

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

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 completed
- 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

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**.



Annual Progress Report Supervisor

SA – GS Annual Progress Report



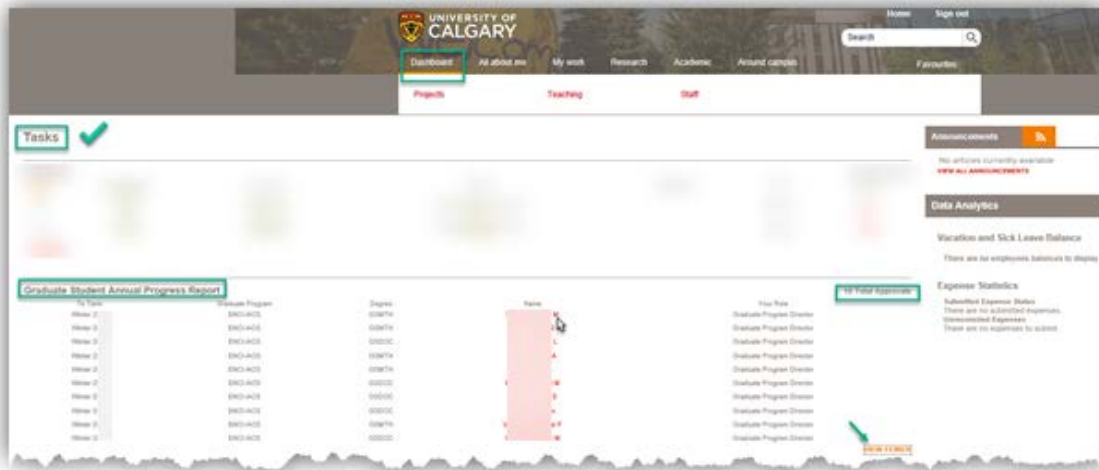
- **Option 2:** Copy and Paste the emailed link into your browser
 - From the email indicating there are reports available to review, copy the link for the report
 - Paste the link into the browser of your choice
 - Log into the my.ucalgary.ca portal. Enter your Username and Password, then click **Sign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

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

- **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.

A screenshot of the Central Authentication Service (CAS) login page for the University of Calgary, identical to the one above. It shows the login fields for 'IT Username' and 'Password', the 'Sign In' button, and the footer links. A blue starburst graphic with a mouse cursor is pointing at the 'Sign In' button.

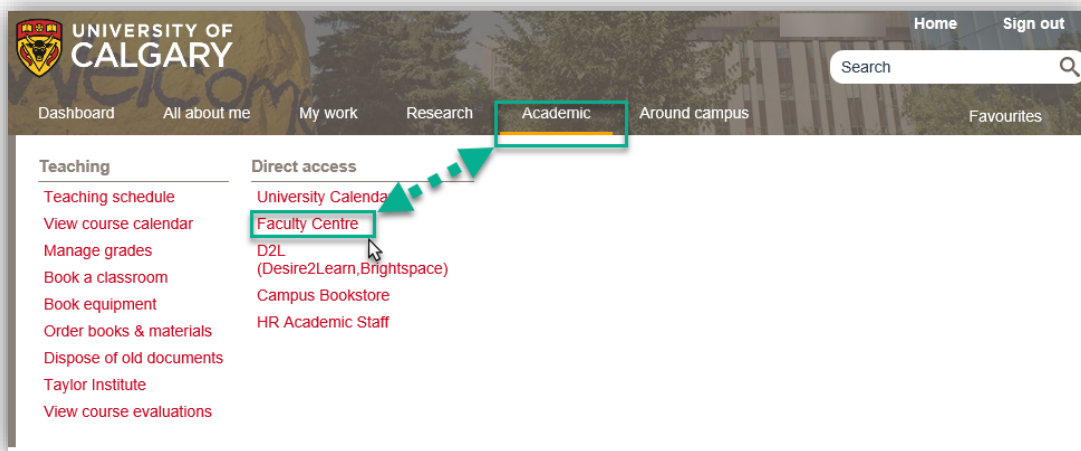
- When logged into the my.ucalgary.ca portal the **Dashboard** displays the Graduate Students Annual Progress Report on **Tasks** after a student submits their Annual Progress Report for review and approval. Click on the **name of the student** and you will navigate directly to their Annual Progress Report.



- **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**.



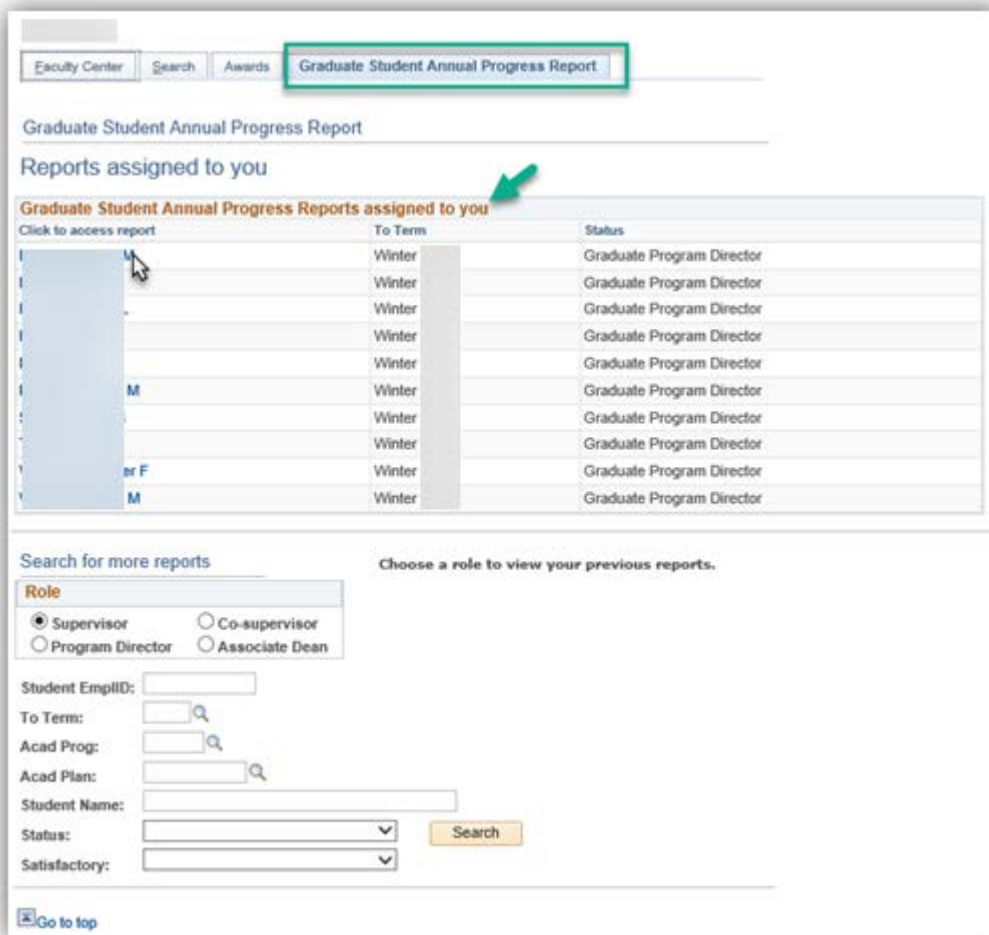
Annual Progress Report Supervisor

SA – GS Annual Progress Report

- Click the [Grad Stnt Annual Progress Rpt](#) (Graduate Student Annual Progress Report) link.



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



Complete the Annual Progress Report:

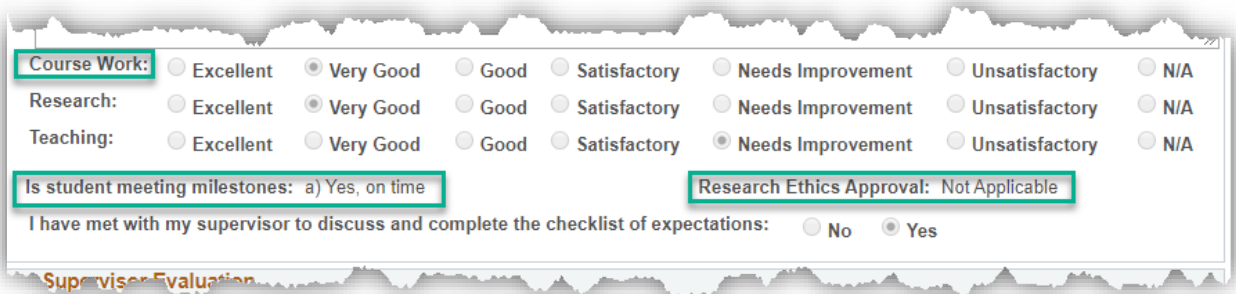
For this example, the next steps will be from the Faculty Centre. Click on one of the reports assigned to you. **NOTE:** It is important to save your work often, as there is a time out feature of 30 minutes where any unsaved work will be lost.

1. Review the Student's research and course work plan for upcoming year from previous progress report as well as the student's professional development plan from previous 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 and/or other Professional Development
 - Research and Course work Plans for upcoming Year
 - Plans for Professional Development for Upcoming Year

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.



The screenshot shows a 'Supervisor Evaluation' form with the following content:

- 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

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.

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Supervisor

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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 b) Slightly off-track c) Delayed with plan in place d) Not meeting reqd timelines

I have met with my student to discuss expectations: Yes No

Research Ethics Approval: Approved Not Applicable To be Obtained

Comment on Student Funding, If delayed or unsatisfactory, detail your 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:

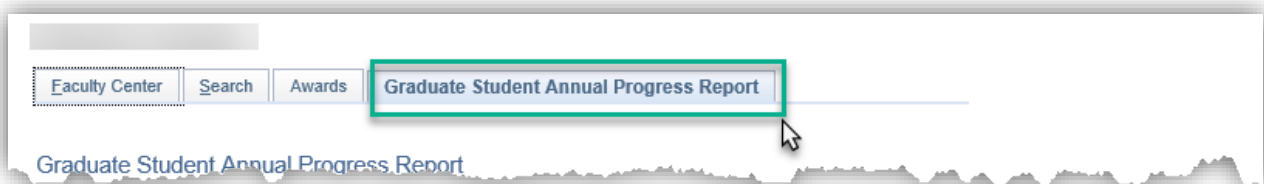
b. In the comment box, add any comments relating to Funding, Committee Meetings and Successes. If the student’s progress is “Delayed” or “Not meeting required timelines”, include an action plan in the comment box.

3. 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** button to return the report back to the student.
4. 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.
5. 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.

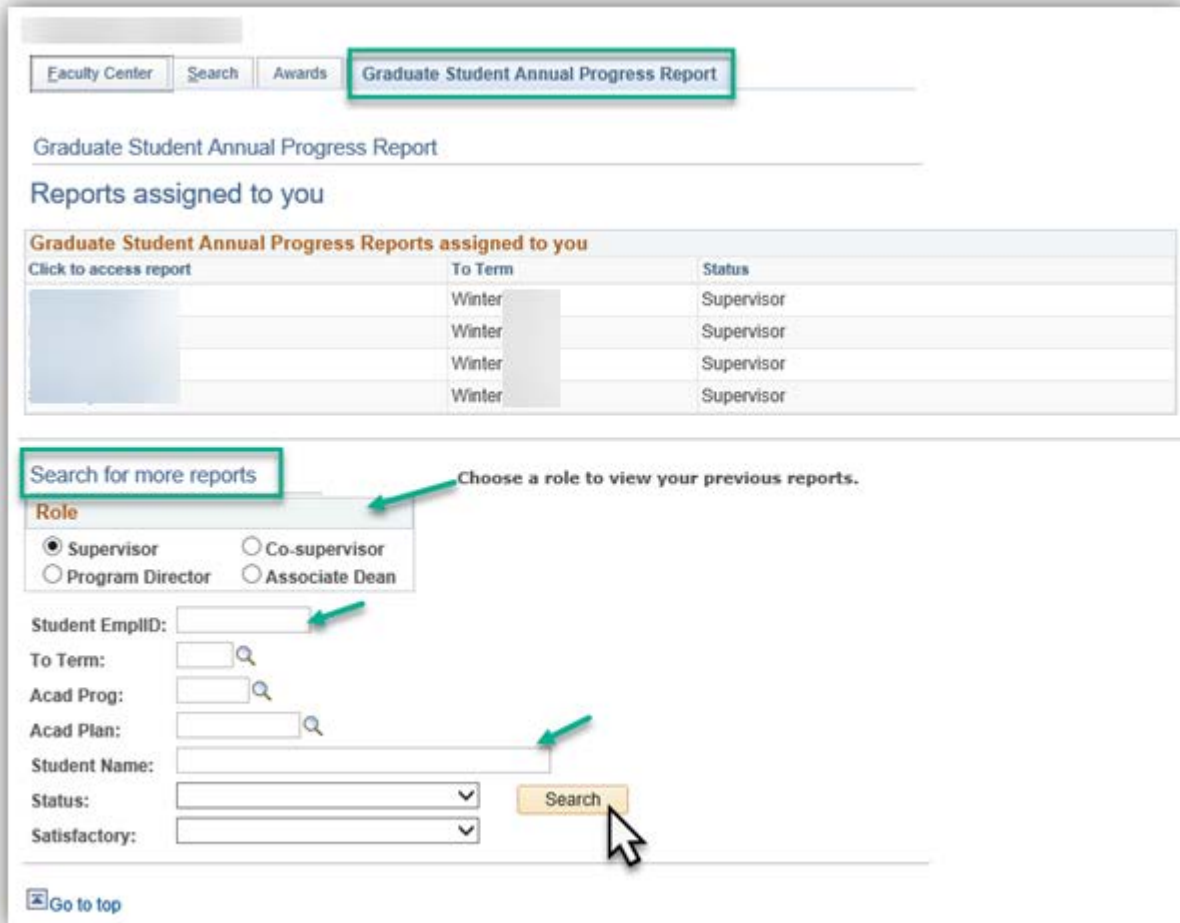
Viewing Previously Assigned Reports:

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.

1. 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.



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	Supervisor
	Winter	Supervisor
	Winter	Supervisor
	Winter	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:

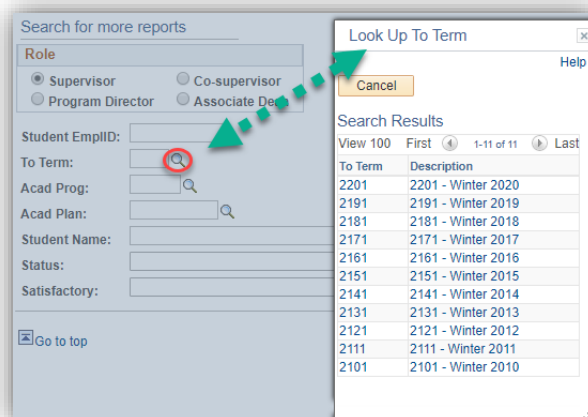
Acad Plan:

Student Name:

Status:

Satisfactory:

- If desired, you may also filter your search for a specific Term (e.g. 2201 – Winter 2020) 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:

Look Up To Term Help

Search Results

View 100 First 1-11 of 11 Last

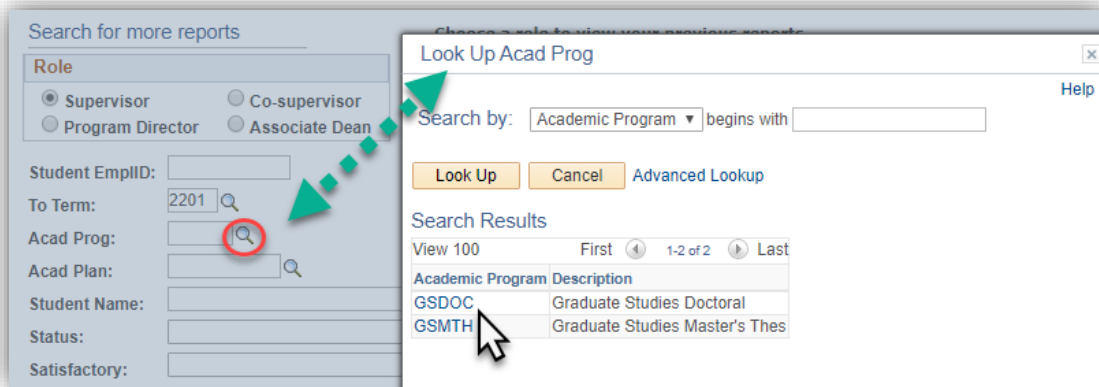
To Term	Description
2201	2201 - Winter 2020
2191	2191 - Winter 2019
2181	2181 - Winter 2018
2171	2171 - Winter 2017
2161	2161 - Winter 2016
2151	2151 - Winter 2015
2141	2141 - Winter 2014
2131	2131 - Winter 2013
2121	2121 - Winter 2012
2111	2111 - Winter 2011
2101	2101 - Winter 2010

Annual Progress Report Supervisor

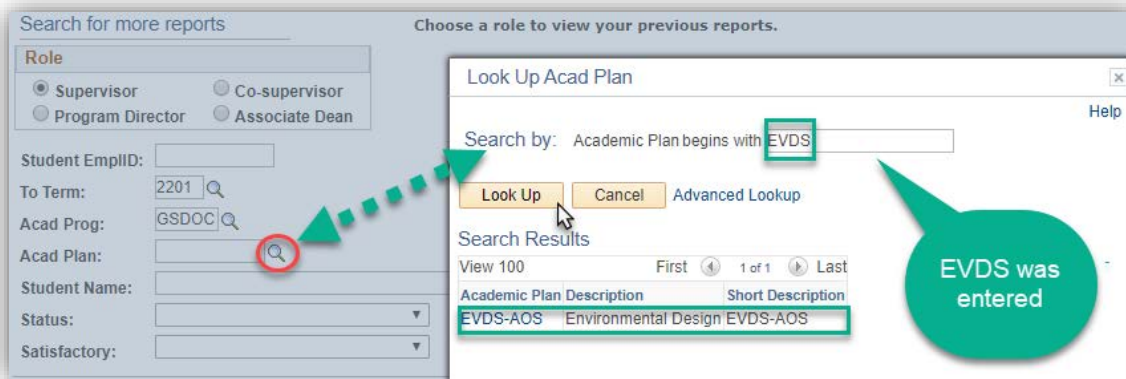
SA – GS Annual Progress Report



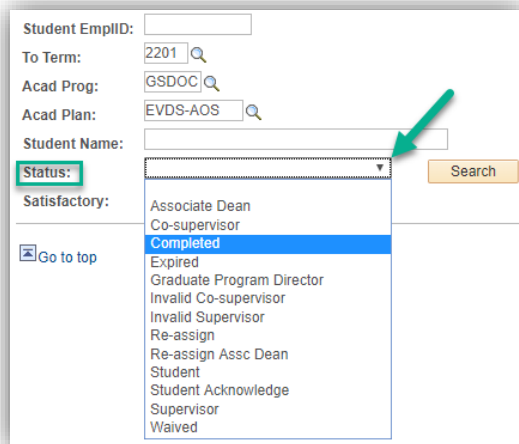
3. Or select an Academic Program, if desired (e.g. GSDOCMTH):



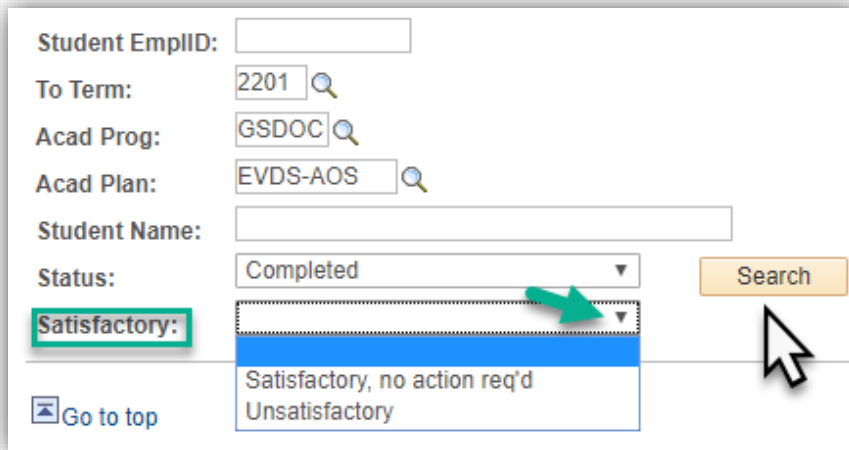
4. Or select an Academic Plan, if desired (e.g. EVDS-AOS). You may enter the first letters of the Academic Plan and click **Look up**:



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



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



Student EmplID:

To Term:

Acad Prog:

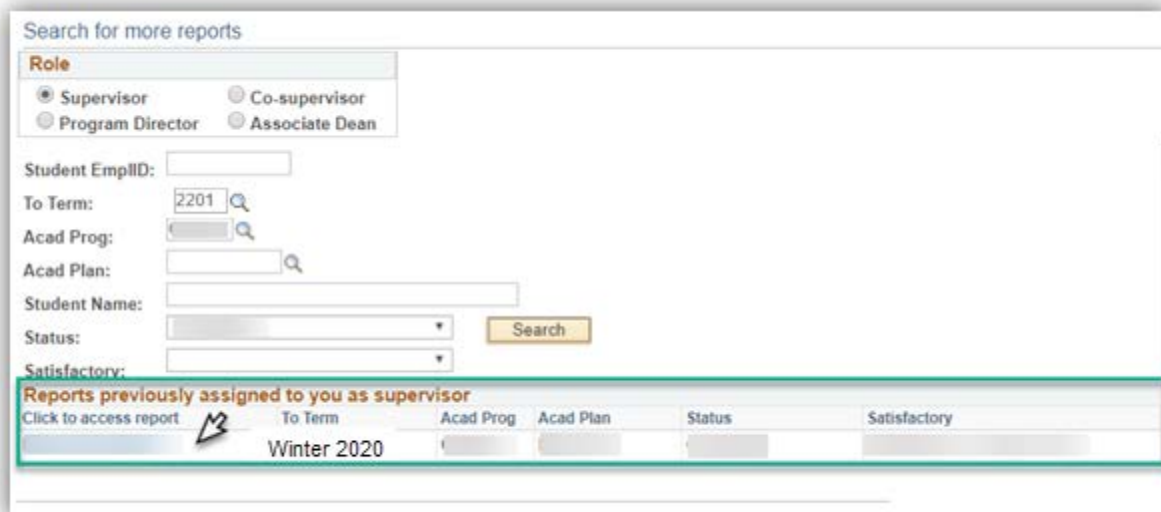
Acad Plan:

Student Name:

Status:

Satisfactory:

- 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

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

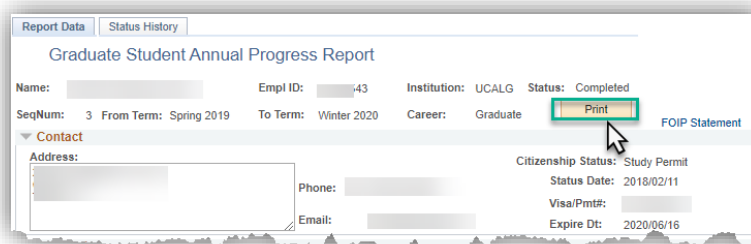
Satisfactory:

Reports previously assigned to you as supervisor

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

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.



Report Data | Status History

Graduate Student Annual Progress Report

Name: Empl ID: Institution: UCALG Status: Completed

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

Contact

Address:

Phone: Email:

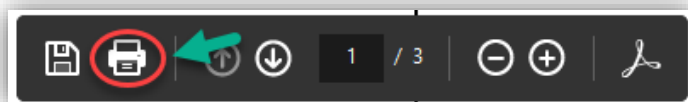
Citizenship Status: Study Permit
 Status Date: 2018/02/11
 Visa/Pmt#:
 Expire Dt: 2020/06/16

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- 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]	

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

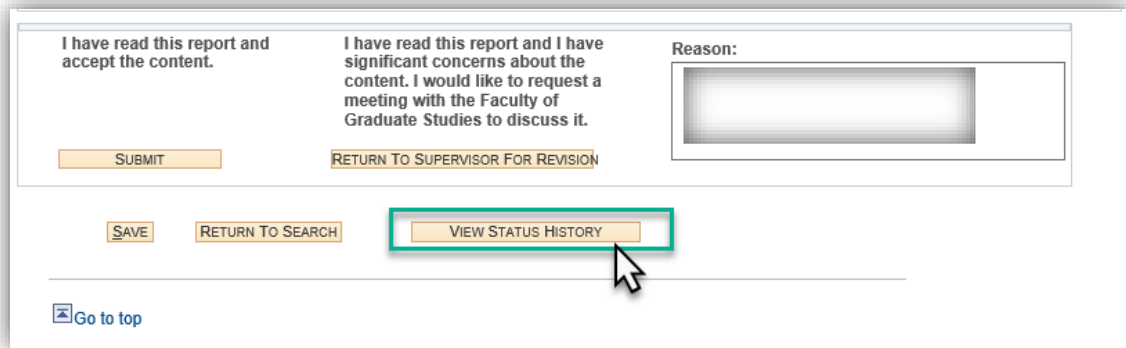
Student Courses

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+

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.

1. Scroll to the bottom of the Annual Progress Report and click **View Status History**.



The screenshot shows a form with three columns of text and a 'Reason' field. Below the text are buttons for 'SUBMIT', 'RETURN TO SUPERVISOR FOR REVISION', 'SAVE', 'RETURN TO SEARCH', and 'VIEW STATUS HISTORY'. The 'VIEW STATUS HISTORY' button is highlighted with a red box and a mouse cursor is pointing at it. There is also a 'Go to top' link at the bottom left.

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

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](#)

End of Procedure