

Student: Start and Edit a RHD Milestone

For each Milestone, you are required to compile a report using the RHD Research Excellence app, it generates a PDF report from the contributions of the student and supervisor. The RHD student starts the online form and uploads evidence of progress. Their supervisor provides comments and submits their recommendation. The report returns to the student for final review before moderation by the RHD coordinator.

Follow these steps to complete the milestone.

1. Log into the RHD Research Excellence app at <https://flextra.flinders.edu.au/rex/cs/main>
2. To start the process click *Create Milestone* and then click *View Milestone*. This will open your report overview in a new tab.
3. **Report Overview:** read the instructions on the report overview page carefully.
4. Click *Edit this version* found on the right. If locked, you will also need to click unlock.
5. **Your Progress Report:** upload your written evidence for your milestone, including text-matching reports.



Upload a File:

- Click *Add a Resource*.
- Drag and drop files or click *Browse* to select.
- The green bar shows the upload is complete.
- Click *Next*.
- Name the file and click *Save*.



6. Complete the questions regarding ethics approval and intermissions on the report overview page.
7. **Recorded Details:** review your recorded details at the bottom of the page. If they are incorrect, please contact your College RHD Administrative Officer before meeting with your supervisor.
8. **Professional Development and Resources:** use the progression buttons or the navigation box on the right to view and complete the required sections, *professional development* and *resources*. Text edit boxes will appear when you answer the questions.
9. *Optional:* You are encouraged to provide input in the remaining sections.

10. **Sign Off:** When you have completed all the required input, navigate to the last section, using the progression buttons or the box on the right, *sign off*. If sections are not complete, a message will appear followed by a list of the missing data. Once updated click *Save and continue* to save your changes.



11. Select *My input for the milestone meeting is complete*. Click *Save and Exit* to make your draft visible to your supervisor.
12. In the pop-up click *Save draft*. Please notify your supervisor that your input is complete.

Important: do not click *Submit for moderation*, your supervisor will do this after they enter their feedback and recommendation.

13. Let your supervisor know you have completed your input.

Once your supervisor has completed their recommendation you will receive an email with the subject line *REX: You have new notifications*. Please see the Moderation help section for more details.

Help:

For general help contact your College RHD Administrative Officer

For technical problems email flex.help@flinders.edu.au