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the craft of research in the
arts and humanities

A Quick-Fire Guide to



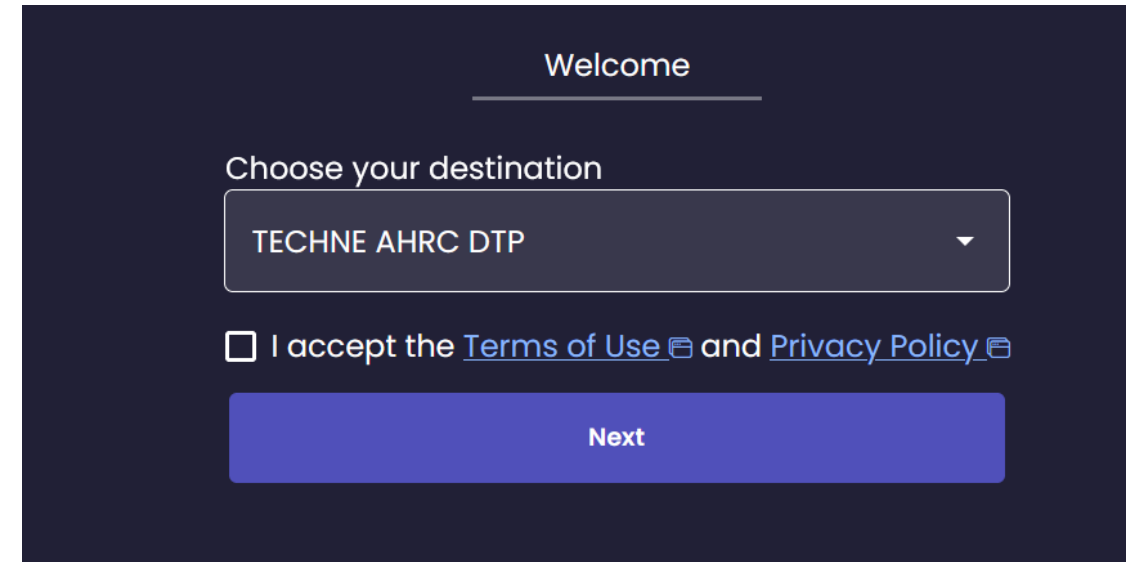
Why do we use Inkpath?

- Inkpath allows us to have a single platform that handles all the administration of the Techne training programme (bookings, feedback, attendance monitoring etc.) in a much more efficient way.
- The Training Needs Analysis Questionnaire lets you think through how you'd like to develop and suggest upcoming activities which will be relevant to your interest.
- Techne students should be completing around 10 days of training per year (whether that's organised by Techne, your university, or elsewhere). Inkpath lets you easily export all your activities into a single record, which your home institution might request as part of their annual review / upgrade process.
- You'll also be able to use your Inkpath record as evidence of your time as a Techne student even when your funding has ended.



How to access Inkpath

- You can access Inkpath either through [the web](#), or by opening your mobile device's app store and downloading the free app from there.
- You will need to read and confirm you accept the Terms of Use and the Privacy Policy before entering your University email address into the Email field and clicking "Next".
- If you have previously registered to another organisation within Inkpath with the same email address, you will use the same email address and existing Inkpath password to log in. You will not receive a new password. If you are connected to more than one organisation you will see the option 'Switch Organisation' in the top right corner.



Welcome

Choose your destination

TECHNE AHRC DTP

I accept the [Terms of Use](#) and [Privacy Policy](#)

Next

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The Dashboard (Web Version)

Search and Book Workshops Create / Add your Own Activities View and export your activity history

Mark activities as complete and provide feedback

Goals
Skills
Questionnaires (inc. Training Needs Analysis)

My Activities

Find Create Export

Upcoming Past Complete

Techne Student Led Conference 2024: Creative Tensions: Overcoming Academic Divisions through Artistic Practice
Techne
Mon 18/11/2024 10:00

Record attendance

Questionnaires

- The Training Needs Analysis questionnaire should be completed **each year** in the first term to help you plan your year ahead.
- You'll be asked to rate your current skill level with each of the [Vitae Researcher Development Framework](#) Skills and how important each skill is to you (i.e. what level you'd like to be at). You can then reflect on each skill to figure out precisely what you want to develop over the coming year. Your supervisor will also be able to provide further guidance with this.
- This questionnaire is not a test, and there are no "wrong" answers. You should answer as truthfully as you can.
- The Techne Training Group review all responses when organising and scheduling our training programme, so you can use the questionnaire to tell us about specific training you'd like to take part in.

Please select a questionnaire to complete.

To view previous submissions, please select a completed questionnaire.

Techne AHRC DTP Training Needs Analysis

Not Started

Finding Activities

- Sessions typically open for sign-ups around 2 months before they are due to take place.
- You can filter all upcoming sessions by the mode of attendance, and the skills which they will relate to.
- If your home institution also uses Inkpath, you will need to make sure you are signed in to your Techne account to access our training via the 'switch organisation' button in the top right corner.

The screenshot displays the Techne website interface for finding activities. At the top, there are date selection fields for 'From Date' (11/12/2024) and 'To Date' (23/11/2099), a search bar, and a 'Filter' button. Below the search bar, there are tabs for 'Scheduled' (12 items) and 'Self-Study' (0 items). A grid of activity cards is shown, including:

- The Mindful Researcher Course** by Allan Kilner-Johnson, from Wed 23/10/2024 to Wed 11/12/2024.
- Career Development Programme - One-to-One Appointments** by The Career Doctor, Thu 12/12/2024 15:00.
- CDP Webinar: Job Hunting Strategies** by Darcey Gillie (The Career Doctor), Thu 12/12/2024 13:00.
- The Art and Craft of Editing** by Katie Grant, Mon 20/1/2025 10:00.
- Study Hub: Online Retreat Day** by Techne - Training, Tue 4/2/2025 09:00.
- The Messy Coach: Research manifesto: Rewriting PhD Myths** by Jamie Pei, Wed 12/2/2025 11:00.

A filter menu is open, showing options for 'Organisations' (Choose... (all selected)), 'Select/deselect all', 'Live (online)' (checked), 'Live (in person)', 'Hybrid (online/in person)', and 'Other'.

Activity Details

- Each single activity will contain a brief description of the event (under details) as well as the timings and mode of study.
- Each activity has a named contact, in case you have any queries about the session.

Study Hub: Online Retreat Day
Tue 4/2/2025 09:00-15:30

Booking closing date: Mon 27/01/2025 17:00

| Actions | Details |
|--|---------|
| Book activity | |
| Contact Organiser : Natalie Lancer | |

Inkpath Courses

- When a workshop or event comprises multiple parts (such as the Mindful Researcher Programme or a multi-day writing development workshop) we set this up as a 'course' to make it easier to sign up for all the component parts at once.
- Each course will list all the activities involved, so you can see the timings for each. We also include information in the 'details' section for the course overall for ease of reference.

Developing Podcasts
Tue 21/1/2025 to Wed 22/1/2025

Booking closing date: 13/01/2025 17:00

Book Course >

Activities Details

Developing Podcasts - Session One (Required)
Tue 21/1/2025 11:00

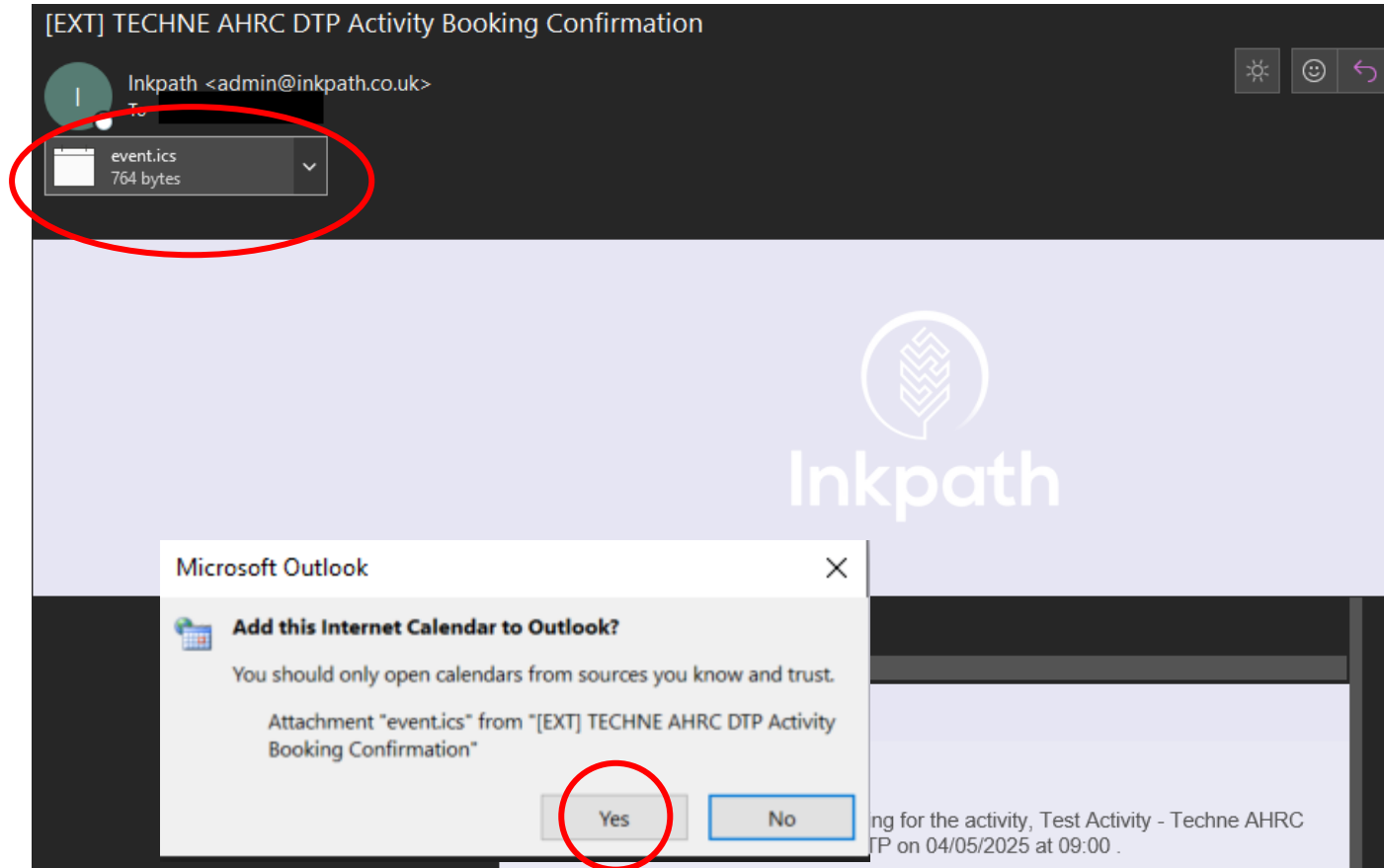
Developing Podcasts - Session Two (Required)
Tue 21/1/2025 14:00

Developing Podcasts - Session Three (Required)
Wed 22/1/2025 11:00

Developing Podcasts - Session Four (Required)
Wed 22/1/2025 14:00

Calendar Invitations

- Once you make a booking via Inkpath, you will receive a confirmation email.
- Attached to this email is a calendar invite which you can use to add the event to your Microsoft 365 Calendar
- If you open the attachment and select 'Yes' it will open a meeting window in Outlook.
- This meeting booking will pull all the relevant information from Inkpath. You will only need to add the location to the top bar.
- Once accepted, the invitation will block the time out in your calendar, enabling you to see the event at a glance.
- If you wish to use an alternative calendar – it is **your responsibility** to maintain and monitor this.




Attendance Monitoring

- It is important that you always mark your attendance properly so that Techne knows how many people have attended each training course.
- All session leaders should have either a QR or numeric code that you can use to confirm your attendance at a given activity.
- Techne only has access to the codes for centrally organised activities, such as those which take place at the Congresses. These will be visibly displayed at such events for you to scan or note down on the day.
- Should you miss a code, the Techne team will circulate them all shortly after the congresses.


Mobile App Users

1. Open the Inkpath App

2. Press this button 

3. Scan this QR Code



4. Confirm attendance 

Web Users


1. Open webapp.inkpath.co.uk

2. Press this button 

3. Enter this unique code

6702119446

4. Press 

5. Confirm attendance 

Session Feedback:

- Once you have marked your attendance, you will be asked to leave feedback for the session in question.
- You will be asked to rate the session out of five and offer any additional comments you wish to have noted.
- The more information you provide, the more useful it is to us when planning future sessions. This is particularly true when you rate a session poorly.
- Any feedback given **does not** include your name, however your home institution and cohort year are visible to the Training Officer in the first instance. It is then further anonymised before being reviewed by the Training Group.
- Individual session leaders do not see the feedback given on Inkpath, so may ask you to complete a separate external form as well for their own reports. Wherever possible we ask that you complete both sets of feedback.

The screenshot shows a feedback form titled "Test Activity - Techne AHRC DTP". It includes a progress bar for "Log hours" set to "1 hour". Below this is a "Rate activity" section with five stars, where the first star is filled. The next section asks "Would you recommend this activity?" with "Yes" and "No" buttons, each accompanied by a thumbs-up and thumbs-down icon respectively. A "Feedback" section follows with a text input field containing the placeholder "Please write your feedback here...". At the bottom, there is an "Attendance Code (Optional)" field with a dropdown arrow.

Adding your Own Activities:

- In addition to signing up for centrally organised sessions, you can also add your own additional training to Inkpath.
- You can complete the form provided under 'Create' to add any number of additional sessions onto your Inkpath log.
- We recommend that you do not select the 'Hide from my Organisation' checkbox unless there are clear reasons to do so.

* denotes required fields

Activity Name
Example Personal Activity

Activity Type
Committee membership

Skills
B1: Personal qualities,B2: Self-management,B3: Professional and career development

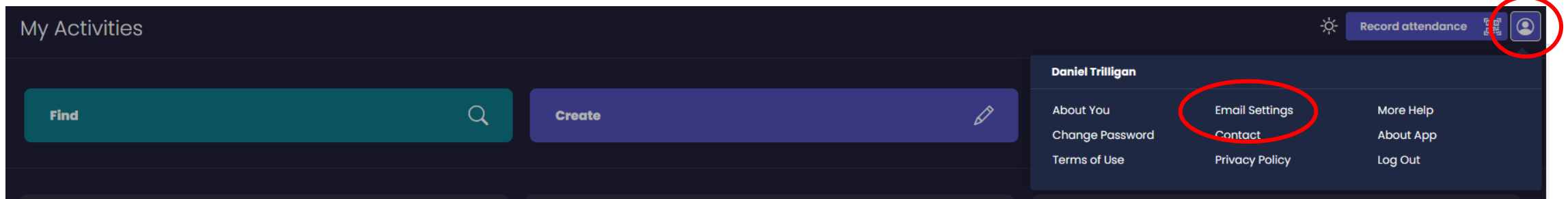
Start Date *
20/2/2025

Start time
09:00

End Date *

Email Settings

- You can manually amend how many emails you receive from Inkpath via the email settings section of the account details tab.
- We recommend that you leave booking reminders in place to avoid accidentally forgetting sessions.



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Queries and Issues

- If your problem is a technical one, please contact the [Inkpath help team](#). If your problem is about accessing Techne events or how we expect you to use Inkpath, please contact [Techne](#).
- If you have any feedback on elements that you would like Inkpath to be able to support, please do let the Techne team know and we can raise it with the Inkpath team on your behalf.