

# How to Use the Progress Report Portal

GUIDE FOR GRADUATE  
SUPERVISORS

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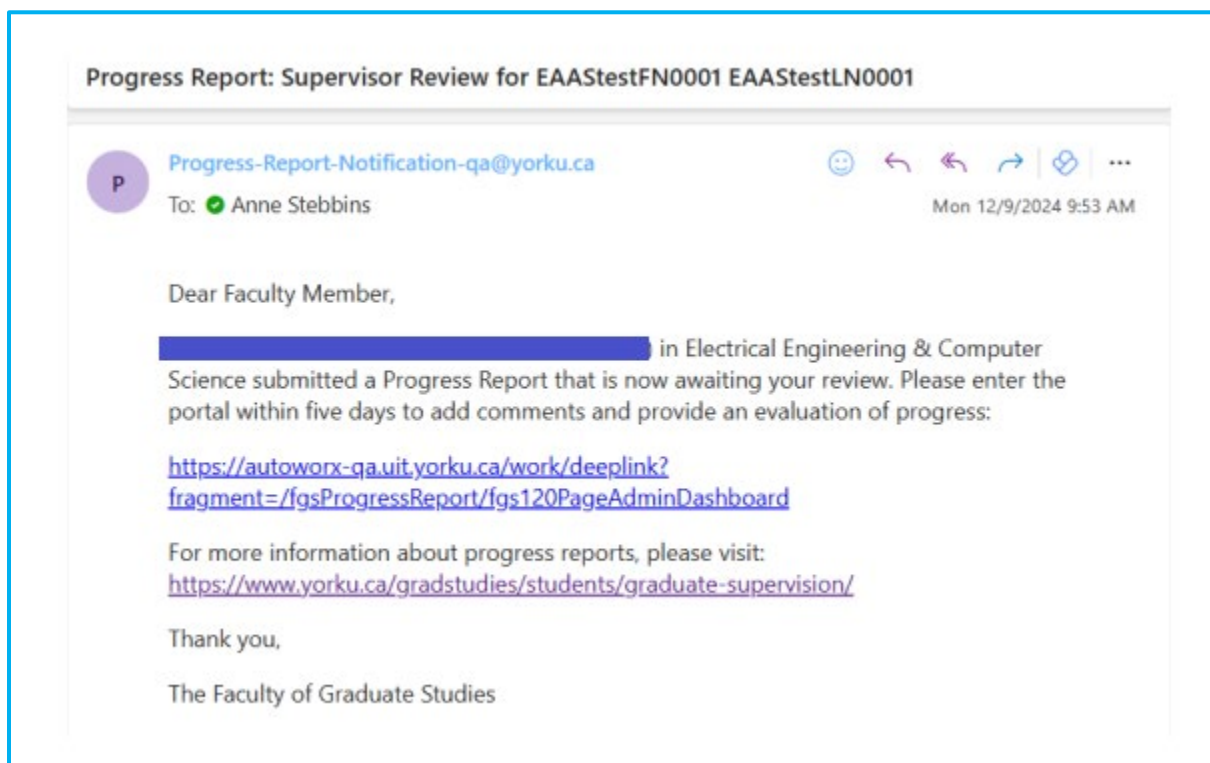
# Guide for Supervisors: *How to Use the Graduate Progress Report Portal*

OFFICE OF THE DEAN (FGS) | DECEMBER 2024

This guide describes the steps that a supervisor will follow to review a student's progress report and provide an evaluation of progress.

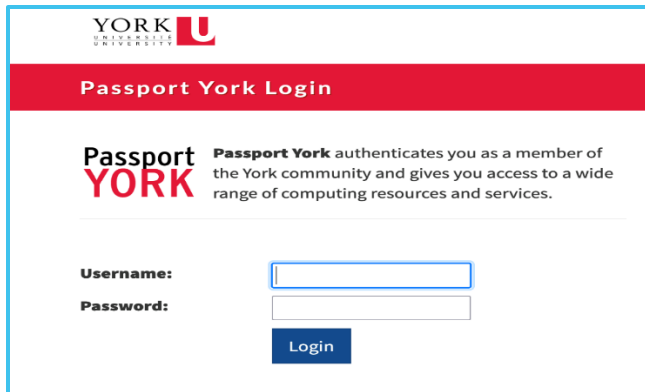
## Accessing the Portal

The supervisor will receive an email to their passport YorkU name-email notifying them that a Progress Report is waiting for review.



*The image above shows an email notification that a progress report is waiting for the supervisor to review and provide an evaluation of progress.*

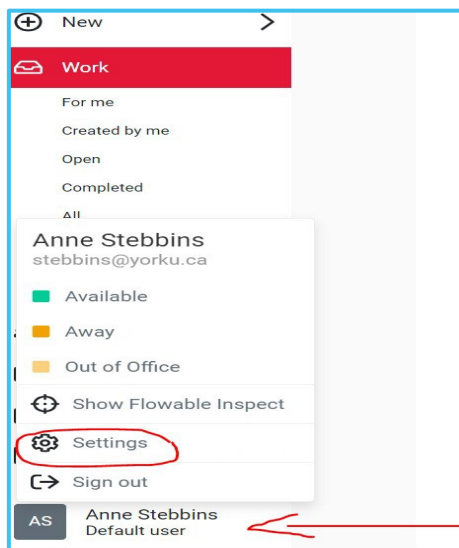
Access the Graduate Progress Report Portal using your Passport York credentials either by clicking on the link in the email or by accessing the login (for faculty) from the Faculty of Graduate Studies (FGS) [Graduate Portal](#) webpage.



The image above shows the passport YorkU login page.

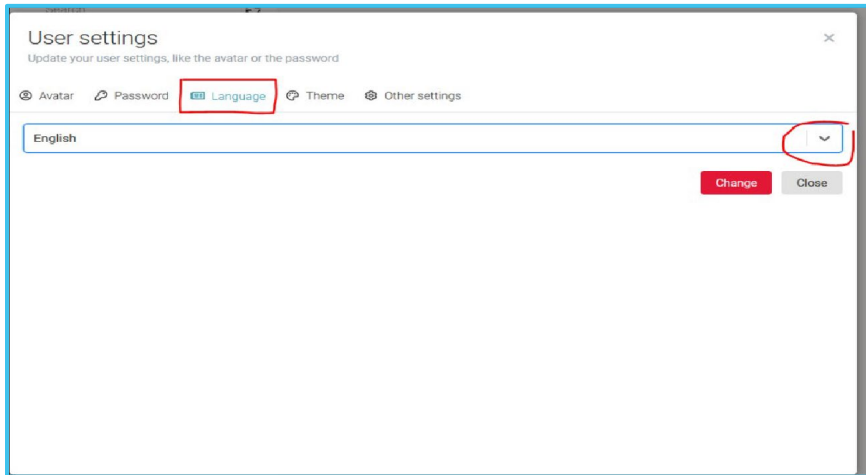
## Language Preference

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.

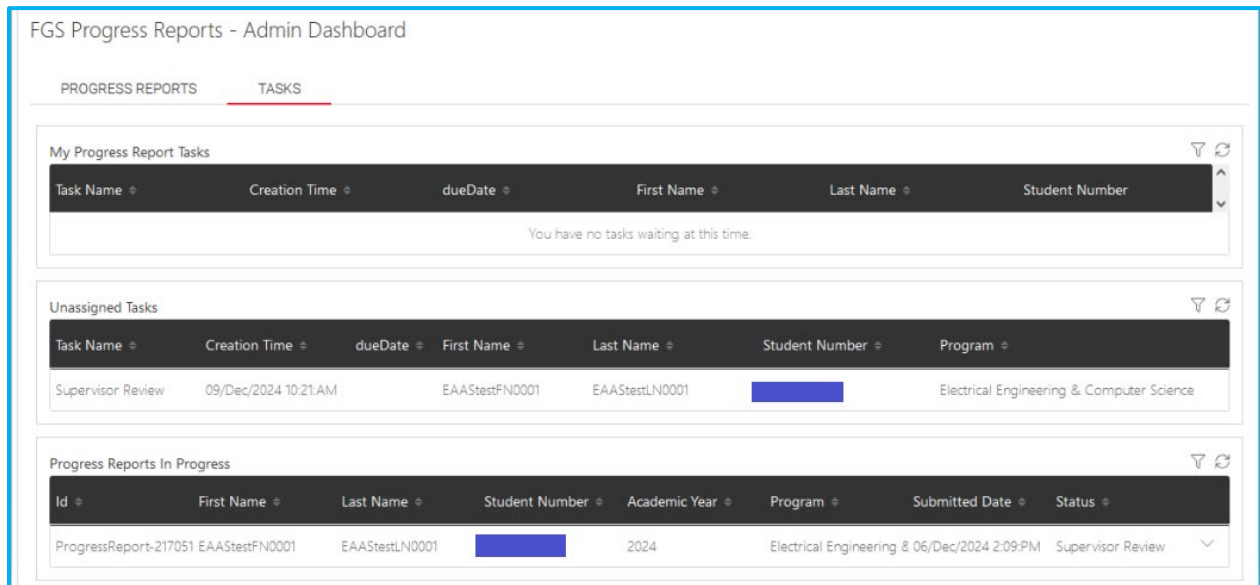
The portal language is set to English. To change to French, select “French” from the drop-down menu.



The image above shows the language setting.

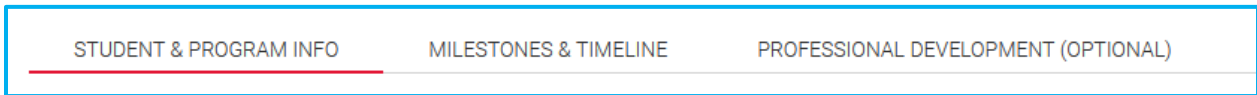
## How to Review and Evaluate a Student’s Progress Report

In the “Tasks” tab, is an “Unassigned Tasks” dashboard where a Progress Report at the Supervisor Review stage is waiting for review. Click on the progress report to open it.



The image above shows a progress report at the “Supervisor Review” stage.

The progress report has three tabs. Click on the “Student Progress Report” tab to review the information that the student has provided in three tabs called “Student & Program Information,” “Milestone and Timeline,” and “Professional Development (Optional).”



The image above shows the tabs of a progress report that the supervisor can click on to review.

Click on “Supervisor Review” when you are ready to provide your review of the student’s progress. Click the red “claim” button in the top right-hand corner. Answer the prompts by typing in the free text boxes.

A screenshot of the "Supervisor Review" form. At the top, it says "Supervisor Review" and "Created: 5 minutes ago". There is a "Claim" button in the top right. Below the title, there are tabs for "STUDENT PROGRESS REPORT", "GPA REVIEW", and "SUPERVISOR REVIEW", with "SUPERVISOR REVIEW" being the active tab. The form contains several text input fields with prompts: "Comment on the student's progress during the past year and list the number of meetings you have had with the student and the focus of these meetings \*", "Comment on the student's objectives for the next year and the proposed timeline for degree completion \*", "Is there any assistance the supervisory committee can recommend or steps that could be taken that would assist the student to progress? Please indicate specific remedial actions and expected results \*", "Please provide the estimated date of the next meeting between the supervisory committee and student \*", and "Overall Evaluation of the Student's Progress \*". The last field is a dropdown menu. There is also a "Notes (visible only to staff)" field at the bottom.

The image above shows the supervisor review of the progress report.

Provide an overall evaluation of the student’s progress using the drop-down menu. The options to select from are: “approved,” “approved with conditions,” and “not approved.” Select the option that most closely represents the progress that the student has made.

Overall Evaluation of the Student's Progress \*

Approved

Approved with conditions

Not approved

The image above shows the overall evaluation of the student's progress.

Click on the “complete” button in the top right-hand corner to submit your review of the student's progress. The button will become available to press once all mandatory boxes and selections have been completed.

Complete Save ⋮

The image above shows the complete button is ready and can be clicked to submit the review.

If you are not able to click on the complete button, then click on the “save” button in the top right-hand corner. This will make a red box appear labelled “A field is incorrect or invalid.” Click on the red box and a list will appear to show you what sections are outstanding and need to be completed. Once all mandatory fields have been completed, you can click the “complete” button to submit your review of the student's progress.

Complete Save ⋮

The image above shows the complete button is not available. This means that all mandatory fields are not yet completed.

! A field is incorrect or invalid +

The image above shows the box that will appear to guide you to the sections that are incomplete.

Once you have completed your review and submitted it, the progress report will move next to the members of the student's supervisory committee (if a committee has been established). Supervisory committee members are each notified of the submission by email, and they have 5 business days to enter the portal and add an optional comment.