Welcome to Research & Progression

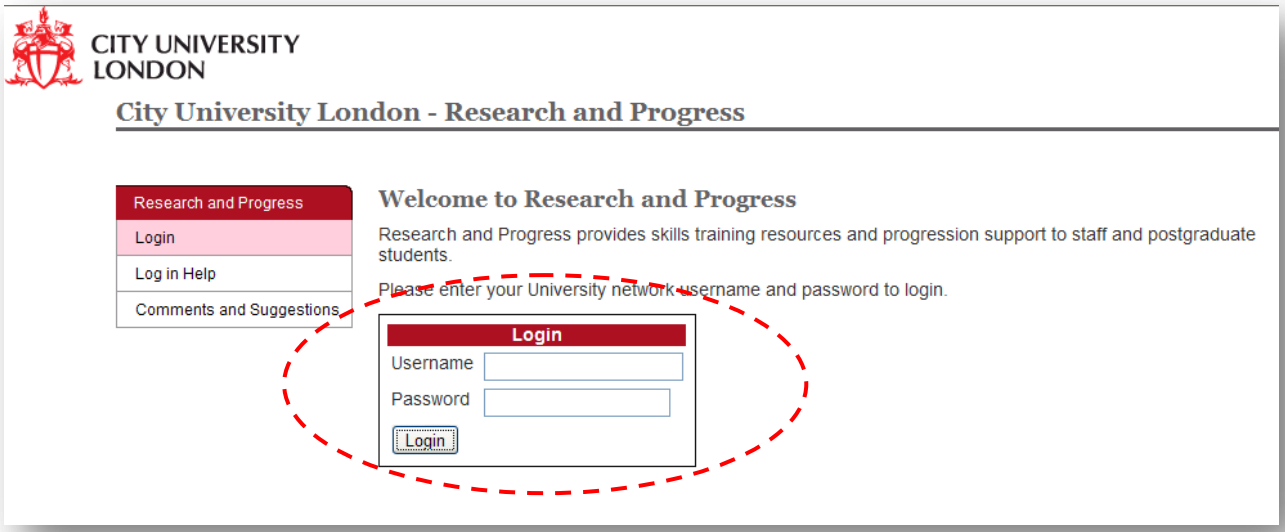
Welcome to Research & Progress the University-wide progression monitoring system and skills training catalogue for postgraduate research (PGR) students. Research & Progress enables PGR students to record and track their progress according to key progression milestones and deadlines throughout their programme and search and book online any skills training courses. As a member of the senior graduate academic team or graduate research administrator you will be able to view, record and monitor the progress of any students you have direct responsibility for.

This guide is intended to give you a virtual tour of the features of Research & Progress and show you how to access and use the system. Students will also be provided with their own guide to help them to familiarise themselves with the key features of Research & Progress.

1. Getting Started

Research & Progress can usually be accessed via by going to the following website: https://rap.city.ac.uk

If you go direct to the Research & Progress website, you will be prompted to enter your University username and password to log into Research & Progression.



Research & Progress has two main areas where you can view student information:

- My Research & Progress
- Research & Progress Services

2. My Research & Progress

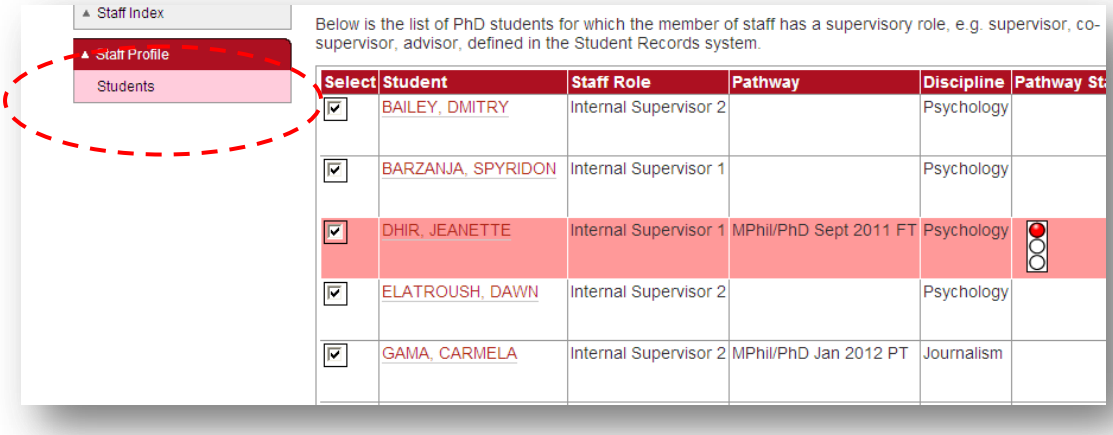
'My Research & Progress' is your personalised area of the Research & Progress system and provides the following information:

- 'My Details' which provides a summary of key information about you, your location, email address and other details
- 'My Research Students' which provides information about all students you have responsibility for either as part of the supervisory team, as an advisor or as an internal assessor during the review and examination process. Further details of the functionality within this area are provided in section 2.1

The home page also enables YOU, the user, to manage the My Favorites links. If you want to save any Research & Progress page to enable quicker access in future you can add the page to your Research & Progress favorites selecting the 'Add to Favorites' tab.

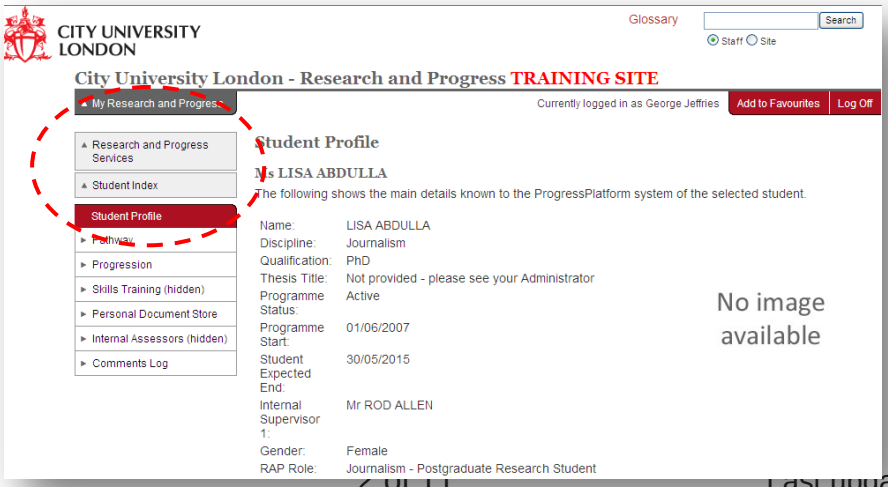
2.1 My Research Students

The 'My Research Students' area of Research & Progress allows you to view compulsory milestones and on-line forms for any students you have direct responsibility for. 'My Research Students' should provide you with a list of all students for which you have the role of main supervisor, co-supervisor, or advisor. In addition, if you are acting as an internal assessor for a student, you will be able to see that student's records for the period during which you are assessing that student's work. If there are student's missing from your 'My Research Students' area please contact your school PGR administrator, as Research & Progress pulls data from SITS where the links between students and supervisors are defined.



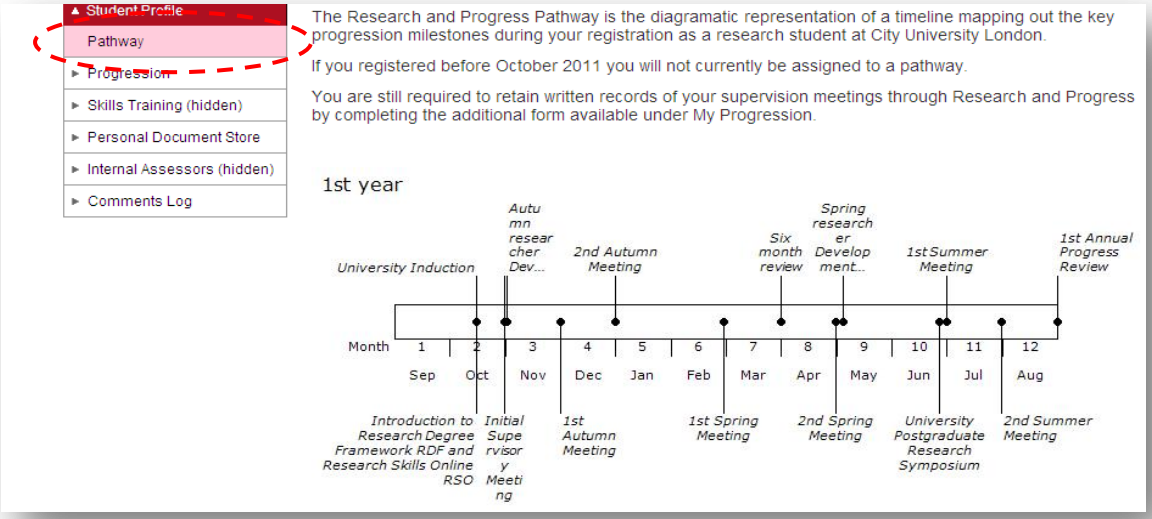
***** NOTE: On the training version of the site, student's names have been anonymised, so will not be the same as the students who are registered with you.*****

By clicking on any of the student's names in that list you will link through to that 'student's profile' showing information about the student such as programme start and end dates, supervisors, location and email address. In addition you will then be able to view more detailed information about the student by clicking on the tabs on the left hand side of the page (pathway, progression, skills training and personal document store) as shown below.



2.2 Student Profile > Pathway

The Pathway contains a personalised timeline image of the student's research programme. The timeline has been created by your school administrator and will show any major milestones. Different parts of the image will link through to the relevant milestone, where your school administrator has the opportunity to provide further information about that milestone.

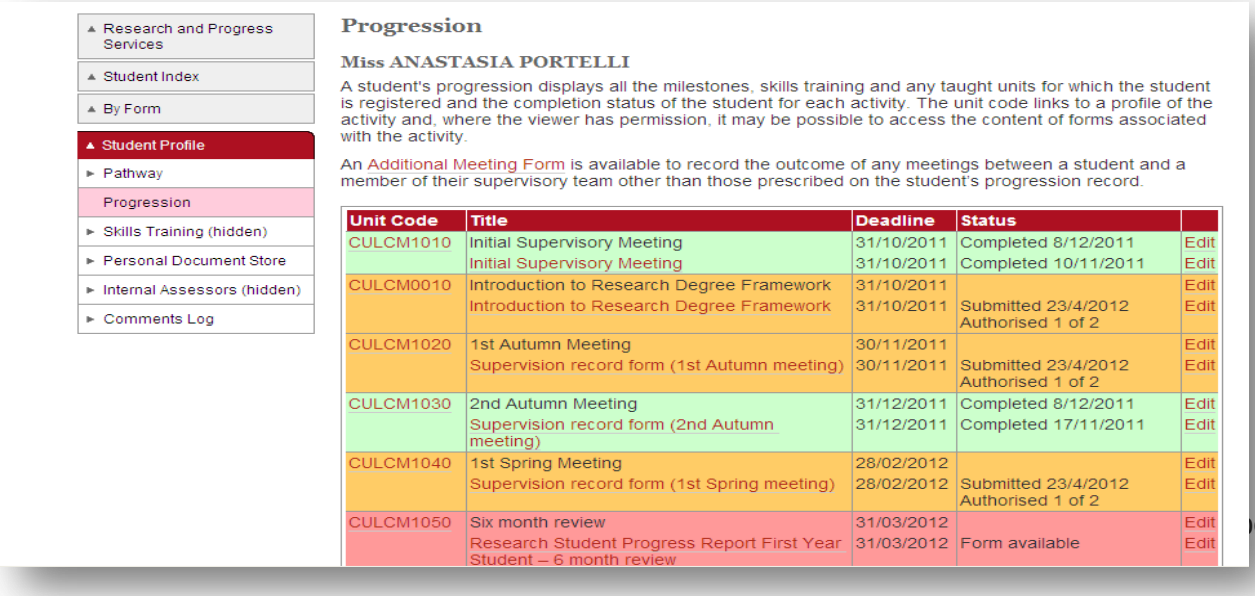


2.3 Student Profile > Progression

The Progression area provides full details of the student's progression record. Each milestone, taught unit (if applicable) and skills training event has a deadline and a completion status and is colour coded to reflect the completion status as shown below. You can also click on the 'unit code' of each milestone or skills training event to link through to supporting information that your school administrator has provided about that milestone. In addition, some milestones will have forms attached to them which you can click on to view the student's comments, record your own comments and submit to save the final version and date stamp its completion.

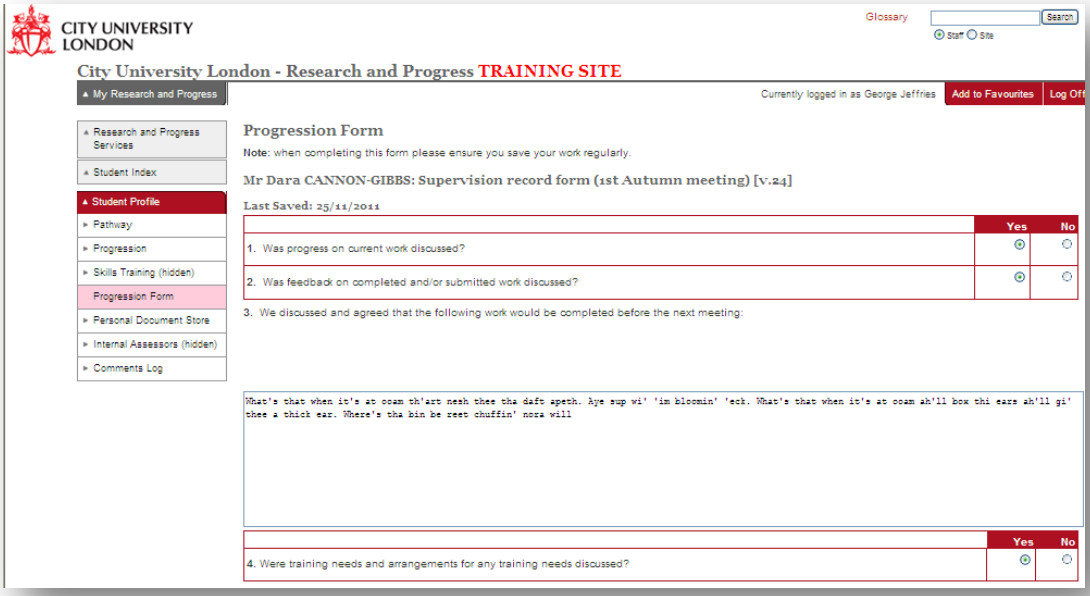
Notice the traffic light convention in the screenshot below:

- **Green:** the student has completed, attended or submitted the form
- **Amber:** the form is overdue, has been saved at least once, but it has not yet been submitted or has been submitted but not authorised by all roles
- **Red:** the milestone or form is overdue and has not yet been saved or submitted
- White: the milestone or form has not yet been submitted and is not yet overdue

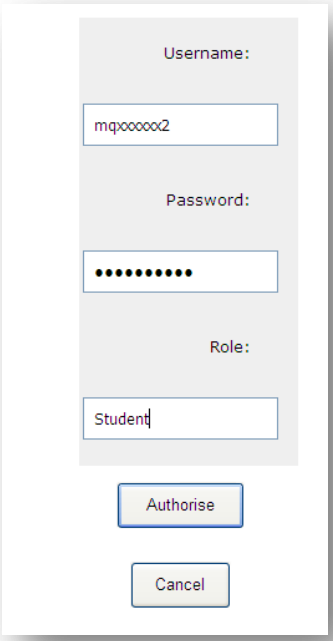


As part of the progression process, you may be required to complete sections of the progression forms in order to record your views on the progression of that student. Forms will be listed just below the associated milestone and the title of the form will be hyperlinked, so that you can easily click on the form to view and edit the contents.

The student can view and complete information on the form and save it at anytime by clicking on 'SAVE' at the bottom of the form. The form can then be completed by the supervisor or appropriate member of staff and saved as a read-only record by pressing the 'SUBMIT' button .



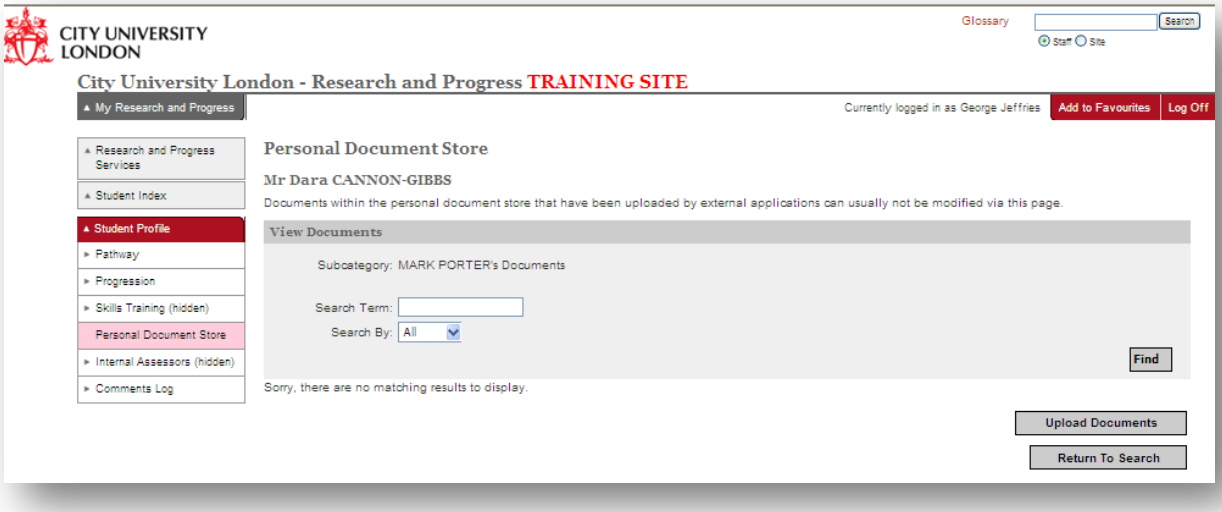
If an authorisation (electronic signature) is mandatory to the completion of the form, the signatories will be listed and must enter their University username and password to authorise the form. Additional authorisations may be added where appropriate.



At any point both you and your student can record any information which is additional to the compulsory progression milestones on an 'Additional Meeting Form'. Once submitted by the supervisor, this form will become complete and will be logged at the bottom of the student's progression page with a date stamp to record when it was completed.

2.4 Student Profile > Personal Document Store

The document upload area provides a storage space for all documents uploaded to forms where the document upload button has been added. This area also allows users to upload documents against the students' record such as reports, absence notifications, posters and publications. The student, supervisory team, Senior Academics and Administrators can all upload documents. However, only administrators may edit or delete documents within this area. *Students are advised to only upload information relevant to their progression e.g. posters, papers and reports etc.*
The document upload area is available in each student's profile. A search facility is available, to search by key word – enter the word into the **Search Term** box. The **Search By** dropdown can be used to refine the search by title of document or by author. The **Subcategory** dropdown allows administrators to refine their search to All documents or Form Documents. Form Documents is where a document has been uploaded as part of a form. Click **Find** to search.



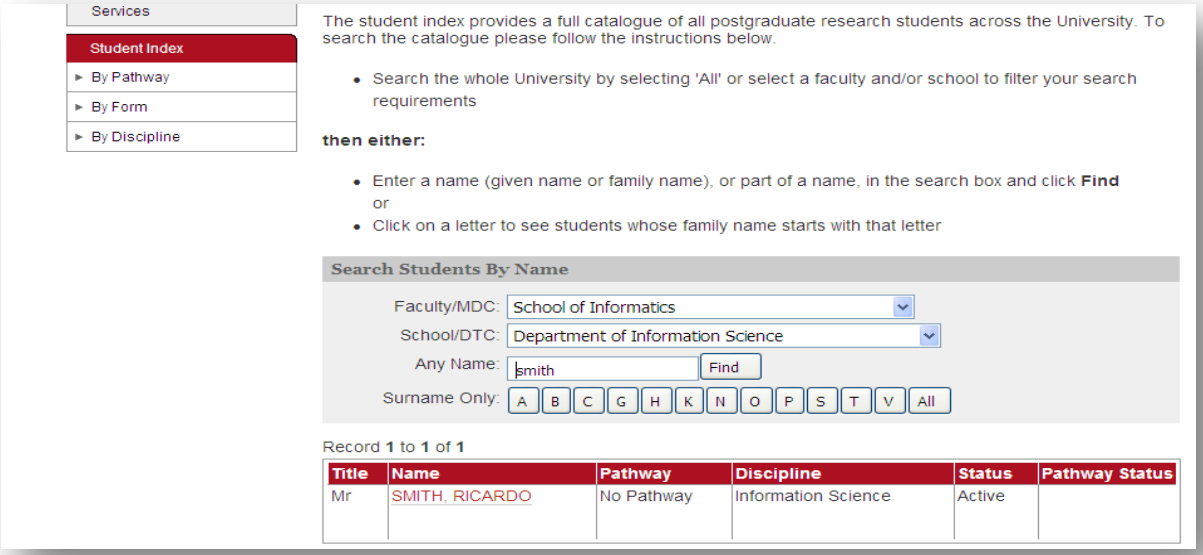
3.0 Reporting

The system will allow administrators report in a variety of ways as outlined below. There will also be the requirement to run regular reports and these standard reports will be provided supplementary to this training guide. Administrators can run reports on individual students, by pathway/academic year, discipline and by form.

3.1 Reporting > Reporting by Name

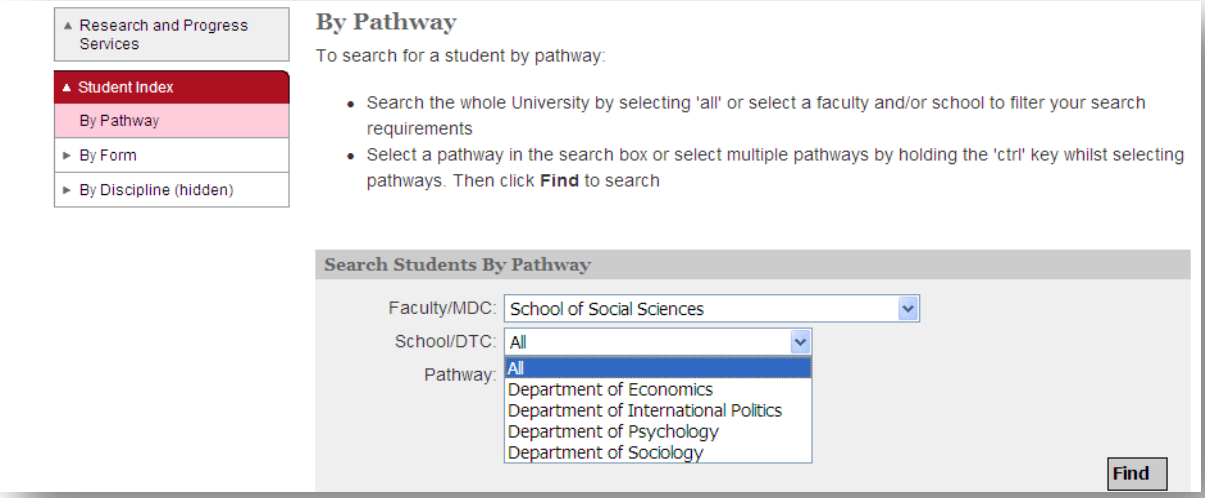
A key word or any part of a student's name can be entered into the **Any Name** search area, click **Find** to view the results. By clicking onto the student name you can access the individual student record to view or edit as appropriate.

Most of the reporting functionality takes place in the Indexes. The **Student Index** allows users to report on forms. It also allows reports to be run by **discipline, degree and Pathway**. It is worth spending time exploring this area and having a look what types of reports are produced.



3.2 Reporting > Reporting by Pathway

The Search **By Pathway** page allows administrators to find students by organisation (e.g. Faculty, School) and by Pathway. Select **Faculty/MDC** and **School/DTC**. Select the Pathway or Pathways required. There is also the option to select **All** which will return all Pathways for your School. Click **Find** to display the students.

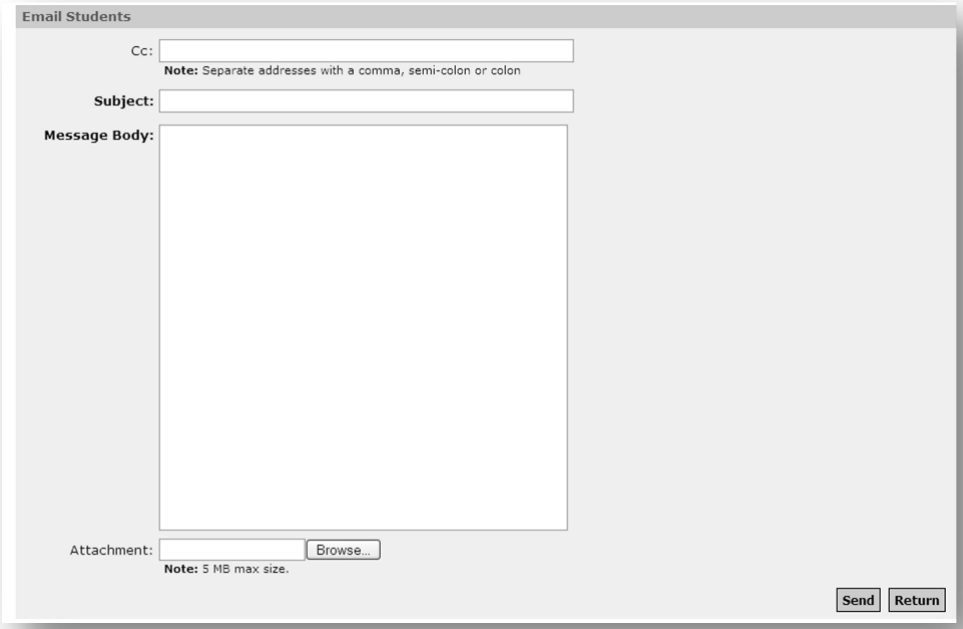


The results of the search will be displayed in a table, the colour coding as before indicates the progression status of the student. The **Select** check box can be used to select students; the default is set so that all students are selected at first.

The header at the top of the table can be filtered by clicking on the column title, e.g**. Pathway, Pathways Status.**

Click on **Export to Spreadsheet,** this will export all selected records to an excel spreadsheet. The spreadsheet can then be saved and edited further as required.

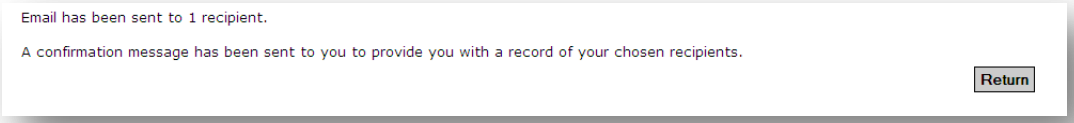
Click on **Email Selected** to email any selected students from the list. This will take you to a new window, where the email can be sent.



A copy of the email will automatically be sent to you, but you may want to copy in other receivers, this can be done by entering in their email addresses in the **Cc:** box.
A **Subject** can be added and one attachment (up to 5MB in size) can be added by clicking **Browse.**
A message or content for the email can be added in the **Message Body** box.
When you are happy with your email, click **Send** to send or **Return** to go back to the previous page.

ⓘ TIP: The **Message Body** box will allow users to copy and paste information into this space. If you send out regular communication, you may want draft your email in a Word document, and copy and paste it over.

Once the message has been sent, a confirmation message appears:



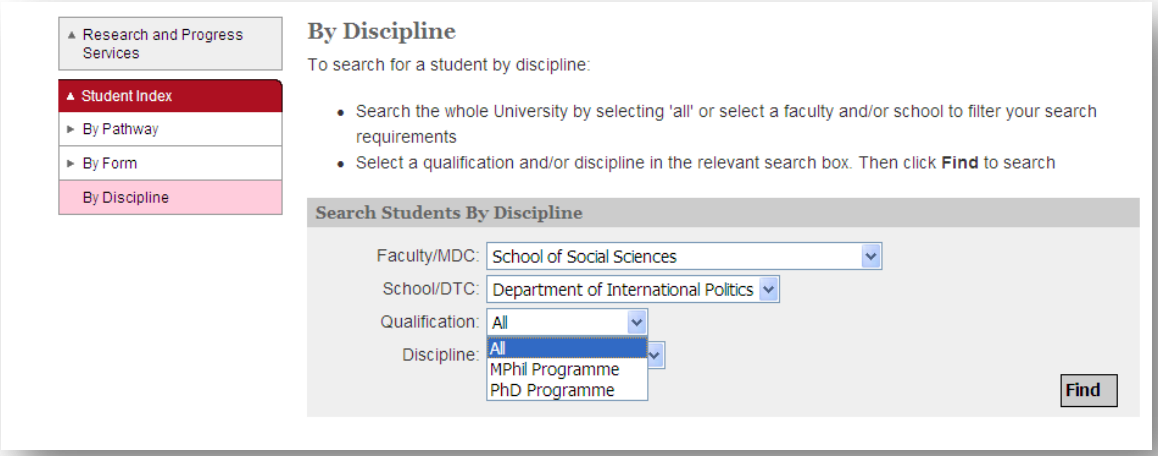
Click **Return** to go back to the previous list.

Confirmation of Sending
In your email inbox, you will receive 2 emails: the first one is your confirmation/evidence of sending and an email addressed to you, with the title and content of the email sent. The other email is a duplicate of the email sent and also lists all recipients.

3.3. Reporting > Reporting by Discipline

The **Search By Discipline** page allows staff to find students by organization, qualification (such as PhD or MPhil) and discipline. The selected organisation constrains the disciplines that are available for selection.

The dropdown boxes **Qualification** and **Discipline** are additional fields to help report on any one or more of these criteria. Click **Find** to show the results of the search.



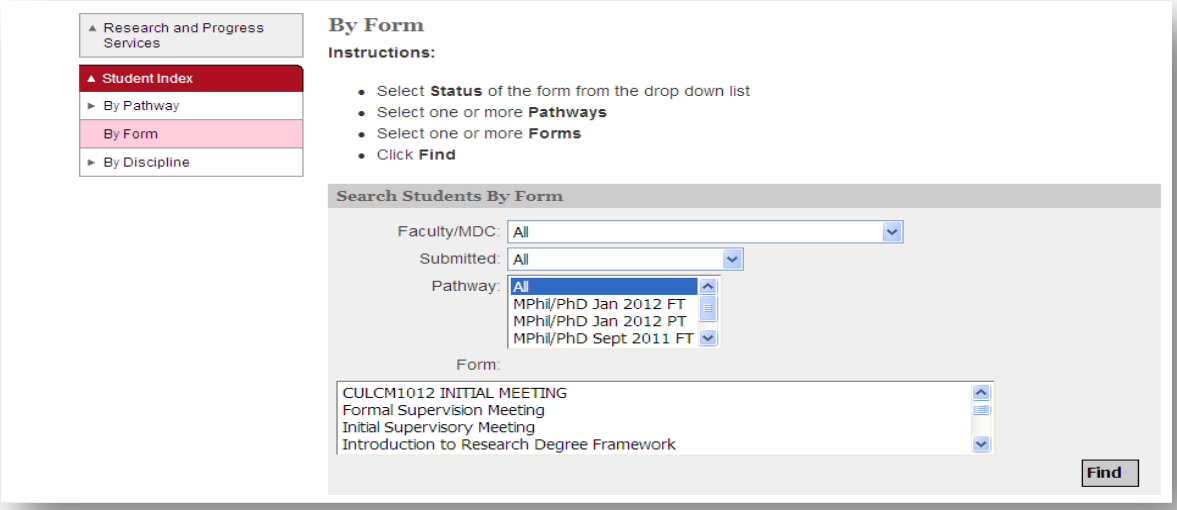
Individual student records can be accessed by clicking on the student name, students can be emailed using the **Select checkbox** and data can be exported to an **Excel Spreadsheet**.

The table also lists the **Pathway** and **Discipline** which is useful if reporting on multiple disciplines and multiple pathways.

As with the other searches, the table displays the results using the colour coding and traffic lights to indicate the overall status of the students progression, e.g. If one or more milestones are outstanding the student will be shown as red.

3.3. Reporting > Reporting by Form

The **Search By Form** page allows staff to monitor the progression of students. For example, staff can find the completion status of a particular on-line progression form for all students on a particular pathway.



The results can be filtered on status to show, for example, only those students who have overdue forms by selecting from the **Submitted** dropdown box. It is possible to select: **All, Overdue, Submitted or Not Submitted and Authorised.**

Individual student records can be accessed by clicking on the student name, students can be emailed using the **Select checkbox** and data can be exported to an **Excel Spreadsheet**.

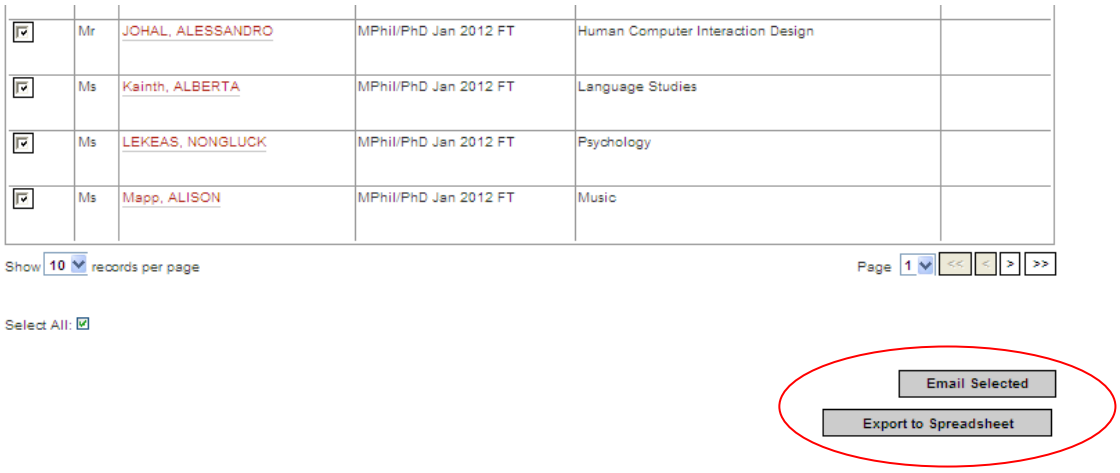
The table also lists the **Pathway** and title of **Form** which is useful if reporting on multiple forms and multiple pathways.

The details of the form submissions are provided, such as: Form **Start Date**, Form **Due Date**, when the form was **Last Saved** and the actual **Date Submitted** which may be useful for reporting and auditing.

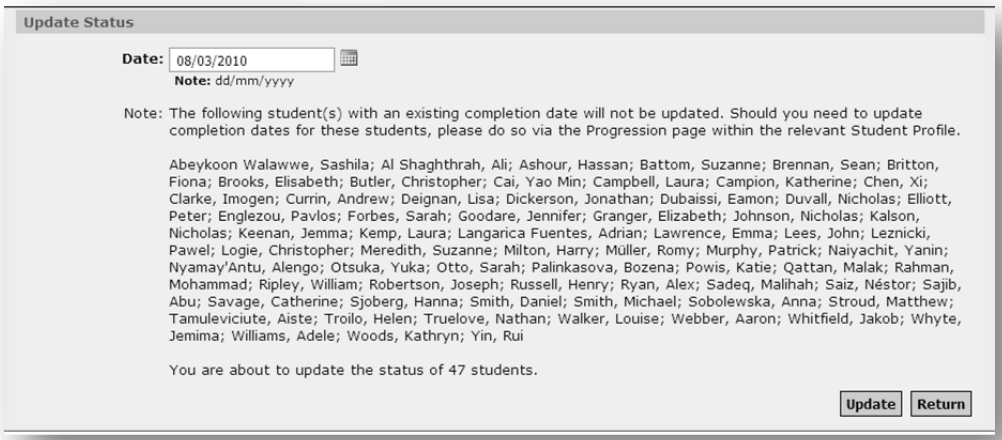
As with the other searches, the table displays the results using the colour coding and traffic lights:

3.4. Reporting > Reporting by Milestone

The student index, reporting by milestone function is used to report on milestones which may be specific to a particular cohort or programme. The milestone can be selected, and then the pathways on which the milestone applies will then be listed. The search can be narrowed using the Faculty/School filters or all can be selected which may be useful for auditing purposes.
It is possible to complete records in bulk by selecting the students and then, by clicking on **Update Status**.



When you click on Update Status, if there are any students who have already completed the Milestone, a message will appear. The message details which students have already completed the milestone and that they <u>will not</u> be updated or overwritten as part of the Update Status function.
The number of students who <u>will</u> be updated is given at the bottom of the page.



If there are no students with the milestone completed, no message is displayed, only the **Date** and number of students to be updated is shown.
The **Date** field is default set to today's date – although this can be changed by over-typing or copying in a new date. The calendar function can also be used to select a different date. Dates must be entered in **DD/MM/YYYY** format.
When the date is entered, press **Update** to change the students' status to Complete (traffic light to green). A message will appear to confirm that the Update was successful.

3.5. Reporting > Further Functionality Coming Soon

Administrators may also run reports on a student's progression by member of academic staff and on one or more milestones by cohort.

These reports are available through the staff index and the milestone index.

NB. These reporting facilities are currently under construction

4.0. Editing an Individual Milestone

Only certain administrators have access to allow them to edit a milestone deadline date or to change the status of a milestone.

Circumstances when this may be necessary include periods of suspension

Amendments are managed manually on an individual basis. The 'Edit' button will also allow the deadline date to be adjusted on an individual level

5.0 Further Help and Advice

Help for staff and students in using Research and Progress is available:

- on-line in Research and Progress
- through the Training Guide (currently being drafted)
- dedicated staff within Schools, Academic Services and Information Services.

Should you have any questions about RaP please contact Anita Machnicka in Student and Academic Services.

For further comments about Research and Progress please use the Comments and Suggestions box on the main login page at https://rap.city.ac.uk/public/enquiry.aspx.

If you have any problems accessing or using Research and Progress, please email rap@city.ac.uk.