# INSTRUCTIONS: DIGITAL ANNUAL PROGRESS REPORT B

#### FORM WORKFLOWS

The order of approval varies for the below forms. The role of each person in the approval process remains the same.

#### Annual Report B - Data Science, English, Education, Engineering, Nursing

student submits  $\rightarrow$  program assistant  $\rightarrow$  supervisor/faculty advisor  $\rightarrow$  program coordinator  $\rightarrow$  student final approval  $\rightarrow$  CoGS and program final copy.

#### Annual Report B - Social Work

student submits  $\rightarrow$  program assistant  $\rightarrow$  faculty advisor/program coordinator  $\rightarrow$  student final approval  $\rightarrow$  CoGS and program final copy.

#### **STUDENT ROLE**

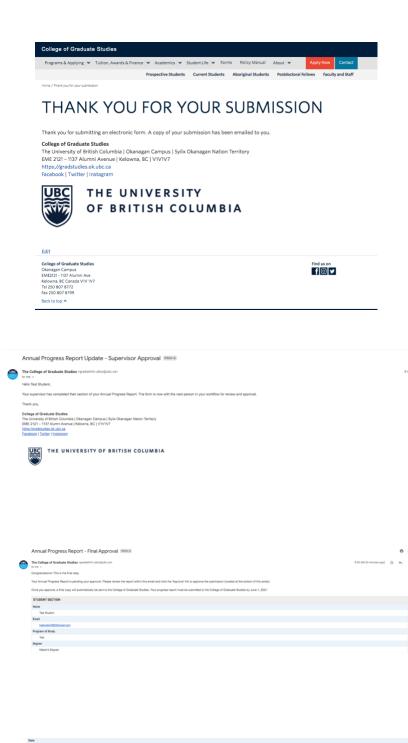
Home / Annual Progress Report B - English, Education, Engineering, Nursing

# ANNUAL PROGRESS REPORT B – ENGLISH, EDUCATION, ENGINEERING, NURSING

Form Type: Records and Registration Form For: Current Students		
DESCRIPTION		
This is the Annual Progress Report (B) for non-thesis-ba	d students in MA - Engl	ish, MEd, MEng, MSN.
This form must be submitted and completed by June 1st deadlines.	each year. Please chec	k with your program regarding submission
Further Information:		
NOTE: YOU ARE UNABLE TO SAVE YOUR PROGRESS AS YO CONTENT FOR THE FORM IN A WORD DOCUMENT AND TO		
The form will automatically be sent to your program ass email updates as your form moves through the approval bottom of this form.		
If you have questions about your form and its progress,	ase contact gradadmin	.ubco@ubc.ca
*The PDF version of this form is included below if you'd pre	to not use the electroni	c form.
STUDENT SECTION Section A is to be completed by the student.		
Name *		
First	Last	
Email *		
Enter Email	Confirm Email	
Degree *		

# Completing the form

- Students access the electronic form in the forms database on gradstudies.ok.ubc.ca.
- Students fill out the sections of the form and press submit at the bottom once the form is complete.
- Some fields have conditional logic and are triggered to appear by the selection of another field. Ex: If a student selects "Yes" to having been on a leave, a box will pop up asking for the length of the leave.
- NOTE: Students are unable to save their progress as they work through the form. It is recommended that they draft their content in a word doc first and then copy it over.





# Submitting the form

- Once the student submits the form, they will be redirected to a screen confirming their entry has been submitted.
- A copy of the submission will also be sent via email to the student.

## **Form Approvals**

- Once the student submits their form, it will automatically be sent to the following list of approvers (order may vary):
  - o Program Assistant
  - Supervisor/Faculty Advisor
  - o Program Coordinator
- The student will receive confirmation emails as their form moves through the approval process.

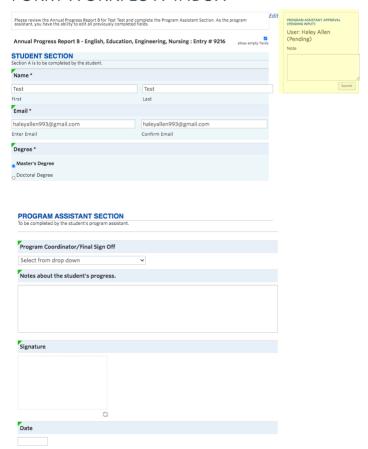
### **Final Form Approval**

- Once the form reaches the final step in the approval process and is approved by the program coordinator, a final copy is sent to the student to approve.
- The student reviews the final copy and clicks on the "Approve" link at the bottom of the email.
- Once the student approves the final copy, a copy is submitted to the College of Graduate Studies and the student's program assistant for filing.
- This is the end of the form process.

#### **PROGRAM ASSISTANT ROLE**



# FORM WORKFLOW INBOX



#### **Program Assistant Notification**

- An email will automatically be sent to the program assistant when it is their turn to complete the form. This step is automatically set up by CoGS based on the student's program.
- The email will contain an "Entry" link.
- The program assistant clicks this link and is brought to the form inbox to complete their section of the form. The program assistant can edit all previously completed sections.
- This link will remain active until the program assistant's submission is complete – the link will then no longer be active.

#### **Program Assistant Section**

- Once the program assistant clicks on the link, they will be asked to log in to the CoGS site using their Novell.
- Once logged in, the program assistant will see the student's form.
- The program assistant reviews the submission and completes the Program Assistant Section.
- The submission button is on the righthand side at the top of the form.
- The program assistant can also enter notes in the note box. These notes will only be visible to other approvers (at the bottom of the form) and will not be visible to the student.
- The field "notes about the student's progress" will be visible to the student and captured in the final copy.
- Once the program assistant completes their submission, an email update will be sent to the student and the next step of the approval process begins.

<sup>\*</sup>A reminder email will be sent every 5 days until the supervisor completes their section

#### SUPERVISOR ROLE

Facebook | Twitter | Instagram

Supervisor Approval – Test Test – APR B

O College of Graduate Studies <gradadmin.ubco@ubc.ca>
O Allen, Haley
Friday, March 5, 2021 at 2:39 PM
Show Details

Please review the submission and complete the Supervisor Section as indicated by the green triangles.

If you have any questions or technical difficulties completing the form please email gradadmin.ubco@ubc.ca.

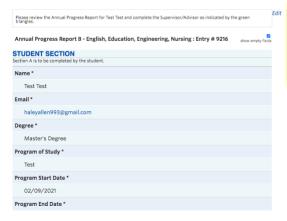
Entry

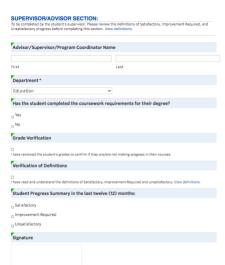
Thank you,

College of Graduate Studies
The University of British Columbia | Okanagan Campus | Syilx Okanagan Nation Territory
EME 2121 – 1137 Alumni Avenue | Kelowna, BC | V1V1V7
https://gradstudies.ok.ubc.ca

User: Haley Allen

# FORM WORKFLOW INBOX





# **Supervisor Notification**

- An email will automatically be sent to the supervisor once it is their turn to review the form.
- The supervisor is selected from a dropdown menu by the student.
- The email will contain an "Entry" link.
- The supervisor clicks this link and is brought to the form inbox to complete their section of the form.
- This link will remain active until the supervisor's submission is complete – the link will then no longer be active.

#### **Supervisor Section**

- Once the supervisor clicks on the link, they will be asked to log in to the CoGS site using their Novell.
- Once logged in, the supervisor will see the student's form.
- The supervisor reviews the previous form sections and completes the Supervisor Section.
- The submission button for the supervisor is on the right-hand side at the top of the form.
- The supervisor can also enter notes in the note box. These notes will only be visible to other approvers (at the bottom of the form) and will not be visible to the student.
- Once the supervisor completes their submission, an email update will be sent to the student and the next step of the approval process begins.

<sup>\*</sup>A reminder email will be sent every 5 days until the supervisor completes their section.

#### PROGRAM COORDINATOR ROLE



# FORM WORKFLOW INBOX



# **Program Coordinator Notification**

- An email will automatically be sent to the program coordinator once it is their turn to complete the form.
- The email will contain an "Entry" link.
- The program coordinator clicks this link and is brought to the form inbox to complete their section of the form.
- This link will remain active until the program coordinator's submission is complete – the link will then no longer be active.

#### **Program Coordinator Section**

- Once the supervisor clicks on the link, they will be asked to log in to the CoGS site using their Novell.
- Once logged in, the program coordinator will see the student's form.
- The program coordinator reviews the submission and completes the Program Coordinator Section.
- The submission button is on the righthand side at the top of the form.
- Once the program coordinator completes their submission, an email update will be sent to the student to give final approval of the form.
- Once the student gives final approval, a final copy of the form will be sent to CoGS and the program assistant for filing.

<sup>\*</sup>A reminder email will be sent every 5 days until the supervisor completes their section