

Log into the Program Pages through the Learner Site: <http://learner.royalroads.ca/moodle/course/view.php?id=232>

Course: School of Leadership Program Page - Windows Internet Explorer

http://learner.royalroads.ca/moodle/course/view.php?id=232

File Edit View Favorites Tools Help

Course: School of Leadership Program Page

2009-1
2009-2
2009-3
2010-1
2010-2
2010-3
2011-1
Updated prog...
Cohort Discu...
Elluminate Room
Elluminate ...
2011 Student...
Thesis
OAR Diagram
Document Ele...
Criteria - Q...
Writing Guid...
Letter of Ag...
Methods Temp...
Ethics Review
Layout Examp...
Examples - O...
Academic Sup...
Student
Sponsor
Reflective P...
Asse
Submission D...
2011-2
2011-3

Administration

Turn editing on

Faculty
Administrative Staff
Program Policies
Job Postings
News & Announcements
University e-journal
Contract Details
Graduate e-Journal
Cohort Forum (Cohort)

Calendar

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Events Key

Global Course
Group User

Quickmail

Compose
History

People

Participants
Group Manager

Activities

Books
Chats
Forums
OU wikis
Questionnaires
Resources
Course Compile

OLP and Thesis Links

Link to PATTS
Link to SPATTS

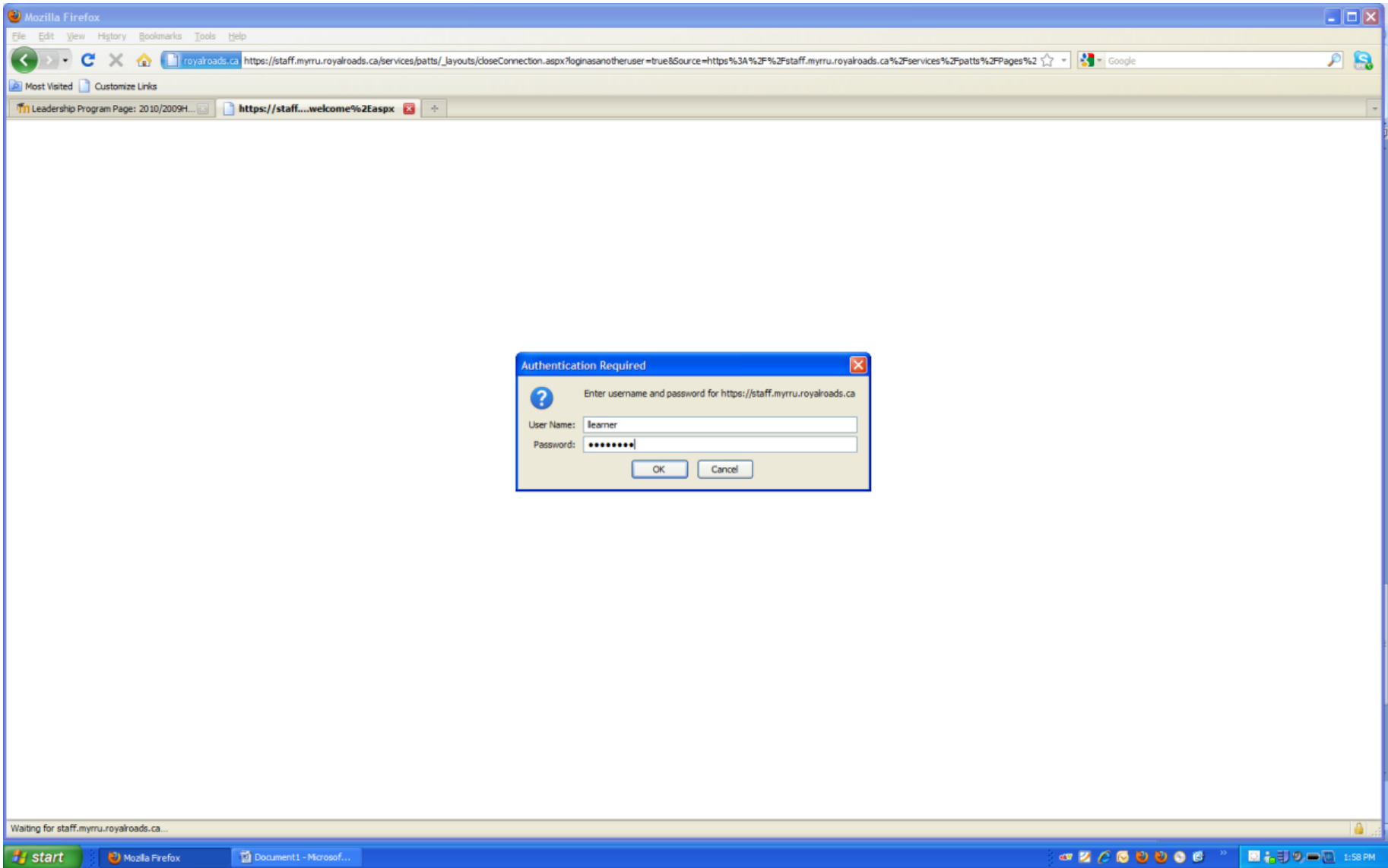
Ethics Resources

RPRI Research

Internet 100%

start
Inbox - Microsoft Out...
Updated Academic C...
SPATTS Spiel.docx - ...
SPATTS - for student...
OLP
Course: School of Le...
12:04 PM

Choose Link to SPATTS



Enter your user name and password (if you are using Internet Explorer, you will need to put instructional\ in front of your user name.)

Welcome to SPATTS

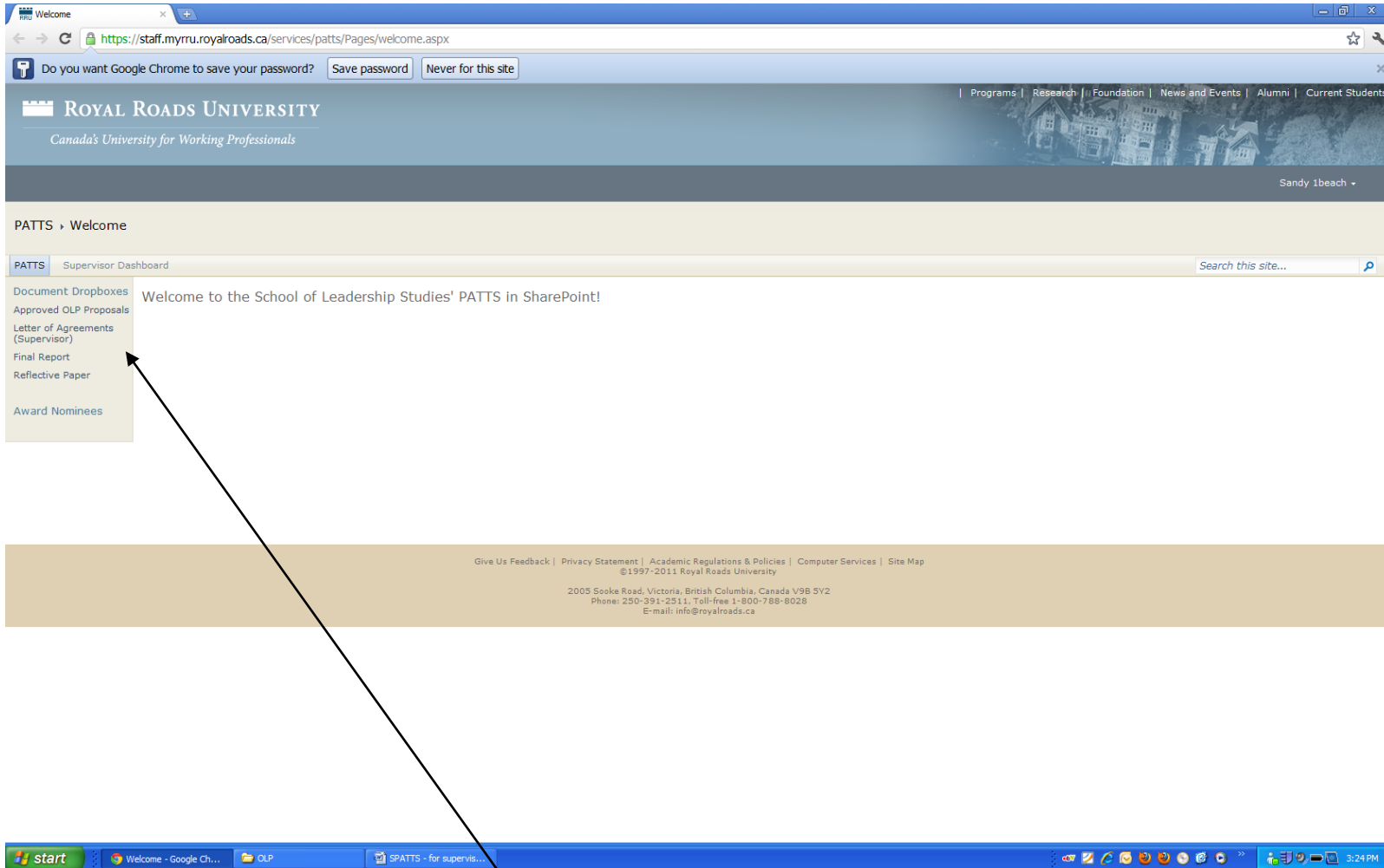
The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://staff.myrru.royalroads.ca/services/patts/Pages/welcome.aspx>
- Header:** ROYAL ROADS UNIVERSITY
Canada's University for Working Professionals
- Navigation:** Programs | Research | Foundation | News and Events | Alumni | Current Students
- User:** Sandy 1beach
- Breadcrumbs:** PATTs > Welcome
- Search:** Search this site...
- Document Dropboxes:**
 - Document Dropboxes
 - Approved OLP Proposals
 - Letter of Agreements (Supervisor)
 - Final Report
 - Reflective Paper
 - Award Nominees
- Main Content:** Welcome to the School of Leadership Studies' PATTs in SharePoint!
- Footer:**
 - Give Us Feedback | Privacy Statement | Academic Regulations & Policies | Computer Services | Site Map
 - ©1997-2011 Royal Roads University
 - 2005 Sooke Road, Victoria, British Columbia, Canada V9B 5V2
 - Phone: 250-391-2511, Toll-free 1-800-788-8028
 - E-mail: info@royalroads.ca

The Windows taskbar at the bottom shows the Start button, open windows for "Welcome - Google Ch..." and "Document1 - Microsof...", and the system tray with the time 3:21 PM.

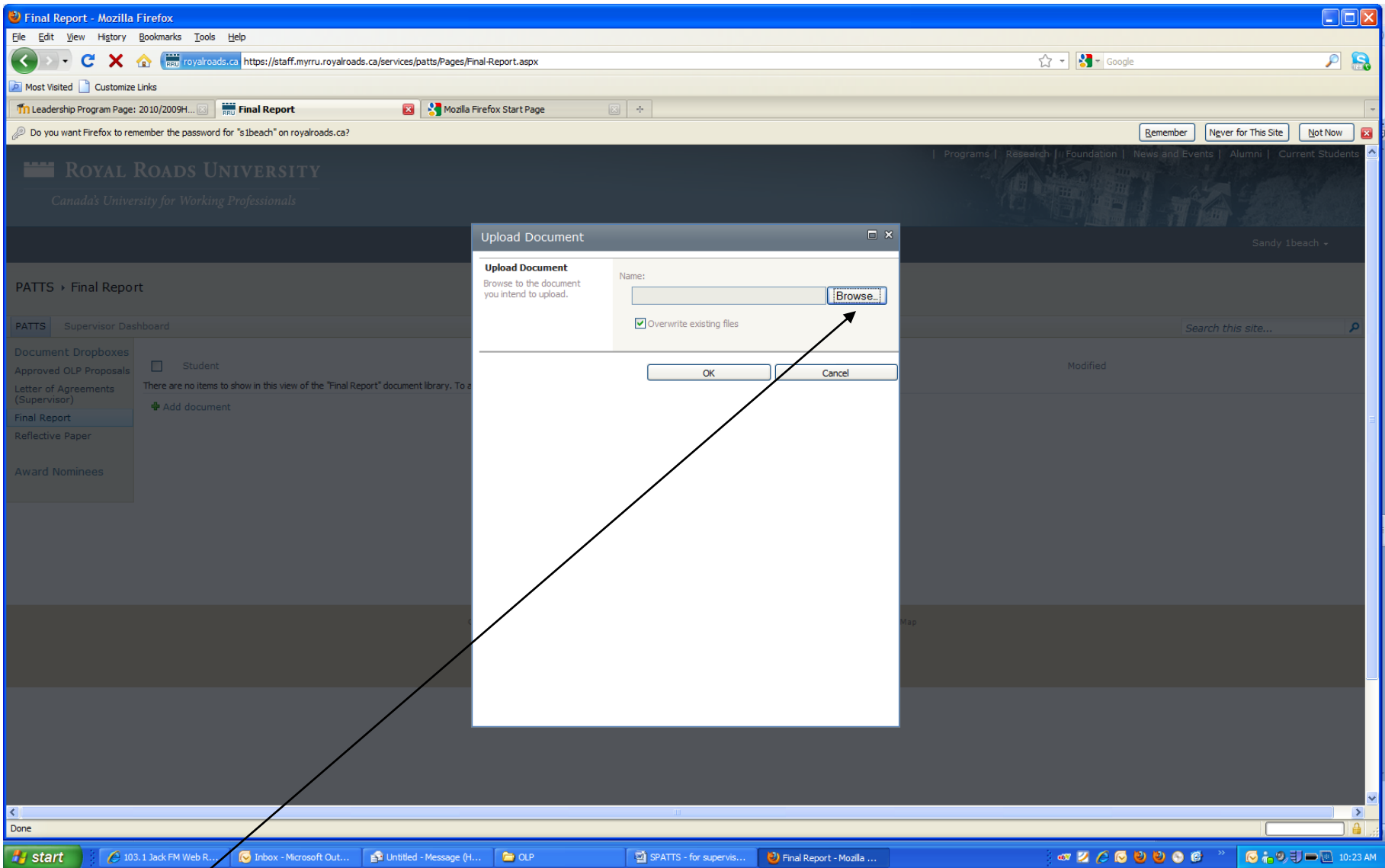
The SPATTS system is set up by milestone as opposed to by student. So when you are uploading a document you are going to choose the milestone not the student.

How to upload a document to a Milestone



Choose the milestone that you want to upload to:

Choose Add Document



Browse for the file
Choose OK

Approved OLP Proposals - My

https://staff.myrru.royalroads.ca/services/patts/Approved%20OLP%20Proposal/Forms/My%20Approved%20OLP%20Proposals.aspx

ROYAL ROADS UNIVERSITY
Canada's University for Working Professionals

Programs | Research | Foundation | News and Events | Alumni | Current Students

Sandy Beach

PATTS > Approved OLP Proposals > My Approved OLP Proposals >
repository for supervisors to upload Approved OLP Proposals

PATTS | Supervisor Dashboard

Document Dropboxes

Approved OLP Proposals

Letter of Agreements (Supervisor)

Final Report

Reflective Paper

Award Nominees

Student

Type Name Modified

There are no items to show in this view of the "Approved OLP Proposals" document library. To add a new item, click "New" or "Upload".

Approved OLP Proposals - SPATTS - for students.pdf

Edit

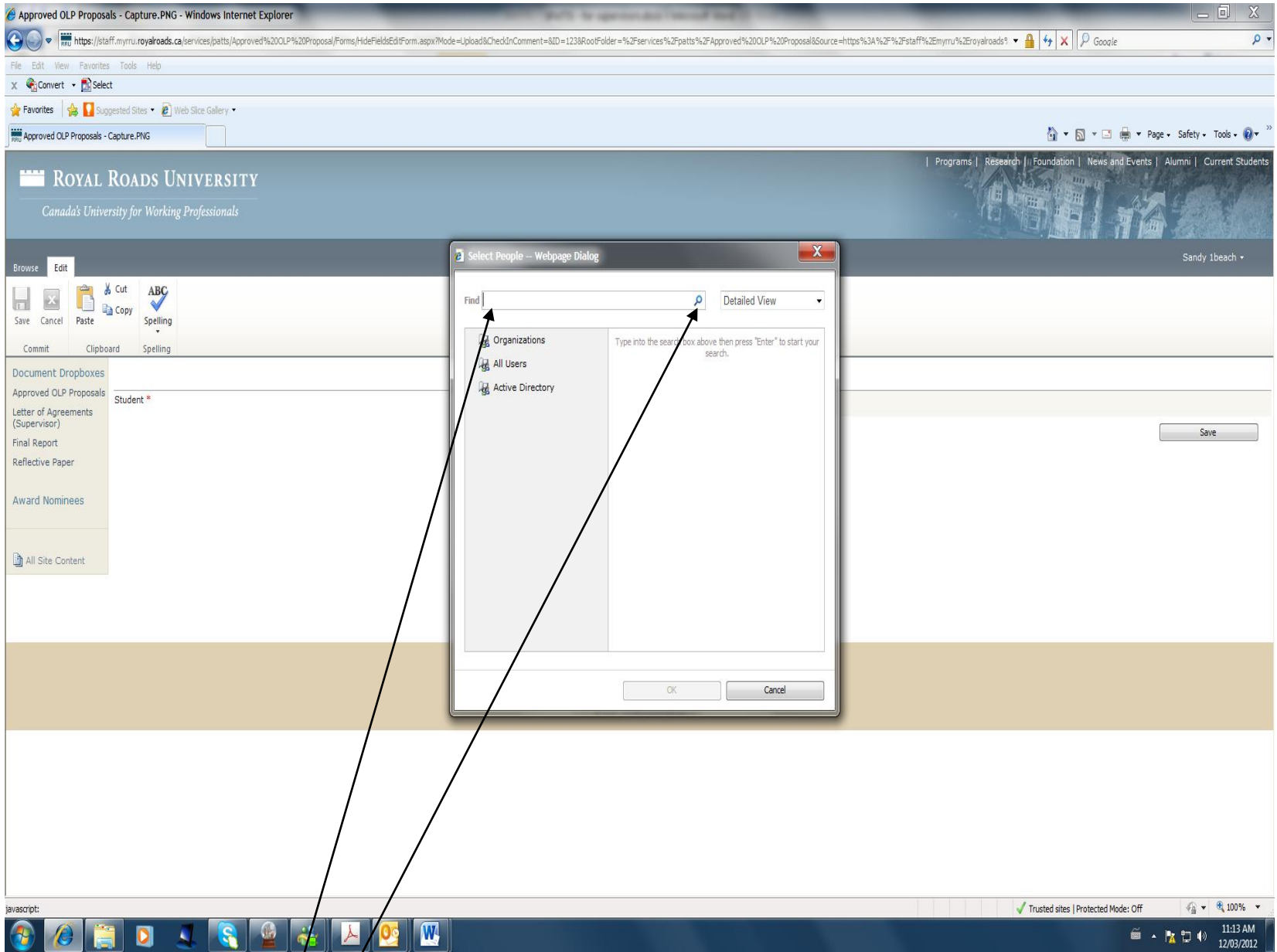
Save Cancel Paste Copy Commit Clipboard Spelling

Student *

People Picker

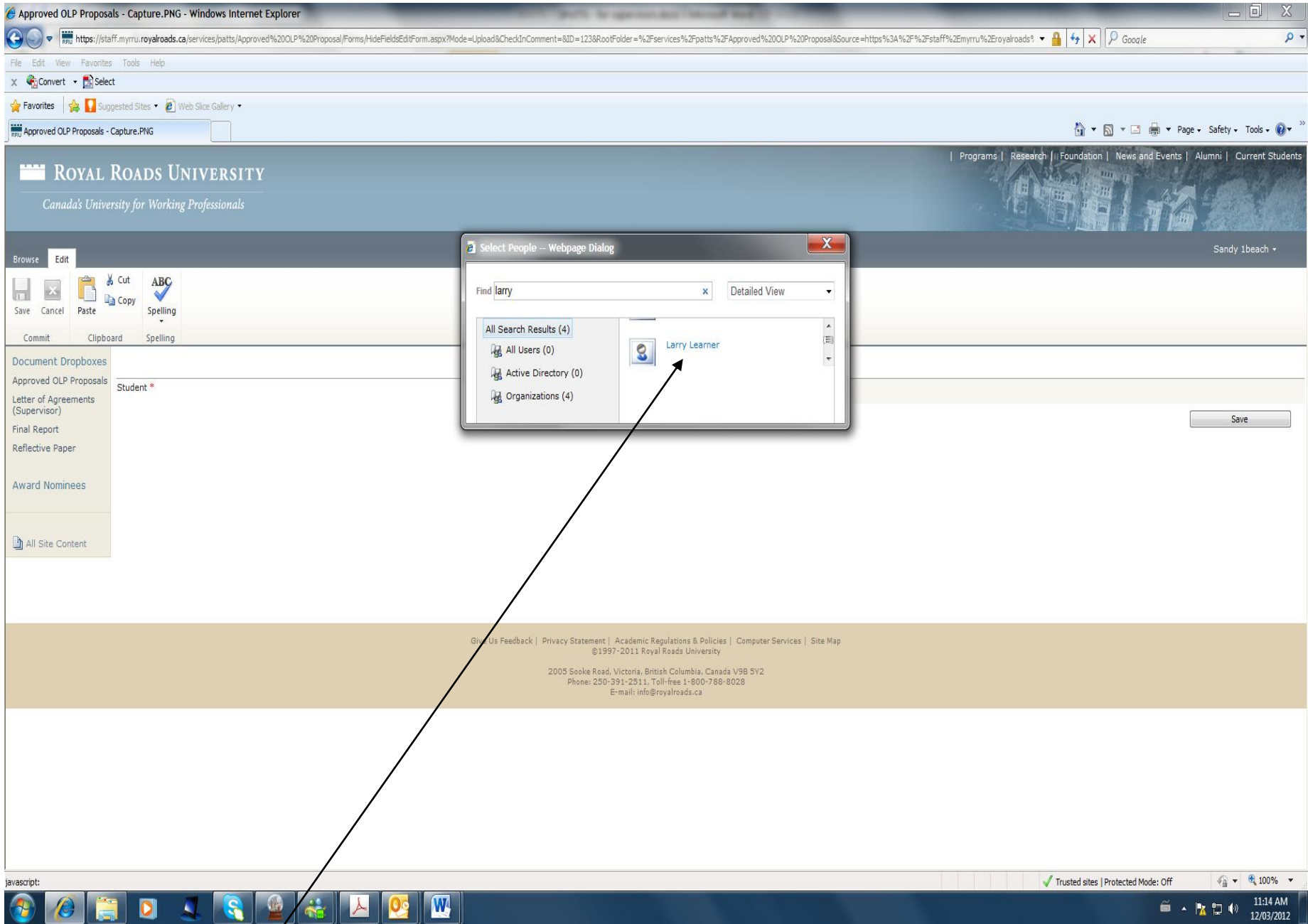
Save

Click on the address book

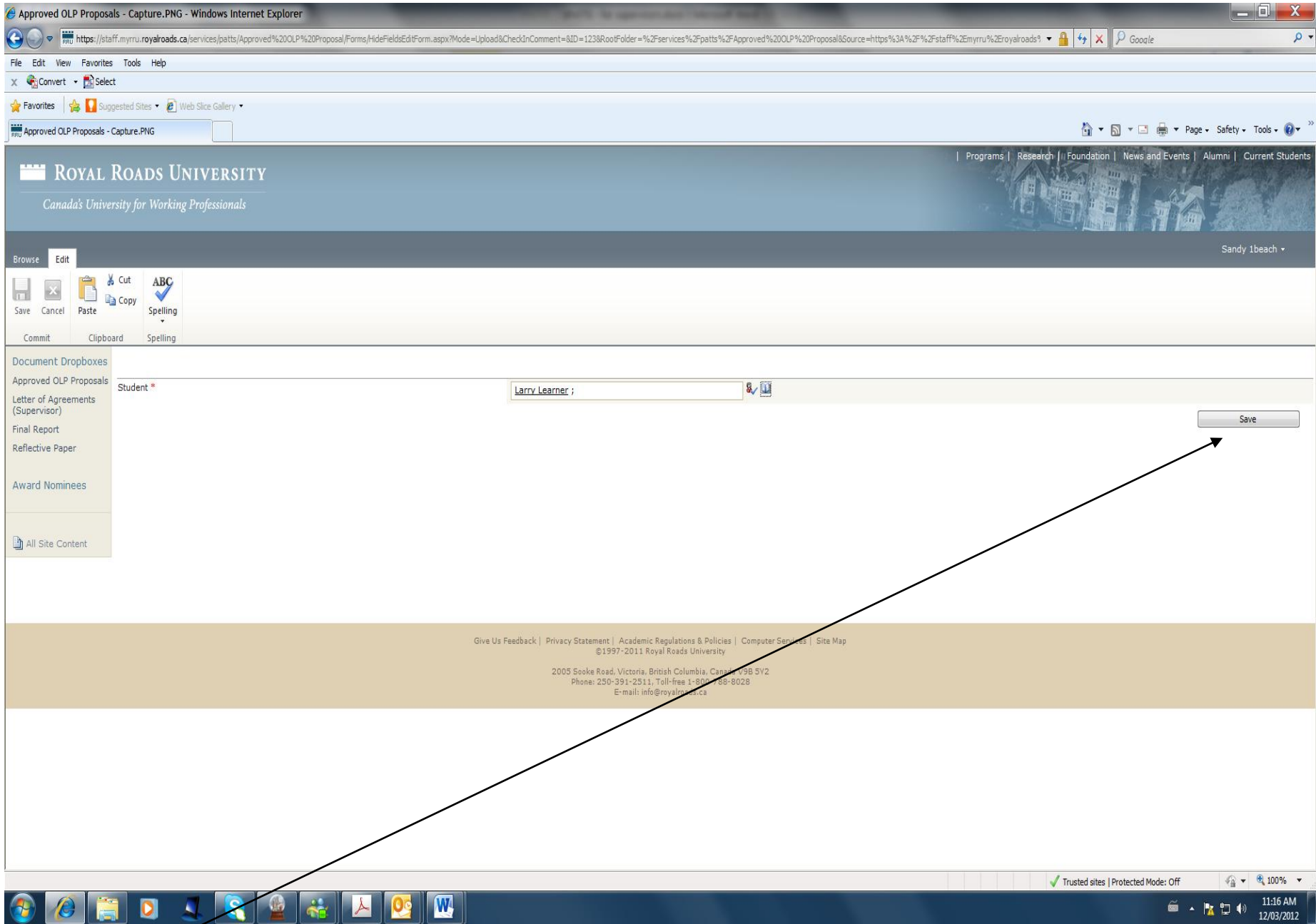


Enter the student's first name

Hit enter or the magnify glass



Double click on the student



Click on Save

How to check the milestones and progress for your student

Welcome - Mozilla Firefox
royalroads.ca https://staff.myru.royalroads.ca/services/patts/Pages/welcome.aspx

Leadership Program Page: 2010/2009H... Welcome

Do you want Firefox to remember the password for "s1beach" on royalroads.ca?

Remember Never for This Site Not Now

Programs | Research | Foundation | News and Events | Alumni | Current Students

Royal Roads University
Canada's University for Working Professionals

Sandy 1beach

PATTS > Welcome

PATTS Supervisor Dashboard Search this site...

Welcome to the School of Leadership Studies' PATTS in SharePoint!

Document Dropboxes
Approved OLP Proposals
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Award Nominees

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E-mail: info@royalroads.ca

Done

start 103.1 Jack FM Web R... SPATTS - for superv... Welcome - Mozilla Fr...

Choose Supervisor Dashboard

Supervisor Dashboard - Mozilla Firefox

royalroads.ca https://staff.myrru.royalroads.ca/services/patts/SiteAssets/Supervisor Dashboard.aspx

Leadership Program Page: 2010/2009H... **Supervisor Dashboard**

Do you want Firefox to remember the password for "s1beach" on royalroads.ca? Remember Never for This Site Not Now

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Sandy 1beach ▾

PATTS ▸ Supervisor Dashboard

PATTS **Supervisor Dashboard**

Milestones of projects you are supervising

<input type="checkbox"/>	Student	Details	Letter of Agreement (Supervisor)	Approved OLP Proposal	Supervisor approves & uploads Final Report	Supervisor approves & uploads Reflective Paper
<input type="checkbox"/>	Larry Learner	Details	No	Yes	No	No

Approved OLP Proposals

Letter of Agreements (Supervisor)

Final Report

Reflective Paper

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E-mail: info@royalroads.ca

Done

Your Students will show up here

If you want to see their progress click on Details

View Milestones - Details - Mozilla Firefox

royalroads.ca https://staff.myrru.royalroads.ca/services/patts/Lists/ViewMilestones/DispForm.aspx?ID=63&Source=https%3A%2F%2Fstaff.myrru.royalroads.ca%2Fservices%2Fpatts%2FSiteAssets%2FSupervi

Leadership Program Page: 2010/2009H... View Milestones - Details

ROYAL ROADS UNIVERSITY
Canada's University for Working Professionals

Programs | Research | Foundation | News and Events | Alumni | Current Students

Browse View

Version History
Manage Permissions
Edit Item
Delete Item
Manage

Document Dropboxes	Student	Larry Learner
Approved OLP Proposals	Supervisor	Sandy Ibeach
Letter of Agreements (Supervisor)	Cohort	
Final Report	Nomination Approved	No
Reflective Paper	Letter of Agreement (Sponsor)	No
	Letter of Agreement (Supervisor)	No
Award Nominees	Approved OLP Proposal	Yes
	Request for Ethical Review Received From Research Office	No
	Ethical Review sent to REB member for final approval	No
All Site Content	Revisions Requested by REB Committee Chair	No
	Ethical Review - Final Approval Granted	No
	Supervisor approves & uploads Final Report	No
	Supervisor approves & uploads Reflective Paper	No
	Sponsor Final Assessment	No
	OLP Supervision Evaluation Completed	No
	Final Report Revisions	No
	Final OLP Approved by Review Committee	No
	Final Grade Submitted to Registrar	No
	Details	Details
	MasterMilestoneFK_ID	67
	Final Grade Sent to Registrar Date	1/1/2999 12:00 AM
	Date to Registrar Plus 30 days	1/31/2999
	Cohort:Final Approval Granted Due Date	

Created at 7/20/2011 2:54 PM by Paul Ripley
Last modified at 8/17/2011 3:38 PM by Paul Ripley

Close

Done

start 103.1 Jack FM Web R... SPATTS - for supervis... View Milestones - Det... 9:18 AM

The Following List of Milestones will appear.