SA – Graduate Programs

Student Term Information link.

3. Click the **GS Annual Progress Report** Enter the Academic Plan into the beg

ins with field (e.g. PSYC



6. Click the relevant program from the list of Academic Plans (e.g. PSYC-AOS). Click the **PSYC-AOS** link.

7. This will open a list of all students in that program who require their APR to be reassigned. For this example there is only one listed. ClicOS).



8. A list of Supervisors/GPD's display. If you know the empIID (UCID) number of the Supervisor/GPD you wish to reassign the report to enter it in the begins with field. Alternately, you can search for the name. Click the **Search by** list.

Reassign the Annual Progress Report



SA – Graduate Programs

10. Enter the name of the supervisor exactly as lastname, firstname (no space after comma). Once correct name displays, press Lookup. Click the Look Up button.



11. The correct Supervisor/GPD will display. Click the **Name** button.

Look Up Re-assign to
Help
Look In Cancel Advanced Action 200
Search Results
View 100 First 🕚 1 of 1 🕑 Las

Reassign the Annual Progress Report SA – Graduate Programs



14. After clicking the Reassign button, the designated Supervisor or Graduate Program Director will receive an email