Annual Report of Graduate Student - Instructions

Students and supervisors should meet in person to discuss the annual report. The student’s progress in the previous year and plans for the coming year should be discussed; the form is a way to document in writing what was discussed. As much as the annual reporting is for self-study purposes, it is important should students/supervisors run into conflict.

1. FOR STUDENT
2. FOR SUPERVISOR

1. FOR STUDENT:

1. Complete Student Report (page 1 of form [sections I – X]. Section X. ADDITIONAL ACTIVITIES is the last item to complete (as pictured):

2. Click Continue to page 2, Supervisor’s Summary

3. Leave sections blank for your supervisor to complete

4. Check “Send me a copy of my responses” and click “Submit”.

*Note: You must check “Send me a copy of my responses” box in order to send your form to your supervisor.*
5. You will receive an email to your ualberta.ca account from “Google Forms” (as pictured below)

Example Email:
From: Google Forms <nobody@google.com>
Date: Tue, May 19, 2015 at 12:02 PM
Subject: Annual Report of Graduate Student: DEADLINE: June 23, 2015
To: student@ualberta.ca

Thanks for filling out “Annual Report of Graduate Student: DEADLINE: June 23, 2015”!
Edit your response

Here’s what we got from you:
--------------------------------------
(your form information will be in the body of email)

Last Name *

Doe

First Name *

John

Student ID Number *

1234567

Degree *

Choose from list

MA (Thes)

Specialization/Study Field *

Choose from list

Adapted Physical Activity

6. You can return to your form to make edits; click on “Edit your Response” from Google Forms email.

Note: do not use link in the form that says “Use this link to share a blank version of the form”

7. Forward Google Forms email to your supervisor once you have completed all fields.

Reminder: Students and supervisors should meet in person to discuss the annual report.
2. FOR SUPERVISOR:

1. You will receive an email from your student as pictured below:

Example Email:

From: Student student@ualberta.ca
Date: Tue, May 19, 2015 at 12:02 PM
Subject: Annual Report of Graduate Student: DEADLINE: June 23, 2015
To: supervisor@ualberta.ca
Thanks for filling out “Annual Report of Graduate Student: DEADLINE: June 23, 2015”!
Edit your response

Here’s what we got from you:

[student’s responses will be in body of email]

Last Name *

Doe

First Name *

John

Student ID Number *

1234567

Degree *

Choose from list

MA (Thes)

Specialization/Study Field *

Choose from list

Adapted Physical Activity

2. Click on “Edit your response” from student’s email (as pictured above).

3. Review Student’s Report (page 1).

Student’s Report can be reviewed in body of email or by going into form [Edit your response].

4. Click Continue to page 2 [after section X as pictured below]. Page 2 will bring you to Supervisor’s Summary
5. Complete sections XI, XII, and XIII in *Supervisor’s Summary*

**SUPERVISOR’S SUMMARY (Page 2)**

*Supervisor Completion Instructions:*

Students and supervisors should meet in person to discuss the annual report. The student’s progress in the previous year and plans for the coming year should be discussed; the form is a way to document in writing what was discussed. As much as the annual reporting is for self-study purposes, it is important that students/supervisors run into conflict.

1. After reviewing the student’s report (page 1, previous page), complete sections XI, XII, and XIII.
2. Check "Send me a copy of my responses" (copy for your records), and click submit.
3. Your CCID will be recorded as last editor, and will be used as your official signature as having read the report.

**XI. SUPERVISOR’S SUMMARY OF PROGRESS AND ACTIVITIES FOR UPCOMING YEAR:**

**XII. SUPERVISOR’S RATING OF STUDENT PROGRESS IN PREVIOUS YEAR**

1. General Progress of the Student:
   - Excellent
   - Very Good
   - Good
   - Marginal
   - Unsatisfactory
   - Other

**XIII. GOALS FOR COMING YEAR**

6. Check “Send me a copy of my responses” (copy for your records), and click *submit*.

7. Your CCID will be recorded as last editor, and will be used as your official signature.