

# How to Use the Progress Report Portal

GUIDE FOR GRADUATE  
SUPERVISORY COMMITTEE  
MEMBERS

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YORK 

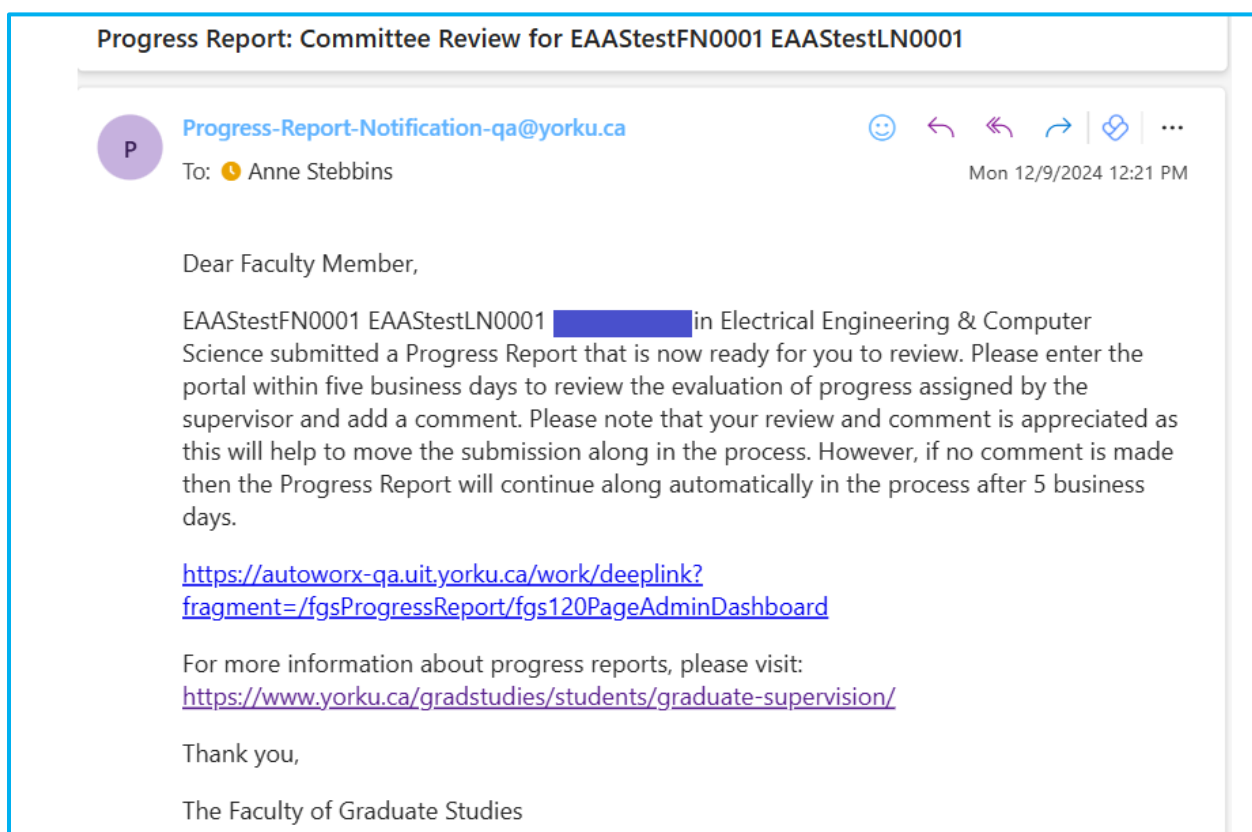


# Guide for Supervisory Committee Member: *How to Use the Graduate Progress Report Portal*

OFFICE OF THE DEAN (FGS) | DECEMBER 2024

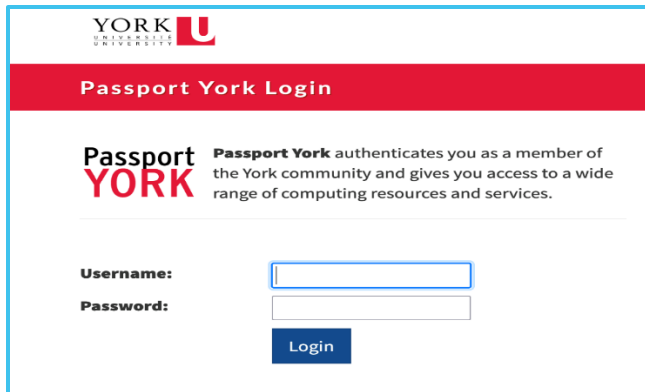
This guide describes the steps that supervisory committee members will each follow to review a student's progress report and provide an optional comment.

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.



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.

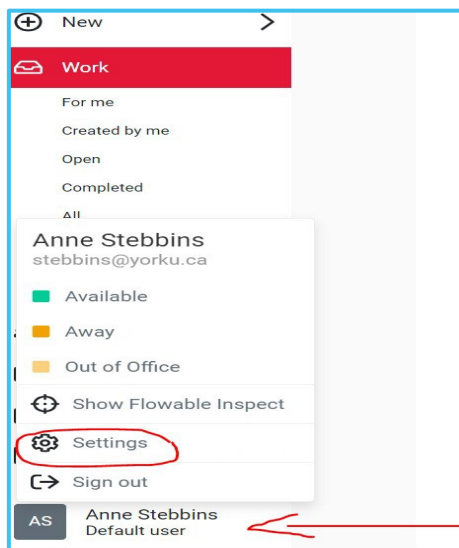
Access the Graduate Progress Report Portal using your Passport York credentials either by clicking on the link in the email or by accessing the login (for faculty) from the Faculty of Graduate Studies (FGS) [Graduate Portal](#) webpage.



The image above shows the passport YorkU login page.

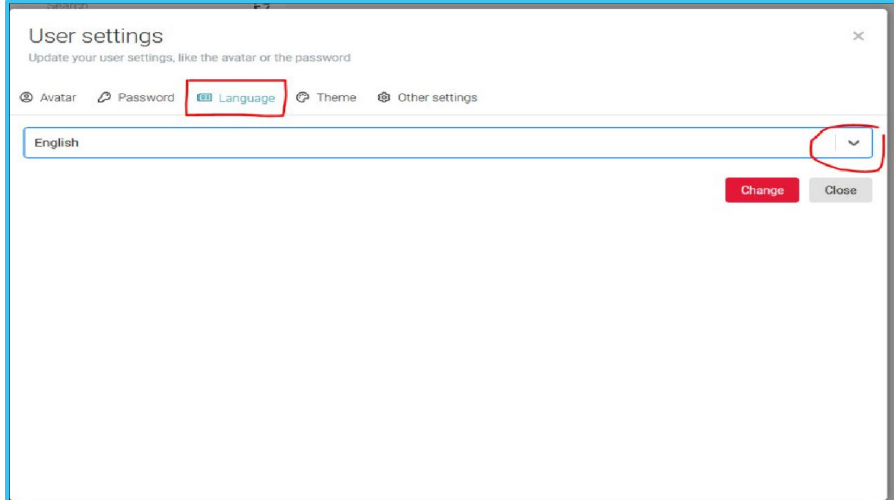
## Language Preference

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.

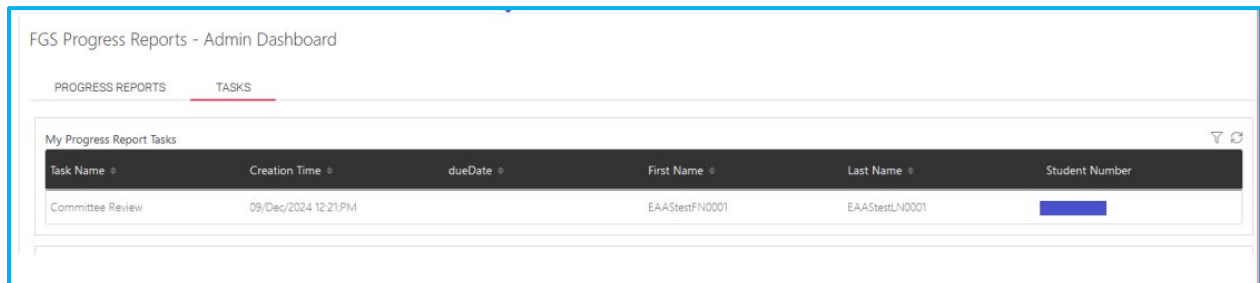
The portal language is set to English. To change to French, select “French” from the drop-down menu.



The image above shows the language setting.

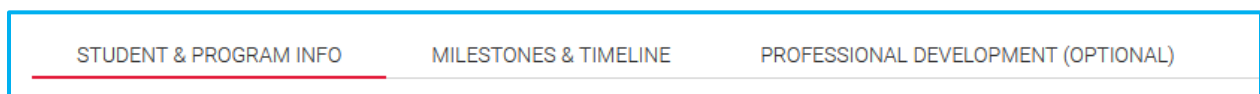
## How to Review a Progress Report and Add a Comment

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.



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

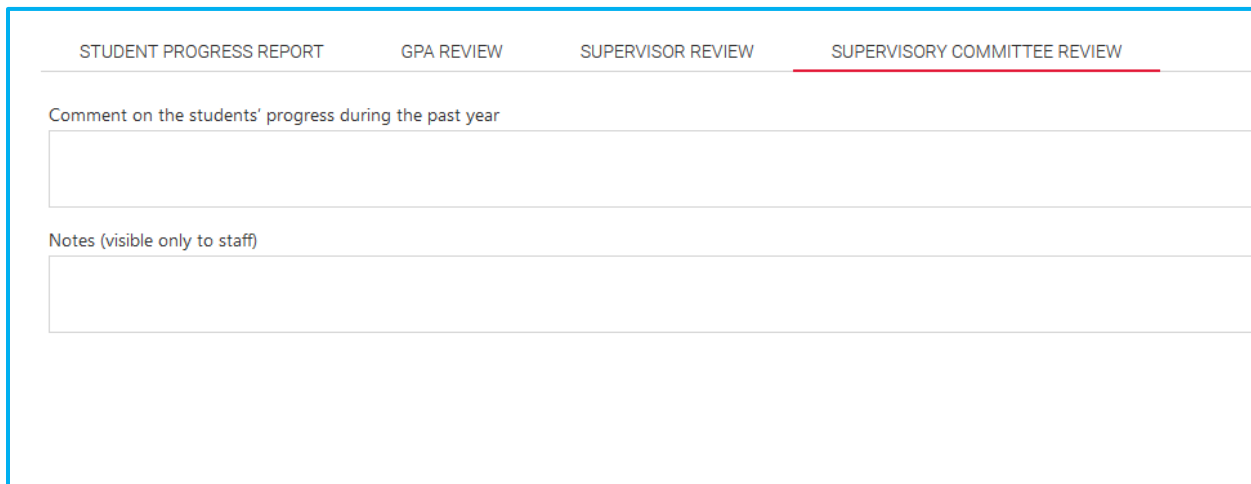
The progress report has tabs for you to review. Click on the “Student Progress Report” tab to review the information that the student has provided in three tabs called “Student & Program Information,” “Milestone and Timeline,” and “Professional Development (Optional).”



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

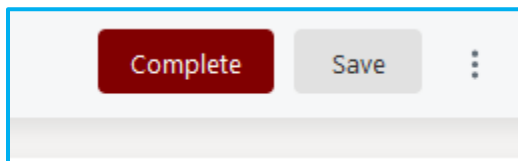
Click on the “Supervisor Review” tab to read what the supervisor has written about the student’s progress and to view the overall evaluation of the student’s progress assigned by the supervisor.

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.

The image shows a web interface with four tabs: "STUDENT PROGRESS REPORT", "GPA REVIEW", "SUPERVISOR REVIEW", and "SUPERVISORY COMMITTEE REVIEW". The "SUPERVISORY COMMITTEE REVIEW" tab is selected and underlined in red. Below the tabs, there are two text input fields. The first field is labeled "Comment on the students' progress during the past year" and is currently empty. The second field is labeled "Notes (visible only to staff)" and is also empty.

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 shows a close-up of the bottom right corner of the form. It features three elements: a dark red button with the word "Complete" in white text, a light grey button with the word "Save" in dark grey text, and a vertical ellipsis (three dots) icon.

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.