## How to Use the Progress Report Portal

GUIDE FOR GRADUATE SUPERVISORY COMMITTEE MEMBERS

# YORK

## Guide for Supervisory Committee Member: How to Use the Graduate Progress Report Portal OFFICE OF THE DEAN (FGS) | DECEMBER 2024

This guide describes the steps that supervisory committee members will each follow to review a student's progress report and provide an optional comment.

The supervisor will receive an email to their passport YorkU name-email notifying them that a supervisor has provided an evaluation of progress for a progress report submitted by a student.

	Progress-Report-Notification-qa@yorku.ca		$\sim \sim \sim \sim \sim$
Р	To: <b>O</b> Anne Stebbins	Ŭ	Mon 12/9/2024 12:21 PM
	Dear Faculty Member,		
	EAAStestFN0001 EAAStestLN0001 in Electrical Engineering & Com Science submitted a Progress Report that is now ready for you to review. Please portal within five business days to review the evaluation of progress assigned b supervisor and add a comment. Please note that your review and comment is a this will help to move the submission along in the process. However, if no comr then the Progress Report will continue along automatically in the process after days.		w. Please enter the signed by the nent is appreciated as no comment is made
	<u>https://autoworx-qa.uit.yorku.ca/work/deeplink?</u> fragment=/fgsProgressReport/fgs120PageAdminDasl	<u>hboard</u>	
	For more information about progress reports, please <u>https://www.yorku.ca/gradstudies/students/graduate</u>		
	Thank you,		
	The Faculty of Graduate Studies		

The image above shows an email notification that a progress report is waiting for the supervisory committee members to review and provide an optional comment.

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



YORK			
Passport York Login			
Passport YORK	<b>Passport York</b> authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.		
Username: Password:			

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			
ΔII				
	nne Stebbins ebbins@yorku.ca			
-	Available			
. =	Away			
1 -	Out of Office			
¢	Show Flowable Inspect			
(1)	3 Settings			
C->	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 🖉 Password 💷 Language 🖉 Theme 🕲 Other settings	
English	Change Close

The image above shows the language setting.

#### How to Review a Progress Report and Add a Comment

In the "My Progress Report Tasks" tab, is a progress report that is waiting for members of the supervisory committee to review and add an optional comment.

PROGRESS REPORTS	TASKS					
/ly Progress Report Tasks						7
Task Name 🌣	Creation Time +	dueDate 🗢	First Name 🌼	Last Name 🌼	Student Number	
Committee Review	09/Dec/2024 12:21:PM		EAAStestFN0001	EAAStestLN0001		

The image above shows a progress report at the "Committee Review" stage.

The progress report has tabs for you to review. 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)."

STUDENT & PROGRAM INFO	MILESTONES & TIMELINE	PROFESSIONAL DEVELOPMENT (OPTIONAL)	

The image above shows the tabs of a student progress report that can be reviewed.



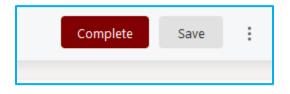
Click on the "Supervisor Review" tab to read what the supervisor has written about the student's progress and to view the overall evaluation of the student's progress assigned by the supervisor.

Click on "Supervisory Committee Review" tab and leave a comment about the student's progress. Comments typed in the box "comment on the students' progress during the past year" will be visible to the student.

STUDENT PROGRESS REPORT	GPA REVIEW	SUPERVISOR REVIEW	SUPERVISORY COMMITTEE REVIEW
Comment on the students' progress dur	ing the past year		
Notes (visible only to staff)			

The image above shows the section that supervisory committee members can leave an optional comment.

Click on the "complete" button in the top right-hand corner to submit your comment of the student's progress.



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

Note that supervisory committee members have five days to leave an optional comment. If a comment is not left during that time period, the progress report will move out of the supervisory committee members' queue.

