

Students 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':

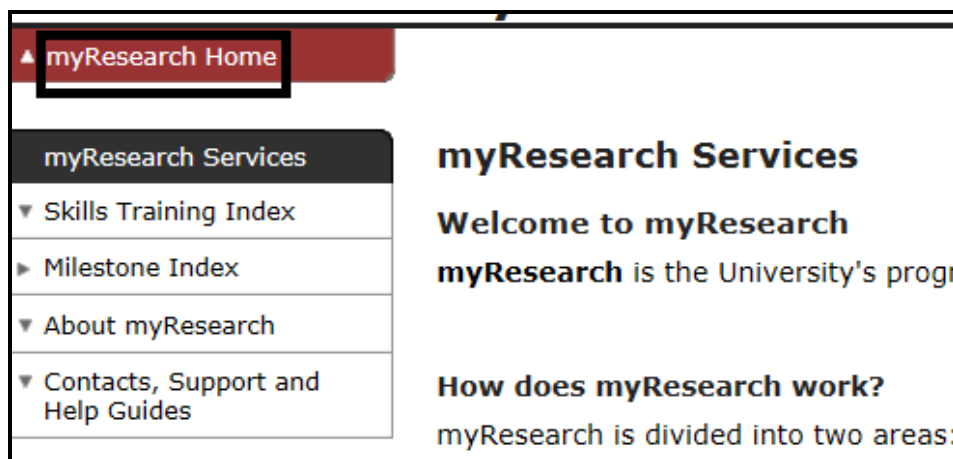


Figure 1

Select the 'My Monthly Progress Reports' tab on the left-hand side panel:

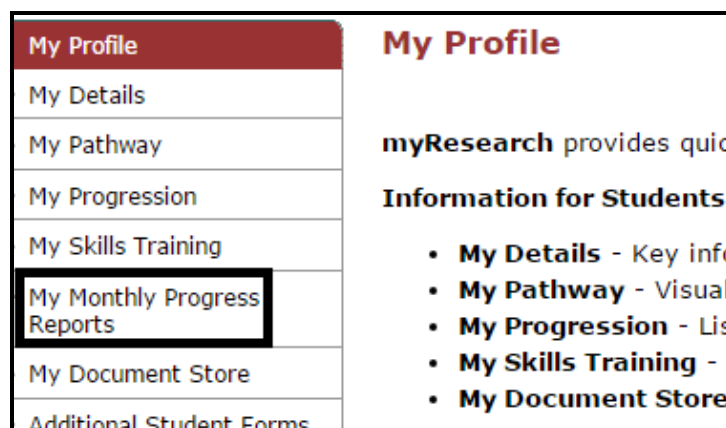


Figure 2

2. Completing a Monthly Progress Report

Once within My Monthly Progress Reports the below screen will populate. In order to create a report please click '**A Monthly Progress Report Form**'.

Unit Code	Title
	Monthly Progress Report - 25/07/2017

Figure 3

A new form can also be created through selecting '**A Monthly Progress Report Form**' on your progression.

Green: The student has completed or submitted

Amber: The form or milestone is overdue and has

Red: The milestone or form is overdue and has

White: The form or milestone has not yet been s

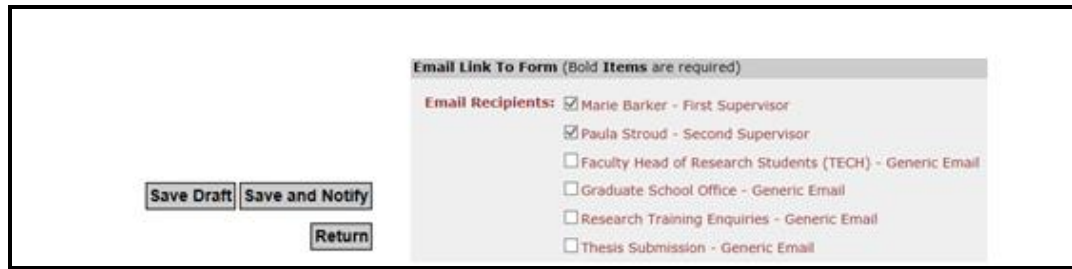
Figure 4

Students are required to complete Questions 1 to 4 of the form. Further instructions can be found in blue at the top and bottom of each form.

1. Date of meeting: 18/07/2017
2. Attendees: Student and all supervisors
3. Issues Discussed: Progress since last meeting
4. Actions for Student: Lit review

Figure 5

Once Questions 1 to 4 have been completed, select '**Save and Notify**' selecting your supervisors only and press send.



Email Link To Form (Bold Items are required)

Email Recipients: Marie Barker - First Supervisor
 Paula Stroud - Second Supervisor
 Faculty Head of Research Students (TECH) - Generic Email
 Graduate School Office - Generic Email
 Research Training Enquiries - Generic Email
 Thesis Submission - Generic Email


Save Draft Save and Notify Return

Figure 6

3. Authorising a Monthly Progress Report Form

Once you have notified your supervisor that you have completed the required questions your supervisor will need to complete the remaining questions, submit the form and notify you so that the form can be authorised.

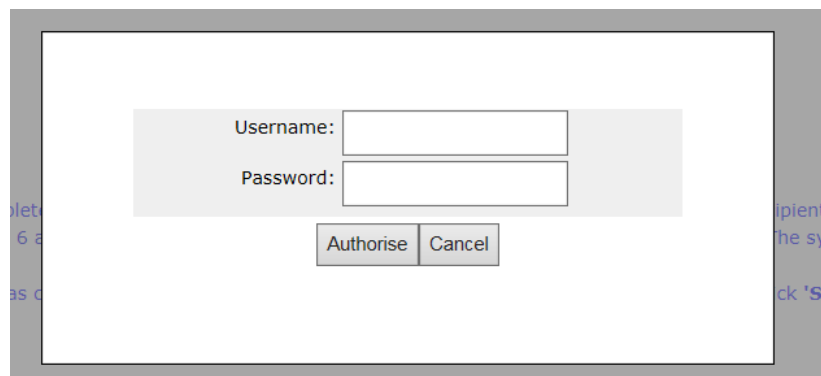
Read the comments added by the supervisor before proceeding to finalise the form. In order to finalise the report you will need to authorise it and this is done by selecting the '**authorise button**' at the bottom of the form.



Role	Authorised by	Date
Student		Authorise

Figure 7

The system will prompt you to entering your normal DMU username and password.



Username:

Password:

Authorise Cancel

Figure 8

Once your authorisation is added the report is now complete.

4. Accessing Open and Completed Reports

Once a form have been saved it will appear in your My Monthly Progress Reports tab.

My Monthly Progress Reports

An [Additional Meeting Form](#) is available to record the outcome of any meetings between a student and a member of their supervisory team prescribed on the student's progression record.

Email alerts will be sent to your University email address 5 days before milestone and form deadlines - [Edit Alert Preferences](#)

Unit Code	Title	Deadline	Status
	Monthly Progress Report - 18/07/2017		Last saved on 18/7/2017

Figure 9

The progress of the report can be monitored through this tab. Figure 10 shows a submitted form from the supervisor 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 10

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

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

Figure 11

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