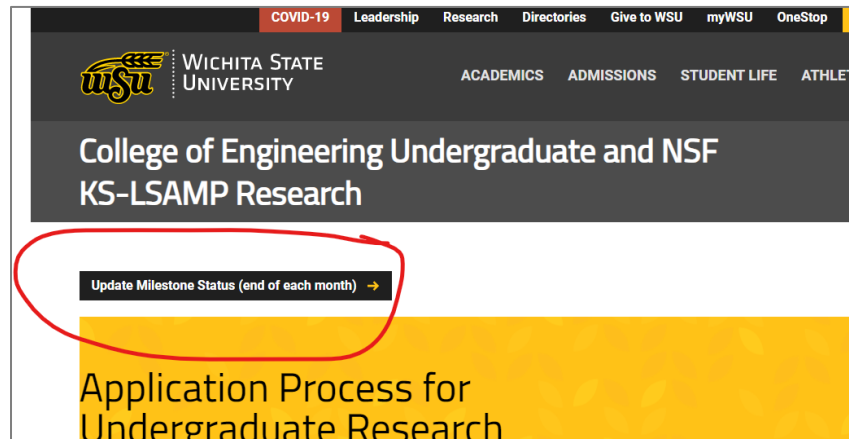


Tips For Updating URE Monthly Status Document

Locate your project documents (2 options)

1. In a browser, go to the URE site: <https://wichita.edu/ure>

Click on the button “Update Milestone Status (end of each month)”



The table presented will have links to your Research Proposal, Mentor Compact and your Status Report. Clicking on any of the links will require you to log into OneDrive 360. You have read access to the Research Proposal and Mentor Compact documents, and write/edit access to the Status Report.

2. In OneDrive: <https://onedrive.live.com/about/en-us/signin/>

On the left navigation bar, click on ‘Shared’ and in the main window under ‘Shared with You’, you should see your documents. You have read access to the Research Proposal and Mentor Compact documents, and write/edit access to the Status Report.

Updating Status

Once you open your document, Word should open up. Tracking will be ‘ON’ – please leave it on so that we can quickly find the changes you have made each month.

The Outcomes/Deliverables from your Mentoring Compact are included for your reference. You also have links to your Research Proposal and the complete Mentoring Compact if you use the URE weblink above. It is a good idea to review where you planned to be, and where are now. Make notes in your status about what accomplishments you have made, if you are getting off track, and what actions you will take to get back on track.

Tips For Updating URE Monthly Status Document

When you have completed your project, the last status you enter should indicate that. The start month and end month appear at the top of the Status Report. If they are blank, please provide them.


The document has 5 sections. Each section has sub-headers for the months June through December. Click into the space just after the month you are reporting and provide an update for that section. You will build onto your document each month.

Complete notes for the 5 sections, then at the end, you are to 'sign' for the month. Simply type your name. The tracking option in Word will note when you do this.

Close the document. It will save as you are editing if you have opened the document in OneDrive.

Let your mentor know that you have completed your updates. They will need to review and sign as well.

If you have not worked with Word Tracking option, a bar in the left margin will appear wherever there was a change made, and the changed text will show in a different colored font:



The image shows a screenshot of a Microsoft Word document with tracked changes. A blue-bordered box highlights two sections. The top section is titled "July Approvals" in blue. Below the title, the text "Student (Type your name) **Linda Manfull**" is displayed, where "Linda Manfull" is in red. Below that is "Mentor (Type your name)". A green arrow points from the left margin to the start of the "July Approvals" section. Another green arrow points from the right margin to the name "Linda Manfull". The bottom section is titled "August Approvals" in blue, with "Student (Type your name)" below it.

When you hover over the changed text it will show the user name and timestamp of the update. Please DO NOT use the 'Accept changes' option in Word or we will lose that information.

If you have questions, email linda.manfull@wichita.edu.