How to Use the Progress Report Portal

GUIDE FOR GRADUATE STUDENTS

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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) <u>Graduate Portal</u> webpage.

YORK	L				
Passport `	ort York Login				
Passport YORK	Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.				
Username: Password:	Login				

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.



Ð	New >
⋳ –	Work
	For me
	Created by me
	Open
	Completed
	All
	nne Stebbins ebbins@yorku.ca
-	Available
. =	Away
-	Out of Office
¢	Show Flowable Inspect
(1)	Settings
(÷	Sign out
AS	Anne Stebbins Default user

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.

User settings Update your user settings, like the avatar or the password	×
Avatar O Password E Language O Theme O Other settings	
English	\bigcirc
Change	Close

The image above shows the language setting.

How to submit a Progress Report

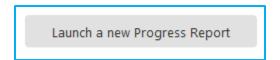
Ensure that you are in the student dashboard of the portal.



The image above shows Student Dashboard.

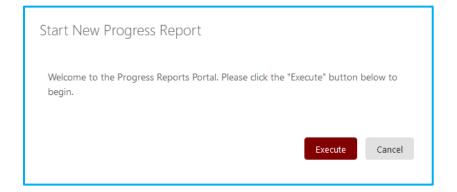


Click the launch a new Progress Report button.



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.

Launch a new Progress Report				
My Progress Report Tasks				
Task Name	Creation Time	Due Date	First Name	Last Name
Submit Progress Report	06/Nov/2024 3:55:PM		EAAStestFN0001	EAAStestLN0001

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)

STUDENT & PROGRAM INFO	MILESTONES & 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).

Student Number					
First Name	Preferred Name		Last Name		
EAAStestFN0001			EAAStestLN0001		
Student Email		Preferred Email			
eaas0001@my.yorku.ca					
Program Program *		Faculty			
	× ~	Faculty Lassonde School of En	gineering		
Program *	x ~		gineering		
Program * Ph.D EECS - Electrical Engineering & Computer Science	× ~ 2024-11-11	Lassonde School of En Academic Year	gineering 2024 End	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.

Completed and In-Progress Milestones	
No items yet, please click ADD to create one	Add another milestone
What did you accomplish toward the degree completion this year? (number of chapters written, interviews conducted, etc) *	
Please indicate anything that has impeded your progress during the past year. Discuss what steps you have taken to address these impediments. Outline what dire your supervisory committee.	ction/support you would like fro
Planned Activities for the next few academic terms, *	

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

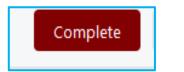
The third tab is the professional development tab. It has boxes to provide information related to professional development opportunities that you have completed or are currently working on. Proving information in this tab is entirely optional.

Professional Development Opportunity	
Item *	Term * Year *
	Add another Professional Development Opportunity

The image above shows professional development opportunity section.

Submit your Progress Report

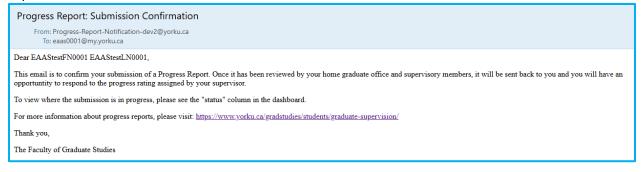
Submit the progress report by clicking the complete button on the top right-hand corner of the submission.



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.

ld	First Name	Last Name	Student Number	Submitted Date	Status	Cancel		
PragressReport-217051400-2	2411' EAAStestFN0001	EAAStestLN0001		14/Nov/2024 10:44:AM	Supervisor Review		Cancel	1
Submit Progress Report	GPA Review	Supervisor Review	Committe Review	Student Rev	/iew	GPD Review		Complete

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.

