

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.

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 ready for evaluation
- Reminder notifications when reports have yet to be completed

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 a 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**.



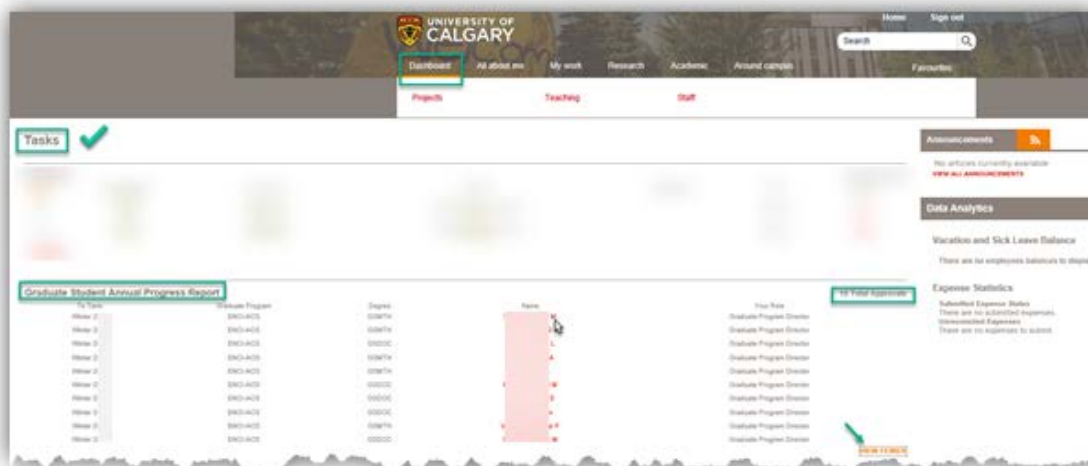
- **Option 2:** Copy and Paste the emailed link into your browser
  - From the email indicating there are reports available to review, copy the link for the report
  - Paste the link into the browser of your choice
  - Log into the my.ucalgary.ca portal. Enter your Username and Password, then click **Sign 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.

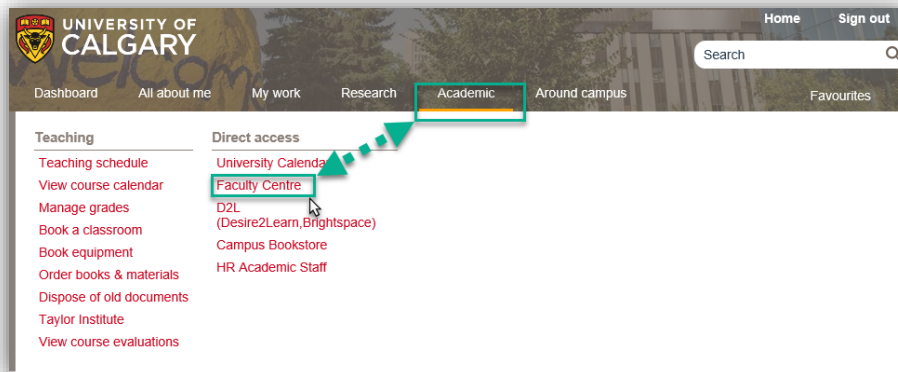


To Do	Student Program	Degree	Name	How Many
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director
None	ENCO-ACIS	MSMTH		Graduate Program Director

- **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**.



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



# Annual Progress Report Graduate Program Director

SA – GS Annual Progress Report



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

Faculty Center Search Awards **Graduate Student Annual Progress Report**

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	Graduate Program Director
	Winter	Graduate Program Director
	Winter	Graduate Program Director
	Winter	Graduate Program Director
	Winter	Graduate Program Director
M	Winter	Graduate Program Director
	Winter	Graduate Program Director
	Winter	Graduate Program Director
er F	Winter	Graduate Program Director
M	Winter	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](#)

### 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 30 minutes where any unsaved work will be lost.

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

Report Data
Status History

### Graduate Student Annual Progress Report

Name:       Emp ID: 43      Institution: UCALG      Status: Completed

SeqNum: 3    From Term: Spring 2019    To Term: Winter 2020    Career: Graduate    Print

[FOIP Statement](#)

**Contact**

Address:

Phone:       Email:

Citizenship Status: Study Permit  
Status Date: 2018/02/11  
Visa/Pmt#:   
Expire Dt: 2020/06/16

**Academics**

Anniversary Month: September      Degree Program: PHD-DEG      Doctor of Philosophy

Academic Load: Full-Time      Academic Program: GSDOC      Graduate Studies Doctoral

Year in Program: 3      Area of Study: EVDS-AOS      Environmental Design

Supervisor / Interim Advisor:

Co-supervisor:

Student Courses							
	Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1	UCALG	Fall 2017	GSDOC	EVDS	601	01	A-
2	UCALG	Fall 2017	GSDOC	EVDS	753	01	A-
3	UCALG	Winter 2018	GSDOC	EVDS	783	B08	B+
4	UCALG	Winter 2018	GSDOC	SEDV	621	01	A-
5	UCALG	Winter 2018	GSDOC	SEDV	623	01	A-
6	UCALG	Spring 2018	GSDOC	SEDV	605	01	B+
7	UCALG	Fall 2018	GSDOC	SEDV	601	01	A
8	UCALG	Fall 2018	GSDOC	SEDV	613	01	A
9	UCALG	Winter 2019	GSDOC	SEDV	607	01	B
10	UCALG	Winter 2019	GSDOC	SEDV	611	01	B+

Student Awards Received		
Award Year	Award Code	Description
1 2019	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>

**Student's research and course work plan for upcoming year from previous progress report**

**Student's professional development plan from previous report**

# Annual Progress Report

## Graduate Program Director



### SA – GS Annual Progress Report

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.

The screenshot shows a form with the following fields and options:

- Course Work:**  Excellent  Very Good  Good  Satisfactory  Needs Improvement  Unsatisfactory  N/A
- Research:**  Excellent  Very Good  Good  Satisfactory  Needs Improvement  Unsatisfactory  N/A
- Teaching:**  Excellent  Very Good  Good  Satisfactory  Needs Improvement  Unsatisfactory  N/A
- Is student meeting milestones:** a) Yes, on time
- Research Ethics Approval:** Not Applicable
- I have met with my supervisor to discuss and complete the checklist of expectations:**  No  Yes

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.

The screenshot shows a form with the following fields and options:

- 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
- Teaching:**  Excellent  Very Good  Good  Satisfactory  Needs Improvement  Unsatisfactory  N/A
- Is student meeting milestones:** a) Yes, on time
- Research Ethics Approval:** To be Obtained
- I have met with my student to discuss and complete the checklist of expectations:**  No  Yes
- Comment on Student Funding, Committee Meetings, and Successes. If delayed or unsatisfactory, detail your action plan.**

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:

[Go to top](#)

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.

▼ 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:  
Include reason when returning for revision

[Go to top](#)

Click the **Save** button to save the report. You will receive confirmation the report has been saved. If desired, you can update and complete the report later.

# Annual Progress Report Graduate Program Director

SA – GS Annual Progress Report



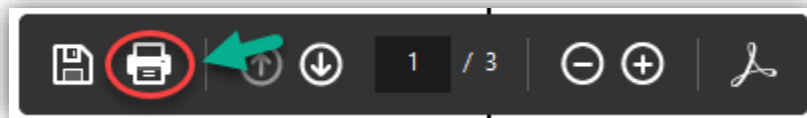
Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. Students will then receive a notification the evaluation is complete and requested to acknowledge it.

## 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.

A screenshot of a web application interface for a "Graduate Student Annual Progress Report". The interface has two tabs: "Report Data" (selected) and "Status History". The main heading is "Graduate Student Annual Progress Report". Below this, there are several fields: "Name:" (redacted), "Empl ID:" (redacted), "Institution: UCALG", "Status: Completed", "SeqNum: 3", "From Term: Spring 2019", "To Term: Winter 2020", "Career: Graduate", and "FOIP Statement". A yellow "Print" button is highlighted with a red box, and a mouse cursor is pointing at it. Below the main fields is a "Contact" section with a dropdown arrow. It contains an "Address:" field (redacted), "Phone:" (redacted), "Email:" (redacted), "Citizenship Status: Study Permit", "Status Date: 2018/02/11", "Visa/Pmt#:" (redacted), and "Expire Dt: 2020/06/16".

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: May 04, 2020

Name: [REDACTED] Emplid: [REDACTED] 43  
From - To Term: Spring 2019 - Winter 2020

Address: [REDACTED]	Phone: [REDACTED] Email: [REDACTED]
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Citizenship Status: Study Permit  
Status Date: [REDACTED]  
Visa/Pmt#: [REDACTED]  
Expiration Date: [REDACTED]

Degree Program: PHD-DEG Doctor of Philosophy  
Academic Program: GSDOC Graduate Studies Doctoral  
Area of Study: EVDS-AOS Environmental Design  
Anniversary Month: September  
Academic Load: Full-Time  
Year in Program: 3  
Supervisor / Interim Advisor: [REDACTED]  
Co-supervisor

**Student Courses**

Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
UCALG	Fall 2017	GSDOC	EVDS	601	01	A-
UCALG	Fall 2017	GSDOC	EVDS	753	01	A-
UCALG	Winter 2018	GSDOC	EVDS	783	B08	B+
UCALG	Winter 2018	GSDOC	SEDV	621	01	A-
UCALG	Winter 2018	GSDOC	SEDV	623	01	A-
UCALG	Spring 2018	GSDOC	SEDV	605	01	B+
UCALG	Fall 2018	GSDOC	SEDV	601	01	A
UCALG	Fall 2018	GSDOC	SEDV	613	01	A
UCALG	Winter 2019	GSDOC	SEDV	607	01	B
UCALG	Winter 2019	GSDOC	SEDV	611	01	B+

# Annual Progress Report

## Graduate Program Director

SA – GS Annual Progress Report



Student Awards Received		
Award Year	Award Code	Description
2019		

Student's Research and Course work Plans for Upcoming Year from Previous Progress Report:

Student's Plans for Professional Development from Previous Progress Report:

Student Achievements

Other Funding Held During This Reporting Period:

Research:

Publications:

Conferences:

Teaching and/or other Professional Development:

Research and Course work Plans for Upcoming Year:

Plans for Professional Development for Upcoming Year:

Course Work: Excellent  
Research: Excellent  
Is Student Meeting Milestones: Yes, on time  
Research Ethics Approval: Not Applicable  
I have met with my supervisor to discuss and complete the checklist of expectations: Yes  
I have had a supervisory committee meeting: Yes Date: 2020-04-01  
I have met with my supervisor to develop a Professional Development Plan: Yes

Supervisor Evaluation

Course Work: Excellent  
Research: Excellent  
Is Student Meeting Milestones: Yes, on time  
Research Ethics Approval: Not Applicable  
I have met with my student to discuss and complete the checklist of expectations: Yes  
I have met with my student to develop a Professional Development Plan: Yes

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

Graduate Program Director Evaluation of Student Progress

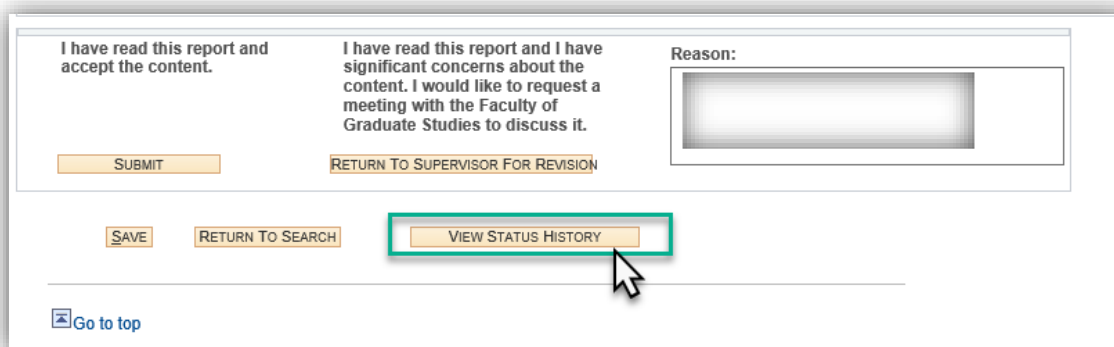
Evaluation: Satisfactory, no action required

Comments / Action plan:

### 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).

### Graduate Student Annual Progress Report Status History

Name: [Redacted]      Empl ID: [Redacted] 43      Institution: UCALG      Status: Graduate Program Director  
 SeqNum: 3      From Term: Spring 2019      To Term: Winter 2020      Career: Graduate

Personalize   Find   [Print Icon]   [Refresh Icon]					
First [Left Arrow] 1-5 of 5 [Right Arrow] Last					
	Status	Assigned to	Assigned on	APR action	Reason
1	Student	[Redacted]	2020/04/29 3:10PM	Submit	
2	Supervisor	[Redacted]	2020/04/29 3:17PM	Submit	
3	Graduate Program Director	[Redacted]	2020/04/29 3:19PM	[Redacted]	

[Return to report](#)

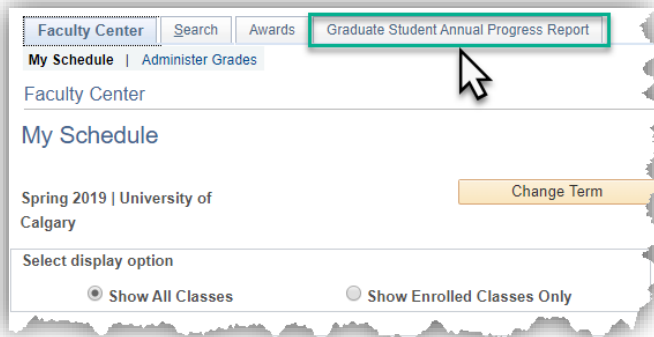
### Viewing Previously Assigned Reports:

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

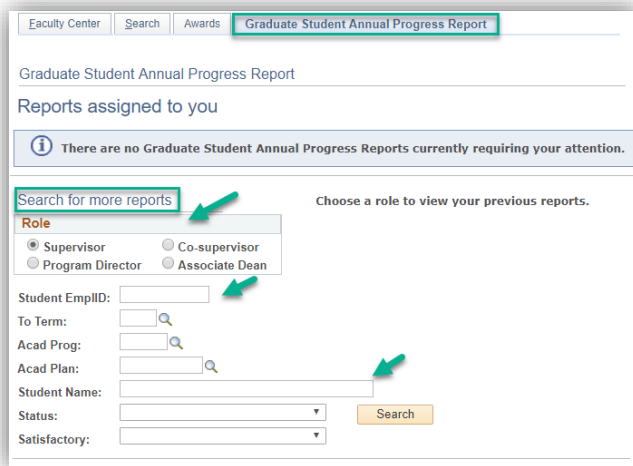
Navigate to [Faculty Centre](#) > [Graduate Student Annual Progress](#) report tab.

# Annual Progress Report Graduate Program Director

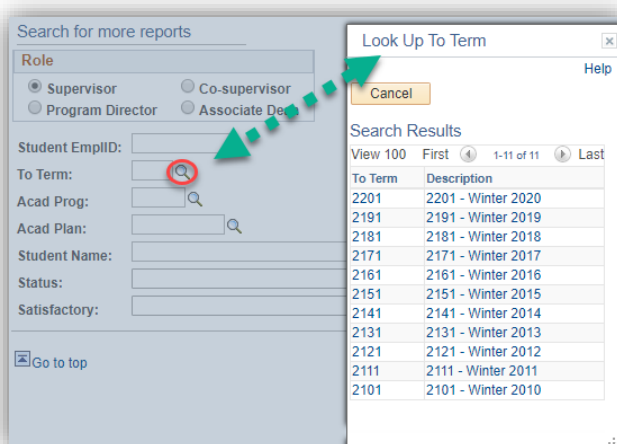
SA – GS Annual Progress Report



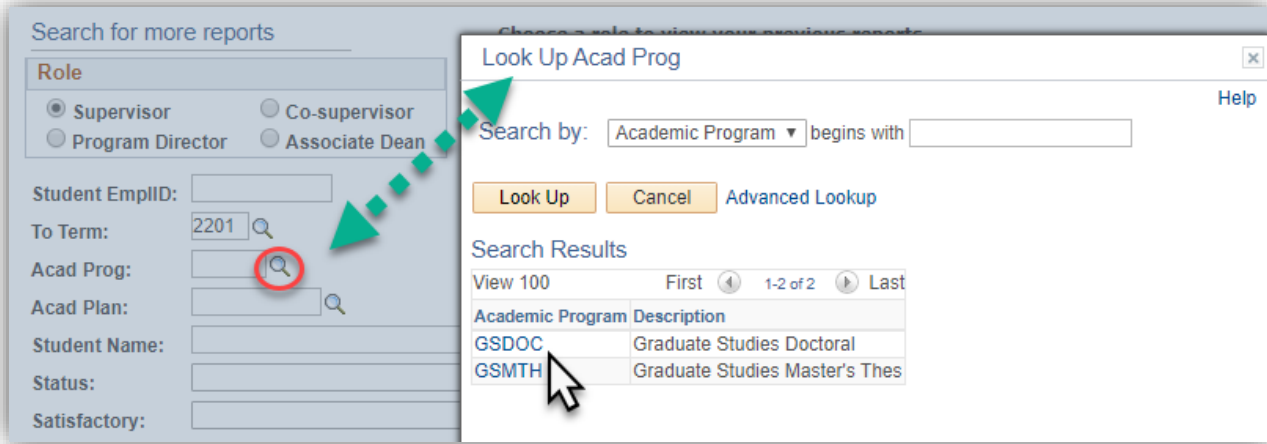
From Graduate Student Annual Progress Report in the Search for more reports section, select the applicable role. Additionally you can search for the student by Student ID number and/or Student Name if you wish to view the report for a specific student.



If desired, you may also filter your search for a specific Term (e.g. 2201 – Winter 2020) by clicking on the **Look up tool**.



Or Select an Academic Program, if desired (e.g. GSDOC):



Search for more reports

Role

Supervisor  Co-supervisor  
 Program Director  Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Look Up Acad Prog

Search by: Academic Program begins with

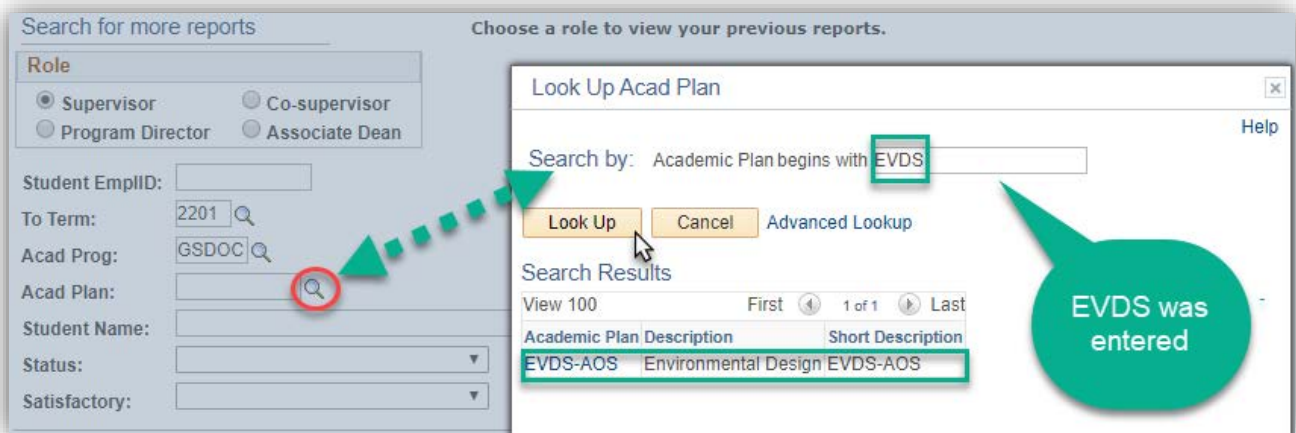
Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

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

Or select an Academic Plan, if desired (e.g. EVDS-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.

Role

Supervisor  Co-supervisor  
 Program Director  Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Look Up Acad Plan

Search by: Academic Plan begins with

Look Up Cancel Advanced Lookup

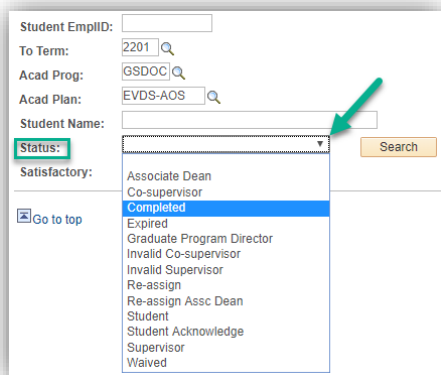
Search Results

View 100 First 1 of 1 Last

Academic Plan	Description	Short Description
EVDS-AOS	Environmental Design EVDS-AOS	

EVDS was entered

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



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

# Annual Progress Report Graduate Program Director

SA – GS Annual Progress Report



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

The screenshot shows a search form with the following fields: Student EmpID, To Term (2201), Acad Prog (GSDOC), Acad Plan (EVDS-AOS), Student Name, Status (Completed), and Satisfactory. A dropdown menu is open for the Satisfactory field, showing options: Satisfactory, no action req'd and Unsatisfactory. A green arrow points to the dropdown arrow, and a mouse cursor points to the Search button.

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).

The screenshot shows the search results page with a table of reports. The table has columns: Click to access report, To Term, Acad Prog, Acad Plan, Status, and Satisfactory. A single row is visible for Winter 2020.

Click to access report	To Term	Acad Prog	Acad Plan	Status	Satisfactory
	Winter 2020				

End of Procedure