

MyCampus User Guide MVLS PGR Initial Progress Review

Document Control			
Title:	MVLS PGR Initial Review - SECOND 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: Supervisor Notification Email	4
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 Secondary 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 Secondary Supervisors**. It details the steps required for **Stage 3.2**, the completion and submission of the MVLS PGR Initial Progress Review: Secondary Supervisor Report.

Secondary Supervisors do not have access to the form until the Principal Supervisor submits their report. At that stage a notification email is generated to the Secondary 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: Supervisor Notification Email

When the Principal Supervisor submits their report, a notification email is automatically sent to the Secondary Supervisor. Use the link within the email to access the student's Initial Progress Review form.

Subject: PGR Initial Review: Assessment Completion for 3172611 Margaret Elizabeth Carter

This is to notify you that principal supervisor's assessment for the Initial Review form for Student 3172611, Margaret Elizabeth Carter has now been completed and is pending secondary supervisor's assessment. To access the form please log into MyCampus or access the form by clicking on this link

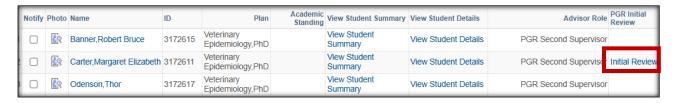
https://xxxx.mycampus.qla.ac.uk/psp/XXXX/EMPLOYE/SA/c/UOG_SR_MN.UOG_PGR_IRV_FL.GBL?Page=UOG_IRW_SEC_SUP

MyCampus: PGR Initial Review Supervisors Tile

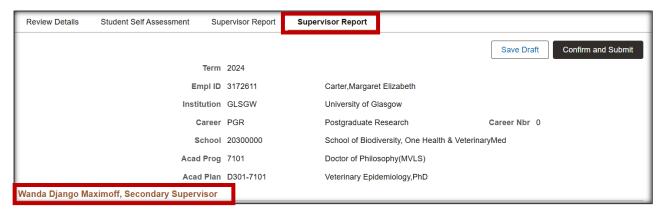
If there is an issue with the notification email, supervisors can access advisee review forms by logging into MyCampus and navigating to their Advisees list.



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



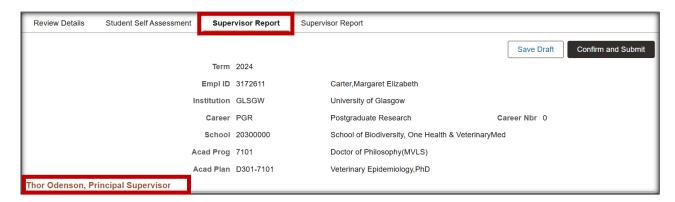
The form will open on the Secondary Supervisor Report section. All other pages, including the Principal Supervisor Report, are read only. After reviewing the Student Self-Assessment, return to the Supervisor Report. The Secondary Supervisor will be named on the page beneath the student record detail, and the page will be open for editing.



Review Initial Progress Review Form

Supervisor Reports

The Principal Supervisor report page is available to review but is read only. Any attached documentation can be viewed but not added or deleted. There is an upload facility on the Secondary Supervisor page if needed.

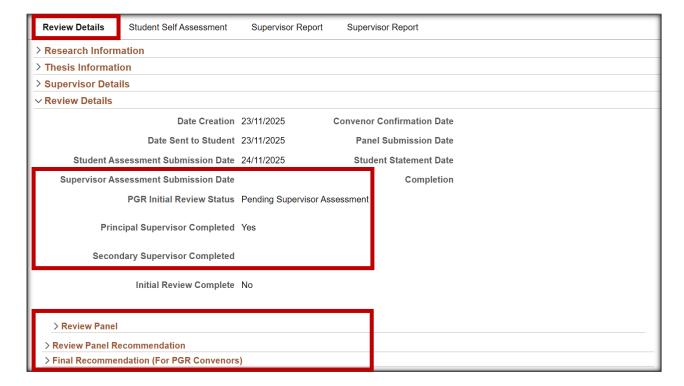


Review Details

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 will be 'Pending Supervisor Assessment'. On submission by the Secondary 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.

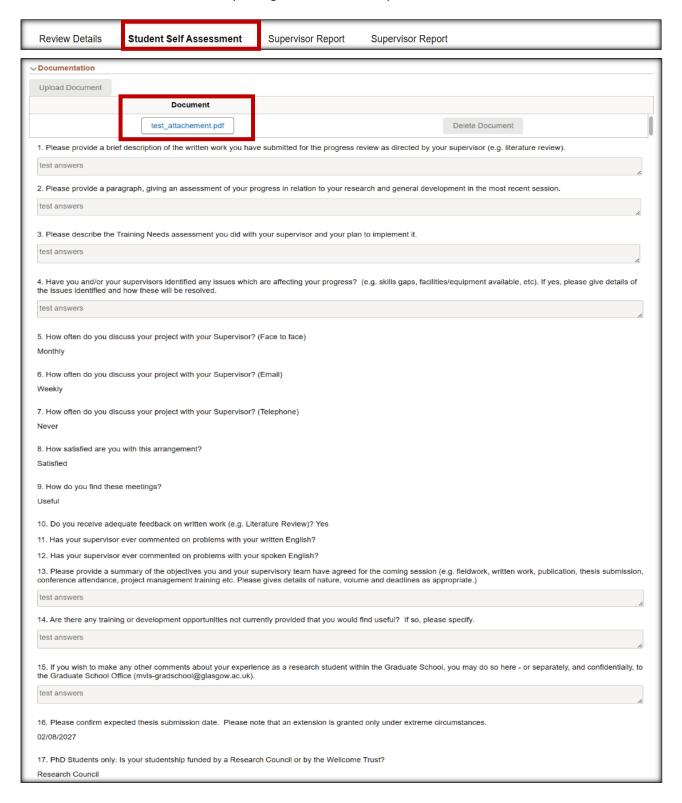


Student Self-Assessment

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 Secondary Supervisor Report

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

Save Draft & Confirm and Submit

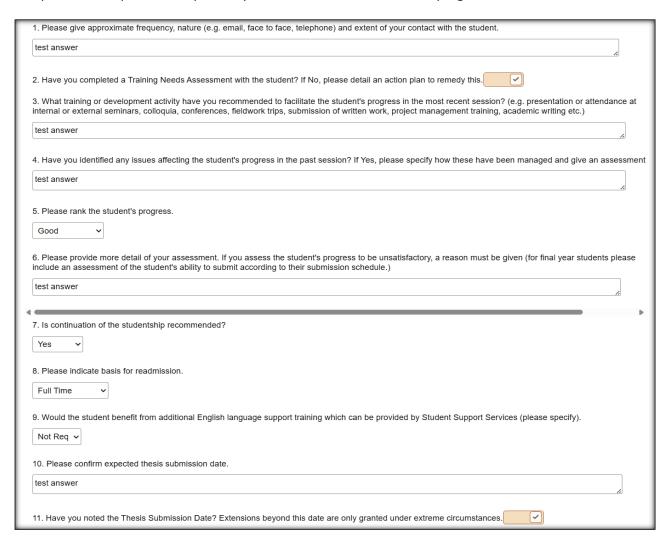
Use 'Save Draft' to periodically save your input, preventing loss of work should you disconnect from MyCampus for any reason. You can also use this to save progress and return to complete at a later time.

Clicking 'Confirm and Submit' makes the page read only and triggers a notification to the Review Panel Members. If you submit prematurely, contact the PGR Administrator, who can reopen your page for editing.



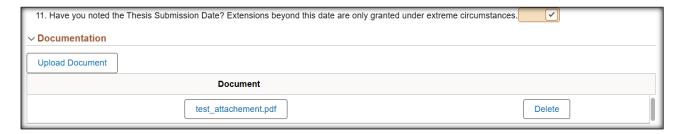
Complete Report Questions

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



Document Upload

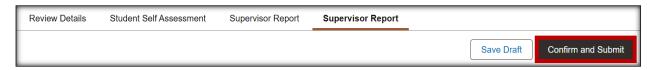
If required, a document upload feature can be found at the bottom of the page. There is a 5MB individual file size limit. To reduce file size, it is recommended you upload files in PDF format.



Submit the Completed Report

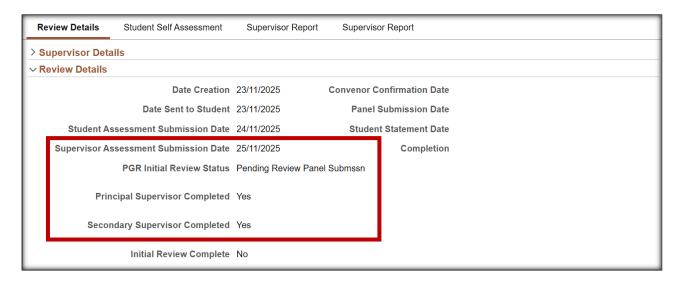
When satisfied that all information has been added and any supporting documentation uploaded, the report is ready to submit. Once submitted you will no longer be able to make changes.

At the top of the report page, click 'Confirm and Submit'.



The Supervisor Report becomes read only after submission. Any attached documents can still be viewed but nothing added or deleted.

The status will be 'Pending Review Panel Submission', and Secondary Supervisor Completed is now ticked.



An email has been sent to the Panel Review Members, informing them the form is ready for their review recommendation.

PGR SUPERVISOR PROCESS COMPLETE