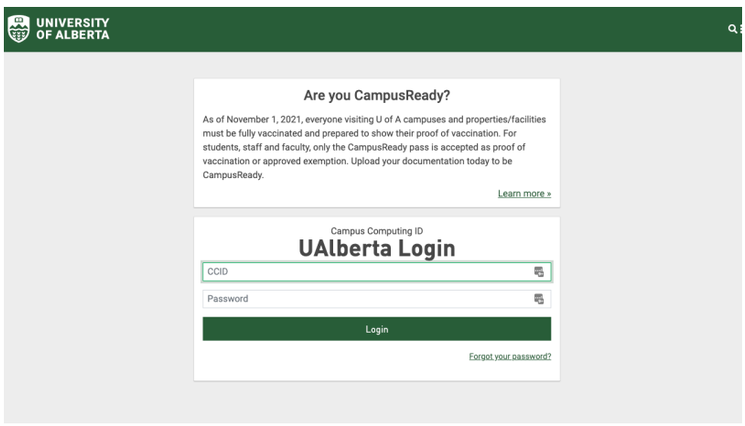
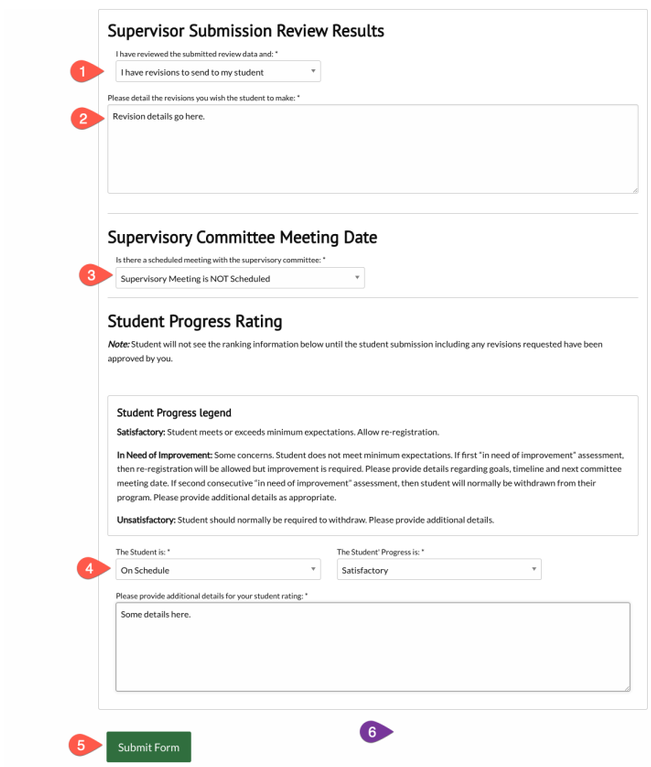
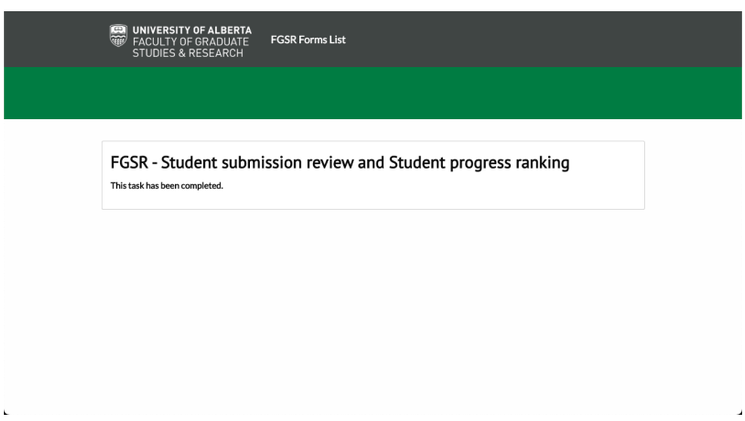
UNIVERSITY OF ALBERTA

FGSR Graduate Supervisor - Student
Student Progress Report Instructions

INSTRUCTIONS FOR SUPERVISORS

		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 <*student name*>.”
		Enter in your CCID and password if requested
		Review the information submitted by your student. At the bottom of the form please complete the following: 1. Select if you require revisions to the information provided. 2. If revisions are required detail them in the text box that appears. 3. Enter the date of the next upcoming Supervisory Committee Meeting 4. Provide the Progress Rating for the student. NOTE: This information will not be shown to the student until all revisions have been completed, 5. Submit the Form. 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.
		After clicking the Submit Form button the page will reload and you will get a message stating that the task has been completed.

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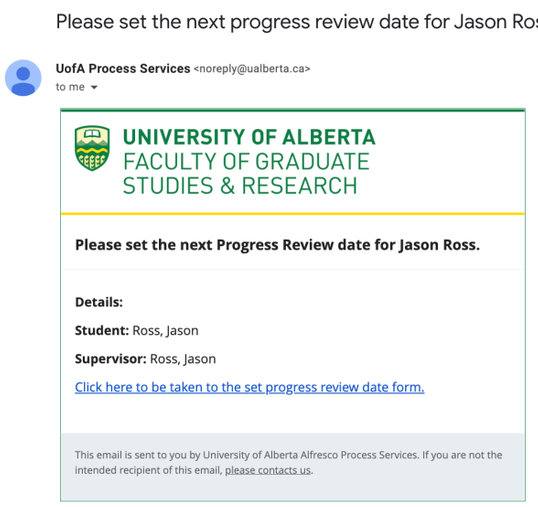
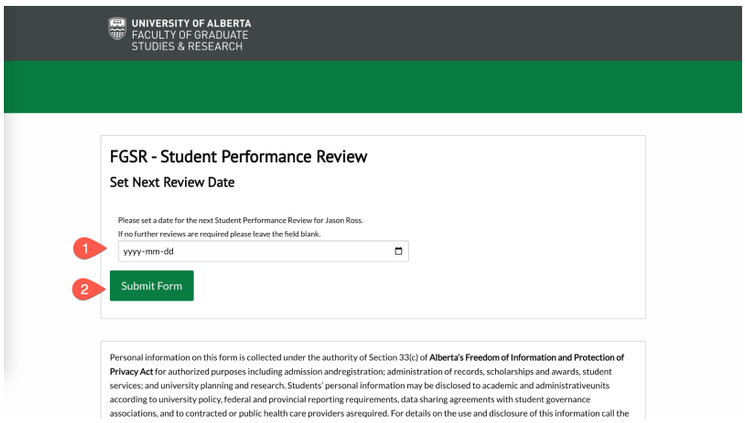
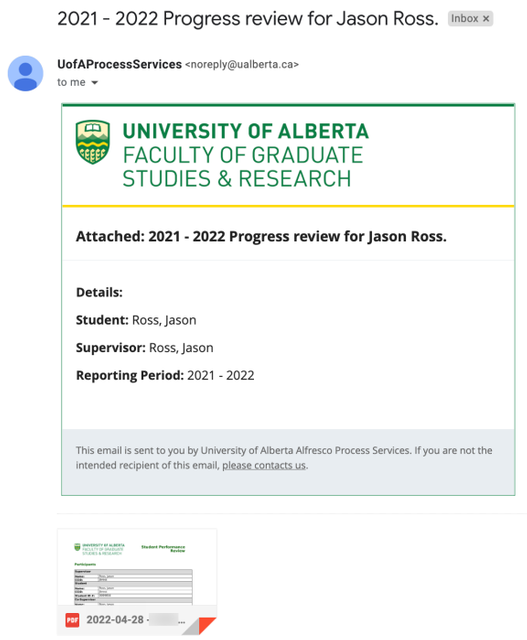


Once the Supervisory Committee Meeting date has passed, you will receive an email with the subject, “Please set the next progress review date for <*student name*>.”

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



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



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.

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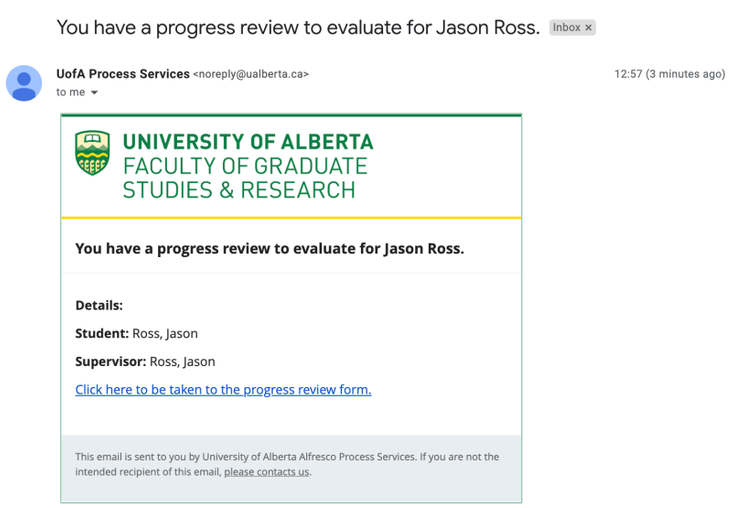
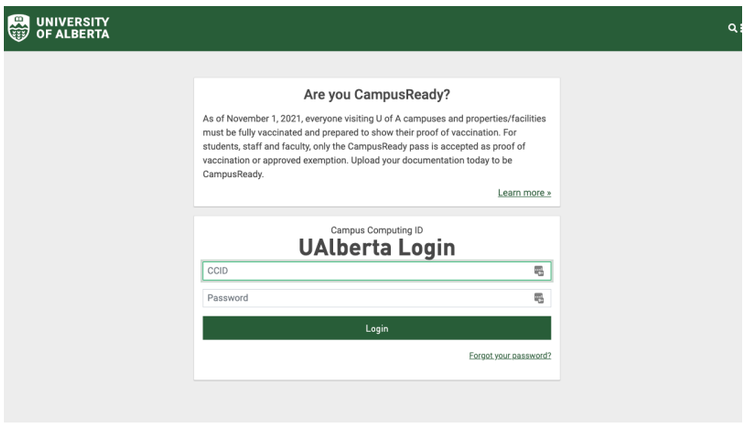
INSTRUCTIONS FOR CO-SUPERVISORS AND COMMITTEE MEMBERS

		You will receive an email with the subject, “You have a progress review to evaluate for *<student name>*.”
		Enter in your CCID and password if requested

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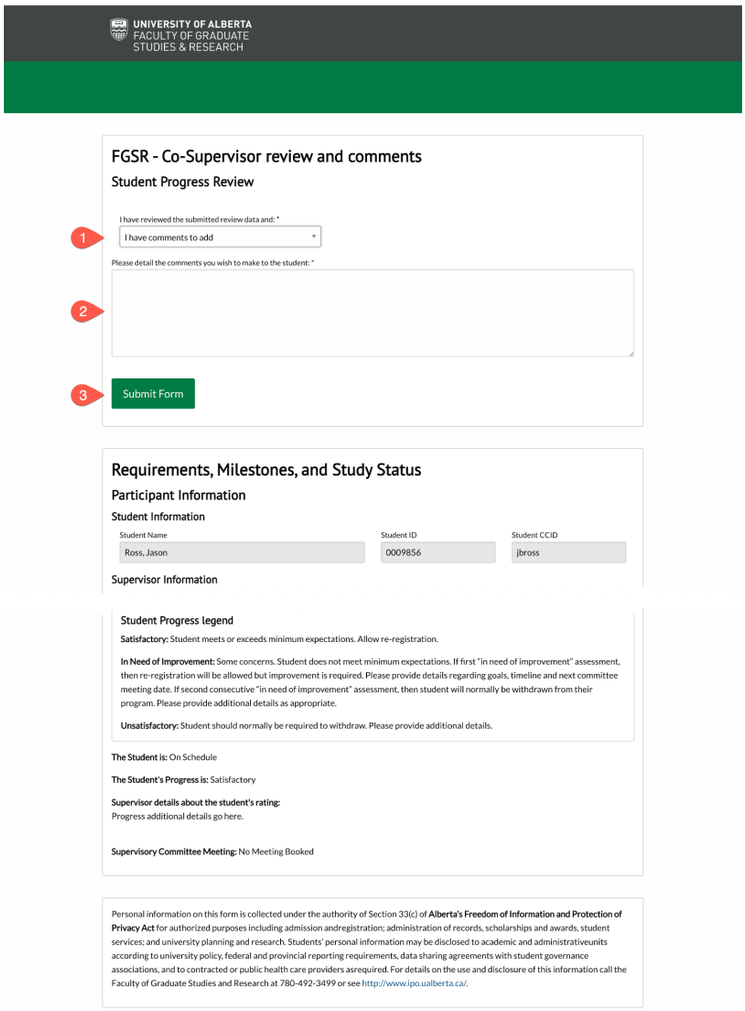
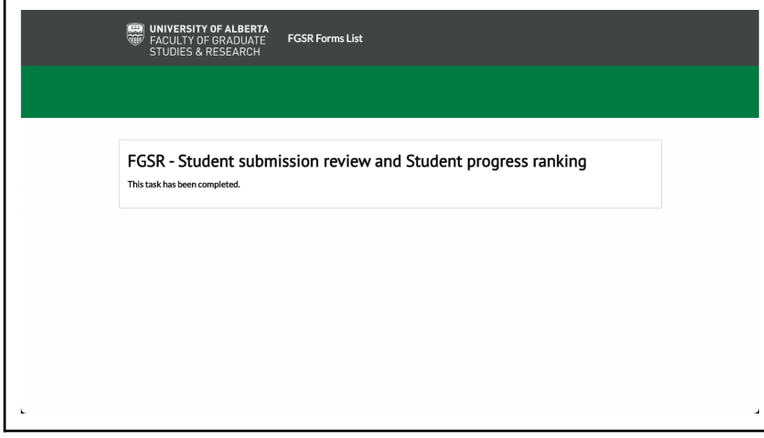


Review the information in the form and then perform the following:

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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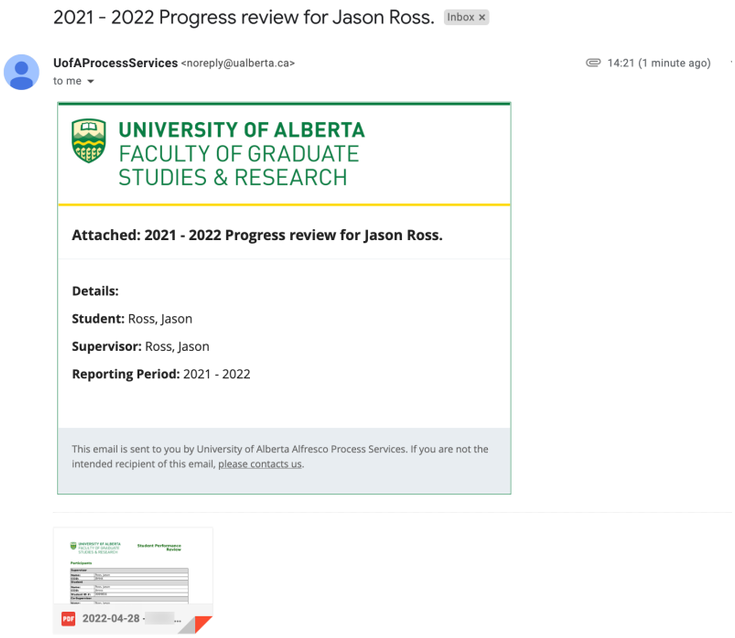

Co Supervisor Only:

Once the next review date, or 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.