



# 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 → program assistant → supervisor/faculty advisor → program coordinator → student final approval → CoGS and program final copy.

### Annual Report B – Social Work

student submits → program assistant → faculty advisor/program coordinator → student final approval → 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-based students in MA - English, MEd, MEng, MSN.

This form must be submitted and completed by June 1st of each year. Please check with your program regarding submission deadlines.

#### Further information:

**NOTE: YOU ARE UNABLE TO SAVE YOUR PROGRESS AS YOU WORK THROUGH THIS FORM. IT IS RECOMMENDED THAT YOU DRAFT THE CONTENT FOR THE FORM IN A WORD DOCUMENT AND THEN COPY IT OVER TO THE DIGITAL FORM.**

The form will automatically be sent to your program assistant, supervisor/faculty advisor, and program coordinator. You will receive email updates as your form moves through the approval stages. Detailed instructions for using this electronic form are included at the bottom of this form.

If you have questions about your form and its progress, please contact [gradadmin.ubco@ubc.ca](mailto:gradadmin.ubco@ubc.ca)

\*The PDF version of this form is included below if you'd prefer to not use the electronic 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](http://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.

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Home / Thank you for your submission

# THANK YOU FOR YOUR SUBMISSION

Thank you for submitting an electronic form. A copy of your submission has been emailed to you.



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## 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):
  - Program Assistant
  - Supervisor/Faculty Advisor
  - 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.**

Annual Progress Report Update - Supervisor Approval

The College of Graduate Studies <gradstudies@ubc.ca> to me


9:43 AM (2 minutes)

Hello Test Student,

Your supervisor has completed their section of your Annual Progress Report. The form is now with the next person in your workflow for review and approval.

Thank you.

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Annual Progress Report - Final Approval

The College of Graduate Studies <gradstudies@ubc.ca> to me


9:50 AM (2 minutes ago)

Congratulations! This is the final step.

Your Annual Progress Report is pending your approval. Please review the report within this email and click the "Approve" link to approve the submission (located at the bottom of this email).

Once you approve, a final copy will automatically be sent to the College of Graduate Studies. Your progress report must be submitted to the College of Graduate Studies by June 1, 2021.


STUDENT SECTION	
Name	Test Student
Email	teststudent@ubc.ca
Program of Study	Test
Degree	Master's Degree

PROGRAM COORDINATOR SECTION	
Meeting Required?	no
Is this student nominated for a University Graduate Fellowship Award (UGFA)?	no
Please indicate the student's months of study as of April 30:	00
Additional Comments:	no
Signature	
Date	05/04/2021

**Access**

Thank you.

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## PROGRAM ASSISTANT ROLE

### Program Assistant Approval - Test Test - APR B



College of Graduate Studies <gradadmin.ubco@ubc.ca>

Allen, Haley

Friday, March 5, 2021 at 2:38 PM

[Show Details](#)

Test Test has submitted the Annual Progress Report B for your review.

Please review the submission and complete the Program Assistant Section.

If you have any questions or technical difficulties completing the form please email [gradadmin.ubco@ubc.ca](mailto:gradadmin.ubco@ubc.ca).

[Entry](#)

Thank you,

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## FORM WORKFLOW INBOX

Please review the Annual Progress Report B for Test Test and complete the Program Assistant Section. As the program assistant, you have the ability to edit all previously completed fields. [Edit](#)

Annual Progress Report B - English, Education, Engineering, Nursing : Entry # 9216 [show empty fields](#)

### STUDENT SECTION

Section A is to be completed by the student.

**Name \***

Test Test

First Last

**Email \***

haleyallen993@gmail.com haleyallen993@gmail.com

Enter Email Confirm Email

**Degree \***

Master's Degree

Doctoral Degree

PROGRAM ASSISTANT APPROVAL (PENDING INPUT)

User: Haley Allen (Pending)

Note

### PROGRAM ASSISTANT SECTION

To be completed by the student's program assistant.

**Program Coordinator/Final Sign Off**

Select from drop down

**Notes about the student's progress.**

**Signature**

**Date**

### 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 right-hand 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.

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

## SUPERVISOR ROLE

Supervisor Approval - Test Test - APR B



College of Graduate Studies <gradadmin.ubco@ubc.ca>

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](mailto:gradadmin.ubco@ubc.ca).

[Entry](#)

Thank you,

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Home / Form Workflow Inbox

## FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Test and complete the Supervisor/Advisor as indicated by the green triangles. [Edit](#)

Annual Progress Report B - English, Education, Engineering, Nursing : Entry # 9216 [show empty fields](#)

### STUDENT SECTION

Section A is to be completed by the student.

Name *	Test Test
Email *	haleyallen993@gmail.com
Degree *	Master's Degree
Program of Study *	Test
Program Start Date *	02/09/2021
Program End Date *	

SUPERVISOR SUBMISSION - ALL EXCEPT SQ (PENDING INPUT)  
User: Haley Allen (Pending)  
Note

### SUPERVISOR/ADVISOR SECTION:

To be completed by the student's supervisor. Please review the definitions of Satisfactory, Improvement Required, and Unsatisfactory progress before completing this section. [View definitions.](#)

Advisor/Supervisor/Program Coordinator Name	<input type="text"/>
First	<input type="text"/>
Last	<input type="text"/>
Department *	Education
Has the student completed the coursework requirements for their degree?	<input type="radio"/> Yes <input type="radio"/> No
Grade Verification	<input type="checkbox"/> I have reviewed the student's grades to confirm if they are/are not making progress in their courses.
Verification of Definitions	<input type="checkbox"/> I have read and understand the definitions of Satisfactory, Improvement Required and Unsatisfactory. <a href="#">View definitions.</a>
Student Progress Summary in the last twelve (12) months:	<input type="radio"/> Satisfactory <input type="radio"/> Improvement Required <input type="radio"/> Unsatisfactory
Signature	<input type="text"/>

### 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 drop-down 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.

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

## PROGRAM COORDINATOR ROLE

Program Coordinator Approval – Test Test – APR B

 College of Graduate Studies <gradadmin.ubco@ubc.ca>  
Allen, Haley  
Friday, March 5, 2021 at 2:45 PM  
[Show Details](#)

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

If you have any questions or technical difficulties completing the form please email [gradadmin.ubco@ubc.ca](mailto:gradadmin.ubco@ubc.ca).

[Entry](#)

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## FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Test and complete the Program Coordinator Section as indicated by the green triangles. [Edit](#)

Annual Progress Report B - English, Education, Engineering, Nursing : Entry # 9216 [show empty fields](#)

**STUDENT SECTION**  
Section A is to be completed by the student.

**Name \***  
Test Test

**Email \***  
haleyallen993@gmail.com

**Degree \***  
Master's Degree

**Program of Study \***  
Test

**Program Start Date \***  
02/09/2021

**Program End Date \***  
.

**PROGRAM COORDINATOR SECTION**  
To be completed by the student's program coordinator.

**Meeting Required?**  
 Yes  
 No

**Program Coordinator's Comments (if required)**

**Program Coordinator Signature**

**Date**

PROGRAM COORDINATOR SUBMISSION - ALL EXCEPT SW (PENDING INPUT)

User: Haley Allen (Pending)

Note

[Submit](#)

### 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 right-hand 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.

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