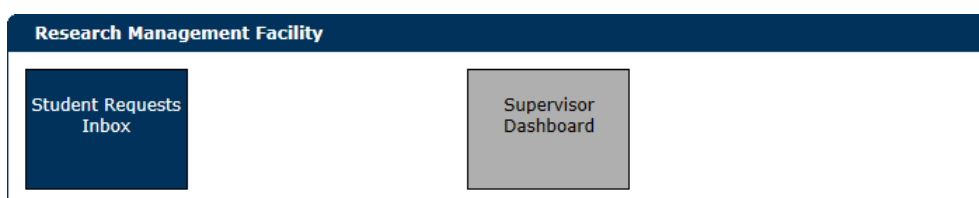



eVision PGR Supervisor Meetings Facility – Guidance for Staff




ACCESSING THE SYSTEM

To access the Supervisor Meetings, log into eVision and click on Department on the left side of screen. Then scroll down to the **‘Supervisor Dashboard’** button. Click and this may take a few seconds to load:



If a Supervisor Meeting has been booked, the due date will show. If **‘No Outstanding Meetings’** is displayed, **click anywhere in the box to add a meeting.**

If a Warning Triangle  is displayed, this means that the student has uploaded their meeting report and it's ready to be signed off. **Click anywhere in the box to sign off.**

| RESEARCH MANAGEMENT FACILITY | | | | | |
|---|----------------|-----------------|---------------------------|---|------------------------|
| Supervisor Actions Overview | | | | | |
| This page provides an overview of all Research students under Dr Pam Alldred's supervision, outstanding actions and associated meetings. | | | | | |
| To drill down into the request or action, click into the relevant box for that student. | | | | | |
|  Students who enrolled prior to 2014/5 will not have 'Expected Submission Date' or 'Current Progression Point' data. You can still access their supervision meetings and requests. | | | | | |
| Student Name | Study Duration | Submission Date | Current Progression Point | Supervision Meetings | Student Requests Inbox |
|  | Progress: 0% | | N/A | Due: 15/Oct/2014 | No Pending Requests |
| | Progress: 0% | | N/A | No outstanding meetings | No Pending Requests |
| | Progress: 0% | | N/A | No outstanding meetings  | No Pending Requests |
| To exit the overview page, please click 'Next' to continue. | | | | | |
| <input type="button" value="Next"/> | | | | | |

CREATING A NEW MEETING

| 2014/5 Supervisor Meetings | | | | | |
|---|--------------|---------------------|------------------|-----------------------|----------------|
| Meeting Number | Meeting Date | Supervisor Sign Off | Student Sign Off | Update Meeting Status | Meeting Report |
| There are no supervisor meeting requests recorded for 2014/5 | | | | | |
| <div>Add New Meeting</div> ⓘ This will create a new supervisor meeting for the current academic year. | | | | | |

If no meetings exist, click the '**Add Meeting**' button to add one, the student will get notified by email:

SIGNING OFF A MEETING

When a student has uploaded their report, a red warning triangle will appear on the dashboard. Click into the meeting.

When a meeting is signed off, another one will be automatically created for 6 weeks' time. You do not have to add another one manually and the date can be changed if required.

Please note that your PGR will be able to see all comments you enter.