Back to the Blackboard:
Connecting Thesis and Dissertation Students to Resources through a Web-based Course

Why a Webcourse?

Why a Webcourse?

Issues:
Deadline? What deadline?

Bookmarked PDF???

There are formatting videos?
I wish I knew that sooner!

Advantages:
**Issues:**

- Lack of time by grad students
- Need to disseminate large quantity of information
- Too text heavy
- Proliferation of online programs

**Advantages:**

- One place for all materials
- Better organization
- Can track student usage
- Self-assessment tools
Building the Course

The thesis and dissertation (ETD) is a critical component of your academic journey. It involves the process of preparing, submitting, and defending a research project. This page provides an overview of the ETD process, including formatting requirements, completing your ETD, and taking inventory.

Formatting the ETD

The formatting process is designed to ensure your ETD meets UCF formatting standards and is ready for public display. The College of Graduate Studies requires that all ETDs be submitted in a consistent and professional manner. This page provides step-by-step instructions on how to format your ETD, including guidelines on title pages, abstracts, tables, figures, and references.

Completing Your ETD

Once your ETD is formatted, the next step is to complete your ETD. This includes submitting your ETD to your advisor, obtaining approval, and ensuring that all documentation is complete. This page provides detailed instructions on how to complete your ETD, including guidelines on submission, approval, and finalization.

Taking Inventory

Taking inventory is a crucial step in the ETD process. It involves reviewing your ETD to ensure that all requirements have been met and that all necessary documents are complete. This page provides information on how to take inventory, including guidelines on reviewing your ETD, submitting your inventory, and ensuring that all requirements are met.

Additional Resources

The College of Graduate Studies provides additional resources to support the ETD process. These resources include templates, checklists, and guidance on formatting and completing your ETD. This page provides links to additional resources that can help you complete your ETD successfully.

Taking Inventory

Steps to completion:

1. Complete Your Research and Form Your Committee
2. Learn About Theses and Dissertation Requirements and Resources
4. Contact Your Program for Assistance
5. Submit Your Document to the Graduate Committee
6. Request for Additional Materials as Needed
7. Submit Your Theses and Dissertation Requirements Checklist
8. Submit Your Thesis or Dissertation

Formatting Resources:

[Links to formatting resources]

LaTeX Template

[Link to LaTeX template]

Final Thoughts

The ETD process can be challenging, but with careful planning and attention to detail, it can be successfully completed. Remember to seek guidance from your advisor and the College of Graduate Studies throughout the process. Good luck with your ETD!
Formatting Resources:

Instruction Files
- Page Numbers
- Margins & Orientation
- Headings and Subheadings
- Fonts and Colors
- Footnotes
- Figures and Tables
- Appendixes
- References
- Conversion to PDF
- Equations
- Chapter Numbering (optional)

Instruction Videos
- Play All Videos
- Figures
- Introduction
- Equations
- Formatter
- Appendices
- Body Content
- References
- Backmatter
- Page Numbering
- Margins
- Page Orientation
- Page Stretcher
- Table of Contents
- Normal Style
- List of Figures
- Headings
- List of Tables
- Foreword
- Chapter Numbering
- Subheading
- Caption Numbering
- Takes
- Conversion to PDF

Steps to completion:
Organization

Procedures

- Tested course with select group of faculty
- Notified programs when course was to be launched (Fall 2016)
- Distributed course link to students enrolled in T/D hours
- Spring 2017 - began auto-enrolling all students in T/D hours
Course in Progress

Graduate Thesis and Dissertation

Introduction: Start Here
Module 1: Thesis and Dissertation Resources
Module 2: Formatting Instructions
Module 3: Format Review
Module 4: Defense
Module 5: Final Submission

College of Graduate Studies
UNIVERSITY OF CENTRAL FLORIDA

Prepare for the Format Review

The formatting of all graduate theses and dissertations must be reviewed and approved before being submitted to the UCF libraries. In order to receive eligibility for graduation, you must submit your electronic thesis or dissertation (ETD) by an initial submission deadline in your final term.

Before submitting for review:
1. Check your ETD against the Format Review Checklist. If it is not ready for review, return to the Format Review Checklist.
2. Use the formatting instructions included in the ETD guidelines to correct any issues.
3. Submit your final version to the Format Review Checklist.

The format review is a document that includes guidelines for formatting the document. If you have any questions, please contact the Office of Academic Affairs.

Resources

Instructions

Announcements
Resources

Review Policies

All graduate policies are listed in the Graduate Catalog. Please refer to the course catalog for the year you attended your program. Additional policy information is available in the University Catalog.

You may need to bookmark the pages containing the Master's Program Policy or Doctoral Program Policy, as these sections contain the policies related to thesis and dissertation.

Also be sure to review your Program Handbook for specific requirements and restrictions from your program. Many programs have additional policies and procedures related to the thesis or dissertation process so it is important to review these.

Review the Graduate Student Policies and Procedures Guide and search for policies relating to thesis and dissertation students, including:

- dissertation
- enrollment
- financial aid
- course selection
- research
- patent and invention
- review for graduation

In order to graduate within your intended term, you will need to file an Intent to Graduate in your myUoP Student Center. If you do not graduate in your intended term, you will need to file a new Intent to Graduate. See the Academic Calendar for the deadline for application deadlines.

Finally, discuss any potential issues with your advisor and contact the Office of Technology Teaching to complete the appropriate paperwork if applying for a patent.

Instructions

Page Numbers, Margins, and Page Orientation

Page numbers and margins must be consistent throughout a document, as within chapters or sections within chapters.

Margins:

- Top margin: 1.5 or more
- Bottom margin: 1.5 or more
- Left margin: 1.5 or more
- Right margin: 1.5 or more
- Margins must be consistent throughout a document.

Breaks:

- Page breaks must be consistent throughout a document.
- Use chapter breaks to divide the document into logical sections.

Orientation:

- Orientation must be consistent throughout a document.
- Rotate the document as required.

Page Orientation Instructional Video
Announcements

One Week till Final Deadline for Summer 2017

As a reminder to those working toward a Summer 2017 graduation, Friday, July 21, 2017 is the final submission deadline for all theses and dissertations requirements. There are no exceptions to the deadline, so please plan accordingly.

Submit your fully signed Defense Approval Form to the College of Graduate Studies in McNamara Hall, room 236 by 5:00 p.m. on July 21.

Submit your final draft of your thesis or dissertation to the Final Submission page of the Thesis and Dissertation Services site by 5:00 p.m. on July 21.

Self-Assess

* Assignment Quizzes

- Module 1 Quiz
  4 pts | 4 Questions

- Module 2 Quiz
  4 pts | 4 Questions

- Module 3 Quiz
  4 pts | 4 Questions

- Module 4 Quiz
  4 pts | 4 Questions

- Module 5 Quiz
  4 pts | 4 Questions
Can track usage

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Impact on Face-to-Face Workshops
Future Plans & Considerations

- Continue development
- More interactive activities
- Ways to engage
- Time to manage
- Enable discussion?