

Progress Reports: Experiencing Problems?

Further to our open meeting in February regarding the submission of progress reports, we are delighted to report that the majority of you are regularly submitting progress reports through the 'myDMU' portal. Thank you for your continued support of this policy.

However, there are a number of technical hurdles that you seem to encounter which can delay the successful submission of progress reports. We have therefore outlined these common problems below and some possible solutions; we hope you find this helpful.

Please do get in touch with the Graduate School Office if you are experiencing continued problems with submitting your reports, we will then investigate further for you.

Problem

I can't see the link to create any more new reports, where am I going wrong?

Answer

You may have more than 10 reports open at once. You can create up to 10 records without finalising them. After this, the system won't allow you to create any more reports. You need to close off the open reports by going into each individual record and ticking the box "I have read and agreed these notes" and then clicking on "Save".

If you have some reports that need deleting. Click on the 'Delete Report' button on the bottom right side of the report. You will then receive a confirmation message like this:



Click on the 'Confirm deletion' button to delete the report. A message will then be displayed to confirm this report is deleted.

Problem

The GSO is telling me I haven't submitted the reports when I'm sure I have done this.

There could be a couple of reasons for this:

1. When you have created a report and you are ready to send it to your supervisor, it must be 'approved' by you. This must be done individually for each report by ticking the box "I have read and agreed these notes" and then clicking on "Save". It looks like this:



The screenshot shows a window titled "Progress Report" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, the text "Progress report updated." is displayed. Below this, there are two blue, underlined links: "Back to [progress report](#)" and "Back to the [list of progress reports](#)."

Student: I have read and agreed these notes ☒

Save

A screen will then appear which asks you to confirm your agreement. It looks like this:

Progress Report

Progress report updated.

You have ticked "I have read and agreed these notes". If you click "Confirm agreement" your part of the report will be locked. You will be able to refer to it but not amend it.

Your supervisor(s) will then add the supervisor comments and also agree to the notes.

Confirm agreement

If you do not want to agree to the notes, click one of the links below:

Back to [progress report](#)

Back to the [list of progress reports](#).

Click on the button to confirm. These reports will then be passed to your supervisor for their comments.

2. Once your supervisor has read and commented on the progress report, it will be returned to you for your completion. 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.

Progress Report

Progress report updated.

The report is complete.

Back to [progress report](#)

Back to the [list of progress reports](#).

Open the record by clicking on the link. Note the comments your supervisor has made and, when you are ready, click on the 'Complete Report' button to archive the record and complete the process.

We hope this is of some help for students who are experiencing problems in submitting progress reports successfully. You can also refer to the full guidance document here:

<http://www.dmu.ac.uk/documents/research-documents/graduate-school/current-students/progressreportsstudentguidesept2011.pdf>