

All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online.

Supervisors/Co-Supervisors will receive email notifications:

- Advising that the Annual Progress Reports process has commenced and reports are available to students
- When there are reports ready for evaluation
- Reminder notifications when reports have not been completed
- When the report has been returned for revision by the Graduate Program Director
- When the supervisor/co-supervisor has been assigned as a designate supervisor/co-supervisor as the student does not currently have a clearly indicated supervisor/co-supervisor on record

The Graduate Student Annual Progress Report is completed sequentially by the:

- student
- supervisor
- co-supervisor (if applicable)
- Graduate Program Director

Supervisors/co-supervisors will view and complete their portion of the report through the Faculty Centre.

Accessing the Annual Progress Report:

There are 4 options for accessing the Annual Progress Report.

- **Option 1:** Through the link in an email notification
 - Click the link in the email notification indicating there are reports available to review
 - Log into the my.ucalgary.ca portal. Enter your Username and Password, then click [Sign in](#).



Annual Progress Report Supervisor

SA – GS Annual Progress Report



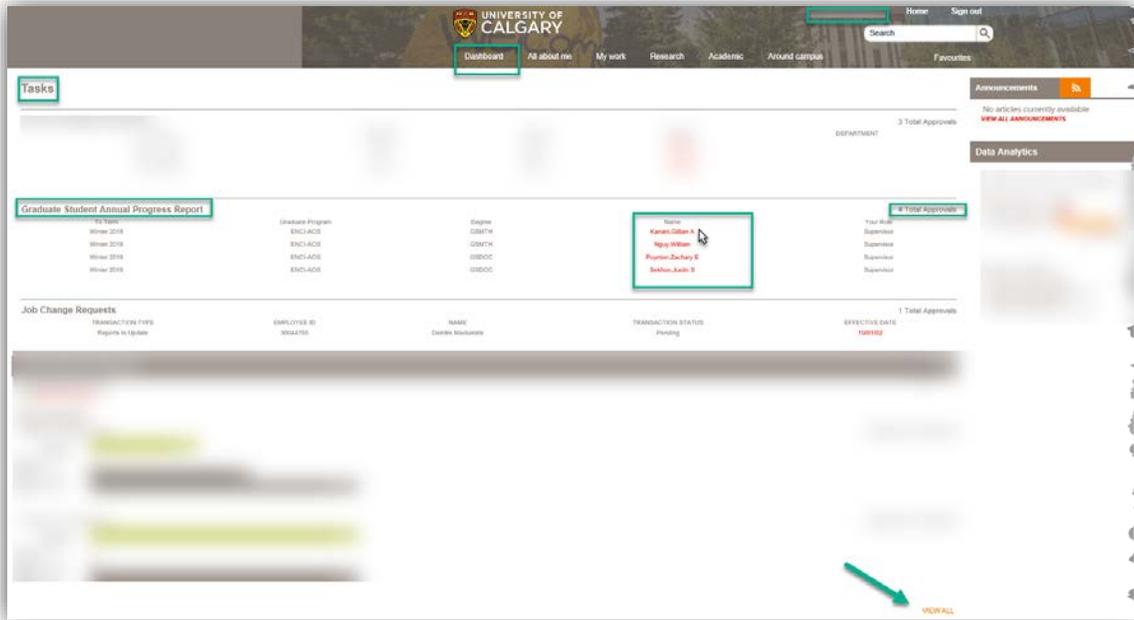
- **Option 2:** Copy and Paste the emailed link into your browser
 - From the email indicating there are reports available to review, copy the link for the report
 - Paste the link into the browser of your choice
 - Log into the my.ucalgary.ca portal. Enter your Username and Password, then click **Sign in**.

A screenshot of the Central Authentication Service (CAS) login page for the University of Calgary. The page has an orange and white background. At the top left, it says "Central Authentication Service". At the top right is the University of Calgary logo. Below the logo, there are two input fields: "IT Username" with a red arrow pointing to the right and the placeholder text "Enter User Name", and "Password" with a red arrow pointing to the right and the placeholder text "Enter User Password". Below these fields is a "Sign In" button. At the bottom of the page, there are links: "Create an eID", "I cannot access my account", "About CAS", and "Disclaimer". A blue starburst graphic is overlaid on the "Sign In" button, with a mouse cursor pointing at it.

- **Option 3:** Through the **Tasks** section of the my.ucalgary.ca portal
 - Log in to the my.ucalgary.ca portal. Enter your Username and Password and sign in.

A screenshot of the Central Authentication Service (CAS) login page for the University of Calgary, identical to the one above. It shows the "Central Authentication Service" header, the University of Calgary logo, the "IT Username" and "Password" input fields with placeholder text, the "Sign In" button, and the footer links: "Create an eID", "I cannot access my account", "About CAS", and "Disclaimer". A blue starburst graphic is overlaid on the "Sign In" button, with a mouse cursor pointing at it.

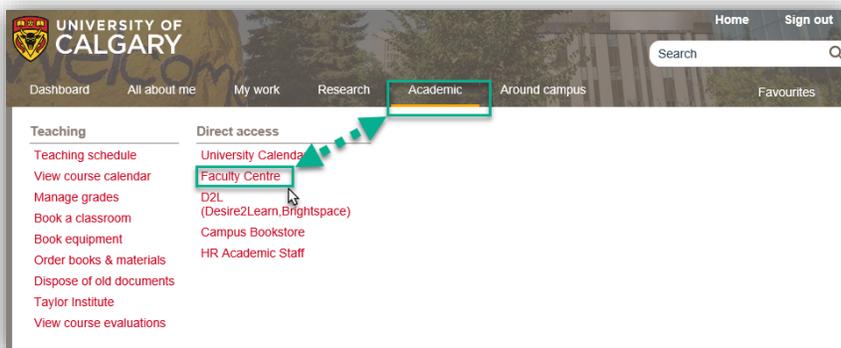
- When logged into the my.ucalgary.ca portal the **Dashboard** displays the Graduate Students Annual Progress Report on **Tasks** after a student submits their Annual Progress Report for review and approval. Click on the **name of the student** and you will navigate directly to their Annual Progress Report.



- **Option 4:** Directly through the **Faculty Center**
 - Log in to the my.ucalgary.ca portal.



- Under the **Quick Links** or **Academic** heading click **Faculty Centre**.



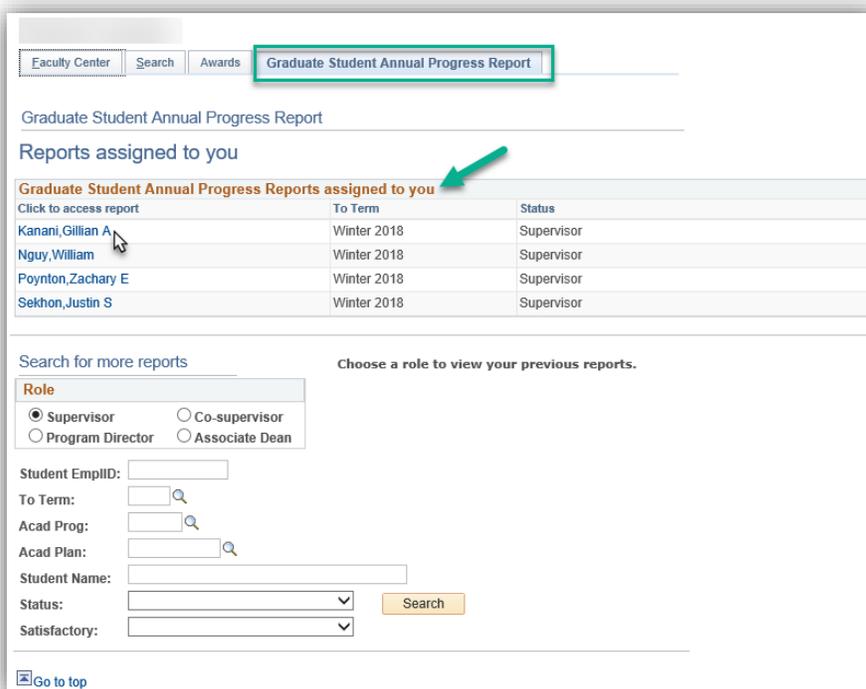
Annual Progress Report Supervisor

SA – GS Annual Progress Report

- Click the [Grad Stnt Annual Progress Rpt](#) (Graduate Student Annual Progress Report) link.



- Select the applicable student from the list of reports assigned to you:



Complete the Annual Progress Report.

For this example, the next steps will be from the Faculty Centre. Click on one of the reports assigned to you.

NOTE: It is important to save your work often, as there is a time out feature of 30 minutes where any unsaved work will be lost.

1. Review the Student's plans for upcoming year from previous progress report. This information is retrieved from the previous progress report and cannot be edited.
2. Review the Student's Achievements. Students will be asked to comment on their achievements in the areas of:
 - a. Other Funding held during this Reporting Period
 - b. Research
 - c. Publications
 - d. Conferences

- e. Teaching
 - f. Report on the Current Year’s Plan for Professional Development
 - g. Plans for upcoming Year
 - h. Plans for Professional Development for Upcoming Year
3. Review the Student’s Self-Evaluation. This evaluation allows the student, supervisor and co-supervisor (if applicable) to clearly see if their expectations and understanding are aligned. Students will be asked to rate themselves in the following areas:
- a. Course Work
 - b. Research
 - c. Teaching
 - d. Is Student Meeting Milestones
 - e. Research Ethics Approval
 - f. Completing the Checklist of Expectations with their supervisor.

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Teaching: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time  Research Ethics Approval: Not Applicable 

I have met with my supervisor to discuss and complete the checklist of expectations: Yes No

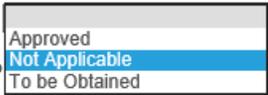
4. Complete the **Supervisor Evaluation** section of the form.
- a. Evaluate the student in the areas of Course Work, Research, Teaching, how the student is meeting milestones, Research Ethics Approval and whether a meeting has been held with the student to discuss and complete the checklist of expectations.

Supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Teaching: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones:  Research Ethics Approval: 

I have met with my student to discuss and complete the checklist of expectations: Yes No

Comment on Student Funding, Yes No. If delayed or unsatisfactory, detail your action plan.

I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

Reason:

Annual Progress Report

Supervisor

SA – GS Annual Progress Report

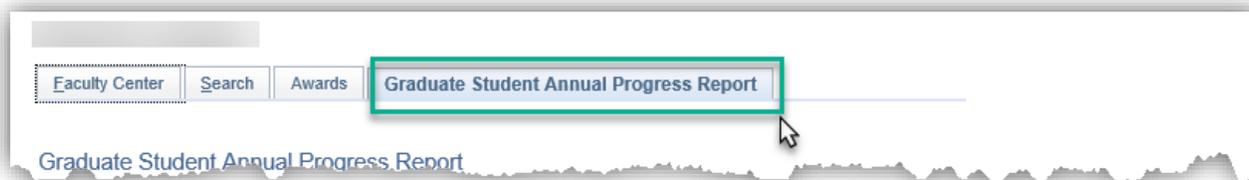


- b. In the comment box, add any comments relating to Funding, Committee Meetings and Successes. If the student's progress is "Delayed" or "Not meeting required timelines", include an action plan in the comment box.
5. The report may be returned to the student for revision if necessary. Make sure to use the **Reason** field to provide a reason for returning the report for revision. Click the **Return to Student** button to return the report back to the student.
6. Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
7. Click the Submit button to submit the report. You will receive a message to confirm if you wish to submit the report. The report will be forwarded to the co-supervisor (if applicable) then to the Graduate Program Director for their evaluation.

Viewing Previously Assigned Reports:

Supervisors and Co-Supervisors can use the search options to view reports previously assigned; for instance, to confirm if the student has acknowledged the report.

Navigate to [Faculty Centre](#) > [Graduate Student Annual Progress Report](#)



From Graduate Student Annual Progress Report in the Search for more reports section, select the applicable role. Additionally you can search for the student by Student ID number and/or Student Name if you wish to view the report for a specific student.

Faculty Center Search Awards **Graduate Student Annual Progress Report**

Graduate Student Annual Progress Report

Reports assigned to you

Graduate Student Annual Progress Reports assigned to you

Click to access report	To Term	Status
Kanani, Gillian A	Winter 2018	Supervisor
Nguy, William	Winter 2018	Supervisor
Poynton, Zachary E	Winter 2018	Supervisor
Sekhon, Justin S	Winter 2018	Supervisor

Search for more reports

Choose a role to view your previous reports.

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmpID:
 To Term:
 Acad Prog:
 Acad Plan:
 Student Name:
 Status:
 Satisfactory:

[Go to top](#)

If desired, you may also filter your search for a specific Term (e.g. 2181) by clicking on the **Look up tool**.

Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmpID:
 To Term:
 Acad Prog:
 Acad Plan:
 Student Name:
 Status:
 Satisfactory:

Look Up To Term Help

Search Results

View 100 First 1-9 of 9 Last

To Term	Description
2181	2181 - Winter 2018
2171	2171 - Winter 2017
2161	2161 - Winter 2016
2151	2151 - Winter 2015
2141	2141 - Winter 2014
2131	2131 - Winter 2013
2121	2121 - Winter 2012
2111	2111 - Winter 2011
2101	2101 - Winter 2010

Annual Progress Report Supervisor

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Or select an Academic Program, if desired (e.g. GSMTH):

Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmpID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Choose a role to view your previous reports.

Look Up Acad Prog

Search by: Academic Program begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Academic Program	Description
GSDOC	Graduate Studies Doctoral
GSMTH	Graduate Studies Master's Thes

Or select an Academic Plan, if desired (e.g. ARKY-AOS). You may enter the first letters of the Academic Plan and click **Look up**:

Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmpID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Go to top

Look Up Acad Plan

Search by: Academic Plan begins with

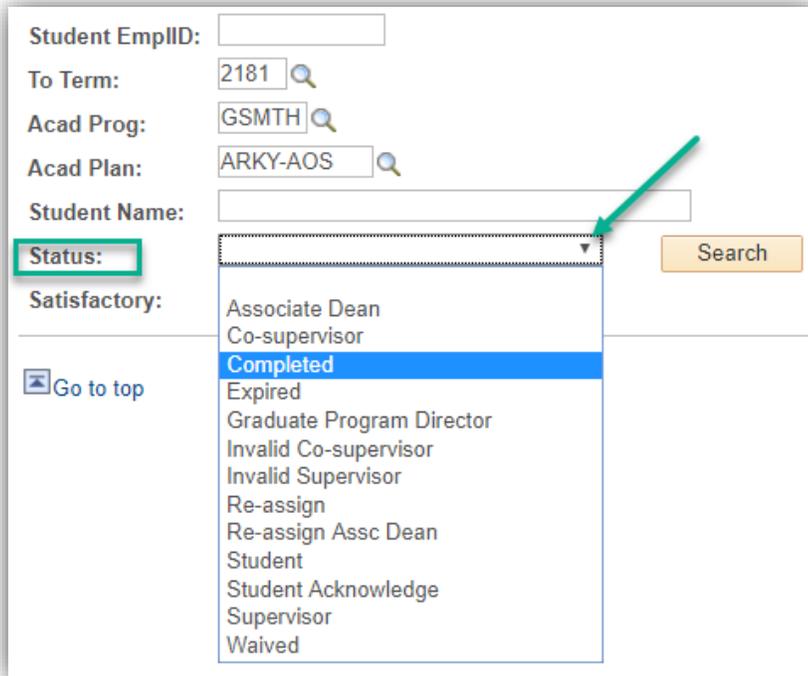
Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-120 of 120 Last

Academic Plan	Description	Short Description
ALTR-AOS	App Linguistics in Translation	ALTR-AOS
ANTH-AOS	Anthropology	ANTH-AOS
APSY-AOS	Division of Applied Psychology	APSY-AOS
ARHI-AOS	Art History	ARHI-AOS
ARKY-AOS	Archaeology	ARKY-AOS
ART-AOS	Art	ART-AOS
ASWP-AOS	Advanced Social Work Practice	ASWP-AOS
BADM-AOS	Business Admin	BADM-AOS
BIOL-AOS	Biology	BIOL-AOS
BISI-AOS	Biological Sciences	BISI-AOS
BLHG-AOS	Built and Landscape Heritage	BLHG-AOS
BMEN-AOS	Biomedical Engineering	BMEN-AOS
CAAP-AOS	Campus Alberta Appl Psychology	CAAP-AOS
CANP-AOS	Campus AB Appl Psych-Non Prog	CANP-AOS
CCUL-AOS	Communication and Culture	CCUL-AOS
CHFM-AOS	Chemistry	CHFM-AOS

Or select **Status**, if desired (e.g. Completed):



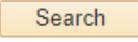
Student EmplID:

To Term: 

Acad Prog: 

Acad Plan: 

Student Name:

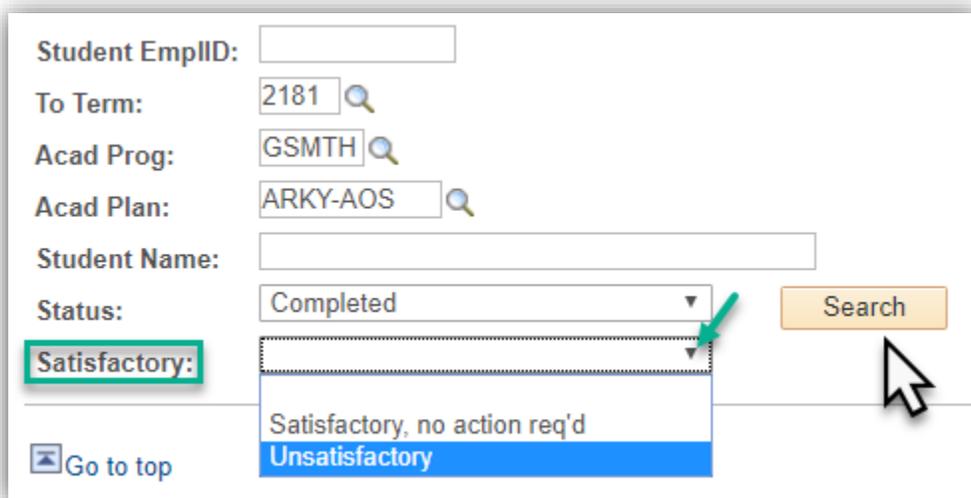
Status:  

Satisfactory:

 Go to top

- Associate Dean
- Co-supervisor
- Completed**
- Expired
- Graduate Program Director
- Invalid Co-supervisor
- Invalid Supervisor
- Re-assign
- Re-assign Assc Dean
- Student
- Student Acknowledge
- Supervisor
- Waived

Or select **Satisfactory** or **Unsatisfactory**, if desired (e.g. Unsatisfactory). When completed with your desired search criteria, press **Search**:



Student EmplID:

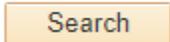
To Term: 

Acad Prog: 

Acad Plan: 

Student Name:

Status: 

Satisfactory:  

 Go to top

- Satisfactory, no action req'd
- Unsatisfactory**

Based on the search criteria entered the student(s) will display. Click on the name of the student whose report you would like to review (for FOIP reasons some information has been removed).

Annual Progress Report Supervisor

SA – GS Annual Progress Report



Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Reports previously assigned to you as supervisor

Click to access report	To Term	Acad Prog	Acad Plan	Status	Satisfactory
	Winter 2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Printing the Annual Progress Report:

If desired you can print the Annual Progress report, click the **Print** button in the upper right corner of the report.

Graduate Student Annual Progress Report

Name: Empl ID:

From Term: Spring 2017 To Term: Winter 2018 Status: Graduate Program Director

[FOIP Statement](#)

Contact

Address:

Phone: 1

Email: hcmtteam@ucalgary.ca

Citizenship Status:

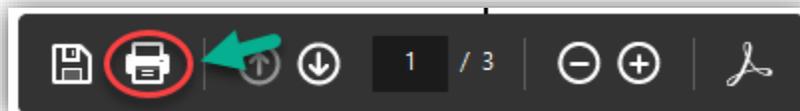
Status Date:

Visa/Pmt#:

Expire Dt:

Academics

The printable version (.pdf) will open in a new tab of your browser. Click the **printer icon** to print the file.



The Report Data will display in .pdf format (not entirely displayed).


UNIVERSITY OF CALGARY
 FACULTY OF GRADUATE STUDIES

Graduate Student Annual Progress Report

Printed on: April 02, 2019

Name: [REDACTED] Emplid: [REDACTED]
 From - To Term: Spring 2017 - Winter 2018

Address: [REDACTED]	Phone: [REDACTED] Email: hcmteam@ucalgary.ca																																																															
Citizenship Status: [REDACTED] Status Date: [REDACTED] Visa/Pmt#: [REDACTED] Expiration Date: [REDACTED]																																																																
Degree Program: MSC-DEG Master of Science Academic Program: GSMTH Graduate Studies Master's Thes Area of Study: ENCI-AOS Civil Engineering Anniversary Month: January Academic Load: Full-Time Year in Program: 3 Supervisor / Interim Advisor: [REDACTED]																																																																
Student Courses <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Institution</th> <th>Term</th> <th>Acad Prog</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>UCALG</td><td>Winter 2016</td><td>GSMTH</td><td>ENCI</td><td>653</td><td>01</td><td>A</td></tr> <tr><td>UCALG</td><td>Winter 2016</td><td>GSMTH</td><td>ENCI</td><td>655</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Winter 2016</td><td>GSMTH</td><td>ENCI</td><td>671</td><td>01</td><td>B+</td></tr> <tr><td>UCALG</td><td>Fall 2016</td><td>GSMTH</td><td>ENCI</td><td>665</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Fall 2016</td><td>GSMTH</td><td>ENCI</td><td>673</td><td>01</td><td>A</td></tr> <tr><td>UCALG</td><td>Fall 2016</td><td>GSMTH</td><td>ENGG</td><td>601</td><td>01</td><td>CR</td></tr> <tr><td>UCALG</td><td>Fall 2016</td><td>GSMTH</td><td>PHYS</td><td>611</td><td>01</td><td>AU</td></tr> <tr><td>UCALG</td><td>Winter 2017</td><td>GSMTH</td><td>ENGG</td><td>603</td><td>01</td><td>CR</td></tr> </tbody> </table>		Institution	Term	Acad Prog	Subject	Catalog	Section	Grade	UCALG	Winter 2016	GSMTH	ENCI	653	01	A	UCALG	Winter 2016	GSMTH	ENCI	655	01	A-	UCALG	Winter 2016	GSMTH	ENCI	671	01	B+	UCALG	Fall 2016	GSMTH	ENCI	665	01	A-	UCALG	Fall 2016	GSMTH	ENCI	673	01	A	UCALG	Fall 2016	GSMTH	ENGG	601	01	CR	UCALG	Fall 2016	GSMTH	PHYS	611	01	AU	UCALG	Winter 2017	GSMTH	ENGG	603	01	CR
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Student Awards Received <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Year	Description																																																													
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View Status Report History

The Status History is used to track the report history. Open the report for which you would like to view the Status History, using the steps for Accessing the Annual Progress Report.

Scroll to the bottom of the Annual Progress Report and click [View Status History](#).

Annual Progress Report Supervisor

SA – GS Annual Progress Report



I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

Reason:

[SUBMIT](#) [RETURN TO SUPERVISOR FOR REVISION](#)

[SAVE](#) [RETURN TO SEARCH](#) [VIEW STATUS HISTORY](#)

[Go to top](#)

The Status History shows the progression of the student's Annual Progress Report through the various stages. The APR is completed in sequential steps starting with the student. Under the "Assigned to" heading, it will show the name of the individual responsible for completing that step. The "Assigned on" heading shows when the Annual Progress Report moved to that new status, which is also when the previous step was completed. The APR action heading lists the action that the individual took to move the report to the next status (Submit, Return to Student, reassign, etc). The "Reason" heading shows the reason why an action was performed, for example why a report was returned to an individual.

Graduate Student Annual Progress Report Status History

Name: [redacted] Empl ID: [redacted] Institution: UCALG Status: Graduate Program Director
SeqNum: 3 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Status	Assigned to	Assigned on	APR action	Reason
1 Student	[redacted]	2018/05/01 10:05AM	Submit	
2 Supervisor	[redacted]	2018/05/15 12:23AM	Submit	
3 Graduate Program Director	[redacted]	2018/08/29 10:55AM	[redacted]	

[Return to report](#)

End of Procedure