



# Monitoring Progress

## University of Manchester eProg Summary

Monitoring student progress is a continual process throughout their degree. This section encompasses emailing students, reporting by forms, using the student index and adjusting student deadlines. All these tasks occur within the 'Student Index' section in eProg.



### Emailing Students

Search for the student group within 'Student Index'. **N.B. all results are selected by default.** Click 'Email selected' button. You can tag supervisory and advisory teams and copy in other people by typing their email address into 'CC' box. Type or copy the email subject and content into relevant boxes. Attachments can be added. Click 'Send' button or 'Return' to exit without sending.



### Reporting by Forms

This feature identifies students who have/have not completed a particular form. Within 'Student Index', select 'By Form'. Select relevant details to shortlist the search and click 'Find' button. From this list you can email students (see left) and export the list to a spreadsheet by selecting the relevant button.

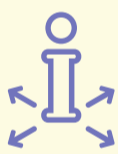
Colour-coded, individual student progress can be accessed by selecting the student name:

Complete is shown in green

Overdue but some progress made is shown in amber

Overdue is shown in red

You can record further details in the comments log.



### Using Student Index

Within 'Student Index', select 'By Pathway'. Refine your search by selecting the Faculty, Pathway Year and Pathway. Click 'Find'.

The relevant records are listed and can be exported to a spreadsheet or the students can be emailed (see above) using the appropriate buttons.

Access to student progression and attendance milestones can be found by selecting the individual student name.



### Adjusting Deadlines

Within 'Student Index', select search criteria for relevant students and click 'Find'. In the individual student record, there are two types of progression:

Attendance and Engagement tab shows University-level attendance milestones that cannot be amended.

Progression tab shows pathway-specific milestones and development activities.

Select 'edit' to adjust the deadline. Select 'Update' or 'Cancel'.



### Notes