



UNIVERSITY OF  
CALGARY

Faculty of Graduate Studies (FGS)

## **Annual Progress Report**

## **Supervisor/Co-supervisor**

Created: April 2025

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# 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](#).



## 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		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.ualgary.ca portal
- Under the **Quick Links** or **Academic** heading click **Faculty Centre**

Home
Sign out

Search

campus


Favourites

1 Total Approvals  
AMOUNT

5 Total Approvals

Your Role  
Supervisor  
Supervisor  
Supervisor  
Supervisor


Quick Links - NBA


**Faculty Centre - NBA**  
Faculty Centre for Non-Board Appointees

Quick Links

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

Announcements



- 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

**Administer Grades**  
Administer Grades

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

**Award Nominations**  
Award Nominations

**GRAD Competition Scoring**  
GRAD Competition Scoring

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

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

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

**Supervisor Details**  
Supervisor Details

**Supervisory Renewal History**  
Supervisory Renewal History

**Supervisory Renewal Approval**  
Supervisory Renewal Approval

**Graduate Student Details**  
Graduate Student Details

- 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.**

**Role**

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

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

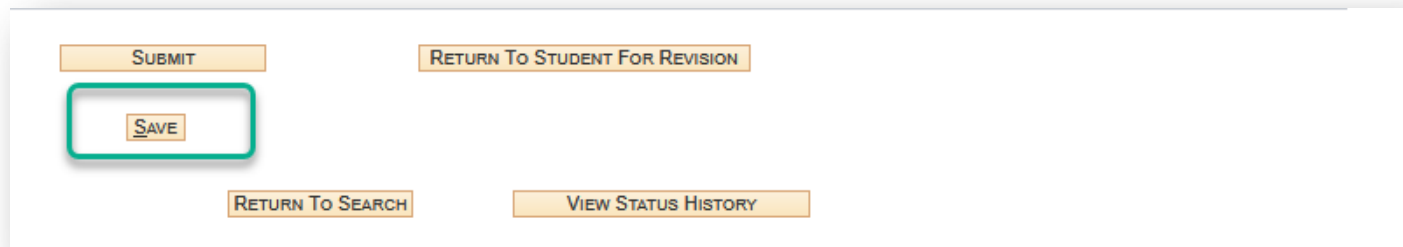
Satisfactory:

[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

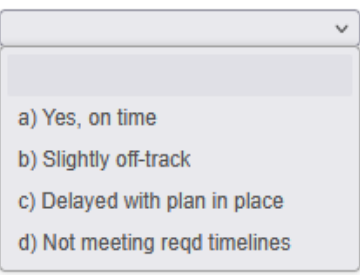

4. Complete the **Supervisor Evaluation** section of the form.


- 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 and develop a Professional Development Plan. ☐ No ☐ Yes

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



5. 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 two columns of text. The left column contains the text "I have read this report and accept the content." The right column contains the text "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." To the right of the right column is a text area labeled "Reason:". Below the text columns are four buttons: "SUBMIT", "RETURN TO STUDENT FOR REVISION", "SAVE", and "RETURN TO SEARCH". The "RETURN TO STUDENT FOR REVISION" button is highlighted with a green border. A green arrow points to the "Reason:" text area.

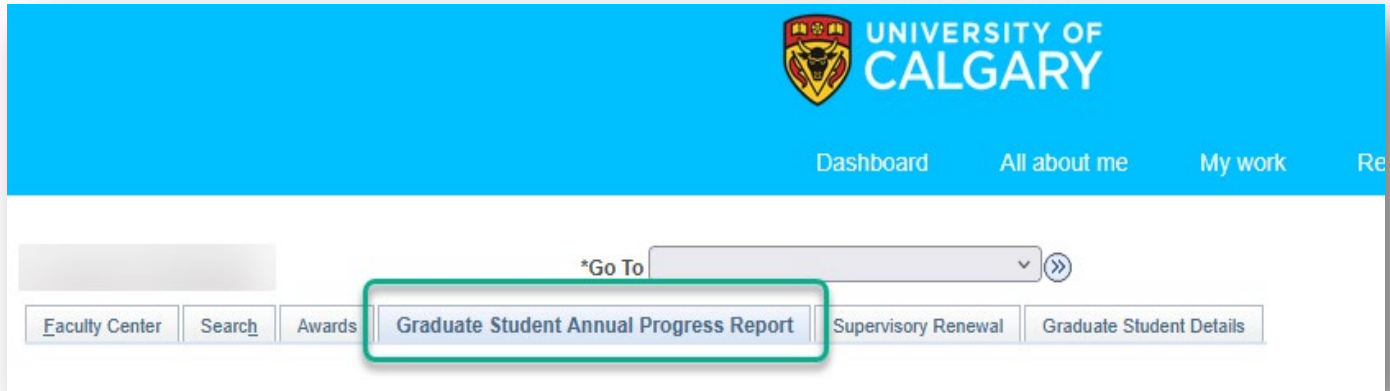
6. Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
7. Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. 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. The "SUBMIT" and "SAVE" buttons are highlighted with green borders. A green arrow points to the "SUBMIT" button, and another green arrow points to the "SAVE" button.

# 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:

The screenshot shows the 'Graduate Student Annual Progress Report' search interface. At the top, there is a navigation bar with links for 'Faculty Center', 'Search', 'Awards', 'Graduate Student Annual Progress Report' (selected), 'Supervisory Renewal', and 'Graduate Student Details'. Below the navigation bar, the title 'Graduate Student Annual Progress Report' is displayed. Underneath, the section 'Reports assigned to you' is shown. A table titled 'Graduate Student Annual Progress Reports assigned to you' lists reports with columns for 'Click to access report', 'To Term', and 'Status'. The table contains five rows, all with 'Winter 2024' as the term and 'Supervisor' as the status. Below the table, there is a 'Search for more reports' section. This section includes a 'Role' dropdown menu with options: 'Supervisor' (selected), 'Co-supervisor', 'Program Director', and 'Associate Dean'. There are also input fields for 'Student EmplID:', 'To Term:', 'Acad Prog:', and 'Acad Plan:', each with a search icon. A 'Student Name:' field is also present. At the bottom of the search section, there are 'Status:' and 'Satisfactory:' dropdown menus. A green arrow points to the 'Search' button. Another green arrow points to the 'Search' input field. A third green arrow points to the 'Student Name' input field. A fourth green arrow points to the 'Search' button. A fifth green arrow points to the 'Status' dropdown menu. A sixth green arrow points to the 'Satisfactory' dropdown menu. A 'Go to top' link is located at the bottom left of the search section.

Click to access report	To Term	Status
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor

**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](#)

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

**Role**

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

Student EmplID:

To Term:  2231

Acad Prog:  GSMTH

Acad Plan:

Student Name:

Status:

Satisfactory:

[Go to top](#)

**Status Options:**

- 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

[Search](#)

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:

2231

Acad Prog:

GSMTH

Acad Plan:

ARKY-AOS

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:

2231

Acad Prog:

GSMTH

Acad Plan:

Student Name:

Status:

Satisfactory:

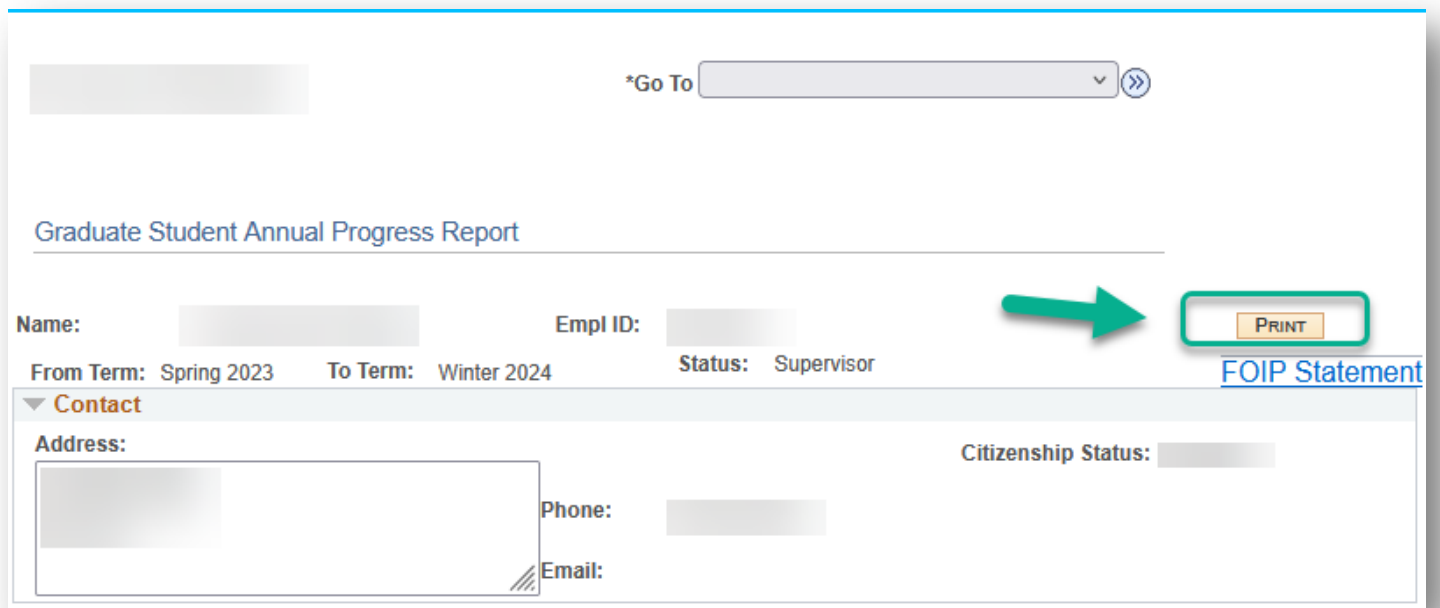
Search

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			

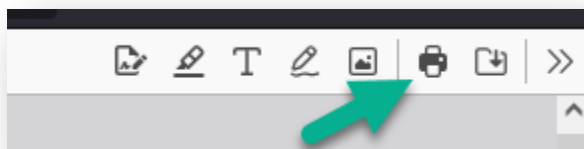
# Printing the Annual Progress Report

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: Supervisor". A green arrow points to a yellow "PRINT" button. To the right of the button is a link labeled "FOIP Statement". Below these fields is a section titled "Contact" with a dropdown arrow. Under "Contact", there are fields for "Address:", "Phone:", "Email:", and "Citizenship Status:". The "Address:" field is a large text area.

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

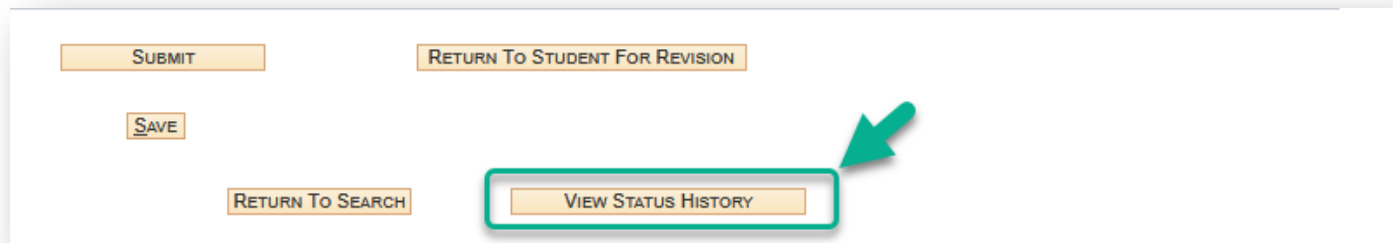
Name: [redacted] Emplid: [redacted]  
From - To Term: Spring 2023 - Winter 2024

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:

Empl ID:

Institution: UCALG

Status: Graduate Program Director

SeqNum: 3

From Term: Spring 2017

To Term: Winter 2018

Career: Graduate

Personalize

Find

First 

1-3 of 3

 Last

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

[Return to report](#)

End of Procedure.