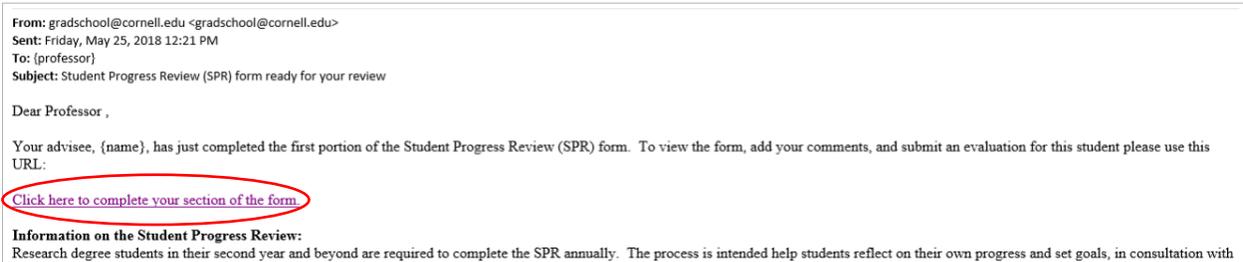


Student Progress Review (SPR) Form - Tips for Faculty

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.

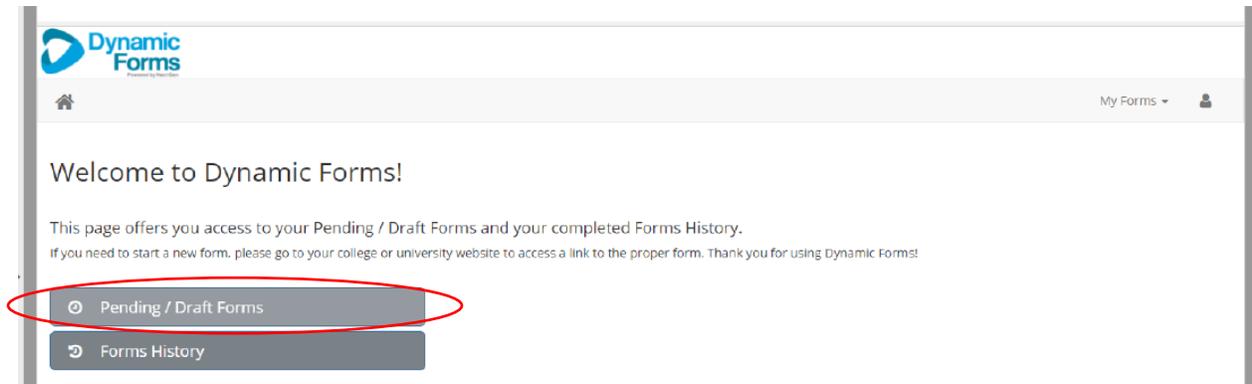


2. To access **All of the Student SPRs awaiting your review and approval**, use the link shown below which will take you to the SPR Forms Portal and your Pending forms.

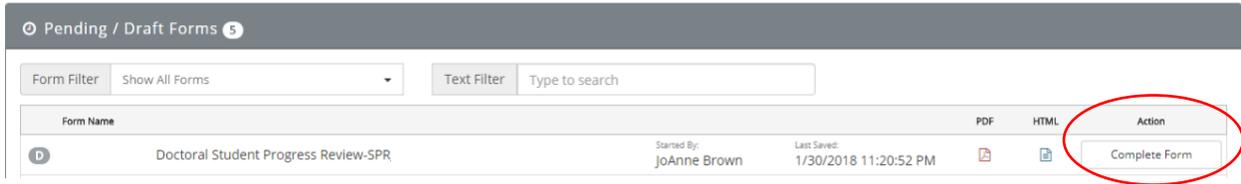
To access all SPR Forms awaiting your review and approval:

<https://gafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://shibidp.cit.cornell.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.



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.



Cornell University

**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.

Save Progress **Next**

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!

Faculty Feedback - General Comments and Overall Evaluation

This section is to be completed 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 career interests):

Comments regarding the student's overall progress:

Evaluation of the student's overall progress and planning:

-- Please Select --

Faculty: Upload any additional SPR documents requested by your graduate field (if applicable).

You may submit up to 5 files (PDF, DOC, DOCX, JPG, GIF, or PNG) not exceeding 25 MB.

Check this box to upload another document

STUDENTS:

- To submit the form to your special committee chair now, select **Next** until you have reached the Electronic Signature Page; Enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

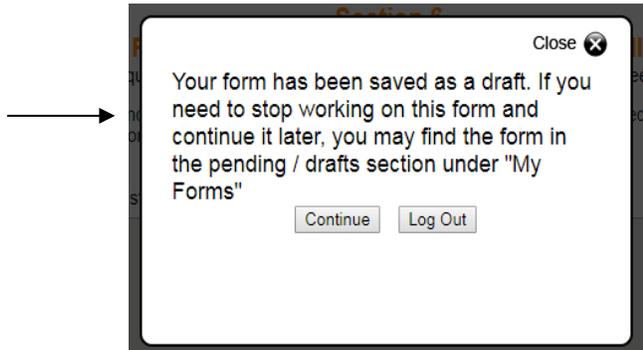
FACULTY:

- To submit feedback for the student now, select **Next** to reach the Electronic Signature Page; Enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
- To submit feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

Previous Save Progress Next

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 [SPR Forms Portal](#).

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 [SPR Forms Portal](#) 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 [Disclosure / Consent \(/EsignDisclosure.htm\)](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies 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.

