

USER MANUAL FOR SUPERVISOR'S PROGRESS REPORT – SUPERVISORS & REVIEWERS

Online Supervisor's Progress Report form

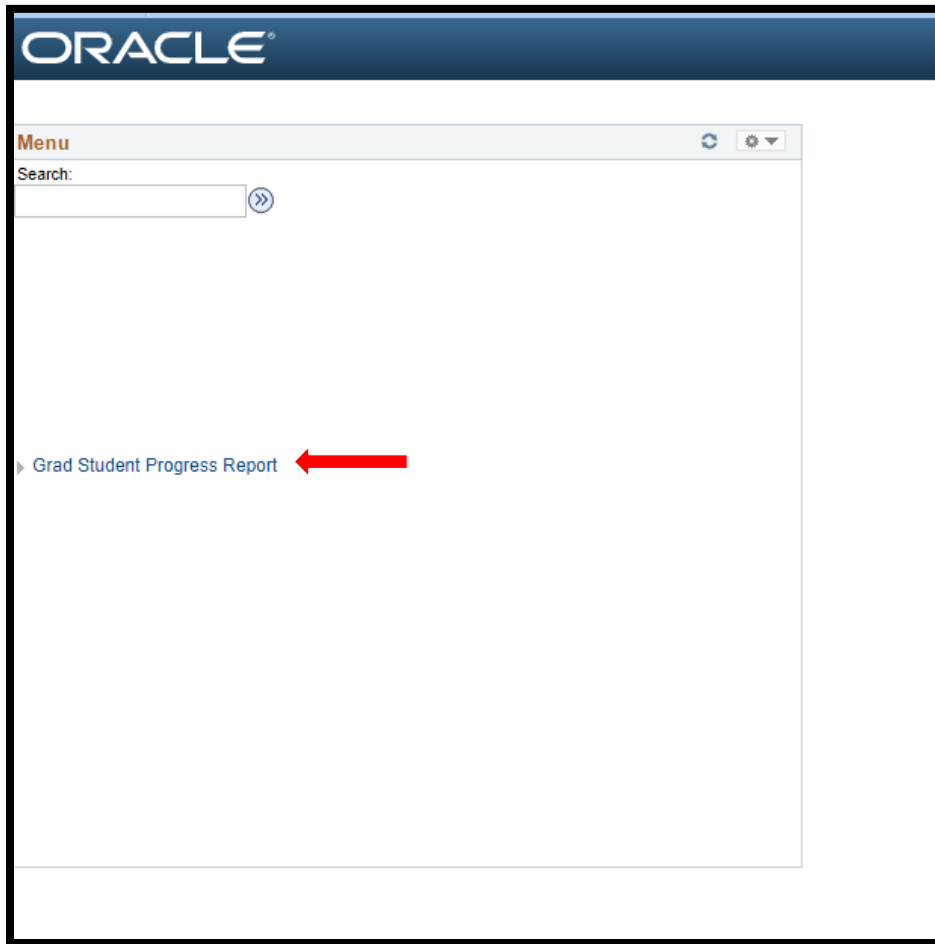


MAY 15, 2024

Office of Graduate Studies and Research, UWI, Mona

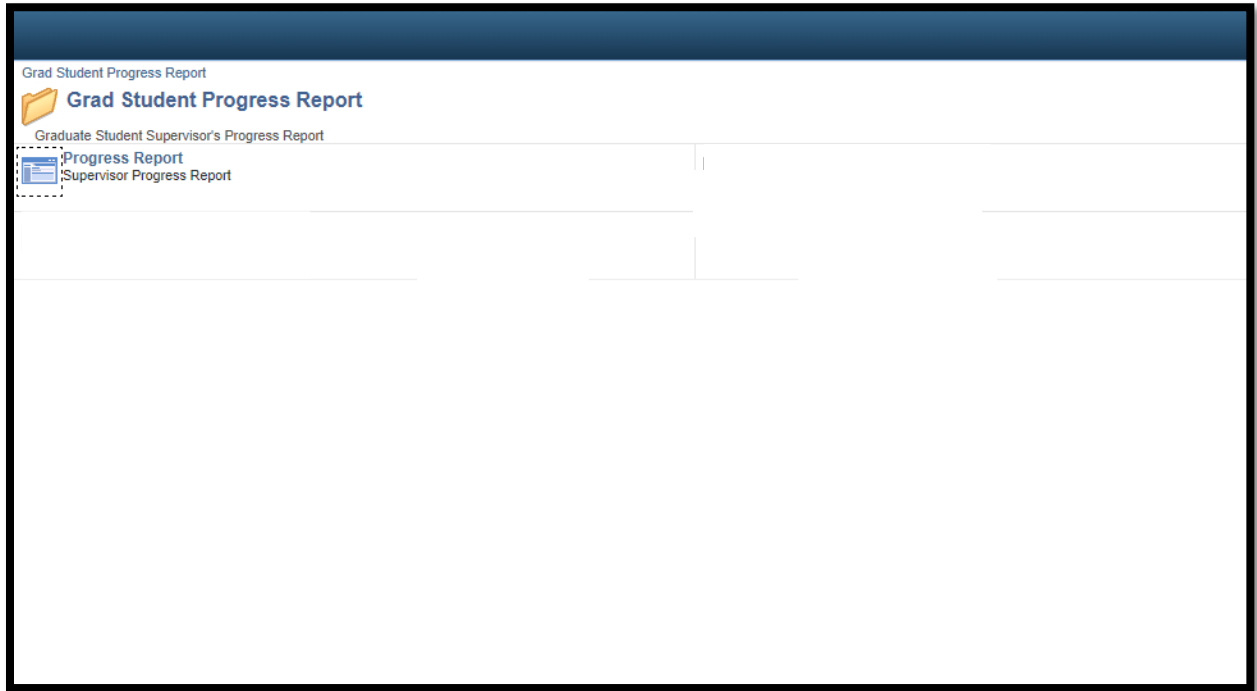
Step 1: Accessing PeopleSoft and Navigating to the Supervisor's Progress Report

- a) To begin, log into the PeopleSoft system to access the Menu page.
- b) Enter your credentials (username and password) to log in securely.
- c) Once logged in, you will be directed to the PeopleSoft Menu page.
- d) On the Menu page, locate and click on the "Grad Student Progress Report" option.



Step 2: Navigating within the Supervisor's Progress Report

- a) Access the Supervisor's Progress Report.
- b) This selection is designed for you to provide comprehensive insights into your student's progress and individual performance.



Step 3: Supervisor creating a report

- a) Locate your Staff ID number and the current semester.
- b) To proceed with adding a student or utilizing the search option, insert the student's ID number into the provided field.
- c) Click the "Add" button to include the student in the Supervisor's Progress Report.
- d) To utilize the Search Option (Magnifying Glass): click on the magnifying glass, enter the student's ID#, and initiate the search process.



The screenshot shows a web interface titled "Progress Report". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three input fields: "Supervisor Id", "Semester", and "Student Id". The "Semester" and "Student Id" fields have magnifying glass icons to their right. Below the input fields is an orange "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

- e) After successfully adding the student's ID number in Step 3, the Supervisor's Progress Report form will be automatically generated.

Step 4: Supervisor updating the Report


- To input information, click the “Add” button or utilize the convenient drop-down menu options available within the form.
- Provide relevant details on work the student has done. Indicating what remains outstanding and assessing whether they are on track. **See Regulation 1.69.**

Supervisor Progress Report
Student Review
Final Reviews

Supervisor ID [\(More..\)](#)

Semester 202220 2022/23 Semester II Academic Year 2022/2023

Student ID



Status Completed Print Layout

Programme MASC-PHL-M-F Marine Sciences MPHIL M

Department 704 Life Sciences

Semester Admitted 201810 2018/2019 Semester I

Full/Part Time Part-Time

HOD

Deputy Dean

Additional Information

Major/Minor
Marine Sciences(Major)

Thesis Title

Thesis Supervisor(s) First 1 of 1 Last

Employee ID	Name
<input type="text"/>	<input type="text"/>

Advisory Committee First 1 of 1 Last

Employee ID	Name
<input type="text"/>	<input type="text"/>

Meetings/Seminars First 1-2 of 2 Last

Index #	Meeting Type	Date
1	Student/Supervisor Meetings	04/19/2023
2	Advisory Committee Meet/Discus	05/01/2023

Total No of Meetings/Seminars with Student: 2

Student Progress Excellent

Student Recommendation Student to Continue

Agreed Schedule First

Attached File Add Attachment View Attachment DELETE

Clinical Assessment (DM Only) First

Attached File Add Attachment View Attachment

Supervisor's Comments (More..)

Save
Submit
Cancel

Submission Date

Supervisor Progress Report | Student Review | Final Reviews

Step 4b: Submitting the Report

- After entering all necessary information, navigate to the bottom of the page.
- Click the “Submit” button to securely submit the completed Supervisor’s Progress Report. This action ensures that your input is recorded and can be accessed by the Student.

N.B. Clicking the “Save” button will securely store the completed Supervisor’s Progress Report. This action ensures that your input is recorded and can be retrieved and completed at a later date. However, it is important to note that the report will not move forward to the student until you click "Submit".

Step 5: Student Review

An example of the Student's review page:

Supervisor Progress Report **Student Review** Final Reviews

Supervisor ID *****

Semester 202320 Academic Year 2023/2024

Student ID

Status Pending Student Review

Student's Comments [More...](#)

Published Papers (within reporting period) Find | First 1 of 1 Last

Index #	Publication Title	Publisher	Title of Conference	Venue	Date	Additional Information	Attached File	Add Attachment	View Attachment	Delete Attachment		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Attachment	View Attachment	Delete Attachment	ADD	DELETE

Research papers published in Journals Find | First 1 of 1 Last

Index #	Title of Paper	Authors	Journal Name	Volume	No of Pages in Paper	Publication Date	Additional Information	Attached File	Add Attachment	View Attachment	Delete Attachment		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Attachment	View Attachment	Delete Attachment	ADD	DELETE

Save Reviewed Student Review Date

N.B. A separate Manual is available for Students.

Step 6: HOD updating the Supervisor's Progress Report

The HOD will receive an email alert once both the student and supervisor have completed a report. An example of the notification is provided below for reference:

A Supervisor Progress Report is ready for review:

Student: John Brown
Supervisor: Jane Doe
Semester: 2023/2024 Semester II
Degree Programme: Zoology PHD M
Report Status: [Pending Department Review](#)

Please review using the link below:

[The link will be provided](#)

- a) The HOD will review the completed report and click "submit". A comment by the HOD is not necessary.

N.B. The report can be pushed back to the Supervisor if the HOD has a query regarding the report. This can be done by selecting the "Pushback" button.

Example of Pushback notification:

Your Supervisor's Progress Report has been pushed back for review.

Student: John Brown
Supervisor: 2023/2024 Semester I
Semester: [Department Reviewer Push Back](#)
Degree Programme: _____
Report Status: _____

Please review and re-submit the response using the link below:

[The link will be provided](#)

An Example of the Head of Department's (HOD's) Page:

Supervisor Progress Report | Student Review | **Final Reviews**

Supervisor ID

Semester 202220 2022/23 Semester II Academic Year 2022/2023

Student ID

Status Pending Department Review

Department Review

HOD's Comments

HOD Reviewer Review Date

OSGR Director's Review

Director Review Date

Role of the Deputy Dean/Associate Dean:

An email will be sent to the Deputy Dean or Associate Dean, granting access to review the comprehensive report.

N.B. It is important to note that while the Deputy Dean or Associate Dean can view the entire report however they do not possess the ability to add comments to the report. **Their access is restricted solely to viewing the contents.**

Step 7: Reviewing the completed Supervisor's Progress Report – Director, GS&R

The Director will be notified via email upon completion of a report for all relevant parties. An example of this notification can be found below for reference:

A Supervisor Progress Report is ready for review:

Student: John Brown

Supervisor: Jane Doe

Semester: 2023/2024 Semester I

Degree Programme: Marine Sciences MPHIL M Report Status: [Pending Director](#)

Please review using the link below:

[The link will be provided](#)

- a) The Director will review the entire report and add her comments.
- b) To submit the report, click the submit button at the bottom of the page.
- c) Once the Director completes a comment and approves the report, a notification will be sent to her Assistant, for necessary actions.

N.B. The report can be pushed back to the Supervisor if the Director has a query regarding the report. This can be done by selecting the “Pushback” button.

The “Pushback” option will be made available for the Director later (Phase 2).

An Example of the Director's Page:

The screenshot displays a web interface for a Director's page. At the top, there are three tabs: "Supervisor Progress Report", "Student Review", and "Final Reviews". Below the tabs, the form includes several input fields: "Supervisor ID" (two boxes), "Semester" (with values "202220" and "2022/23 Semester II"), "Academic Year" (with value "2022/2023"), and "Student ID" (two boxes). The "Status" is set to "Pending Department Review".

The "Department Review" section contains a large text area for "HOD's Comments" with a blue icon in the top right corner. Below this are "HOD Reviewer" (two boxes) and "Review Date" (one box).

The "OSGR Director's Review" section features a large, empty text area. At the bottom of the form, there are three buttons: "Save", "Approve", and "PushBack".

N.B. Both the Director's Assistant and OGRS Staff will have access to review the finalised Supervisor's Progress Reports, to facilitate oversight and streamlined administrative processes.

