Electronic Thesis Deposition and Tracking (Masters)

Kwame Nkrumah University of Science and Technology,

Kumasi

School of Graduate Studies
Kumasi, Ghana

02/01/2023

Outline

1 Login

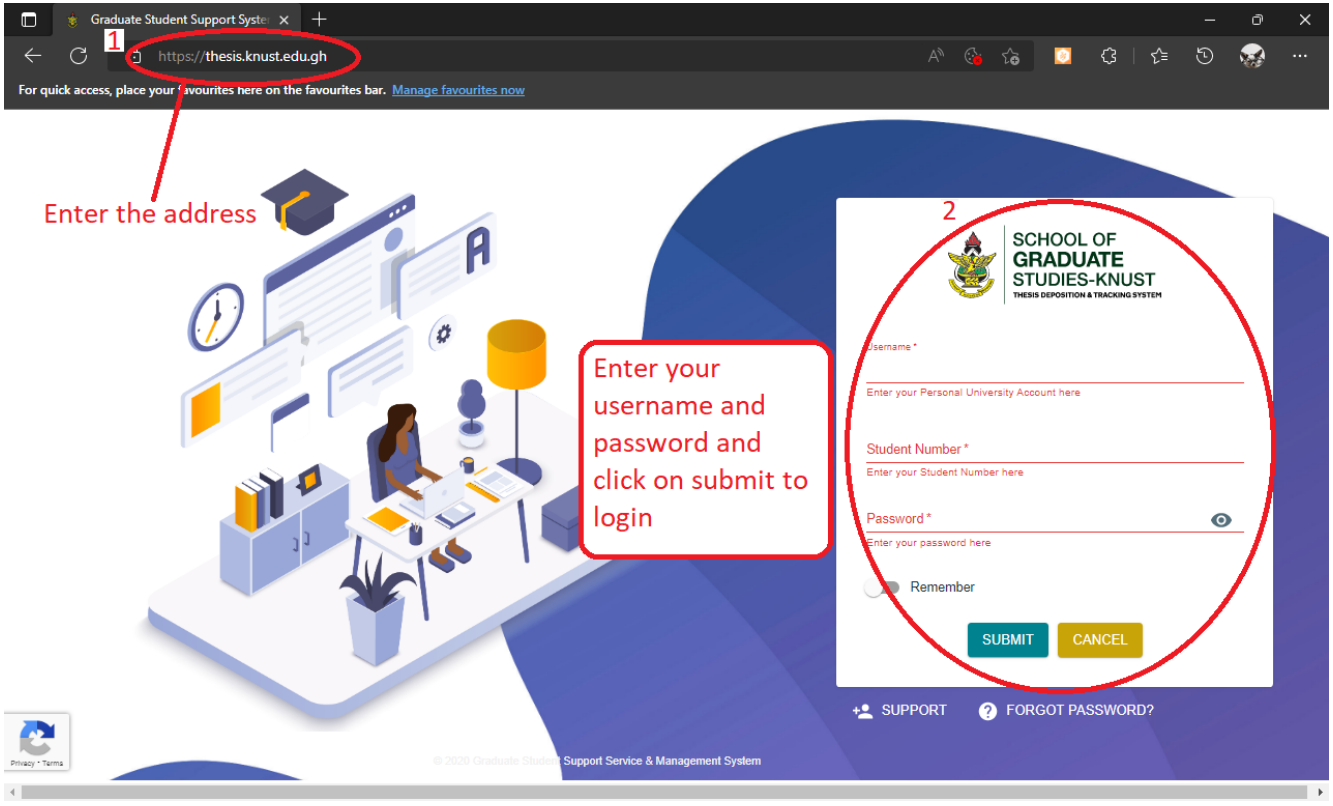
2 Dashboard

3 Thesis Deposition

4 Create New Thesis Deposition

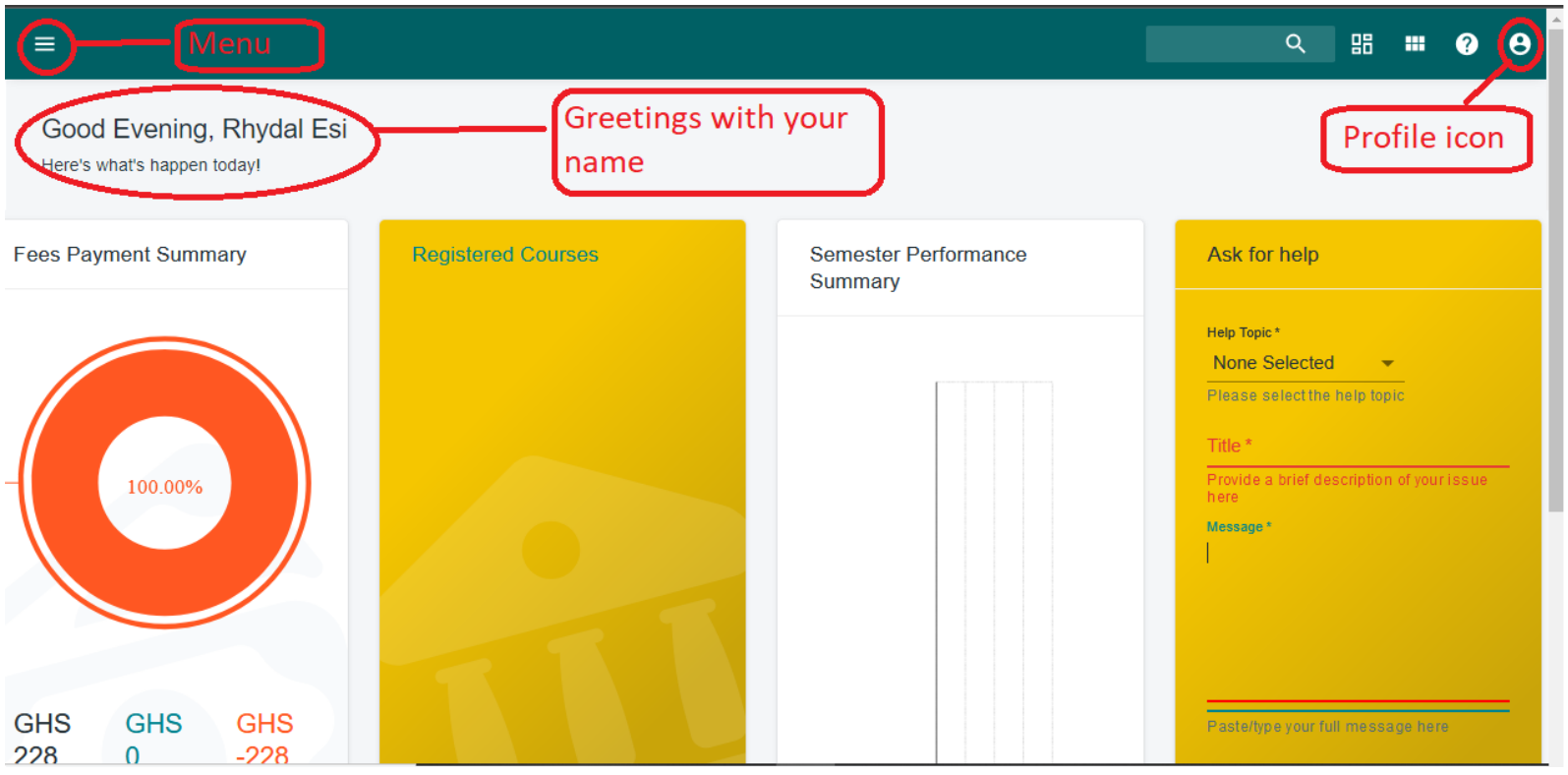
5 Submit/Check/Update Thesis Deposited

Login

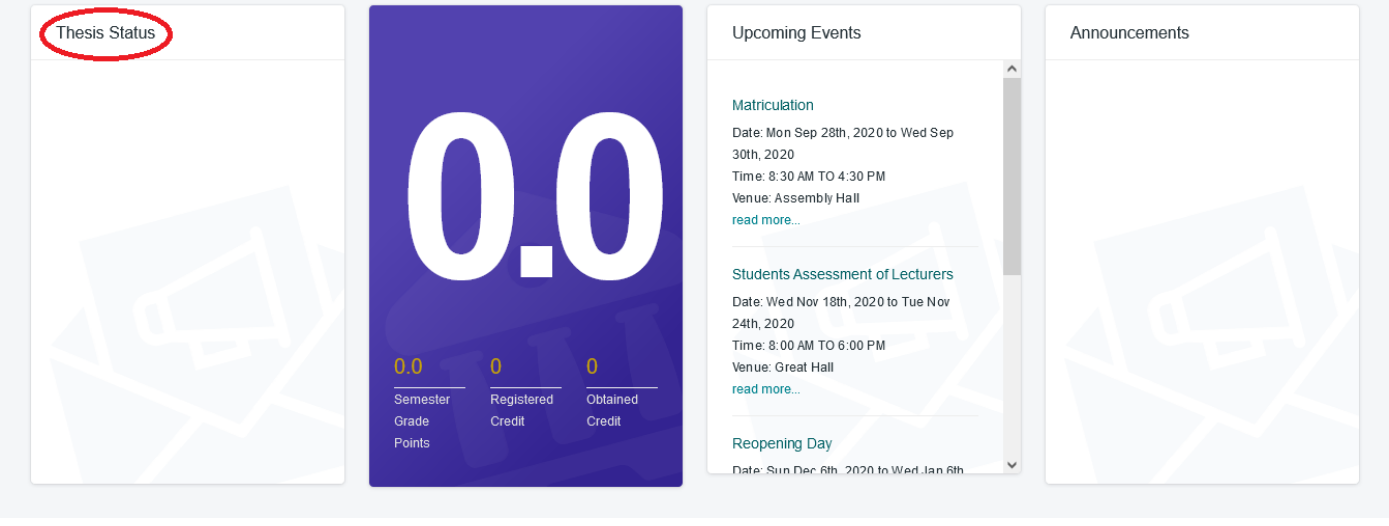


1. Or click on the link - https://thesis.knust.edu.gh
   NOTE: Username and Password are same as those for your University Email. Kindly, Contact your College IT or UITS if you do not have or have forgotten.

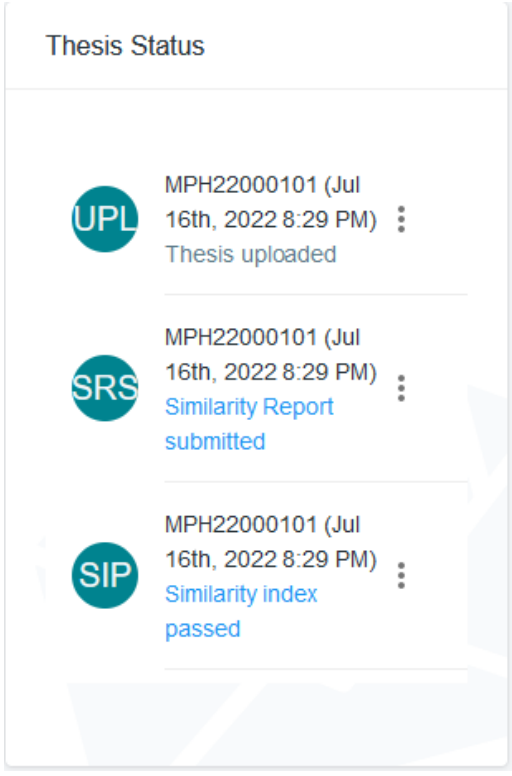
Dashboard

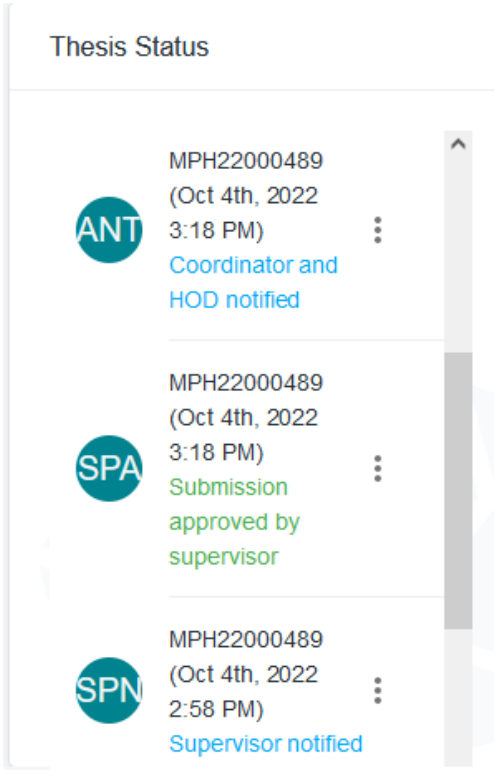

Menu
Good Evening, Rhydal Esi
Here's what's happen today!
Greetings with your name
Profile icon
Fees Payment Summary
100.00%
GHS 228
GHS 0
GHS -228
Registered Courses
Semester Performance Summary
Ask for help
Help Topic *
None Selected
Please select the help topic
Title *
Provide a brief description of your issue here
Message *
Paste/type your full message here

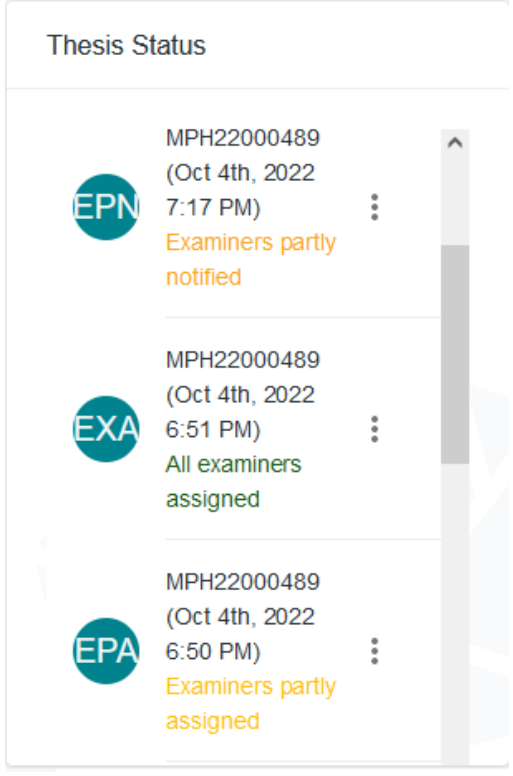
Thesis Status



The Thesis Status shows you the previous and current statuses of your thesis.

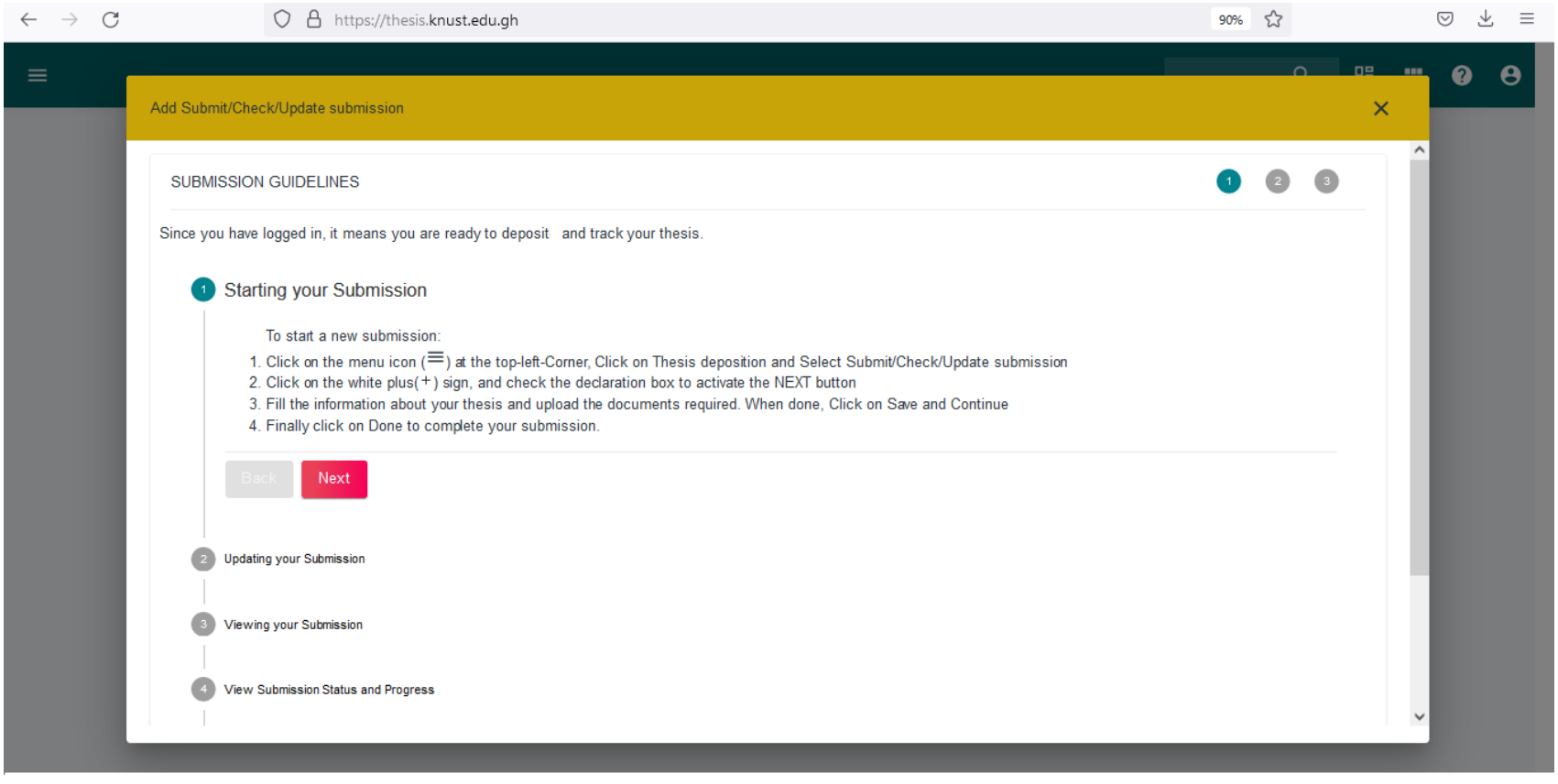






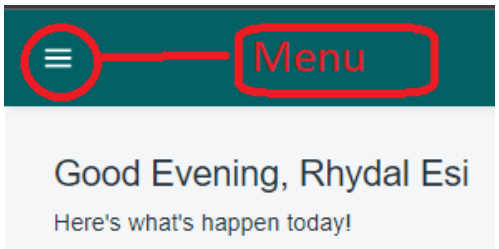
Some available thesis statuses.

Submission Guide

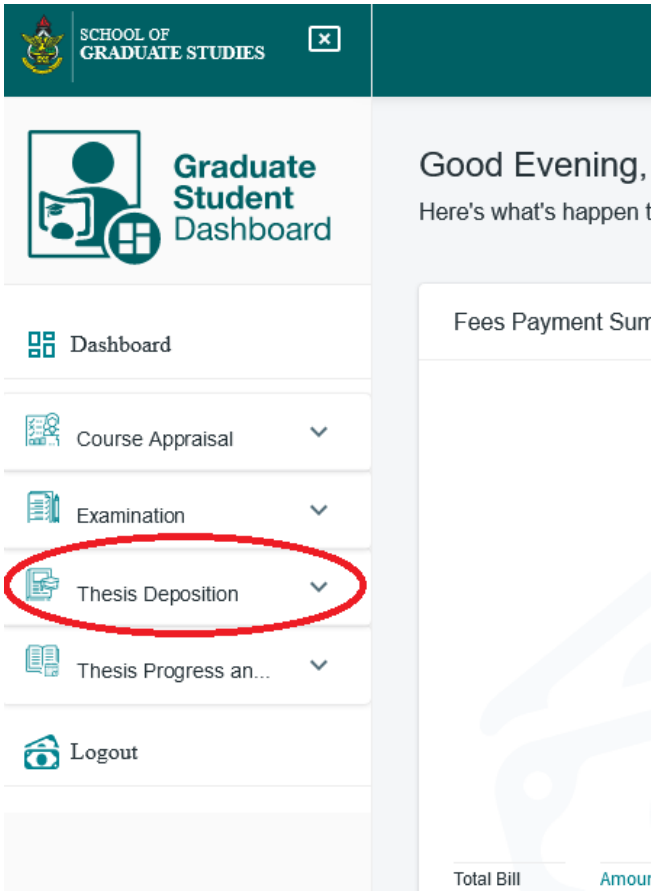


Summary of Submission Guide.

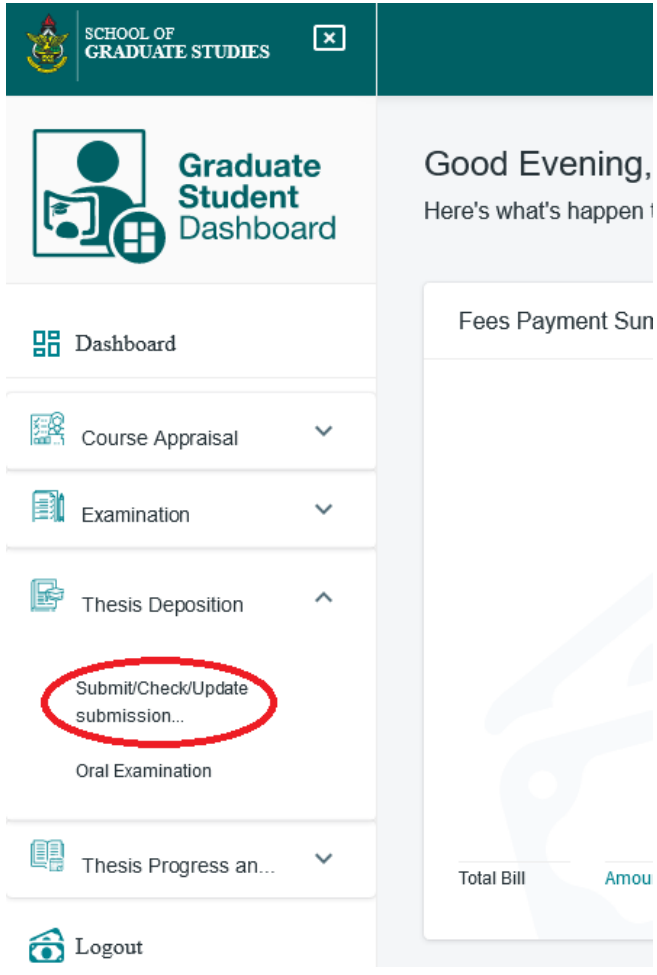
Thesis Deposition



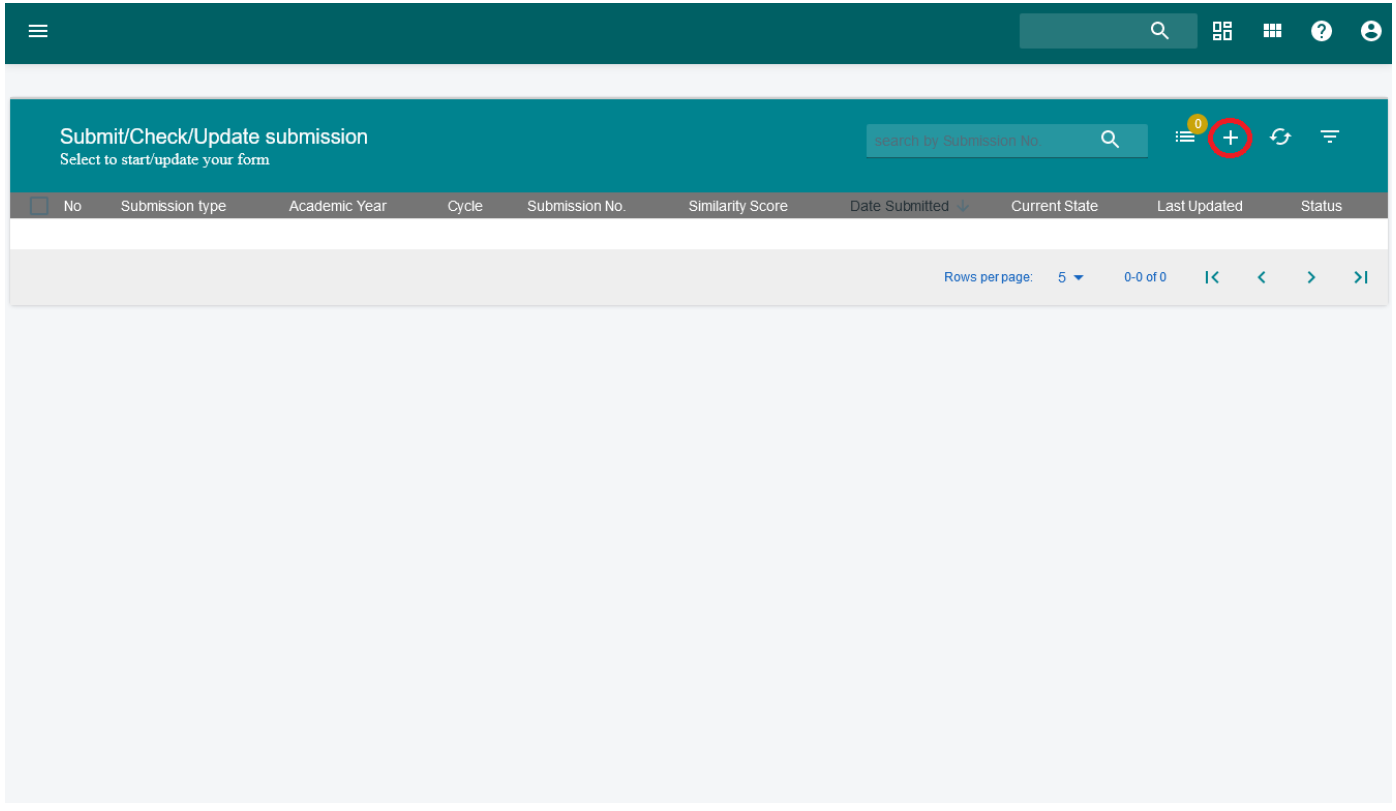
- Click on the Menu icon to open the menu options.
- Click on Thesis Deposition for a drop down.



- From the dropdown options
- Click on the Submit/Check/Update submission option to display the thesis submission page.

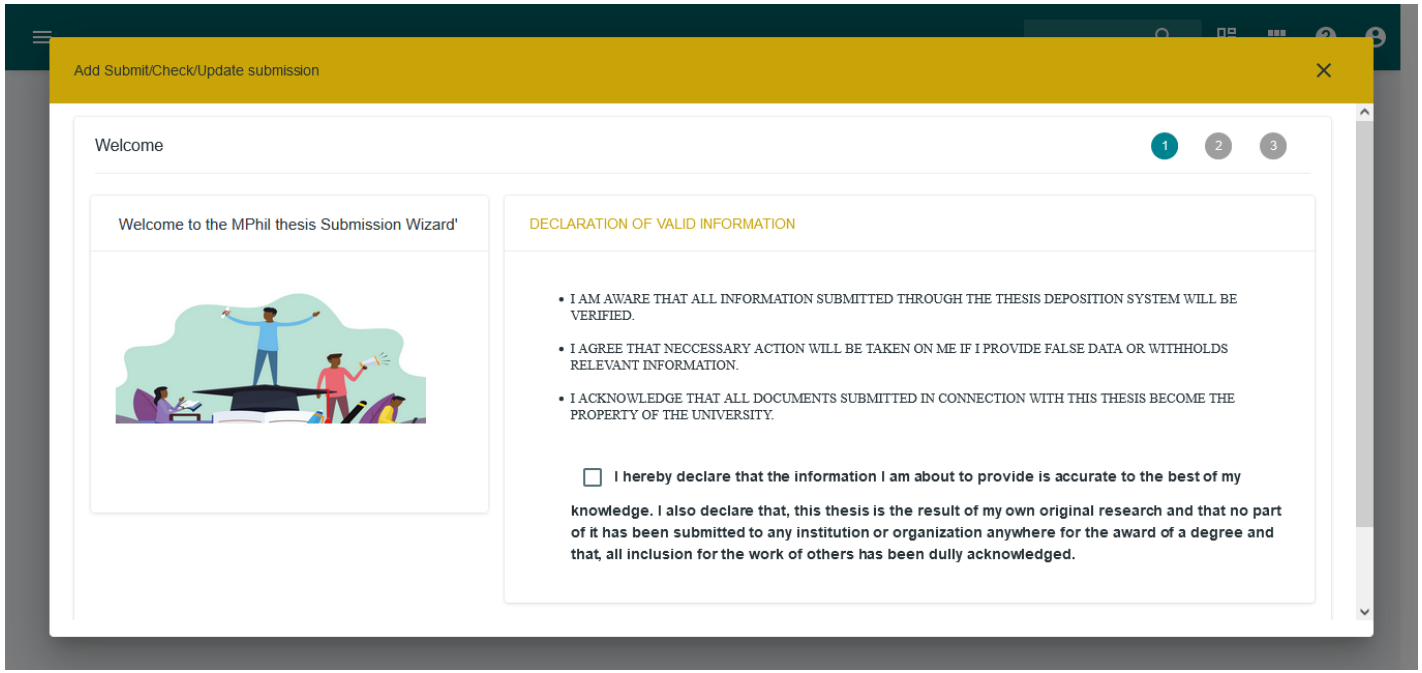


Submission Page

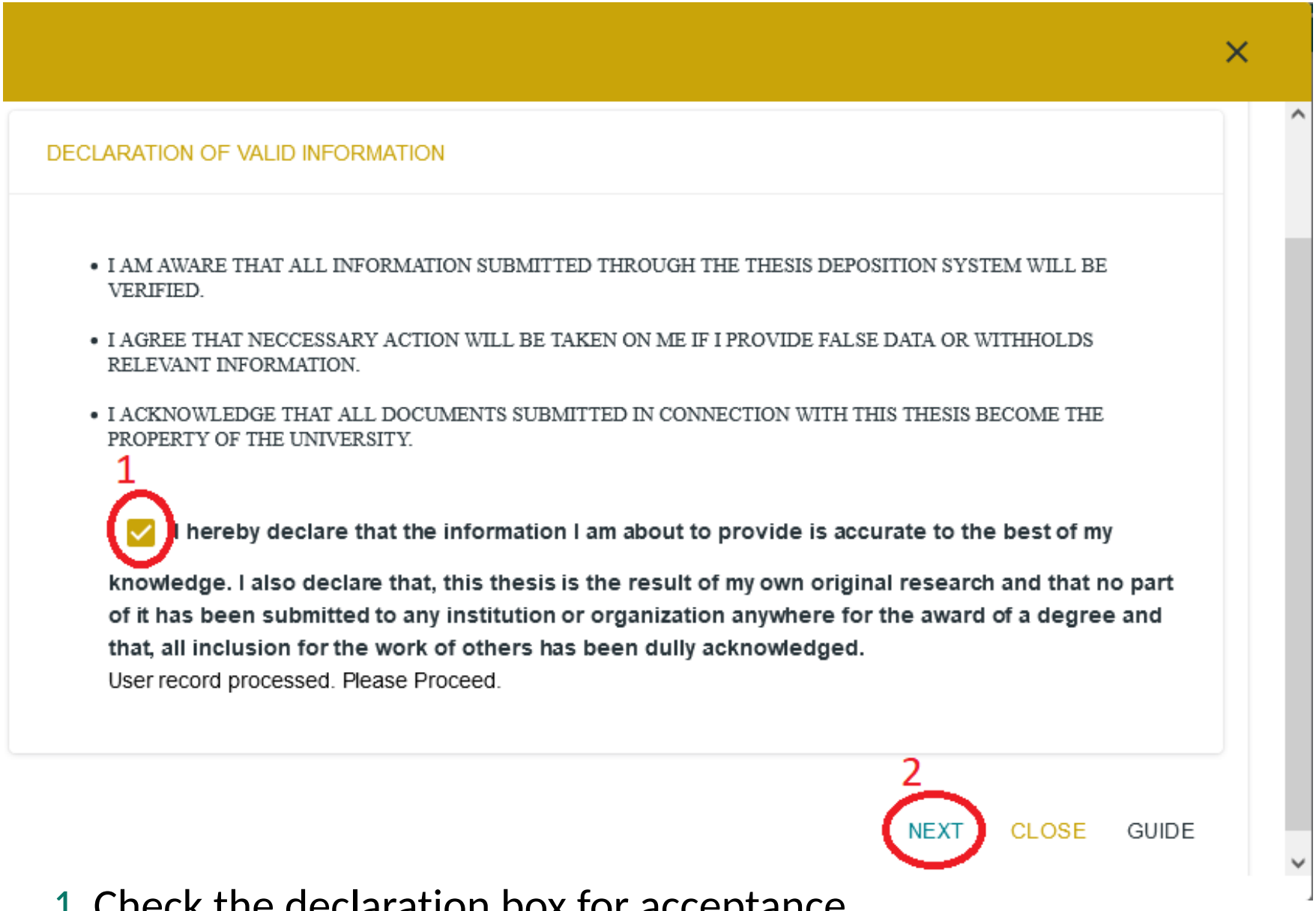


Click on the Create New Thesis Submission button to display the new submission page.

Add New Submission

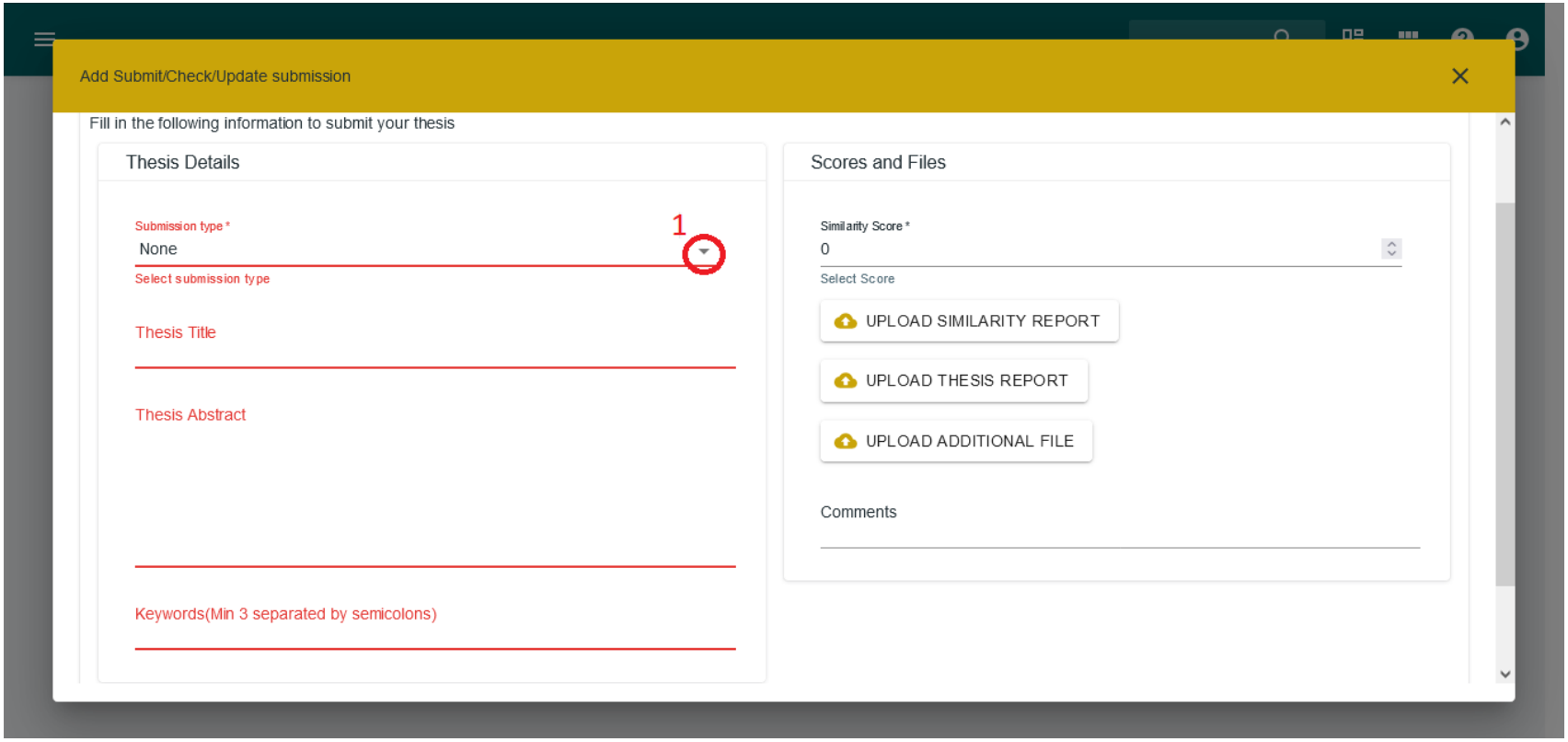


Read the Declaration of Valid Information and Scroll down to see the remaining contents on the wizard.

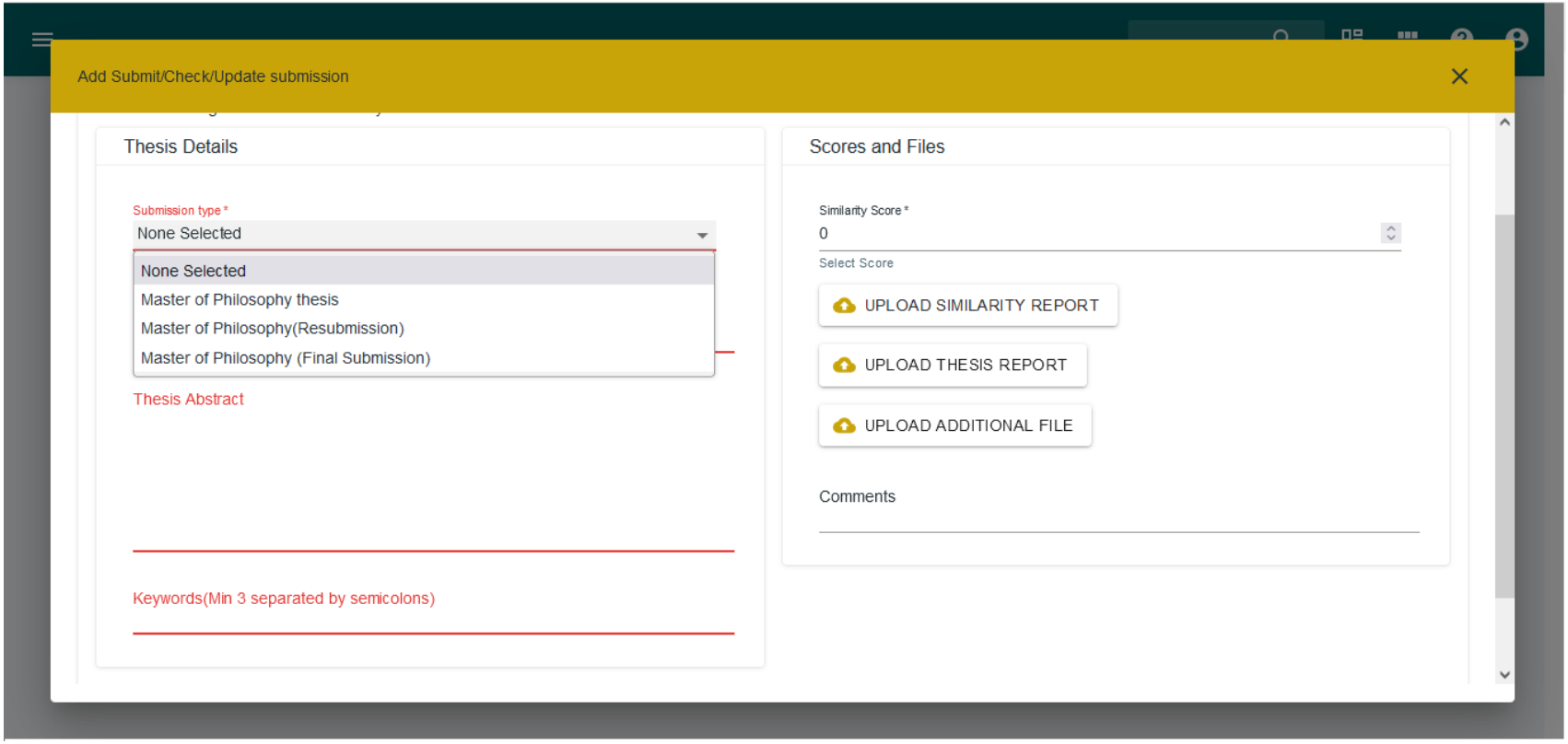


1 Check the declaration box for acceptance.

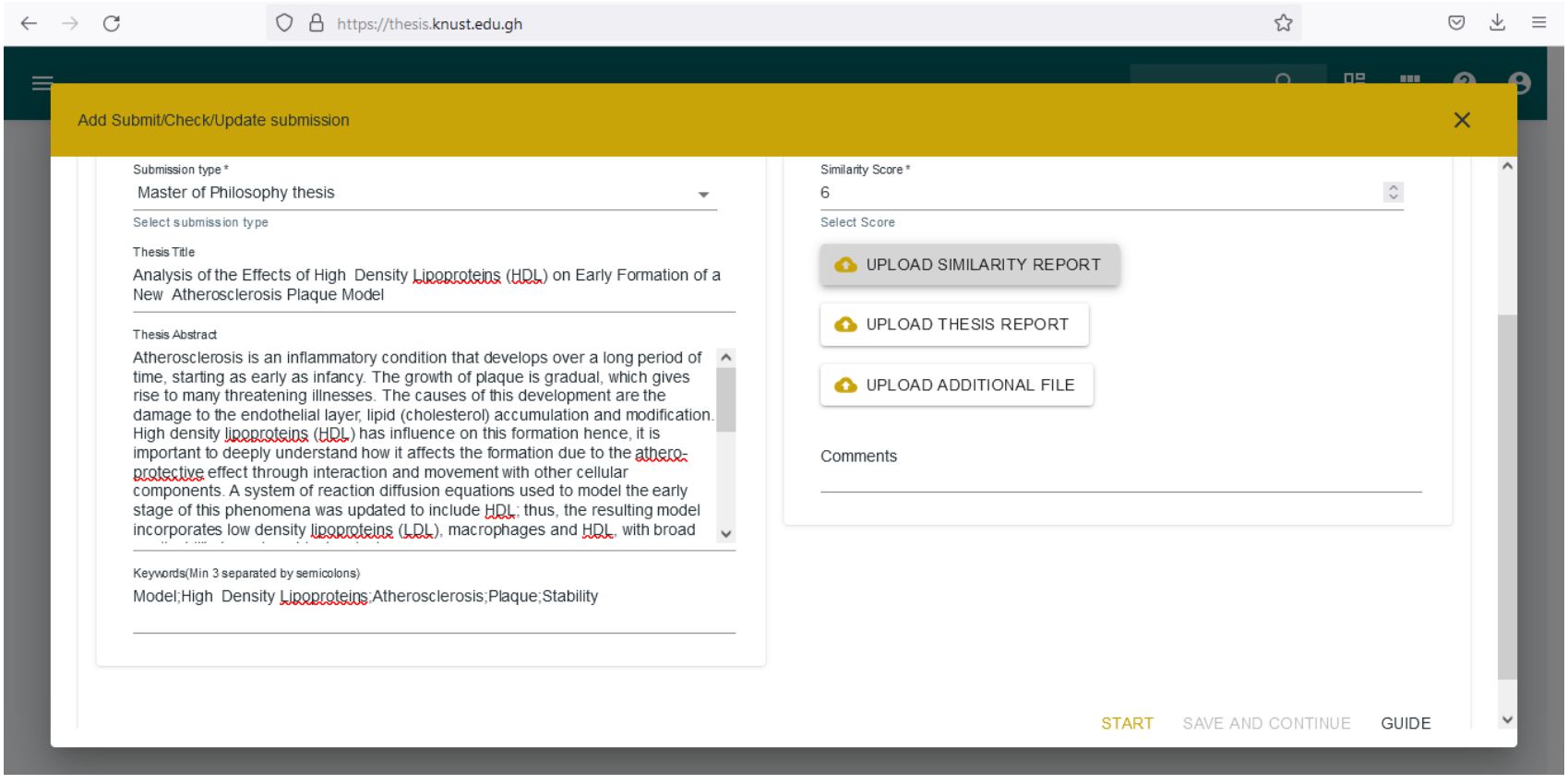
2 Click on the activated/enabled blue **NEXT** button to proceed to the next page.



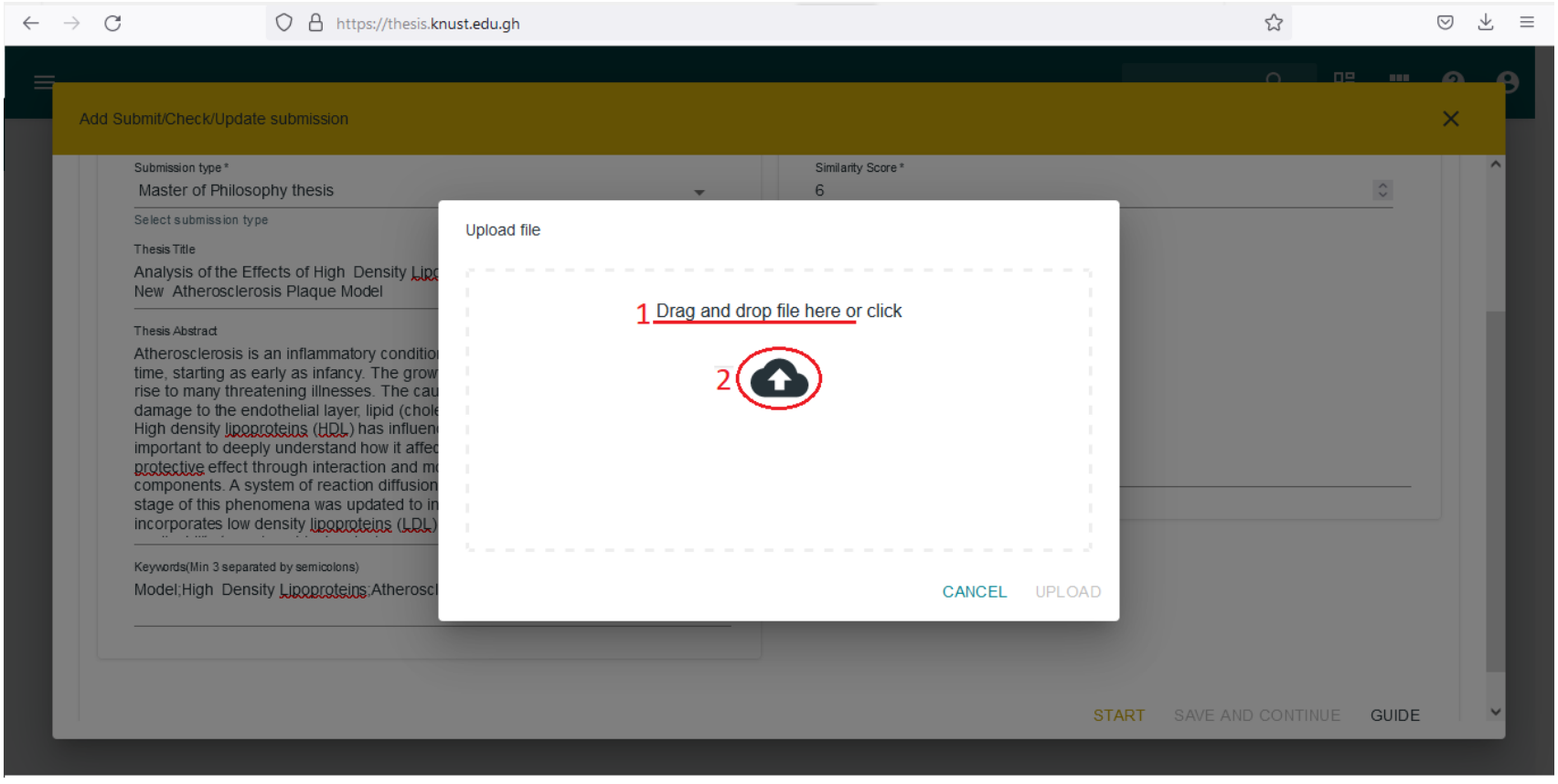
1 Click to release the submission types available.



1 Choose the submission type.



1. Fill out the information (all fields marked with * are required).
2. Upload all reports including ANY additional report important to the Examiners by clicking on the tab; an example **UPLOAD SIMILARITY REPORT** tab.

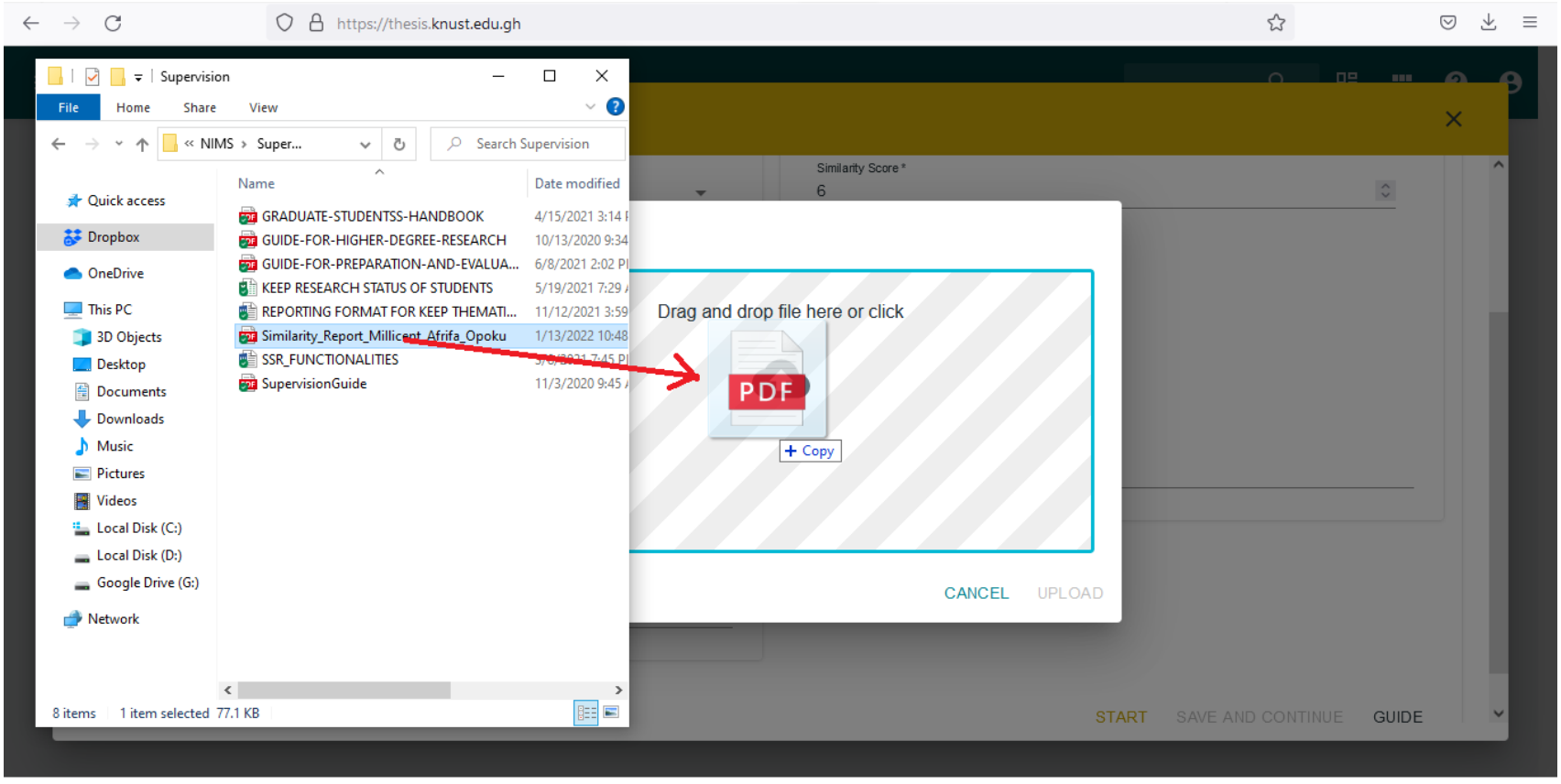


1 Use the drag and drop method to upload the file.

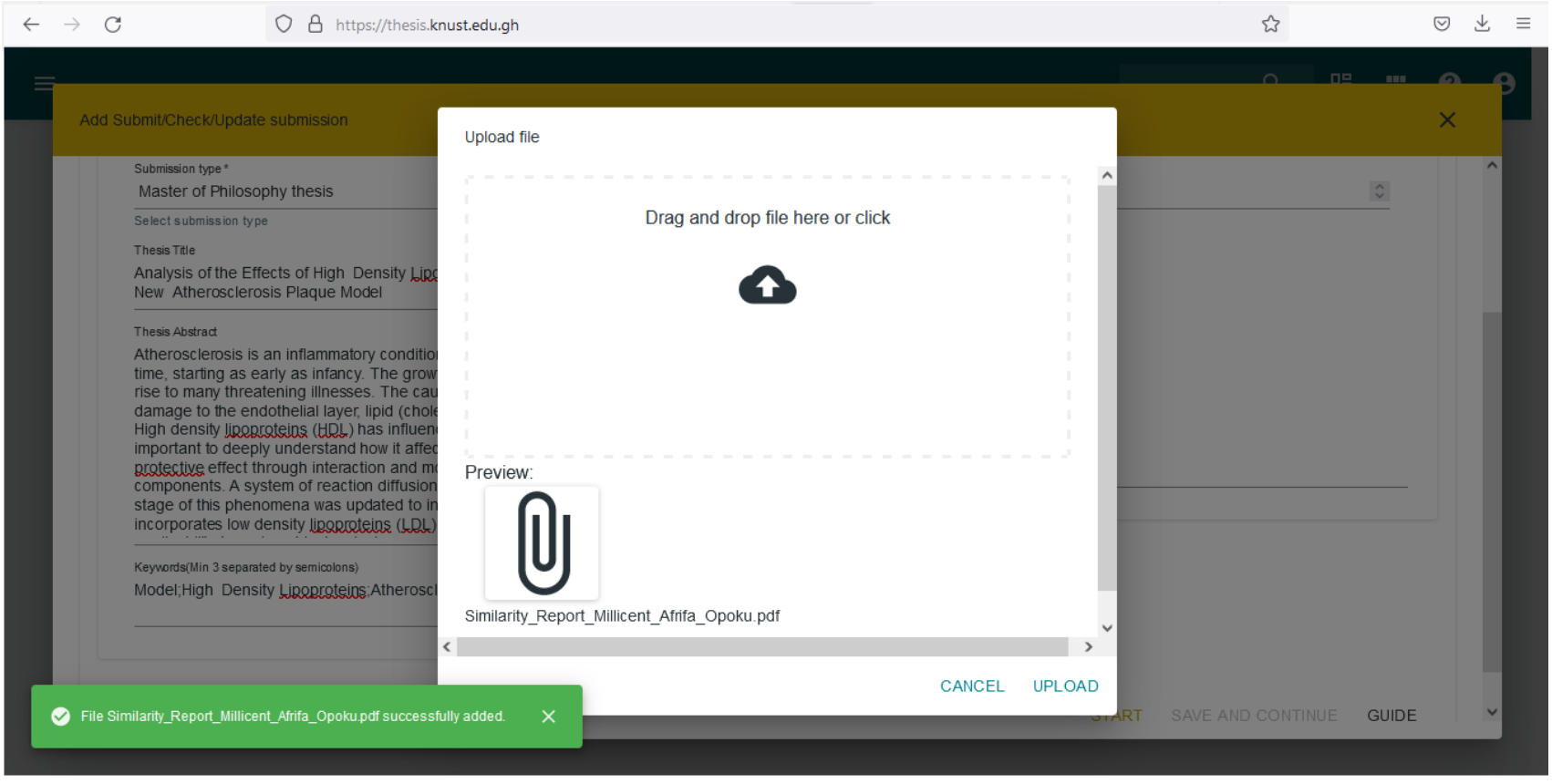
OR

2 Click the upload button to browse and upload the file.

Drag and Drop Method



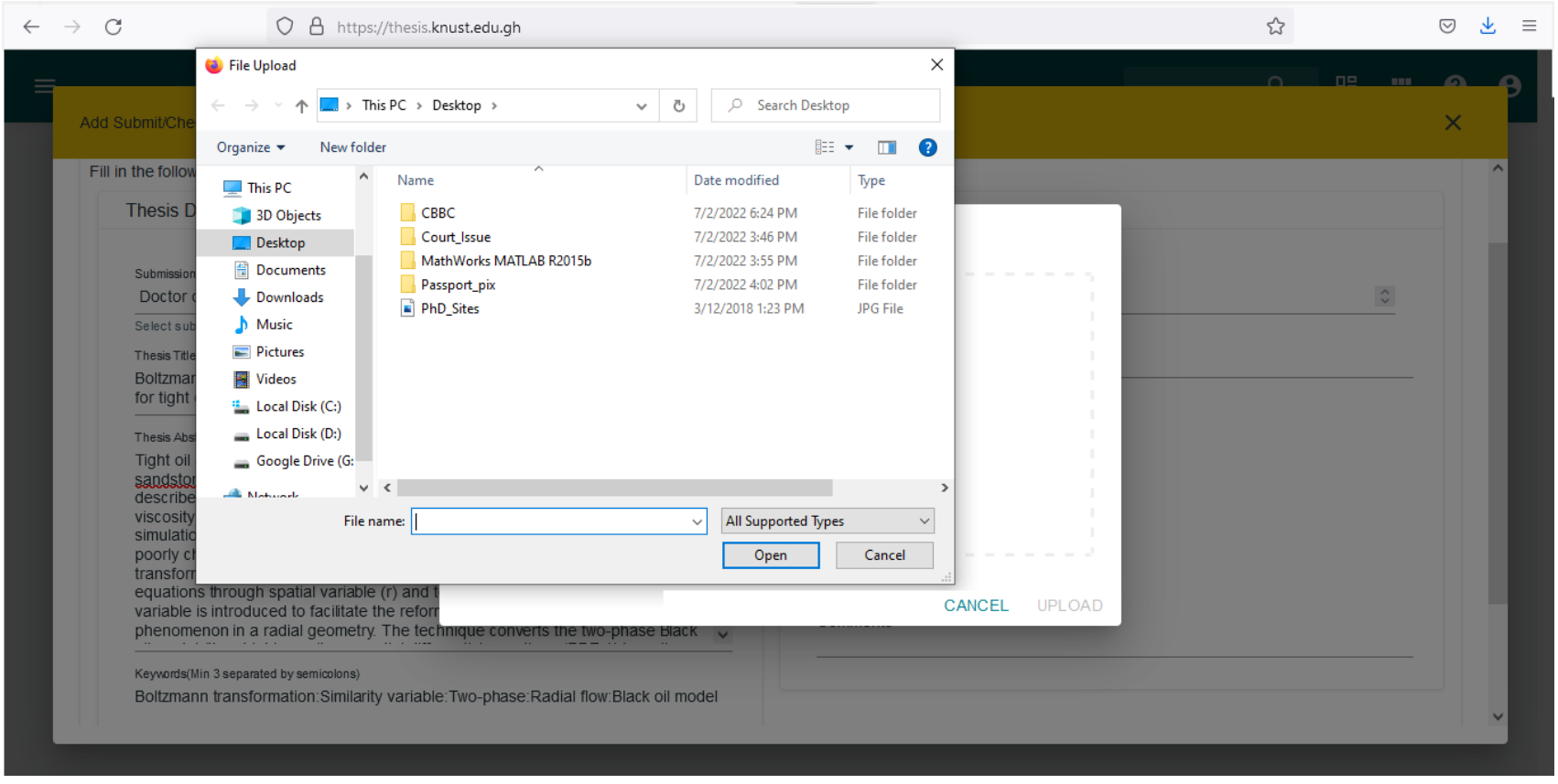
1. Open the folder containing the file to be uploaded.
2. Drag and Drop the file from the folder into the upload box.



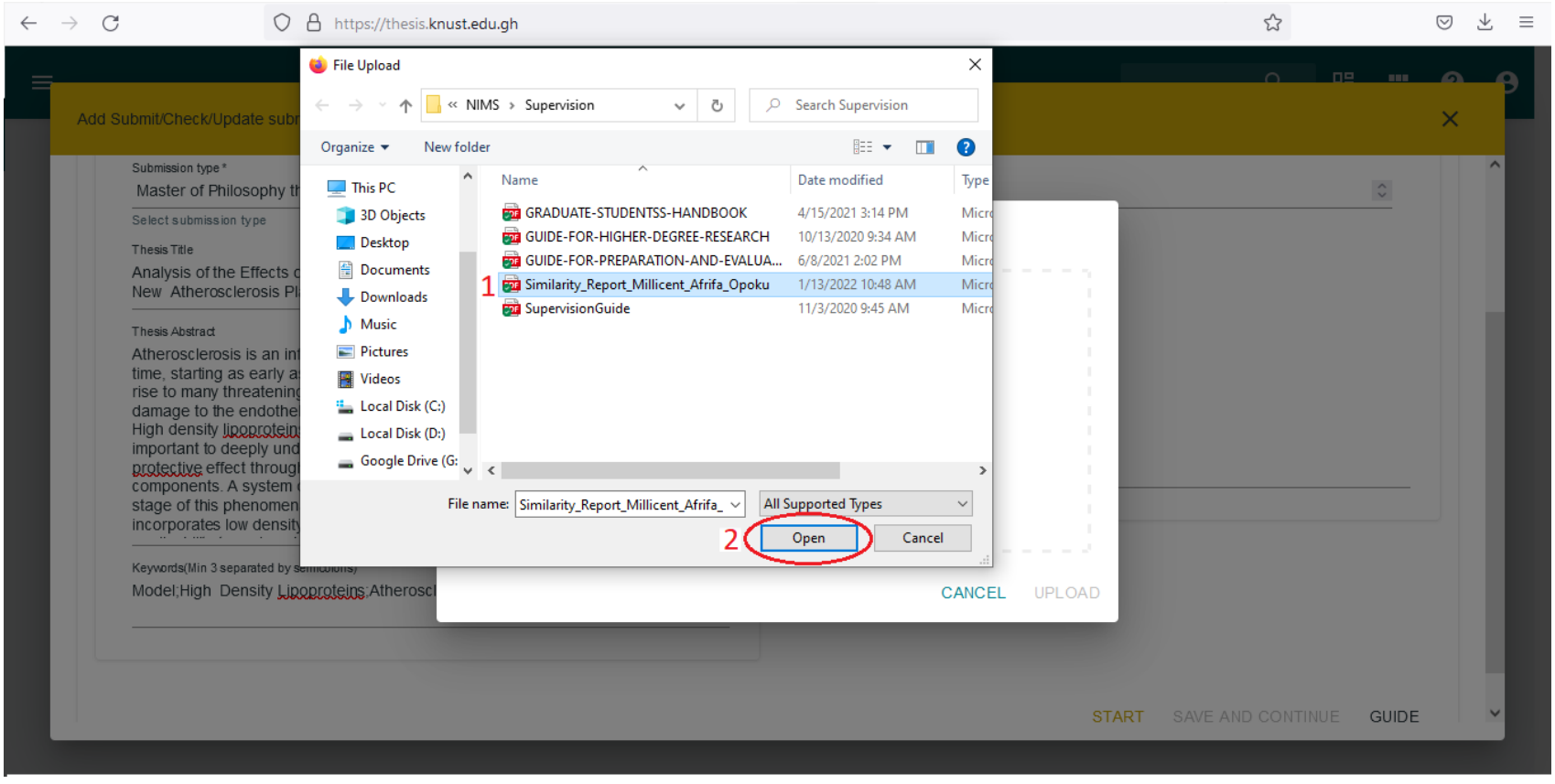
1. Click **UPLOAD**.

Clicking Upload Icon

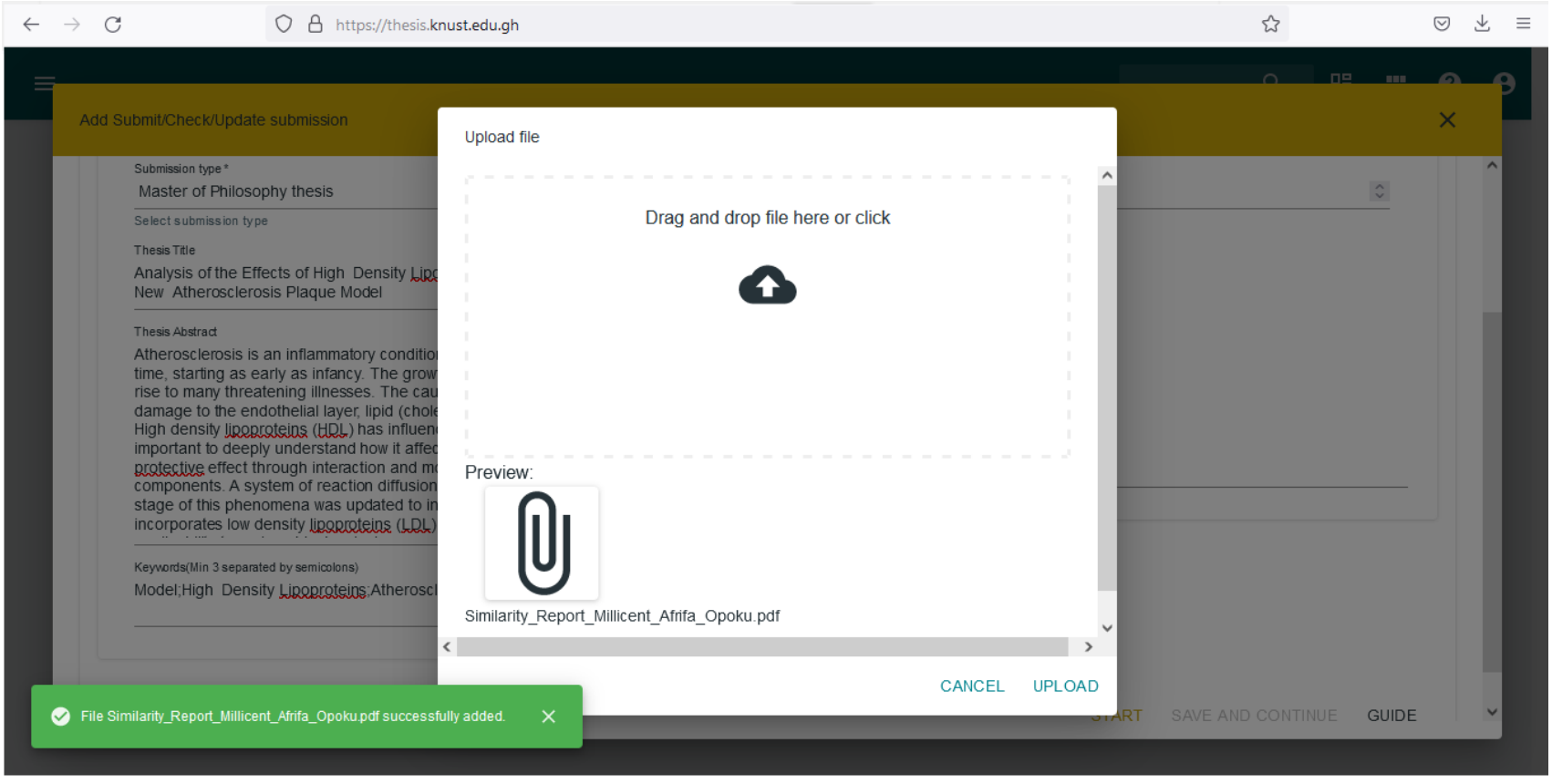
After clicking the



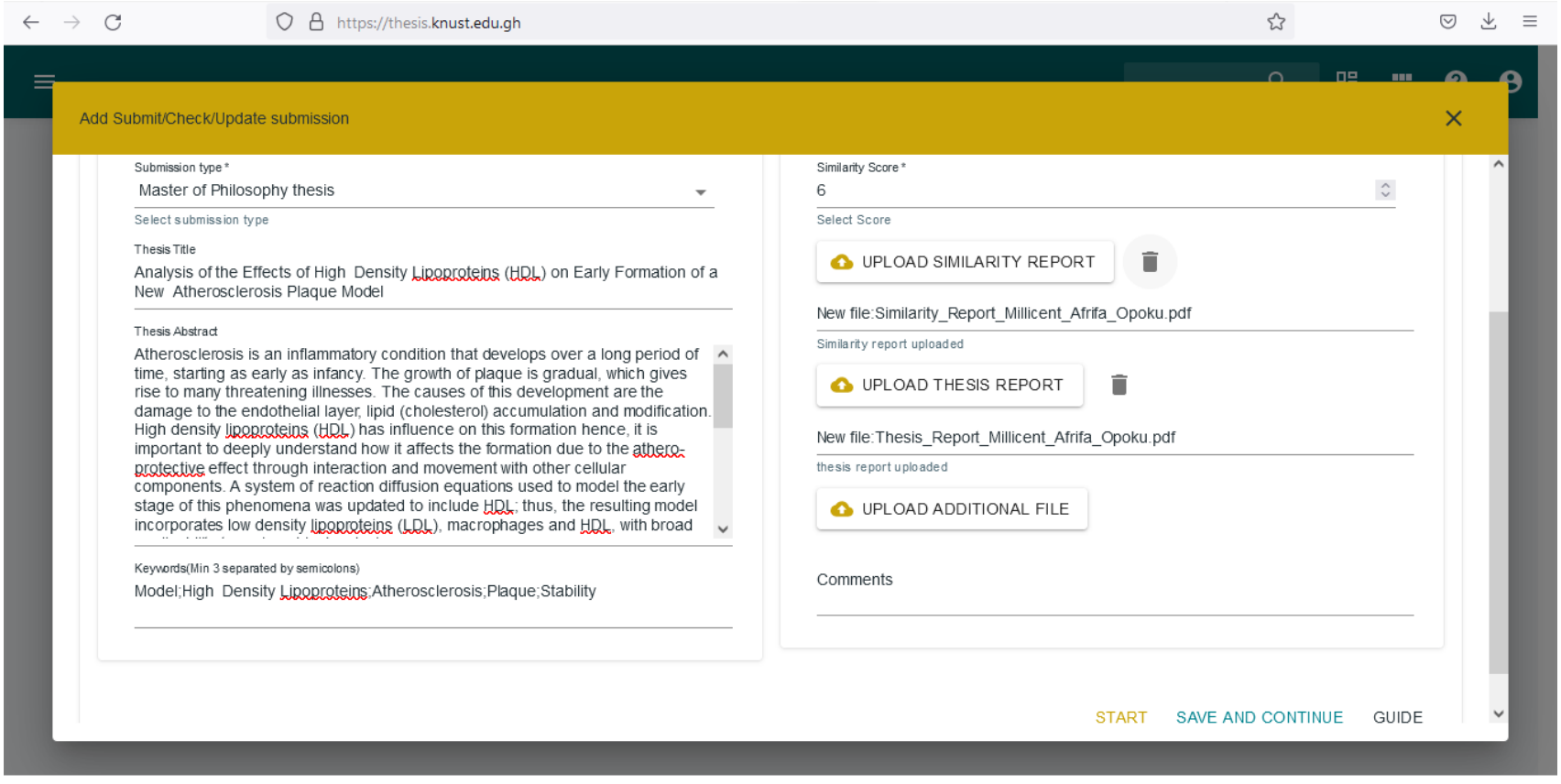
1. Navigate to the folder where your file is located.



1. Click on the file you want to upload.
2. Click on the Open tab to upload the file.

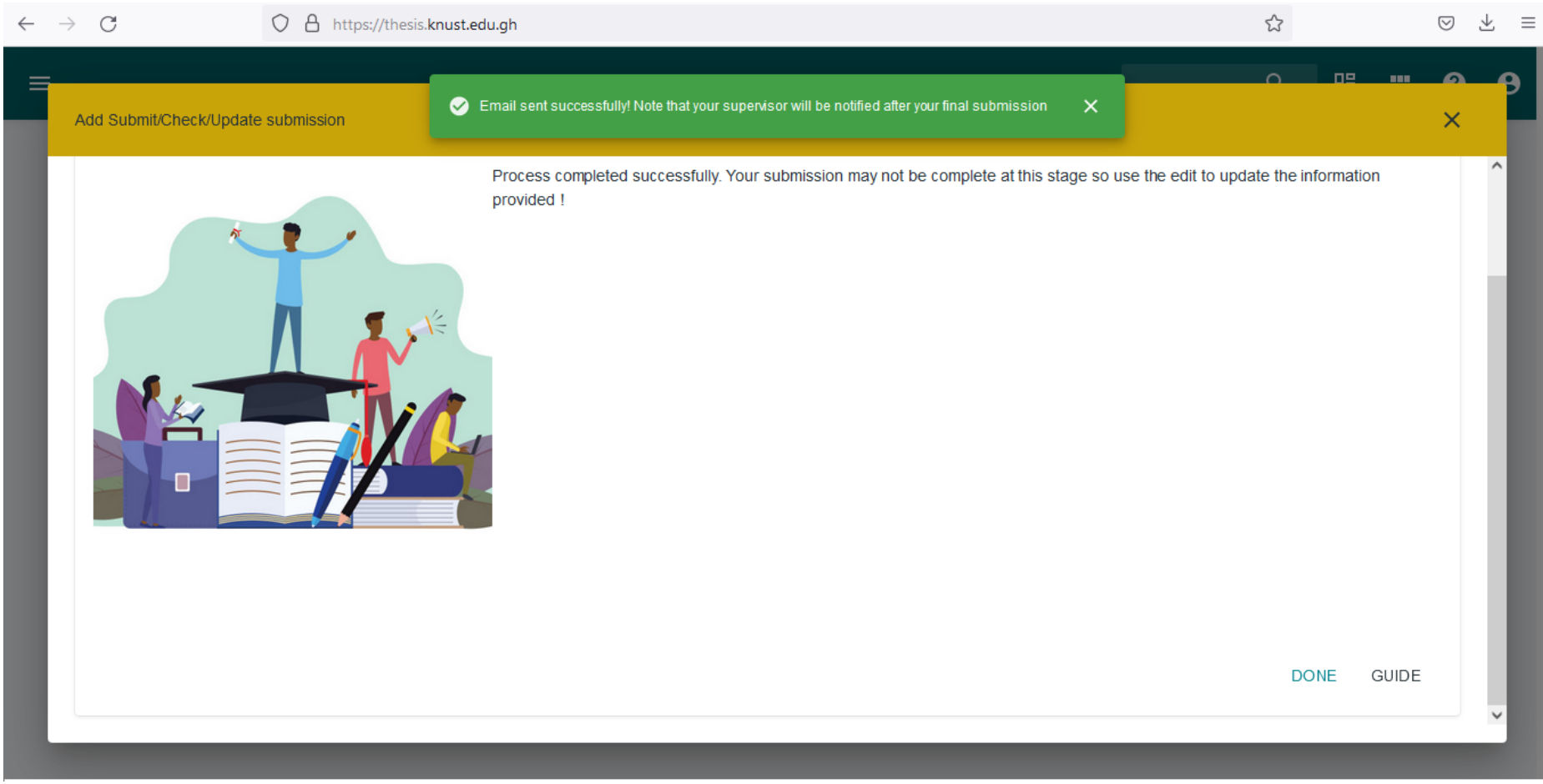


1. Click **UPLOAD**.

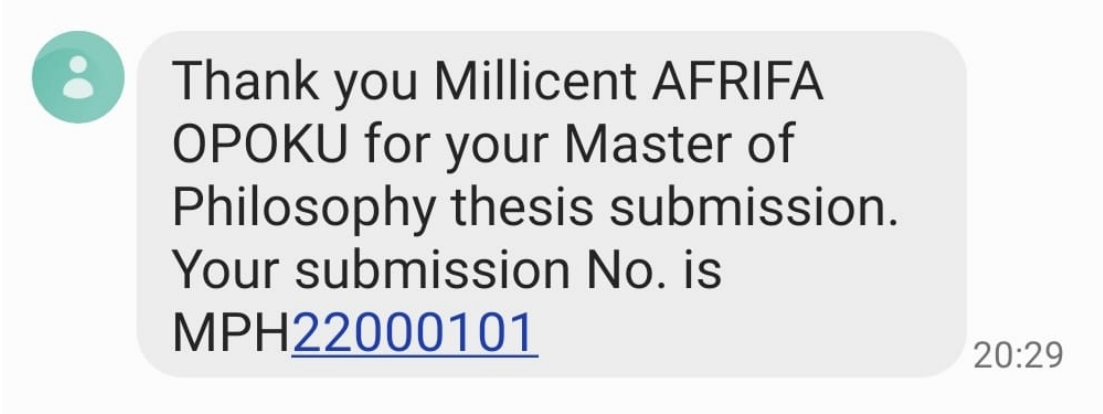


1. View after filling out information and uploading all files.
2. Click on **Save and Continue** to continue to the next page.

Notification of Uploads

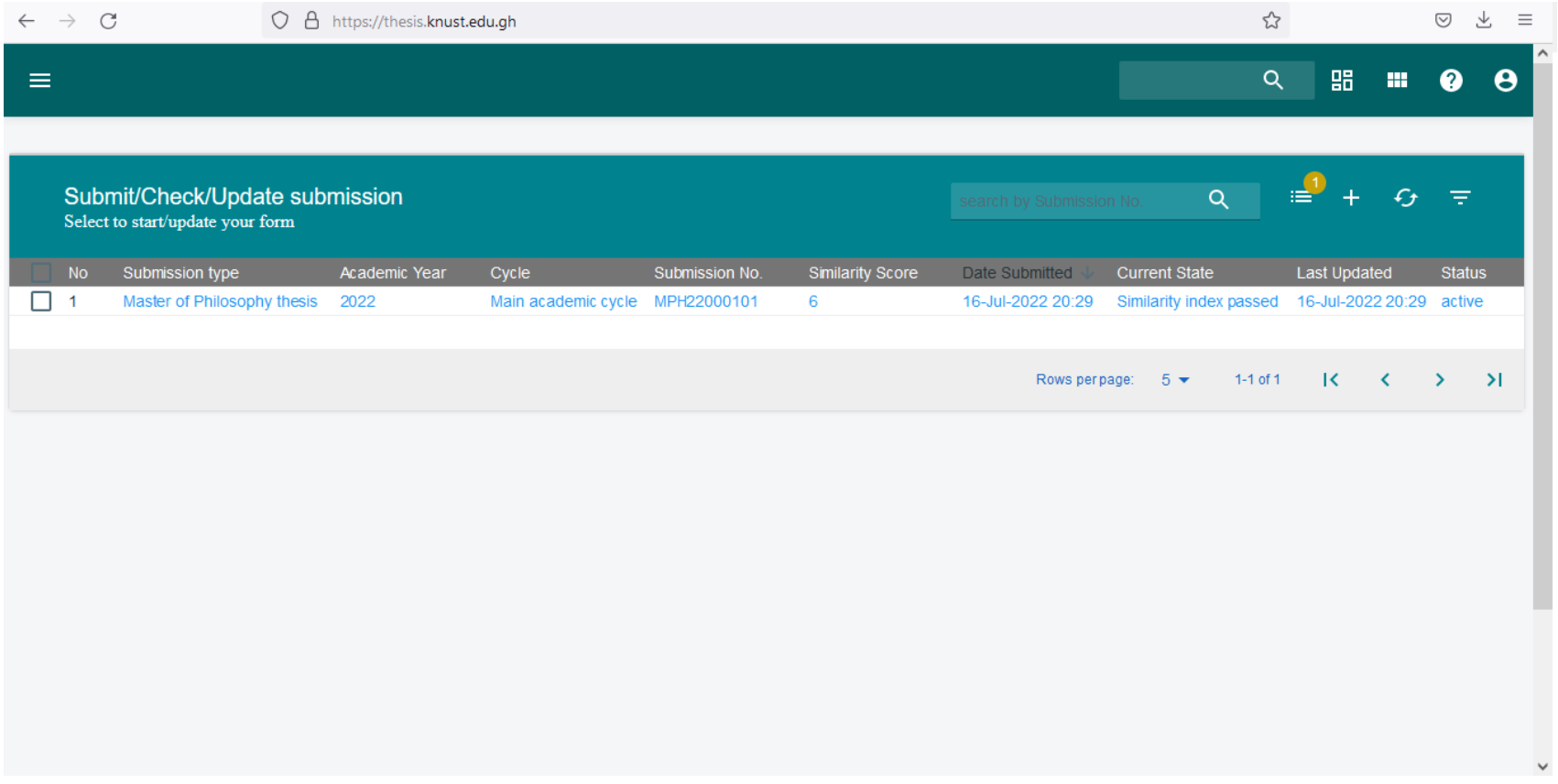


1. Thesis has been successfully uploaded or deposited into the system.
2. Click **DONE** to complete the process.

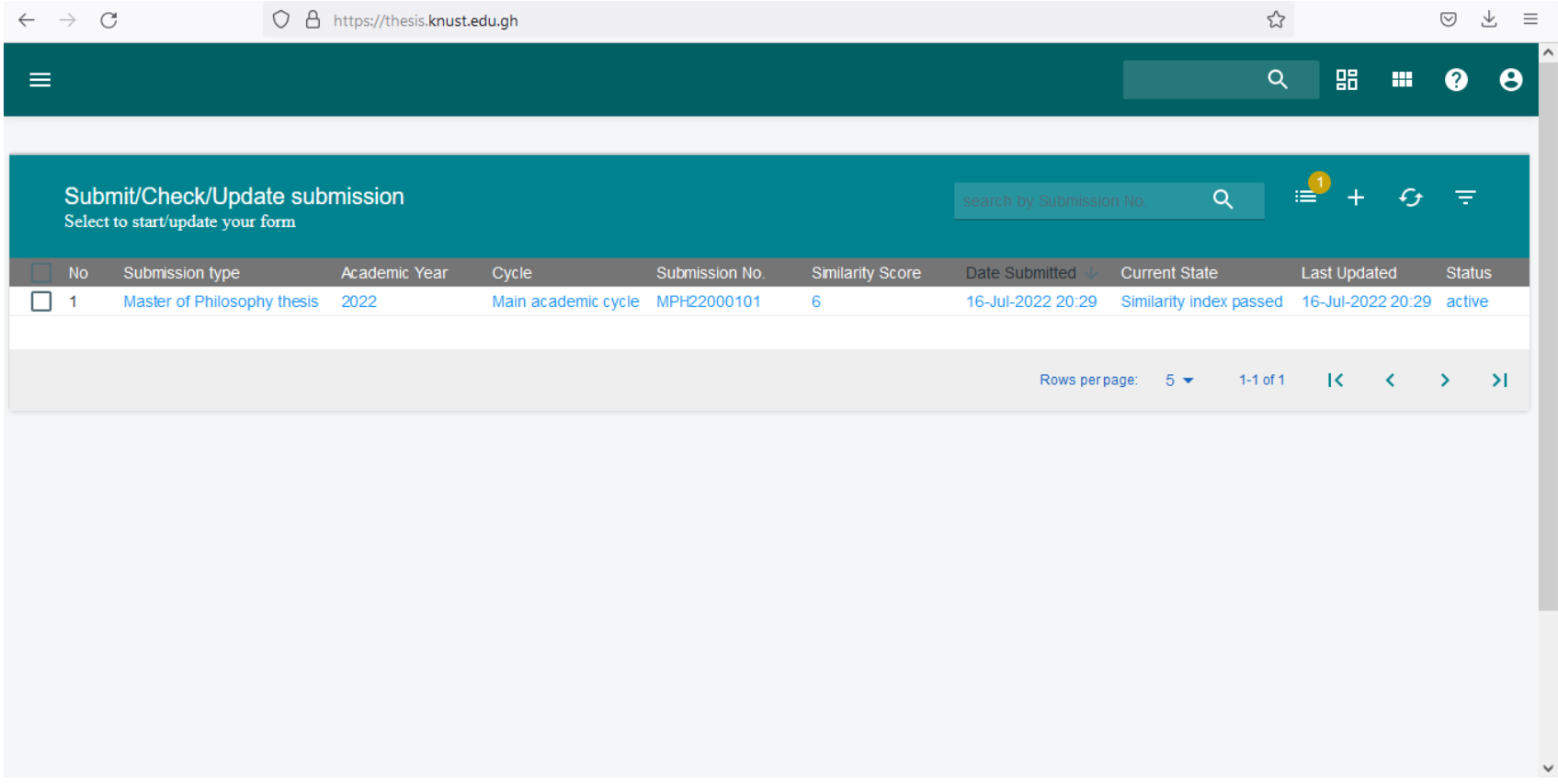


1. A sample of SMS text notification with submission number.

Submit/View/Update Deposition



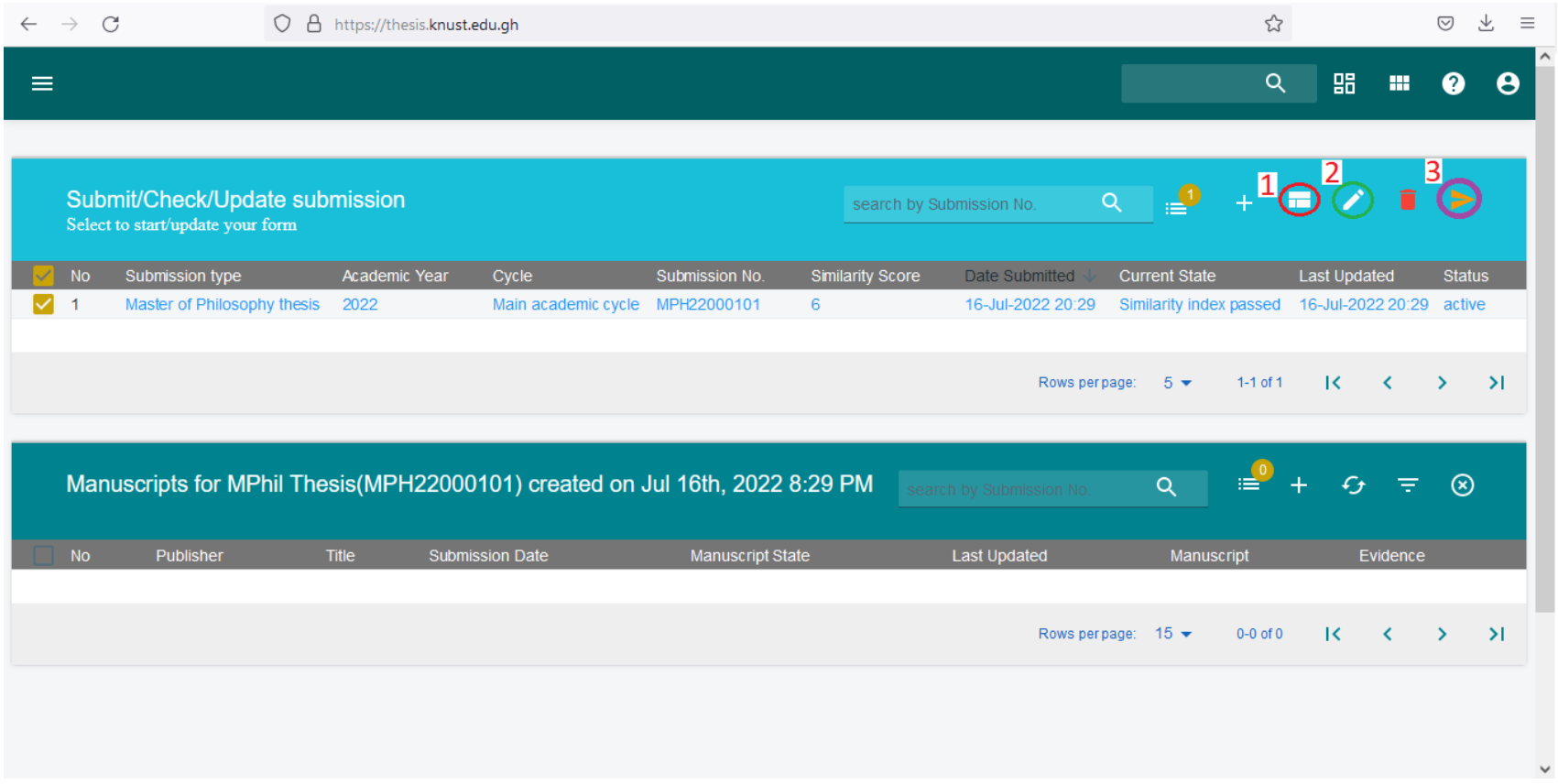
1. This page appears after uploading and
   - clicking **DONE** or
   - closing the wizard



1. **CLICK** on the submission you wish to **VIEW** or **UPDATE** or **SUBMIT**

OR

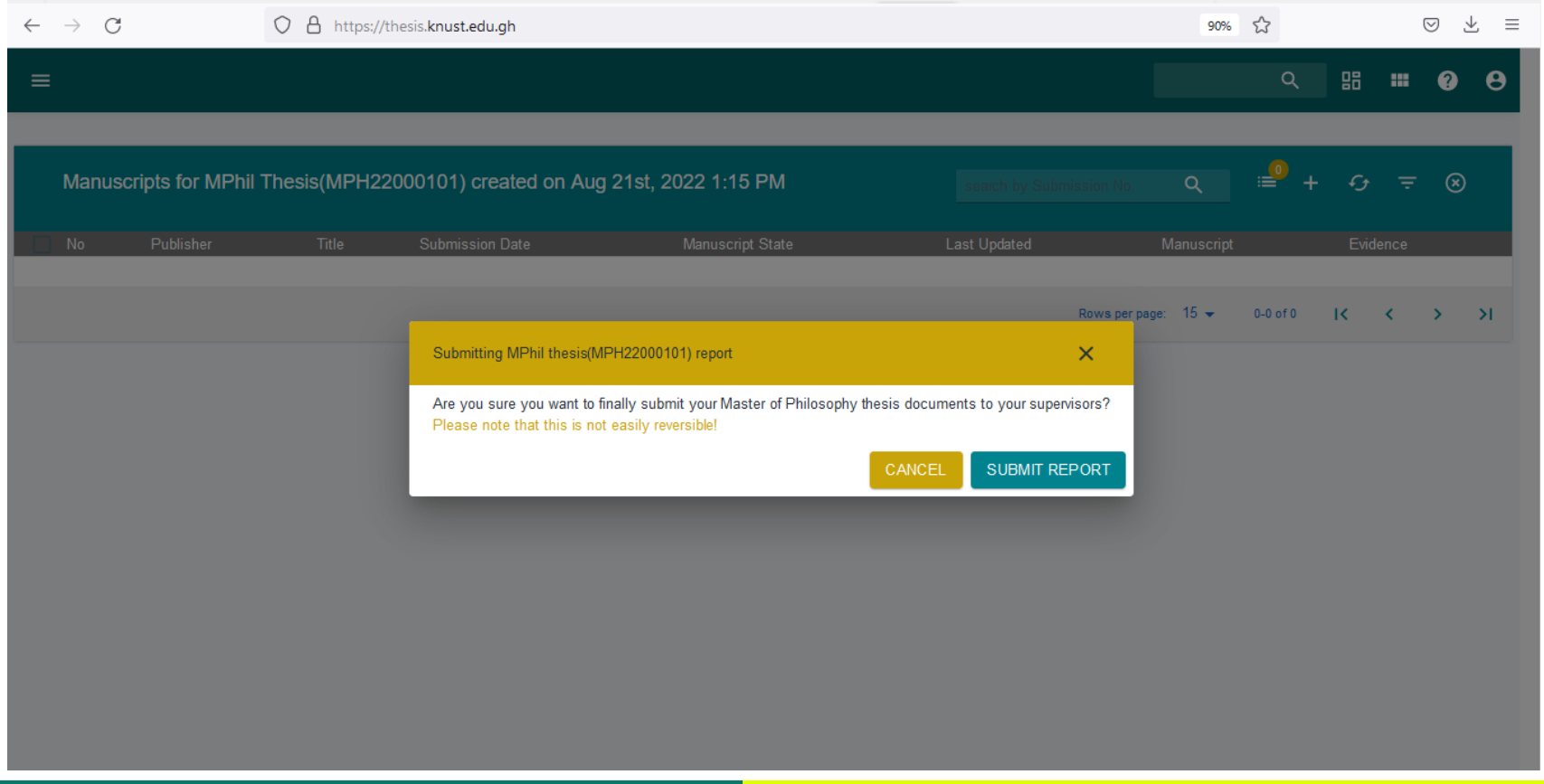
2. **CHECK** the box by the submission you wish to **VIEW** or **UPDATE** or **SUBMIT**.



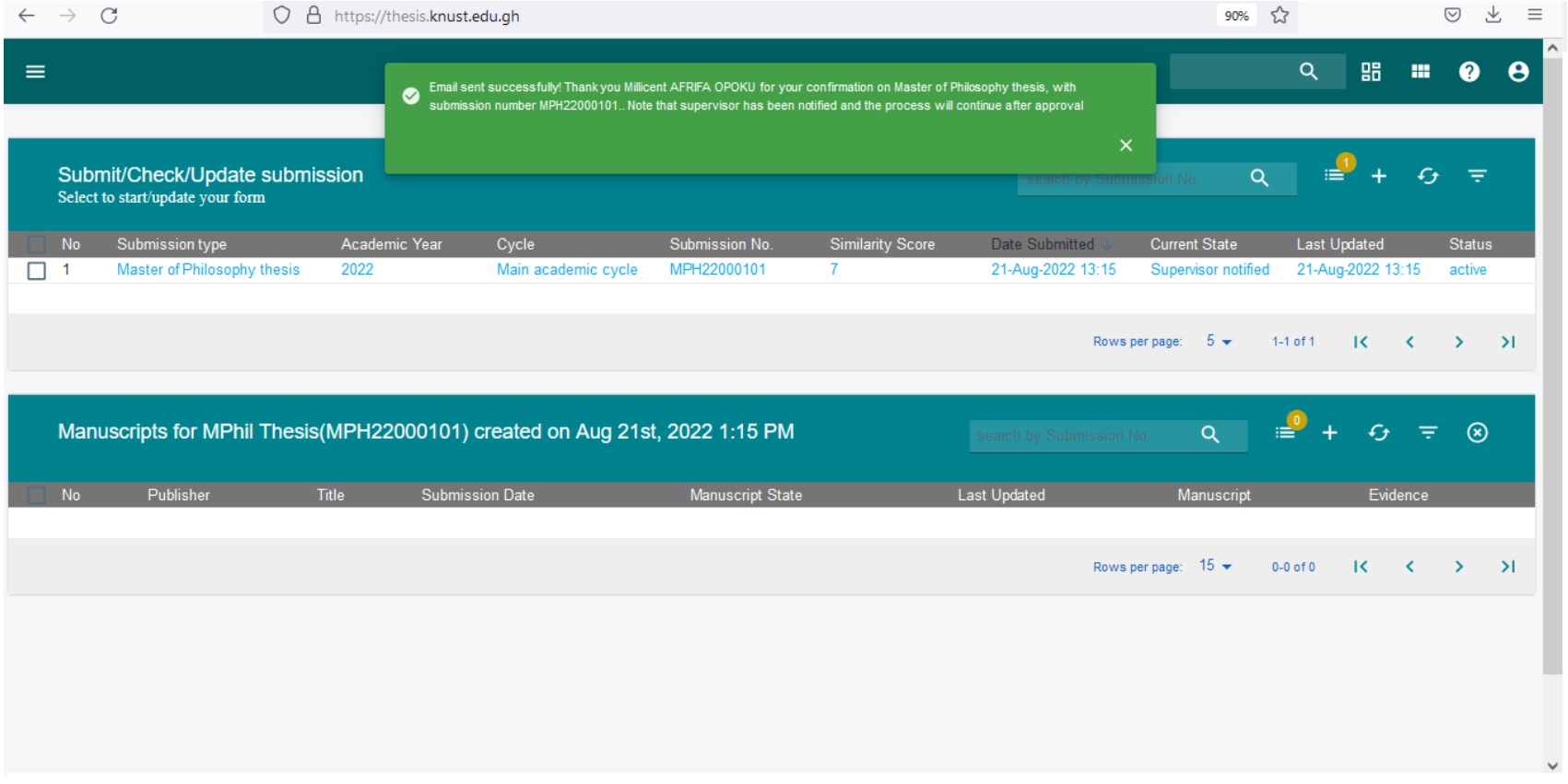
1. View uploaded/deposited report.
2. Update uploaded/deposited report.
3. Submit report (golden arrow).

Submission

1. After clicking on submit report (golden arrow).
2. A window pops up as shown.
3. Click on Submit Report.



Submission



Report successfully submitted.