

## RESEARCH SUPPORT – [eProg]

### Who is this guide for?

If you are an academic member of staff and have supervisory responsibilities for any number of students, eProg will help you to track your student(s) progression from registration, through submission and examination to award notification. eProg is the University of Manchester's progression monitoring system for postgraduate research (PGR) students, and this guide will give you an overview of the functions available in eProg and how to navigate the system effectively.

### What does eProg do?

- eProg provides an online interface for academic, administrative staff and PGR students to record and track key progression milestones throughout the student's programme
- eProg will prompt you with email alerts when key progression and attendance milestones are due
- eProg will allow you to email all your students from eProg and attach documents
- eProg allows you to easily track the examination process for each of your students
- eProg allows you to upload documents to share with all your students
- eProg offers your student's a clear overview of their own progression which will help them prepare for supervisory meetings
- eProg supports you when taking on new supervisions for current students

### Who is involved?

- **Business Owner**  
Head of Graduate Education and Researcher Development
- **Issues or Questions**  
Contact your [eProg Faculty Lead](#)
- **Technical Problems**  
Contact the [IT Service Desk](#)

### Why is it needed?

- To improve the student experience by breaking down requirements of the programme into manageable goals and support the student in planning achievable targets
- To enable you and your students to record and reflect on progress against agreed objectives and deadlines
- To enable you to track and update your student's progression in one online system which can be accessed from outside the University
- To provide a streamlined process for monitoring progression by integrating with Campus Solutions and other University systems
- To support all staff in meeting the University's minimum requirements defined within key University policy documents
- To provide evidence that a student is actively engaging in their research and meeting the requirements of the programme

### Accessing eProg

#### How do I get access to eProg?

Academic staff who have responsibility for PGR students will automatically have access to eProg to view their students' profiles. If you require additional access other than that required in a supervisory capacity (e.g. PGR Director), you will need to complete the eProg section of the on-line BAS Access Request form:

<http://remedy.manchester.ac.uk/cgi-bin/BASUserAccess/basrequestlogin.cgi>

#### Where do I find eProg to log in?

- You can log in to eProg from MyManchester: <http://my.manchester.ac.uk> or by navigating to the direct URL: <https://app.manchester.ac.uk/eprog/>
- Your username and password are your main Manchester login details
- If it is not already on your layout in MyManchester, select the 'Customise' drop-down and select 'Add Stuff'. You can then choose eProg from the options available.

## What are the areas of eProg?

### Progression

Monitors the progression of the student from the point of registration to the point at which the student submits their Notice of Submission form.

### Submission to Examination

Monitors the submission to examination process from the point at which the student submits their Notice of Submission form to the point at which the award is ratified.

### Training Catalogue

The training catalogue sits outside eProg, but it contains a list of skills training and a booking system for students. You should be aware of this area as it forms part of your student's personal development plan. It can be accessed from My Manchester or there is a link from the 'Related links' tab on the left hand navigation bar

## My eProg Summary for academic staff

**My Favourites** – add areas of eProg to your favourites to create a quick link

**My Details** – Summary information about you (update via the online directory)

**My Research Students** – lists all students that you have supervisory or advisory responsibility for who are in Progression

**Students Approaching Deadlines** – lists all your pending tasks due within the next month for students where you have a role of responsibility

**Attendance and Engagement Tasks** - lists all Attendance and Engagement milestones due within the next month for students where you have a supervisory role

**My Examination Tasks** – lists all pending or overdue tasks that you must complete for student's who have entered the Submission to Examination period where you have a role of responsibility

**eProg services** – displays a range of searchable indexes (including the student index) which provides further support for users

**About eProg** – an overview of the benefits on using eProg and a supporting guide

**About eProg > Training documents** – a list of all available training guides for users

## My eProg Summary

Click on 'My Favourites' to view your saved pages

Click on 'My Research Students' or 'My eProg' to view all research students for whom you have supervisory or advisory responsibility

Click on 'Students Approaching Deadlines' to view all students for whom you have responsibility for who have an upcoming deadline

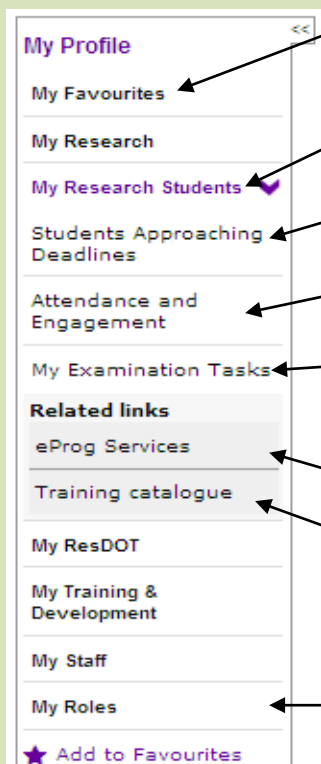
Click on 'Attendance and Engagement' to view all your Attendance monitoring forms for each of the students you have a main supervisor role for which are due within the next month.

Click on 'My Examination Tasks' to view all examination tasks that you have a responsibility to complete.

Click on 'eProg Services' to navigate to eProg indexes and supporting training documents

Click on 'Training Catalogue' to view skills training courses

Click 'Add Favourites' on any page you want to save to 'My Favourites'



## My Research Students Summary (My eProg > My Research Students)

The 'My Research Students' page gives you an overview of the students you have responsibilities for, either as a main supervisor, a Co-supervisor or as an advisor/tutor. The roles you are assigned in eProg are taken from your responsibilities as outlined in Campus Solutions. To view a full list of your roles in eProg, click 'My Roles'

From this page you can:

- Access student progression pages
- Email your students
- Export data into a spreadsheet

If you think there is a student missing from your list on this page, contact your PGR administrator and they can check your Campus Solutions record.

The name of each of your research students. Click on a student name to go to their eProg progression page

Details your supervisory role

Details the 'pathway' the student is on

Details the eProg Discipline for each student

'Pathway status' displays the overall status of the student progression page.

**My Research Students**

This page lists all students that you have supervisory or advisory responsibility for. The student names are hyperlinked through to the student's profile showing details about their pathway, progression, forms, skills training and contact details.  
If you think any of your students are missing from this list, please contact your school administrator.

| Select                              | Student                              | Staff Role      | Pathway                         | Discipline        | Pathway Status                               |
|-------------------------------------|--------------------------------------|-----------------|---------------------------------|-------------------|--|
| <input checked="" type="checkbox"/> | <a href="#">Name of student here</a> | Main Supervisor |                                 | Population Health |  |
| <input checked="" type="checkbox"/> | <a href="#">Name of student here</a> | Co-Supervisor   | PhD Jul 08 FT Population Health | Population Health | <div><div></div><div></div><div></div></div> |
| <input checked="" type="checkbox"/> | <a href="#">Name of student here</a> | Advisor         | PhD Apr 12 FT Population Health | Population Health | <div><div></div><div></div><div></div></div> |

Select All: ☒

Select tick boxes to identify students and then click 'Email Selected' to contact them by email.

Click 'Export to Spreadsheet' to create an excel document with all the student details.

NB. Save the exported spreadsheet as an xls file.

## My Research Students > Students Approaching Deadlines

Approaching deadlines for progression milestones are displayed for any students where you have a main supervisor or co-supervisor relationship. Any progression milestones which are due within the next two weeks or are overdue will be displayed on this page for your attention. Approaching deadlines for attendance milestones can be found on the your 'Attendance and Engagement' page.

Annotations for the 'Students Approaching Deadlines' page:

- Name of your student
- Your supervisory role for the student
- The unit code for the Milestone will be displayed here
- 'Title' displays the name of the Milestone that needs to be completed
- The deadline date displayed on the student's progression page
- Shows the date completed or saved

| Student              | Supervisory Role | Unit Code | Title                        | Deadline   | Status                   |
|----------------------|------------------|-----------|------------------------------|------------|--------------------------|
| Name of student here | Main Supervisor  |           | Research Panel 1 Year 1      | 31/12/2010 |                          |
| Name of student here | Co-Supervisor    |           | Supervisor Meeting Yr 1      | 30/12/2010 | Form available           |
| Name of student here | Co-Supervisor    |           | Supervisor Meeting Yr 1      | 30/12/2010 | Form available           |
| Name of student here | Co-Supervisor    |           | Student/Supervisor Agreement | 01/10/2011 |                          |
| Name of student here | Co-Supervisor    |           | Student/Supervisor Agreement | 01/10/2011 | Form available           |
| Name of student here | Main Supervisor  |           | Research Panel 1 Year 2      | 31/12/2011 |                          |
| Name of student here | Co-Supervisor    |           | Research Panel 1 Year 2      | 31/12/2011 |                          |
| Name of student here | Co-Supervisor    |           | Record of Supervision        | 30/12/2011 | Last saved on 25/12/2011 |
| Name of student here | Co-Supervisor    |           | Research Panel 1 Year 1      | 31/12/2011 |                          |
| Name of student here | Main Supervisor  |           | Ethical Approval             | 11/04/2012 | Completed 27/4/2012      |

## My Research Students > Attendance and Engagement

The Attendance and Engagement page allows you to view and complete all upcoming Attendance milestones. The answers you enter into this screen will populate the form on the student's Attendance and Engagement page. You can visit the student's progression page by clicking on the Name of the student hyperlink in the grid. You can enter details for multiple forms in one visit by entering the information and clicking 'Submit' at the bottom of the page.

Annotations for the 'Attendance and Engagement Tasks' page:

- Enter your responses on the radio buttons
- Enter any comments here
- Click 'Submit' to send your responses

| Student               | 1. Are you satisfied that this student is actively engaging in their research, training and seminars? | 2. Has the student been in regular attendance at the University this month? | 3. If you have selected 'NO' to either question, then please provide a brief explanation of your concerns and actions you have taken with the student and supervisory team to rectify the situation. | deadline   |
|-----------------------|---|---|--|------------|
| Name of student here  | <input type="radio"/> Yes<br><input type="radio"/> No   | <input type="radio"/> Yes<br><input type="radio"/> No                       |  | 30/09/2012 |
| UVATM0012             |   |   |  |            |
| Name of student here  | <input type="radio"/> Yes<br><input type="radio"/> No   | <input type="radio"/> Yes<br><input type="radio"/> No                       |  | 31/10/2012 |
| Month 13<br>UVATM0013 |   |   |  |            |
| Name of student here  | <input type="radio"/> Yes<br><input type="radio"/> No   | <input type="radio"/> Yes<br><input type="radio"/> No                       |  | 30/11/2012 |
| Month 14<br>UVATM0014 |   |   |  |            |

Submit

## My Progression Record Summary (for an individual student)

Click here to add an  
'Additional Meeting Form'

Details

Pathway

**Progression**

Attendance and Engagement

Publications

Examination Summary

Training & Development

Comments Log

Personal Document Store

Internal Assessors

★ Add to Favourites

<< **Progression**

Name of student here

A student's progression displays all the milestones, skills training and any taught units for which the student is registered and the completion status of the student for each activity. The unit code links to a profile of the activity and, where the viewer has permission, it may be possible to access the content of forms associated with the activity.

Details of the students engagement and attendance milestones can be found on the Engagement and Attendance page.

An **Additional Meeting Form** is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

| Unit Code | Title   | Deadline   | Status               |      |
|-----------|---|------------|----------------------|------|
| FEPSM1000 | Initial project planning meeting                                    | 30/05/2012 | Completed 4/6/2012   | Edit |
| FEPSM1010 | Initial Personal and Professional Development Plan                  | 30/05/2012 | Completed 30/5/2012  | Edit |
| FEPSM1010 | Initial Personal and Professional Development Plan                  | 01/08/2012 | Completed 8/8/2012   | Edit |
| FEPSM1010 | Initial Personal and Professional Development Plan                  | 01/08/2012 | Completed 8/8/2012   | Edit |
| FEPSM0040 | Quarterly Research and Personal Development Review                  | 01/11/2012 | Completed 25/11/2012 | Edit |
| FEPSM0040 | Quarterly Research and Personal Development Review                  | 01/11/2012 | Completed 25/11/2012 | Edit |
| FEPSM1090 | First year research progression advice form                         | 01/12/2012 | Completed 27/11/2012 | Edit |
| FEPSM1090 | First year research progression advice form                         | 01/12/2012 | Completed 27/11/2012 | Edit |
| FEPSM1900 | Submit Year 1 progress report (if transferring/continuing on a PhD) | 01/12/2012 | Completed 9/1/2013   | Edit |
| FEPSM1900 | Submit Year 1 progress report (if transferring/continuing on a PhD) | 01/12/2012 | Completed 9/1/2013   | Edit |
| FEPSM1990 | First Year PhD Progression Decision                                 | 31/01/2013 | Completed 25/1/2013  | Edit |
| FEPSM1990 | First Year PhD Progression Decision                                 | 31/01/2013 | Completed 25/1/2013  | Edit |
| FEPSM0180 | Quarterly Research and Personal Development Review                  | 01/02/2013 | Completed 30/1/2013  | Edit |
| FEPSM0180 | Quarterly Research and Personal Development Review                  | 01/02/2013 | Completed 30/1/2013  | Edit |
| UVEXM0002 | Expectations 2  | 30/06/2013 | Form available       | Edit |
| UVEXM0002 | Expectations 2  | 30/06/2013 | Form available       | Edit |
| FEPSM0150 | Quarterly Research and Personal Development Review                  | 01/08/2013 | Form available       | Edit |
| FEPSM0150 | Quarterly Research and Personal Development Review                  | 01/08/2013 | Form available       | Edit |
| FEPSM0210 | Quarterly Research and Personal Development Review                  | 01/11/2013 | Form available       | Edit |
| FEPSM0210 | Quarterly Research and Personal Development Review                  | 01/11/2013 | Form available       | Edit |

Milestone code

Click here to open and edit a student's progression form

Status of milestones indicated here using colour coding.

## eProg Student Index Summary (My eProg > eProg Services > Student Index)

Allows you to search for a student profile within your School.

eProg

Milestone Index

Taught Unit Index

**Student Index**

By Pathway

By Form

By Discipline

By Milestone

Student Index Archive

Related links

My eProg

eProg Services

Training Catalogue

<< **Student Index**

The student index provides a full catalogue of all postgraduate research students across the University. To search the catalogue please follow the instructions below.

- Search the whole University by selecting 'All' or select a faculty and/or school to filter your search requirements

then either:

- Enter a name (given name or family name), or part of a name, in the search box and click **Find**
- or
- Click on a letter to see students whose family name starts with that letter

**Search Students By Name**

Faculty: Faculty of Humanities

School: All

Any Name:  **Find**

Surname Only: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Choose Faculty/School/Name or Click on letter to indicate surname group

## My Examination Tasks Summary *(My eProg > My Examination Tasks)*

This page details your examination tasks which are pending or overdue. Tasks will appear in this area for students who have completed their 'Notice of Submission' form, and who require some action from you to progress their examination process (i.e you may be listed as an examiner for a student and the tasks due will appear in this page). The deadlines attached are automatically applied according to policy requirements.

Hyperlink to student 'Examination Summary' page

Hyperlink to the form you will need to complete and submit.

Deadline to complete the form.

Export to Spreadsheet

If you have a number of students with Examination tasks you can export to a spreadsheet.

**My Examination Tasks**

Record 1 of 1

| Student                              | Task                                    | Due Date | Your Role       |
|--------------------------------------|---|----------|-----------------|
| <a href="#">Name of student here</a> | <a href="#">Nomination of Examiners</a> |          | Main Supervisor |

Show 10 records per page

Page 1

Export to Spreadsheet

## Examination Summary *(My eProg > My Examination Tasks > Click on student name hyperlink)*

This page gives an overview of the student's examination progress to date. Tasks will only appear once the previous item has been completed, which follows the progress of submission to examination as per the [policy](#) pages.

Name of task and link to form if appropriate.

Dates task has been completed and deadline of

Click to view an overview of the text entered for each task.

Who is responsible for the task

**Examination Summary**

| Task Name                               | Completed  | Due | Role            | Action               |
|---|------------|-----|-----------------|----------------------|
| Notice of Submission (Student)          | 05/09/2013 |     | PGR Student     | <a href="#">View</a> |
| Notice of Submission (Supervisor)       | 07/10/2013 |     | Main Supervisor | <a href="#">View</a> |
| <a href="#">Nomination of Examiners</a> |            |     | Main Supervisor | <a href="#">Edit</a> |

[Return To Examination Tasks](#)



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### **Who do I contact with queries about eProg?**

In the 1<sup>st</sup> instance you should contact your [School/Faculty PGR Administrator](#). Click on Help and support from 'eProg services' to access details of the support networks in Faculties (eProg Services > Help and Support).

### **How do I open multiple pages in eProg?**

To have several pages open at once, you can press down Ctrl and then click your mouse on the hyperlink page you want to navigate to. This will open another tab in your browser and allow you to keep the 'host' page open at the same time.

### **How do I update my details in eProg?**

You cannot make changes to your personal details in eProg. You will need to make any changes about your personal details in the staff directory which will then pull into the 'My Details' area of eProg. If you need to make changes to your supervisory relationship with a student, your School PGR administrator can help you by editing the students Campus Solutions record.

### **What are my responsibilities in relation to eProg?**

- to meet or liaise with your students in a timely manner to discuss a student's progress and to complete and submit the appropriate online progression forms by the appropriate deadline
- know who your students are and to understand which role you fulfil within the supervisory team for each of your students

- to complete and submit the appropriate online Attendance and Engagement forms by the appropriate deadline
- to encourage your students to attend/complete all mandatory skills training events and support them in reviewing their skill set and applying for any training to meet their development needs
- to complete all your examination responsibilities

### **What are the student's responsibilities in relation to eProg?**

- to meet with their supervisor/ advisor to review progress and to complete the appropriate online forms by the relevant deadline
- to attend/complete all mandatory skills training components

### **How do I add an authorisation to a form?**

Some forms have compulsory authorisations required where you will be asked to authorise the content of that form.

On other forms you can add an optional authorisation to a form once the form has been submitted:

- After submitting the form click on the authorisation button.
- Click on 'Add additional authorisation'
- Enter the Role title for the Authoriser (this will be the PGR Administrator by default)
- Select the appropriate checkbox for any optional roles who should be able to authorise the form
- Click 'Add' to save this to the form

### **Why does the form not turn green when I have authorised the form?**

Some forms will have multiple authorisations on them, so it may be waiting for another person to authorise before turning green.

### **How do I navigate to a student progression page?**

Click on My eProg

Click 'My Research Students'

Click on the name of the student who you want to view the progression page for

Once on the Student profile page you need to click on eProg in the left-hand navigation

Click on 'Progression' in the left-hand navigation.

(you can now save this page as one of your Favourites, by clicking on 'Add to Favourites')

### **How can I email a group of students and add attachments?**

You can email your students by selecting them on the 'My Research Students' page and clicking on 'Email Selected'. The email function will allow you to create a message and attach a document to send to all selected students.



### How do I un-submit a form?

You will need to contact your administrator with details of the form you wish to un-submit.

### How do I navigate to the Student Index?

From My eProg, click on 'eProg Services'

Click on 'Student Index'

Enter the filter details for your School and/or the name of the student

NB: you will only be able to view the progression details of students who are within your School / Faculty organisation set-up. PGR Directors can view all students in their Discipline / School through this route.

### What should I do with red milestones on a progression page?

If any of your students have a red milestone this means that the form has not yet been submitted and is now overdue. Both you and your student need to complete the form and you then need to submit it and complete your milestone.

### How do I know what my supervisory team role is for each student?

Click on 'My Research Students' and view the 'staff role' column to view which role you are currently listed as for each student. This data is pulled directly from Campus Solutions so if you feel there are errors, please contact your local [PGR administrator](#) who will be able to edit your Campus Solutions record.

### How do I access eProg via a tablet device or off campus?




Some devices will require the VPN set up to access eProg remotely. You can find details on how to set up VPN in [knowledgebase](#).

## What does the terminology in eProg mean?

|                           |   |
|---------------------------|---|
| <b>Cohort</b>             | <p>is a group of students sharing:</p> <ul style="list-style-type: none"> <li>- a common programme type such as PhD or MPhil</li> <li>- a common study mode such as full-time or part-time</li> <li>- a common intake period such as September 2012 or January 2013</li> <li>- a common duration such as 3-year or 4-year</li> </ul>  |
| <b>Pathway</b>            | A collection of compulsory milestones applied to a cohort for the duration of a programme.  |
| <b>Progression Record</b> | A collection of all compulsory and optional milestones, skills training events and taught units applied to an individual student with deadlines attached (as defined by the pathway they belong to).  |
| <b>Milestone</b>          | An activity which must be completed by a specified date.  |
| <b>Forms</b>              | <p>A range of questions attached to a milestone where responses for an individual student may be recorded by the student and/or their supervisor.</p> <p>Forms provide a formal record of meetings or discussions between student, supervisor and/or advisor/tutor. It also provides an opportunity for any issues or problems to be raised.</p> <p>All forms and their deadlines can be found on the eProg progression page.</p> <p>You can access, complete and save information at any time prior to these meetings. At the meeting the supervisor/ advisor will complete the remainder of the form with their comments and feedback. This provides a record of satisfactory progress.</p> |
| <b>Discipline</b>         | Defines the boundaries of a research area and has groups of programmes associated with that discipline. The discipline is defined manually within eProg, not within Campus Solutions.   |

## Colour Coding – what does it mean?

There are 4 colour codes used in eProg to denote when a student milestone has been completed.

|  |              |   |
|--|--------------|---|
|  | <b>Green</b> | The form has been <b>completed, attended or submitted</b>   |
|  | <b>Amber</b> | The <b>form is overdue</b> , has been <b>saved</b> at least once, but it has not yet been submitted or has been submitted but not authorised by all roles |
|  | <b>Red</b>   | The <b>milestone or form is overdue</b> and has not yet been saved or submitted   |
| <b>No Icon</b>   | <b>White</b> | The milestone or form has <b>not yet</b> been <b>submitted</b> and is not yet <b>overdue</b>  |

### **I am acting as an assessor / internal examiner for an end of year report. How do I access the student's progress forms?**

You will need to be added temporarily to the student's record in eProg as an internal assessor. Your [School/Faculty PGR administrator](#) will be able to add you to the system for you to be able to view the student record.

### **I am receiving alerts / notifications which are not relevant to me. What can I do?**

You will need to contact your Faculty lead, who will arrange for your role in eProg to be updated.

You will receive automated alerts for any student you have supervisory responsibility for. The main supervisor will receive a reminder email 5 working days before the milestone deadline. A further reminder will be sent to the supervisory team 2 weeks after the deadline if the milestone is overdue.

### **How to I complete the Expectations form?**

The Expectations form needs to be completed at the start of each year of study by the student and main supervisor. If you are having any issues completing the form, please contact your [School / Faculty PGR administrator](#).

The following gives an idea of the usual responses for some of the questions listed in the form:

**"Q11: How often will you meet with your co-supervisor?"**

*This depends on the degree of involvement of the co-supervisor. It should be agreed with the student and they can meet the student independently or with the main supervisor.*

**"Q12: How often will you meet with your advisor / PG Tutor?"**

*The advisor / PG Tutor role provides pastoral support so it would be expected that meetings will depend upon the requirements of the student.*

**"Q14: Have you received a copy of the programme handbook? Are you clear about who you should refer to if you are having any problems?"**

*Students can approach any member of the Supervisory team, or contact the PGR administrator. Ensure that the student has all the relevant contact details.*

**"Q15: Please discuss the process for requesting time away from the University"**

*The student should contact the main supervisor and the School / Faculty administrator to let them know of their plans. .*