



MyCampus User Guide

PGR Annual Review - Supervisors

Document Control	
Title:	PGR Annual Review - Supervisors
Version:	2
Owner:	MSDI Student Records
Publication Date:	April 2021

Contents

1. PGR Annual Review – Process Overview	3
PGR – Annual Progress Review	3
Why has the process changed?	3
The New Process	3
Who is this Guide For?	3
2. Accessing the APR Forms	4
Email Notification.....	4
MyCampus Advisor Centre	4
<i>Accessing MyCampus</i>	4
3. Review APR Form	5
Section A – Review Details.....	6
Section B – Student Assessment.....	6
4. Complete Section C: Supervisor Assessment	7
Section C – Supervisor Assessment.....	7
Multiple Supervisors Accessing/Updating One Form	7
Confirm and Submit	7
After Submission	8
A. Appendix: Process Flow	9

1. PGR Annual Review – Process Overview

PGR – Annual Progress Review

All PGR students complete an Annual Progress Review. The process allows students and supervisors to plan training needs and milestones for the year.

Why has the process changed?

A new PGR Annual Review process has been developed to reduce workload, enable automatic tracking and to centralise all review data into MyCampus.

The New Process

Stage	User	Action
Stage 1	Administrator	Generates PGR Review Form and sends to student
Stage 2	Student	Completes Section B of form - Student Assessment
Stage 3	Supervisor	Reviews Section B and completes Section C of form - Supervisor Assessment
Stage 4	Student	Reviews Section A of form and confirms data is correct Reviews Section C of form and confirms reviewed
Stage 5	Administrator	Panel Review stage – Administrator adds Review Panel Member(s)
Stage 6	Convenor	Adds the outcome to Section D of the form - Review Panel
Stage 7	Student	Reviews outcome in Section A of the form and acknowledges receipt of outcome
Stage 8	Administrator	Reviews full form and submits to complete APR process

Who is this Guide For?

This user guide is for **PGR Supervisors**. It details the steps required for **Stage 3** detailed in the above table.

2. Accessing the APR Forms

Email Notification

When a student has completed the Student Assessment section of the APR form and submitted the form, an automatic email is sent to notify that student's PGR Principal and Secondary Supervisors.

The email will include a link which will take the PGR Supervisors directly to the form in MyCampus.

MyCampus Advisor Centre

PGR Supervisors will also be able to access the PGR Annual Review forms via the My Advisees list in their Advisor Centre.

Navigation: Main Menu > Self Service > Advisor Centre > My Advisees

Notify	Photo	Name	ID	Plan	Academic Standing	Service Indicators	Academic Level	View Student Summary	View Student Details	Advisor Role	PGR Annual Review
<input type="checkbox"/>			2186177	Chemistry(R),PhD		WPA	06	View Student Summary	View Student Details	PGR Second Supervisor	Complete Assessment
<input type="checkbox"/>			2538354	Theoretical Physics, BSc		R09	01	View Student Summary	View Student Details	Adviser of Studies (UG)	
<input type="checkbox"/>			2567263	Physics, BSc		R09	01	View Student Summary	View Student Details	Adviser of Studies (UG)	

If you do not have access to a form but think you should, please contact the PGR Administrator who will be able to check the status of the form for you.

Accessing MyCampus

If you have not used MyCampus before, follow these steps.

- To access MyCampus, sign into MyGlasgow with your GUID and password <https://sharepoint.gla.ac.uk/staff/myglasgow/Pages/MyGlasgow.aspx>
- MyCampus is listed in the Services menu

MyGlasgow > MyGlasgow Staff

Help and Support
Create a support call now. Also track or update an existing call at any time.

Services

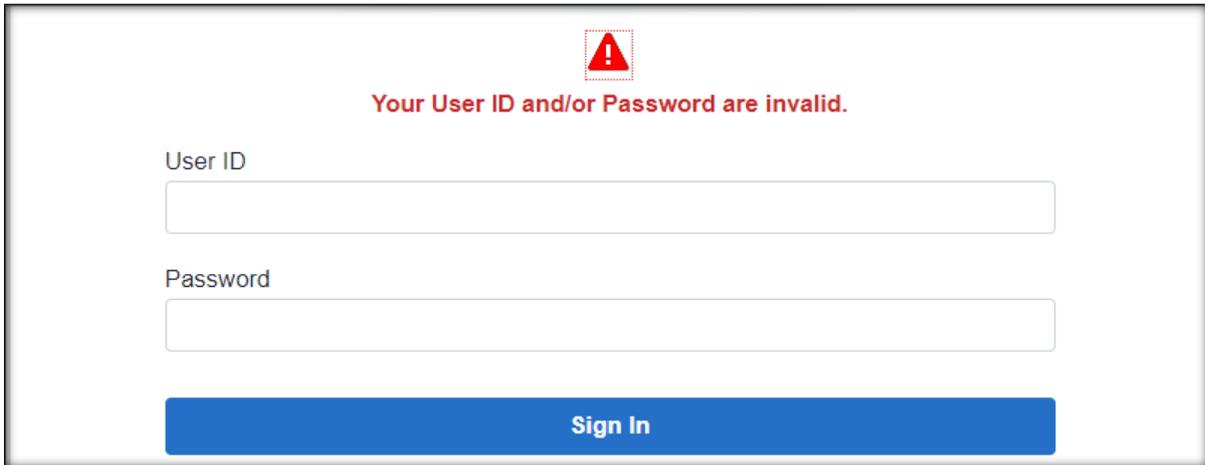
- MyCampus**
- Email

New Portal
This portal is in the process of being decommissioned from service.
Please [Click here](#) to access the new Staff Portal. In a few days you will be auto-re-

Important

- Login to MyCampus using your GUID and password.
- If you see a message indicating your User ID and/or password are incorrect your staff profile may need to be set up in MyCampus.

Raise a helpdesk call for the attention of [MyCampus Access and Permissions](#). Indicate that you are a PGR Supervisor and have not used MyCampus before and are unable to login.



The screenshot shows a login error message. At the top center, there is a red warning icon (a triangle with an exclamation mark) inside a dashed red box. Below the icon, the text "Your User ID and/or Password are invalid." is displayed in red. Underneath this message, there are two input fields: "User ID" and "Password". Below the "Password" field is a blue "Sign In" button.

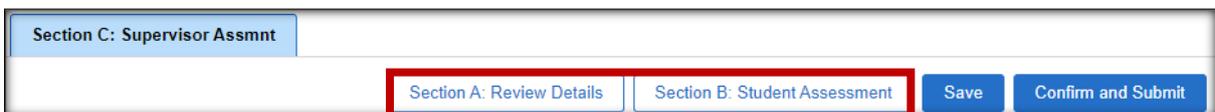
3. Review APR Form

The form will open at Section C: Supervisor Assessment. This is the only section the Supervisor completes.

Supervisors also have read only access to the other sections of the form for review.

Once Section C has been completed and Confirm and Submit clicked, Supervisors will retain read only access to the form until the end of year (31st Dec).

- Navigate through the form using the Section buttons.



The screenshot shows a navigation bar with three buttons: "Section C: Supervisor Assmnt", "Section A: Review Details", and "Section B: Student Assessment". The "Section A: Review Details" and "Section B: Student Assessment" buttons are highlighted with a red border. To the right of these buttons are two blue buttons: "Save" and "Confirm and Submit".

Section A – Review Details

Section A contains read only information pulled from MyCampus. Changes to the student record cannot be made here. If required changes can be made within the usual MyCampus pages.

- Use the arrows to expand each section.

Section A: Review Details

Term 2020

Empl ID 2186177

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 30100000 School of Chemistry

Acad Prog 7201 Doctor of Philosophy(SE)

Acad Plan F100-7201 Chemistry(R),PhD

[Section B: Student Assessment](#) [Section C: Supervisor Assmnt](#)

- ▶ Research Information
- ▶ Thesis Information
- ▶ Supervisor Details
- ▶ Review Details

Section B – Student Assessment

Section B contains the review information supplied by the Student. Supervisors will have read only access.

Section B: Student Assessment

Term 2020

Empl ID 2186177

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 30100000 School of Chemistry

Acad Prog 7201 Doctor of Philosophy(SE)

Acad Plan F100-7201 Chemistry(R),PhD

[Section A: Review Details](#) [Section C: Supervisor Assmnt](#)

- ▶ Student Assessment
- ▶ Training Needs Analysis and Training Log
- ▶ Documentation

4. Complete Section C: Supervisor Assessment

Section C – Supervisor Assessment

When you have finished reviewing the form you are ready to complete the Supervisor Assessment.

- Click the Supervisor Assessment arrow to expand the section
- Complete the 10 revealed fields to complete your assessment
- Click Save to save your progress as you complete the form. This allows you to leave the form and return later to complete.
- Click Confirm and Submit to complete your assessment.

Section C: Supervisor Assmnt	Section A: Review Details	Section B: Student Assessment	Save	Confirm and Submit
Term	2020			
Empl ID	2186177			
Institution	GLSGW	University of Glasgow		
Career	PGR	Postgraduate Research	Career Nbr	0
School	30100000	School of Chemistry		
Acad Prog	7201	Doctor of Philosophy(SE)		
Acad Plan	F100-7201	Chemistry(R),PhD		
▶ Supervisor Assessment				

Multiple Supervisors Accessing/Updating One Form

All Principal and Secondary PGR Supervisors assigned to the student will receive an email notification and will be able to access and update the form.

Whether one or multiple Supervisors have to complete the assessment is a matter of School policy. Please ensure you know which of your Student's forms you should personally be updating.

If multiple users are adding information to Section C, ensure you use 'Save' to save progress and do not click 'Confirm and Submit' until all Supervisors have added their assessment data.

Confirm and Submit

Clicking Confirm and Submit generates a prompt, checking if the user is sure they want to perform the submission action. If Confirm and Submit is clicked accidentally when Save should have been selected, this prevents the form from being submitted to the student for review prematurely.

This will submit your changes.
It will send an alert to the student asking them to complete the Student Confirmation part. Do you wish to continue?

Yes No

After Submission

Section C is now read only. The Review Status is: Pending Student Confirmation.

The student will receive an email, asking them to review the form and confirm reading the Supervisor Assessment.

The form will now go through the following stages:

- Stage 4: Student Confirms all information is correct and they have read Section C**
When completed the Review Status changes to Pending Panel Review
- Stage 5: Administrator Enters Review Panel Information**
This will give Convenors access to the form. The Review Status remains Pending Panel Review
- Stage 6: Convenor completes the outcome in Section D**
When completed the Review Status changes to Pending Outcome Processing
- Stage 7: Student reviews and acknowledges outcome**
When completed the Review Status changes to Pending Outcome Processing
- Stage 8: Administrator Reviews Form and Completes APR Process**
When completed the Review Status changes to Complete.

Supervisors can access the read only APR form throughout the process and until the end of year (31st Dec).

If you need to make any changes after the form has been submitted, contact the PGR Administrator. Any change made may have to be reviewed and confirmed again by the student.

A. Appendix: Process Flow

