|    | You have a draft in progress. Click to continue editing or submit. Drafts are transferable between the dashboard and student's ePad.       |
|    | The deadline has passed. The form can still be submitted and should be completed as soon as possible.                                      |
|  | The form has been submitted. Click to read it.   |
|  | The form isn't available yet. Hover over the message to see which form must be completed first. Check the student's ePad for more details. |

If you have any questions or issues in relation to the updated features in MyProgress, please contact your ACU representative, or email [myprogress@acu.edu.au](mailto:myprogress@acu.edu.au).