MyCampus Support, Development & Infrastructure

MyCampus User Guide
PGR Annual Review - Administrators

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Contents

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 system 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 Administrators**. It details the steps required for **Stages 1, 5** and **8**. Also included is guidance on the additional Administration features which allow you to manage the process and assist other users.

Stage 1 - Administrator Generates and Sends Form

PGR Annual Review Landing Page

Login into MyCampus to see your MyCampus Homepage. PGR Administrators now have a PGR Annual Review Form tile. Click this tile to access the PGR Annual Review Forms area.
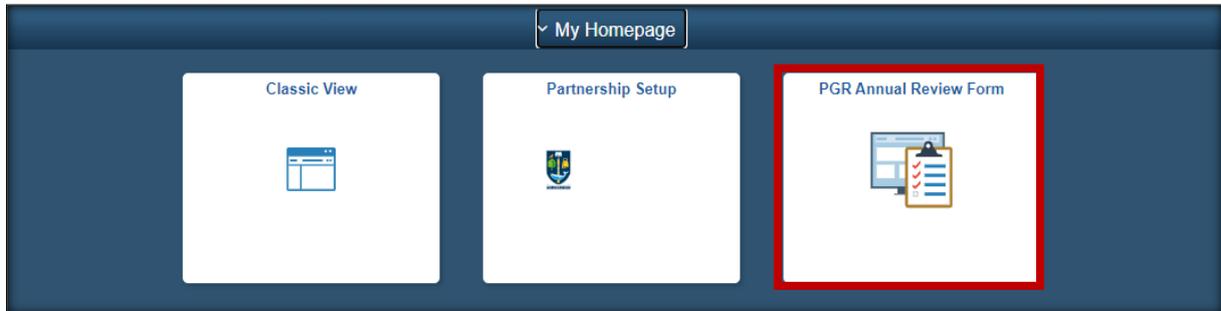
You will be taken to the Create Annual Progress Review page. Here you can generate student PGR review forms and send the forms to your students. This is also where you access the forms to review and process the data within.

The School Notification Setup page is also accessed here. This page contains optional settings for School and Convenor notifications and is where a School contact email address can be set, which will be available to students. It is important to have these options set for your School before you send forms to students. (see Helpful Features).
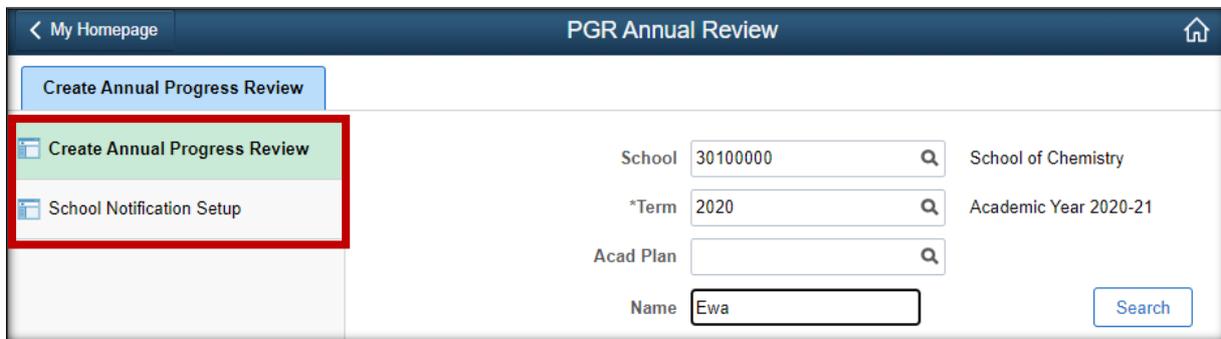
Search for Students

- School and Term are compulsory search fields.
  Note: You will only have access to Schools you have permission to view. This is controlled by your Academic Organisation security in MyCampus.

- Academic Plan and Name are optional search criteria. You can search by forename or surname but not both.
  Note: The search fields do not recognise spaces, if the student has multiple names this may cause an issue. For example: Mary Lou will not return anything, a wildcard must be used in place of the space: Mary%Lou

- Click Search to return the list of students
  You are now ready to generate the PGR Annual Review forms

Generate the PGR Annual Review Form

Generate a Single Form
- Set the Create Form toggle to 'Yes'
- Click 'Process'
- The Form Created field will change to 'Y'
- The Review Status will change to 'From Created'
- The Create Form option is no longer available and the Send to Student option is now enabled
- The Student ID is now a link to access the APR form

Generate Multiple Forms
- Set the Create Form toggle to 'Yes' for all students you wish to generate a form for.
- Click 'Process'

If you have a long list of students, use the Select All – Create Form button to set the toggle to 'Yes' for all students. Unselect All – Create Form will set the toggle back to 'No'

If there are students in the list to be omitted, use the Ignore toggle. Set those students to Ignore and then use the Select All option.

Send Annual Progress Review Form to Students

Studnets do not have access to the generated form until it has been sent.

Send a Single Form
- Set the Send to Student toggle to 'Yes'
- Click 'Process'
- The Sent to Student field will change to 'Y'
- The Review Status will change to 'Pending Student Assessment'
- The Send to Student option is no longer available

Note: The form must first be created or the Send to Student option will not be available.

Student Id	First Name	Last Name	Student Status	Plan	Plan Description	Ignore	Year of Study	Thesis Submitted	Sent To Student	Form Created	Review Status	Outcome	Create Form	Send to Student
1 2186177			Active	F100-7201	Chemistry(R),PhD	No	1	N	N	Y	Form Created		No	No

					Process
Sent To Student	**Form Created**	**Review Status**	**Outcome**	**Create Form**	**Send to Student**
N	Y	Form Created		No	Yes

Sent To Student	**Form Created**	**Review Status**	**Outcome**	**Create Form**	**Send to Student**
Y	Y	Pending Student Assessment		No	No

Send Multiple Forms
- Set the Send to Student toggle to 'Yes' for all students who should be notified that their form is available for completion.
- Click 'Process'

If you have a long list of students, use the Select All – Send to Student button to set the toggle to 'Yes' for all students. Unselect All – Send to Student will set the toggle back to 'No'

If there are students in the list to be omitted, use the Ignore toggle. Set those students to Ignore and then use the Select All option.

Select All - Create Form	Select All - Send to Student	Unselect All - Create Form	Unselect All - Send to Student	Send Notification

The students will receive an email asking them to complete the form and providing them with a link to the form. Students will also be able to access the form through their Student Centre.

The Annual Progress Review Form

When an APR form has been generated, the Student ID becomes a link providing access to that form.

- Click on the Student ID to open the form.

Section A – Review Details

The form opens on Section A. This area contains read only student record data pulled from MyCampus. Use the arrows to expand each subsection. If any information is incorrect, you must update it in the MyCampus pages. It is particularly important to check the Plan and Supervisor details are correct. (see troubleshooting).

There is also a Review Details subsection, where you can see what stage the form is at and where you can manually change the review status to set the form back to an earlier stage or to move it forward. (see Helpful Features).

Section B – Student Assessment

This section is completed by the student at stage 2 of the process. You have read only access to the content but can assist the student by uploading and deleting supporting documentation if required.

Section C – Supervisor Assessment

This section is completed by the Supervisor at stage 3 of the process. You will have read only access.

Contact Student and Contact Student Supervisor

The Contact Student and Contact Student Supervisor buttons allow you to quickly send an email if required. The student or supervisor email addresses will be pre-populated. You can add further recipients, compose your message, and send the email.

Stage 5 – Administrator Enters Review Panel Information

After the form has been sent to the student it goes through the following stages:

Stage 2:   **Student completes Section B – Student Assessment**
When completed the Review Status changes to 'Pending Supervisor Assessment'

Stage 3:   **Supervisors completes Section C – Supervisor Assessment**
When completed the Review Status changes to 'Pending Student Confirmation'

Stage 4:   **Student Confirms all information is correct and they have read Section C**
When completed the Review status changes to 'Pending Panel Review'

Section D – Review Panel

The Administrator must add the Review Panel Members. This can be added at any time after the form is created. The process cannot proceed further than Stage 4 (detailed above) without this information.

When a Convenor logs into MyCampus they will see a PGR Annual Review Convenors tile on their landing page. This will give them access to their list of student APR forms.

Convenors added to the Review Panel Members section will have access to update the notes and outcome in Section D of the Form. They also have read only access to sections A, B and C of the form.

- Enter the Convenor's MyCampus EmplID or use the search icon to search by name.
- If more than one Convenor should be added, use the plus symbol to add more rows.
- Enter the date of the Review Meeting if known. Convenors can also add the meeting date.
- Click Save

When the Review Status is 'Pending Panel Review', the Convenors listed will have access to review the form and complete Section D.

Convenors will only receive an email notifying them that a form is ready if the School has the Convenor notification option set in the School Notifications Setup page. Convenors must be added to the form **BEFORE** the student submits their confirmation (stage 4), otherwise they will not get an email.

Stage 6 - Convenor Completes the outcome in Section D

The normal process is for a Convenor to enter and submit the review outcome information in Section D. The Review Status then changes to 'Pending Agree Conduct'

Administrators are able to complete this step on behalf of a Convenor. When the form is at Review Status 'Pending Panel Review', a Confirm and Submit button will be available on Section D.

This allows the Administrator to act as Convenor and add the meeting notes, outcome, and any further comments before clicking Confirm and Submit to complete stage 6 of the process.

Stage 7:   **Student reviews and acknowledges outcome**
When completed the Review Status changes to 'Pending Outcome Processing'

Stage 8 – Outcome Processing

Review Form

When a form has been completed by the Student, Supervisor and Convenor and the Student has reviewed the full form and confirmed they have read and understood the outcome, it is ready for the final stage. The Review Status will be 'Pending Outcome Processing'. The form is now ready for the PGR Administrator to complete.

- Click the Student ID link to access and review the form

Section D - Confirm and Submit

Once the Administrator is satisfied that the form is complete and the outcome can be processed, navigate to Section D. The Confirm and Submit button will process the outcome in MyCampus.

- Click 'Confirm and Submit' to process the outcome in MyCampus and complete the APR process

- 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	

- The Review Status is now 'Complete'.
- Students and Supervisors have read only access
- Convenors no longer have access to the form
- Administrators can edit Section D, allowing changes to be made to the outcome. The Review Status in Section A can also be changed, allowing the form to be set to an earlier status if required.

6. Helpful Features

Set Up School & Convenor Email Notifications

School Notification Setup is an optional feature to be used by Schools when they require notification emails to be sent to specified email addresses at the following 3 stages in the APR process:

1. **Notify School when Student completes Section B – Student Assessment**
2. **Notify School when Student completes Section B – Student Confirmation**
3. **Notify School when Supervisor completes Section C – Supervisor Assessment**

This is at School level, so any email address set here will receive the notifications for all PGR students in the School, when their forms reach the requisite review stage.

The fourth option available is a Convenor notification. This option will not use the email addresses entered on this page but will use those of any convenors added to Section D of the form.

4. **Notify Panel members when Student completes Section B – Student Confirmation**

If a Convenor is added to Section D after the student has completed the Student Confirmation, that Convenor will not receive a notification email. The Student Confirmation triggers the email.

- From your PGR Annual Review landing page, navigate to the School Notification Setup page
- Search for the School using the Acad Org lookup
- Enter the email address or addresses that the notifications will go to
- Set the Yes/No toggle to Yes to activate the notifications against each desired option
- Click Save

Contact School – Student Feature

Students have a Contact School option in Section B of their form. If an email address has not been added to the School Notification Setup area (see above), the School Contact email will not have a prepopulated To address. The student will have to add an address manually.

Student Notification Template

Schools are able to set their own email template for the initial email that informs students their form is available.

If no School specific template is assigned, then the default template will be used.

MyCampus Quick Links

The data pulled from MyCampus into the form is read only. If changes need to be made to a student record these changes must be made in MyCampus. You can quickly access some of the MyCampus pages using available Quick Links.

These are available on the Create Annual Progress Review page and in Section A of the APR form. This is an Administrator feature, the links are not available to Students, Supervisors or Convenors.

- Click the small arrow beside the student's forename to see the list of available pages.
- Click the links to open the MyCampus pages.
- You will not navigate away from the form, a new MyCampus page will open where you can view information and make any required changes.

Section A – Change Review Status

If required, you can change the Review Status of the form in Section A. This allows you to set the form back to a previous stage, or to move it on to the next stage of the process. This function is available to the Administrator at every stage of the process.

- In Section A, click to expand the Review Details section.
- Select the required status from the PGR Annual Review Status dropdown.
- Click Save.

Resend Student Form Notification

If a student loses their form notification email, they can access the form through their Student Centre. You can also resend the form by changing the Review Status.

- In Section, click to expand the Review Details section
- Select' Form Created'
- Click Save

A Re-send Form to Student action button will appear allowing you to send the email.

- Click Re-send form to Student.
- The email will open allowing you to edit the content if required.
- Once sent the Review Status will change to 'Pending Student Assessment'.

Form Changes Requiring Student Review

If changes have been made to the Supervisor Assessment or the Review Outcome, you can set the form back to 'Pending Student Confirmation' or 'Pending Agree Conduct'. This will unlock the Student Confirmation or Acknowledgement subsections for the student to complete again. The student will not be automatically notified that the action is required.

Section B – Student Assessment – Upload Document

Administrators can upload and delete documents in the Student Assessment section of the form if required.

There is a 5MB individual file size limit. To reduce your file size it is recommended you upload files in PDF format. If your file is larger than 5MB you will have to break it into multiple files to upload.

- Click 'Upload Document' to attach documents supporting the Student Assessment submission.
- Click 'Save Draft' at the top of the section to save the document to the assessment.
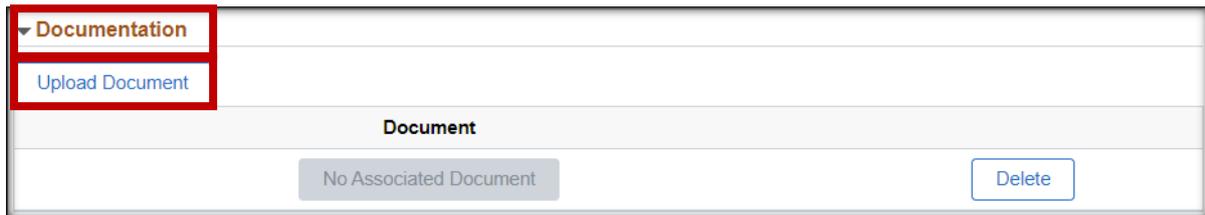
Before submission Students can also upload and delete documents here. After submission they can no longer delete the documents but can still upload if required.

7. Troubleshooting

Administrator - No PGR Annual Review Tile

Scenario
You have logged into MyCampus but do not have the PGR Annual Review tile to access the APR pages.

Resolution
Access to the PGR Annual Review tile is attached to the PGR Administrator role in MyCampus. If you are a PGR Administrator and cannot see the tile, please have your Line Manager raise a Helpdesk call for the attention of MyCampus Access and Permissions.
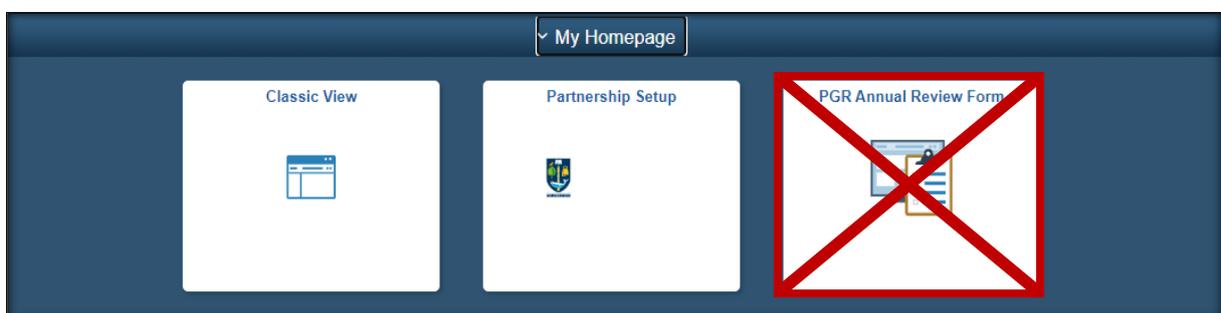
Convenor - No PGR Annual Review (Convenor) tile

Scenario

A Convenor has reported to you that they have logged into MyCampus but do not have the PGR Convenor tile to access the APR forms.

Resolution

For a staff member to see the PGR Annual Review (Convenor) tile they must be added to at least one APR form as a Review Panel Member in Section D.

When a form is at Review Status: 'Pending Panel Review', a convenor will see the form listed when they click the tile. This status is reached at stage 4 of the process, when the student submits confirmation that they have read Sections A and C of the APR form.

If the Convenor is on a form and it is at the requisite status but they still do not have the tile, raise a support call for MyCampus Access and Permissions.
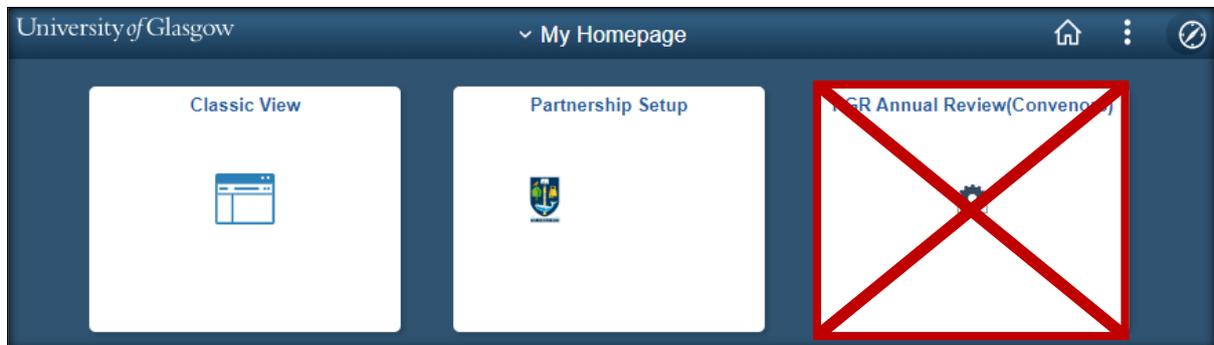
Supervisor or Convenor Cannot Login to MyCampus

Scenario

A Supervisor or Convenor need to access an APR form but are unable to login to MyCampus with their GUID and password.

Resolution

This indicates they have not used MyCampus before and do not have a staff profile. Raise a support call for MyCampus Access and Permissions.

⚠

Your User ID and/or Password are invalid.

User ID

[   ]

Password

[   ]

Sign In

School Search – No Matching Values

Scenario
You are trying to enter the School search criteria but see the message 'no matching values were found'.

Resolution
You will be unable to search for PGR students who are not in your own School. This is linked to your Academic Organisation security settings in MyCampus. If you are the PGR Administrator for the School you are trying to search for, please raise a Helpdesk call for the attention of MyCampus Access and Permissions.

< My Homepage   **PGR Annual Review**   ⌂   ⋮

Create Annual Progress Review

School [60   🔍]
        No matching values were found.
*Term   [🔍]

Acad Plan [🔍]

Name   [   ]   [Search]

Name Search – No Rows Found

Scenario
You are searching by forename or surname, but the student is not found.

Resolution
Ensure you have entered the correct School and Term. If the student still cannot be found, try searching using the % wildcard. The search fields do not recognise spaces, if there is a space in the student's name this may cause an issue.

Example Forename Search: Ewa%
Example Surname Search: %Wilson
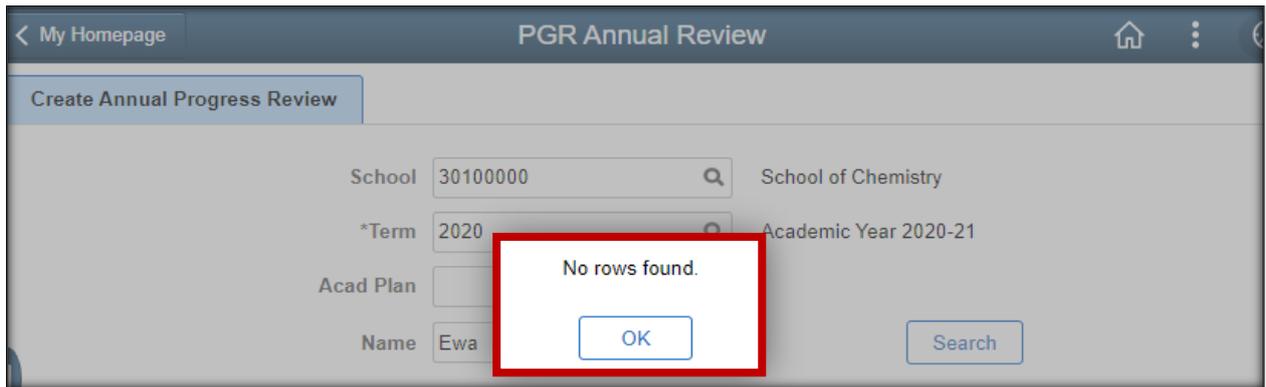
Email Not Received by Student

Scenario

A student has not received the notification email telling them their form is available and giving them the link to access the form.

Resolution

Check that the form has been sent to the student and the review status is 'Pending Student Assessment'. If not set the Send to Student toggle to 'Yes' and click the Process button. The student should now receive the notification email containing the link to their Annual Progress Review form.
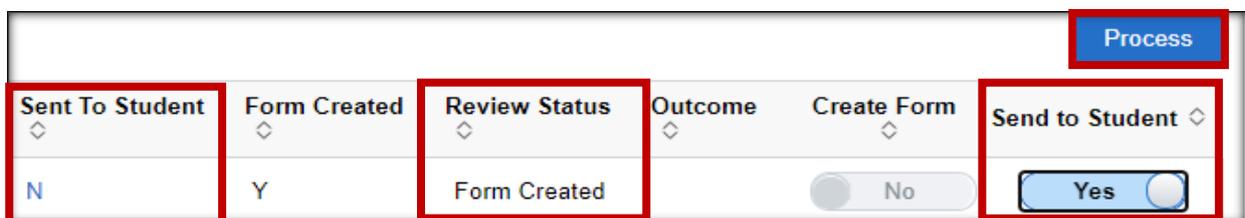
If the form has been sent you have 2 options:

1. Advise the student to login to their Student Centre where they will have a link to the APR form.
2. You can resend the form by changing the form review status.

Email Not Received by Supervisor

Scenario

A supervisor has not received the notification email telling them the form is available and giving them the link to access the form.

Resolution

Advise the PGR Supervisor to login to MyCampus as normal. They will have access to their student's APR forms in the Advisor Centre.

If they do not have the student listed then check they are assigned as the Student's PGR Principal or Secondary Supervisor in the Student Supervisor table (see next page).

Supervisor Details Missing from Section A of Form

Scenario
No Supervisors are listed in Section A of the form.

Resolution
Check the Student Supervisor record in MyCampus: Curriculum Management > Research Students > Student Supervisors.

If the student has changed Plan, the Supervisors may be attached to the old Plan.
Add a new row of data effective dated for the start of the term the Plan changed. Enter the current Program and Plan, add the Supervisor data and click Save.

APR Form is Showing the Wrong Plan Code

Scenario
When checking an APR form you notice the wrong Plan Code is displayed. This means the Student should have had a Plan change but this has not been actioned.

Resolution
Before sending the form to the student, complete the Plan change. Once this has been completed repeat the process of creating a form for the student. The old form, which is attached to the old Plan will no longer be accessible.

If the form has been sent to the student and they have already completed it, when a new form is generated they will have to input the information again.

A. Appendix: Process Flow

Annual Review PGR – To be Process

Phase

Admin
- Run query on MyCampus
- MyCampus Form with list of students
- Select students
- Create APR Forms?
- No → Check query output on **MyCampus**
- Yes → Form submitted and ready in **MyCampus**
- JPG File
- Preview Form on **MyCampus**
- Student Progress processed in MyCampus

School Admin
- Next → **MyCampus** APR Page to track progress
- Meeting with convenors arranged
- Update outcomes on **MyCampus** Page

Student
- Student sees the form in **MyCampus** Self Service
- Student Confirmation
- Student Acknowledgement

Supervisor
- Notifcation sent
- Supervisor completes the form in **MyCampus**