

# MyCampus User Guide MVLS PGR Initial Progress Review

Document Control			
Title:	MVLS PGR Initial Review - PRINCIPAL SUPERVISOR		
Version:	1		
Owner:	MSDI Student Records		
Publication Date:	November 2025		

# **Contents**

Introduction	3
Document Purpose	3
The Initial Review Process in 6 Stages	3
Accessing the Initial Progress Review Form	4
Direct Link: Principal Supervisor Notification Email	
MyCampus: PGR Initial Review Supervisors Tile	4
Review Initial Progress Review Form	5
Supervisor Reports	5
Review Details	5
Student Self-Assessment	6
Complete the Principal Supervisor Report	7
Save Draft & Confirm and Submit	7
Complete Report Questions	7
Document Upload	8
Submit the Completed Report	8

# Introduction

## **Document Purpose**

This user guide is for **PGR Principal Supervisors**. It details the steps required for **Stage 3.1**, the completion and submission of the MVLS PGR Initial Progress Review: Principal Supervisor Report.

Supervisors do not have access to the report until the student submits their self-assessment. At that stage a notification email is generated to the Principal Supervisor with a direct link to the form.

# **The Initial Review Process in 6 Stages**

Stage	User	Actions	Form Status
1	Administrator	Complete Initial School Level Setup Generate Forms Send Forms to Students	Pending Student Assessment
2	Student	Complete & Submit Self-Assessment	Pending Supervisor Assessment
3.1	Principal Supervisor	Complete & Submit PGPS Report	Pending Supervisor Assessment
3.2	Secondary Supervisor	Complete & Submit PGSS Report	Pending Review Panel Submission
4	Review Panel	Complete & Submit Recommendation	Pending Student Statement
5	Student	Complete & Submit Statement	Pending Convenor Confirmation
6	Convenor	Complete & Submit Final Recommendation	Complete

# **Accessing the Initial Progress Review Form**

### **Direct Link: Principal Supervisor Notification Email**

When the student submits their self-assessment, the form status changes to 'Pending Supervisor Assessment' and a notification email is automatically sent to the Principal Supervisor. Use the link within the email to access the student's Initial Progress Review form.

Subject: PGR Initial Review: Supervisor Assessment for 3172611, Margaret Elizabeth Carter

PGR Initial Review for 3172611, Margaret Elizabeth Carter for 2024 is available for you to complete. Please use this link

https://xxxxxxxxx.mycampus.gla.ac.uk/psp/SA/c/UOG\_SR\_MNU.UOG\_PGR\_IRVW\_FL.GBL?Page=UOG\_IRW\_SUP\_ASS\_FL&Action=U&INSTITUTION
to access the form.

Alternatively, you can log into MyCampus - MyAdvisees and access the Initial Review from there.

## **MyCampus: PGR Initial Review Supervisors Tile**

If there is an issue with the notification email, supervisors can access advisee review forms by logging into MyCampus and navigating to their Advisees list.

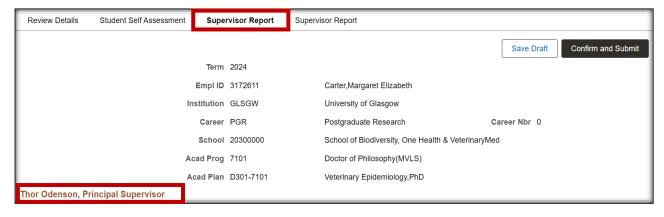


• Click the Initial Review link to access the student's form.



The form will open on the Principal Supervisor Report.

If your School requires a separate report from the Secondary Supervisor, you will see an additional Supervisor Report tab. After reviewing the Student Self-Assessment, ensure you have returned to the correct page. The Secondary Supervisor page is read only for the Principal, preventing submission error.

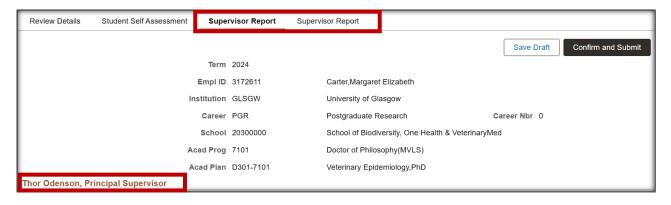


## **Review Initial Progress Review Form**

### **Supervisor Reports**

If your School requires a separate report from the Secondary Supervisor, you will see an additional Supervisor Report tab. The name and job title of the Supervisor is on the page, beneath the student record detail.

The Principal can only edit the Principal Supervisor page and the Secondary Supervisor can only edit their page. All other areas of the report are read only.

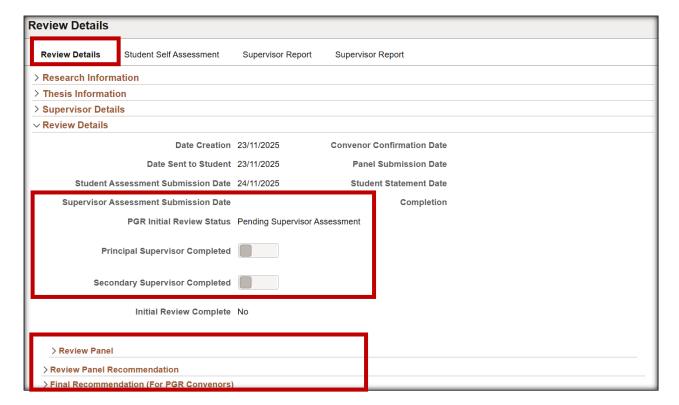


#### **Review Details**

This page contains read only student record data pulled from MyCampus. If anything is incorrect the student record must be updated. The PGR Administrator will be able to make any required amendments.

The Review Details subsection contains the form progression record. While open for editing by Supervisors, the status is 'Pending Supervisor Assessment'. On submission by the Second Supervisor, the status changes to 'Pending Review Panel Submission'. The form remains available to Supervisors in read only format.

Once the Review Panel and Convenor have completed their sections, the detail can be viewed on this page.



#### **Student Self-Assessment**

Before completing the Supervisor Report, review the student's assessment responses and any attached supporting documentation.

The Student Self-Assessment page is read only. Supervisors can view any attached documentation but cannot add or delete anything on the student page.

If you require an amendment from the student, the status must be set back to 'Pending Student Assessment'. The PGR Administrator can manually change the status to reopen sections for users.



## **Complete the Principal Supervisor Report**

When you have finished reviewing the student assessment, return to the Principal Supervisor Report page and complete.

#### Save Draft & Confirm and Submit

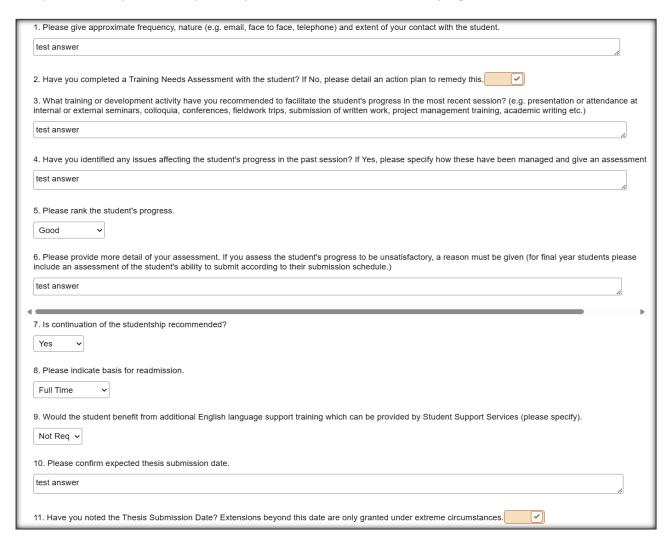
Use 'Save Draft' to periodically save your input, preventing loss of work should you disconnect from MyCampus for any reason. You can also use this to save progress and return to complete at a later time.

Clicking 'Confirm and Submit' will lock your report page for editing and trigger an email to the Secondary Supervisor with a link to complete their report page. If you submit prematurely, contact the PGR Administrator, who can reopen your page for editing.



### **Complete Report Questions**

Complete the 11 questions to provide your evaluation of the student's progress.



### **Document Upload**

If required, a document upload feature can be found at the bottom of the page. There is a 5MB individual file size limit. To reduce file size, it is recommended you upload files in PDF format.



## **Submit the Completed Report**

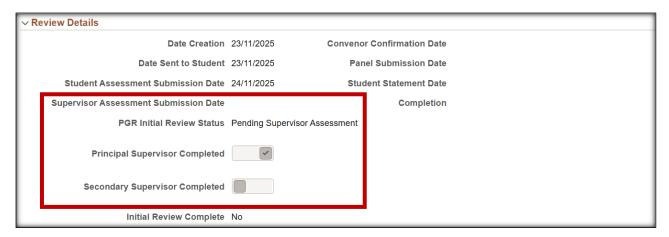
When satisfied that all information has been added and any supporting documentation uploaded, the report is ready to submit. Once submitted you will no longer be able to make changes.

- At the top of the report page, click 'Confirm and Submit'.
- Click 'Yes' on the message to send a notification to the Secondary Supervisor.



The Supervisor Report becomes read only after submission. Any attached documents can still be viewed but not added or deleted.

The review status will still be 'Pending Supervisor Assessment' but the Principal Supervisor Completed is now ticked.



An email has been sent to the Secondary Supervisor with a link to complete their report. Once submitted the status will change to Pending Review Panel Submission'.

#### PRINCIPAL SUPERVISOR PROCESS COMPLETE