Doctoral Student Progress Report Online (DS-PRO)

User's Guide – for Students

This guide consists of two parts

Section 1: Overview – this section does not provide specific directions for using the DS-PRO, but gives an overview of the function of DS-PRO and the entire student evaluation process

Section 2: QuickStart Guide - this section provides step-by-step instructions on using the system to initiate, review and complete an evaluation.

Section 1: Overview

The Doctoral Student Progress Report Online (DS-PRO) system is an on-line process enabling you and your supervising professor to collaboratively set goals and monitor and report on progress toward those goals. Users of DS-PRO create a concrete, permanent record of expectations; goals and intentions providing a kind of road map that guide you along the path to your degree. While DS-PRO is an on-line “advisement” system, in-person interaction between you and your advisor may be of considerable help in completing the DS-PRO in a matter satisfactory to both of you. The system is not intended to be a substitute for face-to-face interaction or to reduce the importance or necessity of on-going dialog with your advisor. At a minimum, the content of the DS-PRO may encourage, inform and permanently record key elements of these discussions.

The following flow diagram provides a high-level view of the DS-PRO review process:

Step 1. Your supervising professor will initiate the review process by having DS-PRO send you an email inviting you to begin your evaluation of your goals and achievements over the past year and to set new goals for the up-coming year. The email contains a link where you can log into DS-PRO and begin the evaluation. It will also specify a deadline date by which your professor expects you to submit your evaluation for his or her review. You will be notified by email if your
professor subsequently decides to change the deadline. DS-PRO will send you reminders to complete your evaluation as the deadline approaches and will continue to do so if you miss that deadline.

**Step 2.** Once you have received the request from your professor to begin the evaluation process, you should log into DS-PRO and complete the following steps:

a. **Review/Update personal information.** Update your preferred email addresses, department affiliation, dissertation title and dissertation committee members. Each committee member will be automatically notified via email when they are first added or removed from your dissertation committee. Make sure you have discussed any additions to changes in your committee with your supervising professor and the committee member in question before adding or dropping anyone. DS-Pro will also send an email to each of your current committee members reminding them that they are serving on your committee.

b. **Review last year’s goals and attainments.** You will see the goals you set using DS-PRO last year (if any). Conduct a self-evaluation of your performance relative to each goal set to determine whether you achieved, partially achieved or did not achieve each the agreed upon goals. You may also add comments to clarify or expand upon your self-evaluation. DS-PRO also asks you to provide citations of any publications, presentations, etc. you completed in the last year.

c. **Set New Goals.** Set your goals for the upcoming year by selecting goals from the list in the DS-PRO system. Additional goals not on the list can be added. You may comment or add specific information regarding any goal selected. You may also enter general comments regarding activities planned for the upcoming year.

The goals listed in the DS-PRO reflect the common requirements, milestones and achievements that doctoral students are expected to attain on their way to completing their degrees. DS-PRO allows you to add other goals that are not on this list to meet your particular requirements. These additional goals should be typed in the area marked

**Step 3.** When you have completed your initial review and have set goals for the upcoming year, you must submit your evaluation to your professor for his or her review and feedback. Your professor will be notified by email when you do so. He or she will log into the system, review, comment on and possibly request changes. You will be notified by email if your professor calls for revisions and you may have to revise and resubmit your review for re-evaluation. Once your professor approves, you will archive it in the DS-PRO system for future reference.
Section 2: Quick Start Guide

A. Log in to DS-PRO
   1. You will receive an email letting you know that your professor has initiated your evaluation for the upcoming year. Follow the link in the email to log in to DS-PRO. Or log in at https://www.uta.edu/ra/real/loginscreen.php?
   2. Use Net ID and password to log in.

B. Update your personal information
   1. Use the edit function to update your preferred email address, dissertation title, estimated graduation term and supervising committee members in the My Information and Supervising Committee Details. Before you add or remove a person to or from your Supervising Committee make sure you have talked to your supervising professor and the person in question directly and obtained their agreement to serve or be removed. Do not let the DS-PRO generated email be the first indication that a committee member gets that his or her status has changed.

C. Start your self-evaluation
   If this is your first evaluation in DS-PRO you the first tab would read Evaluate Previously Achieved Goals. This allows you to specify any goals that you may completed in the past. The year of completion must be specified when marking goals as achieved for all such goals. We encourage you to provide some specifics about the goal completion using the Comments feature.

   If you have previously set goals in DS-PRO, click on your most recent evaluation/goals list (usually the one you created last year). It will appear at the top of the list and will be highlighted in yellow. You will evaluate your progress over the past year in meeting the goals you set. Any other evaluations in that appear in that list are those you set, evaluated, and saved from previous years. You may click on these to review. They are read-only copies.

   1. Evaluate Last Year’s Goals.
      a. Select the “Evaluate last year’s goals” tab at the top of the page
      a. The goals you and your professor set last year are shown in bold. Use the My review column to select whether you achieved, partially achieved or did not achieve the selected goal. You may add comments to any of the selected goals.
b. Scroll down the page to add overall comments and any publications, presentations, or other accomplishments you wish to record.

c. This section will not be available to your professor for review until you go to the next section (Set Upcoming Year’s Goals) and use the submit option available there. Once you use that submit option and any new goals you have set, will be reviewable by your supervising professor.

d. Faculty feedback: Once your evaluation has been reviewed and submitted back to you by your professor, you will be able to see his/her assessment of the achievement of your goals last year. Your supervising professor will indicate the extent to which he/she believes you met your goals last year by selecting achieved, not achieved or partially achieved. Any assessment of your goals that conflicts with your self-evaluation will appear in red font. He or she should provide comments explaining their differing point of view. You may respond to your professor’s input by changing your evaluation as recommended and/or by using the comment function to discuss or clarify your views with your professor. If you disagree with his or her evaluation, you should make every effort to resolve your disagreement by all available means including face-to-face meetings.

2. Set Goals for the Upcoming Year

a. Select the “Set Upcoming Year’s Goals” tab at the top of the page.

b. Select the goals you wish to set for the upcoming year by clicking the checkbox in the Select Goal column next to each goal. You may provide comments, explanations and/or clarifying information regarding each or any of the goals you selected. There is no minimum number of goals required to be
set in any given year. You should set goals that accurately reflect your expectations of achievement over the next 12 months.

c. You can scroll down the page to a text box where you can record general comments regarding your evaluation.

d. Use the “Save Page for Later” button to save the information on this page without submitting it to your professor for review. Select “I am done, Submit Evaluation” button to send the evaluation to your professor for his/her review and comments.

e. Faculty feedback: Once your evaluation has been reviewed and submitted back to you by your professor, you will be able to see his/her evaluation of the goals you set for the upcoming year. You will see the professor’s evaluation in the Professor review column. This column will show whether he or she has approved your goals or recommends changes, including addition or removal of goals from your list. Goals marked change should be accompanied by a comment from your professor specifying the nature of that change. Any status other than pending (meaning your professor hasn’t recorded his or her evaluation of your goal) and approved will appear highlighted. You may respond to your professor’s recommendations by changing your goals as recommended and/or by using the comment function to discuss or clarify your views with your professor. You should contact your advisor directly if you disagree with or do not understand his/her assessment.

D. Final approval and ending the review process:
The “Submit Final Evaluation” button will appear at the bottom of the “Set upcoming year’s goals” tab once your professor approves of your evaluation and goals for the up-coming year. You must click this button to bring the process to a close and archive the evaluation for future reference. Changes in your DS-PRO will not be possible once you click on the Submit Final Evaluation option. Therefore, it is important to make sure you have made and understand any required changes before taking this step. When you archive the document, you and your professor will have created a permanent record the expectations and the goals that you should address in the up-coming year. You may retrieve a print version of this and any other archived evaluation at any time by logging in to the DS-PRO system and clicking on the name of the archived report.