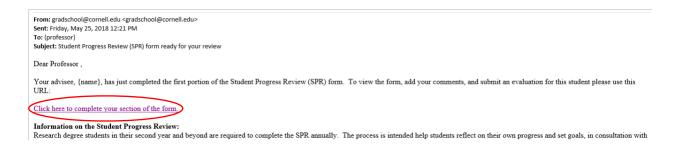
# **Student Progress Review (SPR) Form - Tips for Faculty**

#### There are 2 ways to access the student SPRs Awaiting Your Review and Approval

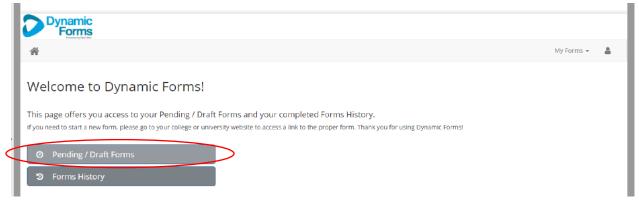
1. To access **an** *Individual* **Student's SPR awaiting your review and approval,** use the link in the email you received notifying you the student had completed their SPR.



2. To access *All* of the Student SPRs awaiting your review and approval, use the link shown below which will take you to the SPR Forms Portal and your Pending forms.

**To access all SPR Forms awaiting your review and approval:** <u>https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://shibidp.cit.cornell</u> .edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com

Click on the **Pending/Draft Forms** button from the Dynamic Forms welcome page to access the SPR forms waiting for your approval



Click on the **Complete Form** button to access the SPR form awaiting your approval.

O Pending	; / Draft Forms (5)										
Form Filter	Show All Forms	-	Text Filter	Type to search							
Form Nam	ne						PDF	HTML	$\langle$	Action	
D	Doctoral Student Progress Revi	ew-SPR			Started By: JoAnne Brown	Last Saved: 1/30/2018 11:20:52 PM	ß			Complete Form	J

## **Completing an SPR form**

Both options will connect you to a page similar to the one below. Click next, at the bottom of each page to review and progress through the form. The last section has questions for faculty. At the very end is where you will sign the SPR form.



Student Progress Review Standard Form 2019-2020

Student: (prefilled) Chair: (prefilled)

The first several sections of the Student Progress Review (SPR) form contain questions for the student. Some questions may not be relevant for all students; if a question is not applicable, simply enter "NA".

The last section of the SPR form is for faculty to enter constructive comments and feedback for the student. It is to be completed by the special committee chair after reviewing the information entered by the student.

Some graduate fields may provide more specific instructions about the information that students and/or faculty should include in their responses.

The SPR form results will be available to the student, as well as the student's special committee chair, DGS, and GFA. Some fields may also opt to make results available to the full special committee.



## Saving your progress

You can save your progress at any point in the process and continue working, or return to the form later. To do this, click on the **Save Progress** button at the bottom of any page as displayed below. Please remember to save your progress often!

	Ick - General Comments and Overall Evaluation by the special committee chair; all feedback will be visible to the student.		
Comments regarding the students' demonstrated strengths and areas for development (in relation to the student's arear interests):			
	-		
omments regarding the student's overal	Il progress:		
	,		
valuation of the student's overall progre	ss and planning:		
	ss and planning:  ✔		
Please Select			
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	ocuments requested by your graduate field (if applicable). C, DOCX, JPG, GIF, or PNG) not exceeding 25 MB.		
Please Select Faculty: Upload any additional SPR You may submit up to 5 files (PDF, DC	ocuments requested by your graduate field (if applicable). C, DOCX, JPG, GIF, or PNG) not exceeding 25 MB.		
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Please Select Faculty: Upload any additional SPR You may submit up to 5 files (PDF, DO Check this box to upload another docum STUDENTS: • To submit the form to your special o Page; Enter your name and click the submitted]	documents requested by your graduate field (if applicable).         DC, DOCX, JPG, GIF, or PNG) not exceeding 25 MB.         nent       □         committee chair now, select Next until you have reached the Electronic Signature e "Sign Electronically" button. You will not be able to edit the form after it is		
Please Select Faculty: Upload any additional SPR You may submit up to 5 files (PDF, DO Check this box to upload another docum STUDENTS: • To submit the form to your special o Page; Enter your name and click the submitted!	documents requested by your graduate field (if applicable). OC, DOCX, JPG, GIF, or PNG) not exceeding 25 MB. nent  ommittee chair now, select Next until you have reached the Electronic Signature		
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After you click **Save Progress**, this box will be displayed. You have the option to continue or log out and return to the form later through the <u>SPR Forms Portal</u>.

**To download a draft SPR form** (without submitting) you must first save your progress and log out, then return to the saved SPR form via the <u>SPR Forms Portal</u> using the process described in the previous section.



### Signing and submitting the SPR

When you have completed your form, click the **Next** button on the Faculty comment page to advance to the Electronic Signature page. Enter your first and last name and click the **Sign Electronically** button.

#### **Electronic Signature**

Please read the <u>Disclosure / Consent (/EsignDisclosure.htm</u>) before you sign your form electronically. Typing your name exactly as it appears below signi es you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name		
Last Name		
Previous	Sign Electronically	

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print

After you have signed and submitted your form, it will no longer be available to you under Pending/Draft Forms. **Select Forms History** on the welcome page to **view and download** SPR forms that you have submitted.

Dynamic Forms		
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Welcome to Dynamic Forms! This page offers you access to your Pending / Draft Forms and your completed Forms History. If you need to start a new form. please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms! Pending / Draft Forms Forms History		