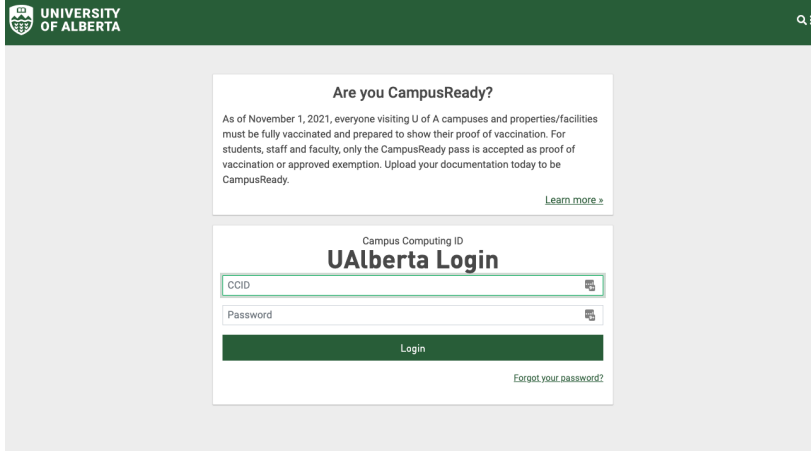
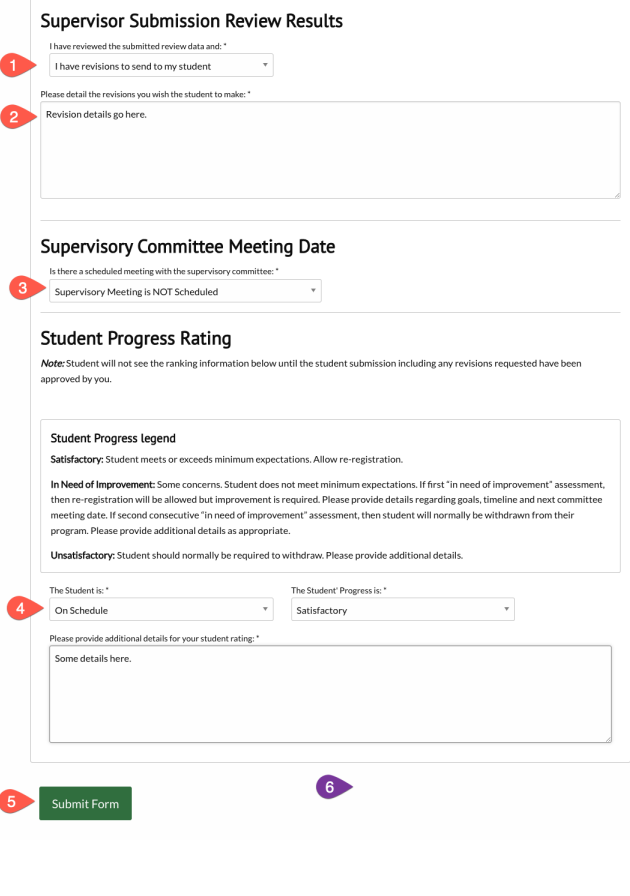
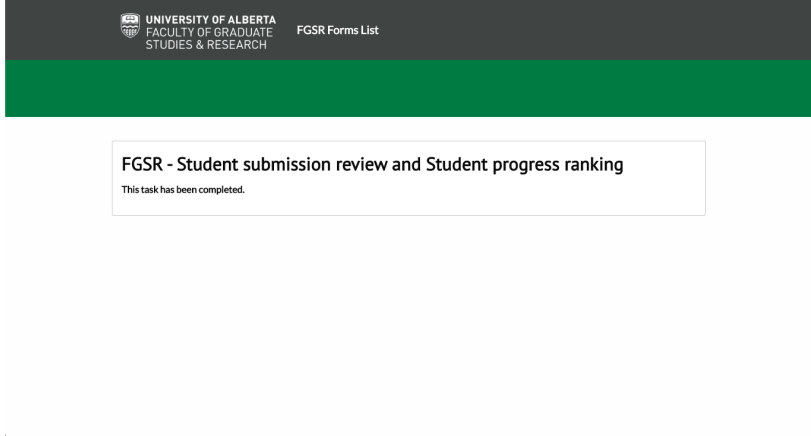




INSTRUCTIONS FOR SUPERVISORS

	<p>Once the student has finished their submission, the supervisor will receive an email with the following subject line, "You have a Progress Review to complete for &lt;student name&gt;."</p>
	<p>Enter in your CCID and password if requested</p>
	<p>Review the information submitted by your student.</p> <p>At the bottom of the form please complete the following:</p> <ol style="list-style-type: none"> <li>1. Select if you require revisions to the information provided.</li> <li>2. If revisions are required detail them in the text box that appears.</li> <li>3. Enter the date of the next upcoming Supervisory Committee Meeting</li> <li>4. Provide the Progress Rating for the student. NOTE: This information will not be shown to the student until all revisions have been completed,</li> <li>5. Submit the Form.</li> </ol> <p>This same screen will be presented with your past responses pre populated if you have requested revisions from your student and they have resubmitted the form.</p>
	<p>After clicking the Submit Form button the page will reload and you will get a message stating that the task has been completed.</p>



Please set the next progress review date for Jason Ross. Inbox x

**UofA Process Services** <noreply@ualberta.ca> to me 13:20 (52 minutes ago)

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**Please set the next Progress Review date for Jason Ross.**

**Details:**  
**Student:** Ross, Jason  
**Supervisor:** Ross, Jason  
[Click here to be taken to the set progress review date form.](#)

This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, [please contacts us.](#)

Once the Supervisory Committee Meeting date has passed, you will receive an email with the subject, "Please set the next progress review date for <student name>."

Click the link in the email to go to the webform.

**FGSR - Student Performance Review**  
Set Next Review Date

Please set a date for the next Student Performance Review for Jason Ross.  
If no further reviews are required please leave the field blank.

1

2

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration, administration of records, scholarships and awards, student services, and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the

Fill in the student's next review date and click the submit form button.

2021 - 2022 Progress review for Jason Ross. Inbox x

**UofA Process Services** <noreply@ualberta.ca> to me 14:21 (1 minute ago)

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**Attached: 2021 - 2022 Progress review for Jason Ross.**

**Details:**  
**Student:** Ross, Jason  
**Supervisor:** Ross, Jason  
**Reporting Period:** 2021 - 2022

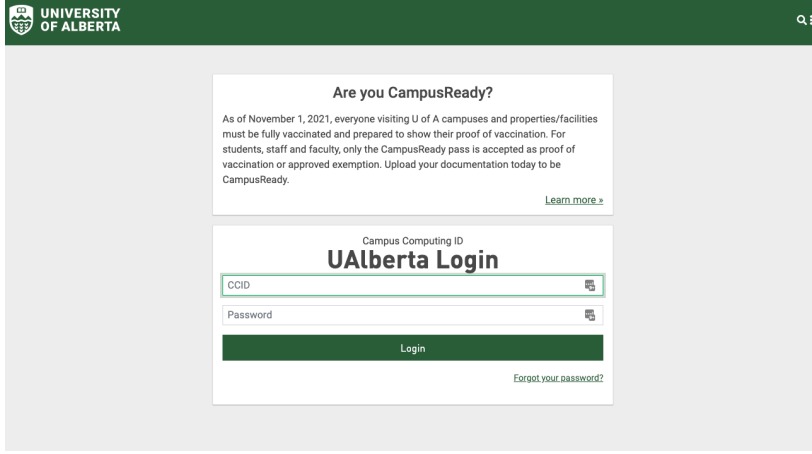
This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, [please contacts us.](#)

Once you have set the next review date, or stated that no further supervisory committee meetings are required, you will receive an email with the subject, "<reporting period> Progress review for <student name>."

This email will have a PDF attachment with the complete information, committee member comments, and next review date.



**INSTRUCTIONS FOR  
CO-SUPERVISORS AND COMMITTEE MEMBERS**

<p>You have a progress review to evaluate for Jason Ross. <span>Inbox x</span></p> <p> <b>UofA Process Services</b> &lt;noreply@ualberta.ca&gt; to me ▾ <span>12:57 (3 minutes ago)</span></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>UNIVERSITY OF ALBERTA</b> FACULTY OF GRADUATE STUDIES &amp; RESEARCH</p> <hr/> <p><b>You have a progress review to evaluate for Jason Ross.</b></p> <p><b>Details:</b>  <b>Student:</b> Ross, Jason  <b>Supervisor:</b> Ross, Jason  <a href="#">Click here to be taken to the progress review form.</a></p> <p><small>This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, please <a href="#">contact us</a>.</small></p> </div>	<p>You will receive an email with the subject, "You have a progress review to evaluate for &lt;student name&gt;."</p>
 <p>The screenshot shows the UAlberta Login page. At the top, it says "Are you CampusReady?" with a link to "Learn more &gt;". Below that, it says "Campus Computing ID" and "UAlberta Login". There are input fields for "CCID" and "Password", a "Login" button, and a link for "Forgot your password?".</p>	<p>Enter in your CCID and password if requested</p>



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### FGSR - Co-Supervisor review and comments

#### Student Progress Review

1 I have reviewed the submitted review data and:  
I have comments to add

2 Please detail the comments you wish to make to the student:

3 **Submit Form**

### Requirements, Milestones, and Study Status

#### Participant Information

##### Student Information

Student Name: Ross, Jason      Student ID: 0009856      Student CC-ID: jbross

##### Supervisor Information

##### Student Progress Legend

**Satisfactory:** Student meets or exceeds minimum expectations. Allow re-registration.

**In Need of Improvement:** Some concerns. Student does not meet minimum expectations. If first "in need of improvement" assessment, then re-registration will be allowed but improvement is required. Please provide details regarding goals, timeline and next committee meeting date. If second consecutive "in need of improvement" assessment, then student will normally be withdrawn from their program. Please provide additional details as appropriate.

**Unsatisfactory:** Student should normally be required to withdraw. Please provide additional details.

The Student is: On Schedule  
The Student's Progress is: Satisfactory  
Supervisor details about the student's rating: Progress additional details go here.  
Supervisory Committee Meeting: No Meeting Booked

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see <http://www.ipu.ualberta.ca/>.

Review the information in the form and then perform the following:

1. Select if you have comments to make for the student
2. If you do want to make comments, a textbox will appear where you can record your comments.
3. Click on the Submit Form button.

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FGSR Forms List

### FGSR - Student submission review and Student progress ranking

This task has been completed.

After clicking the Submit Form button the page will reload and you will get a message stating that the task has been completed.



<p>2021 - 2022 Progress review for Jason Ross. <span style="float: right;">Inbox x</span></p> <p> <b>UofAProcessServices</b> &lt;noreply@ualberta.ca&gt; to me <span style="float: right;">14:21 (1 minute ago)</span></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p><b>UNIVERSITY OF ALBERTA</b> FACULTY OF GRADUATE STUDIES &amp; RESEARCH</p> <hr/> <p><b>Attached: 2021 - 2022 Progress review for Jason Ross.</b></p> <p><b>Details:</b>  <b>Student:</b> Ross, Jason  <b>Supervisor:</b> Ross, Jason  <b>Reporting Period:</b> 2021 - 2022</p> <p><small>This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, <a href="#">please contacts us</a>.</small></p> </div> <div style="margin-top: 10px;">  </div>	<p><b>Co Supervisor Only:</b></p> <p>Once the next review date, or that no further supervisory committee meetings are required, you will receive an email with the subject, "<i>&lt;reporting period&gt;</i> Progress review for <i>&lt;student name&gt;</i>".</p> <p>This email will have a PDF attachment with the complete information, committee member comments, and next review date.</p>
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