



University  
of Glasgow

MyCampus Support,  
Development & Infrastructure

## MyCampus User Guide

# MVLS PGR Initial Progress Review

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## Introduction

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### Document Purpose

This MyCampus User Guide details the initial setup required in advance of generating the PGR Initial Review forms for MVLS students. PGR Administrators must complete this setup for their School (academic organisation), to ensure all Supervisors and Convenors are notified and can access and complete their sections of a form when it reaches the required stage in the Initial Review process.

### The Initial Review Process in 6 Stages

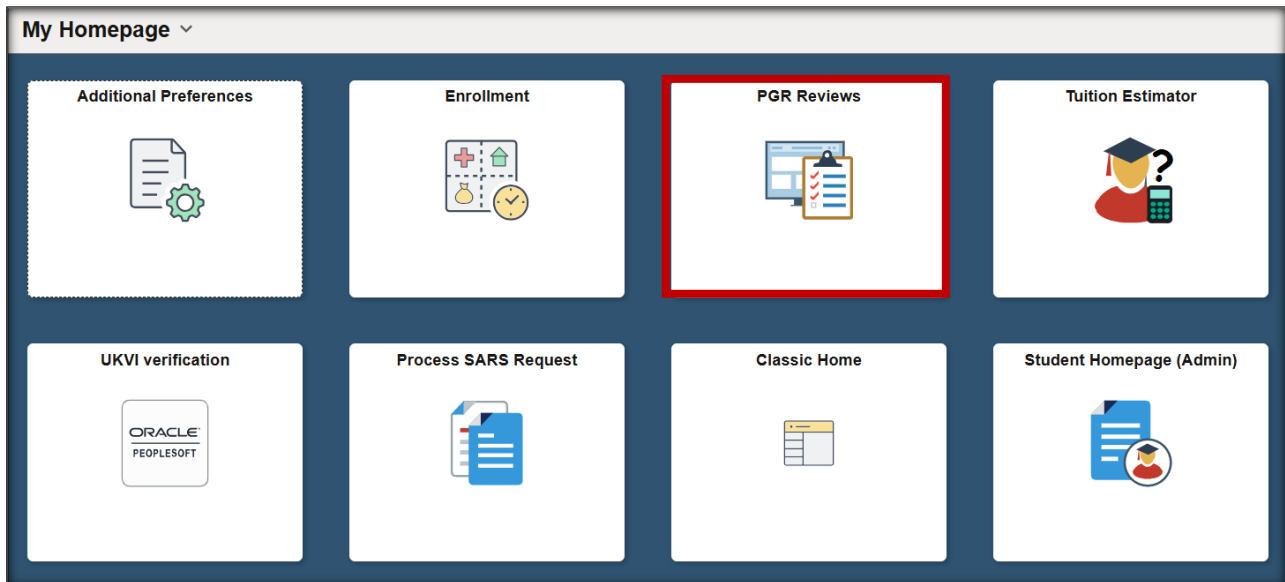
Stage	User	Actions	Form Status
1	Administrator	Complete Initial School Level Setup Generate Forms Send Forms to Students	Pending Student Assessment
2	Student	Complete & Submit Self-Assessment	Pending Supervisor Assessment
3.1	Principal Supervisor	Complete & Submit PGPS Report	Pending Supervisor Assessment
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 Administration Pages

### Annual Reviews Dashboard

All administration pages required for both Annual and Initial PGR Reviews are located within the PGR Reviews dashboard.

PGR Administrators can access this dashboard via the **PGR Reviews** tile on their MyCampus home page.



### Warning!

The dashboard opens on the first page listed in the side menu: Create ANNUAL Progress Review. This page is very similar to Initial Review. Before searching for forms, ensure you have navigated to Create INITIAL PGR Review, by clicking on **Initial Review (MVLS)** in the side menu. The title of the active page can be seen above the menu.

The screenshot shows the 'PGR Annual Review' dashboard. On the left is a side menu with the following items: 'Create Initial PGR Review' (highlighted in green), 'Create Annual Progress Review' (highlighted with a red box and a large red X), 'School Notification Setup', 'PGR Help & Guidance', 'Initial Reviews(MVLS)' (highlighted with a green box and a large green checkmark), and 'Bulk Assign Convenors'. The main area contains search filters: 'School' (text input with a magnifying glass icon), '\*Term' (text input with a magnifying glass icon), 'Acad Plan' (text input with a magnifying glass icon), and 'Name' (text input). A 'Search' button is located to the right of the 'Name' input. At the bottom, there are four buttons: 'Select All - Create Form', 'Select All - Send to Student', 'Unselect All - Create Form', and 'Unselect All - Send to Student'.

## Initial School Level Setup

Before generating any review forms follow the guidance in this section to enable separate assessments from both a Principal and Secondary Supervisor, and to assign the school level Convenors who complete all Initial Reviews for your school.

### Activate Second Supervisor Form Controls (Multi Super)

This must be completed if your School requires a submitted report from both the Principal and Secondary Supervisors. If not actioned before generating the review forms, only one Supervisor can submit a report.

When a student submits their self-assessment, the Principal Supervisor receive an email containing a direct link to complete their section of the form.

When the Principal submits their report, an email is generated to the Secondary Supervisor, containing a direct link to complete the additional supervisor report.

Supervisors can also access forms via the PGR Initial Review Supervisors tile on their MyCampus landing page.

#### Setup Steps

- Select Setup Supervisors MVLS from the menu.
- Enter or search for your School
- Set the Allow Multi Supervisor Screen control to ticked.
- Click Save.

**PGR Annual Review**

**Multi Supervisor**

Create Annual Progress Review

School Notification Setup

PGR Help & Guidance

Initial Reviews(MVLS)

Bulk Assign Convenors

**Setup Supervisors MVLS**

PGR IR Convenor Setup(MVLS)

School 20100000

Save

Allow Multi Supervisor Screen ☒

## Add Convenors at School Level

The PGR Administrator assigns Convenors at School level, not on individual student forms. Staff assigned here will have access to complete the final submission of all Initial Reviews for the School.

Convenors will receive notifications and have access to Initial Review forms for all students under the specified Academic Organisation (School).

Convenors access the forms via the PGR Initial Review (Convenors) tile on their MyCampus homepage.

### Setup Steps

- Select PGR IR Convenor Setup (MVLS) from the menu.
- Enter or search for your School.
- Enter or search for the Convenor EmplID.
- Use the plus button to add any additional Convenors.
- Set the Send Email Notification control to ticked.
- Click Save.

The screenshot displays the 'PGR Convenors' setup page. On the left sidebar, 'PGR IR Convenor Setup(MVLS)' is highlighted. The main area features a 'School' search field with '20100000' entered, a 'Save' button, and a table of existing convenors.

PGR Convenors			
	Convenor ID ↑↓	Name ↑↓	Send Email Notification ↑↓
1	3172413	Janeway, Kathryn Margaret	<input checked="" type="checkbox"/>
2	3172419	Barclay, Reginald Endicott	<input checked="" type="checkbox"/>