



MyCampus User Guide

PGR Annual Review - Convenors

Document Control	
Title:	PGR Annual Review - Convenors
Version:	2
Owner:	MSDI Student Records
Publication Date:	April 2021

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1. PGR Annual Review – Process Overview

PGR – Annual Progress Review

All PGR students complete an Annual Progress Review. The process allows students and supervisors to plan training needs and milestones for the year.

Why has the process changed?

A new PGR Annual Review process has been developed to reduce workload, enable automatic tracking and to centralise all review data into MyCampus.

The New Process

Stage	User	Action
Stage 1	Administrator	Generates PGR Review Form and sends to student
Stage 2	Student	Completes Section B of form - Student Assessment
Stage 3	Supervisor	Reviews Section B and completes Section C of form - Supervisor Assessment
Stage 4	Student	Reviews Section A of form and confirms data is correct Reviews Section C of form and confirms reviewed
Stage 5	Administrator	Panel Review stage – Administrator adds Review Panel Member(s)
Stage 6	Convenor	Adds the outcome to Section D of the form - Review Panel
Stage 7	Student	Reviews outcome in Section A of the form and acknowledges receipt of outcome
Stage 8	Administrator	Reviews full form and submits to complete APR process

Who is this Guide For?

This user guide is for **PGR Convenors**. It details the steps required for **Stage 6** detailed in the above table.

2. Accessing the APR Forms

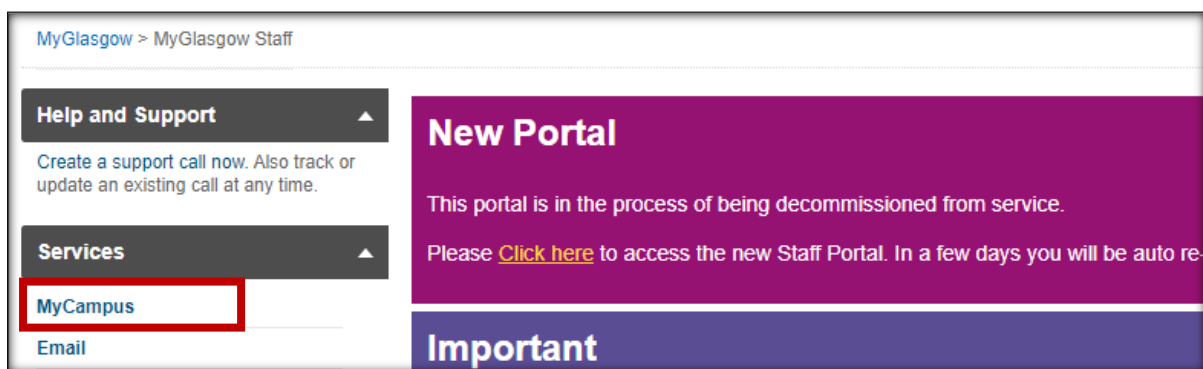
MyCampus

Convenors access the PGR Annual Review forms through MyCampus.

Accessing MyCampus

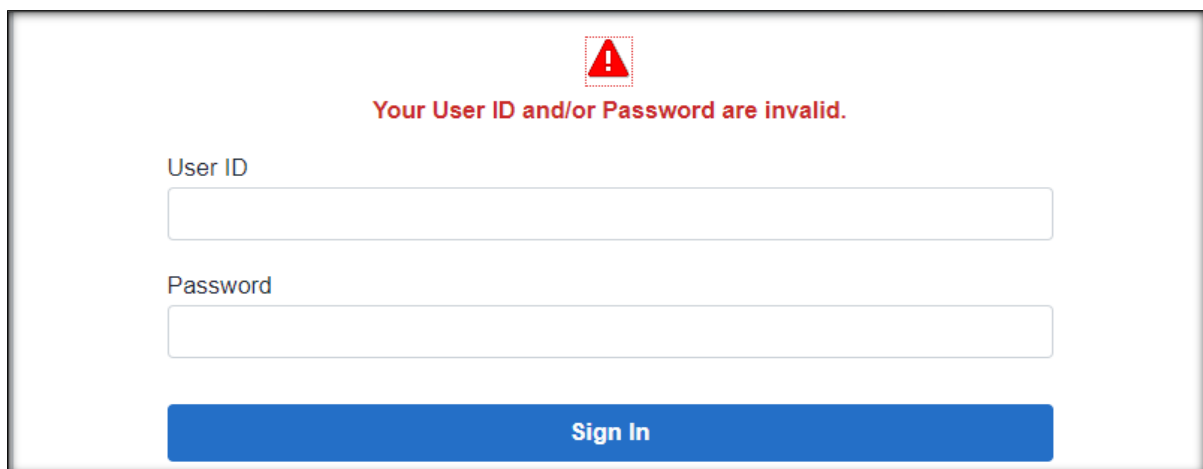
If you have not used MyCampus before, follow these steps.

- To access MyCampus, sign into MyGlasgow with your GUID and password <https://sharepoint.gla.ac.uk/staff/myglasgow/Pages/MyGlasgow.aspx>
- MyCampus is listed in the Services menu



- Login to MyCampus using your GUID and password.
- If you see a message indicating your User ID and/or password are incorrect your staff profile may need to be set up in MyCampus.

Raise a helpdesk call for the attention of [MyCampus Access and Permissions](#). Indicate that you are a PGR Convenor and have not used MyCampus before and are unable to login.

A screenshot of the MyCampus login page. At the top, there is a red warning icon and the text 'Your User ID and/or Password are invalid.' Below this, there are two input fields: 'User ID' and 'Password'. At the bottom, there is a blue 'Sign In' button.

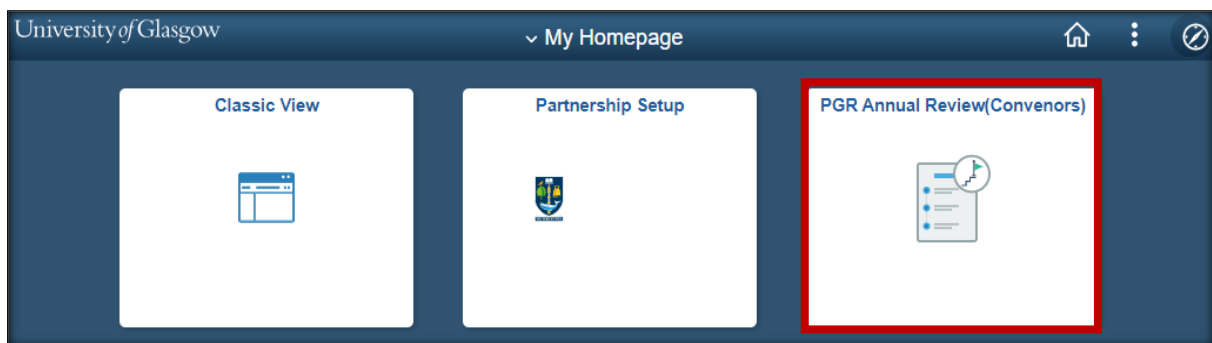
Accessing the APR Forms

The PGR Administrator adds the Convenors to the Annual Progress Review form. Convenors who have been added as a Review Panel Member in Section D of a form, will see a PGR Annual Review (Convenors) tile on their MyCampus homepage.

A Convenor will only have access to a form after it has passed the first 5 Stages in the process. When a student confirms they have reviewed the Supervisor Assessment section, the form is set to Review Status: 'Pending Review Panel'.

At this stage it is ready for a Convenor to add and submit the outcome of the review meeting.

- Login to MyCampus
- Click the PGR Annual Review tile. This will take you to a list of all forms that are available to you.
- Click on a student listed to access their form.



The screenshot shows the 'PGR Annual Review' page. The header includes a back arrow, 'My Homepage', and a 'PGR Annual Review' dropdown. Below the header is a table with one row of data. The table has columns for Student ID, Name, Academic Term, Academic Plan, and Review Status. The first row is highlighted with a red border.

Student ID	Name	Academic Term	Academic Plan	Review Status
1 2186177	[Redacted]	2020	Chemistry(R),PhD	Pending Panel Review

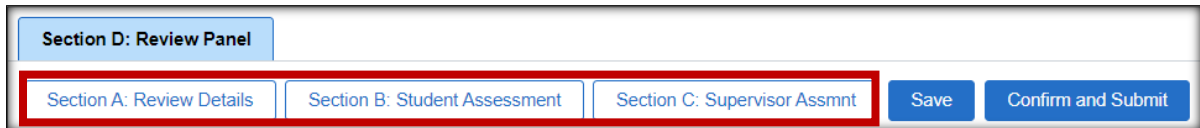
If you do not have access to a form but think you should, please contact the PGR Administrator who will be able to check the status of the form for you.

3. Review APR Form

The form will open at Section D: Review Panel. This is where the Convenor adds a summary of the meeting, the outcome, and any additional comments.

The Convenor also has read only access to the other sections of the form for review.

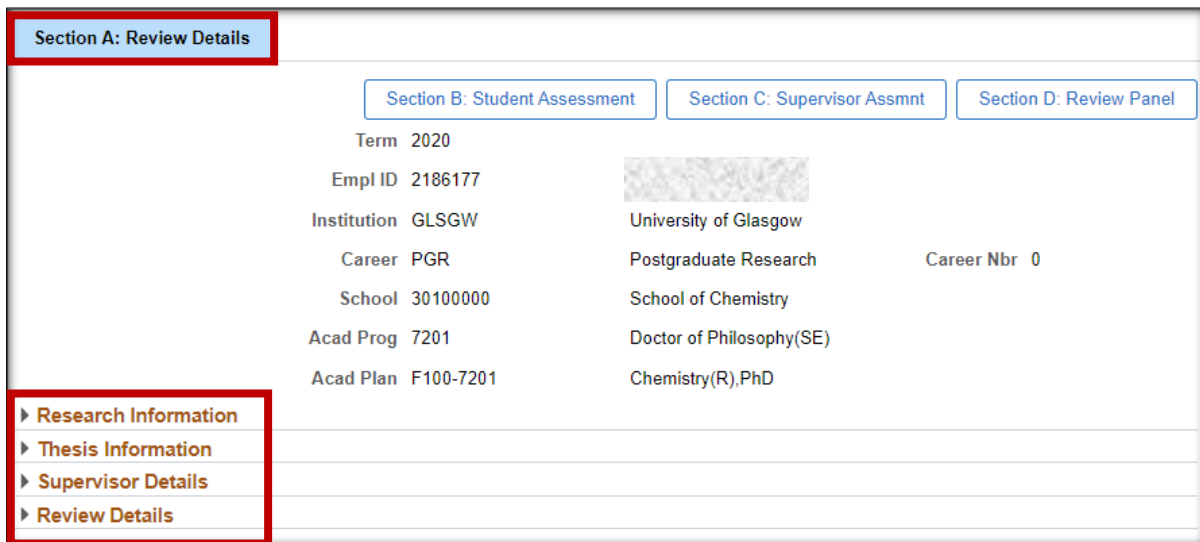
- Navigate through the form using the Section buttons.



Section A – Review Details

Section A contains read only student information, pulled from MyCampus.

- Use the arrows to expand each subsection.



Section B – Student Assessment

Section B contains the review information supplied by the Student. Convenors will have read only access.

Section B: Student Assessment		
Section A: Review Details		
Section C: Supervisor Assmnt		
Section D: Review Panel		
Term	2020	
Empl ID	2186177	
Institution	GLSGW	University of Glasgow
Career	PGR	Postgraduate Research
School	30100000	School of Chemistry
Acad Prog	7201	Doctor of Philosophy(SE)
Acad Plan	F100-7201	Chemistry(R),PhD
Career Nbr	0	

- ▶ Student Assessment
- ▶ Training Needs Analysis and Training Log
- ▶ Documentation
- ▶ Student Confirmation

Section C – Supervisor Assessment

Section C contains the review information supplied by the Supervisor. Convenors will have read only access.

Section C: Supervisor Assmnt		
Section A: Review Details		
Section B: Student Assessment		
Section D: Review Panel		
Term	2020	
Empl ID	2186177	
Institution	GLSGW	University of Glasgow
Career	PGR	Postgraduate Research
School	30100000	School of Chemistry
Acad Prog	7201	Doctor of Philosophy(SE)
Acad Plan	F100-7201	Chemistry(R),PhD
Career Nbr	0	

- ▶ Supervisor Assessment

4. Complete Section D: Review Panel Outcome

Section D: Review Panel

When you have finished reviewing the form you are ready to enter and submit the review meeting summary and outcome. If required, you can also change the date of the Review Meeting.

- Enter the meeting summary and any feedback
- Enter the outcome, choosing from the options available
- Add any additional comments
- You can use the spell check feature to check the page
- To save progress and complete the form at a later time, use the Save option
- When you are ready to submit the outcome details to the student for review, Click Confirm and Submit

Section D: Review Panel

Section A: Review Details | Section B: Student Assessment | Section C: Supervisor Assmnt | **Save** | **Confirm and Submit**

Term 2020
Empl ID 9903719
Institution GLSGW University of Glasgow
Career PGR Postgraduate Research Career Nbr 0
School 40400000 School of Law
Acad Prog 7305 Master of Laws(R)
Acad Plan M300-7305 Law,LLM(R)

▼ Review Panel

Review Panel Members

Reviewer ID	Name
1003807	



Date of Review Meeting
03/22/2021

Please provide summary of the meeting here, including any feedback for the students and supervisors.

Outcome

Comments

Outcome Options

PGR Annual Review Outcome 	Description 
A	Student Progress Approved.
B	Student Progress Approved with continued FT/PT registration.
C	Student Progress Approved - Thesis Pending.
D	Student Progress Approved - submit as planned.
E	Student Progress Approved subject to addressing minor issues.
F	Student progress only if substantial issues are addressed and/or further review.

What Happens Next

When the outcome has been submitted the student will receive an email, asking them to review the outcome and submit the final form.

The PGR Administrator will then be able to perform the final outcome processing which will update the student's annual review milestone in MyCampus.

The student record will be updated as per the table below

Outcome	ANNL REVW Milestone Grade Input	Additional MyCampus Update
A	CON - continue current registration	
B	CON - continue current registration	1 Year added to End Date
C	THS - continue thesis only	Academic Load changed to Thesis Pending
D	CON - continue current registration	
E	PRC - progress with conditions	
F	PRC - progress with conditions	

Once the Administrator has processed the outcome, the Convenor will no longer have any access to the form.

If you need to make any changes after the form has been submitted, contact the PGR Administrator. Any change made will have to be reviewed and confirmed again by the student.

A. Appendix: Process Flow

