

## Guide to Progress Reports on myDMU

This is a step-by-step guide describing the steps of writing, saving and archiving progress reports for meetings held between research students and supervisors.

It is strongly recommended that during the writing of a record it is saved regularly by clicking on the Save button to prevent it from being lost in the event of a power or computer failure.

The order of writing, saving and archiving a record is as follows:

- 1) The student writes a record, saves it and makes it available to the supervisors (at this point the supervisors will receive an email alert).
- 2) The supervisors read the record, add any comments if required and then save the record.
- 3) The student reads the supervisors comments and archives the record. The process is now complete.

Following these steps to create a new record:

1. Log into myDMU <http://my.dmu.ac.uk> and select the 'Personal' tab.
2. Locate the panel called 'Progress Report'.
3. Click on the link 'Create a new progress report'.



4. A blank progress report form will be displayed. The following parts of the form should be already completed: student name, student number, faculty, programme, year, first supervisor and second supervisors.
5. Move the cursor to the Attendees box and type the names of the people who attended the meeting.
6. Use the drop down menu to select the type of discussion that took place.
7. Enter the date of meeting.
8. Enter the date and time of the next meeting. This will have been decided during the meeting.

9. Move the cursor to the Issues Discussed box. This is an expandable text box. Enter as much information as you want.
10. When you are ready, move the cursor to the next box called, Actions for student. Enter the student actions. These will have been discussed and agreed in the meeting.
11. When you are ready, move the cursor to the next box called, Actions for supervisor. Enter the supervisor actions. These will have been discussed and agreed in the meeting.

The screenshot shows a web-based form titled "Progress Report" with a subtitle "(Save your report every 15 minutes)". The form contains several input fields and sections:

- Student:** Research Student
- Student Number:** p0research
- Faculty:** Health and Life Sciences
- Programme:** Pharmacy Research
- Year:** 1
- First Supervisor:** Joe Bloggs
- Second Supervisors:** (empty field)
- Attendees:** (empty text box)
- Type of Discussion:** Face to face (dropdown menu)
- Date of Meeting:** 16/08/11 (calendar icon)
- Date & time of next meeting:** (empty text box)
- Issues Discussed:** (expandable text box)
- Actions for student:** (expandable text box)
- Actions for supervisor:** (expandable text box)

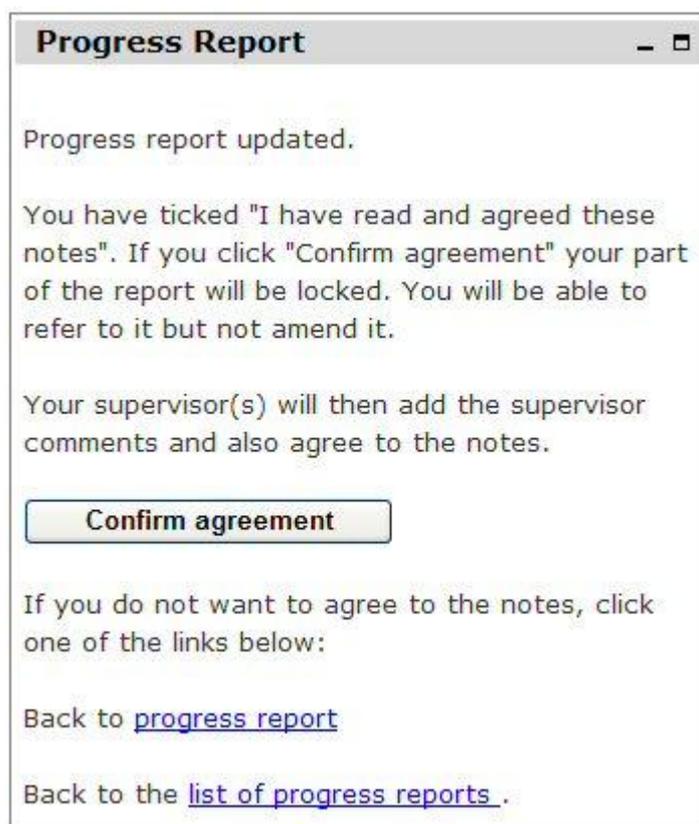
12. Click in the next box Agenda for the next meeting. Enter the items that need to be discussed in the next meeting.
13. Click on the Save button to save the record. The Progress Report panel will show that the meeting record has been updated. Click on the link back to the meeting record.



14. If you are ready to send the record to your supervisor tick the box 'I have read and agreed these notes' and then click the Save button.

Student: I have read and agreed these notes

A screen appears that asks you to confirm your agreement. Click on the button to confirm.



Your supervisors can now view the report and add their comments and will receive an email to inform them that the report is available. The Progress Report panel will show that there is a record ready for your supervisor to read and agree. The message 'Status: awaiting supervisor comments and agreement' is displayed.

15. When the supervisors have read the record and added any comments, they will return the record to you to complete. The Progress Report panel will show that there is a record ready for you to view and complete. The message 'Status: ready to complete' is displayed. You will also receive an email informing you that there is a record awaiting completion.
16. Open the record by clicking on the link. Note any supervisor changes or comments and, when you are ready, click on the 'Complete Report' button to archive the record and complete the process.



17. The record is now archived. No more changes can be made. The panel reminds you that you can create a new record. You can create up to 10 records at any one time without finalising previous records.
18. Completed records are displayed at the bottom of the Progress Reports panel in 'View completed reports:'. These can be opened by clicking on the date which matches the record.

## Printing Reports

Click on the 'Printer friendly version' link at the bottom of a report to display the report in a printable format. The page can then be printed out using your web browser's print facility. For example, if using Internet Explorer click 'File' and then 'Print'.

Before printing, ensure that you save the report first if any changes have been made.

## Deleting Reports

There may be occasions when a report needs to be deleted, for example if a report is incorrect or a supervisor asks for it to be re-created.

To delete a report, click on the 'Delete Report' button on the bottom-right side of the report. A confirmation message is then displayed.



Click 'Confirm deletion' to delete the report. A message is then displayed to confirm that the report has been deleted.

