AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2019 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

AWARDS PORTAL NOMINATION SUBMISSION INSTRUCTIONS

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1 INTRODUCTION

Welcome to the 2019 AAUT Awards Portal.

There are two phases to the 2019 AAUT Awards Portal online submission process.

Phase 1: Nominee Registration

ICOs will be required to enter each nominee's details into the 2019 AAUT Awards Portal. During this phase, no documents need to be uploaded.

- **Opening Date:** Monday 12th August 2019, 8.00am AEST
- **Closing Date:** Friday 23rd August 2019, 11.59pm AEST

Phase 2: Upload Nomination Submission

ICOs will be required to upload one PDF submission for each nominee, along with a digital photograph.

- **Opening Date:** Monday 2nd September 2019, 8.00am AEST
- **Closing Date:** Friday 13th September 2019, 11.59pm AEST

2 GETTING STARTED

To get started, go to 2019 AAUT Awards Portal (https://aaut.sparkplus.com.au).

2.1 LOGIN TO 2019 AAUT AWARDS PORTAL

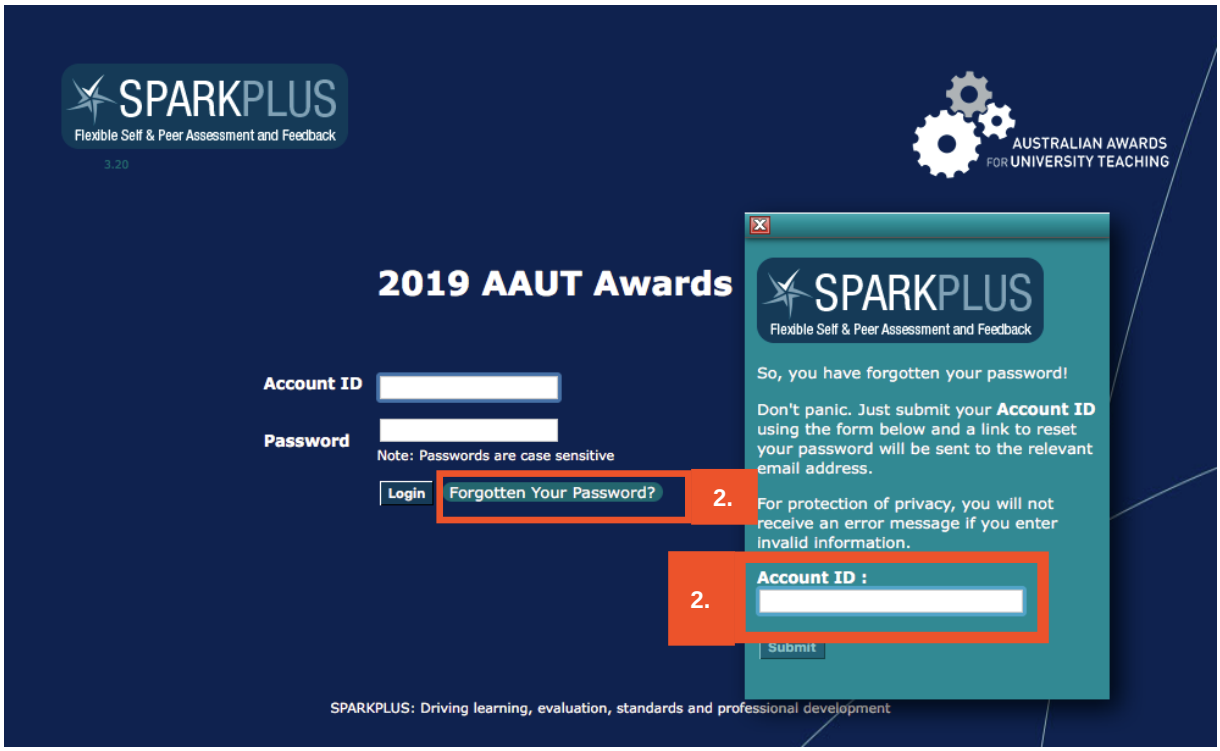

Figure 1: 2019 AAUT Awards Portal Login Page

1. Navigate to the 2019 AAUT Awards Portal.
2. If you have **not logged on before** or you have forgotten your password, click on the "**Forgotten Your Password"** link and enter your Account ID in the popup window.
3. Your account ID will have been sent to you by email. If you have not received it, please email the Awards Team.
4. A link to create a new password will be sent to your email address. Depend on your institution email server, it may take a while to deliver the link. If you have not received the link within 2 hours, please contact the Awards Portal technical support. Also, please check your junk/spam folder.
5. Once you have reset your password, logon to 2019 AAUT Awards Portal. Please be aware that passwords are case sensitive.
6. The screen you see when you log on will depend on the type of activity you have to do (entering nominee details or uploading nominee files) and whether the period to complete the selected task is open or not.

2.2 CHANGE YOUR PASSWORD/DETAILS

You can change your password and your preferred name at any time by clicking your name (e.g. Hi George). This will bring up a screen that allows you to change your passwords and modify some of your account details.

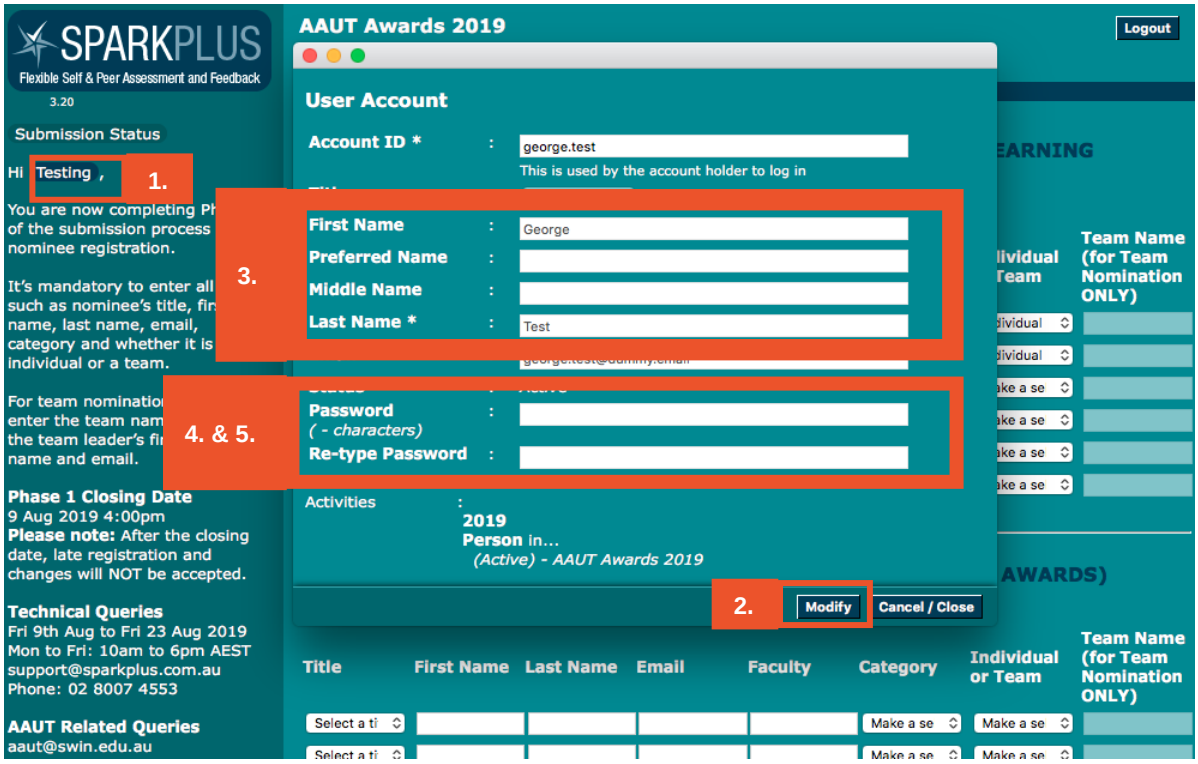

Figure 2: Change your Password/Details

1. Click your name at Hi **'Testing'**.
2. Click the **"Modify"** button.
3. Enter your new details.
4. Enter a new password in the "**New Password"** box. Passwords need to be from six to ten characters in length.
5. Re-type the password in the "**Re-type Password"** box to confirm the change.
6. Passwords are encrypted within the program, so we suggest that you use your institution password, so it is easy to remember.
7. Click "**Save"**.

3 PHASE ONE: NOMINEE REGISTRATION

When you log on, you will see the following screen.

You can change your nominees any time until the closing date.

After the closing date, you will be able to log in but not edit or add nominee details.
PLEASE NOTE that late registrations will NOT be accepted after the closing date.

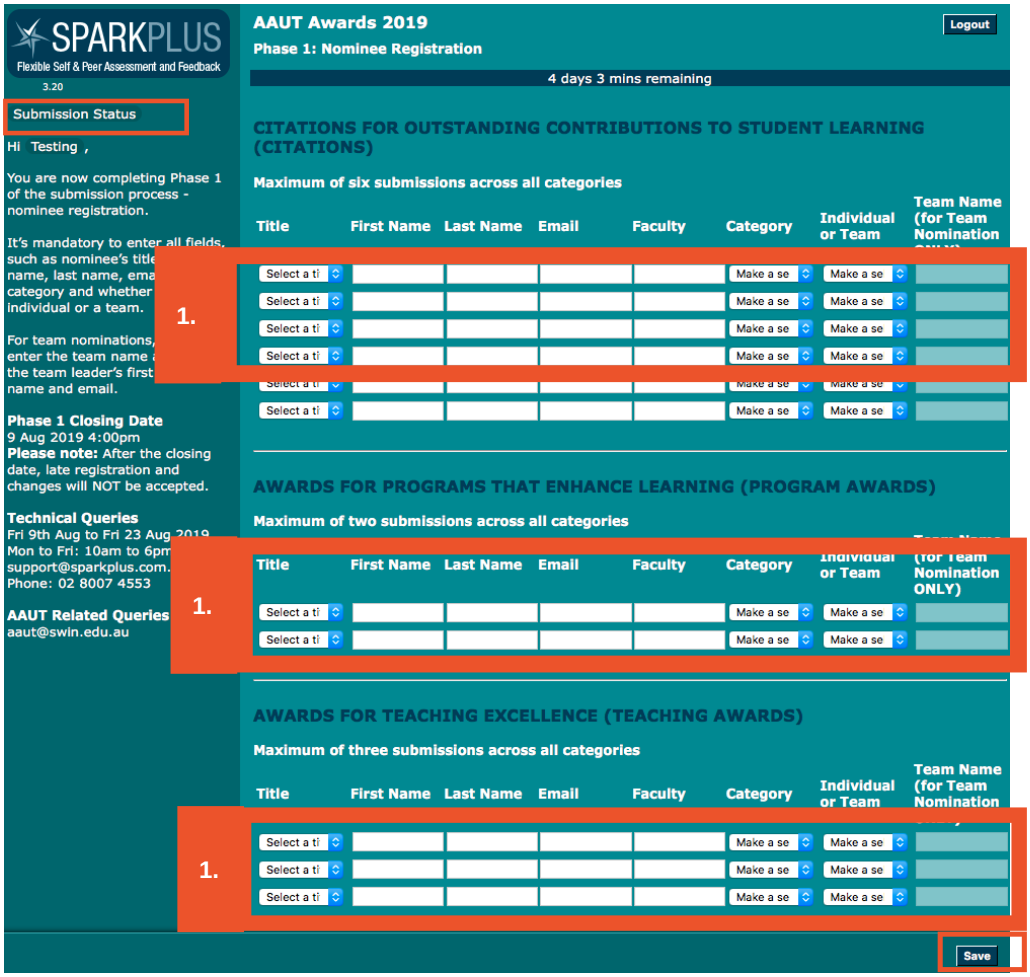

Figure 3: Nominee Registration

3.1 ADD NOMINEES

1. Enter the details of the nominee into a blank row on the screen. If there are no more blank rows, you'll have to replace one of the nominees.

PLEASE NOTE:

- It is mandatory to enter all fields.
- The number of rows in each section shows the maximum submissions per institution (Citations = 6, Programs Awards = 2 and Teaching Awards = 3).

2. If a nominee entry is missing something the field will be shown with a pink background as below:

3.2 REMOVE NOMINEES

Delete information in the fields from the row that contains the nominee you wish to remove.

3.3 SAVE YOUR NOMINEES

1. Click the **"Save"** button at the bottom of the screen and the system will check and report any inconsistencies. If there are inconsistencies, a dialog box will report them and offer the opportunity to make changes before saving or save the data with the inconsistencies.

2. You can make changes to add, delete or edit the nominees any time until the close date shown in the panel on the left.

3. Please ensure details of all nominees are entered and saved by closing date.

PLEASE NOTE: Pressing **"Save"** submits your entries to the Awards Team. You can save (and submit) new or incomplete entries as many times as you like, but please make sure you have completed all required fields prior to the closing date.

3.4 SUBMISSION STATUS

This allows you to track on the status of your submission.

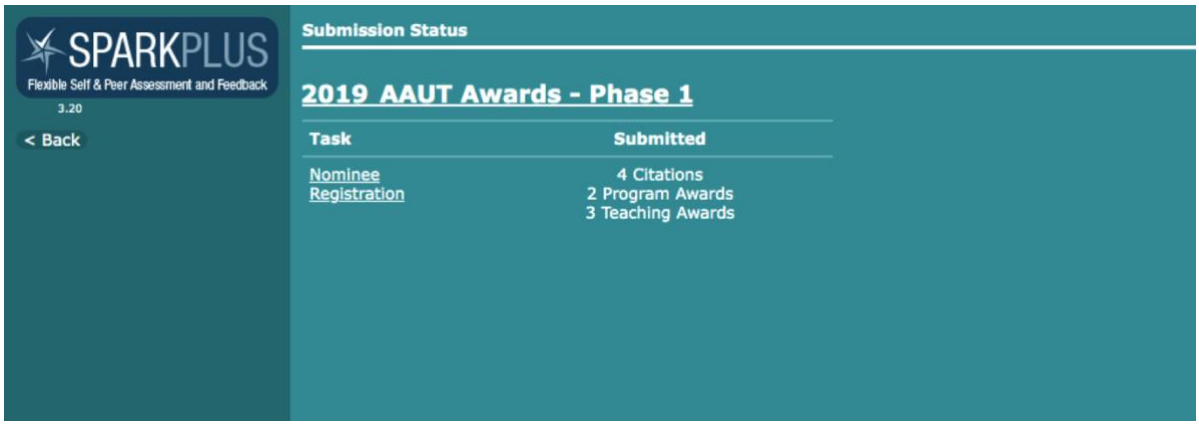

Figure 4: Phase1 Submission Status

Click "**Submission Status**" (top left as shown on Figure 3) to see a summary of your nominee registrations.

The summary lists the number of completed entries for each award type.

3.5 CONFIRMATION EMAIL

Each time you save your nominees, you will receive a confirmation email detailing all your registrations.

4 PHASE TWO: UPLOAD SUBMISSION

There are **two tasks** involved in uploading a submission:

- **Task One** is to upload each Nominee's Submission in a single PDF of no more than 10MB.
- **Task Two** is to upload the Nominee's Photo in a JPEG file of up to 10MB.

4.1 TASK ONE: UPLOAD SUBMISSION

The submission must be in the order listed below and combined into a single PDF file before uploading to the 2019 AAUT Awards Portal. The digital photograph (.jpg format) should be uploaded as a separate file.

Documentation Requirements	Citations	Program Awards	Teaching Awards
Max submissions per institution	**6**	**2**	**3**
1. Nomination Form	✓	✓	✓
2. Claims Against Assessment Criteria	✓	✓	✓
3. Curriculum Vitae (CV)	✗	✗	✓
4. Team Statement of Contribution (For team nominations only)	✓	✓	✓
5. Two Letters of Reference	✓	✓	✓
6. Supporting Materials	✗	✓	✓
7. Digital Photograph	✓	✓	✓

4.1.1 UPLOAD A NOMINEE'S SUBMISSION

When you log on, you will see the following screen.

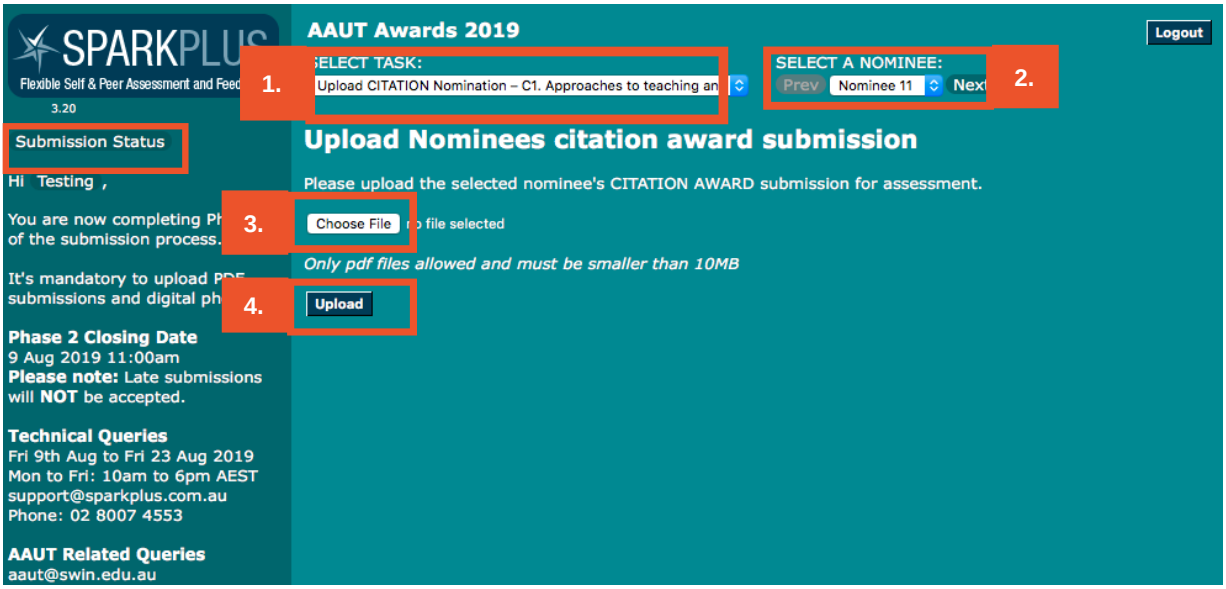

Figure 5: Upload Submission

1. Select the appropriate task from the **"Select Task"** drop-down menu. A task is shown for each award category that you have nominations for.

2. Select the Nominee from the **"Select a Nominee"** you are uploading the submission for. Note the nominees that you have already uploaded a submission for will have "(uploaded)" next to their name.

   PLEASE NOTE: The label of the button to choose the file varies between internet browsing software. It may be "Choose File", "Browse" or something similar. It will be referred to here as "Choose File".

3. Click **"Choose File"** to select the file on your computer.

4. Click **"Upload"** to upload the file.

If there is a problem, a dialog box will inform you of the issue, and you will be able to rectify and upload again.

4.1.2 DOWNLOAD TO CHECK SUBMISSION

Once a nominee's submission has been uploaded, the following screen is displayed:

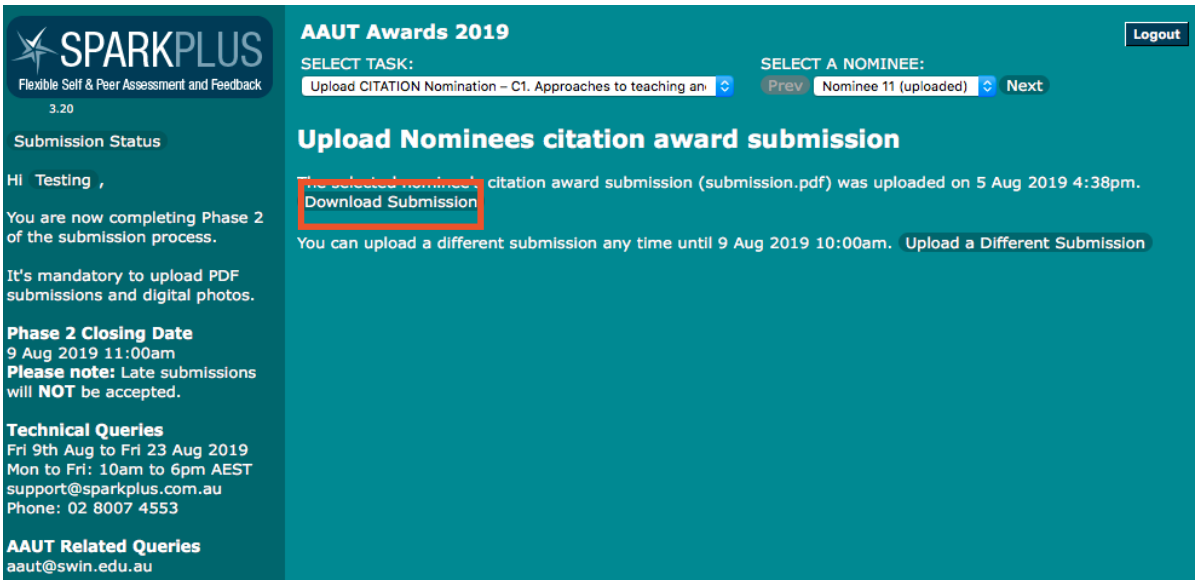

Figure 6: Download Submission

To check your submission, click **"Download Submission"** to ensure the correct PDF submission is updated.

4.1.3 CHANGE UPLOADED NOMINEE'S SUBMISSION

Once a nominee's submission has been uploaded, the following screen is displayed:

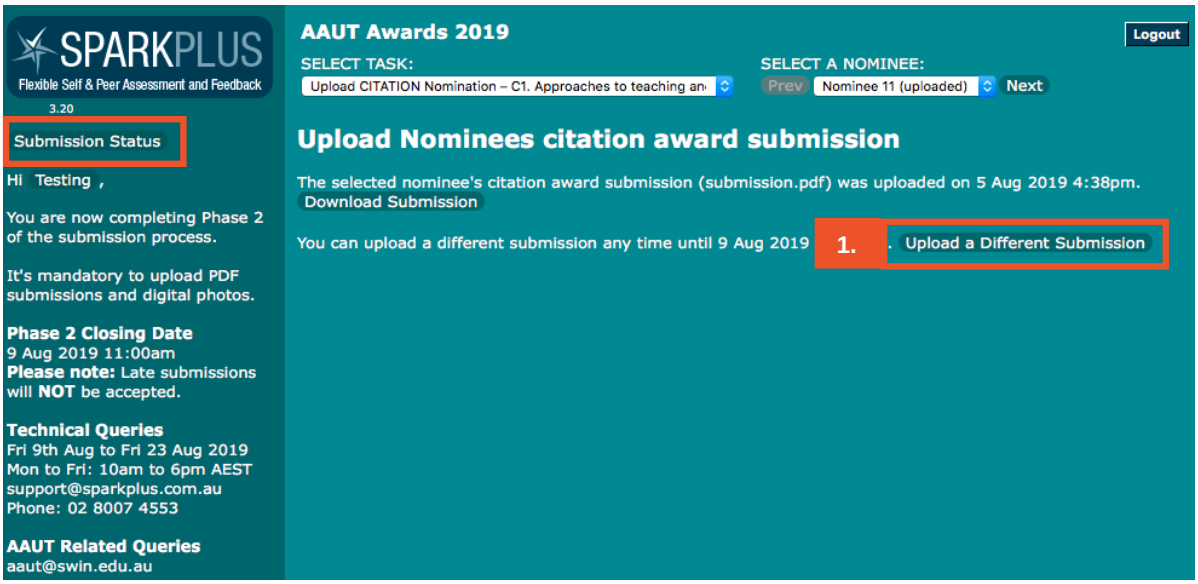

Figure 7: Upload a Different Submission

1. Click **"Upload a Different Submission"** and that will take you to the upload a nominee's submission screen. See section 4.1.1: Upload a Nominee's Submission.

2. If after clicking **"Upload a Different Submission"** you change your mind, a cancel button is available to return you to the above screen.

4.1.4 COMPLETE NOMINEE SUBMISSION

1. Use the **"Select Task"** and the **"Select a Nominee"** dropdown menu to check the status of each of your nominees. The nominees that you have uploaded a submission for will show "(uploaded)" next to the nominee's name.

2. You can also click the **"Submission status"** to check on the nominee's status. Refer to section 4.3 Submission status.

4.1.5 CONFIRMATION EMAIL

Each time you upload your submissions, you will receive an email confirmation detailing all your nominees and what has been uploaded for them.

4.2 TASK TWO: UPLOAD PHOTO

Task Two is to upload the Nominee's Photo in a JPG file of up to 10MB.

4.2.1 PHOTO REQUIREMENTS

Please prepare the photo according to the recommendations shown on screen.

An up-to-date, formal digital photograph of the individual nominee or team (group photo) must be submitted with each nomination, in line with the following specifications:

- In colour
- Background colour: White
- Image definition parameters: Head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10MB

4.2.2 UPLOAD PHOTO

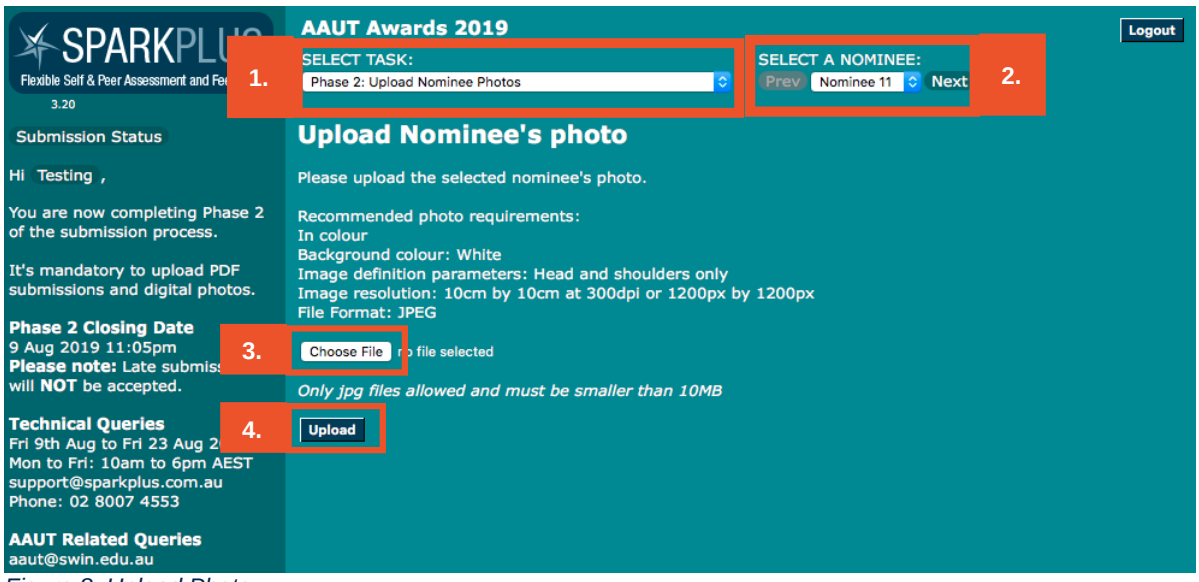

Figure 8: Upload Photo

1. Select "Upload Nominee Photo" from the **"Select Task"** drop-down menu.

2. Select the Nominee from **"Select a Nominee"** you are uploading the photo for. Note the nominees that you have already uploaded a photo for will have "(uploaded)" next to their name.

3. Click **"Choose File"** to select the file on your computer. (The label of the button to choose the file varies between internet browsing software. It may be "Choose File", "Browse" or something similar. It will be referred to here as "Choose File".)

4. Click **"Upload"** to upload the file.

5. If there is a problem, a dialog box will inform you the issue, and you will be able to rectify and upload again.

4.2.3 DOWNLOAD TO CHECK PHOTO

Once a photo has been uploaded the following screen is displayed:

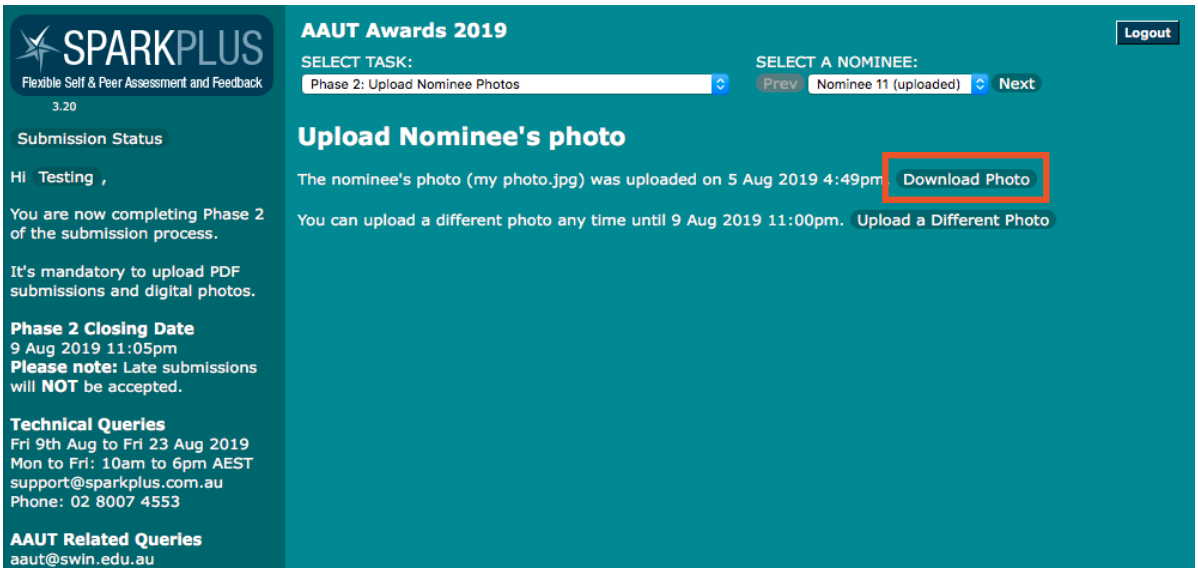

Figure 9: Download Photo

To check your photo, click **"Download Photo"** to ensure the correct photo is uploaded.

4.2.4 UPLOAD A DIFFERENT PHOTO

Once a photo has been uploaded the following screen is displayed:

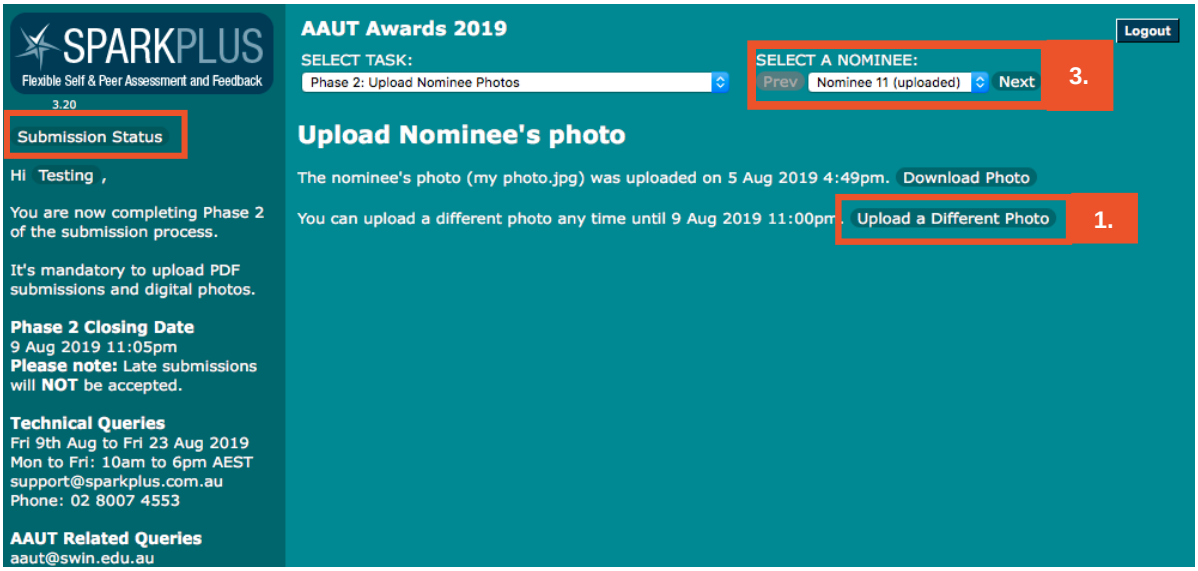

Figure 10: Upload a Different Photo

1. Click **"Upload a Different Photo"** and that will take you to the upload a photo screen. See section 4.2.2 Upload Photo.

2. If after clicking **"Upload a Different Photo"** you change your mind, a cancel button is available to return you to the above screen.

3. Use the **"Select a Nominee"** dropdown menu to check the status of each of your nominees. The "nominees that you have uploaded a photo for will show '(uploaded)" next to the nominee's name.

4.2.5 COMPLETE PHOTO UPLOAD

1. Use the **"Select Task"** and the **"Select a Nominee"** dropdown menu to check the status of each of your nominees. The nominees that you have uploaded a photo for will show "(uploaded)" next to the nominee's name.

2. You can also click the **"Submission status"** to check on the nominee's status. Refer to section 4.3 Submission status.

4.2.6 CONFIRMATION EMAIL

Each time you upload your photos, you will receive an email confirmation detailing all your nominees and what has been uploaded for them.

4.3 SUBMISSION STATUS

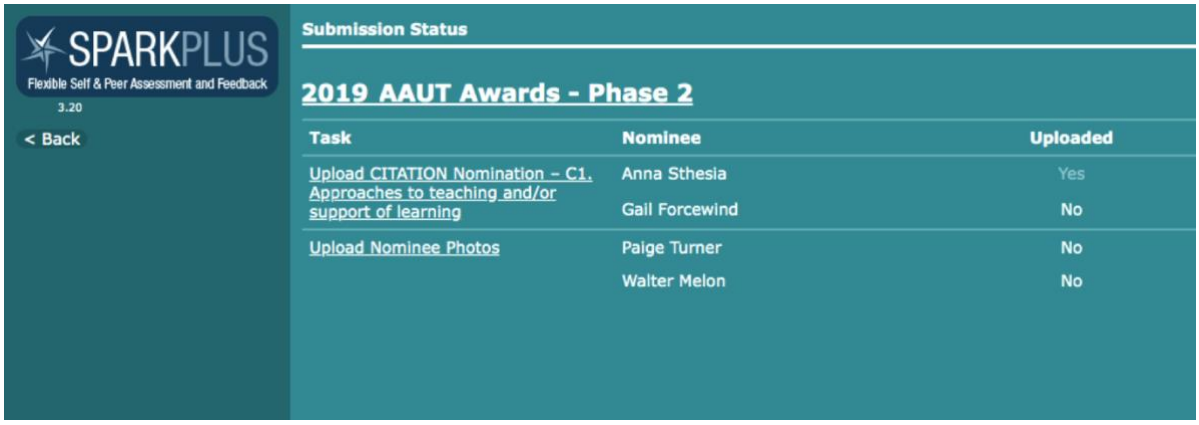

Figure 11: Phase 2 Submission Status

Click the **"Submission Status"** (as on Figure 10) to see a summary of your uploads for your nominees. You are required to upload a submission and photo for each nominee. The nominees that you have completed the upload for will have "Yes" in the Uploaded column.

Click the **"Upload Award name Nomination'** to go directly to the upload submission screen or click the **"Upload Nominee Photo**" to go directly to Upload photo screen.

5 CONTACT DETAILS

5.1 AAUT AWARDS TEAM

For any AAUT related queries, please contact the Awards Team:

- Email: aaut@swin.edu.au
- Phone: 03 9214 3481 (Project Manager)
- Phone: 03 9214 4766 (Project Coordinator)

5.2 2019 AWARDS PORTAL TECHNICAL SUPPORT

To submit your online submission, please click 2019 AAUT Awards portal or go to https://aaut.sparkplus.com.au .

For any AAUT Awards Portal technical support queries, please contact:

- Email: support@sparkplus.com.au
- Phone: 02 8007 4553
- Phase 1: Friday 9th August to Friday 23th August 2019
- Phase 2: Monday 2nd September to Friday 13th September 2019
- Monday to Friday: 10.00am to 6.00pm AEST

5.3 AAUT- UA WEBSITE

For more AAUT information or download of AAUT documentation, please click AAUT- UA website or go to https://www.universitiesaustralia.edu.au/policy-submissions/teaching-learning-funding/australian-awards-for-university-teaching/.