JOB AID
GradPlan – RCR (Staff)
07/15/2021
GradPlan | RCR (Staff)

Doctoral and Master’s students in the graduate schools use GradPlan to build and maintain records of their committees, course lists, and yearly research activity updates. They also have access to view their annual reviews, RCR records, and request approval for in-person RCR meetings with their graduate advisor.

Administrative staff may view a student’s RCR data, comprised of a list of all training completed and how the training fulfills the student’s annual training requirement. With authorized access, some staff are able to approve student’s requests for in-person discussion hours, and others may manually update RCR completion.

1. Log-in to Campus Solutions: https://student.msu.edu

   Navigation: Admin Home Portal > Graduate & Professional Tile

A menu on the left side of the screen shows the Campus Solution pages to which you have access.
**Student Services Center** – overview of student records

**GradPlan Data Administration** – primary GradPlan page, showing current guidance committee, current course plan, annual overview questions, and annual reviews

**Candidate Management** – guidance committee details, including current and historical membership

**Track RCR** – summary view of RCR courses (data from Ability)

**Student Milestones** – page used to update completion of milestones; access is granted by the Registrar’s Office

**Thesis Management** – details on a student’s dissertation or thesis; used by the Graduate School to record dissertation/thesis completion

**Non-Regular Committee Members** – table of approved non-regular committee members

**Placement & Residency** – post-graduation placement and medical college residency

**Honors and Awards, Publications, Extracurricular Activities, MSU Licenses and Certificates** – pages to record student accomplishments

**Candidate Management Override** – used by the colleges to update a student’s research record after a plan change

**GradPlan Students, Verify Advisee Training** – views for guidance committee members and graduate advisors only

**Worklist** – pending worklist items
Track RCR

As RCR training is recorded in Ability and copied via the data warehouse (EDW) to Campus Solutions, the training appears in the appropriate section of the RCR page. The Complete checkbox indicates when a year or requirement is complete.

Search for the student's record by student ID or name.

- The year to which training is applied is determined based on the student’s first Admit Term in the Graduate Career. Calculations are made to compare the year of training to the year of the student’s admit term, to determine 1st year, 2nd year, 3rd year, etc.
- Provision is not made in this calculation for students who drop out or take a break in their studies, or who return for an additional degree in the Graduate career.
- The RCR page allows for up to ten years of data from the admit term.
- While courses taken late—that is, after the year in which they are required—count towards a year’s training requirement, students may not apply credit for courses taken in advance of the year required.

Year 1 and Year 2 training consists of a series of online CITI modules. As with other sections on the page, the Complete checkbox is marked when the requirement is complete.

The Discussion-Based Training requirement may be satisfied through approved workshops and seminars and in-person discussion with the student’s graduate advisor. Graduate advisor discussion hours may be requested by the student and display in Not Reviewed status until they are verified by the graduate advisor or an administrator.
The **Annual Refresher Training** section tracks training completed in the third and subsequent years. As the requisite hours are completed each year, the checkboxes in the Summary section are marked as completed.

### Annual Refresher Training - 3 hours per year
(Third and Subsequent Years; Doctoral only)

<table>
<thead>
<tr>
<th>Year 3</th>
<th>*Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI-11059-WBT</td>
<td>12/27/2018</td>
<td>0.75</td>
</tr>
<tr>
<td>CITI-2102-WBT</td>
<td>12/27/2018</td>
<td>0.75</td>
</tr>
<tr>
<td>CITI-2103-WBT</td>
<td>12/27/2018</td>
<td>0.75</td>
</tr>
<tr>
<td>POE-0002-WBT</td>
<td>10/11/2018</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**Total Hours** 3.00

<table>
<thead>
<tr>
<th>Year 4</th>
<th>*Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI-2101-WBT</td>
<td>12/31/2019</td>
<td>0.75</td>
</tr>
<tr>
<td>CITI-2107-WBT</td>
<td>12/31/2019</td>
<td>0.75</td>
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<tr>
<td>CITI-2883-WBT</td>
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</tr>
<tr>
<td>CITI-4035-WBT</td>
<td>12/31/2019</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**Total Hours** 3.00

<table>
<thead>
<tr>
<th>Year 5</th>
<th>*Date</th>
<th>Hours</th>
</tr>
</thead>
</table>

**Total Hours** 0.00

**Summary:** Year Completed
- Year 3: ✔ Completed
- Year 4: ✔ Completed
- Year 5: ✔ Completed
**Update RCR**

Department and College administrators with access granted by the Graduate School are able to approve discussion-based training requests submitted by the student. (Requests may also be approved by the student’s graduate advisor).

- The user may change the status for a request to either **Verified** or **Rejected**.
  - If a request is rejected, a comment explaining the reason for the rejection must be entered.
  - Training that has been verified counts toward the requirement for discussion-based training.
- After updating the status, click the “Save” button at the bottom of the page.
A limited number of College users are able to manually update additional sections of the page:

- The Complete checkbox may be checked or unchecked for a section
- Graduate Advisor Discussion Hours can be Verified or Rejected
- Training can be added (“+”) or removed (“-”) from a section, and the Date modified
  - **Note:** Training sessions must be reported from Ability and displayed on the page to be moved to another section. It is not possible to enter free-form training details.

**To move training to a new section:**

1. Click the look-up in the Training box in the desired section; add a new row if needed. A pop-up window displays the trainings the student has completed.
2. Click on the training to be moved. The training appears in the new section and is removed from the previous section.

3. Enter a description and justification for the manual update in the Comment box at the bottom of the page.

4. Click “Save.”