

Supervisor Training Guide - Monthly Progress Reports



Completing progress reports through myResearch

Monthly Progress Reports now require completing through myResearch. To access myResearch enter <https://myresearch.dmu.ac.uk> into the browser address bar. Log in to the system by entering your normal DMU username and password.

1. Accessing My Monthly Progress Reports

Once logged in select 'myResearch Home':

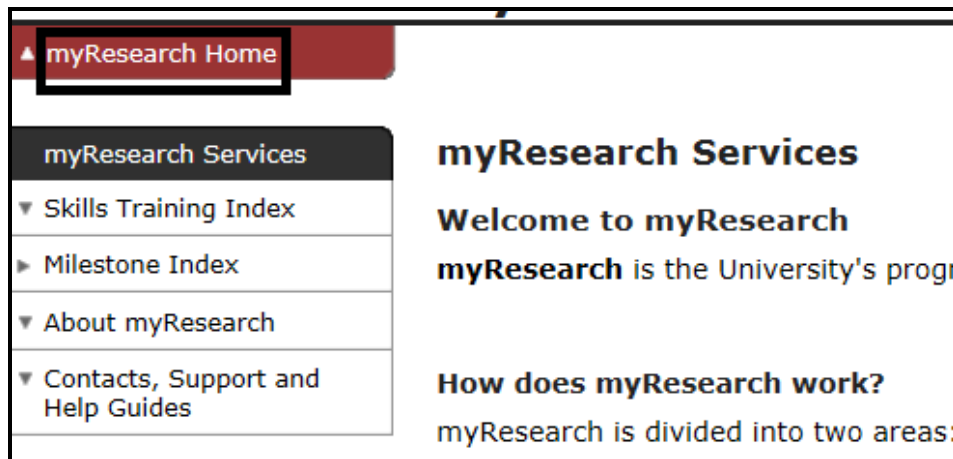


Figure 1

Select My Research Students on the left-hand side panel:

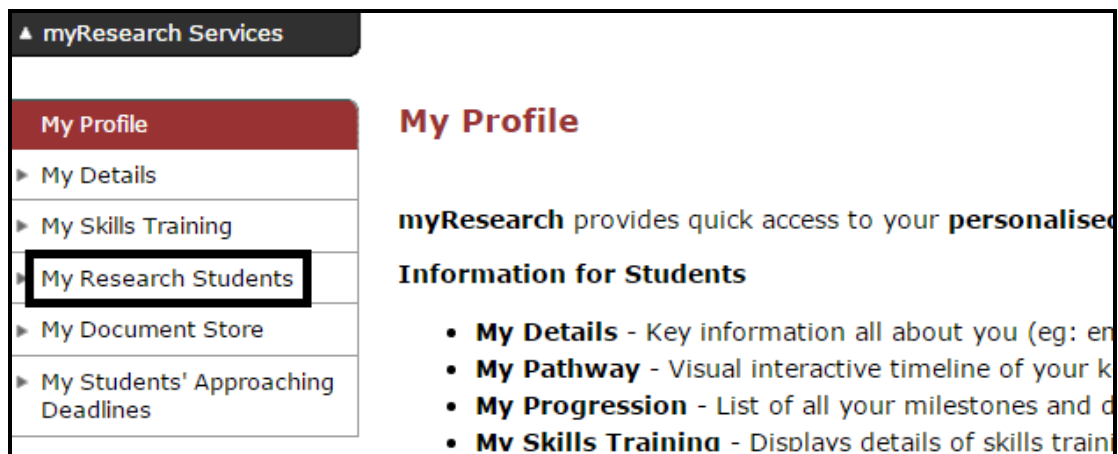


Figure 2

Select the relevant student from your list of students:

Select	Student	Staff Role
<input checked="" type="checkbox"/>	Joanna	First Supervisor
<input checked="" type="checkbox"/>	Kristine	Second Supervisor

Figure 3

Select Monthly Progress Report from the left-hand side panel:

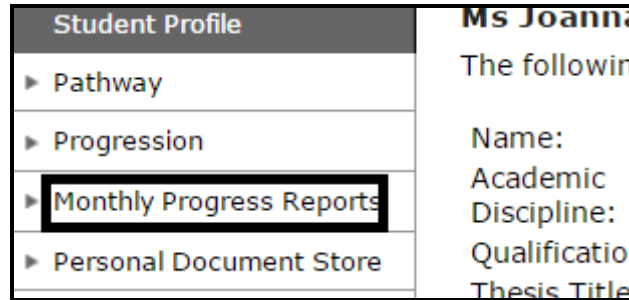


Figure 4

Alternatively the student will notify you once the student section of a Monthly Progress Report has been completed and the notifying email will include a link to the relevant form.

2. Completing a Monthly Progress Report

Once within My Monthly Progress Reports the below screen will populate. This will list all open and completed reports for the student you have selected.

Unit Code	Title	Deadline
	Monthly Progress Report - 11/07/2017	
	Monthly Progress Report - 11/07/2017	
✓	Monthly Progress Report - 11/07/2017	
✓	Monthly Progress Report - 11/07/2017	

Figure 5

To complete the supervisor section of an open report click on the relevant report.

The student is responsible for completing question 1-5 of the report, if the student hasn't completed 1-5 please return the form to them using the notify button in the bottom right-hand corner of the form:

1. Date of meeting (DD/MM/YYYY):
01/09/2017

2. Type of Contact:
Video Conference / Skype

3. Attendees:
Supervisors

4. Issues Discussed:
Progress since last meeting

5. Actions for Student:
Literature Review

6. Actions for Supervisor:

7. Scheduled date of next meeting (DD/MM/YYYY):

Figure 6

As the students first supervisor please complete questions 6, 7 and 8 within the form. Once you have done this please submit the form following the instructions in blue at the bottom of the form.

6. Actions for Supervisor:
Provide feedback on chapter 2


7. Scheduled date of next meeting (DD/MM/YYYY):
01/10/2017

Instructions: Save and Submit

- **Student instructions:** Once questions 1-5 are complete click 'Save and Notify' and select your supervisors only from the email recipients list.
- Once your supervisor has completed questions 6 and 7 and submitted the form, you can approve the content by authorising the form. The system will prompt you to enter your username and password and this will serve as your authorisation
- **First supervisor instructions:** When the student has completed questions 1-5 and notified you, please complete questions 6-7 and click 'Save and Notify' and select the student only from the email recipients list. Click on the return button and click 'Submit'.

Save Draft Save and Notify Submit

Figure 7

Once the form has been submitted please select  and select the student only

Mr John Blowfield - Postgraduate Research Student

Figure 8

Additional Comments:

Note: These comments are not stored as part of the response to the form. Max 4000 chars.

Cancel Send

Figure 9

Add any comments you have in the additional comments box and press send.

3. Authorising a Monthly Progress Report

In order to complete a report following the form being submitted, the student is required to authorise the form to acknowledge they have read the comments made by the first supervisor.

4. Accessing Open and Completed Reports

Once a form have been saved it will appear in the relevant students Monthly Progress Reports tab.

Unit Code	Title	Deadline	Status
	Monthly Progress Report - 11/07/2017		Last saved on 11/7/2017

Figure 10

The progress of the report can be monitored through this tab. Figure 11 shows a submitted form that is awaiting student authorisation.

Unit Code	Title	Deadline	Status
	Monthly Progress Report - 18/07/2017		Submitted 18/7/2017 Authorised 0 of 1

Figure 11

Once completed the report will show as below within the relevant students Monthly Progress Reports tab:

Unit Code	Title	Deadline	Status
✓	Monthly Progress Report - 18/07/2017		Completed 18/7/2017

Figure 12

If you have any questions please contact us at researchstudents@dmu.ac.uk