Electronic evidence of students activities
DSP at FFWS

Czech University of Life Sciences Prague

1 Instructions for DSP students

1.1 Fill in the Excel table

You can download the sample table here: https://www.fld.czu.cz/en/r-9415-science-research/r-12984-documents in section **PhD student's documents/Sample DSP table**

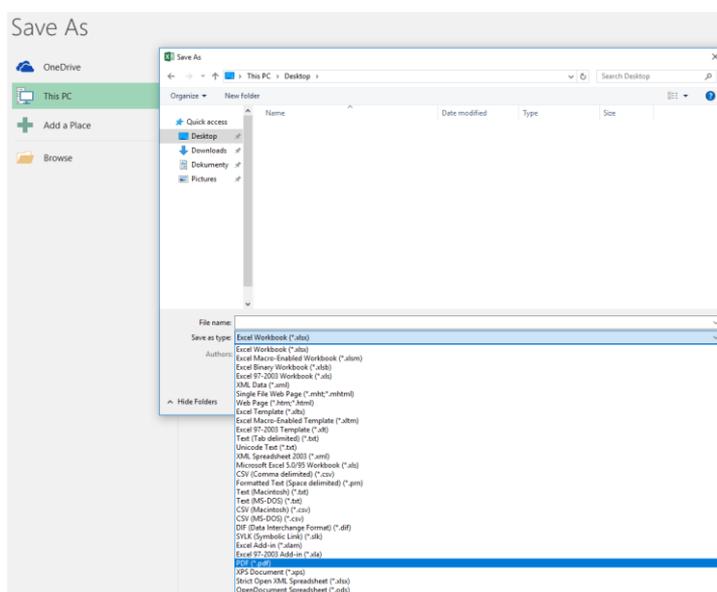The first step is to fill in the Excel table and save it in PDF format. Document save and fit to one A4 page.

Figure 1 - Save as PDF

1.2 Create and insert signature to PDF file

To create your own signature, which you then paste into the PDF file, you will need a scanner. After successful scan, save the file in image format (.jpg; .jpeg; .png).

Open the PDF file, insert your signature using the *Tools – Fill & Sign* on the upper bar.
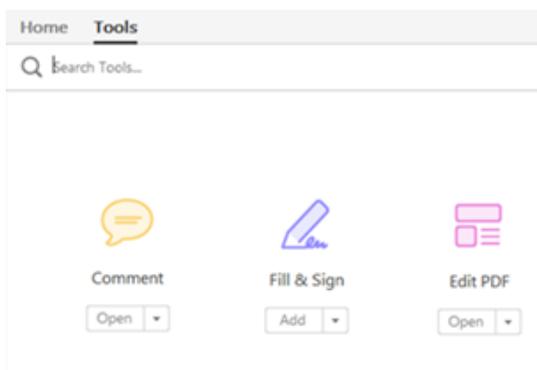

Figure 2 – Tools in PDF

When *Fill & Sign* tool is active, select *Add Signature* to insert your signature into the file. Your signature is then stored for further use.
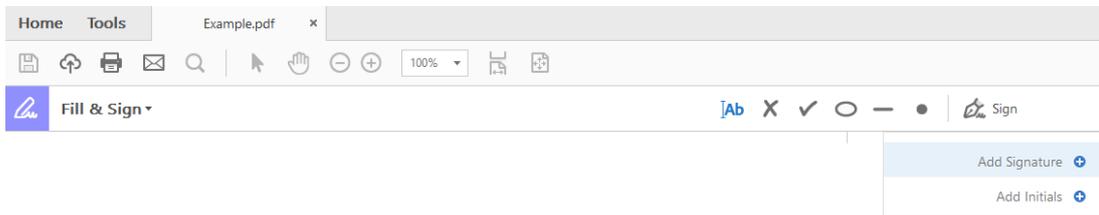

Figure 3 – Fill & Sing Tool

The following window appears, with the option to insert a signature as an image. Click on the Image icon to insert your signature.
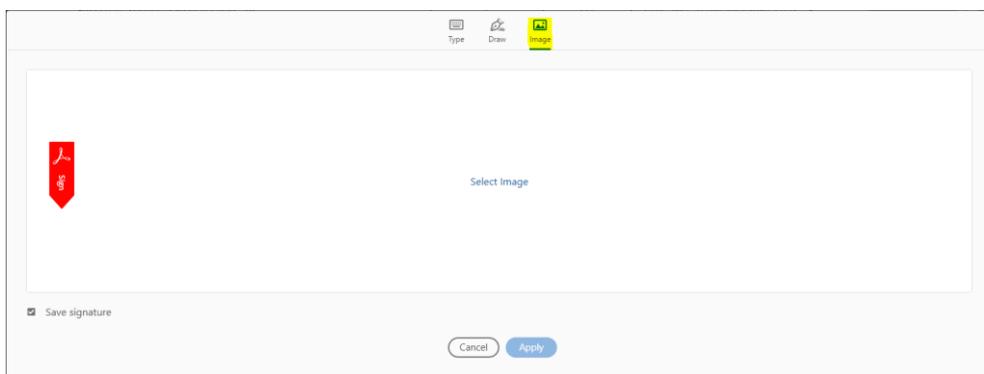

Figure 4 - Insert signature

Select saved file in your computer and click Open. To see Figure 5.
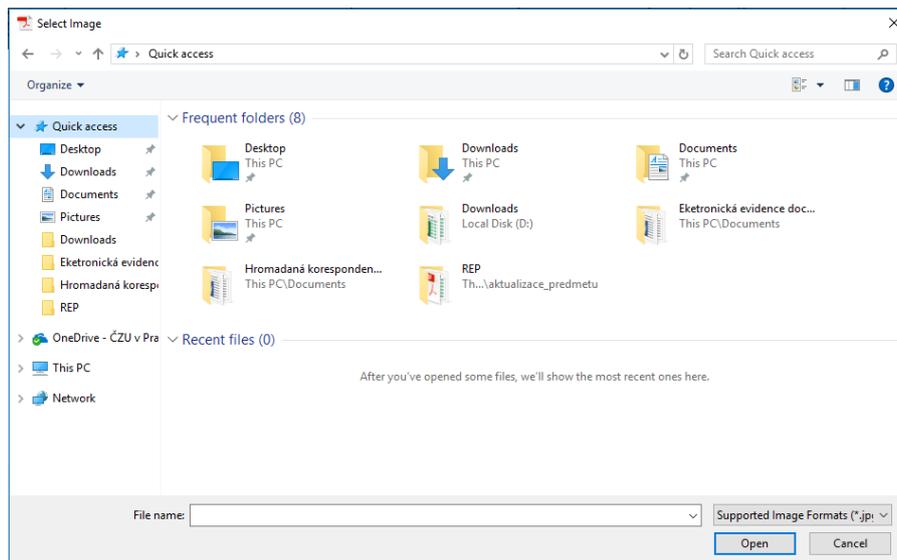

Figure 5 - Select from PC

Once your signature is in the PDF document save the document (shortcut Ctrl + S). The next step is to share this document using Microsoft OneDrive.

1.3   Initial login to OneDrive

Microsoft OneDrive is synchronized with your University email account. You can login with your email address on the domain fld.czu.cz.

Use your usual web browser and visit this address to register your account. You can also login to your existing account. https://onedrive.live.com/about/en-us/signin/
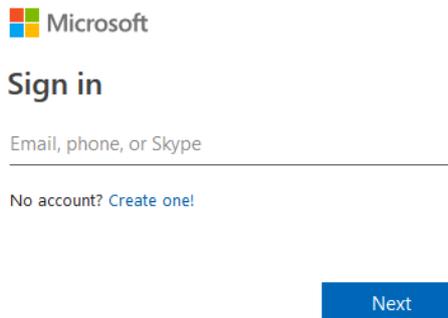

Figure 6 – Login window

Insert your email address and press the *Next* button. If the address is correct, you will be prompted to insert your password. If your login credentials are correct you will see a question window about staying signed in. Select **Yes** to save you password for next login.
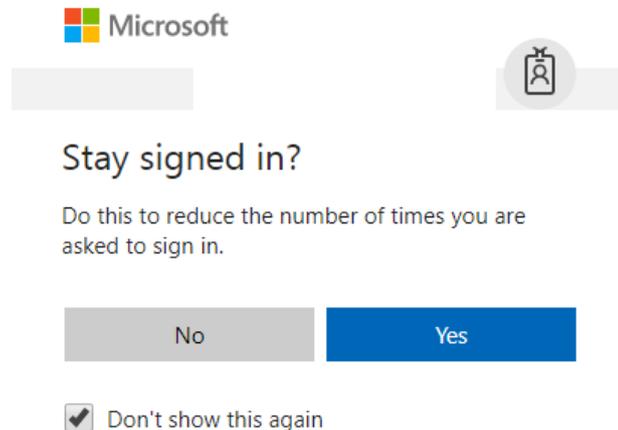

Figure 7 – Option to login

Once the previous steps are done, you will see the homepage of OneDrive application.
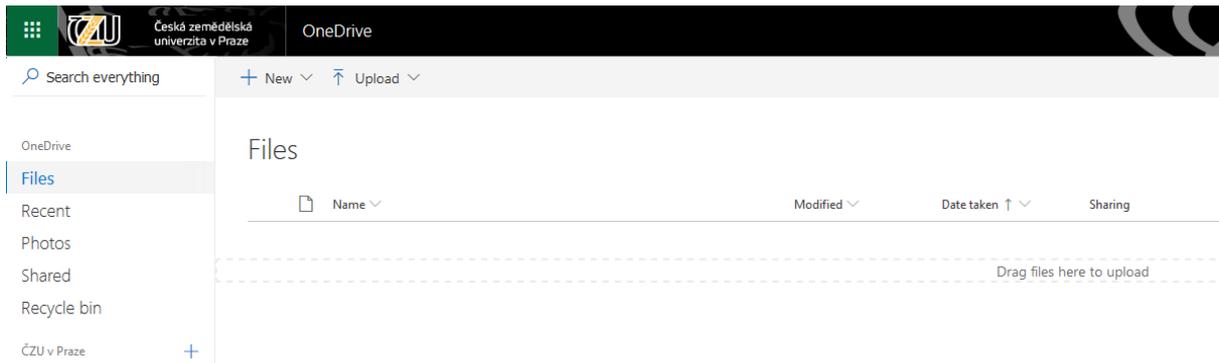
Figure 8 - Homepage

1.4 Upload a file

Select *Upload* in the upper menu of this page. You can upload files or create a folder. In this case, select the first choice - *Files*.
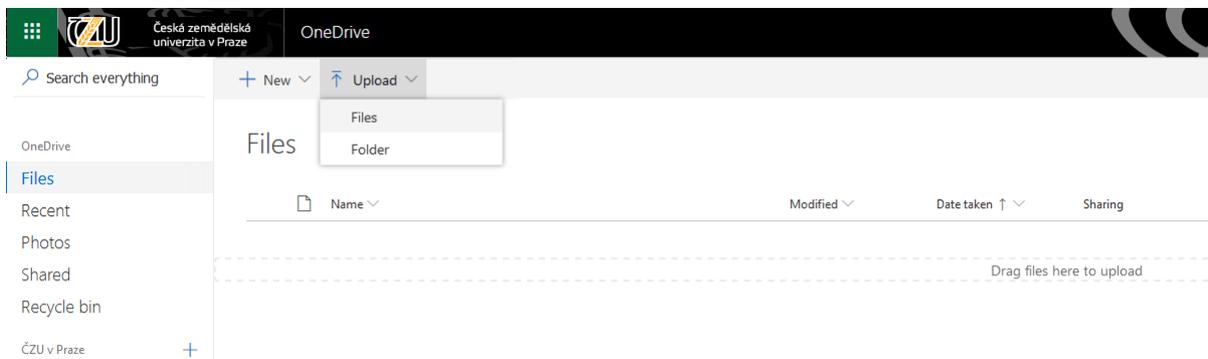

Figure 9 – Upload file

Find the file in your PC and upload it. Once the file is successfully uploaded, you will see it in the list of all files.
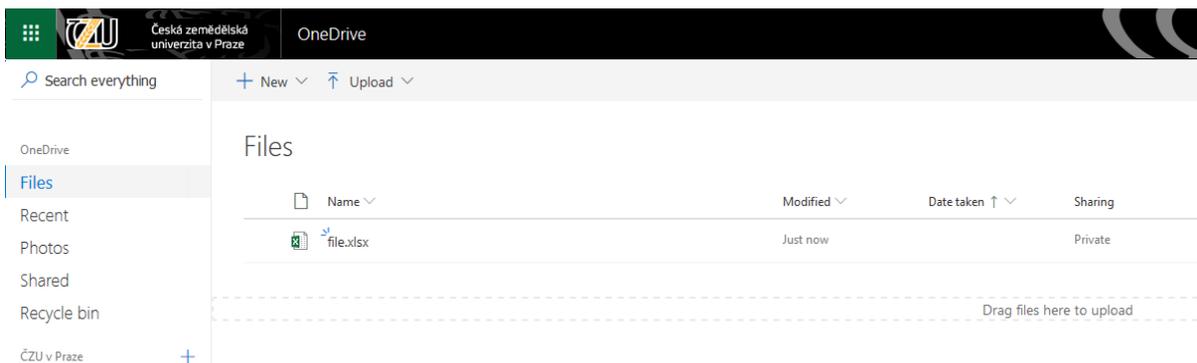

Figure 10 – List of all uploaded files

1.5 Share files with other users

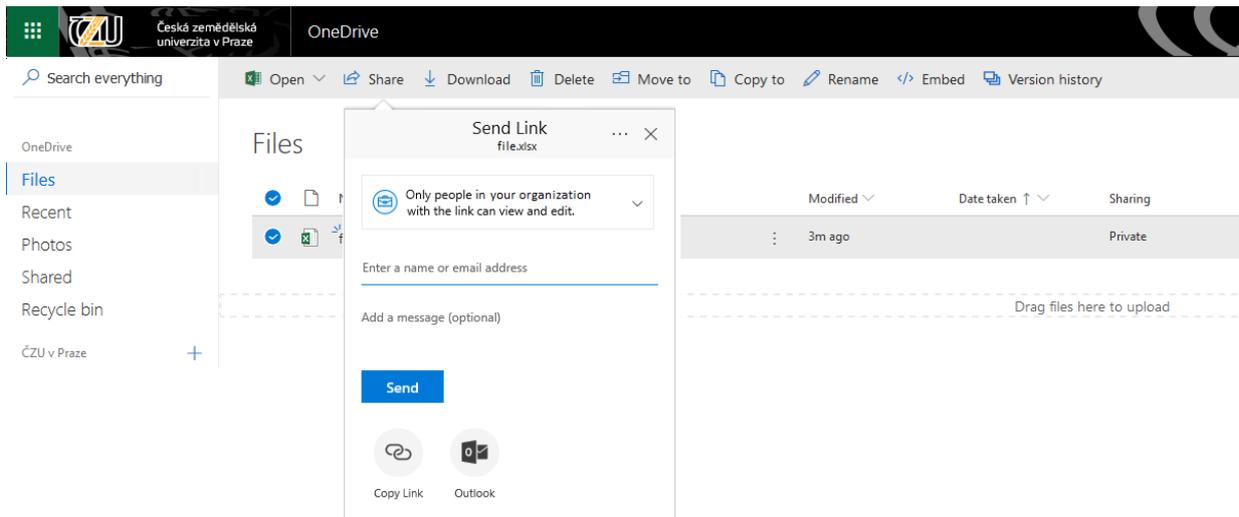Select the file you want to share with someone and then in the upped panel select *Share*.

Figure 11 – Sharing the file

It´s very important to select the blue icon, which allows you to share your files to every user of CULS. You can also set if the person will be able to edit your file or not.
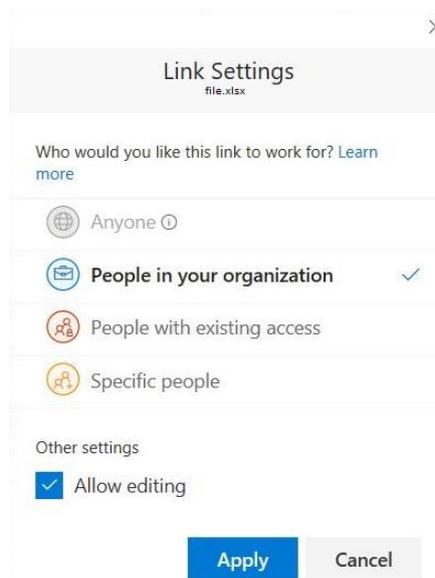

Figure 12 – Link settings

The document sharing process has the following steps:

1. Student shares the completed form with his / her supervisor.
2. Supervisor after signature shares with the head of the department.
3. The head of the department shares with the student and the Department of Science and Research - Mgr. Hana Brodská brodskah@fld.czu.cz

   Use only @fld.czu.cz domain in all email addresses.

Enter the name of user you want to share your file with (you can enter more users) and click *Send*. OneDrive sends an invitation email to the users. They are now able to view or edit your file. This depends on settings you set a few steps back.

Science and Research department will regularly check this evidence and continuously submit to the head of department to check correctness of data and signatures.

2 Instructions for supervisors and heads of departments

2.1 Initial login to OneDrive

Microsoft OneDrive is synchronized with your University email account. You can login with your email address on the domain fld.czu.cz.

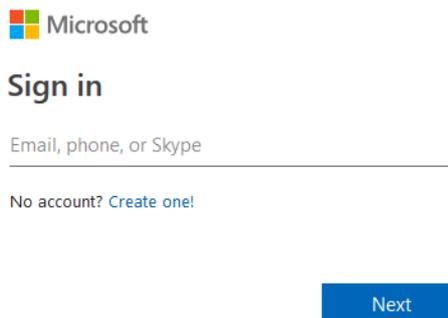Use your usual web browser and visit this address to register your account. You can also login to your existing account. https://onedrive.live.com/about/en-us/signin/

Figure 13 – Login window

Insert your email address and press the *Next* button. If the address is correct, you will be prompted to insert your password. If your login credentials are correct you will see a question window about staying signed in. Select **Yes** to save you password for next login.
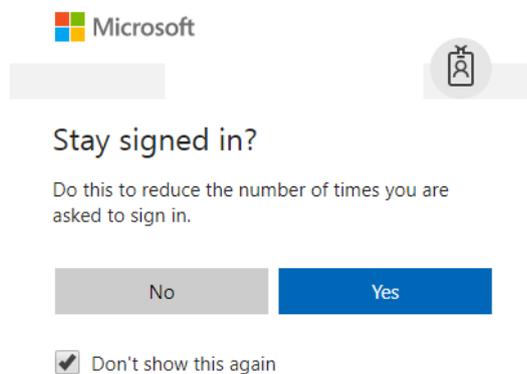

Figure 14 – Option to login

Once the previous steps are done, you will see the homepage of OneDrive application.
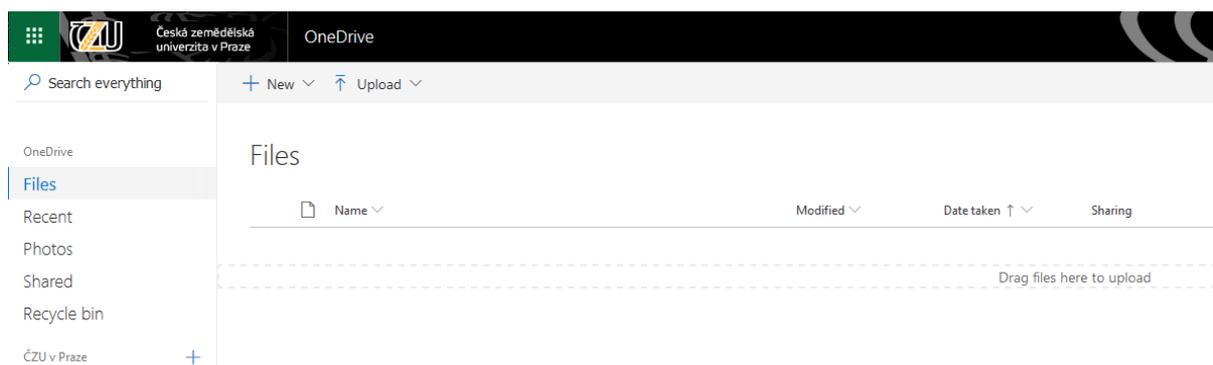

Figure 15 - Homepage

2.2 Receiving a file from the PhD student

Once a PhD student shares a file with, you will receive a message in your email box containing a link to the file.
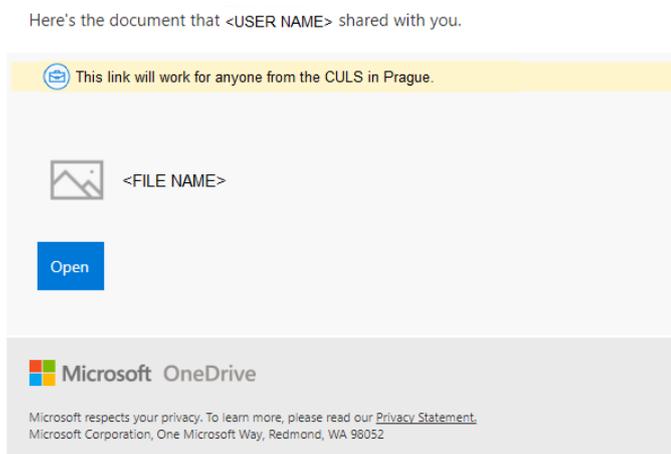

Figure 16 – Email with the link

2.3 Sharing files to other users

2.3.1 Sharing one file

Select the file you want to share with someone and then in the upped panel select *Share*.
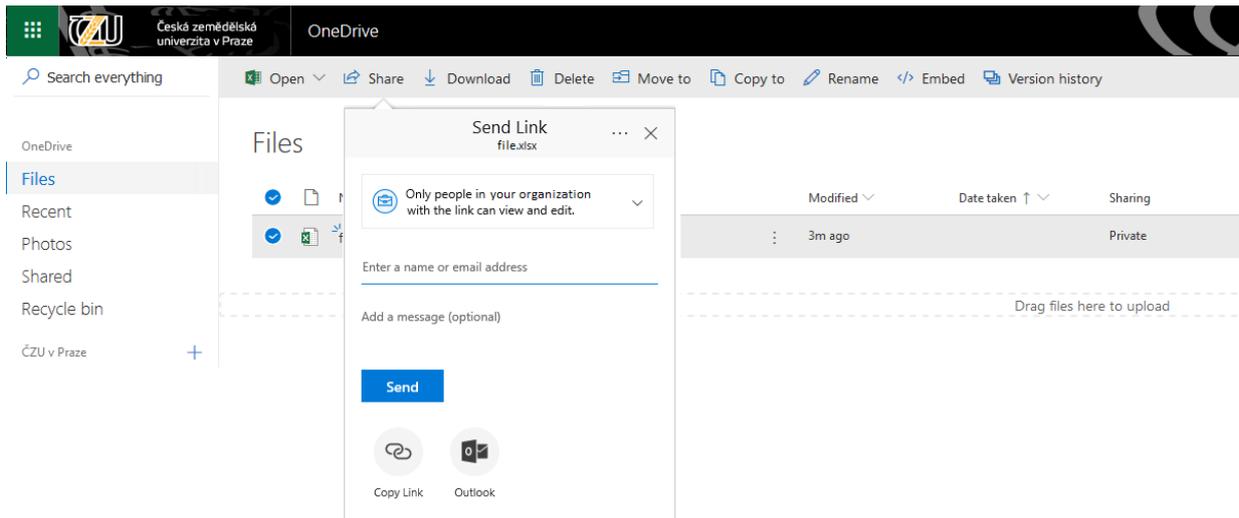
Figure 17 – Sharing the file

It´s very important to select the blue icon, which allows you to share your files to every user of CULS. You can also set if the person will be able to edit your file or not.
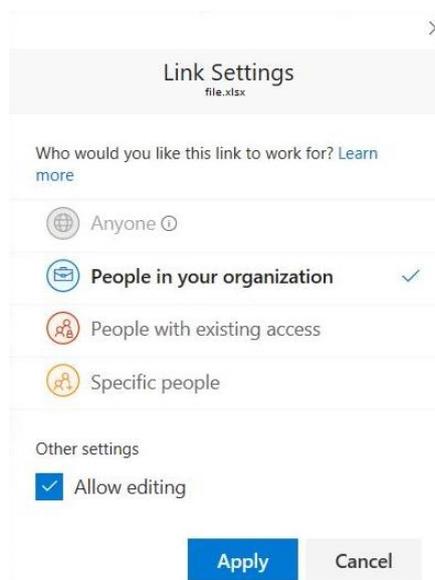

Figure 18 – Link settings

2.3.2 Sharing multiple files

You can share multiple files with folders created by the user. All files are moved to the folder and then the folder is shared as a whole. The following figure shows the option to create a folder. In the top bar select *New* and then *Folder*.
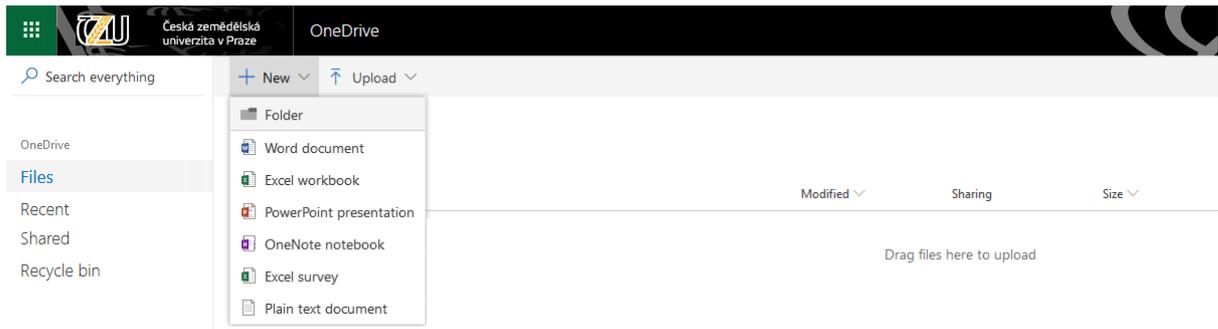
Figure 19 – Creating folder
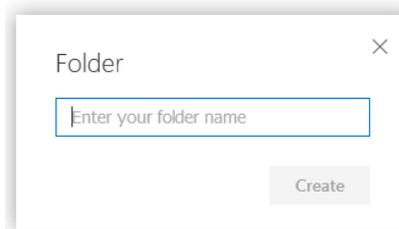
Add a folder name and click *Create*.

Figure 20 - Folder name

Once the folder is created, select the appropriate files as shown below. Using the option *Move to* in the upper bar.
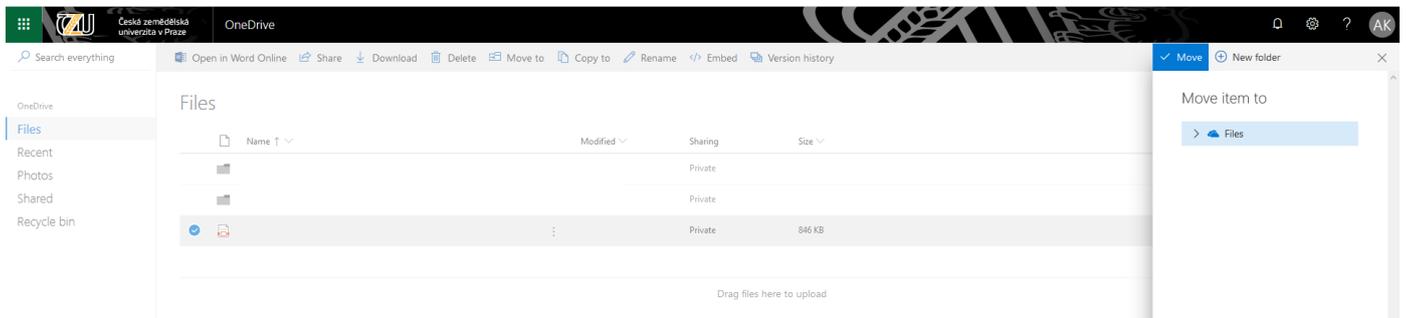

Figure 21 - Move files to the folder

Select the blue *Files* option on the fight side of the screen. If you have created folder, click on the folder name and then click on blue button: ✓ Move
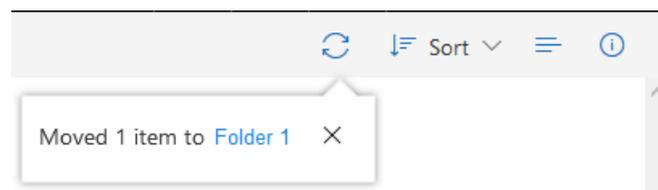

Figure 22 - Files successfully moved to new folder

Then the sharing process is exactly the same as with a single file. Select folder – in the top bar *Share* button – fill in user name (or multiple users) – confirm sharing.

2.4   Granting consent between levels of sharing

Granting consent is done through a grey line with "*Add a message (optional)*" description.

If you agree with the document, type in that line "Agree" and attach your name.
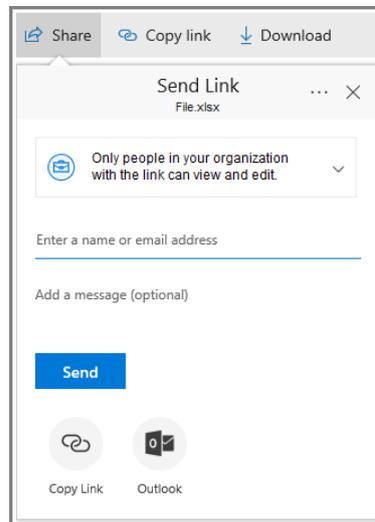

Figure 23 – Adding a message to a shared document

The document sharing process has the following steps:

1. Student shares the completed form with his / her supervisor.
2. Supervisor after signature shares with the head of the department.
3. The head of the department shares with the student and the Department of Science and Research - Mgr. Hana Brodská brodskah@fld.czu.cz

    Use only @fld.czu.cz domain in all email addresses.

Enter the name of user you want to share your file with (you can enter more users) and click *Send*. OneDrive sends an invitation email to the users. They are now able to view or edit your file. This depends on settings you set a few steps back.

Science and Research department will regularly check this evidence and continuously submit to the head of department to check correctness of data and signatures.