



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Annual Progress Report

Graduate Program Director

Created: April 2025

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Introduction

About



All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online. Annual Progress Reports require sequential contribution from student, supervisor, co-supervisor (if applicable) and Graduate Program Director.

Important Reminders



Graduate Program Directors will receive email notifications:

- Advising that the Annual Progress Reports process has commenced, and reports are available to students
- When there are reports for them ready for evaluation
- Reminder notification when reports have not been complete
- When there are report(s) returned for revision/completion by the FGS Associate Dean

Incomplete Annual Progress Reports will be reassigned to the next user in the workflow after 15 days. In such cases Graduate Program Directors can request the FGS AD students to return the APR to them for completion.

Note



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

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

Graduate Program Directors will view and complete their portion of the report through the Faculty Centre in the my.ucalgary.ca portal.

Details for the Annual Progress Report include how to access, complete, print, view history and view any previously assigned reports.

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.ualgary.ca portal. Enter your Username and Password, then click [Sign in](#).



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.ualgary.ca portal. Enter your Username and Password, then click [Sign in](#)

Option 3: Through the Tasks section of the my.ualgary.ca portal

- Log in to the my.ualgary.ca portal. Enter your Username and Password and sign in.
- When logged into the my.ualgary.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.

UNIVERSITY OF CALGARY

Dashboard All about me My work Research Academic Around campus

Tasks

Graduate Student Annual Progress Report →

| To Term | Graduate Program | Degree | Name | Your Role |
|-------------|------------------|--------|------------|---------------------------|
| Winter 2024 | EDER-AOS | GSDOC | [Redacted] | Graduate Program Director |
| Winter 2024 | EDER-AOS | GSMTH | [Redacted] | Graduate Program Director |
| Winter 2024 | EDER-AOS | GSDOC | [Redacted] | Graduate Program Director |
| Winter 2024 | EDER-AOS | GSDOC | [Redacted] | Graduate Program Director |
| Winter 2024 | EDER-AOS | GSDOC | [Redacted] | Graduate Program Director |

23 Total Approvals

VIEW ALL

Option 4: Directly through the Faculty Center

- Log in to the my.ualgarey.ca portal
- Under the **Quick Links** or **Academic** heading click **Faculty Centre**

Home Sign out

Search

Around campus Favourites

Quick Links

Thrive - Faculty Report Form

Faculty Centre - NBA

Webmail

Faculty Center ←

D2L (Desire2Learn, Brightspace)

PS Student Administration

Payroll Details

My grades

Teaching schedule

VIEW ALL

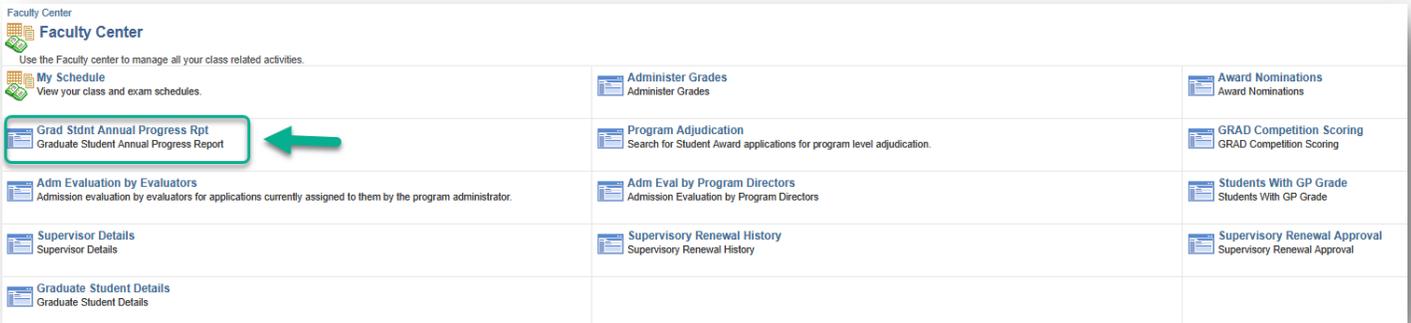
Announcements

No articles currently available

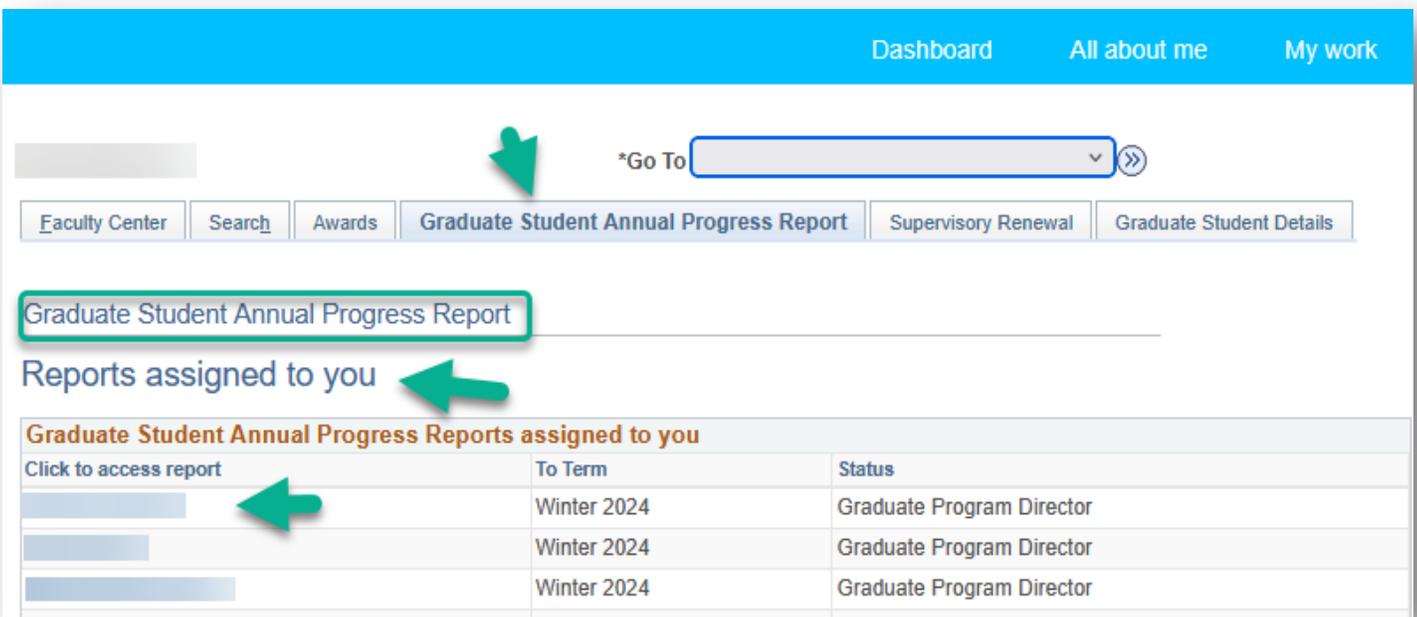
VIEW ALL ANNOUNCEMENTS

terface. Some links may not be
i student, you will see a banner at

- Click the **Grad Stdnt Annual Progress Rpt** (Graduate Student Annual Progress Report) link.



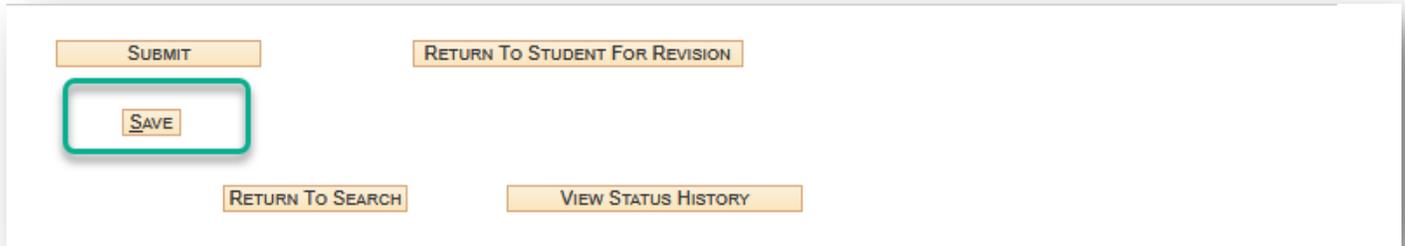
- Select the applicable student from the list of reports assigned to you:



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 **15 minutes** where any unsaved work will be lost.



1. Review the Student's Achievements/Self-Assessment. This will cover achievements in the areas of Funding, Research, Publications, Conferences, Teaching, Professional Development, and Plans for the Upcoming Year.

Graduate Student Annual Progress Report

Name: [Redacted] Empl ID: [Redacted] [PRINT](#)

From Term: Spring 2023 To Term: Winter 2024 Status: Graduate Program Director [FOIP Statement](#)

Contact

Address: [Redacted] Phone: [Redacted] Email: [Redacted] Citizenship Status: [Redacted] Status Date: 2024/01/15

Academics

Anniversary Month: September Degree Program: PHD-DEG Doctor of Philosophy
Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral
Year in Program: [Redacted] Area of Study: EDER-AOS Educational Research
Supervisor / Interim Advisor: [Redacted]
Co-supervisor: [Redacted]

Student Courses

| | Institution | Term | Acad Prog | Subject | Catalog | Section | Grade |
|---|-------------|-------------|-----------|---------|---------|---------|-------|
| 1 | UCALG | Winter 2017 | GSDOC | EDER | 701 | 04 | |
| 2 | UCALG | Winter 2017 | GSDOC | EDER | 772 | S01 | |
| 3 | UCALG | Spring 2017 | GSDOC | EDER | 603 | 06 | |
| 4 | UCALG | Fall 2017 | GSDOC | EDER | 700A | 01 | |
| 5 | UCALG | Fall 2017 | GSDOC | EDER | 778 | 01 | |
| 6 | UCALG | Winter 2018 | GSDOC | EDER | 700B | 01 | |
| 7 | UCALG | Summer 2018 | GSDOC | EDER | 778 | 01 | |

Student Awards Received

| | Award Year | Award Code | Description |
|---|------------|------------|-------------|
| 1 | | | |

2. A section will also show the student’s self-evaluation of their progress in their graduate program, including an evaluation of course work, teaching and research. Students have the option of selecting N/A if appropriate. The student will also assess their progress in meeting milestones in the “**is student meeting milestones**” dropdown menu. This evaluation allows the student, supervisor and co-supervisor (if applicable) to clearly see if their expectations and understanding are aligned.

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

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

Is student meeting milestones: a) Yes, on time 

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

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

I have had a supervisory committee meeting: No Yes Date

I have met with my supervisor to discuss career options and developed a Professional Development Plan. No Yes

3. Review the Supervisor and Co-Supervisor (if applicable) Evaluation portions of the report. Graduate Program Directors can view the supervisors ratings based on Course Work, Research, Teaching, and meeting milestones, as well as any comments related to Student Funding, Committee Meetings, and Successes. If the student’s progress is delayed or unsatisfactory, the supervisor should detail their proposed action plan.

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

Is student meeting milestones: c) Delayed with plan in place

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

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

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

4. Complete the Graduate Program Director Evaluation of Student Progress portion of the report.
 - Select either **Satisfactory, no action required** or **Unsatisfactory**. If Unsatisfactory is selected, make sure to include an action plan that will be followed in the Comments box.
 - All Unsatisfactory reports are forwarded to the Associate Dean for approval of the action plan.
 - The Student, Supervisor, Co-Supervisor (if applicable) and Graduate Program Administrator will receive an email notification indicating that the report evaluation was unsatisfactory.
 - When the report is unsatisfactory, the student may request a meeting and the director will be required to follow up on the request.

5. The report may be returned to the Supervisor and/or Co-Supervisor for revision if necessary. Include a reason for returning the report for revision in the **Reason** field. Click the **Return to Supervisor** button to return the report back to the Supervisor.
 - Click the **Return to Supervisor** button to return the report back to the Co-Supervisor as well. The report will be routed back to the Supervisor who will then submit the report to return it to the Co-Supervisor
 - The Supervisor can also send the report back to the Student if required.

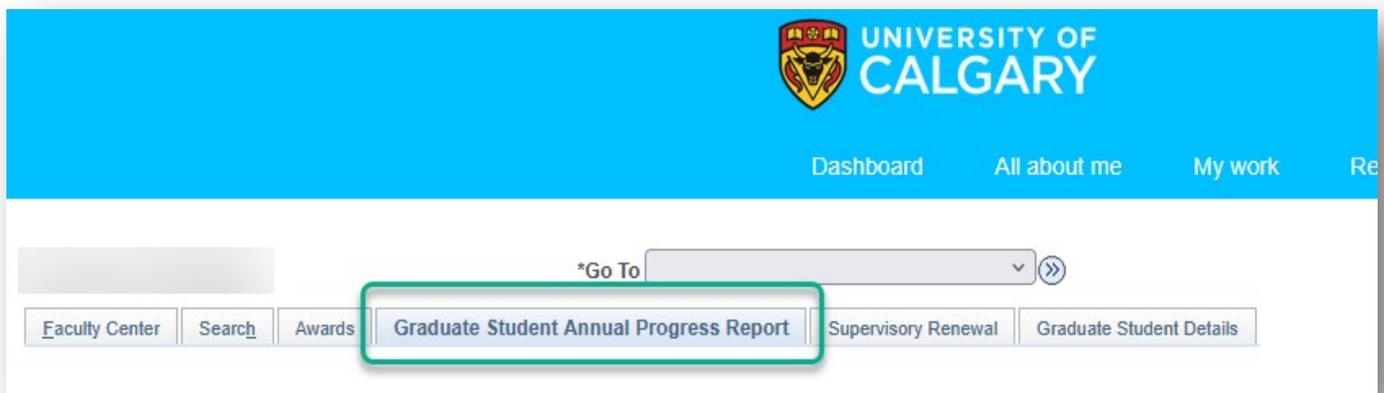
- Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
- Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. Students will then receive a notification the evaluation is complete and requested to acknowledge it.

| | | |
|--|--|--|
| 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: <div data-bbox="967 415 1479 554" style="border: 1px solid #ccc; height: 66px;"></div> |
| <div data-bbox="186 590 412 621" style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">SUBMIT</div> <div data-bbox="537 590 883 621" style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block; margin-left: 100px;">RETURN TO SUPERVISOR FOR REVISION</div> | | |
| <div data-bbox="256 659 342 690" style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">SAVE</div> | | |
| <div data-bbox="354 737 537 762" style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">RETURN TO SEARCH</div> | | <div data-bbox="691 737 883 762" style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">VIEW STATUS HISTORY</div> |

Viewing Previously Assigned Reports

Graduate Program Directors 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** tab



- 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:

| | | |
|--|-------------|---------------------------|
| | Winter 2024 | Graduate Program Director |
| | Winter 2024 | Graduate Program Director |

Search for more reports

Choose a role to view your previous reports.

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmplID:

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. 2231) by clicking on the **Look up tool**.

Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmplID:

To Term: 🔍

Acad Prog: 🔍

Acad Plan: 🔍

Student Name:

Status:

Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

Look Up To Term x

[Help](#)

Search Results

View 100 First ◀ 1-16 of 16 ▶

| To Term | Description |
|---------|--------------------|
| 2251 | 2251 - Winter 2025 |
| 2241 | 2241 - Winter 2024 |
| 2231 | 2231 - Winter 2023 |
| 2221 | 2221 - Winter 2022 |
| 2211 | 2211 - Winter 2021 |
| 2201 | 2201 - Winter 2020 |
| 2191 | 2191 - Winter 2019 |
| 2181 | 2181 - Winter 2018 |
| 2171 | 2171 - Winter 2017 |

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

Search for more reports

Role

Supervisor Co-supervisor
 Program Director Associate Dean

Student EmplID:

To Term: 🔍

Acad Prog: 🔍

Acad Plan:

Student Name:

Status:

Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

Look Up Acad Prog

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First ◀ 1-4 of 4 ▶ Last

| Academic Program | Description |
|------------------|--------------------------------|
| GSDOC | Graduate Studies Doctoral |
| GSDOC | Graduate Studies Doctoral |
| GSMTH | Graduate Studies Master's Thes |
| 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 EmplID:

To Term: 🔍

Acad Prog: 🔍

Acad Plan: 🔍

Student Name:

Status:

Satisfactory:

[Go to top](#)

Choose a role to view your previous reports.

Look Up Acad Plan

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First ◀ 1-146 of 146 ▶ Last

| Academic Plan | Description | Short Description |
|---------------|--------------------------------|-------------------|
| ALTR-AOS | App Linguistics in Translation | ALTR |
| ANTH-AOS | Anthropology | ANTH |
| ANU1-AOS | Advanced Nursing Practice I | ANU1 |
| ANU2-AOS | Advanced Nursing Practice II | ANU2 |
| APSY-AOS | Division of Applied Psychology | APSY |
| ARHI-AOS | Art History | ARHI |
| ARKY-AOS | Archaeology | ARKY |
| ART-AOS | Art | ART |

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

Search for more reports

Role

Supervisor Program Director

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

Search

Go to top

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

Search for more reports

Choose a role to view your previous reports.

Role

Supervisor Co-supervisor Program Director Associate Dean

Student EmplID:

To Term: 2231

Acad Prog: GSMTH

Acad Plan: ARKY-AOS

Student Name:

Status:

Satisfactory:

Search

Go to top

8. 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).

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:

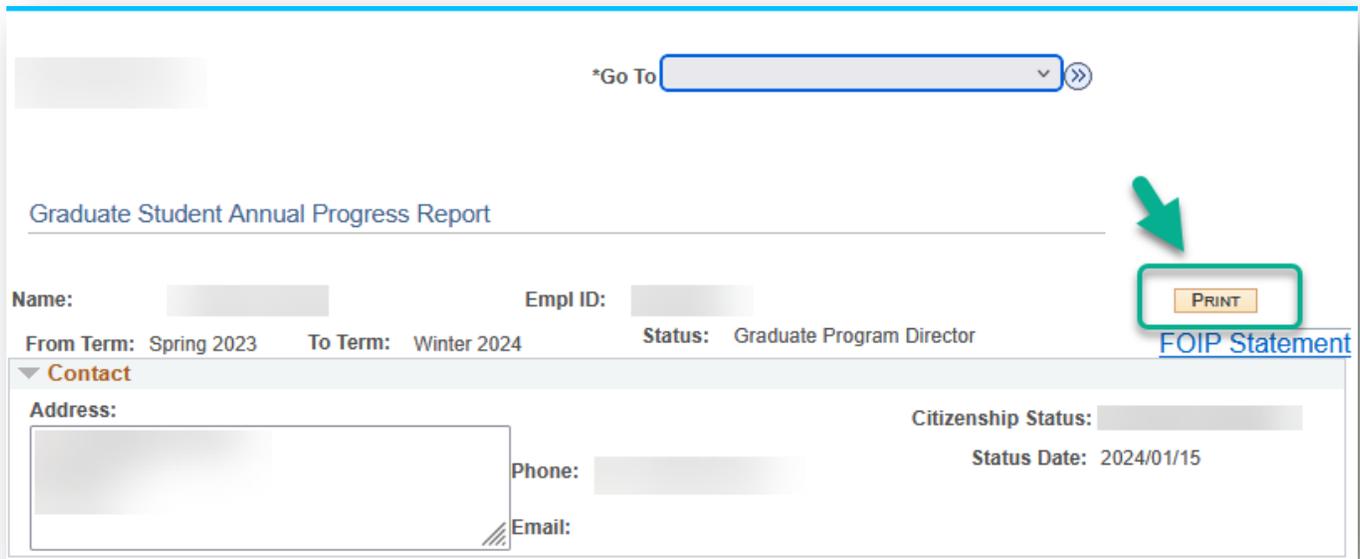
Satisfactory:

Reports previously assigned to you as supervisor

| Click to access report | To Term | Acad Prog | Acad Plan | Status | Satisfactory |
|------------------------|-------------|-----------|-----------|--------|--------------|
| | Winter 2023 | GSMTH | | | |
| | Winter 2023 | GSMTH | | | |
| | Winter 2023 | GSMTH | | | |
| | Winter 2023 | GSMTH | | | |

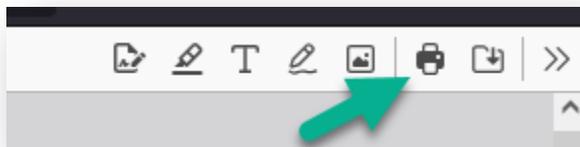
Printing the Annual Progress Report

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



The screenshot shows a web form titled "Graduate Student Annual Progress Report". At the top right, there is a "*Go To" dropdown menu. Below the title, there are fields for "Name:", "Empl ID:", "From Term: Spring 2023", "To Term: Winter 2024", and "Status: Graduate Program Director". A "PRINT" button is highlighted with a red box and a red arrow. Below the form, there is a "Contact" section with fields for "Address:", "Phone:", "Email:", "Citizenship Status:", and "Status Date: 2024/01/15". A link for "FOIP Statement" is also visible.

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).



Graduate Student Annual Progress Report

Printed on: April 18, 2025

Name: [REDACTED] Emplid: [REDACTED]
From - To Term: Spring 2023 - Winter 2024

| | | |
|---|---------------------------------|-----------------------------|
| Address: [REDACTED] | | Phone: [REDACTED] Email: |
| Citizenship Status: Permanent Resident Status Date: 2024-01-15 | | |
| Degree Program: | PHD-DEG Doctor of Philosophy | |
| Academic Program: | GSDOC Graduate Studies Doctoral | |
| Area of Study: | EDER-AOS Educational Research | |
| Anniversary Month: | September | |
| Academic Load: | Full-Time | |
| Year in Program: | [REDACTED] | |
| Supervisor / Interim Advisor: | [REDACTED] | |
| Co-supervisor: | [REDACTED] | |

View Status Report History

1. 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](#).

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

2. 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.