HOW TO REVIEW A SENIOR PROJECT AS A DEPARTMENT ONLINE

After an advisor has approved a senior project, you will receive an automated email from Digital Commons, prompting you to register a decision. (Make sure to check your junk and clutter folders.)

1. REGISTER A DECISION

- Navigate to digitalcommons.calpoly.edu.
- Click on My Account.
- Login through your Cal Poly credentials.
- Click on Manage Senior projects under your department’s senior project header.
- Click on the title of the senior project to review.
- Click on Reviewers in the left sidebar to view the advisor’s decision.
  - If the advisor has selected Not Approved, contact the advisor. It is their responsibility to discuss any edits that need to be completed with the student.
- Click on Register Decision in the left sidebar.
  - To view the senior project, click on PDF next to Download above the Submission Metadata.
- Click on Select the decision dropdown menu, and select an option.
  - If either Approved with Minor revisions, Approved with Major revisions, or Rejected is selected, it is the responsibility of the department to discuss the decision and any further action required with the student and/or advisor.
- Click the Register Decision button on the right-hand side.
  - The auto-populated email language does not need to be edited prior to clicking Register Decision.

2. ALL DONE!

- If the department has selected Approved as the decision, Digital Commons staff will post the project, making it available to the public.
- Visit guides.lib.calpoly.edu/seniorprojects for more information.