



University
of Glasgow

MyCampus Support,
Development & Infrastructure

MyCampus User Guide

PGR Annual Review - Supervisors

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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	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 (Convenors) 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	Panel Members & Convenors	Adds comments and 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 Supervisors**. It details the steps required for **Stage 3** detailed in the above table.

2. How to Find the APR Forms

Access to MyCampus

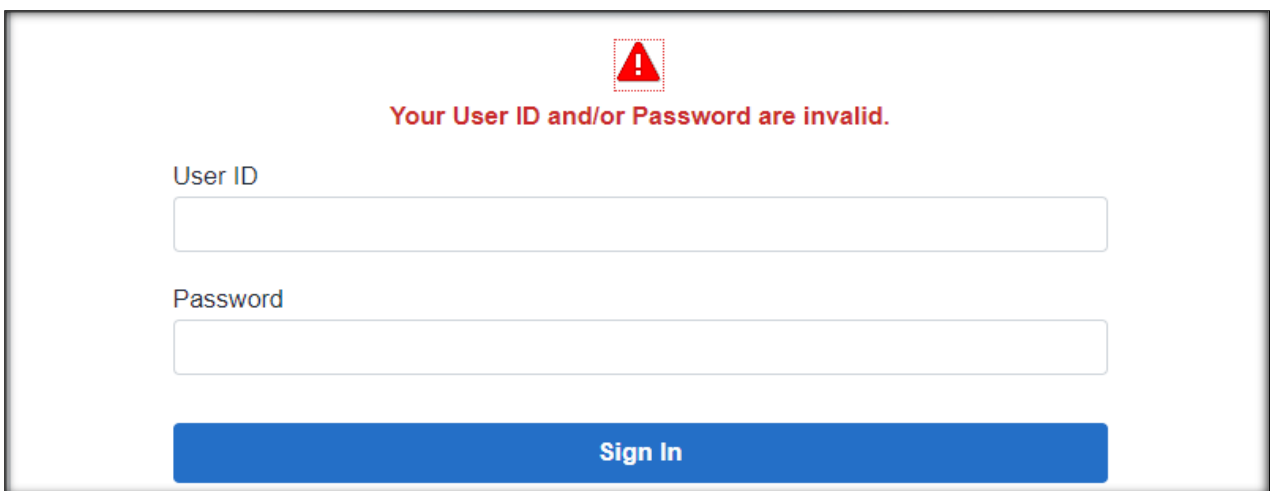
If you have not used MyCampus before, follow these steps.

- 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.



- 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.



Email Notification Link

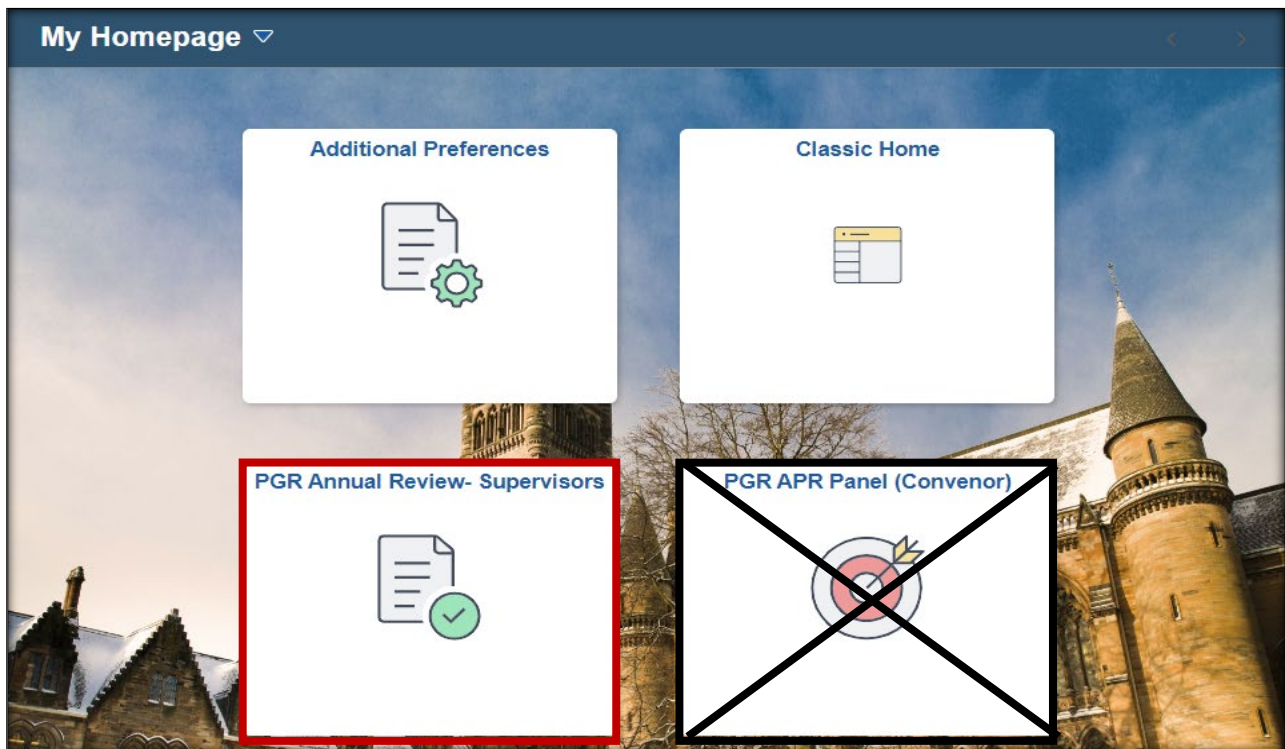
When a student has completed the Student Assessment section and submitted the APR form, an automated email is sent to notify their PGR Principal and Secondary Supervisors.

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

MyCampus Advisor Centre

If the email is missing for any reason, PGR Supervisors can also access the PGR Annual Review forms via the My Advisees list in their Advisor Centre.

- Login to MyCampus
- Click the PGR Annual Review - Supervisors tile. If you also have a PGR Convenor role you will see the Convenor tile. Ensure you are clicking the correct tile for the task you are performing.
- This tile navigates to the Supervisors My Advisees list in the Advisor Centre.
- Click the APR link found in the last column, to access the student's forms.



The image shows a screenshot of the 'My Advisees' list in MyCampus. The 'My Advisees' header is highlighted with a red box. Below the header, there are radio buttons for 'Link to Photos' (selected) and 'Include photos in list'. At the bottom, there is a table with columns for 'Notify', 'Photo', 'Name', 'ID', 'Plan', 'Academic Standing', 'Service Indicators', 'Academic Level', 'View Student Summary', 'View Student Details', 'Advisor Role', and 'PGR Annual Review'. The 'PGR Annual Review' column has a 'Complete Assessment' link, which is highlighted with a red box.

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"/>			Chemistry(R), PhD		WPA	06	View Student Summary	View Student Details	PGR Second Supervisor	Complete Assessment

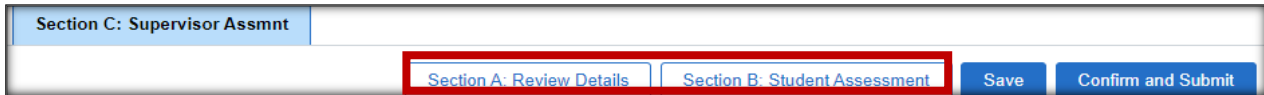
If you do not have access to a form but think you should, please contact the PGR Administrator who will be able to check the status of the form for you.

3. Review APR Form

The form will open at Section C: Supervisor Assessment. This is the only section Supervisors complete but they also have read only access to the other sections of the form for review.

Once Section C has been completed and submitted, Supervisors retain read only access until the student leaves or the Supervisor is removed from the student record.

- Navigate through the form using the Section buttons.

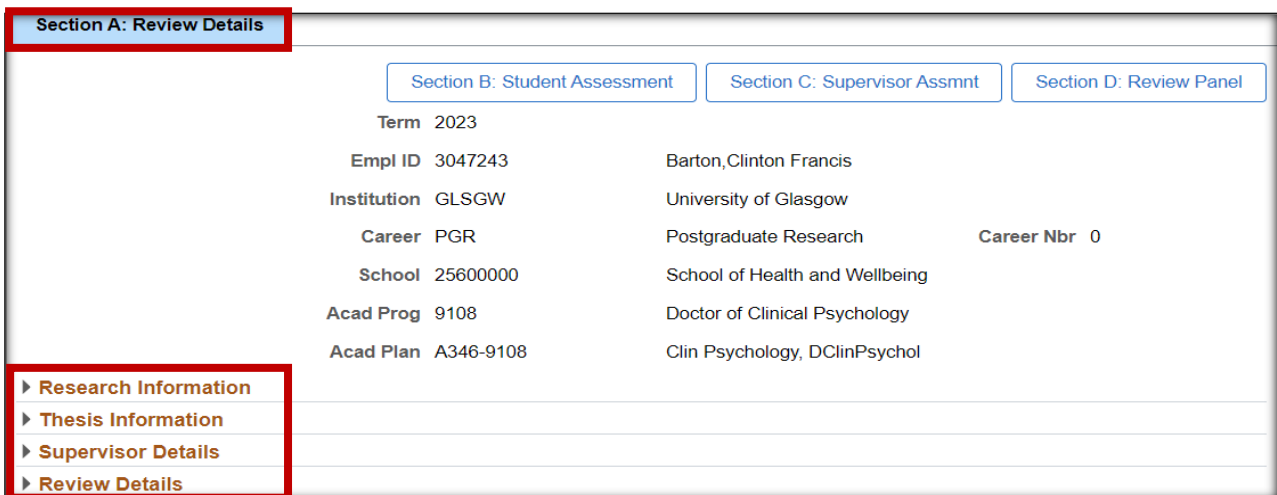


Section A – Review Details

Section A contains read only information pulled from MyCampus. The Review status and outcome are also found in this section.

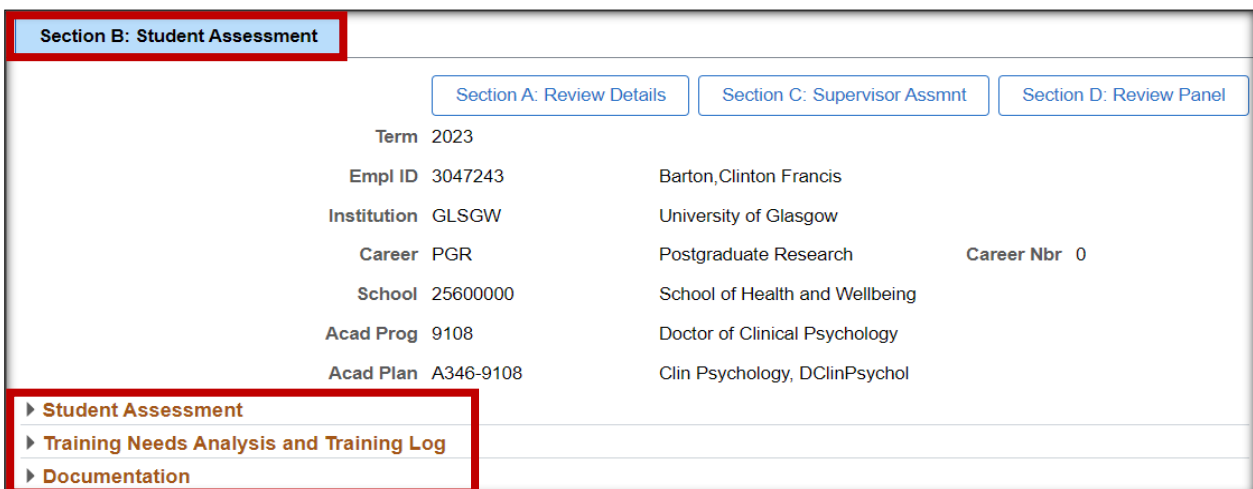
Changes to student records can't be made here. Any changes can be made in the usual MyCampus pages.

- Use the arrows to expand each section.



Section B – Student Assessment

Section B contains the review completed by the student. Supervisors have read only access and can download any attached documentation.



4. Complete Section C: Supervisor Assessment

Principal Supervisor Assessment

When the Supervisor has finished reviewing the form they 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.
A new 11th field has been added that is only for input from a second supervisor (see next page for detail).
- 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. Once submitted Section C becomes read only.

The screenshot shows the 'Section C: Supervisor Assmnt' form. At the top, there are navigation buttons for 'Section A: Review Details', 'Section B: Student Assessment', 'Save', and 'Confirm and Submit'. The form contains the following fields:

Term	2020		
Empl ID			
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	

At the bottom left, there is a red-bordered button labeled 'Supervisor Assessment' with a right-pointing arrow.

Attaching Documentation

This feature was added in May 2024, giving Supervisors the option of uploading documentation to the APR form. This is separate to the document upload on the Student Assessment page, where the student uploads their required documentation.

Click the arrow next to Documentation to expand the subsection. Before submitting the assessment, you can upload and delete documents here. After submission you can no longer delete the documents but can still upload if required.

There is a 5MB individual file size limit. PDF files are recommended to reduce file size.

- Click 'Upload Document' to select the required document.
- Click 'Save' at the top of the section to save the document before submitting.

The screenshot shows the 'Documentation' section. It features a red-bordered button labeled 'Documentation' with a downward-pointing arrow. Below it is a red-bordered button labeled 'Upload Document'. The section is titled 'Document' and contains a grey button labeled 'No Associated Document' and a blue-bordered button labeled 'Delete'.

Second Supervisor Assessment

All Principal and Second 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 are completing 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.

Multiple Supervisors can add data to all text fields in Section C, as long as they are co-ordinating and only the last to update submits the form.

If preferred, a new field was added to the form in May 2024 for a Second Supervisor to add information separately. This must be added and saved before the form is submitted by any Supervisor.



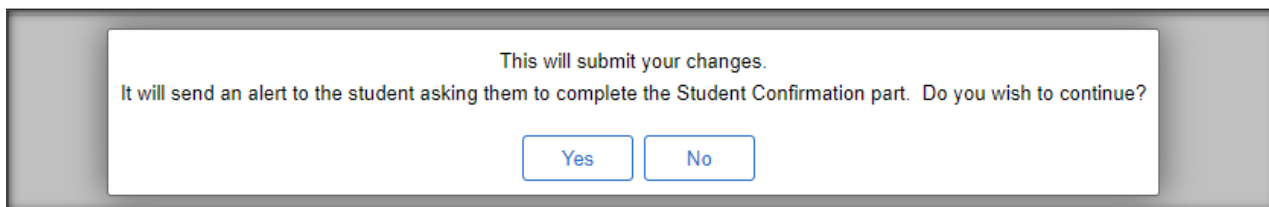
11. Additional comments (Secondary Supervisors ONLY)

A screenshot of a form field with a grey border. The text "11. Additional comments (Secondary Supervisors ONLY)" is at the top left. Below it is a large, empty white rectangular box for text input. A small cursor icon is visible in the bottom right corner of the box.

Confirm and Submit

Clicking 'Confirm and Submit' generates a prompt to ensure the Supervisor is sure they want to perform the submission action.

If 'Confirm and Submit' is clicked accidentally, 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

A screenshot of a confirmation dialog box with a grey background. The text "This will submit your changes." is centered at the top. Below it, "It will send an alert to the student asking them to complete the Student Confirmation part. Do you wish to continue?" is also centered. At the bottom, there are two buttons: "Yes" and "No", both with blue borders and text.

If a form is submitted and a supervisor needs to add or change the detail, they must contact the PGR Administrator who can set the form status back to 'Pending Supervisor Assessment'. This will open the Supervisor Section for editing.

5. After Supervisor Submission

APR Form Journey

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: Administrator Enters Review Panel Information**
This will give Convenors access to the form. The Review Status does not change.
- 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 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.

Access and Print Forms

Supervisors can access the read only APR form throughout the process and retain this until the student leaves or they are removed from the student’s supervisor record.

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 Print button will be available to Supervisors for forms that have reached the ‘Pending Panel Review’ stage. This is when the student has read and accepted the Supervisor review. The print option will remain available from this point on.

Access this feature by navigating to the My Advisees list, using the Quick Links menu or the APR Supervisor tile. Click on the APR link in the student list.

Term	Academic Career	Academic Program	Academic Plan	PGR Annual Review Status	Print
1 2023	PGR	7000	History ofArt,PhD	Pending Panel Review	Print
Previous Terms					
Term	Academic Career	Academic Program	Academic Plan	PGR Annual Review Status	Print
1 2022	PGR	7000	History ofArt,PhD	Complete	Print

A. Appendix: Process Flow

