

Quick guide to using Panoho (Staff)

Introduction

This document is a quick guide to using Panoho, the research candidate management system designed to support postgraduate candidates throughout their research journey. Panoho helps candidates manage their candidature by tracking key milestones and academic progress, facilitating communication and documentation, and supporting the examination process. With Panoho, research candidates have a central platform to stay informed, organised, and supported from enrolment through to completion.

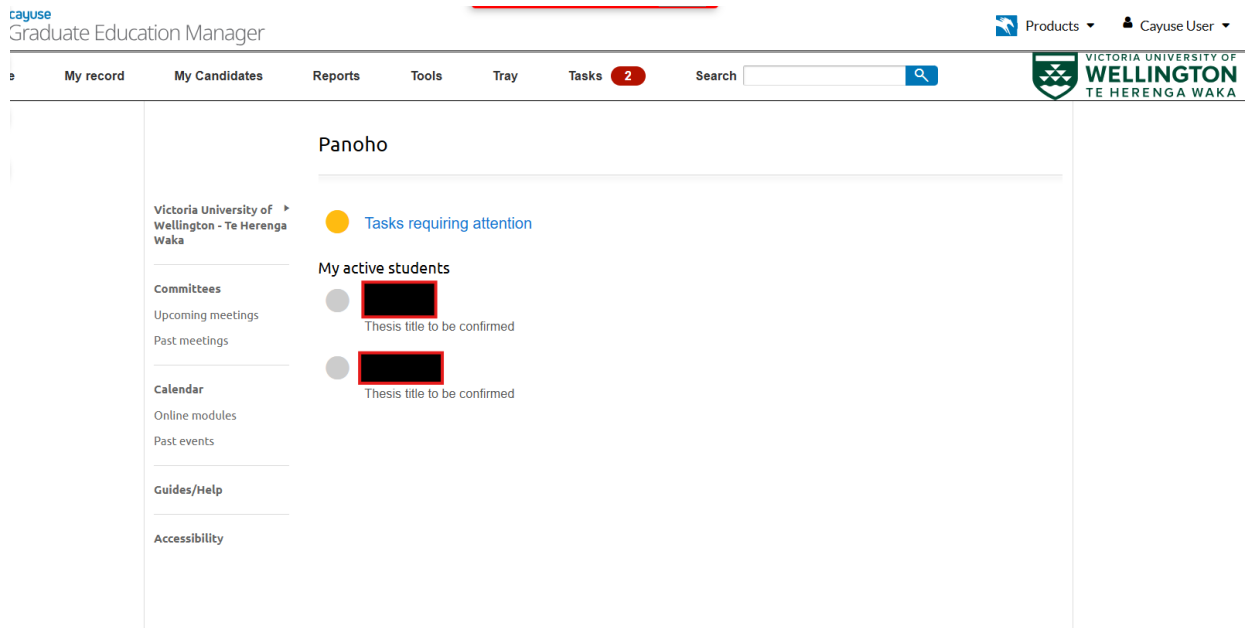
Accessing Panoho

Staff will access Panoho using **single sign on (SSO)**, meaning they should have access to the system immediately when they click the login link and will not need to log in again. The link to access Panoho can be found in the [MyTools for staff toolbar](#) and on the [Panoho page](#) on the University website.

Dashboard

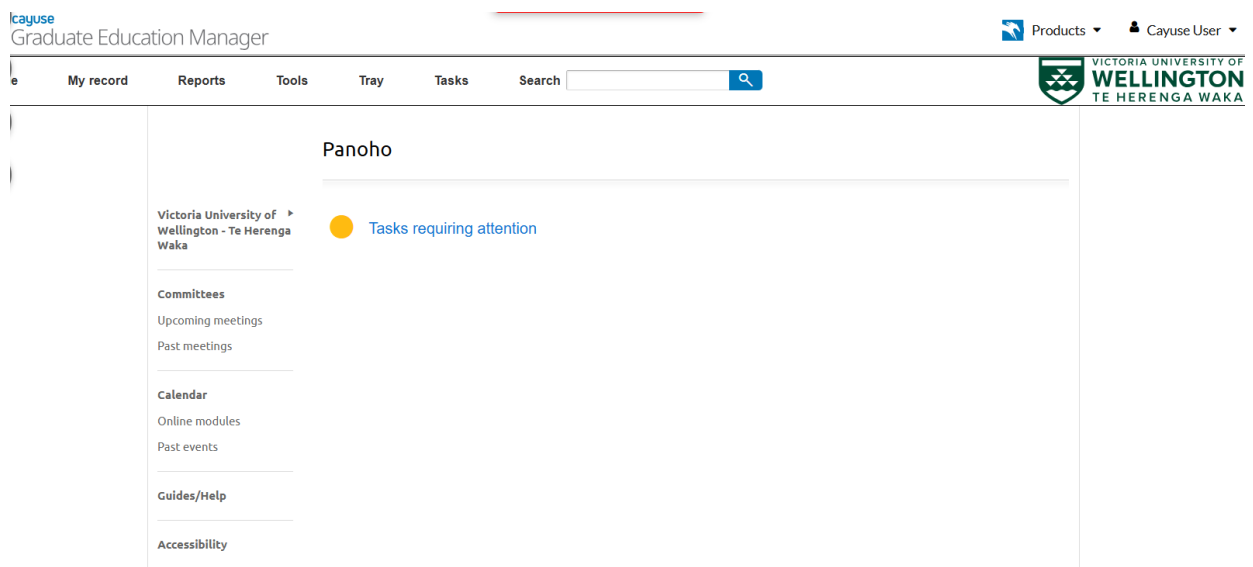
This is first page that users will see when they log in to Panoho. Different users will see different things on the dashboard depending on their role and what access they have.

Staff supervising research candidates will see the **Tasks requiring attention** button and a list of the candidates they are currently supervising as in the screenshot below:



The screenshot shows the Panoho dashboard for a staff member. The top navigation bar includes 'My record', 'My Candidates', 'Reports', 'Tools', 'Tray', 'Tasks' (with a red badge showing '2'), and a search bar. The left sidebar contains links for 'Victoria University of Wellington - Te Herenga Waka', 'Committees', 'Calendar', 'Guides/Help', and 'Accessibility'. The main content area is titled 'Panoho' and features a yellow circle icon next to the text 'Tasks requiring attention'. Below this, there is a section titled 'My active students' with two entries, each showing a redacted name and the text 'Thesis title to be confirmed'.

Other staff, including School Administrators and academics not currently supervising, may instead see a blank dashboard as below:



The screenshot shows the Panoho dashboard for staff not supervising research candidates. The top navigation bar is identical to the previous screenshot, but the 'Tasks' badge shows '0'. The left sidebar is also identical. The main content area is titled 'Panoho' and features a yellow circle icon next to the text 'Tasks requiring attention'. Below this, there is a section titled 'My active students' which is currently empty.

The top navigation bar will be the same for most users, and includes the following sections:

- **Home**
Returns the user to their dashboard
- **My record**
Basic personal details about the user (e.g. contact info). Also contains a link to their org unit page
- **My candidates**
Access information quickly about candidates under that users' supervision.
- **Reports**
List of reports available to view and download. Only visible to staff
- **Tools**
View Panoho account details
- **Tray**
Quickly revisit any pages that users have saved to their tray. A page can be saved by selecting the tray icon in the top right corner of a page:



- **Tasks**
Another way to access a list of tasks that require actioning by the user
- **Search**
Another way users can search Panoho for information (e.g. candidates, staff, org units)

Project page

The project page is where users can find information about a candidate's project. Supervisors can access their candidate's project page directly from their dashboard, while other staff can use the search function or navigate from an org unit page.

The main project page provides important information about a candidate's enrolment, while buttons down the righthand navigation menu provide more information about their project. A typical project page will appear as below:

Thesis title to be confirmed



Victoria University of Wellington - Te Herenga Waka

Research Project

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Title: Thesis title to be confirmed

Candidate: Mickey Mouse

Supervisor: Professor Leon Gurevitch (Primary internal), Mr Tom White (Secondary internal)

Status: Initial Registration

Milestone Stage: Fully Registered

Workload FT/PT: Full Time

Qualification Type: Doctor of Philosophy (PhD)

Programme: DESN 690—Design for PhD

Course: Doctor of Philosophy: Design Studies

Visa type: Student visa

Visa end date: 31 Mar 2025

Study location: On campus

Checkpoints

Project history

Supervisory team history

Supervision meetings

Course summary

Application to move to Full Registration

Progress Report

Review of Unsatisfactory Academic Progress

Examinations

TRAINING AND DEVELOPMENT

Training Needs Analysis

Researcher Development Plan

Events Management

Candidature Change Requests

Absence

The righthand navigation menu of the project page includes the following sections:

- **Checkpoints**

Displays a list of upcoming checkpoints in the candidate's project. Candidates can also use this page to set goals for themselves

- **Project History**

Shows the dates of events and checkpoints which occurred earlier in their project

- **Supervisory team history**

A history of supervisory changes during the candidate's project (if applicable)

- **Supervision meetings**

Can be used to schedule or record information about supervision meetings

- **Course summary**

A history of course changes during the candidate's project (if applicable)

- **Application to move to Full Registration**

Where PhD candidates will start an application for full registration and submit their research proposal. PhD candidates will start receiving reminders to submit their research proposal from 9 months full-time equivalent of registration

- **Progress Report**

Candidates must complete a progress report every 6 months. They will receive a task reminding them to start a new progress report 6 months after completing their previous report. Progress reports can be completed more regularly if preferred/necessary.

- **Review of Unsatisfactory Progress**

An unsatisfactory progress review is a possible outcome of a progress report. Academic staff can use this process to set goals for the candidate to meet to get back on track

- **Examinations**

The entire examination process will be completed within this section. Candidates will receive a task to submit a **Notice of Intention to Submit** form shortly before they are eligible to submit their thesis (1 month prior for Masters and 3 months prior for Doctoral). Candidates will first need to create an examination record in this section. They can then complete and submit the **Notice of Intention to Submit** form, which provides notice to their supervisors to appoint examiners. The thesis will then be submitted via the appropriate form in this section once the thesis is ready for submission.

- **Training and Development**

Tools available to candidates to help them to manage and track their professional development, including development of skills and academic workshop attendance

- **Candidature Change Requests**

Enrolment change request forms can be found in this section. The **Add/Change of Supervisory Team** form can be found here, but most other forms can only be submitted by candidates.

- **Absence**

Can be used to record short absences less than one month in length (including annual leave)

- **File upload**

Allows users to upload a file to the candidate's project page

- **Scholarships**

Provides scholarship information (if applicable)

Completing a Panoho request form

Forms can be found in various sections on the candidate's project page. Guidance text on each form should explain the process and what information is required before it can be submitted. When submitting or progressing a form, click the green circle to move it to the next stage. An example is in the below screenshot:

<p>STATUS</p> <p>Waiting for application to be submitted</p>
<p>CURRENTLY WITH</p> <p>Donald Duck</p>
<p> Progress</p>

Some forms will also permit the user to return the request to the previous user, if more information is required, or reassign the form to another user (e.g if there is a conflict of interest). Users will be notified by email when requests move from one stage to the next, including when the request is approved and/or processed.

New research candidate set-up

When a new candidate is enrolled into a research course, they will be automatically provisioned in Panoho. An initial supervisor will be assigned to their project by FGR. This first supervisor will usually be the primary supervisor listed in the candidate's application, but in some cases may be a School Administrator (e.g. for candidates in a Master's cohort programme). This first supervisor is responsible for building the full supervisory team within the first month of candidature, using the **Add/Change of Supervisory Team** form in the **Candidature Change Requests** tab of a candidate's project page. There is an automated checkpoint created for this to remind the supervisor to complete this step, which will appear as a task in their dashboard.

New academic staff set-up

New academic staff should be automatically provisioned in Panoho. However, before they can be assigned as a supervisor to a candidate's research project, they must first complete the **Application to Act as a Supervisor** form in their **My record** page. After this form has been submitted and they have been approved by their Head of School to act as a supervisor, other supervisors will be able to add them to a candidate's project via the **Add/Change of Supervisory Team** form in the **Candidature Change Requests** section of a candidate's project page.

New professional staff set-up

New or existing professional staff needing access to Panoho will need to contact Panoho@vuw.ac.nz to be manually provisioned with the appropriate access.

External user set-up

External users, including external supervisors and examiners, will be set up via an external email address and will have access to Panoho via that address. Academic staff can add external supervisors to a candidate's project using the **Add/Change of Supervisory Team** form in the **Candidature Change Requests** section of the candidate's project page. External examiners will be provisioned as part of the examination process once the **Appointment of Examiners** form has been approved.

Staff role changes

When staff roles or responsibilities change, FGR need to be notified at Panoho@vuw.ac.nz so that their role and access can be adjusted appropriately Panoho, and so that another user can be appointed to that role (if necessary).

Panoho Help

- If you encounter any issues logging in, please contact [Digital Solutions](#) for assistance.
- For support using Panoho itself, please contact Panoho@vuw.ac.nz