

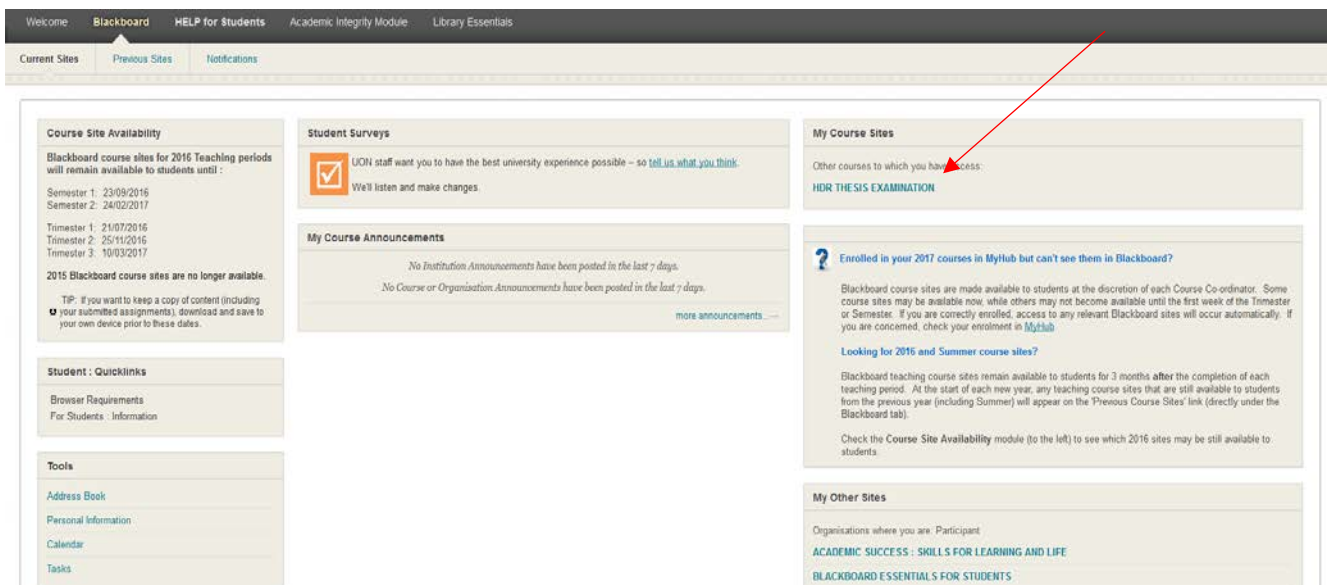
# UON Graduate Research Thesis Submission Guide

Prior to commencing your electronic thesis submission:

1. Ensure you have completed the [Thesis Examination Application Form](#) and have obtained your supervisor's sign off.
2. Ensure you have saved your final thesis as a PDF document - maximum file size 40MB (See FAQs on the Blackboard for guidance on reducing the file size or alternative submission options).

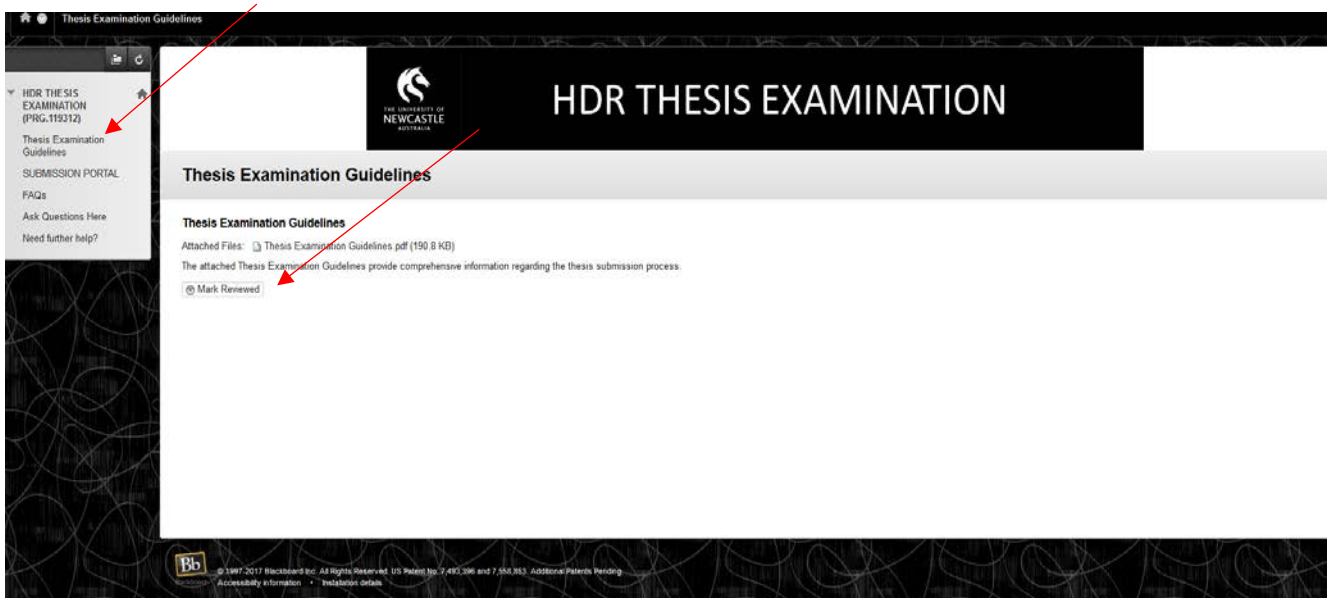
Access Blackboard via <https://uonline.newcastle.edu.au/webapps/portal/frameset.jsp>

1. Select 'HDR Thesis Examination'.



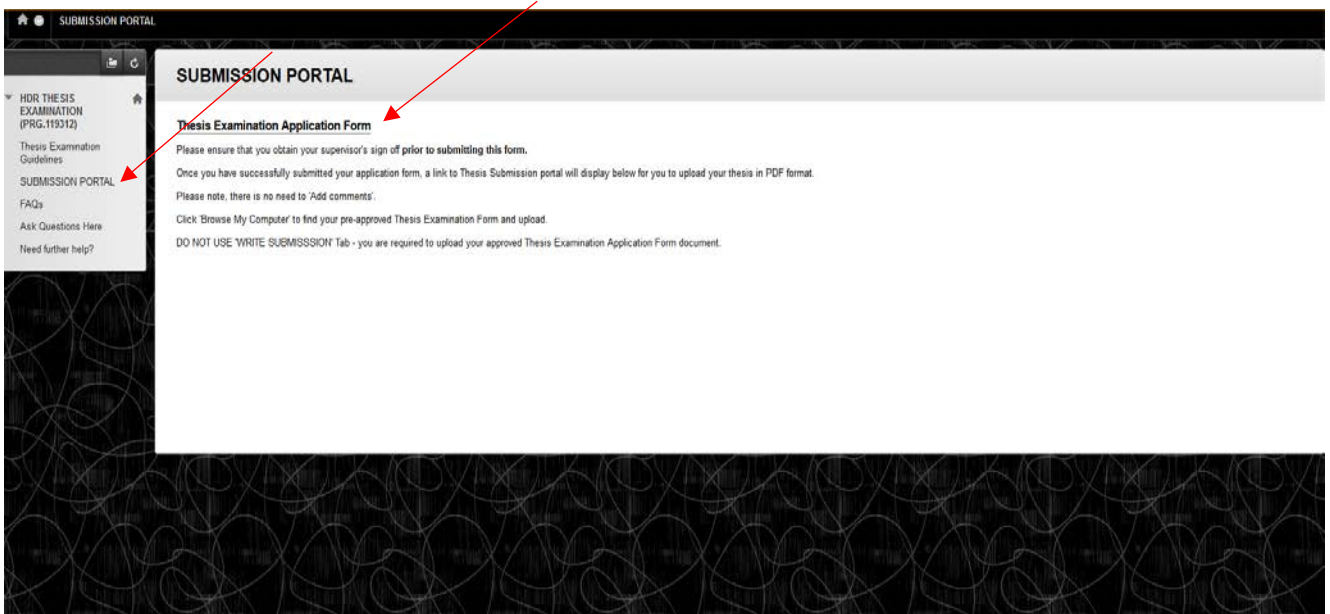
The screenshot shows the Blackboard portal interface. At the top, there are navigation tabs: 'Welcome', 'Blackboard', 'HELP for Students', 'Academic Integrity Module', and 'Library Essentials'. Below these are 'Current Sites', 'Previous Sites', and 'Notifications'. The main content area is divided into several sections: 'Course Site Availability' (with dates for 2016 teaching periods), 'Student Surveys' (with a 'tell us what you think' link), 'My Course Announcements' (with a 'more announcements' link), 'My Course Sites' (containing 'HDR THESIS EXAMINATION'), 'Enrolled in your 2017 courses in MyHub but can't see them in Blackboard?' (with a 'MyHub' link), 'Student - Quicklinks' (with 'Browser Requirements' and 'For Students: Information'), 'Tools' (with 'Address Book', 'Personal Information', 'Calendar', and 'Tasks'), and 'My Other Sites' (with 'ACADEMIC SUCCESS: SKILLS FOR LEARNING AND LIFE' and 'BLACKBOARD ESSENTIALS FOR STUDENTS'). A red arrow points from the 'HDR THESIS EXAMINATION' link in the 'My Course Sites' section to the right.

2. Click 'Thesis Examination Guidelines'.
3. After you have read the Thesis Examination Guidelines, click 'Mark Reviewed'.

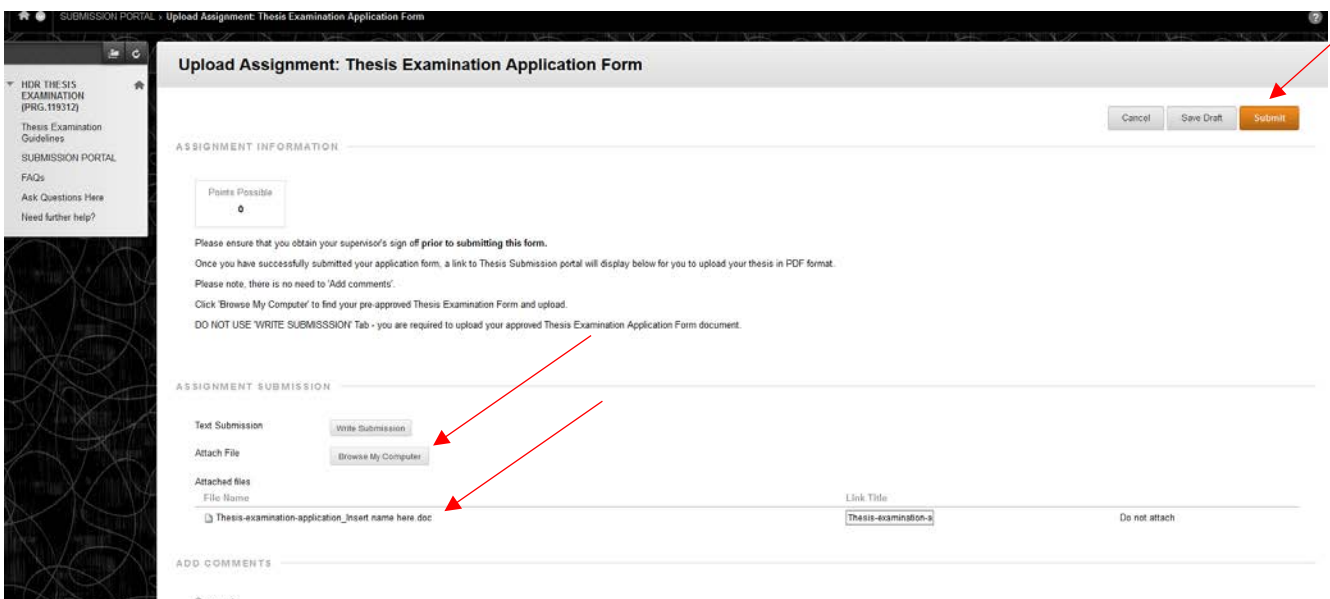


The screenshot shows the 'Thesis Examination Guidelines' page. The page header includes the University of Newcastle logo and the title 'HDR THESIS EXAMINATION'. Below the header, the page title 'Thesis Examination Guidelines' is displayed. The main content area shows 'Attached Files: Thesis Examination Guidelines.pdf (190.8 KB)' and a brief description: 'The attached Thesis Examination Guidelines provide comprehensive information regarding the thesis submission process.' At the bottom of the page, there is a 'Mark Reviewed' button. A red arrow points from the 'Thesis Examination Guidelines' link in the left-hand navigation menu to the main content area. Another red arrow points from the 'Mark Reviewed' button to the right.

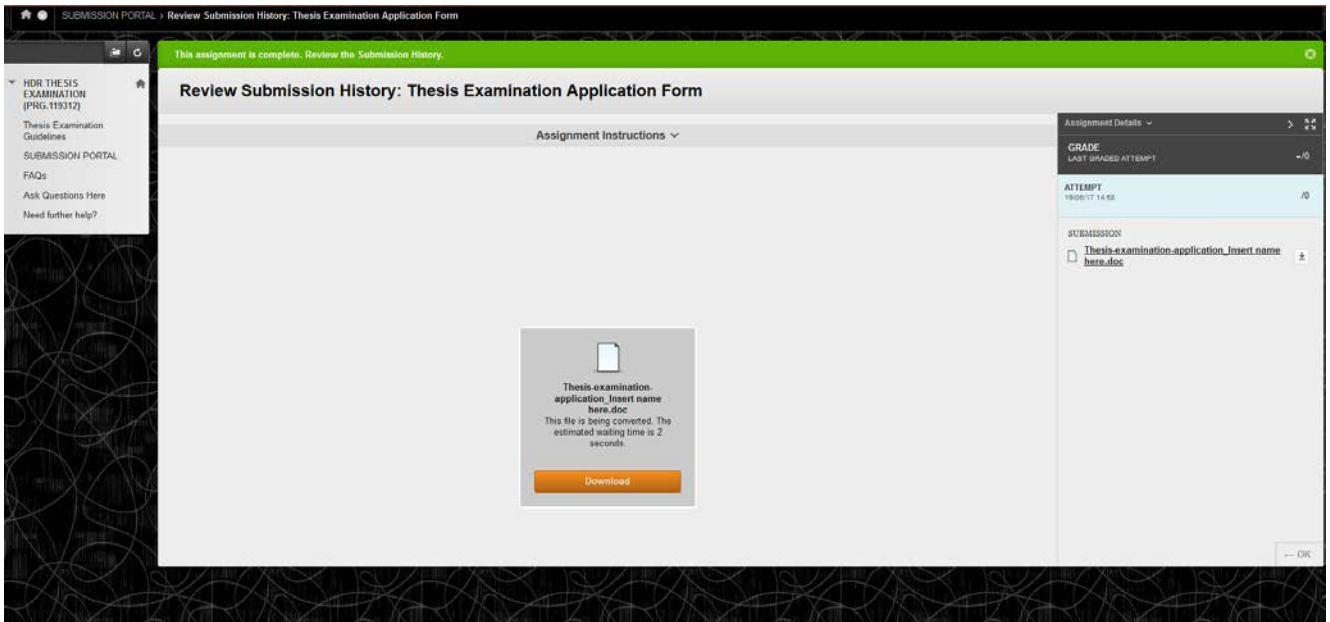
4. Click 'SUBMISSION PORTAL'.
5. Click 'Thesis Examination Application Form' to upload your approved Thesis Examination Application Form.



6. Please ensure that you obtain your supervisor's sign off **prior to submitting your form**.
7. Click 'Browse My Computer' to select your approved Thesis Examination Application Form (note: there is no need to 'Add Comments' and **do not use** 'Write Submission'.)
8. The uploaded file will show under 'File Name'.
9. Click 'Submit'.



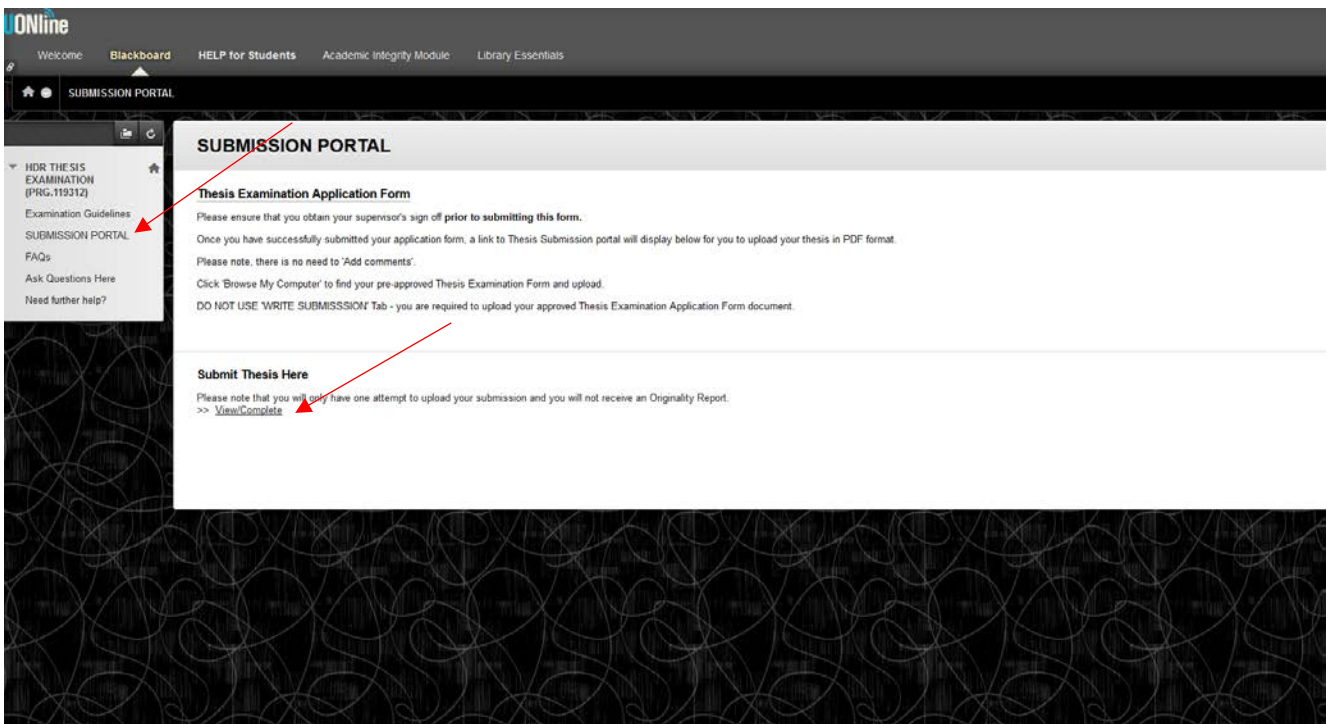
10. After pressing 'Submit' the following screen will appear.



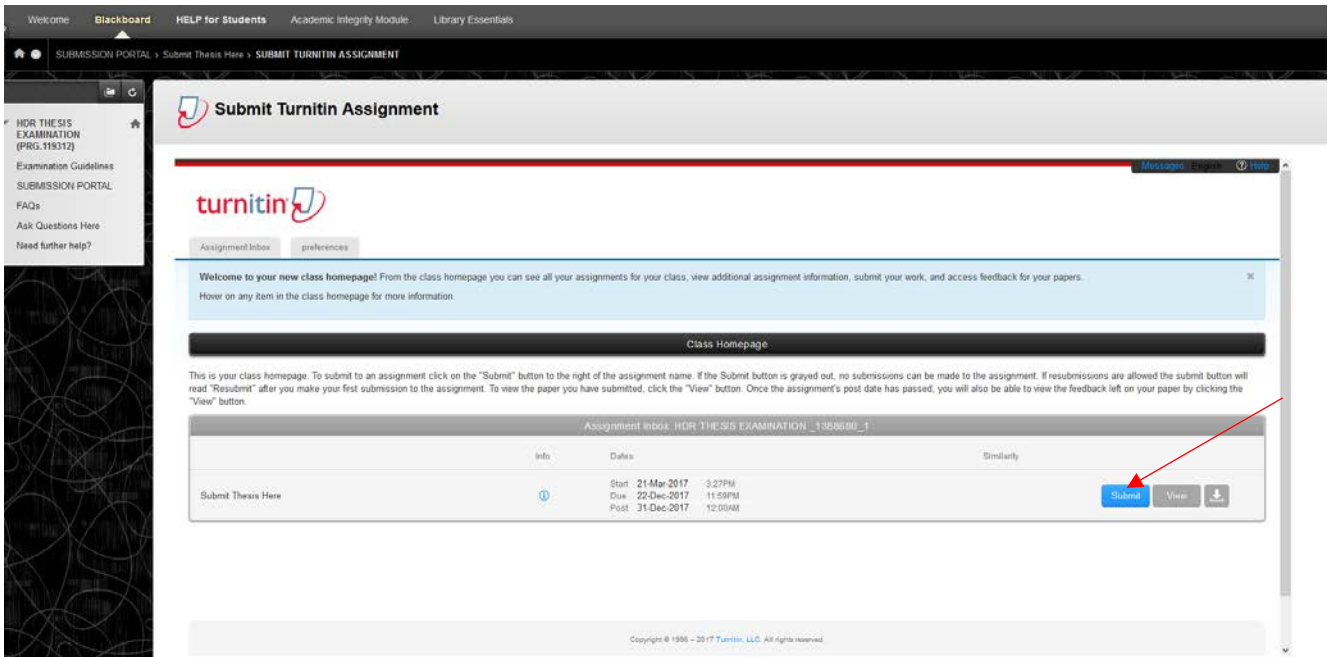
11. Click 'SUBMISSION PORTAL'.

12. As you have successfully uploaded your Thesis Examination Application Form, the 'Submit Thesis Here' field has now displayed.

13. Click 'View/Complete'.



14. Click 'Submit'.

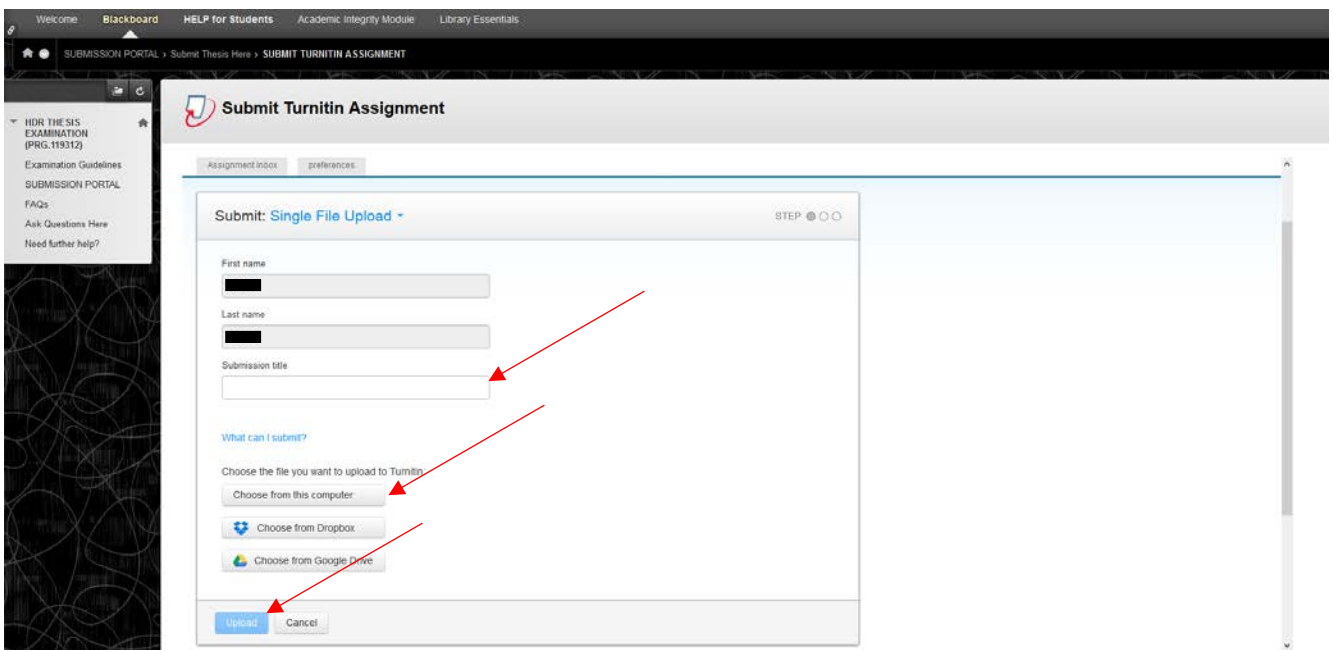


15. Your name fields will automatically be pre-populated.

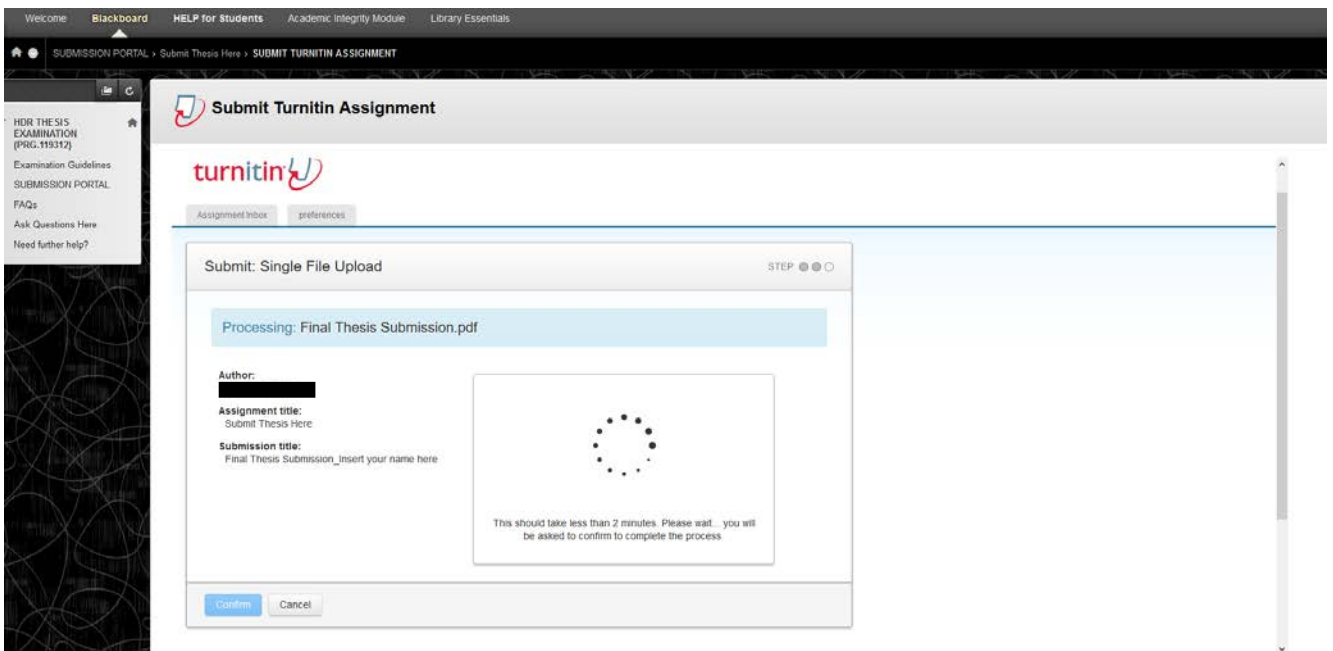
16. Type 'Final Thesis Submission\_[insert your name]' in the 'Submission title' field.

17. Click 'Choose from this computer' to select your final thesis in **PDF format**.

18. Click 'Upload'.

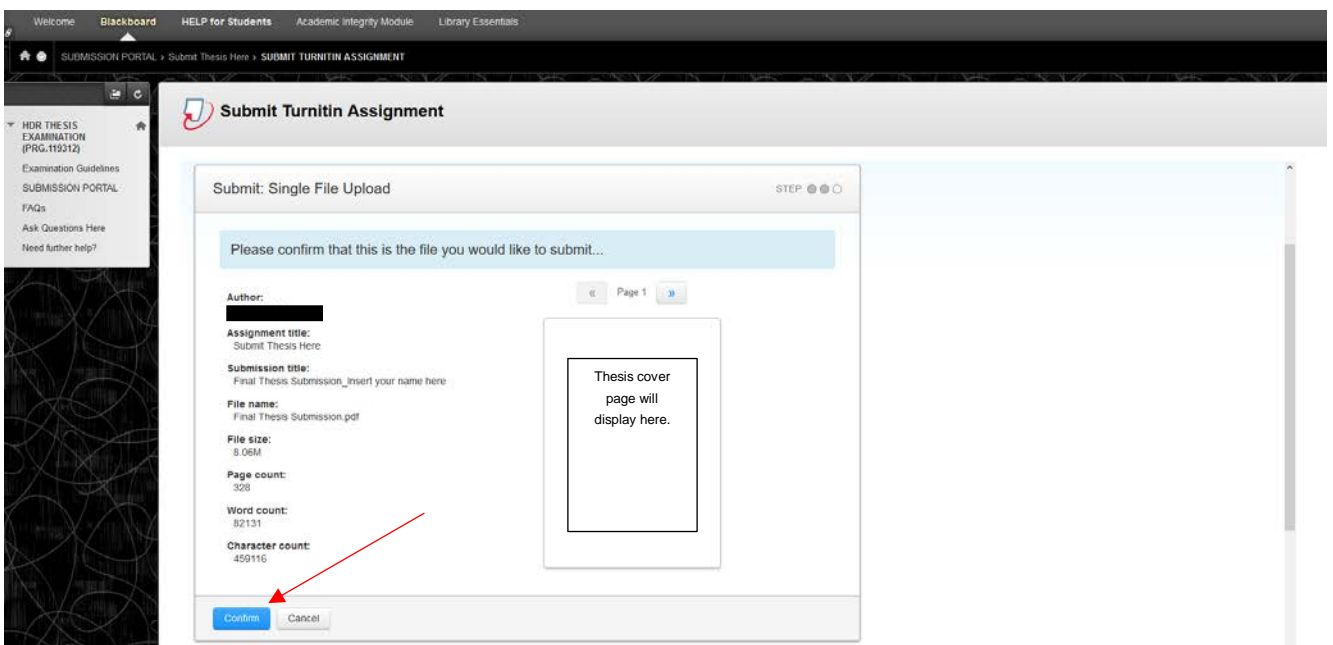


19. The following screen will appear.

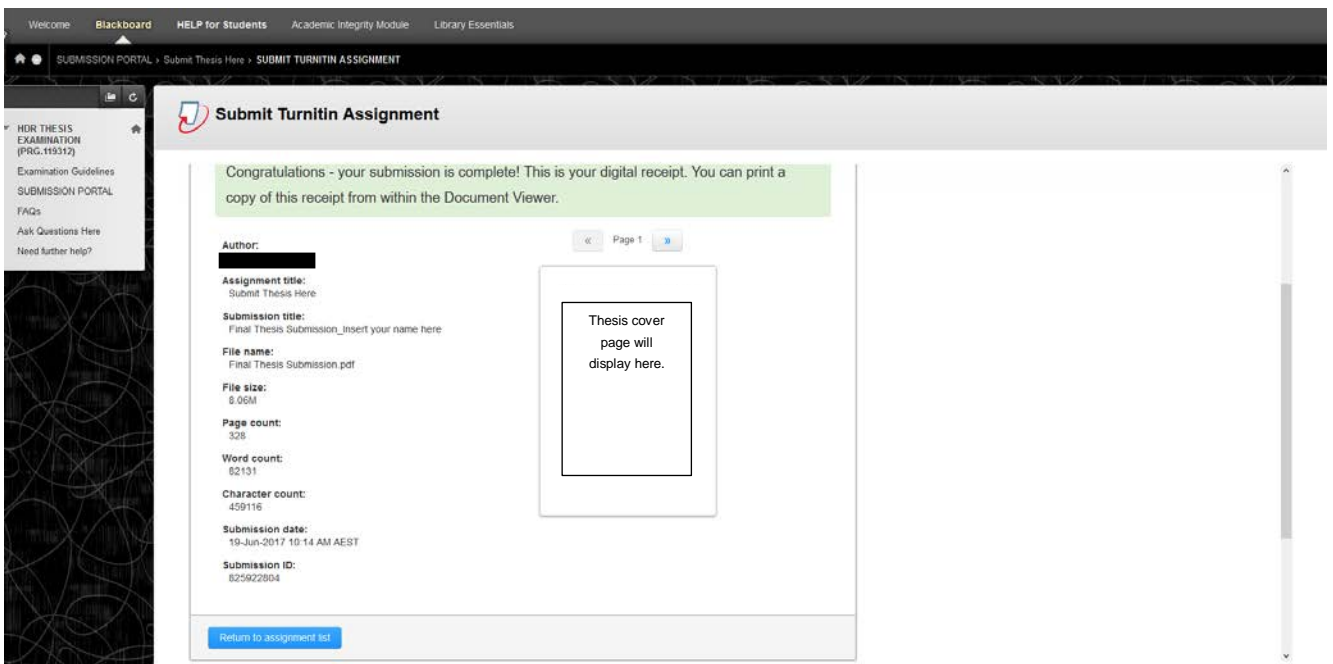


20. Please check the summary details and uploaded file are correct.

21. If correct, click 'Confirm'.



22. The following screen will appear confirming a successful upload.



23. You will also receive a confirmation email sent to your UON email account.

