Graduate Milestone Reports

myProgress offers a series of reports and data related to students in your graduate programs. For instance, Graduate Milestone reports can help units identify when there are overdue or upcoming milestones (GS004) or missing graduate supervisors (GS005). The data can be easily exported to Excel or another spreadsheet software.

This is the list of current reports that can be pulled from myProgress:

- GS001: List of all active graduate students by program
- GS002: List of all active graduate students by program with details
- GS003: List of student degree milestones by term
- GS004: List of graduate students and their degree milestones
- GS005: List of registered students in graduate degree thesis programs and their supervisors
- GS006: List of graduate student committees
- GS007: List of graduate program milestones

Instructions below address how:

➔ To access Graduate Milestone reports
➔ To export Graduate Milestone reports
➔ To produce a report for overdue milestones (GS004)
➔ To produce a report for missing graduate supervisors (GS005)
To access Graduate Milestone reports

**Step 1:** To access Graduate Milestone Reports, select *Graduate Milestone Reports* from the *myProgress Hub*. You may need to enter your McGill login credentials.

![myProgress Hub](image)

**Step 2:** Select a report from the selection.

![Graduate Milestones](image)

**Optional:** To get a complete description of each report, click on “tiles” (top right) and select “list”. Select the report you wish to view.

![Graduate Milestones](image)
Step 3: Once the report is selected, adjust the settings to reflect the data you are looking for. Reports can be filtered by Department, Term, Program, Major and Concentration. In addition to these main filters, some reports have other features specific to the report. Select the criteria you wish to view.

Step 4: Select View Report after you make changes to any of the filters to refresh the report.

Optional: You may want to view the data in an Excel Sheet as opposed to the web browser. Excel enables users to apply filters, modify the order, remove or reorder columns, and create graphs. See To export Graduate Milestone reports.

Step 5: There are different approaches to find and sort the data you need. For example:

→ Data columns can be sorted in alphabetical/numerical order. Click on the up/down arrow.

→ You can search for a student by name (last or first name) or ID number in the Find field. Find can also be used to locate any value in the report columns.

Reports GS001 through GS006 bring you to the Individual Student Information, when you select the student name (link).
To export Graduate Milestone reports

To view the data in Excel:

1) Select Yes in the Format for Excel field to export the data in Excel before you select View Report.

2) Select the Export drop down menu to export the data to Excel. The data exported to Excel will appear in a spreadsheet downloaded to your computer.

To view the data in another format:

You can export the results to another file format, e.g. PowerPoint, PDF or Word by selecting the Export drop down menu.
To produce the GS004 Report: List of graduate students and their degree milestones

This report will show, for a selected term, a list of graduate students and their degree milestones. Departments can use this report to generate a list of all overdue milestones. Report filters allow departments to identify overdue or completed milestones based on a selected date.

**Step 1:** Select the criteria you wish to view and select View Report on the far right of the screen.

**When checking for overdue milestones:**
- Select the appropriate department and program/major/concentration if needed.
- Make sure that the Milestone Complete Indicator reflects Not Complete.
- The Milestone Due date criteria with Due date before selected date and Date showing today’s date will yield a report showing a list of all outstanding student milestones that were due before selected date for all graduate programs in the department.

**Step 2:** The data will appear under the search criteria. This example shows a list of all outstanding student milestones that were due before selected date (March 13, 2020) for all graduate programs in the Department of Educational & Counselling Psychology.

Departments should follow in cases where students milestones are overdue.
To produce the GS005 Report: List of registered students in graduate degree thesis programs and their supervisors

This report will show for a selected term, a list of registered students in graduate degree thesis programs and their supervisors. It can be filtered by supervisor assignment (with supervisor or no supervisor), which enables departments to identify students without supervisors.

**Step 1:** Select the criteria you wish to view and select **View Report** on the far right of the screen.

When checking for a missing supervisor assignment:

- Select the appropriate department and program/major/concentration if needed.
- Make sure that the Supervisor Assignment Indicator reflects **No Supervisor**.

**Step 2:** The data will appear under the search criteria. This example shows a list of graduate students without supervisors for all the thesis programs in the Department of Educational & Counselling Psychology.

**Departments should follow in cases where no supervisor has been assigned.**