

# 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**':

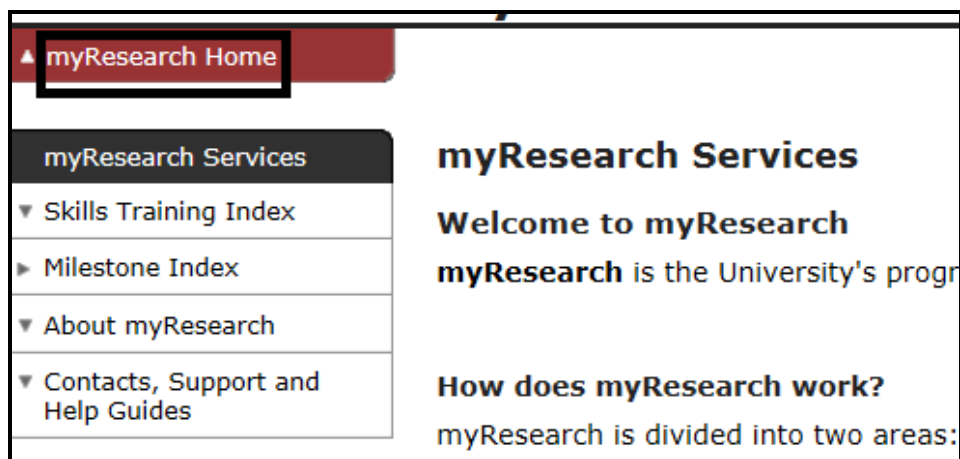


Figure 1

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

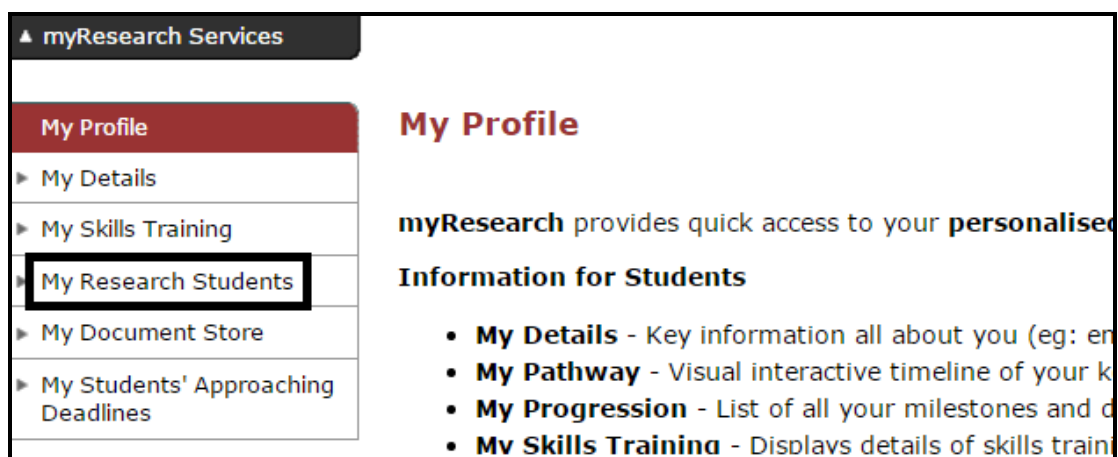


Figure 2

Select the relevant student from your list of students:

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

Figure 3

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

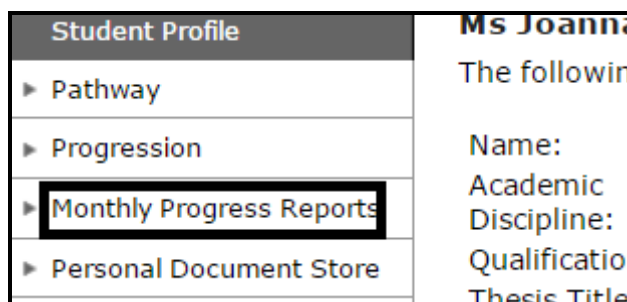


Figure 4

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
	<a href="#">Monthly Progress Report - 11/07/2017</a>	
	<a href="#">Monthly Progress Report - 11/07/2017</a>	
✓	<a href="#">Monthly Progress Report - 11/07/2017</a>	
✓	<a href="#">Monthly Progress Report - 11/07/2017</a>	

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:

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.

Figure 7

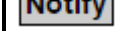
Once the form has been submitted please select  and select the student only

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.

**Monthly Progress Reports**

Miss

[A Monthly Progress Report Form](#) is available to record the outcome of any meetings between a student and a member of their supervisory team or prescribed on the student's progression record.

Unit Code	Title	Deadline	Status
	<a href="#">Monthly Progress Report - 11/07/2017</a>		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
	<a href="#">Monthly Progress Report - 18/07/2017</a>		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
✓	<a href="#">Monthly Progress Report - 18/07/2017</a>		Completed 18/7/2017

Figure 12

If you have any questions please contact us at [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)