



UNIVERSITY OF  
CALGARY

Faculty of Graduate Studies (FGS)

## **Annual Progress Report**

## **Graduate Program Director**

Created: April 2025

Contents

Introduction..... 3

Accessing the annual Progress Report..... 4

    Option 1: Through the link in an email notification..... 4

    Option 2: Copy and Paste the emailed link into your browser..... 4

    Option 3: Through the Tasks section of the my.ucalgary.ca portal ..... 4

    Option 4: Directly through the Faculty Center ..... 5

Complete the Annual Progress Report ..... 7

Viewing Previously Assigned Reports .....10

Printing the Annual Progress Report .....15

View Status Report History .....17

# Introduction

## About



All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online. Annual Progress Reports require sequential contribution from student, supervisor, co-supervisor (if applicable) and Graduate Program Director.

## Important Reminders



Graduate Program Directors will receive email notifications:

- Advising that the Annual Progress Reports process has commenced, and reports are available to students
- When there are reports for them ready for evaluation
- Reminder notification when reports have not been complete
- When there are report(s) returned for revision/completion by the FGS Associate Dean

**Incomplete Annual Progress Reports will be reassigned to the next user in the workflow after 15 days.** In such cases Graduate Program Directors can request the FGS AD students to return the APR to them for completion.

## Note



The Graduate Student Annual Progress Report is completed sequentially by the:

- student
- supervisor
- co-supervisor (if applicable)
- Graduate Program Director

Graduate Program Directors will view and complete their portion of the report through the Faculty Centre in the my.ucalgary.ca portal.

Details for the Annual Progress Report include how to access, complete, print, view history and view any previously assigned reports.

# Accessing the annual Progress Report

There are 4 options for accessing the Annual Progress Report.

## Option 1: Through the link in an email notification

- Click the link in the email notification indicating there are reports available to review
- Log into the my.ucalgary.ca portal. Enter your Username and Password, then click [Sign in](#).



## Option 2: Copy and Paste the emailed link into your browser

- From the email indicating there are reports available to review, copy the link for the report
- Paste the link into the browser of your choice
- Log into the my.ucalgary.ca portal. Enter your Username and Password, then click [Sign in](#)

## Option 3: Through the Tasks section of the my.ucalgary.ca portal

- Log in to the my.ucalgary.ca portal. Enter your Username and Password and sign in.
- When logged into the my.ucalgary.ca portal the **Dashboard** displays the Graduate Students Annual Progress Report on **Tasks** after a student submits their Annual Progress Report for review and approval. Click on the [name of the student](#) and you will navigate directly to their Annual Progress Report.

UNIVERSITY OF CALGARY

Search

Dashboard
All about me
My work
Research
Academic
Around campus

Tasks

Graduate Student Annual Progress Report

To Term

Winter 2024

Winter 2024

Winter 2024

Winter 2024

Winter 2024

Graduate Program

EDER-AOS

EDER-AOS

EDER-AOS

EDER-AOS

EDER-AOS

Degree

GSDOC

GSMTH

GSDOC

GSDOC

GSDOC

Name

Your Role

Graduate Program Director

Graduate Program Director

Graduate Program Director

Graduate Program Director

Graduate Program Director

23 Total Approvals

VIEW ALL

#### Option 4: Directly through the Faculty Center

- Log in to the my.ucalgary.ca portal
- Under the **Quick Links** or **Academic** heading click **Faculty Centre**

Home

Sign out

Search

Around campus

Favourites

23 Total Approvals

Your Role

Graduate Program Director

Graduate Program Director

Graduate Program Director

Graduate Program Director

Graduate Program Director

VIEW ALL

Quick Links

Thrive - Faculty Report Form

Faculty Centre - NBA

Webmail

Faculty Center

D2L (Desire2Learn,Brightspace)

PS Student Administration

Payroll Details

My grades

Teaching schedule

Announcements

No articles currently available

VIEW ALL ANNOUNCEMENTS

terface. Some links may not be  
i student, you will see a banner at

- Click the **Grad Stdnt Annual Progress Rpt** (Graduate Student Annual Progress Report) link.

Faculty Center

Use the Faculty center to manage all your class related activities.

**My Schedule**  
View your class and exam schedules.

**Grad Stdnt Annual Progress Rpt**  
Graduate Student Annual Progress Report

**Adm Evaluation by Evaluators**  
Admission evaluation by evaluators for applications currently assigned to them by the program administrator.

**Supervisor Details**  
Supervisor Details

**Graduate Student Details**  
Graduate Student Details

**Administer Grades**  
Administer Grades

**Program Adjudication**  
Search for Student Award applications for program level adjudication.

**Adm Eval by Program Directors**  
Admission Evaluation by Program Directors

**Supervisory Renewal History**  
Supervisory Renewal History

**Award Nominations**  
Award Nominations

**GRAD Competition Scoring**  
GRAD Competition Scoring

**Students With GP Grade**  
Students With GP Grade

**Supervisory Renewal Approval**  
Supervisory Renewal Approval

- Select the applicable student from the list of reports assigned to you:

Dashboard All about me My work

\*Go To

Faculty Center Search Awards **Graduate Student Annual Progress Report** Supervisory Renewal Graduate Student Details

**Graduate Student Annual Progress Report**

Reports assigned to you

**Graduate Student Annual Progress Reports assigned to you**

Click to access report	To Term	Status
	Winter 2024	Graduate Program Director
	Winter 2024	Graduate Program Director
	Winter 2024	Graduate Program Director

# Complete the Annual Progress Report

For this example, the next steps will be from the Faculty Centre. Click on one of the reports assigned to you.

**NOTE:** It is important to **Save** your work often, as there is a time out feature of **15 minutes** where any unsaved work will be lost.

SUBMIT

RETURN TO STUDENT FOR REVISION

SAVE

RETURN TO SEARCH

VIEW STATUS HISTORY

- 1. Review the Student’s Achievements/Self-Assessment. This will cover achievements in the areas of Funding, Research, Publications, Conferences, Teaching, Professional Development, and Plans for the Upcoming Year.

Graduate Student Annual Progress Report

Name:

Empl ID:

PRINT

From Term: Spring 2023

To Term: Winter 2024

Status: Graduate Program Director

FOIP Statement

Contact

Address:

Citizenship Status:

Phone:

Status Date: 2024/01/15

Email:

Academics

Anniversary Month: September

Degree Program: PHD-DEG

Doctor of Philosophy

Academic Load: Full-Time

Academic Program: GSDOC

Graduate Studies Doctoral

Year in Program:

Area of Study: EDER-AOS

Educational Research

Supervisor / Interim Advisor:

Co-supervisor:

Student Courses

	Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1	UCALG	Winter 2017	GSDOC	EDER	701	04	
2	UCALG	Winter 2017	GSDOC	EDER	772	S01	
3	UCALG	Spring 2017	GSDOC	EDER	603	06	
4	UCALG	Fall 2017	GSDOC	EDER	700A	01	
5	UCALG	Fall 2017	GSDOC	EDER	778	01	
6	UCALG	Winter 2018	GSDOC	EDER	700B	01	
7	UCALG	Summer 2018	GSDOC	EDER	778	01	

Student Awards Received

	Award Year	Award Code	Description
1			

7


FACULTY OF GRADUATE STUDIES (FGS) | UNIVERSITY OF CALGARY

Last Updated: April 15, 2025 | PAGE 7


2. A section will also show the student's self-evaluation of their progress in their graduate program, including an evaluation of course work, teaching and research. Students have the option of selecting N/A if appropriate. The student will also assess their progress in meeting milestones in the **"is student meeting milestones"** dropdown menu. This evaluation allows the student, supervisor and co-supervisor (if applicable) to clearly see if their expectations and understanding are aligned.

Course Work: ☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ N/A

Research: ☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ N/A

Is student meeting milestones: a) Yes, on time 

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. ☐ No ☒ Yes ☐ Not Applicable

I have met with my supervisor to discuss and complete the checklist of expectations: ☐ No ☒ Yes 

I have had a supervisory committee meeting: ☒ No ☐ Yes Date

I have met with my supervisor to discuss career options and developed a Professional Development Plan. ☒ No ☐ Yes

3. Review the Supervisor and Co-Supervisor (if applicable) Evaluation portions of the report. Graduate Program Directors can view the supervisors ratings based on Course Work, Research, Teaching, and meeting milestones, as well as any comments related to Student Funding, Committee Meetings, and Successes. If the student's progress is delayed or unsatisfactory, the supervisor should detail their proposed action plan.

**Supervisor Evaluation**

Course Work: ☒ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ N/A

Research: ☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory ☐ N/A

Is student meeting milestones: c) Delayed with plan in place

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. ☒ No ☐ Yes ☐ Not Applicable

I have met with my student to discuss and complete the checklist of expectations: ☐ No ☒ Yes

I have met with my student to discuss career options and developed a Professional Development Plan. ☐ No ☒ Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.



4. Complete the Graduate Program Director Evaluation of Student Progress portion of the report.
- Select either **Satisfactory, no action required** or **Unsatisfactory**. If Unsatisfactory is selected, make sure to include an action plan that will be followed in the Comments box.
  - All Unsatisfactory reports are forwarded to the Associate Dean for approval of the action plan.
  - The Student, Supervisor, Co-Supervisor (if applicable) and Graduate Program Administrator will receive an email notification indicating that the report evaluation was unsatisfactory.
  - When the report is unsatisfactory, the student may request a meeting and the director will be required to follow up on the request.

**Graduate Program Director Evaluation of Student Progress**

**Evaluation:** ☐ Satisfactory, no action required ☐ Unsatisfactory

Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

**Comments / Action plan:**

I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

**Reason:**

5. The report may be returned to the Supervisor and/or Co-Supervisor for revision if necessary. Include a reason for returning the report for revision in the **Reason** field. Click the **Return to Supervisor** button to return the report back to the Supervisor.
- Click the **Return to Supervisor** button to return the report back to the Co-Supervisor as well. The report will be routed back to the Supervisor who will then submit the report to return it to the Co-Supervisor
  - The Supervisor can also send the report back to the Student if required.

I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

**Reason:**

**SUBMIT**

**RETURN TO SUPERVISOR FOR REVISION**

**SAVE**

**RETURN TO SEARCH**

**VIEW STATUS HISTORY**


- Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
- Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. Students will then receive a notification the evaluation is complete and requested to acknowledge it.

I have read this report and accept the content.	I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.	Reason: <div></div>
<b>SUBMIT</b>	RETURN TO SUPERVISOR FOR REVISION	
<b>SAVE</b>		
RETURN TO SEARCH	VIEW STATUS HISTORY	

## Viewing Previously Assigned Reports

Graduate Program Directors can use the search options to view reports previously assigned; for instance, to confirm if the student has acknowledged the report.

- Navigate to **Faculty Centre** > **Graduate Student Annual Progress Report** tab


**UNIVERSITY OF CALGARY**

Dashboard
All about me
My work
Re

\*Go To

Faculty Center
Search
Awards
**Graduate Student Annual Progress Report**
Supervisory Renewal
Graduate Student Details

- From Graduate Student Annual Progress Report in the Search for more reports section, select the applicable role. Additionally, you can search for the student-by-Student ID number and/or Student Name if you wish to view the report for a specific student:

	Winter 2024	Graduate Program Director
	Winter 2024	Graduate Program Director

[Search for more reports](#)

Choose a role to view your previous reports.

**Role**

☒ Supervisor
 ☐ Co-supervisor  
☐ Program Director
 ☐ Associate Dean

Student EmplID:   
 To Term:    
 Acad Prog:    
 Acad Plan:    
 Student Name:   
 Status:   
 Satisfactory:

[Search](#)

[Go to top](#)

- If desired, you may also filter your search for a specific Term (e.g. 2231) by clicking on the [Look up tool](#).

[Search for more reports](#)

**Role**

☒ Supervisor
 ☐ Co-supervisor  
☐ Program Director
 ☐ Associate Dean

Student EmplID:   
 To Term:    
 Acad Prog:    
 Acad Plan:    
 Student Name:   
 Status:   
 Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

**Look Up To Term**

[Cancel](#)

[Help](#)

**Search Results**

View 100 First 1-16 of 16

To Term	Description
2251	2251 - Winter 2025
2241	2241 - Winter 2024
2231	2231 - Winter 2023
2221	2221 - Winter 2022
2211	2211 - Winter 2021
2201	2201 - Winter 2020
2191	2191 - Winter 2019
2181	2181 - Winter 2018
2171	2171 - Winter 2017

4. Or select an Academic Program, if desired (e.g. GSMTH):

Search for more reports

Role

☒ Supervisor ☐ Co-supervisor  
☐ Program Director ☐ Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

Look Up Acad Prog

Search by:  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Academic Program	Description
GSDOC	Graduate Studies Doctoral
GSDOC	Graduate Studies Doctoral
GSMTH	Graduate Studies Master's Thes
GSMTH	Graduate Studies Master's Thes

5. Or select an Academic Plan, if desired (e.g. ARKY-AOS). You may enter the first letters of the Academic Plan and click **Look up**:

Search for more reports

Role

☒ Supervisor ☐ Co-supervisor  
☐ Program Director ☐ Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

Look Up Acad Plan

Search by:  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-146 of 146 Last

Academic Plan	Description	Short Description
ALTR-AOS	App Linguistics in Translation	ALTR
ANTH-AOS	Anthropology	ANTH
ANU1-AOS	Advanced Nursing Practice I	ANU1
ANU2-AOS	Advanced Nursing Practice II	ANU2
APSY-AOS	Division of Applied Psychology	APSY
ARHI-AOS	Art History	ARHI
ARKY-AOS	Archaeology	ARKY
ART-AOS	Art	ART

6. Or select **Status**, if desired (e.g. Completed):

The screenshot shows the 'Search for more reports' form. The 'Status' dropdown menu is open, displaying a list of roles: Associate Dean, Co-supervisor, Completed, Expired, Graduate Program Director, Invalid Co-supervisor, Invalid Supervisor, Re-assign, Re-assign Assc Dean, Student, Student Acknowledge, Supervisor, and Waived. A green dashed arrow points from the 'Completed' option to the 'Status' dropdown. The 'Role' section has 'Supervisor' selected. The 'Student EmplID' field is empty. The 'To Term' field is empty. The 'Acad Prog' field is empty. The 'Acad Plan' field is empty. The 'Student Name' field is empty. The 'Status' field is a dropdown menu. The 'Satisfactory' field is a dropdown menu. A 'Search' button is visible. A 'Go to top' link is at the bottom left.

7. Or select **Satisfactory** or **Unsatisfactory**, if desired (e.g. Unsatisfactory). When completed with your desired search criteria, press **Search**:

The screenshot shows the 'Search for more reports' form. The 'Status' dropdown menu is open, displaying two options: Satisfactory, no action req'd and Unsatisfactory. A green dashed arrow points from the 'Satisfactory, no action req'd' option to the 'Status' dropdown. The 'Role' section has 'Supervisor' selected. The 'Student EmplID' field is empty. The 'To Term' field contains '2231'. The 'Acad Prog' field contains 'GSMTH'. The 'Acad Plan' field contains 'ARKY-AOS'. The 'Student Name' field is empty. The 'Status' field is a dropdown menu. The 'Satisfactory' field is a dropdown menu. A 'Search' button is visible. A 'Go to top' link is at the bottom left.

8. Based on the search criteria entered the student(s) will display. Click on the name of the student whose report you would like to review (for FOIP reasons some information has been removed).

Search for more reports

Choose a role to view your previous reports.

Role

☒ Supervisor

☐ Co-supervisor

☐ Program Director

☐ Associate Dean

Student EmplID:

To Term:

2231

Acad Prog:

GSMTH

Acad Plan:

Student Name:

Status:

Satisfactory:

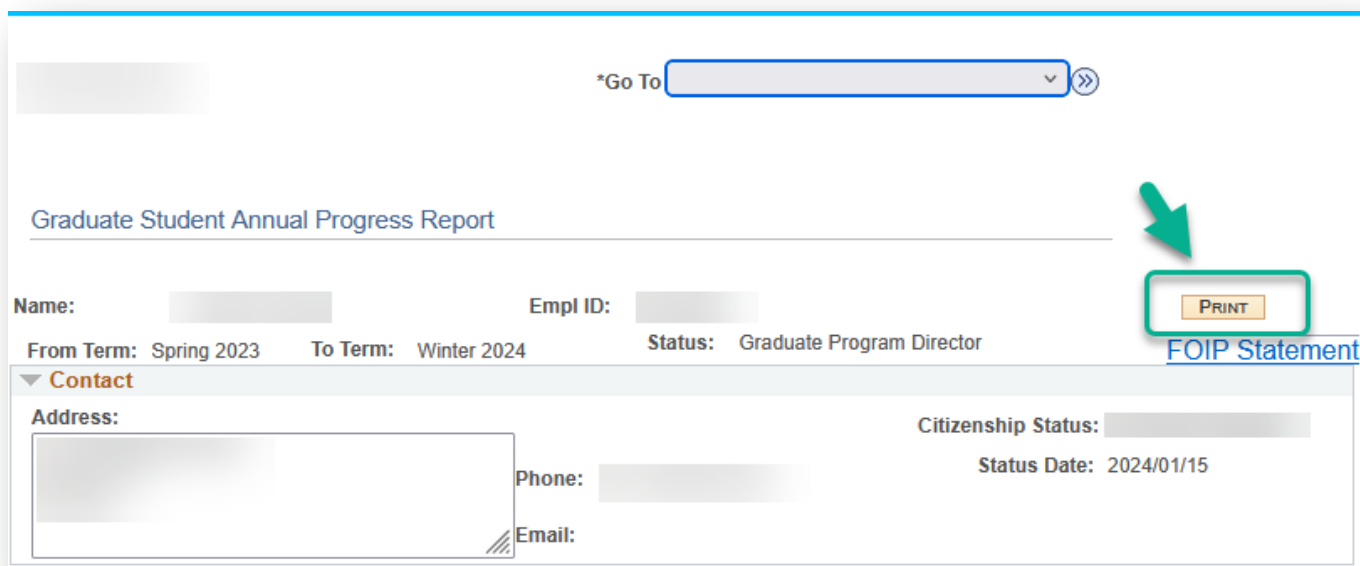
Search

Reports previously assigned to you as supervisor

Click to access report	To Term	Acad Prog	Acad Plan	Status	Satisfactory
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			

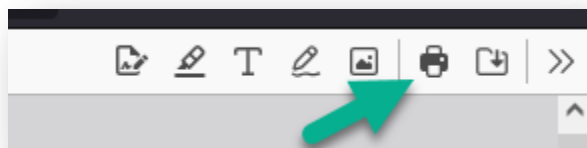
# Printing the Annual Progress Report

If desired you can print the Annual Progress report, click the [Print](#) button in the upper right corner of the report.



The screenshot shows a web form titled "Graduate Student Annual Progress Report". At the top right, there is a "\*Go To" dropdown menu. Below the title, there are fields for "Name:", "Empl ID:", "From Term: Spring 2023", "To Term: Winter 2024", and "Status: Graduate Program Director". A green arrow points to a yellow "PRINT" button in the upper right corner. Below the "PRINT" button is a link for "FOIP Statement". The form also includes a "Contact" section with fields for "Address:", "Phone:", "Email:", and "Citizenship Status:". The "Status Date" is listed as "2024/01/15".

The printable version (.pdf) will open in a new tab of your browser. Click the [printer icon](#) to print the file.



The Report Data will display in .pdf format (not entirely displayed).



## Graduate Student Annual Progress Report

Printed on: April 18, 2025

Name: [REDACTED] Emplid: [REDACTED]  
From - To Term: Spring 2023 - Winter 2024

Address: [REDACTED]	Phone [REDACTED] Email:
Citizenship Status: Permanent Resident Status Date: 2024-01-15	
Degree Program: PHD-DEG Doctor of Philosophy Academic Program: GSDOC Graduate Studies Doctoral Area of Study: EDER-AOS Educational Research Anniversary Month: September Academic Load: Full-Time Year in Program: [REDACTED] Supervisor / Interim Advisor: [REDACTED] Co-supervisor: [REDACTED]	



# View Status Report History

1. The Status History is used to track the report history. Open the report for which you would like to view the Status History, using the steps for Accessing the Annual Progress Report. Scroll to the bottom of the Annual Progress Report and click [View Status History](#).

I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

Reason:

SUBMIT RETURN TO SUPERVISOR FOR REVISION

SAVE

RETURN TO SEARCH VIEW STATUS HISTORY

2. The “Status History” shows the progression of the student’s Annual Progress Report through the various stages. The APR is completed in sequential steps starting with the student. Under the “Assigned to” heading, it will show the name of the individual responsible for completing that step. The “Assigned on” heading shows when the Annual Progress Report moved to that new status, which is also when the previous step was completed. The APR action heading lists the action that the individual took to move the report to the next status (Submit, Return to Student, reassign, etc). The “Reason” heading shows the reason why an action was performed, for example why a report was returned to an individual.

Graduate Student Annual Progress Report Status History

Name:

Empl ID:

Institution: UCALG

Status: Graduate Program Director

SeqNum: 3

From Term: Spring 2017

To Term: Winter 2018

Career: Graduate

Personalize

Find

First1-3 of 3Last

	Status	Assigned to	Assigned on	APR action	Reason
1	Student		2018/05/01 10:05AM	Submit	
2	Supervisor		2018/05/15 12:23AM	Submit	
3	Graduate Program Director		2018/08/29 10:55AM		

[Return to report](#)

End of Procedure.