



University  
of Glasgow

MyCampus Support,  
Development & Infrastructure

# MyCampus User Guide

## PGR Annual Review - Convenors

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## 1. PGR Annual Review – Process Overview

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### 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 Panel Members and 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	<b>Adds comments and outcome to Section D of the form - Review Panel</b>	<b>Pending Agree Conduct</b>
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 Convenors**. It details the steps required for **Stage 6** detailed in the above table.

### Convenor Synonyms

Convenor is the security role given to users who require access to update Section D of the APR form. Schools may use a different term or have more than one type of user who have different titles. This guide uses the terms Panel Member or Convenor.

## 2. How to Find the APR Forms

### Access MyCampus

Convenors access the PGR Annual Review forms through 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 Convenor and have not used MyCampus before and are unable to login.

A screenshot of a login error message. At the top, there is a red warning icon. Below it, the text reads 'Your User ID and/or Password are invalid.' in red. Underneath, there are two input fields: 'User ID' and 'Password'. At the bottom, there is a blue 'Sign In' button.

## Navigation

The PGR Administrator adds the Panel Members and Convenors to the Annual Progress Review form. When added the staff member will see a PGR APR Panel (Convenor) tile on their MyCampus homepage.

- Login to MyCampus
- Click the PGR Annual Review (Convenor) tile. If you also have a PGR Supervisor role you will see the Supervisors tile. Ensure you are clicking the correct tile for the task you are performing.
- This will take you to a list of all incomplete forms where you are listed as Panel Member or Convenor.
- Click on a student listed to access their form.

Access will be read only until both student and supervisor have submitted their assessments and the student has confirmed they have reviewed the supervisor assessment. At that point in the process the form status changes to 'Pending Review Panel' and Section D of the form opens to Panel Members and Convenors for update.

The screenshot shows the MyCampus homepage with several navigation tiles. The 'PGR Annual Review- Supervisors' tile is crossed out with a large black 'X', while the 'PGR APR Panel (Convenor)' tile is highlighted with a red border. Below the tiles is a table with the following data:

Student ID	Name	Academic Term	Academic Plan	Review Status
1 3047243	Clinton Barton	2023	Clin Psychology, DClinPsychol	Pending Panel Review

## Troubleshooting

If you can see the form listed but it does not open, you most likely have a pop-up blocker enabled on the page. Click in the address bar to disable the pop-up blocker and the form should open.

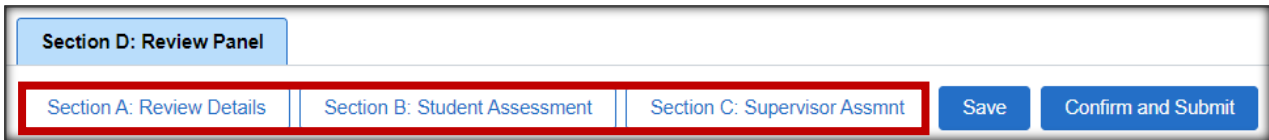
If you do not see a form but think you should, please contact the PGR Administrator who will be able to check the status of the form and see if you have been correctly added.

### 3. Review APR Form

The form will open at Section D: Review Panel. This is where the Convenor adds a summary of the meeting, the outcome, and any additional comments.

The Convenor also has read only access to the other sections of the form for review.

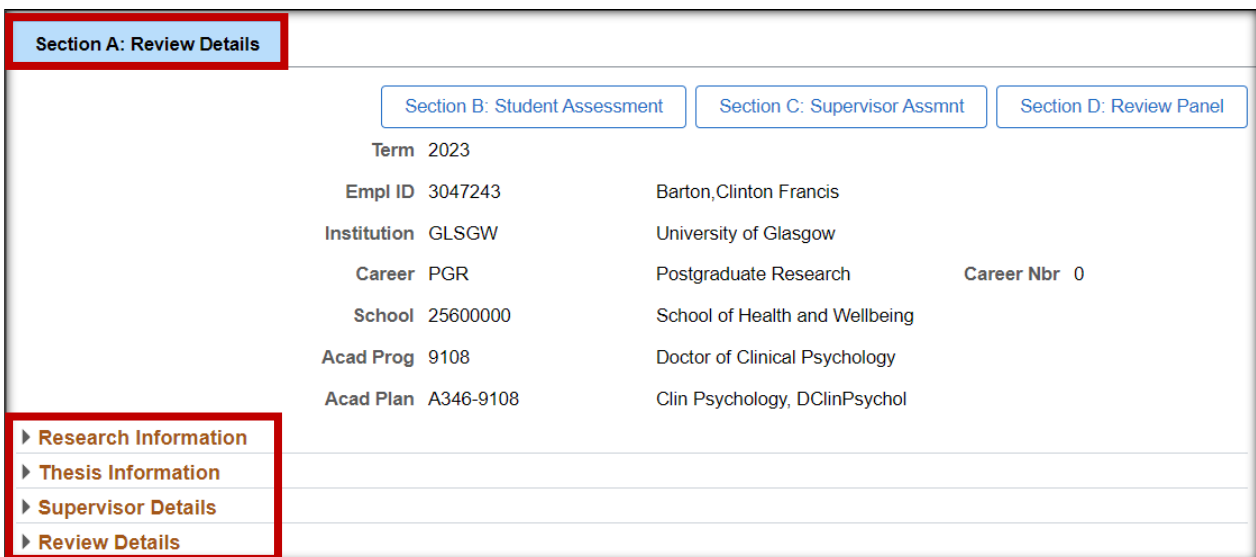
- Navigate through the form using the Section buttons.



#### Section A – Review Details

Section A contains read only student information, pulled from MyCampus. The Review status and outcome are also found in this section. It is where the student views the outcome as they do not see Section D.

- Use the arrows to expand each subsection.



## Section B – Student Assessment

Section B contains the review information and documentation supplied by the student. Convenors will have read only access and can download any attached documentation.

**Section B: Student Assessment**

[Section A: Review Details](#) [Section C: Supervisor Assmnt](#) [Section D: Review Panel](#)

Term 2023

Empl ID 3047243 Barton,Clinton Francis

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 25600000 School of Health and Wellbeing

Acad Prog 9108 Doctor of Clinical Psychology

Acad Plan A346-9108 Clin Psychology, DClInPsychol

- ▶ Student Assessment
- ▶ Training Needs Analysis and Training Log
- ▶ Documentation
- ▶ Student Confirmation

## Section C – Supervisor Assessment

Section C contains the review information and documentation supplied by the Supervisors. Convenors will have read only access and can download any attached documents.

**Section C: Supervisor Assmnt**

[Section A: Review Details](#) [Section B: Student Assessment](#) [Section D: Review Panel](#)

Term 2023

Empl ID 3047243 Barton,Clinton Francis

Institution GLSGW University of Glasgow

Career PGR Postgraduate Research Career Nbr 0

School 25600000 School of Health and Wellbeing

Acad Prog 9108 Doctor of Clinical Psychology

Acad Plan A346-9108 Clin Psychology, DClInPsychol

- ▶ Supervisors Assessment
- ▶ Documentation

## 4. Complete Section D: Review Panel Outcome

### Section D: Review Panel

When you have finished reviewing the form you are ready to enter and submit the review meeting summary and outcome. If required, you can also change the date of the review meeting.

All fields from Section D will be visible to the student when the outcome has been processed.

The MVLS section gives MVLS Administrators and Convenors additional functionality to support the MVLS College APR process.

### CoSE, CoSS and CoAH Process

- Enter the meeting summary and any feedback.
- Enter the outcome, choosing from the options available.
- Add any additional comments in the PGR Panel Comments field.
- You can use the spell check feature to check the page.
- To save progress and complete the form later, use the Save option.
- When ready, submit the outcome to the student for review by clicking 'Confirm and Submit'.

**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]			
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.

Outcome ( For MVLS this should be completed by PGC)

PGR Panel Comments

PGR Convenor Comments (MVLS Only)

spellcheck → [Icon]

## MVLS Process

### Review Panel

- Add the date of the meeting if the Administrator has not already done so.
- Add comments to the 'PGR Panel Comments' section. This will be seen by students.
- Expand the Review Panel Complete subsection and set the toggle to 'Yes'.
- The Review Panel do not select an outcome and **must not submit the form**.
- Save the form for the PGR Convenor to complete the next steps.

### PGR Convenor

- The PGR Administrator will notify you when the Review Panel have finished updating the form.
- Add any comments to the 'PGR Convenor Comments' section. This will be seen by students.
- Select the Outcome.
- You can use the spellcheck feature to check the page.
- Click 'Confirm and Submit', to send form back to the student for a final review before the PGR Administrator processes the outcome.

The screenshot displays the MVLS form interface with several sections and highlighted areas:

- Section D: Review Panel** (highlighted in red)
- Navigation tabs: Section A: Review Details, Section B: Student Assessment, Section C: Supervisor Assmnt, **Panel** (Save), **Convenor** (Confirm and Submit) (highlighted in red)
- Form fields for Term (2023), Empl ID (3047243), Institution (GLSGW), Career (PGR), School (25600000), Acad Prog (9108), Acad Plan (A346-9108), Barton, Clinton Francis, University of Glasgow, Postgraduate Research, Career Nbr (0), School of Health and Wellbeing, Doctor of Clinical Psychology, Clin Psychology, DClInPsychol
- Review Panel** (highlighted in red)
- Review Panel Members** table with columns: Reviewer ID (0913774), Name (Walters, Jennifer)
- Date of Review Meeting** (13/05/2024) (highlighted in purple)
- Panel** (highlighted in purple)
- Outcome** (For MVLS this should be completed by PGC) (highlighted in red)
- Convenor** (highlighted in red)
- Review Panel Complete (For MVLS Only)** (highlighted in red)
- Review Panel Meeting Complete: Yes (toggle)
- PGR Panel Comments** (highlighted in purple)
- PGR Panel Comments: Panel comments go here
- PGR Convenors (For MVLS only)** (highlighted in purple)
- Convenors** table with columns: Convenor ID (0402393), Name (Kasidy, Cletus)
- spellcheck (highlighted in red)
- PGR Convenor Comments (MVLS Only)** (highlighted in red)
- PGR Convenor Comments: MVLS PGR Convenor comments go here
- Submit icon (highlighted in red)

## Outcome Options

PGR Annual Review Outcome ◊	Description ◊
A	Student Progress Approved.
B	Student Progress Approved with continued FT/PT registration.
C	Student Progress Approved - Thesis Pending.
D	Student Progress Approved - submit as planned.
E	Student Progress Approved subject to addressing minor issues.
F	Student progress only if substantial issues are addressed and/or further review.

## What Happens Next

When the outcome has been submitted the student will receive an email, asking them to review the outcome and submit the final form.

The PGR Administrator then perform the final outcome processing, which will update the student's annual review milestone in MyCampus.

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	

Once the Administrator has processed the outcome, Convenors and Panel Members will no longer have any access to the form.

If you need to make any changes after the form has been submitted, contact the PGR Administrator. Any change made will have to be reviewed and confirmed again by the student.

## A. Appendix: Process Flow

