



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

PGR Annual Review - Administrators

Document Control	
Title:	PGR Annual Review - Administrators
Version:	5
Owner:	MSDI Student Records
Publication Date:	May 2024

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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 system has been developed to reduce workload, enable automatic tracking and to centralise all review data into MyCampus.

The New Process

Stage	User	Action	Status Changes To
Stage 1	Administrator	Generates PGR Review Form and sends to student	Pending Student Assessment
Stage 2	Student	Completes Section B of form - Student Assessment	Pending Supervisor Assessment
Stage 3	Supervisor	Reviews Section B and completes Section C of form - Supervisor Assessment	Pending Student Confirmation
Stage 4	Administrator	Administrator adds Review Panel Members at any point before Student completes Stage 5	
Stage 5	Student	Reviews Section A of form and confirms data is correct Reviews Section C of form and confirms reviewed	Pending Panel Review
Stage 6	MVLS Only Review Panel	Reviews form and updates Section D comments.	Pending Panel Review
	MVLS Only Administrator	Sends notification to PGR Convenors when Review Panel have completed updates.	Pending Panel Review
	Convenor	Adds the outcome to Section D of the form - Review Panel	Pending Agree Conduct
Stage 7	Student	Reviews outcome in Section A of the form and acknowledges receipt of outcome	Pending Outcome Processing
Stage 8	Administrator	Reviews full form and submits to complete APR process	Complete

Who is this Guide For?

This user guide is for **PGR Administrators**. It details the steps required for **Stages 1, 4 and 8**. Also included is guidance on the additional Administration features which allow you to manage the process and assist other users.

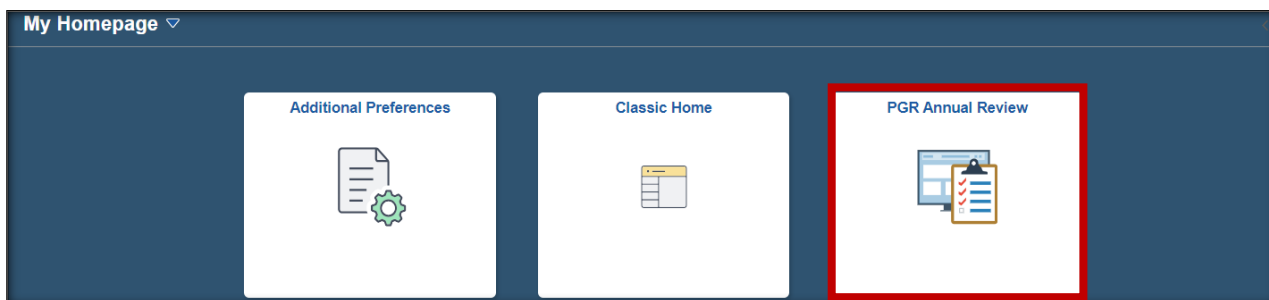
Stage 1 - Administrator Generates and Sends Form

Correct Plan – Research Summary Check

Before generating APR forms, it is important to ensure the students are on the correct plan for the term and their Research Summary and Supervisor pages reflect that plan. A common issue is where a plan change has been executed without updating the Research Summary, causing the form to generate for the wrong plan.

PGR Annual Review Landing Page

Login into MyCampus to see your MyCampus Homepage. PGR Administrators now have a PGR Annual Review tile. Click this tile to access the PGR Annual Review Forms area.

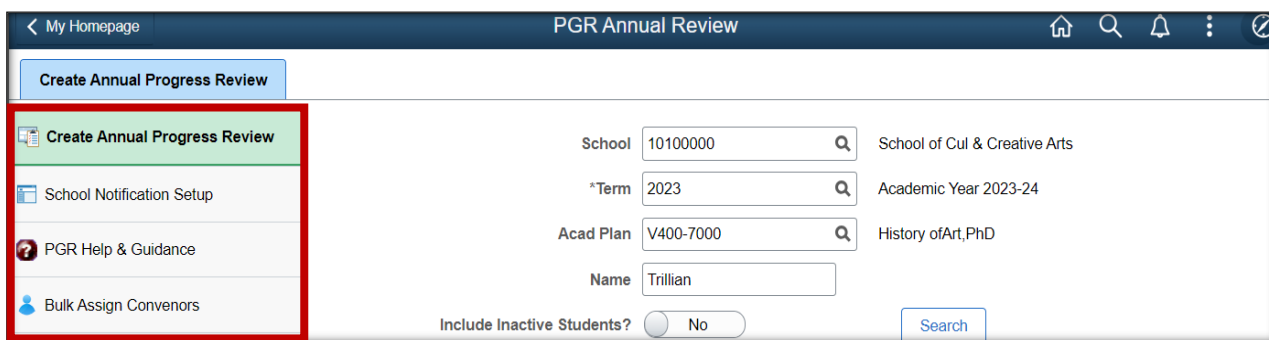


You will be taken to the Create Annual Progress Review page, where you generate student PGR review forms and send them to students. This is also where you access the forms to review and process the data within.

The School Notification Setup page contains optional settings for School and Convenor notifications and is where a School contact email address is set, which will be available to students. It is important to have these options set for your School before you send forms to students. (see [Helpful Features](#)).

PGR Help & Guidance links to the APR webpage, containing user guides and demonstration videos.

Bulk Assign Convenors is used to assign Convenors to multiple APR form at a time, detailed later in this guide.



Search for Students

- School and Term are compulsory search fields. You will only have access to Schools you have permission to view. This is controlled by your Academic Organisation security in MyCampus.
- Academic Plan and Name are optional search criteria. You can search by forename or surname but not both. The fields do not recognise spaces, for example: Mary Lou will not return anything. A wildcard must be used in place of the space: Mary%Lou.
- Include Inactive Students is a new feature. This gives access to view APR forms for students who have left or graduated. The options to create and send forms are disabled for these inactive records.
- Click Search to return the list of students. You are now ready to generate the APR forms.

Generate the PGR Annual Review Form

Generate a Single Form

- Set the Create Form toggle to 'Yes'.
- Click 'Process'.
- The Form Created field will change to 'Y'.
- The Review Status will change to 'From Created'.
- The Create Form option is no longer available and the Send to Student option is now enabled.
- The Student ID is now a link to access the APR form.

The screenshot shows the PGR Annual Review Form interface. At the top, there are buttons for 'Select All - Create Form', 'Select All - Send to Student', 'Unselect All - Create Form', 'Unselect All - Send to Student', and 'Send Notification'. A 'Process' button is highlighted in a red box. Below the buttons is a table with columns: Student Id, First Name, Last Name, Student Status, Plan, Plan Description, Ignore, Year of Study, Thesis Submitted, Sent To Student, Form Created, Review Status, Outcome, Create Form, and Send to Student. The 'Create Form' column has a toggle set to 'Yes', which is also highlighted in a red box. The 'Review Status' column shows 'Form Created'.

Generate Multiple Forms

- Set the Create Form toggle to 'Yes' for all students you wish to generate a form for.
- Click 'Process'.

If you have a long list of students, use the Select All – Create Form button to set the toggle to 'Yes' for all students. Unselect All – Create Form will set the toggle back to 'No'

If there are students in the list to be omitted, use the Ignore toggle. Set those students to Ignore and then use the Select All option.

The screenshot shows the PGR Annual Review Form interface. At the top, there are buttons for 'Select All - Create Form', 'Select All - Send to Student', 'Unselect All - Create Form', 'Unselect All - Send to Student', and 'Send Notification'. The 'Select All - Create Form' button is highlighted in a red box. Below the buttons is a table with columns: Ignore, Year of Study, Thesis Submitted, Sent To Student, Form Created, Review Status, Outcome, Create Form, and Send to Student. The 'Ignore' column has a toggle set to 'Yes' for all four rows, which is highlighted in a red box. The 'Create Form' column has a toggle set to 'Yes' for all four rows, which is also highlighted in a red box. A 'Process' button is highlighted in a red box.

Send Annual Progress Review Form to Students

Students do not have access to the generated form until it has been sent.

Send a Single Form

- Set the Send to Student toggle to 'Yes'.
- Click 'Process'.
- The Sent to Student field will change to 'Y'.
- The Review Status will change to 'Pending Student Assessment'.
- The Send to Student option is no longer available.

Note: The form must first be created or the Send to Student option will not be available.

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
1			Active	F100-7201	Chemistry(R),PHD	No	1	N	N	Y	Form Created		No	No

Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
N	Y	Form Created		No	Yes

Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
Y	Y	Pending Student Assessment		No	No

Send Multiple Forms

- Set the Send to Student toggle to 'Yes' for all students who should be notified that their form is available for completion.
- Click 'Process'.

If you have a long list of students, use the Select All – Send to Student button to set the toggle to 'Yes' for all students. Unselect All – Send to Student will set the toggle back to 'No'

If there are students in the list to be omitted, use the Ignore toggle. Set those students to Ignore and then use the Select All option.

Select All - Create Form	Select All - Send to Student	Unselect All - Create Form	Unselect All - Send to Student	Send Notification
--------------------------	------------------------------	----------------------------	--------------------------------	-------------------

The students will receive an email asking them to complete the form and providing them with a link to the form. Students will also be able to access the form via the Academics tile in their Student Homepage.

The Annual Progress Review Form

When an APR form has been generated, the Student ID becomes a link providing access to that form.

- Click on the Student ID to open the form.

	Select All - Create Form	Select All - Send to Student	Unselect All - Create Form	Unselect All - Send to Student				
	Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year o
1				Active	F100-7201	Chemistry(R),PhD	No	

Section A – Review Details

The form opens on Section A. This area contains read only student record data pulled from MyCampus. Use the arrows to expand each subsection. If any information is incorrect, you must update it in the MyCampus pages. It is particularly important to check the Plan and Supervisor details are correct. (see [troubleshooting](#)).

There is also a Review Details subsection, where you can see what stage the form is at and where you can manually change the review status to set the form back to an earlier stage or to move it forward. (see [Helpful Features](#)).

Section A: Review Details

Section B: Student Assessment Section D: Review Panel Contact Student Contact Student Supervisor Save

Term 2020

Empl ID [redacted] [redacted]

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 40300000 School of Interdisciplinary Studies

Acad Prog 7308 Doctor of Philosophy (Dumfrs)

Acad Plan L432-7308 PhD Health and Social Policy

▶ Research Information

▶ Thesis Information

▶ Supervisor Details

▶ Review Details

Section B – Student Assessment

This section is completed by the student at stage 2 of the process. You have read only access to the content but can assist the student by uploading and deleting supporting documentation if required.

Section C – Supervisor Assessment

This section is completed by the Supervisor at stage 3 of the process. You will have read only access.

Contact Student and Contact Student Supervisor

The Contact Student and Contact Student Supervisor buttons allow you to quickly send an email if required. The student or supervisor email addresses will be pre-populated. You can add further recipients, compose your message, and send the email.

Stage 4 – Administrator Enters Review Panel Information

After the form has been sent to the student it goes through the following stages:

Stage 2: Student completes Section B – Student Assessment
When completed the Review Status changes to ‘Pending Supervisor Assessment’

Stage 3: Supervisors completes Section C – Supervisor Assessment
When completed the Review Status changes to ‘Pending Student Confirmation’

Section D – Review Panel

The Administrator must add the Review Panel Members / Convenors. They can be added at any time after the form is created. If they are not added before the student completes the next stage (confirming acceptance of the supervisor assessment), the Panel Members will not receive a notification email, as the system does not know who they are yet.

When a Convenor logs into MyCampus they will see a PGR APR Panel (Convenors) tile on their landing page. This will give them access to their list of student APR forms.

Convenors have read only access to forms they are on until that form has been completed. When the Review Status is ‘Pending Panel Review’, the Convenors listed will have access to complete Section D.

From May 2024 additional fields have been added to Section D to support the MVLS APR Process. Processes for MVLS and other Colleges are detailed separately below.

CoSE, CoSS and CoAH Process

- Enter the Convenor to the Review Panel Member list using their MyCampus EmplID or the search icon to search by name.
- If more than one Convenor should be added, use the plus symbol to add more rows.
- Enter the date of the Review Meeting if known. Convenors can also add the meeting date.
- Click Save

Section D: Review Panel

Section A: Review Details | Section B: Student Assessment | Section C: Supervisor Assmnt | **Save**

Term 2020

Empl ID [redacted] [redacted]

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 40300000 School of Interdisciplinary Studies

Acad Prog 7308 Doctor of Philosophy (Dumfrs)

Acad Plan L432-7308 PhD Health and Social Policy

▼ Review Panel

Review Panel Members

Reviewer ID Name

[redacted] [redacted] + -

Date of Review Meeting
17/03/2021

MVLS Process

Review Panel – Add Comments Only

- Enter the Panel Members to the Review Panel Member list using their MyCampus EmplID or the search icon to search by name.
- If more than one Panel Member should be added, use the plus symbol to add more rows.
- Enter the date of the Review Meeting if known. Panel Members can also add the meeting date.
- Click Save

PGR Convenors – Add Comments and the Outcome

- Enter the PGR Convenors to the PGR Convenor list using their MyCampus EmplID or the search icon to search by name.
- If more than one Convenor should be added, use the plus symbol to add more rows.
- Click Save

When the Review Panel have completed their updates, they will set the Review Panel Complete toggle to 'Yes'. This is to inform the Administrator of when they can send a notification to the Convenor, letting them know the form is ready for their input.

- Click Notify Convenors.
- This will open a populated notification email that can be amended as required.

The screenshot displays a web form for the MVLS process. It is divided into several sections:

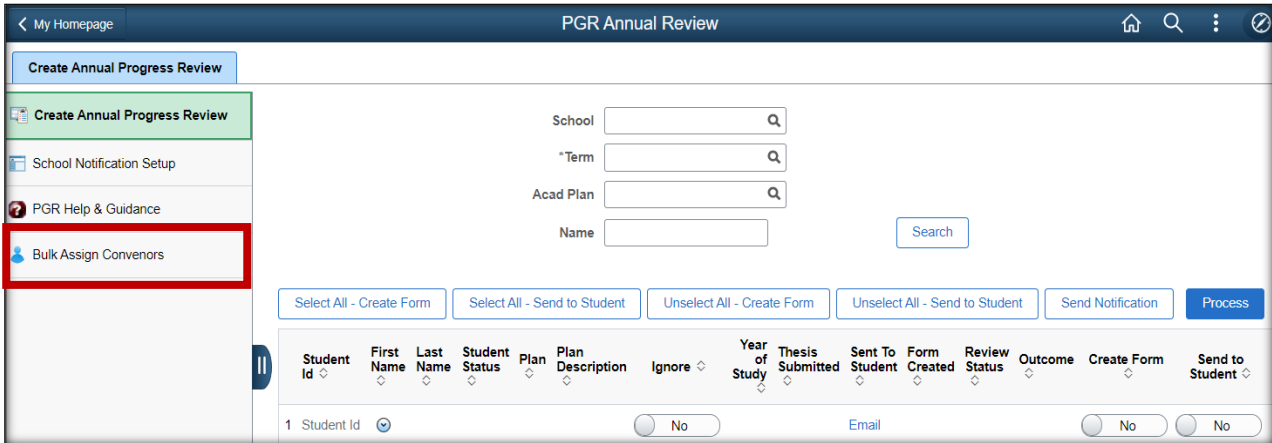
- Review Panel**: This section is highlighted with a red border. It contains a table for "Review Panel Members" with columns for "Reviewer ID" and "Name". One member is listed: ID 0913774, Name Walters, Jennifer. There are plus and minus icons to the right of the row. Below the table is a "Date of Review Meeting" field with a calendar icon, currently showing 13/05/2024. A text area for a summary follows, with the instruction: "Please provide summary of the meeting here, including any feedback for the students and supervisors." Below that is a search field for "Outcome (For MVLS this should be completed by PGC)".
- Review Panel Complete (For MVLS Only)**: A toggle switch.
- PGR Panel Comments**: A text area with the placeholder "comments go here".
- PGR Convenors (For MVLS only)**: This section is also highlighted with a red border. It contains a table for "Convenors" with columns for "Convenor ID" and "Name". One convenor is listed: ID 0402393, Name Kasidy, Cletus. There are plus and minus icons to the right of the row.
- Notify Convenors**: A blue button with a red border.
- PGR Convenor Comments (MVLS Only)**: A text area at the bottom.

For more detail on the Convenor process, please refer to the APR Convenor User Guide.

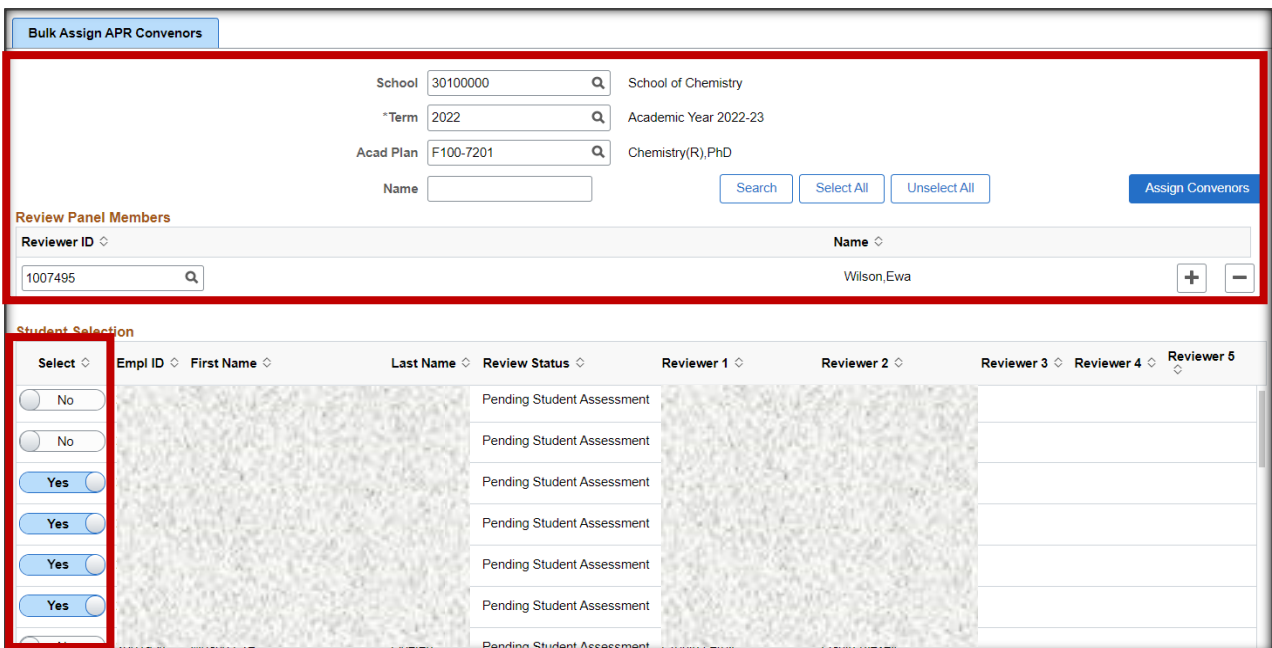
Bulk Assign Convenors / Panel Members

Where the same Panel Member(s) must be added to multiple forms, it is possible to process them in bulk on the Bulk Assign Convenors page.

The APR forms must be generated before Convenors can be assigned.



- Enter the School, Term and Plan and click Search to return the list of students.
- Enter the Convenor's MyCampus EmplID or use the search icon to search by name.
- If more than one Convenor should be added, use the plus symbol to add more rows.



You can use the Select All button to set all students to Yes and the Unselect All button to set them all to No.

You can make individual changes to your selection by manually changing between Yes and No in the select column.

Once you have all the correct students set to Yes click the Assign Convenors button to assign the Convenors to the selected APR forms.

Stage 5: Student Confirms all information is correct and they have read Section C
When completed the Review status changes to 'Pending Panel Review'

Stage 6 - Convenor or Administrator Completes the Outcome in Section D

The normal process is for a Convenor to enter and submit the review outcome information in Section D. The Review Status then changes to 'Pending Agree Conduct'. Administrators can also complete this step on behalf of a Convenor.

When the form is at status 'Pending Panel Review', a Confirm and Submit button will be available on Section D. This allows the Administrator to act as Convenor and add the meeting notes, outcome, and any further comments before clicking Confirm and Submit to complete stage 6 of the process.

The MVLS section gives MVLS Administrators and Convenors additional functionality to support the MVLS College APR process. See the **PGR Annual Review – Convenors Guide** for more detail.

Section D: Review Panel

Process Monitor | Section A: Review Details | Section B: Student Assessment | Section C: Supervisor Assmnt | Save | **Confirm and Submit**

Term: 2023
Empl ID: [redacted] | [redacted] arie
Institution: GLSGW | University of Glasgow
Career: PGR | Postgraduate Research | Career Nbr: 0
School: 10100000 | School of Culture and Creative Arts
Acad Prog: 7000 | Doctor of Philosophy(Arts)
Acad Plan: V400-7000 | History of Art, PhD

▼ Review Panel

Review Panel Members

Reviewer ID: [redacted] | Name: [redacted] [+ -]

Date of Review Meeting: [calendar icon]

Please provide summary of the meeting here, including any feedback for the students and supervisors.
[text area]

Outcome (For MVLS this should be completed by PGC)
[text area]

PGR Panel Comments
[text area]

PGR Convenors(For MVLS only)

Convenor ID: [redacted] | Name: [redacted] [+ -]

Notify Convenors

PGR Convenor Comments (MVLS Only)
[text area]

Stage 7: Student reviews and acknowledges outcome
When completed the Review Status changes to 'Pending Outcome Processing'

Stage 8 – Outcome Processing

Review Form

When a form has been completed by the Student, Supervisor and Convenor and the Student has reviewed the full form and confirmed they have read and understood the outcome, it is ready for the final stage. The Review Status will be 'Pending Outcome Processing'. The form is now ready for the PGR Administrator to complete.

- Click the Student ID link to access and review the form.

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status
1			Active	F100-7201	Chemistry(R),PhD	No	1	N	Y	Y	Pending Outcome Processing

Section D - Confirm and Submit

Once the Administrator is satisfied that the form is complete and the outcome can be processed, navigate to Section D. The Confirm and Submit button will process the outcome in MyCampus.

- Click 'Confirm and Submit' to process the outcome in MyCampus and complete the APR process.

Section D: Review Panel

Process Monitor Section A: Review Details Section B: Student Assessment Section C: Supervisor Assmnt Save **Confirm and Submit**

This will process the outcome in MyCampus and complete the student's Annual Review for this term.
Do you wish to continue?

Yes No

- The student record will be updated as per the table below.

Outcome	ANNL REVW Milestone Grade Input	Additional MyCampus Update
A	CON - continue current registration	
B	CON - continue current registration	1 Year added to End Date
C	THS - continue thesis only	Academic Load changed to Thesis Pending
D	CON - continue current registration	
E	PRC - progress with conditions	
F	PRC - progress with conditions	

- The Review Status is now 'Complete'.
- Students and Supervisors have read only access.
- Convenors no longer have access to the form.
- Administrators can edit Section D, allowing changes to be made to the outcome. The Review Status in Section A can also be changed, allowing the form to be set to an earlier status if required.

6. Helpful Features

Set Up School & Convenor Email Notifications

School Notification Setup is an optional feature to be used by Schools when they require notification emails to be sent to specified email addresses at the following 3 stages in the APR process:

1. **Notify School when Student completes Section B – Student Assessment**
2. **Notify School when Student completes Section B – Student Confirmation**
3. **Notify School when Supervisor completes Section C – Supervisor Assessment**

This is at School level, so any email address set here will receive the notifications for all PGR students in the School, when their forms reach the requisite review stage.

The fourth option available is a Convenor notification. This option will not use the email addresses entered on this page but will use those of any Convenors added to Section D of the form.

4. **Notify Panel members when Student completes Section B – Student Confirmation**

If a Convenor is added to Section D after the student has completed the Student Confirmation, that Convenor will not receive a notification email. The Student Confirmation triggers the email.

- From your PGR Annual Review landing page, navigate to the School Notification Setup page.
- Search for the School using the Acad Org lookup.
- Enter the email address or addresses that the notifications will go to.
- Set the Yes/No toggle to Yes to activate the notifications against each desired option.
- Click Save.

The screenshot shows the 'School Notification Setup' page. At the top, there's a navigation bar with 'My Homepage' and 'PGR Annual Review'. Below that, there's a search bar for 'Acad Org' with the value '30100000' and a search button. To the right, it shows 'School of Chemistry' and a 'Save' button. The 'Email Address' field is highlighted with a red box. Below that, there are four toggle switches for notification options, all set to 'Yes':

- Notify School when Student completes Section B - Student Assessment. Yes
- Notify School when Student completes Section B - Student Confirmation. Yes
- Notify School when Supervisor completes Section C - Supervisor Assessment. Yes
- Notify Panel members when Student completes Section B - Student Confirmation. Yes

Contact School – Student Feature

Students have a Contact School option in Section B of their form. If an email address has not been added to the School Notification Setup area (see above), the School Contact email will not have a prepopulated to address. The student will have to add an address manually.

The screenshot shows the 'Section B: Student Assessment' form. The 'Contact School' button is highlighted with a red box. Other buttons visible are 'Section A: Review Details', 'Section C: Supervisor Assmnt', and 'Confirm and Submit'.

Student Notification Template

Schools are able to set their own email template for the initial email that informs students their form is available. If no School specific template is assigned, then the default template will be used.

Do not select anything from the list other than PGR_ANL_RVW unless you have had a new template for the email created by MSDI. If you select the wrong template the email the students receive will be incorrect.

The screenshot shows the 'PGR Annual Review' interface. The 'Email Template' tab is selected and highlighted with a red box. Below the navigation menu, there are two main sections for configuring email templates. The first section, 'PGR Annual Review Email Templates', contains a table with columns for '*Academic Organization' and '*Template Name'. The second section, 'PGR Annual Review Default Template', contains a table with columns for 'Academic Organization' and '*Template Name', with 'GLSGW' and 'PGR_ANL_RVW' entered respectively. A 'Save' button is visible in the top right corner.

MyCampus Quick Links

The data pulled from MyCampus into the form is read only. If changes need to be made to a student record these changes must be made in MyCampus. You can quickly access some of the MyCampus pages using available Quick Links.

These are available on the Create Annual Progress Review page and in Section A of the APR form. This is an Administrator feature, the links are not available to Students, Supervisors or Convenors.

- Click the small arrow beside the student's forename to see the list of available pages.
- Click the links to open the MyCampus pages.
- You will not navigate away from the form, a new MyCampus page will open where you can view information and make any required changes.

The screenshot shows the 'Create Annual Progress Review' page. The 'Create Annual Progress Review' tab is highlighted with a red box. A dropdown menu is open, showing a list of 'Actions' including 'Student Milestone', 'Student prog/plan', 'Research Summary', 'Student Summary', 'Term history', and 'Training Video'. The background shows a form with fields for School, Term, and Student ID, and a table with columns for Plan Description, Ignore, Year of Study, Thesis Submitted, Sent To Student, Form Created, and Review Status.

Section A – Change Review Status

If required, you can change the Review Status of the form in Section A. This allows you to set the form back to a previous stage, or to move it on to the next stage of the process. This function is available to the Administrator at every stage of the process.

- In Section A, click to expand the Review Details section.
- Select the required status from the PGR Annual Review Status dropdown.
- Click Save.

Resend Student Form Notification

If a student loses their form notification email, they can access the form through the Academics Tile in their Student Homepage. You can also resend the form by changing the Review Status.

- In Section, click to expand the Review Details section.
- Select 'Form Created'
- Click Save

A Re-send Form to Student action button will appear allowing you to send the email.

- Click Re-send form to Student.
- The email will open allowing you to edit the content if required.
- Once sent the Review Status will change to 'Pending Student Assessment'.

Form Changes Requiring Student Review

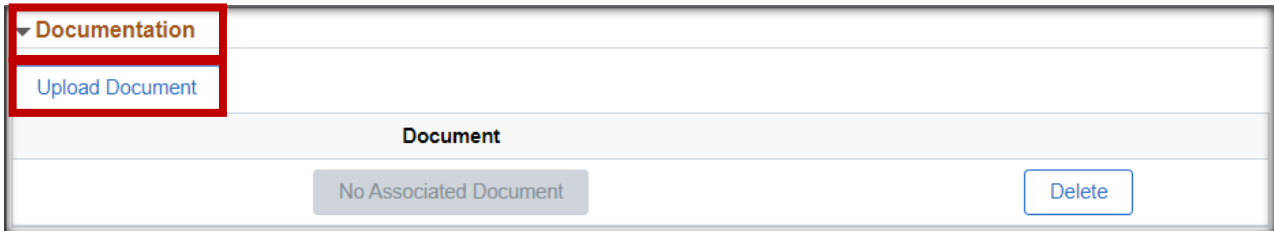
If changes have been made to the Supervisor Assessment or the Review Outcome, you can set the form back to 'Pending Student Confirmation' or 'Pending Agree Conduct'. This will unlock the Student Confirmation or Acknowledgement subsections for the student to complete again. The student will not be automatically notified that the action is required.

Section B – Student Assessment – Upload Document

Administrators can upload and delete documents in the Student Assessment section of the form if required.

There is a 5MB individual file size limit. To reduce your file size, it is recommended you upload files in PDF format. If your file is larger than 5MB you will have to break it into multiple files to upload.

- Click 'Upload Document' to attach documents supporting the Student Assessment submission.
- Click 'Save Draft' at the top of the section to save the document to the assessment.



The screenshot shows a user interface for managing documentation. At the top left, there is a dropdown menu labeled 'Documentation' with a downward arrow. Below it is a button labeled 'Upload Document'. The main area is titled 'Document' and contains a grey button labeled 'No Associated Document' and a blue button labeled 'Delete'.

Before submission Students can also upload and delete documents here. After submission they can no longer delete the documents but can still upload if required.

7. Troubleshooting

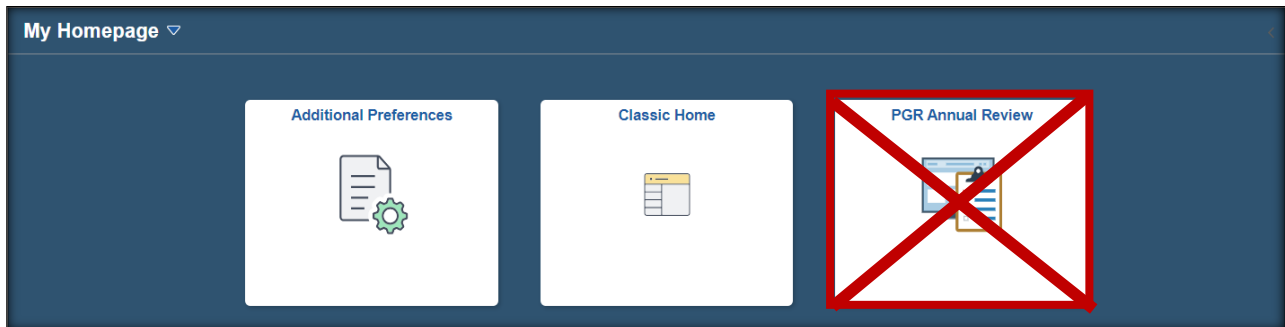
Administrator - No PGR Annual Review Tile

Scenario

You have logged into MyCampus but do not have the PGR Annual Review tile to access the APR pages.

Resolution

Access to the PGR Annual Review tile is attached to the PGR Administrator role in MyCampus. If you are a PGR Administrator and cannot see the tile, please have your Line Manager raise a Helpdesk call for the attention of MyCampus Access and Permissions.



Convenor – Form Won't Open

Scenario

A Convenor has reported to you that they have forms listed within the Convenor tile but clicking on them does not open a form.

Resolution

They most likely have a pop-up blocker enabled on the page. Once they disable the pop-up blocker the forms should open. If this does not resolve the issue raise a call for MSDI.

Convenor - No PGR Annual Review (Convenor) tile

Scenario

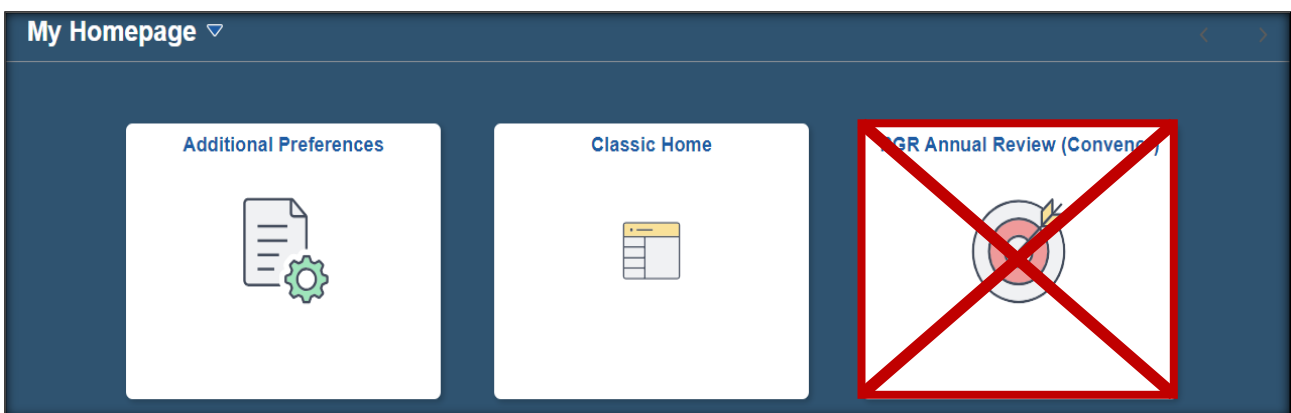
A Convenor has reported to you that they have logged into MyCampus but do not have the PGR Convenor tile to access the APR forms.

Resolution

For a staff member to see the PGR Annual Review (Convenor) tile they must be added to at least one APR form as a Review Panel Member in Section D.

When a form is at Review Status: 'Pending Panel Review', a convenor will see the form listed when they click the tile. This status is reached at stage 4 of the process, when the student submits confirmation that they have read Sections A and C of the APR form.

If the Convenor is on a form and it is at the requisite status but they still do not have the tile, raise a support call for [MyCampus Access and Permissions](#).



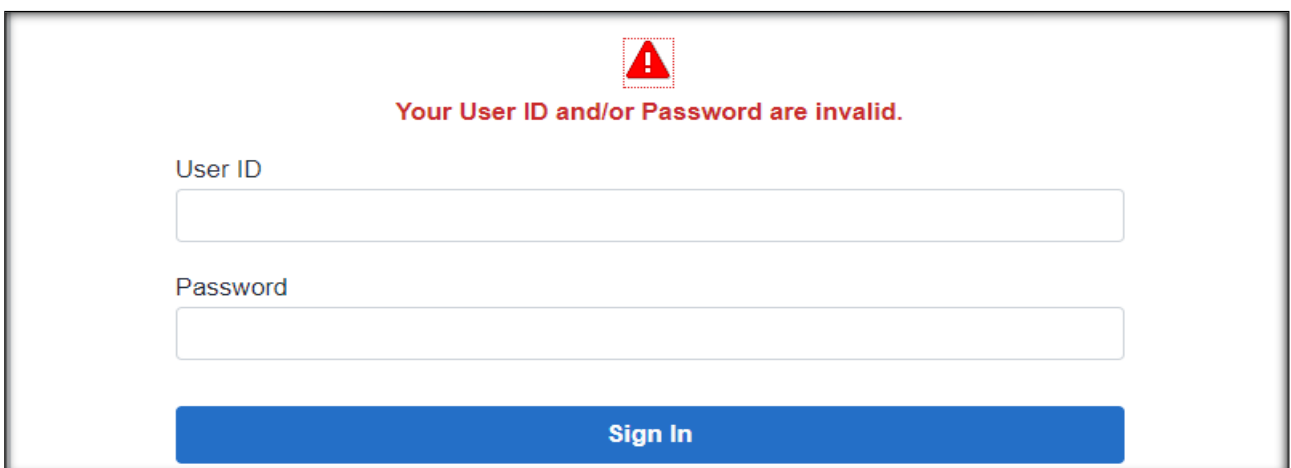
Supervisor or Convenor Cannot Login to MyCampus

Scenario

A Supervisor or Convenor need to access an APR form but are unable to login to MyCampus with their GUID and password.

Resolution

This indicates they have not used MyCampus before and do not have a staff profile. Raise a support call for [MyCampus Access and Permissions](#).



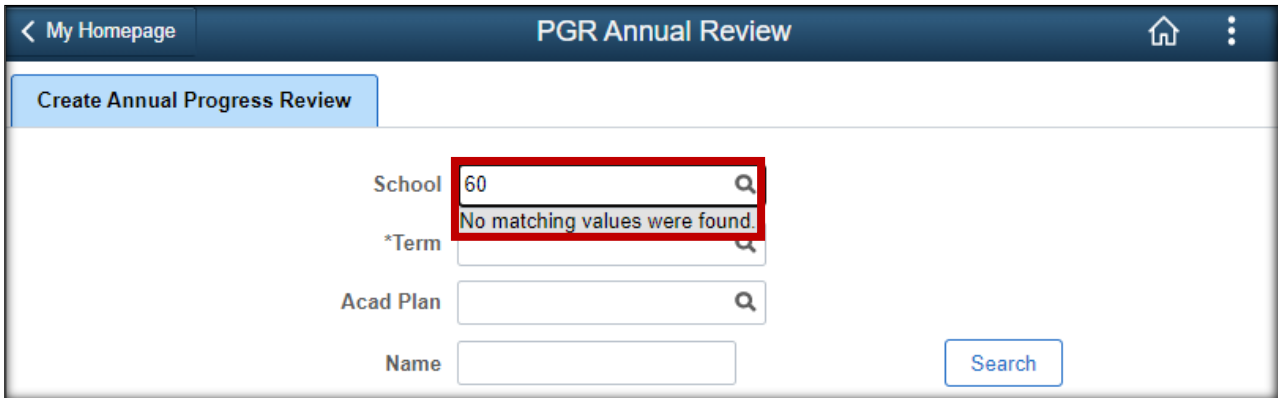
School Search – No Matching Values

Scenario

You are trying to enter the School search criteria but see the message 'no matching values were found'.

Resolution

You will be unable to search for PGR students who are not in your own School. This is linked to your Academic Organisation security settings in MyCampus. If you are the PGR Administrator for the School you are trying to search for, please raise a Helpdesk call for the attention of MyCampus Access and Permissions.



The screenshot shows the 'PGR Annual Review' interface. At the top, there is a navigation bar with 'My Homepage' and 'PGR Annual Review'. Below this is a 'Create Annual Progress Review' button. The search form includes fields for 'School' (containing '60'), '*Term', 'Acad Plan', and 'Name'. A red box highlights the 'School' field and the message 'No matching values were found.' displayed below it. A 'Search' button is located at the bottom right of the form.

Name Search – No Rows Found

Scenario

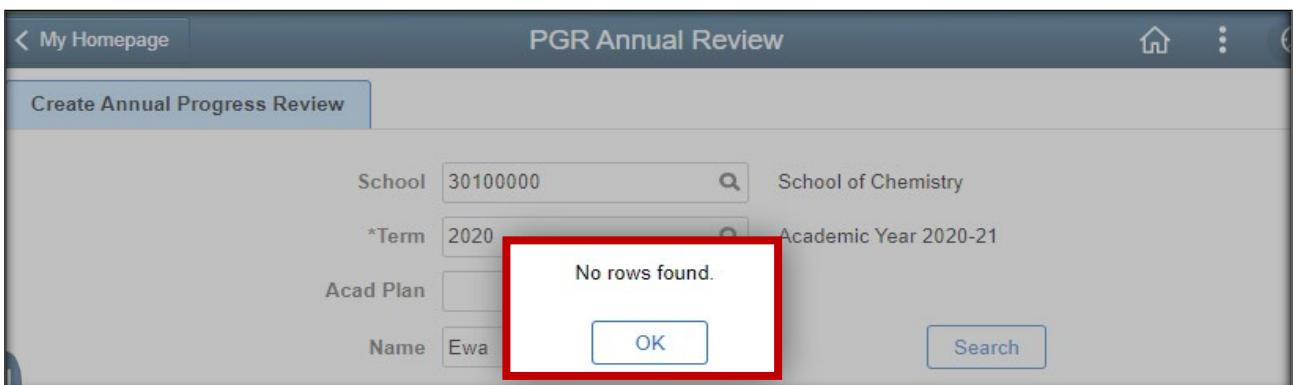
You are searching by forename or surname, but the student is not found.

Resolution

Ensure you have entered the correct School and Term. If the student still cannot be found, try searching using the % wildcard. The search fields do not recognise spaces, if there is a space in the student's name this may cause an issue.

Example Forename Search: Ewa%

Example Surname Search: %Wilson



The screenshot shows the 'PGR Annual Review' interface. The search form is filled with 'School: 30100000' (School of Chemistry), '*Term: 2020' (Academic Year 2020-21), and 'Name: Ewa'. A red box highlights a modal dialog box that says 'No rows found.' with an 'OK' button. A 'Search' button is visible at the bottom right of the form.

Email Not Received by Student

Scenario

A student has not received the notification email telling them their form is available and giving them the link to access the form.

Resolution

Check that the form has been sent to the student and the review status is 'Pending Student Assessment'. If not set the Send to Student toggle to 'Yes' and click the Process button. The student should now receive the notification email containing the link to their Annual Progress Review form.

The screenshot shows a table with columns: Sent To Student, Form Created, Review Status, Outcome, Create Form, and Send to Student. The 'Send to Student' column has a toggle switch set to 'Yes'. A 'Process' button is highlighted in the top right corner.

Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
N	Y	Form Created		No	Yes

If the form has been sent you have 2 options:

1. Advise the student to login to their Student Homepage where they will have a link to the APR form via the Academics Tile.
2. You can resend the form by [changing the form review status](#) back to Form Created.

Email Not Received by Supervisor

Scenario

A supervisor has not received the notification email telling them the form is available and giving them the link to access the form.

Resolution

Advise the PGR Supervisor to login to MyCampus as normal. They will have access to their student's APR forms in the Advisor Centre.

Either click the My Advisees link in the Advising Quick Links menu on the left of the screen or navigate to Main Menu > Self Service > Advisor Centre > My Advisees

The screenshot shows the 'My Advisees' interface with a table of students. The 'PGR Annual Review' link is highlighted in the rightmost column for each student row.

Notify	Photo	Name	ID	Plan	Academic Standing	Service Indicators	Academic Level	View Student Summary	View Student Details	Advisor Role	PGR Annual Review
1	<input type="checkbox"/>			Classics,MPHil(R)	Progress	R06	06	View Student Summary	View Student Details	PGR Principal Supervisor	PGR Annual Review
2	<input type="checkbox"/>			Humanities,PVR (1-3)			06	View Student Summary	View Student Details	PGR Principal Supervisor	
3	<input type="checkbox"/>			Humanities,PVR (1-3)			06	View Student Summary	View Student Details	PGR Principal Supervisor	

If they do not have the student listed, check they are assigned as the Student's PGR Principal or Secondary Supervisor in the Student Supervisor page (see next page).

Supervisor Details Missing from Section A of Form

Scenario

No Supervisors are listed in Section A of the form.

Resolution

Check the Student Supervisor record in MyCampus: Curriculum Management > Research Students > Student Supervisors.

If the student has changed Plan, the Supervisors may be attached to the old Plan. Add a new row of data effective dated for the start of the term the Plan changed. Enter the current Program and Plan, add the Supervisor data and click Save.

The screenshot shows the 'Student Advisor' form. At the top, it displays the student's details: *Academic Institution (GLSGW - University of Glasgow) and *Effective Date (01/09/2019). Below this, the advisor details are shown: *Advisor Role (PGR Principal Supervisor), *Advisor Number (1), *Academic Career (PGR - Postgraduate Research), *Academic Program (7300 - Doctor of Philosophy(Soc)), Academic Plan (N400-7300 - Accounting & Finance, PhD), Academic Advisor (redacted), Advisor Percentage (70), and Committee (redacted). There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. The form includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A red box highlights the '+' and '-' buttons next to the *Academic Institution field.

APR Form is Showing the Wrong Plan Code

Scenario

When checking an APR form, you notice the wrong Plan Code is displayed. This means the student should have had a Plan change but this has not been actioned or the plan change has been processed but the Research Summary page has not been updated with the new code.

Resolution

Before sending the form to the student, complete the Plan change and update the Research Summary and Student Supervisor pages so they reflect the correct plan code. Once this has been completed create a form for the student. The old form, which is attached to the old Plan will no longer be accessible.

If the form has been sent to the student and they have already completed it, raise a helpdesk call for MyCampus Student Records.

A. Appendix: Process Flow

