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

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<th>Stage</th>
<th>User</th>
<th>Action</th>
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<tbody>
<tr>
<td>Stage 1</td>
<td>Administrator</td>
<td>Generates PGR Review Form and sends to student</td>
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<tr>
<td>Stage 2</td>
<td>Student</td>
<td>Completes Section B of form - Student Assessment</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Supervisor</td>
<td>Reviews Section B and completes Section C of form - Supervisor Assessment</td>
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<tr>
<td>Stage 4</td>
<td>Student</td>
<td>Reviews Section A of form and confirms data is correct</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reviews Section C of form and confirms reviewed</td>
</tr>
<tr>
<td>Stage 5</td>
<td>Administrator</td>
<td>Panel Review stage – Administrator adds Review Panel Member(s)</td>
</tr>
<tr>
<td>Stage 6</td>
<td>Convenor</td>
<td>Adds the outcome to Section D of the form - Review Panel</td>
</tr>
<tr>
<td>Stage 7</td>
<td>Student</td>
<td>Reviews outcome in Section A of the form and acknowledges receipt of outcome</td>
</tr>
<tr>
<td>Stage 8</td>
<td>Administrator</td>
<td>Reviews full form and submits to complete APR process</td>
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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. Accessing the APR Forms

Email Notification

When a student has completed the Student Assessment section of the APR form and submitted the form, an automatic email is sent to notify that student’s PGR Principal and Secondary Supervisors.

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

MyCampus Advisor Centre

PGR Supervisors will also be able to access the PGR Annual Review forms via the My Advisees list in their Advisor Centre.

Navigation: Main Menu > Self Service > Advisor Centre > My Advisees

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.

Accessing 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.

3. Review APR Form

The form will open at Section C: Supervisor Assessment. This is the only section the Supervisor completes.

Supervisors also have read only access to the other sections of the form for review.

Once Section C has been completed and Confirm and Submit clicked, Supervisors will retain read only access to the form until the end of year (31st Dec).

- Navigate through the form using the Section buttons.
Section A – Review Details

Section A contains read only information pulled from MyCampus. Changes to the student record cannot be made here. If required changed can be made within the usual MyCampus pages.

- Use the arrows to expand each section.

Section B – Student Assessment

Section B contains the review information supplied by the Student. Supervisors will have read only access.
4. Complete Section C: Supervisor Assessment

Section C – Supervisor Assessment

When you have finished reviewing the form you 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
- 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.

Multiple Supervisors Accessing/Updating One Form

All Principal and Secondary 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 have to complete 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.

Confirm and Submit

Clicking Confirm and Submit generates a prompt, checking if the user is sure they want to perform the submission action. If Confirm and Submit is clicked accidentally when Save should have been selected, this prevents the form from being submitted to the student for review prematurely.
After Submission

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

Stage 5: Administrator Enters Review Panel Information
This will give Convenors access to the form. The Review Status remains 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.

Supervisors can access the read only APR form throughout the process and until the end of year (31st Dec).

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.