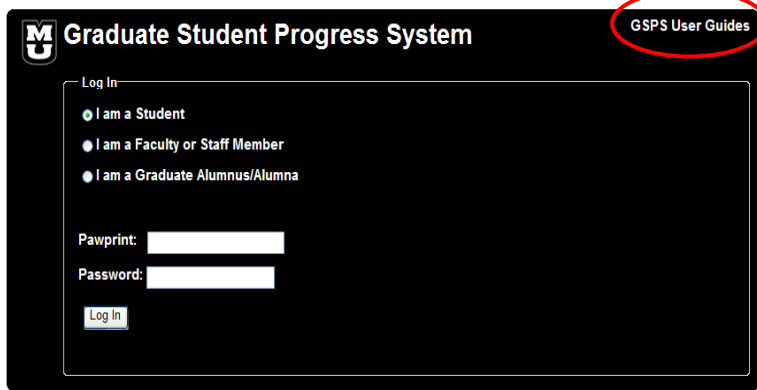


Graduate Student Progress System: Overview for Departments

This PDF guide is intended for faculty and staff serving as authorized GSPS administrators. For the online version, click GSPS User Guide in the upper right corner of the login screen <https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/>
Note: The online guide includes screen shots of the students' view. A GSPS student guide is available online under the same link or send student to <http://gradschool.missouri.edu/policies/progress/annual-review/> for a PDF version.

Why do we need a Graduate Student Progress System?



MU Graduate School 210 Jesse Hall, Columbia, MO 65211 | (573) 882-6311 or 1-800-877-6312 (for calls outside Columbia) | FAX (573) 884-5454

If you have questions, concerns or problems with the Graduate Student Progress System, please [e-mail the Web editor](#).

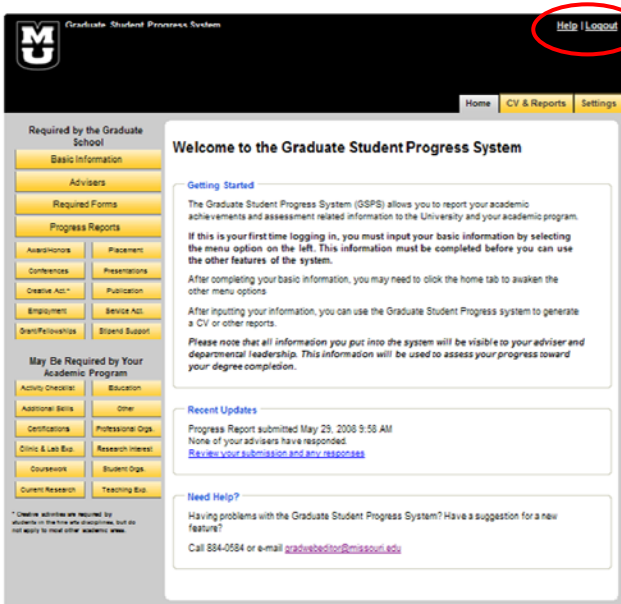
© 2007 - Curators of the University of Missouri | [DMCA](#) and other [copyright information](#) | all rights reserved | [an equal opportunity/ADA institution](#)

The Graduate Student Progress System (GSPS) provides academic programs with a simple method to collect data from students regarding their academic progress and achievements. Data may be used for grant writing and annual reports. MU-UM officials use GSPS aggregated data to confirm student enrollment and progress in degree programs.

Graduate students must submit an annual update, which includes a self assessment of progress. Your department may list specific questions for response. The GSPS also provides students with an easy method to create a custom CV/resume or a PDF of their GSPS record.

How does the Graduate Student Progress System work?

Students log into the GSPS with a MU pawprint and password. Inside the system are a vertical column of buttons tabs that, once clicked, open to work areas for the student.



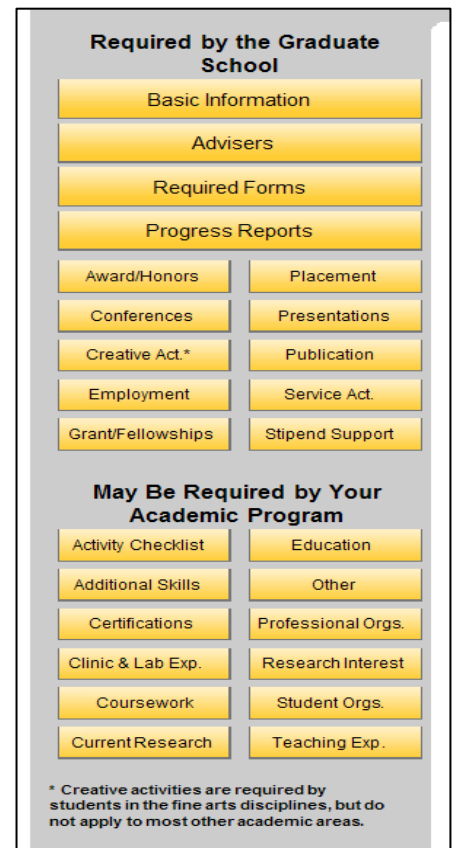
The Graduate School requires that students complete a series of web based forms about their academic progress, publications, presentations and awards (top buttons).

An academic program may or elect to have the students complete additional sections (bottom buttons).

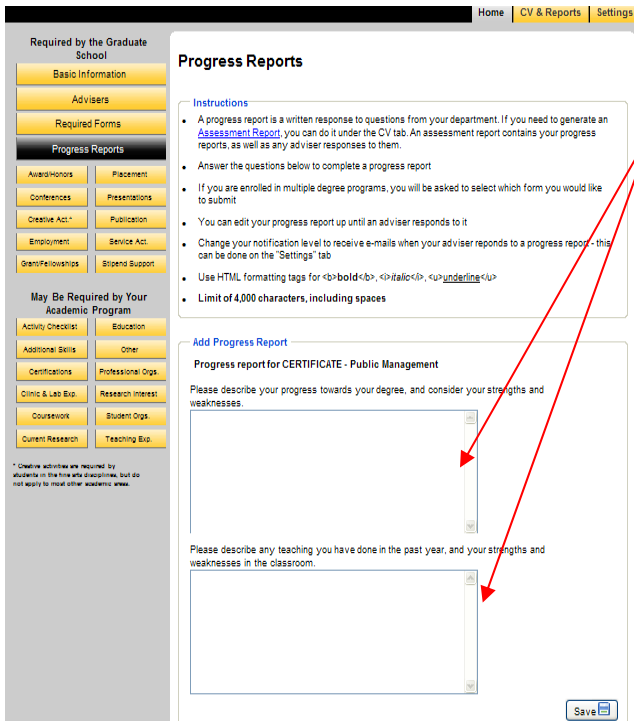
It is each student's responsibility to enter the correct degree program

and faculty name into the GSPS. An adviser will not be able to access a student's until the information is inputted correctly.

A **Help** link is provided in the top right corner of every page. The help information is specific to each button or work area. They may also contact [MU grad web editor](#) for assistance.



Student Progress Reports and Faculty Responses. The Graduate School requires students to complete an annual report of progress toward degree completion. *Note:* Each degree program may elect to use the GSPS' default questions or establish new prompts for the students to address. Each degree program may opt to include a student checklist or specific program benchmarks.



The GSPS includes an easy mechanism for students to file their reports. The boxes are limited to 4000 characters each. Thus, it is easiest for students to write the report in a word processing program, and check the character count. Then the student should copy and paste into the GSPS.

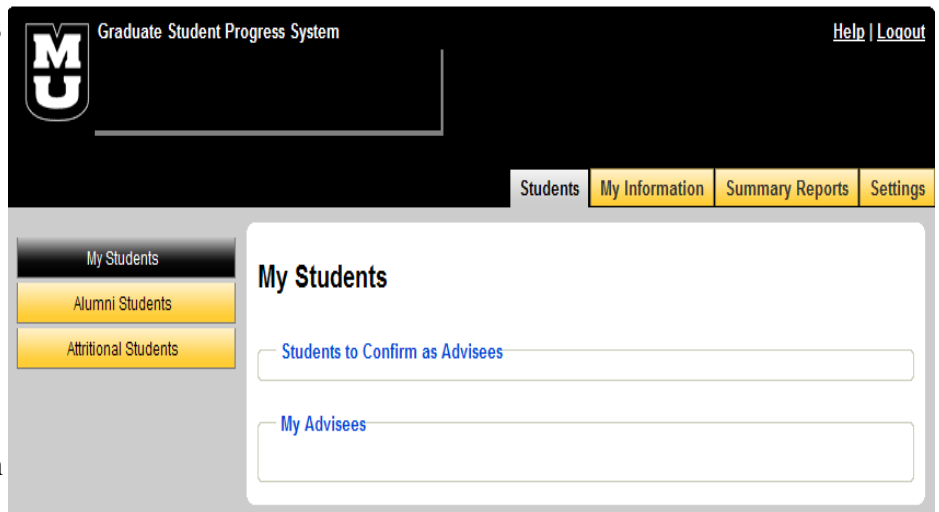
Reports longer than 4000 characters can be separated into two or more parts. The system allows students to submit two or more progress reports on the same date or reporting period.

Notification: The default GSPS setting (under top right tab) is set to automatically generate an email message to the adviser when a student files the annual progress report.

Degree programs may also add adviser prompts if, for example, all faculty members are to assess their advisees on a specific criterion or benchmark.

GSPS Faculty Adviser Functions

Faculty advisers can log into the GSPS, review advisees' submitted information, generate reports and respond to students' progress reports. An adviser's response *is* visible to the advisee. Responses may be positive reinforcement about accomplishments, or constructive suggestions on areas for academic/research improvement. In sum, the GSPS is a support tool for adviser-advisee communications and can provide faculty members with a means to document understanding with a student about academic expectations, goals and satisfactory progress.



Note: Attritional students and alumni may also be tracked using the GSPS.

E-mail notifications: Faculty and staff members have the option of modifying the default GSPS "Settings" tab (top right tab) to receive automatically generated emails from students. Faculty should note that they have the option of receiving e-mail notification from primary advisees or all advisees.

GSPS Report Generator (Individual and Group Reports)

A faculty member may generate a group report or individual reports on advisees. Reports may include students' presentations, scholarships, grants, publications, teaching and service activities.

The screenshot shows the GSPS interface for a Ph.D. program. The 'Summary Reports' section is active, displaying instructions and a list of report criteria. The 'Report Type' dropdown is set to 'Dean's Report Card Summary'. The interface also includes a navigation bar with 'Students', 'My Information', 'Summary Reports', and 'Settings' tabs.

To run an **individual** report, click on the advisee's name then click on the generate report button

To run a **group** report, click the "Summary Reports" tab. Select the degree program and level, range of dates, report type and output format.

Tip: Run the "Last Login" report for a quick view of which students have used the Graduate Student Progress System.

Tip: All reports can be saved as Microsoft Excel files or as HTML.

Note: A dean, department chair, director or DGS will be able to view all students for a degree program, including the last login date, progress report, and date the advisor responded to the progress report.

How does the Graduate School Use the GSPS?

Only the aggregated data from the "Dean's Report Card Summary" are retained by the Graduate School. The Graduate School uses aggregated data in much the same way as the departments do: to report on the outcomes of graduate education. Aggregated data are reported in publications and Web pages, and in response to specific requests from the Coordinating Board for Higher Education and MU Chancellor and Provost. The Dean may also use the GSPS to identify which departments are participating in the mandatory reporting requirements. To comply with FERPA, individual student records are not released to others.

Who should I contact with questions or to schedule a demonstration or training session?

Communications Unit Coordinator gradwebeditor@missouri.edu
MU Graduate School 402B Jesse Hall 573-882-8629

Complete instructions available online at
<https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/help/>

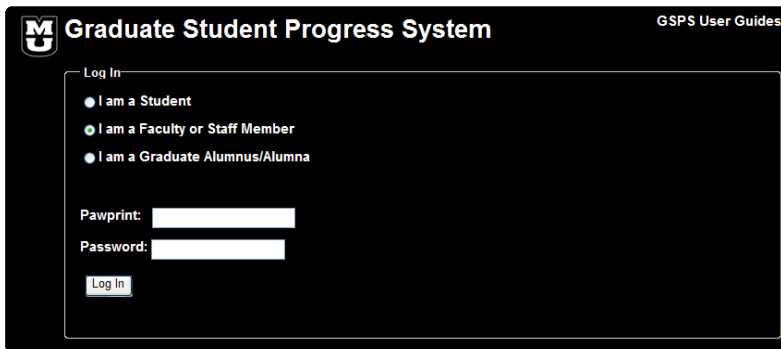
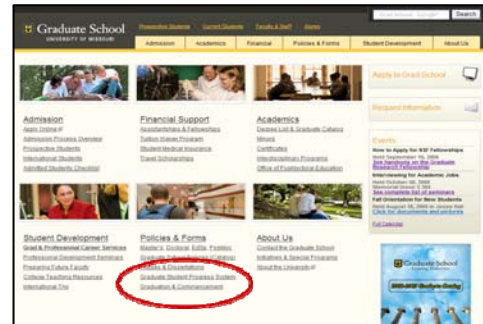
Note: You may also send a note to gradwebeditor@missouri.edu from any page within the GSPS should you experience a problem or have a question or suggestion.

Getting Started Guide: GSPS Instructions for Faculty and Staff

Note: Complete instructions available at

<https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/help/>

1. **Locate the GSPS.** From the main Grad School Web page, find the Graduate Student Progress System under Policies and Forms. Click the link.
2. **Login.** Select “I am a faculty or staff member.” Type your pawprint (the first part of your MU e-mail address) and your password. Click the Log In button.

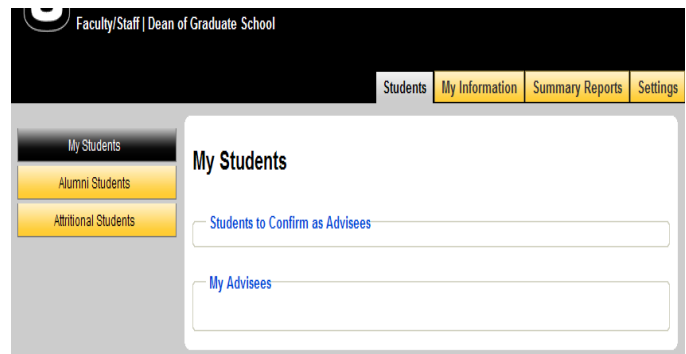


[MU Graduate School](#) 210 Jesse Hall, Columbia, MO 65211 | (573) 882-6311 or 1-800-877-6312 (for calls outside Columbia) | FAX (573) 884-5454
If you have questions, concerns or problems with the Graduate Student Progress System, please [e-mail the Web editor](#).
© 2007 - Curators of the University of Missouri | [DMCA](#) and other [copyright information](#) | all rights reserved | [an equal opportunity/ADA institution](#)

3. **Confirm Students.** Before you can view *any* information, **you must confirm your students**. To do this, click “My Students” button. My Students has two sections - "Students to Confirm as Advisees" and "My Advisees." A student who has listed you as an adviser will appear in the “need to be confirmed” list. If a student’s name is not listed, send a reminder to the student to add your name as primary adviser and the correct graduate degree.

To confirm that a student is your advisee, simply click the button adjacent to the name. The student will then appear in the "My Advisees" section.

4. **View Students:** Click any student's name under "My Advisees" to see reporting details. Here you may review a student’s records and reports and write a response to a student’s progress report. Do this by clicking the links under the “Respond to Progress Reports” section. A simple button click allows you to generate an individual report for a student for a given range of dates.



Tip: To create a group summary report for all of your advisees, click on the **Summary Reports** tab. Select the program, type of report and date range. These PDF reports can be easily printed or saved electronically.

Common Problems Reported by Faculty and Staff

Problem: Cannot login to the GSPS

- Make sure your user information is correct in the Global Address Book in Outlook and/or the MU directory at <http://www.missouri.edu>
- Make sure that you have selected the “I am a Faculty or Staff button” (The GSPS default is the student button)
- Log in with your regular MU pawprint (ID) and password.
- Make sure you do not have a slash (/ or \) in your password. This throws off the database.
- If you get a security certificate warning, please ignore it as the security certificate is current.
- Note: If you clicked “log in” twice, the database will have to be reset. Do you recall doing this?

Problem: Students cannot locate faculty names in the GSPS

- It is helpful to provide students with the MU faculty pawprints they will need to enter into the GSPS.
- In the case of nick names, combined or hyphenated names or name change, please let students know that a name may appear differently than what they expect.

Problem: Student’s name appears under the wrong degree

- This is a student input error. Provide student with the official degree name and emphasis area as applicable.
- The student must login the GSPS, delete the wrong degree, and enter the correct degree. Remind him/her to **SAVE**.

Problem: Student’s name does not appear on the My Students list.

- If you have not used the GSPS system before, please contact the [MU grad web editor](#) to be granted access to the database. List all degrees, by master’s/ PhD level, for which you will need access.
- If you are certain that you have GSPS access, more than likely this is student input error. The student must login the GSPS to verify the correct (a) degree , (b) adviser, and (c) adviser type are entered. Remind him/her to **SAVE**.
- Once the student has confirmed that the information is correct, log back into the GSPS.
- Click the My Students tab. Locate the advisee. Confirm. The page should refresh with the advisee’s name on the My Advisees list.

Problem: Cannot view a student’s progress report.

- If you have not confirmed the advisee name on the My Students list, please do so now.
- If the report is still not visible, the student may have uploaded the report wrong, exceeded length restrictions*, or forgot to save.
- Please ask your advisee to reload the report and **SAVE**.
- Also have the advisee verify that your name is listed under the adviser button.

***NOTE:** Student must submit progress reports less than 4,000 characters. If a progress report is longer, the student must break the report into sections (e.g., part 1, part 2, part 3) to upload as individual “reports.” The GSPS allows students to submit multiple progress reports.

Problem: Need to modify the questions posed to students in the progress report

- Faculty and staff members with appropriate permissions can modify the progress report questions (and other customizations for a particular degree) by clicking the "Settings" tab. Locate the link to the particular degree program to be modified.
- As a faculty member, you are able to customize some of the features to meet your needs. See <https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/help/facultyguide/index.htm>

If you have checked all of the above and the problem persists, please send a specific note to [MU grad web editor](#) about your problem (e.g., what happens, what you cannot view) and any error message you receive. Thank you.

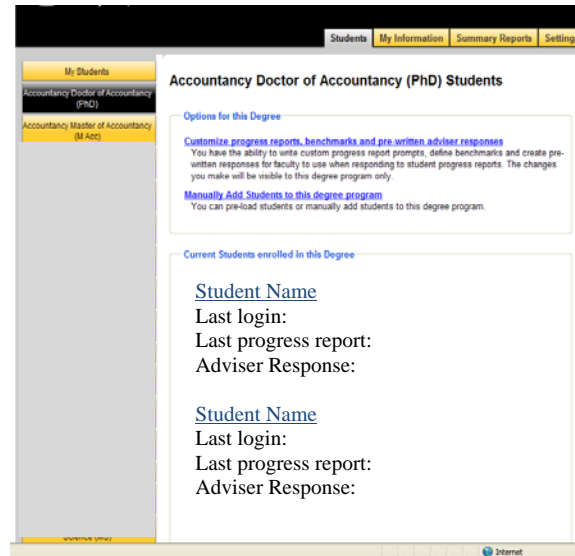
Getting Started Guide: GSPS Administrative Privileges for a Degree Program

NOTE: If you need administrative privileges to a particular degree program, contact your Director of Graduate Studies. The DGS, director, or department chair will notify the Graduate School’s Communications Unit that you should be granted administrative access. This will allow you to view all students in a given degree area.

Login as a faculty/staff member (see page 4). For those with GSPS administrative access, you will see the name of the degree program appear under the “My Students” menu item.

Administrators may:

- view list of all students in a degree program
- view and respond to a student’s progress report
- view faculty responses to students’ reports
- generate & save students’ assessment reports
- generate an aggregated report for degree program
- make changes and customizations to progress report questions and checklist items



To view an **individual record**, click on the student’s name. To view a **progress report**, click on the underlined and dated link to the submitted report.

To **generate a report** for a degree program, click on the Summary Reports tab. Select the program, type of report and date range. Select output as either Microsoft Excel or HTML. Click the generate report button. Save.

Administrators can also make some changes and customizations (i.e. progress report questions, checklist items, etc.) for that degree program. See instructions below.

Settings Tab. If you have administrative programs for a given degree, you will be able to modify some setting specific to that degree program. You can access these settings from the “Settings” tab, as well as from the “Options for _____” box on the Degree’s Student listing page.

Progress Report Prompts/Questions – You can design a custom progress report for your degree program by writing questions in the “Progress Report Prompts/Questions” box. Click the “Add a Progress Report Question” button to enter a new question. You should list the question number in the display order box. Questions with the same display order will be displayed alphabetically. These questions are the ones students will respond to in their progress reports.

Adviser Prompt – You can also provide guidance to faculty in your department about the kind of feedback they should provide students by defining an “Adviser Prompt”. Click the “Add Adviser Prompt” button to add an Adviser Prompt – remember to click the “Save” button.

Pre-written Adviser Responses – You may pre-write adviser responses for you faculty to choose from when responding to a student’s progress report. This can be very helpful in departments that have large numbers of students, where faculty members might advise numerous students. Click the “Add Pre-written Adviser Response” button to add a new pre-written response. Be sure to click the “Save” button when finished.

Checklist item – You may define additional checklist items for students to respond to by creating the items here. Click the “Add Checklist Item” button to add a new checklist item. Be sure to click the “Save” button to save your checklist item.

A **Help** link is provided in the top right corner of every page. Send a note to gradwebeditor@missouri.edu from any page within the GSPS, should you experience a problem or have a question or suggestion.

Frequently Asked Questions

How do I obtain permission to view students in the my degree program?

Faculty and staff members can be granted permission to degree programs that they oversee. Directors of Graduate Study should contact MUgradwebeditor@missouri.edu to add permissions for faculty or staff members.

How can I modify the questions posed to students in the progress report?

Faculty and staff members with appropriate permissions can modify the progress report questions (and other customizations for a particular degree) by clicking the “Settings” tab and finding the link to the particular degree program to be modified.

A student says he/she has completed an annual assessment, but I can’t view it. What’s going on?

Students must list advisers when they complete their assessment. Before an adviser can see that student’s information, the adviser must confirm the student on their “My Students” page. After confirming the student, you should be able to view the student’s information.

Who should I contact with questions or to schedule a demonstration or training session?

MU Graduate School Communications Unit

gradwebeditor@missouri.edu

882-8629 or 884-0584

Note: Complete instructions available at <https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/help/>

Updated 9/3/2009 rgw