

How to Use the Progress Report Portal

GUIDE FOR GRADUATE STUDENTS

YORK 



Guide for Graduate Students: *How to Use the Graduate Progress Report Portal*

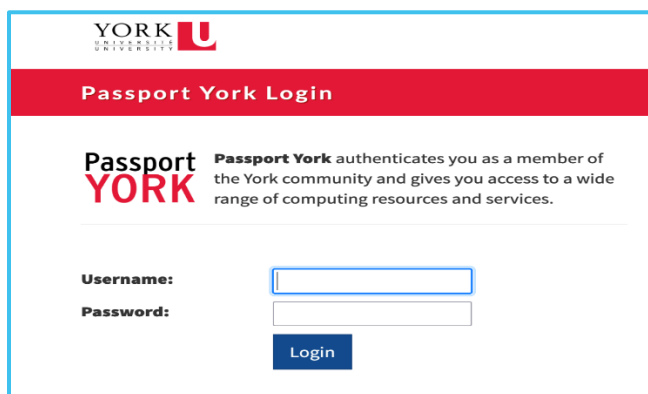
OFFICE OF THE DEAN (FGS) | DECEMBER 2024

This guide describes the steps that a graduate student will follow to submit a progress report.

*Please consult with you home graduate program before submitting a progress report.

Accessing the Portal

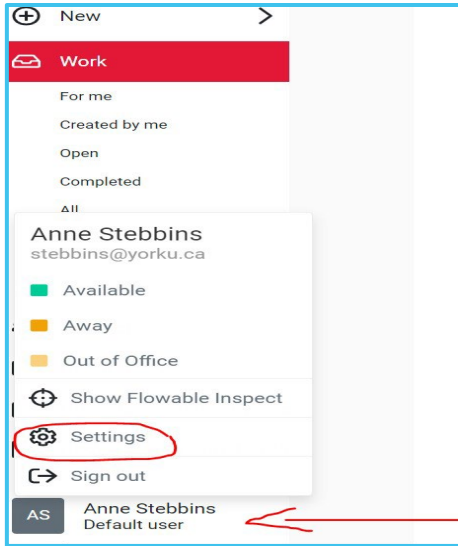
Access the Graduate Progress Report Portal using your Passport York credentials by accessing the login page from the Faculty of Graduate Studies (FGS) [Graduate Portal](#) webpage.



The image above shows the passport Yorku login page

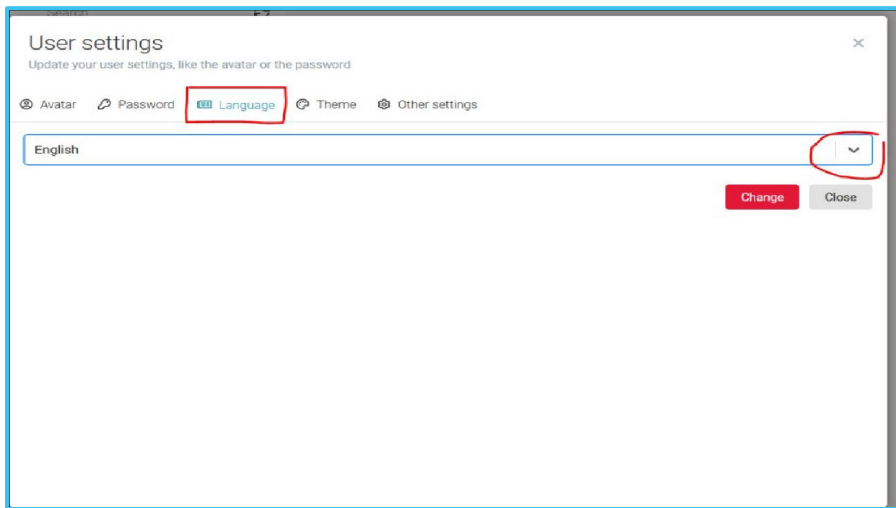
Language Preference

The portal language is English. To set your language preference to *French*, click on your name in the bottom left corner and then click 'settings.' Select *French* from the drop-down menu.



The image above shows the setting gear.

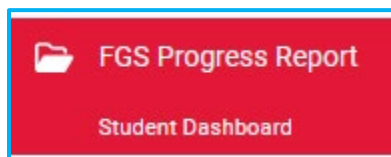
The portal language is set to English. To change to French, select “French” from the drop-down menu.



The image above shows the language setting.

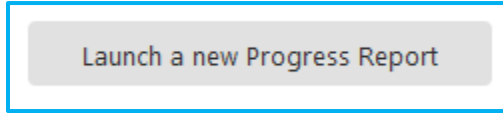
How to submit a Progress Report

Ensure that you are in the student dashboard of the portal.



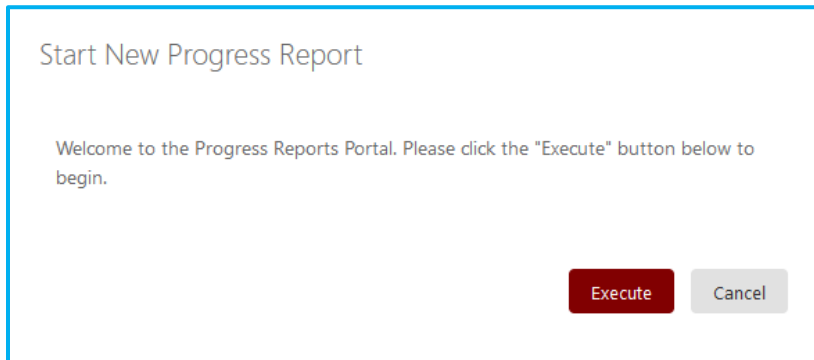
The image above shows Student Dashboard.

Click the launch a new Progress Report button.



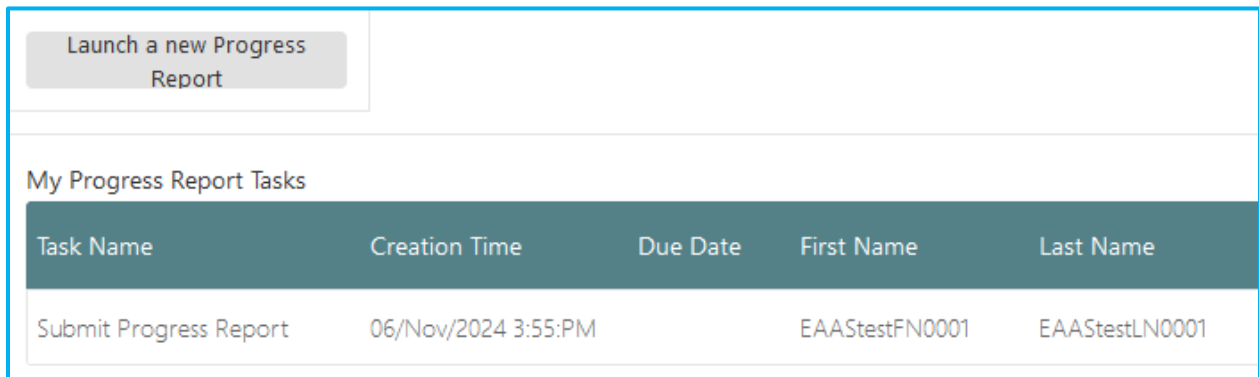
The image above shows the "launch a new progress report" button.

A window will appear. Click "execute"



The image above shows the "execute" button.

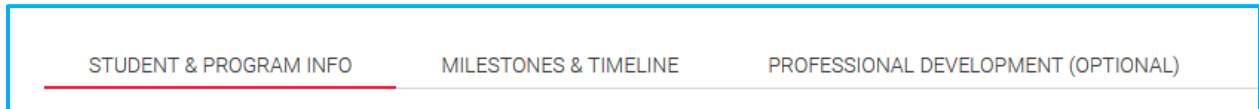
A task called "Submit Progress Report" will appear in the "My Progress Report Tasks" dashboard. Click on it.



The image above shows the "launch a new progress report" button.

There are three tabs to complete:

- Student and Program Information
- Milestone and Timeline
- Professional Development (Optional)



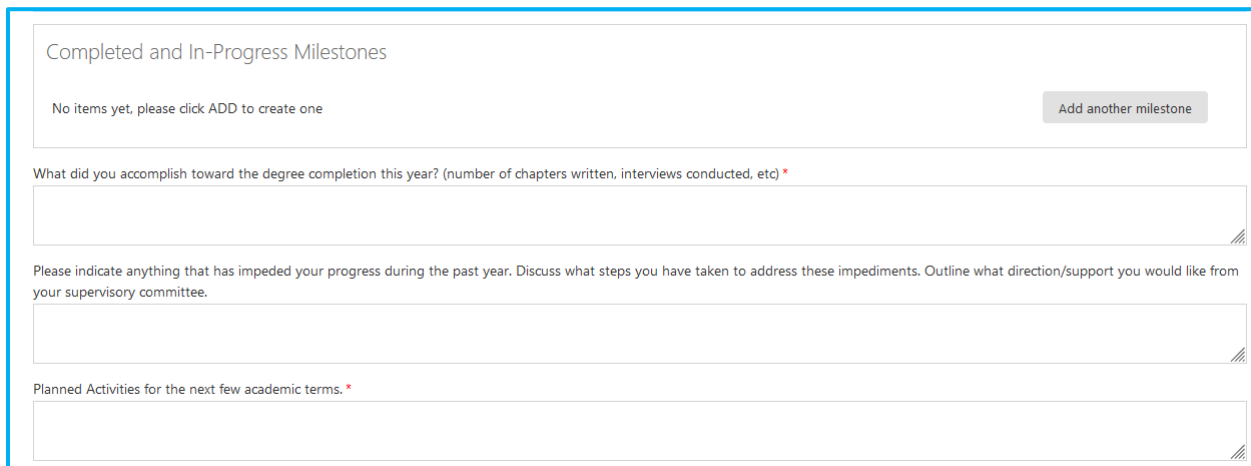
The image above shows three tabs.

The first tab is the “student & program info” tab. Use the drop-down menu to indicate the format of the meeting (online or in-person. Use the calendar to select the date of the meeting that you had with your supervisor and supervisory committee members (if applicable).

A screenshot of a web form titled 'Student Demographics'. The form contains several input fields and dropdown menus. The 'Student Number' field is partially obscured by a blue bar. The 'First Name' field contains 'EAAStestFN0001', 'Preferred Name' is empty, and 'Last Name' contains 'EAAStestLN0001'. The 'Student Email' field contains 'eaas0001@my.yorku.ca' and 'Preferred Email' is empty. The 'Program' dropdown menu is set to 'Ph.D. - EECS - Electrical Engineering & Computer Science' and the 'Faculty' dropdown menu is set to 'Lassonde School of Engineering'. The 'Annual Meeting' section has a 'Meeting Type' dropdown set to 'Online' and a 'Date' field set to '2024-11-11'. The 'Academic Year' section has a 'Begin' field set to '2024' and an 'End' field set to '2025'.

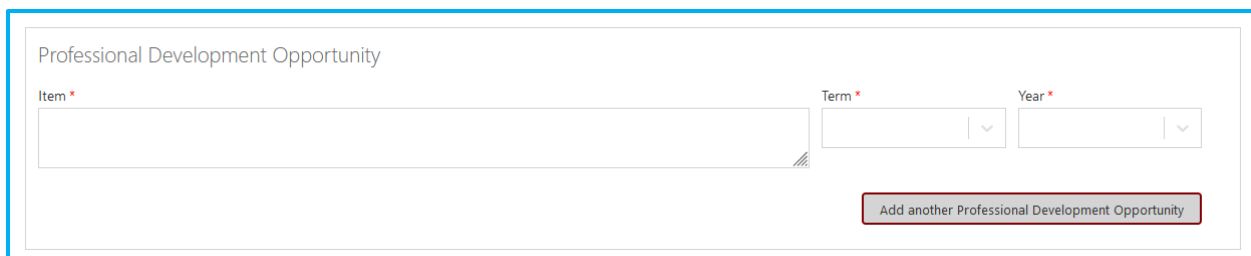
The image above shows the student demographic section as well as the annual meeting information.

The second tab is the milestone and timeline tab. Sections marked with an asterisk symbol (*) are mandatory to complete. Click the “add another milestone” button and use the drop-down list to indicate the milestone and the term and year it was completed. Select “in progress” for any milestone that is underway but not yet completed. Use the free text comment box to provide additional information, if needed.



The image above shows the completed and in-progress milestones section.

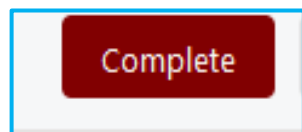
The third tab is the professional development tab. It has boxes to provide information related to professional development opportunities that you have completed or are currently working on. Providing information in this tab is entirely optional.



The image above shows professional development opportunity section.

Submit your Progress Report

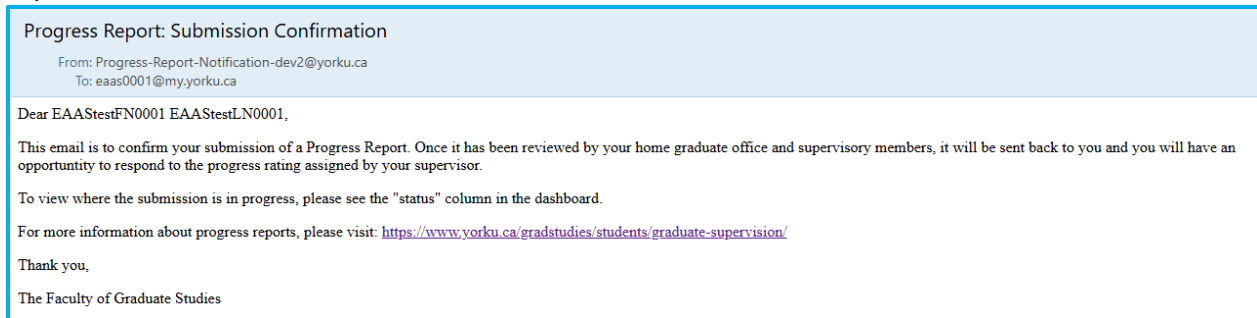
Submit the progress report by clicking the complete button on the top right-hand corner of the submission.



The image above shows the complete button.

Sample Confirmation Email

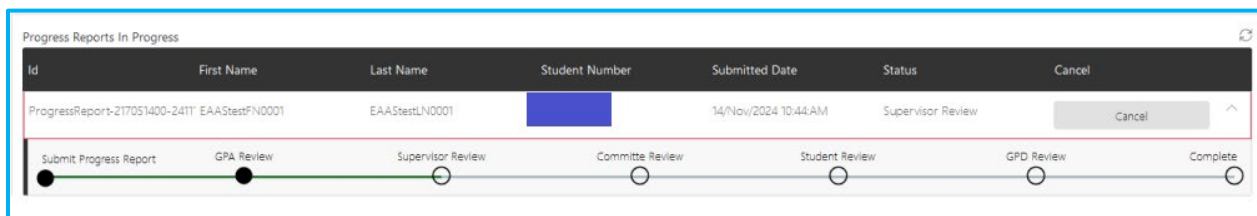
Below is a sample email notification that is sent to confirm the submission of the progress report.



The image above shows the sample confirmation email.

Bread Crumb Trail

The breadcrumb trail shows where the submission is in process. To view it, click on the downward pointing arrow in the bottom right-hand side of the submission under the “Progress Reports in Progress” dashboard.



The image above shows the bread crumb trail.

Student Review of Progress Report

Once the progress report has been reviewed and a progress evaluation assigned by your supervisor, it is returned to you. You now have an opportunity to leave an optional comment in response to the progress evaluation assigned by the supervisor.

A Returned Progress Report

An email notification will be sent if a Progress Report is returned to you. It is returned if your supervisor does not provide a review of your progress. Supervisors have 21 days to enter the portal and provide a review of student progress. If a supervisor is not able to enter the portal

and complete the progress evaluation, your progress report will be returned to you. Please contact your supervisor and your home graduate program if a progress report is returned to you.