

Graduate Student Progress System



GSPS Overview

**University of Missouri
Graduate School**



Created by Robin G. Walker, PhD



GSPS: **What is it?**

- Database for documenting academic accomplishments & progress toward degree completion.
- System for submitting an annual progress report to faculty, receiving a response, and recording the outcome
- Means for degree programs to collect & analyze data on student outcomes





GSPS: How it Works

New Student

- logs in to GSPS
- adds adviser/committee
- completes information
- SAVES record



GSPS

-
-
-



GSPS: How it Works

New Student

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- completes information
- SAVES record



GSPS

- links accounts
- stores data
- sends emails



GSPS: How it Works

New Student

- logs in to GSPS
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GSPS

- links accounts
- stores data
- sends emails
- generates reports

Adviser

- logs in
- reviews record
- responds





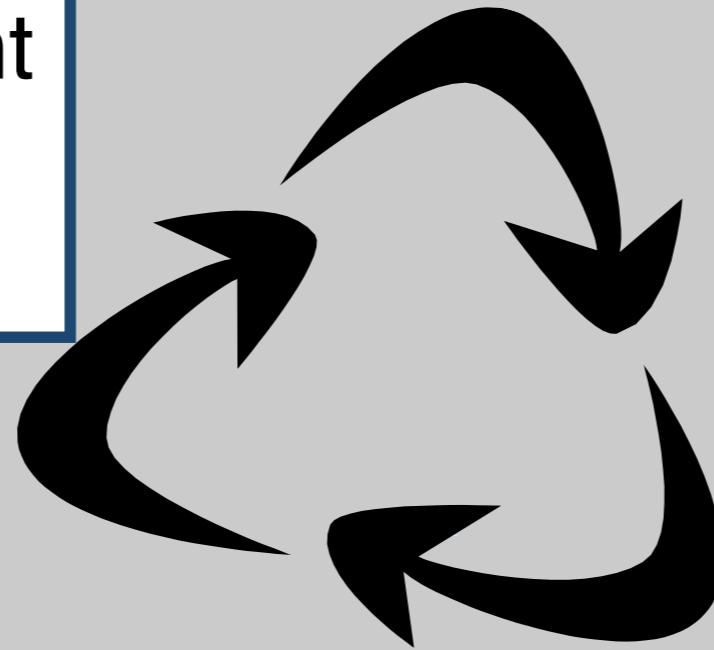
GSPS: Ongoing Communication

Student

- views feedback
- keeps record current
- reports annually

GSPS

- stores data
- sends emails
- generates reports



Adviser

- logs in
- reviews record
- responds



GSPS: Other Users

Student

- views feedback
- keeps record current
- reports annually

GSPS

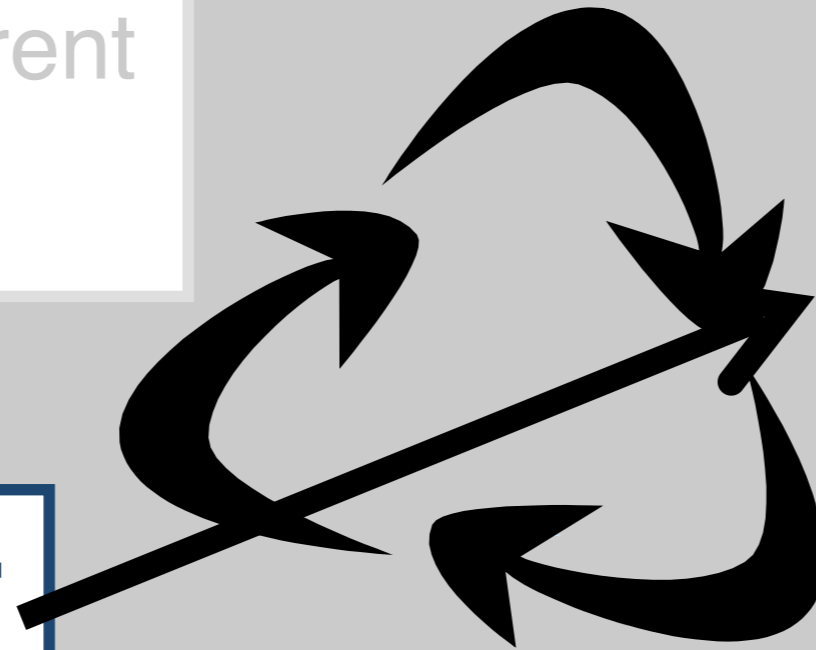
- stores data
- sends emails
- generates reports

Grad Dean or DGS or chair

- log in
- view record
- create reports

Adviser

- logs in
- reviews record
- responds



Any questions?

Comments?

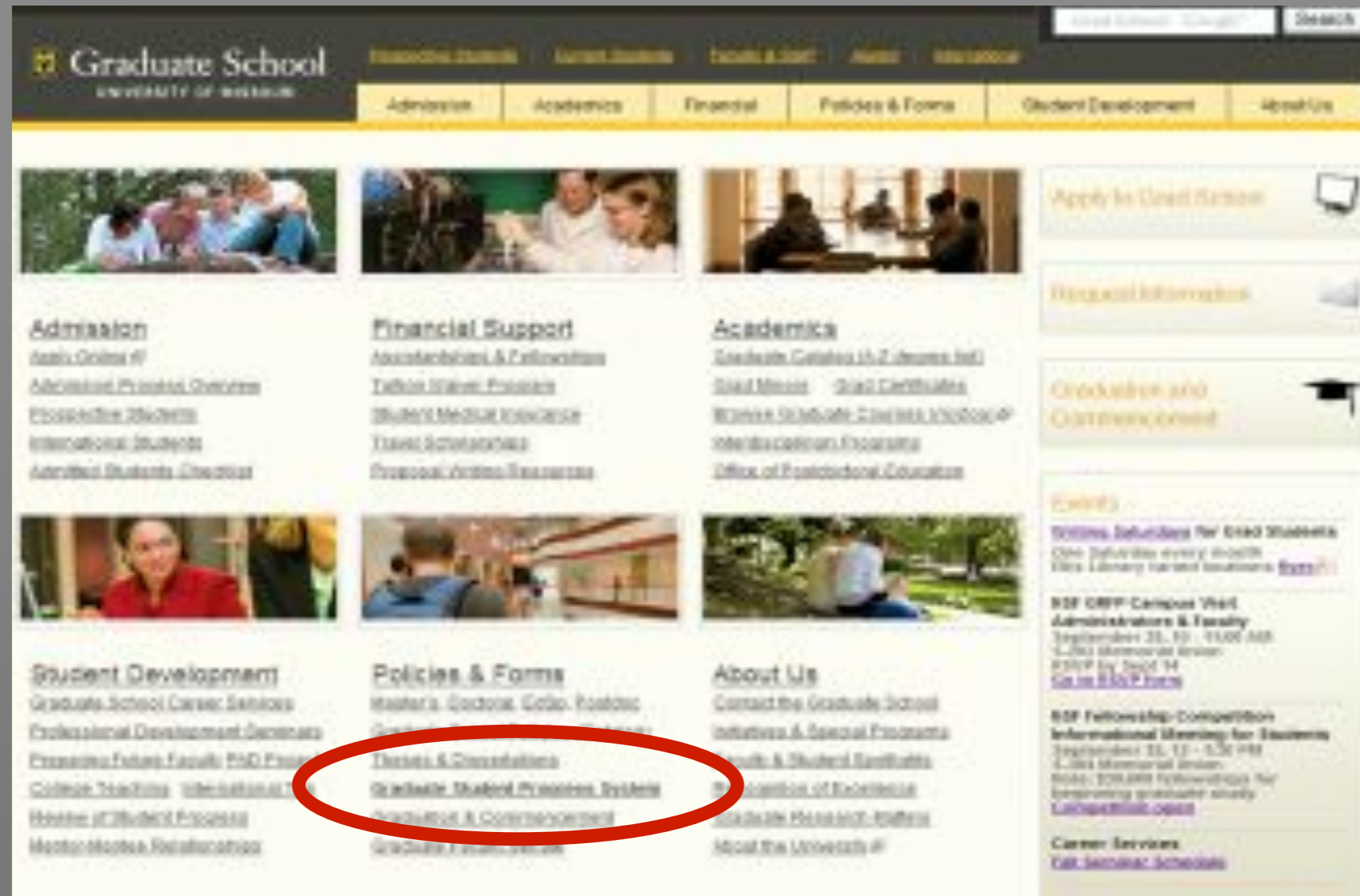
Benefits of reporting

- **For students**
- self assessment (evaluation)
- document progress toward degree completion
- recording scholarship & awards
- timely reporting to adviser

- **Degree programs**
- communication with students
- self assessment (evaluation)
- compliance reporting
- grant writing

- **Administration**
- compliance reporting
- fellowships-awards
- profiles on student success

Getting there



1. Go to main page of the Graduate School: gradschool.missouri.edu
2. Look for Policies and Forms (bottom row, middle)
3. Select Graduate Student Progress System gsp.s.missouri.edu

GSPS Login Screen

Graduate Student Progress System



I am a ...

- Currently enrolled graduate student
- Faculty or Staff Member who works with graduate students
- Graduate Alumnus/Alumna

Username:

Password:

Login

Need help? [Student Guide](#) or [Faculty Guide](#)



**Online
User
Guides**

MLI Graduate School 710 Jesse Hall, Columbia, MO 65211 | (ITS) 880-6311 or 1-800-877-6310 (for calls outside Columbia) | FAX (573) 884-5164

If you have questions, concerns or problems with the Graduate Student Progress System, please [email its@missouri.edu](mailto:its@missouri.edu).

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[GSPS Help Home](#) » [Student Guide Overview](#)

GSPS Student Guide

The Graduate Student Progress System is designed to facilitate the collection of information necessary to properly assess the progress of graduate students. The system can also initiate a feedback loop between student and adviser, allow academic programs to generate aggregate reports on their student's achievements, and create a curriculum vita for a student.

A Note on your First Login: The first time you log in to the Graduate Student Progress System you'll need to enter some basic information before you can get started. Click the "Basic Information" button to display the forms you'll need to fill out. After you have entered your degree program(s), academic information and committee members (contact information is not required), click the "Basic Information" button again to activate the other menus.

[What's New?](#)

[Required by the Graduate School](#)

- [Basic Information](#)
- [Advisers](#)
- [Required Forms](#)
- [Progress Reports](#)
- [Awards & Honors](#)
- [Conferences](#)
- [Creative Activities](#)
- [Employment](#)
- [Grants & Fellowships](#)
- [Placement](#)
- [Presentations](#)
- [Publications](#)
- [Service Activities](#)
- [Stipend Support](#)

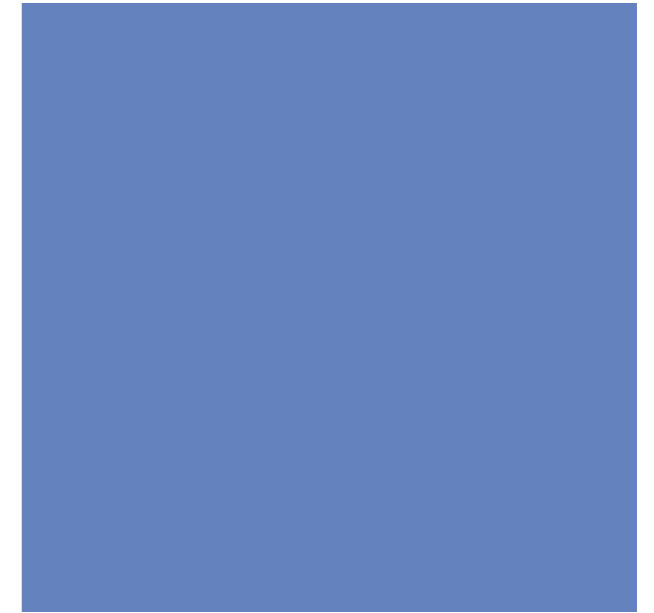
[May Be Required by Your Academic Program](#)

- [Activity Checklist](#)
- [Additional Skills](#)
- [Clinic & Lab Experience](#)
- [Coursework](#)
- [Current Research](#)
- [Education](#)
- [Other](#)
- [Professional Organizations](#)
- [Research Interest](#)
- [Certifications & Licensure](#)
- [Student Organizations](#)

Online User Guides

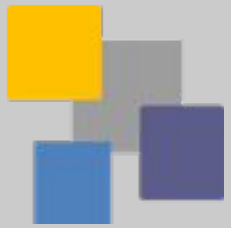
**Both versions of
guide include
screen shots
& instructions**

Working Inside the GSPS



Student View

GSPS Work Buttons



Required by the Graduate School

- Basic Information
- Advisors
- Required Forms
- Progress Reports
 - Approving
 - Transfer
 - Continued
 - Reinstatement
 - Leave of Absence
 - Resumption
 - Withdrawal
 - Service Act.
 - Academic Standing
 - Student Status

May Be Required by Your Academic Program

- Academic Standing
- Education
- Academic Status
- OTD
- Certificates
- Professional Code
- OTD & LAC Exit
- Research Interest
- Outcomes
- Student Orgs.
- Current Research
- Teaching Exp.

*Degree advisories are verified by advisors. It is the advisor's responsibility to ensure that every field is filled with relevant data.

Welcome to the Graduate Student Progress System

Getting Started

The Graduate Student Progress System (GSPS) allows you to report your academic achievements and assessment related information to the University and your academic program.

If this is your first time logging in, you must input your basic information by selecting the menu option on the left. This information must be completed before you can use the other features of the system.

After completing your basic information, you may need to visit the home tab to make the user menu settings.

After updating your information, you can use the Graduate Student Progress system to generate a CV or other reports.

Please note that all information you put into the system will be visible to your advisor and departmental leadership. This information will be used to assess your progress toward your degree completion.

Recent Updates

Progress Report submitted May 20, 2008 9:55 AM
None of your advisors have responded.
[Click on your submission and click RESUBMIT](#)

Need Help?

Having problems with the Graduate Student Progress System? Have a suggestion for a new feature?

Call 504-0588 or email graduatestudies@unc.edu

GSPS Navigation Tabs



The screenshot shows the GSPS interface with a navigation bar at the top right containing 'Home', 'CV & Reports', and 'Settings' tabs. A red arrow points to these tabs, and a red bracket highlights the 'Home' tab. The main content area is titled 'Welcome to the Graduate Student Progress System' and includes sections for 'Getting Started', 'Recent Updates', and 'Need Help?'. The left sidebar contains navigation buttons for 'Required by the Graduate School' and 'May Be Required by Your Academic Program'.

Required by the Graduate School

- Basic Information
- Advisors
- Required Forms
- Progress Reports
 - Approving
 - Approved
 - Completed
 - Missing
 - Current List
 - Submitted
 - Submitted
 - Submitted
 - Submitted

May Be Required by Your Academic Program

- Advising
- Education
- Advising
- OTD
- Commitment
- Professional Fees
- OTD & LAC
- Research Interest
- Commitment
- Student Orgs
- Current Research
- Teaching Exp.

Welcome to the Graduate Student Progress System

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If this is your first time logging in, you must input your basic information by selecting the menu option on the left. This information must be completed before you can use the other features of the system.

After completing your basic information, you may need to click the home tab to enable the other menu options.

After inputting your information, you can use the Graduate Student Progress system to generate a CV or other reports.

Please note that all information you put into the system will be visible to your advisor and departmental leadership. This information will be used to assist your progress toward your degree completion.

Recent Updates

Progress Report submitted May 26, 2008 9:55 AM
None of your advisors have responded
[Expand your submission and get a response](#)

Need Help?

Having problems with the Graduate Student Progress System? Have a suggestion for a new feature?

Call 504-0088 or email gradstudent@unc.edu

Help feature always available



Help | Logout

Home CV & Reports Settings

Required by the Graduate School

- Basic Information
- Advisers
- Required Forms
- Progress Reports
- Agreements
- Placement
- Conferences
- Presentations
- Current Res.
- Funding
- Employment
- Service Act.
- Grant/Overseas
- Student Support

May Be Required by Your Academic Program

- ADVISOR CHECK
- STUDENT
- ADVISOR STATE
- FORM
- CERTIFICATE
- PROFESSIONAL PLAN
- CIVIC & LEAD ENG.
- RESEARCH INTEREST
- COURSES
- STUDENT OVER
- CURRENT RESEARCH
- TEACHING ENG.

* Certain administrators require the submission of the following documents, such as the 100 forms to meet other academic needs.

Welcome to the Graduate Student Progress System

Getting Started

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After inputting your information, you can use the Graduate Student Progress system to generate a CV or other reports.

Please note that all information you put into the system will be visible to your adviser and departmental leadership. This information will be used to assess your progress toward your degree completion.

Recent Updates

Progress Report submitted May 29, 2008 9:52 AM
None of your advisers have responded.
[Review your submission and any responses](#)

Need Help?

Having problems with the Graduate Student Progress System? Have a suggestion for a new feature?

Call 854-0524 or e-mail gradstutor@umass.edu



Required by the Graduate School

Basic Information	
Advisers	
Required Forms	
Progress Reports	
Award/Honors	Placement
Conferences	Presentations
Creative Act.*	Publication
Employment	Service Act
Grant/Fellowships	Stipend Support

May Be Required by Your Academic Program

Activity Checklist	Education
Additional Skills	Other
Certifications	Professional Orgs.
Clinic & Lab Exp.	Research Interest
Coursework	Student Orgs.
Current Research	Teaching Exp.

* Creative activities are required by students in the fine arts disciplines, but do not apply to most other academic areas.

Top section is required.

Complete sections as applicable.

Everything entered appears in the GSPS report.

Program faculty decide on this second section.

Everything entered appears in the GSPS report.

Students select buttons in any order then complete center panel for each button.



Home CV & Reports Settings

Required by the Graduate School

Basic Information
Advisors
Required Forms
Progress Reports

Appointments Payment
Conferences **Passports**
Creative Act¹ Publications
Employment Service Act
Study Abroad Student Support

May Be Required by Your Academic Program

Activity Checklist Education
Additional Skills Other
Certifications Professional Orgs
Clubs & Leadership Research Interest
Conferences Student Orgs
Current Research Teaching Exp

¹ Creative activities are required by students in the fine arts disciplines, but do not apply to most other academic areas.

Conferences

Instructions

- There are two ways to list the conferences you have attended and any funding received for that travel 1) Fill out the form fields and click "Save" or 2) Click the "Enter Text in One Box" button to paste text from another document
- Scroll past the form to see saved entries and edit or delete them
- Add as many entries as you like
- If you have no activity, do not make an entry
- Use HTML formatting tags for bold, <i>italic</i>, <u>underline</u>

Add Conference

Enter Text in One Box

Conference:

Funding amount: \$

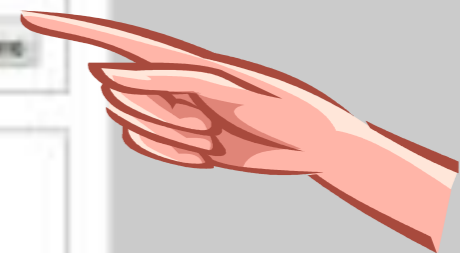
Funding source:

Month: Year:

Current Conferences

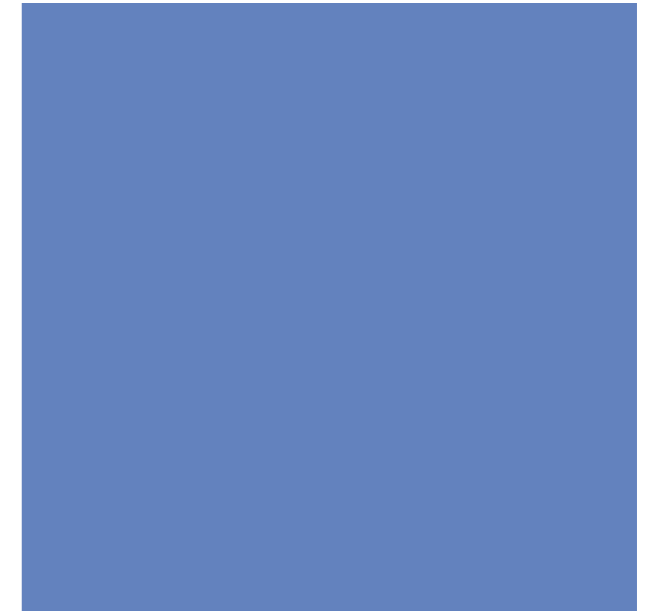
American Educational Research Association, NYC
MUJ Staff Advisory Council, \$2500
2008

Every Panel saved.



Any
questions?

Working Inside the GSPPS

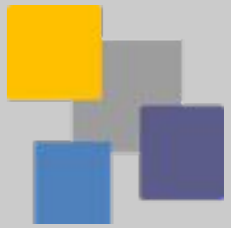


Faculty View

Faculty are able to...

- Confirm list of own advisees
- Monitor advisees' progress
- Respond to students ' annual report
- Make a PDF of a individual student or alumni records
- Generate aggregated reports on advisees accomplishments





Faculty Views: List of Advisees Individual Record

Faculty name

My Students

Students to Confirm as Advisees

Michael Jewell (Your role: Primary Advisee)

Confirm Student

My Advisees

Laura S. Williams (Your role: Primary Advisee)
Learning, Teaching & Curriculum/English Education/Doctor of Philosophy (PhD)
Last login: 2012-05-21 07:26
Last progress report: 2012-05-07 03:42
Advisee response: NA

John G. Miller (Your role: Primary Advisee)
Biomedical Sciences/Doctor of Philosophy (PhD)/Biomedical Sciences/Doctor of Philosophy (PhD)/Biomedical Sciences/Doctor of Philosophy (PhD)/TESTING/Doctor of Philosophy (PhD)/TESTING/Doctor of Philosophy (PhD)/TESTING/Doctor of Philosophy (PhD)
Last login: 2012-05-21 07:26
Last progress report: 2012-05-07 03:42
Advisee response: NA

Student name

General Information

Status: Current Student | 1404466 | Entered: Fall 2011

Academic Programs:
Biological Sciences/Doctor of Philosophy (PhD)

Advisees:
Joseph Pines (Primary Advisee)

Required Forms/Benchmarks:
OO Qualifying Exam/Committee: A2000
OO Plan of Study: 12000
OO Comprehensive Exam: 102000

Required in Progress Reports submitted by Tatianna Wriston

Progress Report submitted on March 29, 2012 11:58 AM
Responses from Pines

Progress Report submitted on March 29, 2012 11:58 AM
(In Response)

Progress Report submitted on March 29, 2012 11:58 AM
Responses from Pines

Progress Report submitted on March 29, 2012 11:58 AM
Responses from Pines

Progress Report submitted on March 29, 2012 11:58 AM
Responses from Joseph Pines

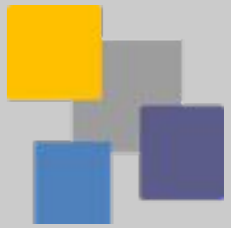
Create Assessment Report for Tatianna Wriston

Start month: May - Start year: 2012 -

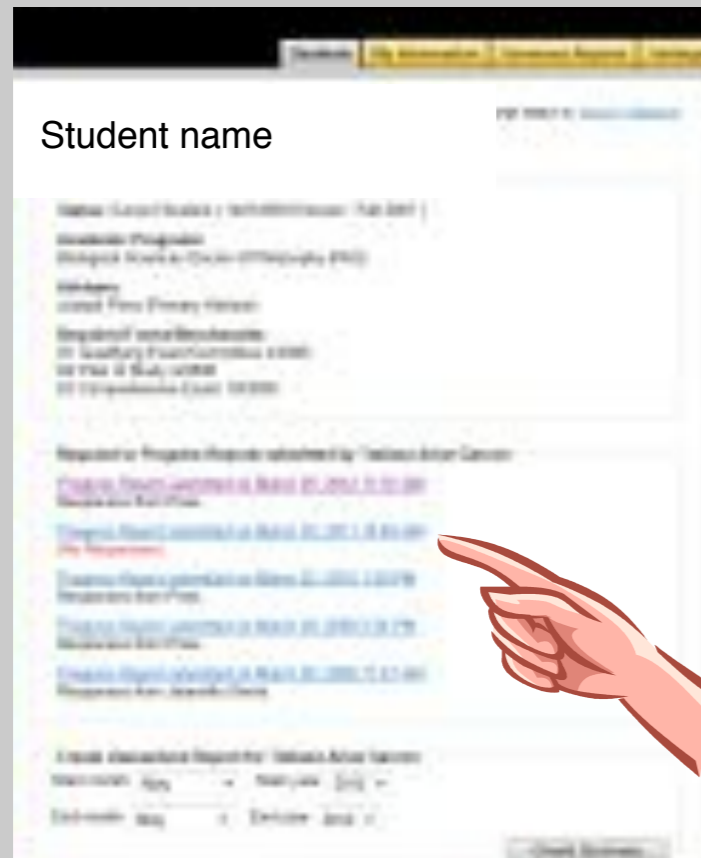
End month: May - End year: 2012 -

Create Summary

- Date entered
- Academic Programs
- Committee members
- Benchmarks
- Progress reports filed
- Faculty response



Mentor response to student



Respond to Progress Report for

Student name

Submitted on January 26, 2012 10:26 AM

Describe your progress toward your degree, and discuss any strengths or weaknesses you may have.

I have completed all general requirements for the department, along with my language (both ancient and modern) requirements. After this semester, I will have completed my senior requirements for both my major and minor areas of study. The variety of courses that I've been able to take have provided a strong basis for my areas of study, which I see as a strength. A weakness would be my ability to read some of the modern languages, which is a skill that I am slowly acquiring.

Describe your teaching experience over the last year, and discuss any strengths or weaknesses you may have.

2011/2012 - 1110 and 1120 survey. For 1110, I did two short lecture presentations, one on the Acropolis and the other on Heros Loukas. Also in fall of 2011, while grading for Greek Art and Archaeology, I taught one lecture as a substitute (Mythology of Athena and the Acropolis). From survey and my grading opportunities, I think I've been exposed to a variety of different teaching topics, but I think I would benefit from a wider range of teaching opportunities.

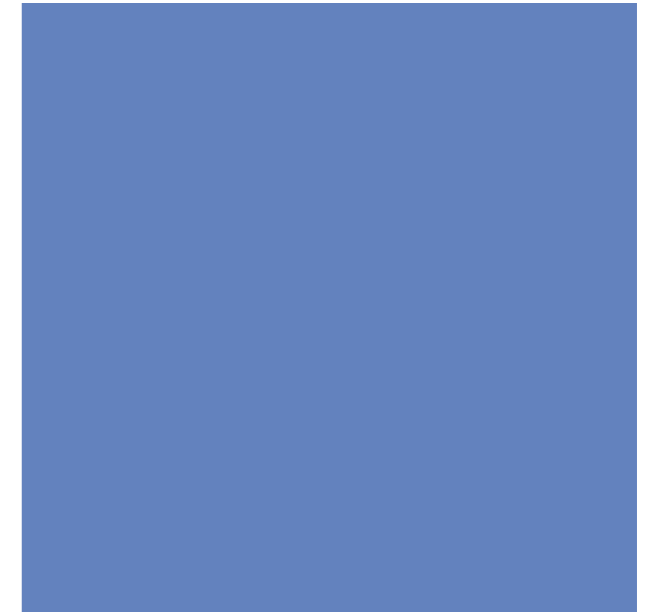
Add Response (Limit 4,000 characters)

Help: All responses submitted will be visible to the student, and become part of the student's record maintained with the system.

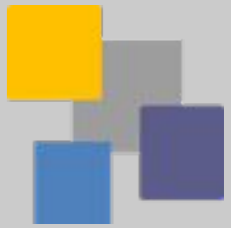
Save

- Click on a report date
- Type in the box(es) →
- Save
- Student notified by GSPS via email

Working Inside the GSPPS

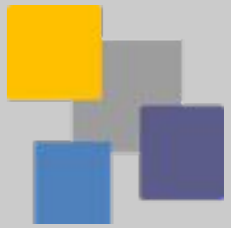


Administrator View



Administrator Settings tab allows...

- Create benchmarks
- Create checklists
- Customize writing prompts
- Change students to active/alumni/attritional
- New students may also be added manually



Administrator Views: All Students

Admin name

Home By Information Business Reports Settings

Biological Sciences Doctor of Philosophy (PhD)

Biological Sciences Master of Science (MS)

Biological Sciences Doctor of Philosophy (PhD) Students

Options in the Degree:

- [Generate progress reports and emails for all active students](#)
You have the ability to view custom progress report forms, email notifications, and more. You can also generate reports for faculty to use when reviewing student progress. The change journal and records in the degree program are.
- [Reassign last names to the degree program](#)
You can assign students to transfer all students to the degree program.

Current Students enrolled in the Degree:

student	111111	11/11/11	11/11/11
student	111111	11/11/11	11/11/11
student	111111	11/11/11	11/11/11
student	111111	11/11/11	11/11/11
student	111111	11/11/11	11/11/11
student	111111	11/11/11	11/11/11

Individual Records

Home By Information Business Reports Settings

Student name

Change Status to: [Active](#) [Inactive](#)

General Information

Status: Current Student (11/11/11)

Academic Program: Biological Sciences Doctor of Philosophy (PhD)

Advisor: Joseph Pires (Primary Advisor)

Required Forms/Workbooks:
01 Qualifying Exam/Committee (11/11/11)
02 Plan of Study (11/11/11)
03 Comprehensive Exam (11/11/11)

Response to Progress Reports submitted by

Progress Report submitted at March 29, 2012 11:55 AM	Response from Pires
Progress Report submitted at March 29, 2012 11:55 AM	(No Response)
Progress Report submitted at March 29, 2012 11:55 AM	Response from Pires
Progress Report submitted at March 29, 2012 11:55 AM	Response from Pires
Progress Report submitted at March 29, 2012 11:55 AM	Response from Tariana Arias Garcia

Create Assessment Report for Tariana Arias Garcia

Start month: May Start year: 2012

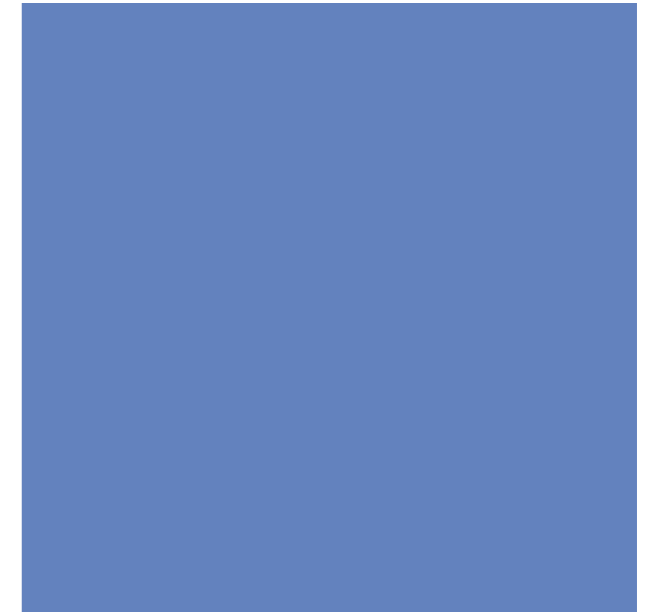
End month: May End year: 2012

Create Summary

- Date entered
- Committee members
- Academic progress
- Student compliance
- Faculty compliance

Any
questions?

Reporting Functions



Student Progress Reports
Report on all Advisees
Degree Program Reports

Student Progress Report*

*Mizzou requires annual submission



Progress Reports

Instructions:

- A progress report is a written response to questions from your department. If you need to generate an assessment report, you can do it under the "Assessment" tab. An assessment report contains your progress reports, as well as any advisor responses to them.
- Follow the questions below to complete a progress report.
- If you are enrolled in multiple degree programs, you will be asked to select which form you would like to submit.
- You can add your progress report up until an advisor responds to it.
- Change your institution type to receive a form when your advisor responds to a progress report - this can be done on the "Settings" tab.
- Use HTML formatting tags for bold, italic, underline, link, and list.
- Limit of 2,000 characters, including spaces.

Write Progress Report

Progress report for CERTIFICATE - Public Management

Write a response to the questions below, including your strengths and

Write a response to the questions below, including your strengths and

Save

Current Progress Reports

Report submitted May 29, 2008 9:58 AM
[Review Your Submission](#)

Edit Delete

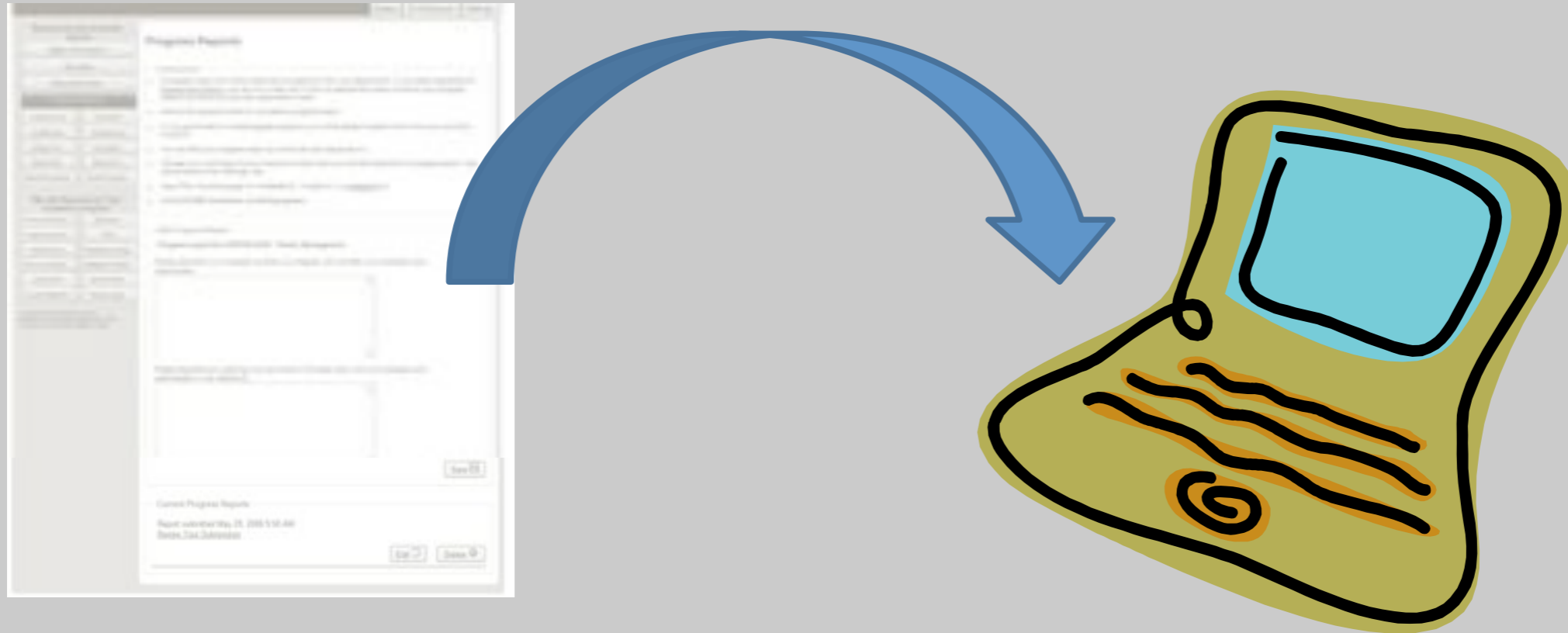
Each program customizes writing prompts & benchmarks.

Student responds to the prompt by typing in the box(es).

The number of boxes can vary.



Progress Reports:



1. The GSPS notifies adviser via email that report was submitted.
2. Adviser views report and responds in the GSPS.
3. Student notified via email that adviser responded.
4. Student logs back into the GSPS to view response.
5. GSPS dates & stores all reports & responses.



Students can create a PDF of entire GSPS record.

- On Assessment Report panel, click Create Report button.
- PDF is generated.

The screenshot shows a web interface for generating an assessment report. At the top right, there are navigation buttons for 'Home', 'CV & Reports', and 'Settings'. On the left side, there is a sidebar with two buttons: 'Create CV' (highlighted in yellow) and 'Assessment Report'. The main content area is titled 'Assessment Report' and contains the following sections:

- Instructions:** A text box explaining that an assessment report is a PDF summary of achievements and progress reports. It includes a link to 'Progress and Teaching Reports' and instructions to select a date range and click the 'Create Report' button.
- Report Dates:** A form with four dropdown menus: 'Start month' (set to May), 'Start year' (set to 2012), 'End month' (set to May), and 'End year' (set to 2012).
- Create Assessment Report:** A section containing a 'Create Report' button, which is being pointed to by a hand icon.

Faculty can create a PDF of individuals' records:

- Select semester, year, or entire enrollment period.
- Click Create Summary button.
- PDF is generated.



Faculty can also create report of all advisees' accomplishments.

- Select semester, year, or entire enrollment period.
- Click Create Report button.
- PDF is generated.

Student name

Student Information

Student: [Name] (MAY 2017)

Academic Program: [Program Name]

Advisor: [Advisor Name]

Department/Institution: [Department]

Request a Progress Report submitted by [Name] on [Date]

Request a Progress Report submitted by [Name] on [Date]

Request a Progress Report submitted by [Name] on [Date]

Request a Progress Report submitted by [Name] on [Date]

Request a Progress Report submitted by [Name] on [Date]

Create Assessment Report for [Name]

Semester: [Dropdown] Year: [Dropdown]

Semester: [Dropdown] Year: [Dropdown]

Create Summary

Graduate Student Progress System Report

Biological Sciences Doctor of Philosophy (PhD) (BSC)

From 6/2009 to 5/2017 00-111

Generated by faculty name (Ph.D.) on May 21, 2013

Summary Report

Category	Quantity
Workshops/Networks	54
Creative Activities	2
Internships	3
Grant Applications	183
Fellowships/Yellowships Awarded	77
National Presentations	79
Regional Presentations	18
Local Presentations	70
Publications	157
Service/Outreach	80
Alumni Support	96

Placement Information

Student	Primary Advisor	Placement	Institution
[Student]	[Advisor]	[Placement]	University of Missouri
[Student]	[Advisor]	[Placement]	University of Missouri

Internships

Student	Primary Advisor	Research Assistant	Institution
[Student]	[Advisor]	[Research Assistant]	University of Iowa

Grant Applications

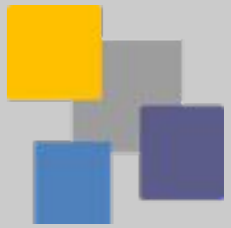
Student	Primary Advisor	NSF	Other
[Student]	[Advisor]	1,500	5,000

National Presentations

Student	Primary Advisor	AAAS	Chicago
[Student]	[Advisor]	AAAS	Chicago
[Student]	[Advisor]	AAAS	San Diego



Administrators can create a summary report of all students in a given degree program



- Click **Summary Report** tab
- Select start-end report dates
- GSPS generates Excel report



Graduate Student Progress System Report
 Biological Sciences Doctor of Philosophy (PhD) (MW)
 From 8/2009 to 5/2012 #=313
 Generated by faculty name: Ph.D. on May 25, 2012

Summary Report

Category	Quantity
Honors and Awards	54
Creative Activities	3
Internships	1
Grant Applications	103
Grants/Fellowships Funded	77
National Presentations	76
Regional Presentations	18
Local Presentations	70
Publications	112
Service/Outreach	80
Special Support	86

Placement Information

Student	Primary Advisor	Placement	University
Student	Primary Advisor	placement	University of Wisconsin
Student	Primary Advisor	placement	University of Missouri

Internships

Student	Primary Advisor	Research Assistant	University
Student	Primary Advisor	Research Assistant	University of Iowa

Grant Applications

Student	Primary Advisor	15,000	5,000
Student	Primary Advisor		

National Presentations

Student	Primary Advisor	AAAS	Chicago
Student	Primary Advisor	AFAA	Los Angeles

Any last
questions?

GSPS Logout Screen



Graduate Student Progress System gsp.s.missouri.edu

Graduate Student Progress System

Thank you.

