



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Annual Progress Report

Supervisor/Co-supervisor

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
Complete the Annual Progress Report	7
Viewing Previously Assigned Reports	10
Printing the Annual Progress Report	14
View Status Report History	16

Introduction

About



All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online.

Important Reminders



Supervisors/Co-Supervisors will receive email notifications:

- Advising that the Annual Progress Reports process has commenced, and reports are available to students
- When there are reports ready for evaluation
- Reminder notifications when reports have not been complete
- When the report has been returned for revision by the Graduate Program Director
- When the supervisor/co-supervisor has been assigned as a designate supervisor/co-supervisor as the student does not currently have a clearly indicated supervisor/co-supervisor on record

Incomplete Annual Progress Reports will be reassigned to the next user in the workflow after 15 days. In such cases supervisors/co-supervisors can request the next user in the workflow 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

Supervisors/co-supervisors will view and complete their portion of the report through the Faculty Centre.

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](#).



The screenshot shows the 'Central Authentication Service' login page for the University of Calgary. The page has an orange and white color scheme. At the top left, it says 'Central Authentication Service'. At the top right is the University of Calgary logo and name. Below the header are two input fields: 'IT Username' with a red arrow pointing to the right and the placeholder text 'Enter User Name', and 'Password' with a red arrow pointing to the right and the placeholder text 'Enter User Password'. To the right of these fields is a 'Sign In' button. At the bottom of the page, there are links for 'Create an eID', 'I cannot access my account', 'About CAS', and 'Disclaimer'. A blue starburst graphic with a mouse cursor is positioned over the 'Sign In' button.

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.

Dashboard All about me My work Research Academic Around campus

Tasks

Expenses

SELECT ALL DEPARTMENT EMPLOYEE REPORT COMMENTS DATE 1 Total Approvals AMOUNT

APPROVE

Graduate Student Annual Progress Report 5 Total Approvals

To Term	Graduate Program	Degree	Name	Your Role
Winter 2024	ENGO-AOS	GSDOC	Student name	Supervisor
Winter 2024	ENGO-AOS	GSMTH		Supervisor
Winter 2024	ENGO-AOS	GSMTH		Supervisor
Winter 2024	ENGO-AOS	GSDOC		Supervisor
Winter 2024	ENGO-AOS	GSDOC		Supervisor

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

campus Favourites

Quick Links - NBA

Faculty Centre - NBA
Faculty Centre for Non-Board Appointees

1 Total Approvals AMOUNT

Quick Links

Thrive - Faculty Report Form
Faculty Centre - NBA
Webmail
Faculty Center
D2L (Desire2Learn, Brightspace)
PS Student Administration
Payroll Details
Teaching schedule

5 Total Approvals
Your Role
Supervisor
Supervisor
Supervisor
Supervisor

Announcements

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

Faculty Center

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

<p>My Schedule View your class and exam schedules.</p> <p>Grad Stdnt Annual Progress Rpt Graduate Student Annual Progress Report</p>	<p>Administer Grades Administer Grades</p> <p>Program Adjudication Search for Student Award applications for program level adjudication.</p>	<p>Award Nominations Award Nominations</p> <p>GRAD Competition Scoring GRAD Competition Scoring</p>
<p>Adm Evaluation by Evaluators Admission evaluation by evaluators for applications currently assigned to them by the program administrator.</p>	<p>Adm Eval by Program Directors Admission Evaluation by Program Directors</p>	<p>Students With GP Grade Students With GP Grade</p>
<p>Supervisor Details Supervisor Details</p>	<p>Supervisory Renewal History Supervisory Renewal History</p>	<p>Supervisory Renewal Approval Supervisory Renewal Approval</p>
<p>Graduate Student Details Graduate Student Details</p>		

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

*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	Supervisor
	Winter 2024	Supervisor

Search for more reports

Choose a role to view your previous reports.

Supervisor Co-supervisor
 Program Director Associate Dean

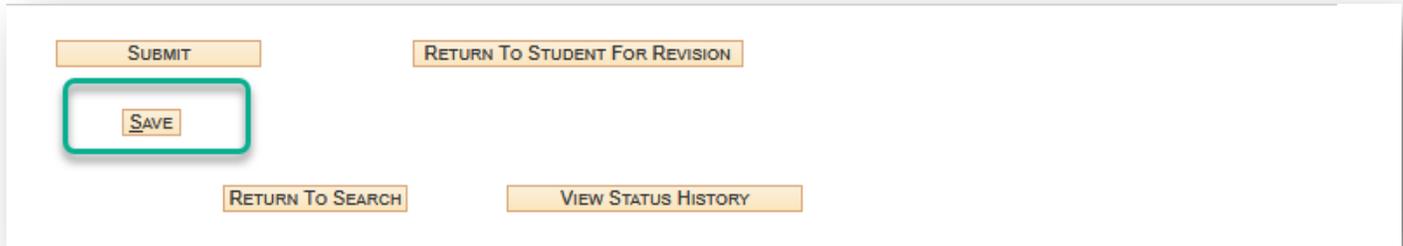
Student EmplID:
 To Term:
 Acad Prog:
 Acad Plan:
 Student Name:
 Status:
 Satisfactory:

[Go to top](#)

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.



1. Review the Student's plans for upcoming year from previous progress report. This information is retrieved from the previous progress report and cannot be edited.
2. Review the Student's Achievements. Students will be asked to comment on their achievements in the areas of:
 - Other Funding held during this Reporting Period
 - Research
 - Publications
 - Conferences
 - Teaching
 - Report on the Current Year's Plan for Professional Development
 - Plans for upcoming Year
 - Plans for Professional Development for Upcoming Year
3. Review the Student's Self-Evaluation. This evaluation allows the student, supervisor and co-supervisor (if applicable) to clearly see if their expectations and understanding are aligned. Students will be asked to rate themselves in the following areas:
 - Course Work
 - Research
 - Teaching
 - Is Student Meeting Milestones
 - Research Ethics Approval
 - Completing the Checklist of Expectations with their supervisor

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

4. Complete the **Supervisor Evaluation** section of the form.

- Evaluate the student in the areas of Course Work, Research, Teaching, how the student is meeting milestones, Research Ethics Approval and whether a meeting has been held with the student to discuss and complete the checklist of expectations.
- In the comment box, add any comments relating to Funding, Committee Meetings and Successes. If the student’s progress is “Delayed” or “Not meeting required timelines”, include an action plan in the comment box.

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: 

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. 

- The report may be returned to the student for revision if necessary. Make sure to use the **Reason** field to provide a reason for returning the report for revision. Click the **Return to Student For Revision** button to return the report back to the student.

Note: "You may also use the '**Return to Student for Revision**' button when the APR is submitted late due to the student's inaction by the deadline.

The screenshot shows a report review interface with three columns of text. The first column contains the text "I have read this report and accept the content." The second column contains "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." The third column is labeled "Reason:" and contains an empty text box. Below the text are several buttons: "SUBMIT", "SAVE", "RETURN TO SEARCH", and "VIEW STATUS HISTORY". The "RETURN TO STUDENT FOR REVISION" button is highlighted with a green border and a green arrow points to it.

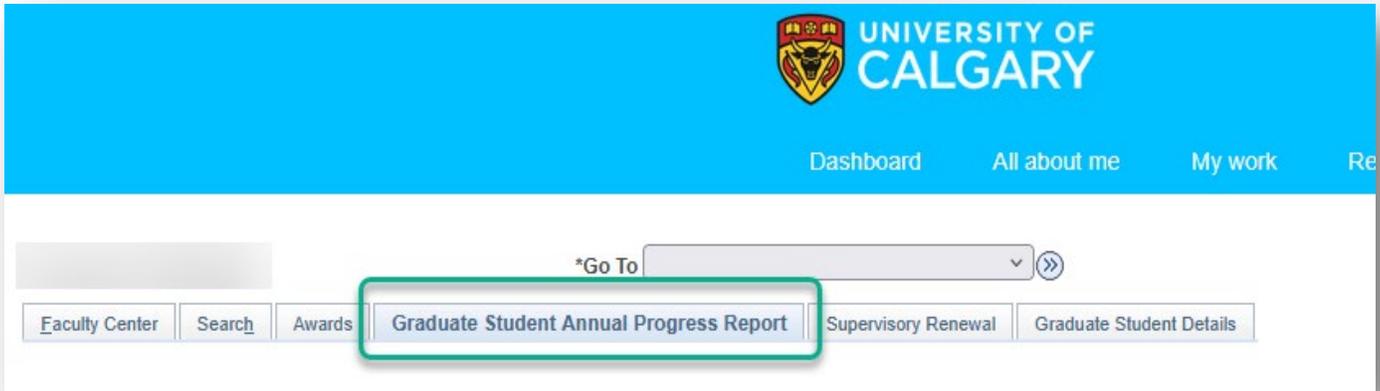
- Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
- Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. The report will be forwarded to the co-supervisor (if applicable) then to the Graduate Program Director for their evaluation.

The screenshot shows the same report review interface as above. In this version, the "SUBMIT" and "SAVE" buttons are highlighted with green borders and green arrows point to them. The "RETURN TO STUDENT FOR REVISION" button is no longer highlighted.

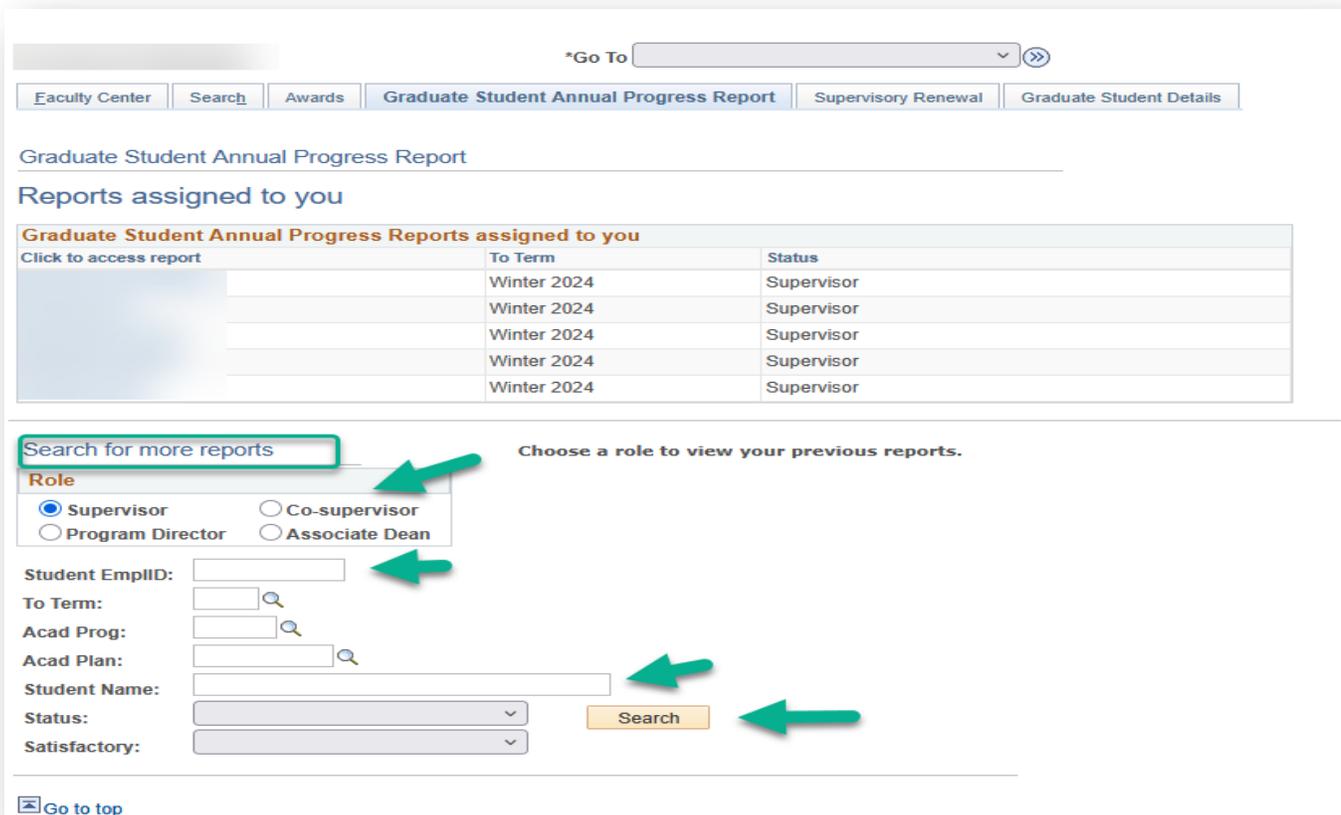
Viewing Previously Assigned Reports

Supervisors and Co-Supervisors 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](#)



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:



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

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: 2231

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: Academic Program 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

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

Choose a role to view your previous reports.

Look Up Acad Plan

Search by: Academic Plan 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

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

Search for more reports

Choose a role to view your previous reports.

Role

Supervisor Program Director

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Go to top

Search

- Associate Dean
- Co-supervisor
- Completed
- Expired
- Graduate Program Director
- Invalid Co-supervisor
- Invalid Supervisor
- Re-assign
- Re-assign Assc Dean
- Student
- Student Acknowledge
- Supervisor
- Waived

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

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:

[Go to top](#) **Search**

Satisfactory, no action req'd

Unsatisfactory

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: 🔍

Acad Prog: 🔍

Acad Plan: 🔍

Student Name:

Status:

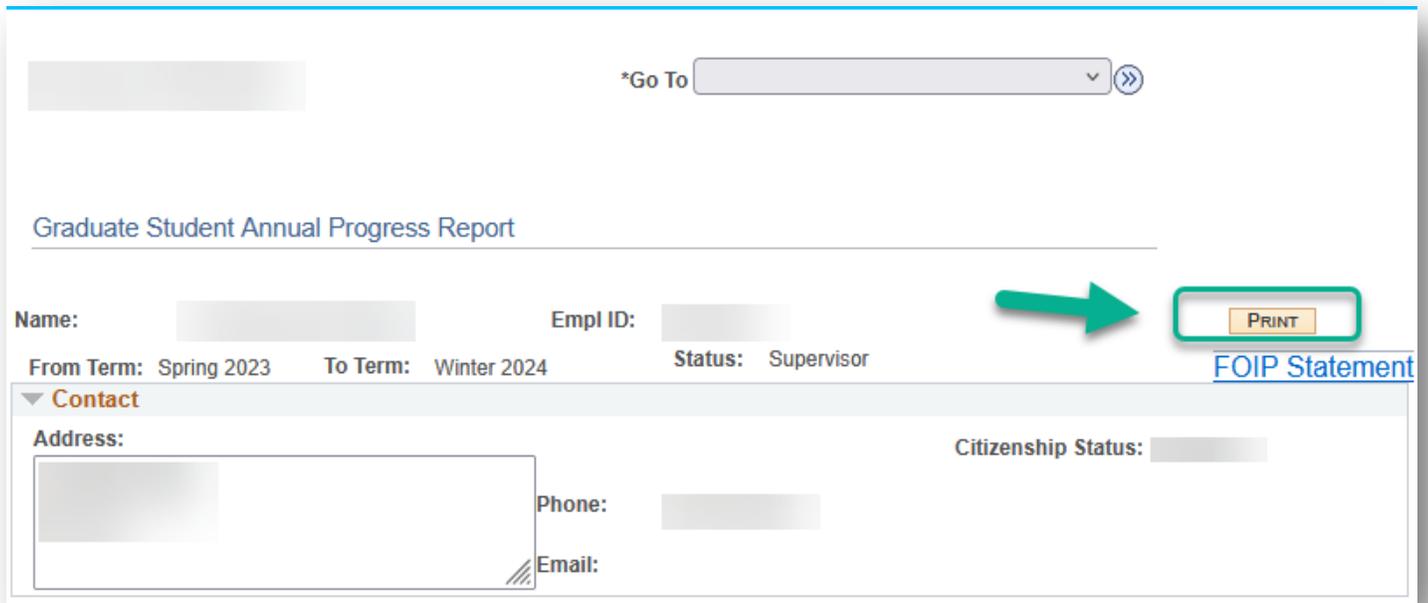
Satisfactory:

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, the form contains several fields: "Name:", "Empl ID:", "From Term: Spring 2023", "To Term: Winter 2024", and "Status: Supervisor". A green arrow points to a yellow "PRINT" button located to the right of the "Empl ID" field. Below the "PRINT" button is a blue link labeled "FOIP Statement". A section titled "Contact" is expanded, showing fields for "Address:", "Phone:", "Email:", and "Citizenship Status:". The "Address" field is a large text area, while the others are smaller input fields.

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).



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

Graduate Student Annual Progress Report

Printed on: April 15, 2025

Name: [REDACTED]

Emplid: [REDACTED]

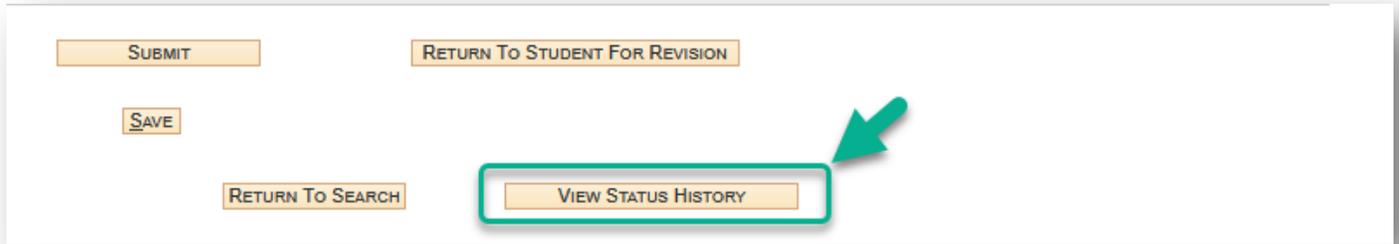
From - To Term: Spring 2023 - Winter 2024

Address: [REDACTED]	Phone: [REDACTED] Email:
Citizenship Status: [REDACTED]	
Degree Program:	PHD-DEG Doctor of Philosophy
Academic Program:	GSDOC Graduate Studies Doctoral
Area of Study:	ENGO-AOS Geomatics Engineering
Anniversary Month:	May
Academic Load:	Full-Time
Year in Program:	3
Supervisor / Interim Advisor:	[REDACTED]
Co-supervisor	

View Status Report History

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](#).



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: [redacted] Empl ID: [redacted] Institution: UCALG Status: Graduate Program Director
SeqNum: 3 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Personalize | Find | [print icon] | [calendar icon] First [arrow left] 1-3 of 3 [arrow right] Last

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

[Return to report](#)

End of Procedure.