MyProgress Non-Thesis Graduate Programs Administrator User Guide

Welcome to the myProgress Administrator User Guide for Non-Thesis Graduate Programs. myProgress is the web-based tool that supports graduate students’ progress towards their degree completion. This guide provides the information required to track and monitor important academic and research achievements, making it easy to support your graduate students as they progress towards degree completion.

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INTRODUCTION TO MYPROGRESS

myProgress is McGill University’s online tool for monitoring graduate students’ academic progress toward degree completion (see [http://mcgill.ca/gradapplicants/programs](http://mcgill.ca/gradapplicants/programs) for a complete list of graduate programs).

myProgress highlights include:

- The ability for students, supervisors, and unit administrators to monitor progress towards the degree together.
- A degree audit worksheet that displays the requirements for individual student program(s).
- A clear indication of which degree requirements require completion.
- Functionality to initiate, approve, and track exceptions to a student’s program requirements, such as course exemptions, course substitutions, and transfer credits.

Please note that:

- myProgress is **not** an official transcript nor is it an official evaluation/confirmation of the completion of a graduate program.
- Confirmation of graduation requirements are always subject to department, faculty and university approval.

myProgress is currently available for graduate students registered in Master’s and PhD programs as of Fall 2017.
GETTING STARTED

This section explains how to login and start using myProgress.

LOGIN TO MYPROGRESS - REVISE

To access myProgress, enter the URL: https://nimbus-ssl.mcgill.ca/gm/

This will direct you to the following login page. Enter your McGill Username and Password.

Once you login, you will be brought to the myProgress Hub.
NAVIGATION BAR

The navigation bar at the top of the page provides you with links to a Help menu, Minerva, McGill’s eCalendar, Print and Log Out options.

| HELP: | Links directly to the McGill GPS website |
| MINERVA: | Links directly to the Minerva main page (without having to login separately) |
| eCALENDAR: | eCalendar main page |
| PRINT: | Allows you to print the current page |
| LOG OUT: | Click here to logout of Degree Works |

WORKSHEET TOOLBAR

| FIND: | If the student ID number is unknown, use the Find button to search for a student. You can also pull a list of all your students using the Find button |
| STUDENT ID: | Enter a student’s McGill ID number to bring up their Worksheet |
| NAME: | Displays the name of a student (enrolled student names appear in the drop down list) |
| DEGREE: | Displays student’s current degree |
| MAJOR: | Displays student’s degree of study |
| LAST AUDIT: | Displays the last date an audit was performed for the selected student |
| LAST REFRESH: | Displays the last date and time the Worksheet was refreshed |

**Dynamic Refresh:** Allows you to instantly refresh the audit data

**Notes:** Allows you to leave a predetermined note from a picklist, or create a specific note for a student’s file.
REFRESHING A STUDENT WORKSHEET

myProgress automatically refreshes Student information every night. However, if you would like an immediate refresh of the information contained in the Worksheet, you are able to do so.

Click on the Dynamic Refresh button at the top of the page to update the student information that entered since the last automatic refresh.

Next click Process New to generate a new Worksheet. The Last Refresh window will update automatically to the current date and time.
TABS

As an administrator, you can toggle between four tabs: Worksheets, Notes and Exceptions.

WORKSHEETS TAB

You can access three views from the drop-down menu on the right of the “Worksheets” tab: Student View, Graduation Checklist, and Registration Checklist.

Each audit report displays specific information about students and their progress towards degree completion.
STUDENT VIEW

LEGEND BLOCK

The legend contains all symbols that are important for understanding the Degree Works Worksheet.

☑ Complete: This symbol appears beside all completed requirements. The row will display the course(s) that fulfilled the requirement along with the grade, credit count, and term in which the course was taken.

☐ Not Complete - This symbol appears beside all requirements that have yet to be completed. The row, highlighted in red, will indicate the course(s) required in accordance with graduation requirements for your respective program.

Once all courses within a category are completed, the primary category will also show a green check mark (e.g., see “Categories A & B Required Tutorials” in the screenshot below).
**COURSE LINKS BLOCK**

When a requirement is not yet completed, the worksheet will display the course(s) required. These courses are hyperlinked and display class schedule information when clicked.

In-Progress - This symbol will appear for requirements where the classes needed to fulfill the requirement are in progress or registered for a future term.

The row will be highlighted light blue and the grade section for the course will display IP (In Progress).

Prerequisite Courses - A course number with a * symbol indicates a prerequisite required for the course.

**DEGREE WORKS WILDCARD (@)**

The “@“ symbol can be used to represent all course numbers. When a course prefix is followed by the @ symbol (e.g., ENGL@), any course number for that prefix can be used to fulfill the requirement.

In the example below, the requirements fulfilled could be by any 500, 600 or 700 ENGL (English) courses in consultation with the supervisor(s).
COURSES NOT APPLICABLE TO PROGRAM BLOCK

This block displays all completed courses not currently used to fulfill a program requirement as indicated within the Worksheet.

<table>
<thead>
<tr>
<th>Courses Not Applicable to Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 587 Advanced Probability Theory 1</td>
</tr>
</tbody>
</table>

INSUFFICIENT DUE TO GRADES AND/OR REPEATS BLOCK

This block displays incomplete courses, courses withdrawn from, any course that did not meet a specific grade requirement, and any course not passed.

<table>
<thead>
<tr>
<th>Insufficient due to Grades and/or Repeats</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 601 Thesis Literature Review</td>
</tr>
</tbody>
</table>

*NR - No grade reported by the instructor (recorded by the Registrar)

For a complete list of grades that can appear on a transcript, click [here](#).

IN-PROGRESS BLOCK

This block displays all courses registered for and/or in progress.

<table>
<thead>
<tr>
<th>In progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 525 Formal Verification</td>
</tr>
<tr>
<td>COMP 601 Thesis Research 1</td>
</tr>
<tr>
<td>COMP 606 Thesis Research 2</td>
</tr>
<tr>
<td>COMP 697 Thesis Research 3</td>
</tr>
<tr>
<td>COMP 699 Thesis Research 5</td>
</tr>
<tr>
<td>COMP 757 Adv Topics/Applications 2</td>
</tr>
</tbody>
</table>
GRADUATION CHECKLIST

To change views from the Student View to Graduation Checklist, select the desired view from the dropdown menu, within the Format window, and click the View button, as seen below. This will generate the Graduation Checklist view.

The Graduation Checklist displays a simplified summary of requirements for each area of the Worksheet.
REGISTRATION CHECKLIST

The Registration Checklist displays a simplified summary of unfulfilled program requirements.

NOTES TAB

As an administrator, you can create notes within Degree Works.

All notes created in Degree Works can be viewed by students, supervisors and administrators.

Click on the Notes tab to view or add a note.
The default view within notes is **View Notes**.

To add a note, click on the **Add Note** menu item. You can create an original note or choose from one of the picklist.

Save the note before leaving the page.

Notes created will be contained within the **View Notes** section in the **Notes** tab.
Notes will also appear at the bottom of the Worksheet, within a “Notes” block.

EXCEPTIONS TAB

The tab to the right of the Notes tab is the Exceptions tab.

Exceptions cannot be made until a course is in-progress or has already been completed. Only Graduate Program Directors and Coordinators have access to the Exceptions tab.

Both Graduate and Postdoctoral Studies and Enrolment Services have the ability to monitor exceptions.

EXCEPTION TYPES

There are three (3) types of exceptions that can be applied to a student’s record: Substitute, Also Allow, and Apply Here.
Substitute: Used to replace one course with another unit-approved course.

Also Allow: Used when a course rule needs to allow more choices. Also Allow exceptions are made after the student has already taken the course or the course is currently in-progress.

Apply Here: Used when a course should be applied to a specific course rule. Apply Here exceptions are made to allow the student to use a non-standard course to satisfy a requirement.

To select an Exception type, choose from the picklist and click the Load button.

**APPLYING AN EXCEPTION**

Click on the exception you want to apply to any given record. Select the type of exception you would like to apply.

Type the Substitution information in the blocks, as seen in the screenshot below.

Next, find the requirement in the audit. When you have located the course, click inside the radio button to select the courses or requirement.
Once you have entered the information, click on **Add Exception**.

Click the **OK** button if you do not want to add a description (a description will automatically be generated). The comments you make will be visible on the Worksheet.

You should receive this message: “Your exception has been added to the database successfully.” Click **OK**.

Click the **Run New Audit** button on the far right.

To view the changes immediately, remember to select the **Dynamic Refresh** button and **Process New** to refresh the Worksheet information.

The Exception will be added at the bottom of the Worksheet in a new **Exceptions** block.
GRADUATE SUPERVISOR ASSIGNMENT (IF APPLICABLE)

The Graduate Supervisor Assignment form is used to manage and track graduate students’ supervisors.

Please refer to McGill University Regulations for the rules governing supervisor eligibility.

To add a Graduate Supervisor to a Student Record, select Graduate Supervisor Assignment in the myProgress Hub.

You will immediately be brought to a search form:

- This form allows you to search for any person with a McGill ID. Type the McGill ID if available, and click on submit to find the record.
- If you don’t have the McGill ID, perform a search using any of the other fields, adding wildcards (%) to narrow your search.
- Please note that wildcards are only allowed on the Last Name, First Name and Middle Name fields.
- When using the birth date as part of your search, make sure to use the DD-MON-YYYY format.

<table>
<thead>
<tr>
<th>McGill ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Gender</th>
<th>SIN</th>
<th>Permanent Code</th>
</tr>
</thead>
</table>

Enter Student search criteria (McGill ID or Name) and click the Submit button.
Click on the student’s McGill ID.

The following page will appear:

To add a new supervisor click on the **Add New Supervisor** link.

The following search box will appear.
Enter the supervisor search criteria (McGill ID or Name)

Click the Search button

Click on the faculty member’s McGill ID.

Note: If the desired faculty member is not found, please submit your supervisor change request to the Management of Academic Records, Enrolment Services using the Request for a Graduate Student Record Change form.

The new supervisor will now appear on the supervisor list.
From the **Type** pick list, select the supervisor type.

Check the **Primary** button to flag the supervisor as the Primary Supervisor (**Note**: Only one active supervisor can be designated as Primary).

Click the **Save** button. You are done!

**Note:**

To **add an additional supervisor** for the same student, select the **Add New Supervisor** above the **Save** and **Reset** buttons and repeat the steps on page 34 and 35.

To **remove a supervisor**, select the **Remove** link at the end of the row.

<table>
<thead>
<tr>
<th>Primary</th>
<th>Effective Terms</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer 2018 - The End of Time</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>Summer 2018 -</td>
<td>Remove</td>
</tr>
</tbody>
</table>

To **update a record for a different student**, select **Change Student** link at the bottom of the screen.

[ Change Student | Thesis Committees ]
VIEWING SUPERVISOR INFORMATION ON THE STUDENT WORKSHEET

The Student Worksheet can be updated immediately by going back to the myProgress Hub landing page and selecting Degree Works Advising.

The supervisor information on a Student Worksheet is displayed in the gray information block.
To display the supervisor information you have just entered in Graduate Supervisor Management, click the **Dynamic Refresh** button, and then click the **Process New** button.

The new supervisor information will now be updated.
myProgress offers a series of reports and data related to students in your graduate programs. This includes information such as overdue or upcoming milestones, supervisory information, registration status and other facts. The data can be easily exported to Excel or another spreadsheet software.

To access Graduate Milestone Reports, select **Graduate Milestone Reports** from the **myProgress Hub**.

If prompted to do so, re-enter your McGill Username and Password.
You will be brought to the following screen that offers a number of report selections.

Select the report you wish to view. In this case, Report 1 is chosen.

The report will allow you to filter by Department, Program, Concentration, Term. Major and other features specific to the report. Select the criteria you wish to view.

Click View Report on the far right of the screen.
The data will appear under the search criteria.

<table>
<thead>
<tr>
<th>Term</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Email</th>
<th>Program</th>
<th>Faculty</th>
<th>Department</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>201805</td>
<td>Student Name</td>
<td>McGill</td>
<td>Student Email</td>
<td>MA English-T</td>
<td>Faculty of Arts</td>
<td>English</td>
<td>English-T</td>
</tr>
<tr>
<td>201805</td>
<td>Student Name</td>
<td>McGill</td>
<td>Student Email</td>
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<td>Faculty of Arts</td>
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<td>Faculty of Arts</td>
<td>English</td>
<td>English-T</td>
</tr>
</tbody>
</table>
FAQS

Below are some answers to frequently asked questions.

GENERAL FAQS

- What does Degree Works Advising do?
  - Degree Works Advising automatically retrieves graduate student academic records, displays courses and indicates major program milestones in progress or completed according to the graduate program and degree requirements.
- What additional features are available within Degree Works Advising?
  - Degree Works Advising generates an easy-to-read pdf summary of a student’s record and degree audit.
- How current is the information in Degree Works Advising?
  - The information in Degree Works Advising is automatically updated and refreshed every night. Any changes to a student’s record are reflected the following day.
  - If you would like to have an immediate update (e.g. if courses are added or dropped, or grades have been entered), click the “Process New” button and you will see the update right away.
- If all of the boxes are checked, does that mean the student is graduating?
  - Not necessarily. If a student has applied to graduate, Graduate and Postdoctoral Studies (GPS) will complete a final audit after all final grades are submitted to determine eligibility for graduation.
  - Non-thesis Master’s students must apply on Minerva to graduate.
  - Thesis Master’s and PhD students submit their final thesis to GPS through the e-Thesis submission process on Minerva. This triggers their application to graduate.
- What should I do if the information in a Student Worksheet is incorrect?
  - Any errors should be brought to the attention of the Enrolment Services Degree Evaluation team. You can also email myprogress.gps@mcgill.ca to request any changes to Degree Works.
- Can I access Degree Works Advising on a smart phone?
  - No. As with many McGill software applications, Degree Works Advising requires the use of a desktop, laptop or tablet to function.
- Is information on Degree Works Advising secure and confidential?
  - Yes. Degree Works Advising access is through a secured portal. Your login credentials are the same as they are for Minerva.
  - Please note that it is a violation of the Policy on Responsible Use of McGill Information Technology Resources to share login credentials.

COURSE FAQS

- Can course information be viewed in Degree Works Advising?
  - Yes. When you click on a course title, you can view the course description, prerequisites required, and available course sections for the upcoming semester.
- Can a student register for courses in Degree Works Advising?
  - No. Degree Works displays courses a student is in the process of completing or has completed. Course registration continues via Minerva.
• Can I see a student’s grades in Degree Works Advising?
  o Yes. Once grades are entered at the end of each term, or upon completion of other academic milestones (e.g. PhD Comprehensive Examination), grades appear in the grade column. Courses that are currently in progress show "IP" in the grade column.
• Can I see how many courses and program requirements remain for a student to complete their degree?
  o Yes. Look for unchecked boxes to identify which requirements the student has yet to complete.
• Why is there not a check mark next to a requirement a student has already completed?
  o It could be a student has not met the minimum grade for the course.
• Why is a transfer credit or course substitution not showing under the program requirements?
  o Not all transfer courses or course substitutions will appear automatically in a list of major requirements - many require manual entry. Please speak with Enrolment Services to verify courses are appearing correctly
• If a course is repeated, will this show on the worksheet?
  o Yes.

QUESTIONS?

Please take the time to become familiar with what myProgress can do for you, to help you track and monitor your progress to degree.

For questions on using the myProgress system, email myprogress.gps@mcgill.ca

To report system unavailability or slow response, or problems logging in, Contact the IT Service Desk