

SMP_Central

Annual Progress Reports (APRs) - Guidelines for Supervisors, Heads of Postgraduate Studies (HPS) and Associate Dean (Research)

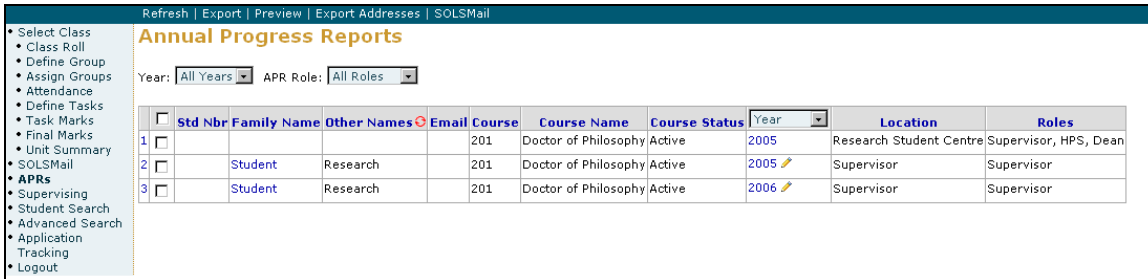
Access

Before a user can be a supervisor, a user needs to be added to the system via Maintain Source Files > HDR Supervisor Maintenance.

The supervisor then needs to be setup as the Student's supervisor via SAI – Individual Operations for Staff > HDR Student Supervisor Maint and added to the student's APR via SAI – Individual Operations for Staff > HDR APR Maintain.

From this screen, a list of all HDR students that have a relationship to the user (i.e. Supervisor, HPS and/or Associate Dean (Research) in the workflow) will be displayed.

Select a year and APR Role to generate a list of APRs.



	Std Nbr	Family Name	Other Names	Email	Course	Course Name	Course Status	Year	Location	Roles
1					201	Doctor of Philosophy	Active	2005	Research Student Centre	Supervisor, HPS, Dean
2		Student	Research		201	Doctor of Philosophy	Active	2005	Supervisor	Supervisor
3		Student	Research		201	Doctor of Philosophy	Active	2006	Supervisor	Supervisor

Annual Progress Reports Menu Functions

Refresh

Refreshes the screen to update any changes that have been made. If your changes don't appear, logout of SMP_Central and login again.

Export

Export the list to excel

Click on the Export menu item that appears at the top of the screen. The list will be exported to excel in the order in which it is currently sorted (alternatively, you can use the sorting capabilities of excel).

Preview

Print Preview view of the class roll screen. Use the file menu print command in the print preview window to print a hardcopy of the class roll

Export Addresses

Export the list and their living and mailing addresses as per Personal Details to excel.

Click on the Export menu item that appears at the top of the screen. The list will be exported to excel in the order in which it is currently sorted (alternatively, you can use the sorting capabilities of excel).

SOLSMail

Send SOLSMail messages – Use the check boxes that appear to the left of the student numbers to select students. Click on the SOLSMail menu item that appears at the top of the screen.

Refer to the SOLSMail link on the OnLine Help for more information

Annual Progress Reports Table Headings

Year: APR Role:

	<input type="checkbox"/>	Std Nbr	Family Name	Initials	Email	Course	Course Name	Course Status	<input type="text" value="Year"/>	Location	Roles
1	<input type="checkbox"/>	2222222	Smith	SG	abc03	1303	Master of Engineering - Research	Active	2005	Student	Dean
2	<input type="checkbox"/>	2000000	Jones	Y	xyz990	201	Doctor of Philosophy	Active	2005	Student	Supervisor
3	<input type="checkbox"/>	9999999	Brown	JW	jkl118	201	Doctor of Philosophy	Active	2005	Student	HPS
4	<input type="checkbox"/>	7777777	Green	KR		201	Doctor of Philosophy	Active	2005	Student	HPS
5	<input type="checkbox"/>	7888888	Black	M	mn123	201	Doctor of Philosophy	Active	2005	Head of Postgraduate Studies	HPS
6	<input type="checkbox"/>	8888888	White	A	efg400	1301	Master of Arts - Research	Active	2005	Student	HPS
7	<input type="checkbox"/>	2111111	Wood	YH	xy77	201	Doctor of Philosophy	Active	2005	Supervisor	HPS

Sort the data in the class roll by clicking on any of the headings – For example, click on the Std Nbr to sort by student number.

Row Number

Use the numbers that appear to the left of the checkboxes to hide/show rows

For example, if you click on row 4, rows 1-3 will be hidden, so you can view row 4 and onwards and still see the headings of the class roll.

Checkbox

Used to select students on the Class Roll.

For example if you only want to send SOLSMail messages to certain students in the class.


Std Nbr

Displays the Student number.

Family Name

Display student information (including Personal Details and full Enrolment Record) by clicking on Family Name (which is a link).

Initials (expand to view first and middle name)

The default display is the student's initials. Click on  to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login.

If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.

Email

Email – Click on the email link if you wish to send an email to the student's UOWmail account (as opposed to a SOLSMail message).

Email messages are delivered to the student's UOW email account.

SOLSMail messages appear when the student logs into SOLS, if the message sent prompts an acknowledgement, the students have to click that they have read the message before they will be taken to the main SOLS Main Menu. There is a record kept of SOLSMail messages delivered in SOLS Mail history.

Course

Displays the course code under which the student is enrolled in this subject.

Course Name

Displays the Course Name.

Year

Displays the course code under which the student is enrolled in this subject.

A user can review other APR years by selected alternative years with the drop down menu option.

Opening or Editing an APR

Once a student has completed and submitted their section of the APR (Section 1) a pencil icon will be displayed in the **Year** column. This indicates that the person noted in the **APR Location** column can now read the preceding comments and complete their section of the APR.

Click on the Year link to open and edit the APR. The section requiring input by the user will be highlighted in grey and have the pencil icon displayed next to it (Section 2 for Supervisors, Section 4 for HPS and Section 5 for Deans). If the pencil icon is not displayed access to the APR will be view only.

Note: *an APR will be blank until a student submits Section 1 to Supervisor.*

Once you have accessed an APR click Preview to display the entire APR report. You can obtain a printout of the entire report at anytime by clicking Preview and selecting Print.

Users can also Save at anytime and return to the APR as required.

To return the APR to the previous location for amendments/additions etc click Return.

Clicking Publish finalises the section and forwards the APR to the next person in the workflow

At any time during the process, responses can be saved but are not visible to the other persons in the workflow whilst the APR is still being completed. Sections become visible to all users once they are submitted by the student or published by the relevant academic staff member.

Location

Displays current location of the APR (i.e. Research Student Centre, Student, Supervisor, Head of Postgraduate Studies, Associate Dean (Research)).

Roles

Displays the role you are assigned in accordance to that student's APR.

Note: Some staff may have multiple roles.

Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	130606	Debbie Sartori – Senior Manager, ARD – Student Systems	First Released Version