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Instructions for Senior Supervisors

1. Log in to go.sfu.ca

2. Click on the Graduate Progress Report tab

3. Change the reporting term as necessary. Students admitted in a Fall semester have a reporting term of Summer; students admitted in a Spring semester have a reporting term of Fall semester; Students admitted in a Summer semester have a Spring reporting term. You can simply click through the semesters to see your students’ reports.

3. The view defaults to the Senior Supervisor View. Click on the ID numbers of the students where the report status is ‘Ready for Supervisor’

4. Click on each section to open it and review the information
5. Complete the Supervisor Evaluation of Yearly Progress - selecting the appropriate radio buttons for grades, research progress, scholarly activity and overall progress.

6. Enter your text evaluation in the Supervisor evaluation since last report text box.

7. If there are specific steps that are recommended to the student for the next year enter those in the ‘Specific steps’ section.
Graduate Student Progress Report

Personal Information

Academic Information

Student Awards Information

Student Scholarly Achievements and Activities

Plans for Program Completion

Supervisor Evaluation of Yearly Progress

Sr. Supervisor / Faculty Advisor: [Name]

Co-Supervisor: [Name]

<table>
<thead>
<tr>
<th>Course Grades</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Satisfactory with concerns</th>
<th>Unsatisfactory</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Grades</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Research Progress</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Scholarship Activity</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall Progress</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Comments on committee meetings, student degree progress, etc. Outline any major / minor concerns.

Supervisor Evaluation since last Progress Report:

Great progress in all areas. No concerns.

Specific steps recommended by Supervisor/Supervisory Committee to address concerns

1
8. In the Financial Support section, please note that no Admission Funding Offers were entered in SIMS prior to 2012. Also, please note that until 2012 Fall, Tri-Council awards were paid through the SFU Payroll system and appear as ‘RAships’.

9. Enter information about anticipated financial support in the Anticipated Financial Support for next year section, and comments (if any) on the anticipated financial support.

10. You may save the report for later, submit now (which will lock your review and send it to the student for the student’s sign off that they have seen and accept the evaluation) or return it to the student for additions, changes, etc.

11. When the student has acknowledged the evaluation, it is ‘returned’ to you. You then ‘send it on’ to the Graduate Program chair.
Instructions for Graduate Chairs

Graduate Progress Report

INSTRUCTIONS:
Use the student number hyperlink to open the progress report.

Reporting Term: 2018 Spring
- Chair/Designate’s Ready to Approve View
- Chair/Designate’s View (already approved)
- Supervisor’s View
- Committee Member’s View

Supervisor View

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Academic Program</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Resource Management PhD</td>
<td>Ready For Supervisor</td>
</tr>
</tbody>
</table>

Faculty Center | Grade Change | Advisor/Committee Center | Search | Graduate Progress Report

INSTRUCTIONS:
Use the student number hyperlink to open the progress report.
Use the checkboxes to select student reports for approval.
Use the Submit button to approve reports selected for approval.
Use the Save comments button to save comments for later review.

Reporting Term: 2018 Summer
- Chair/Designate’s Ready to Approve View
- Chair/Designate’s View (already approved)
- Supervisor’s View
- Committee Member’s View

1. Change the view from Supervisor’s view to Chair/Designate’s Ready to Approve View.
2. Scroll through the terms.

Program Review:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Academic Program</th>
<th>Report Status</th>
<th>Supervisor Comments</th>
<th>Further Review Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Z101</td>
<td></td>
<td>Ready for Chair</td>
<td>Satisfactory with concern</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Z102</td>
<td></td>
<td>Ready for Chair</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Z103</td>
<td></td>
<td>Ready for Chair</td>
<td>very good</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Z104</td>
<td></td>
<td>Ready for Chair</td>
<td>very good</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Z105</td>
<td></td>
<td>Ready for Chair</td>
<td>very good</td>
<td></td>
</tr>
</tbody>
</table>

Click on the ID number link to see the entire report.
This column displays only the first 100 characters of the supervisor comments. If you want to see the entire report and supervisor comments, click on the ID link for the student.
Add any comments that you want student to see and click the 'Submit Now' button. You can approve multiple reports at once by checking the boxes in the Approved column. Then click the 'Approved, Submit Now' button.

Further Review Required

Grad Program Chair Comments to student
As Grad Chair you can also click on the link for each individual report, review it, enter any comments that you have for the student, and then click the ‘Approved – Submit Now’ button. You can also return the report for revision (to the senior supervisor – who would work on revisions with the student).

Here is the basic routing of a student progress report that is not sent back for revisions at any step:

- **Student** completes and submits report.
- **Senior Supervisor** reviews report and sends back to student for approval.
- **Student** acknowledges the evaluation and returns it to the Senior Supervisor.
- **Senior Supervisor** submits the report to the Committee (if the Committee Members are to be included in the process) or directly to the Graduate Chair.
- **Committee Members** provide comments and submit report to the Senior Supervisor.
- **Supervisor** reviews Committee comments and submits to the Graduate Chair.
- **Graduate Chair** approves the report and sends it to the student for review of Committee and Grad Chair comments (if any) and final acknowledgment.
Instructions for Committee Members

1. Navigate to the website: go.sfu.ca (don’t enter www or https first). Log in with your user ID (like asmith).

2. Click on the Graduate Progress Report tab

3. Change the reporting term as necessary. Students admitted in a Fall semester have a reporting term of Summer; students admitted in a Spring semester have a reporting term of Fall semester; Students admitted in a Summer semester have a Spring reporting term. You can simply click through the semesters to see your students’ reports. Click on the ID numbers of the students - the report status will be ‘Ready for Committee’

4. Click on the arrow to the left of each section description to open it and review the information.
Note that in the Financial Support section, no admission funding offers were entered in the Student Information system prior to 2012. Also, please note that until 2012 Fall, Tri-Council awards were paid through the SFU Payroll system and appear as ‘RAships’.

5. Enter your comments/feedback on the student’s progress in the ‘Committee Members’ section.