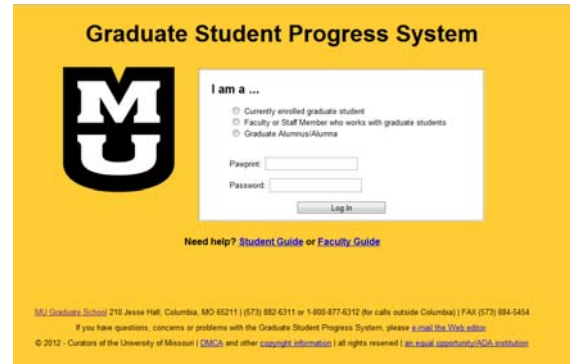


# GSPS Administrative Privileges

Faculty and staff who have administrative access in the Graduate Student Progress System will be able to:

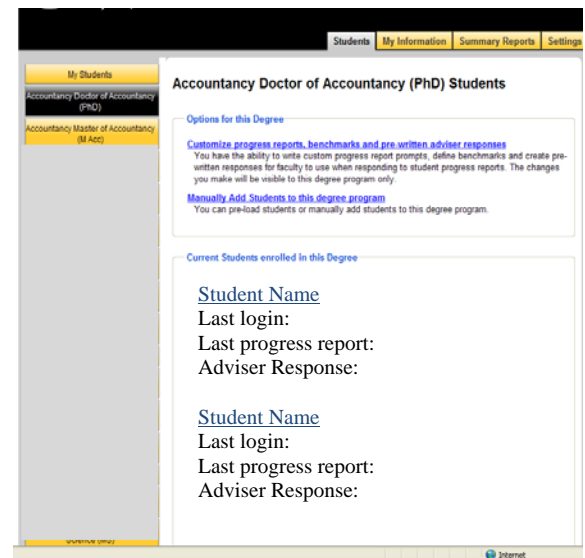
- view the list of all students in a degree program
- view and respond to any student's progress report
- view all faculty responses to students' reports
- generate & save students' assessment reports
- generate an aggregated report for an entire degree program
- make changes and customizations to the progress report questions and checklist items
- move students from active to alumni or attritional status



**First Time GSPS Users:** Please read the handout, *Getting Started in the GSPS for Faculty and Staff*.

**Requesting Administrative Privileges.** If you need administrative privileges to a particular degree program, contact your Director of Graduate Studies. The DGS, director, or department chair will need to notify the Grad School [gradwebeditor@missouri.edu](mailto:gradwebeditor@missouri.edu) that you should be granted administrative access. You need to complete this step before you can view all students in a given degree area.

1. **Locate the GSPS.** <https://gsp.s.missouri.edu/>.
2. Select "Faculty or staff member who works with Graduate Students."
3. Type your pawprint (the first part of your MU e-mail address) and your password.
4. Click the Log In button.
5. If you have GSPS administrative access, you will see the name of the degree program and a list of all students who have initiated a GSPS record.
6. If you cannot see a list of all students, you will need to request administrative privileges (see box above).



To view an **individual record**, click on the student's name. To view that student's **progress report**, click on the underlined and dated link to the submitted report.

To **generate a report** for an entire degree program, click on the **Summary Reports** tab. Select the program, type of report and date range. Select output as either Microsoft Excel or HTML. Click the generate report button. Save.

A **Help** link is provided in the top right corner of every page. Send a note to [gradwebeditor@missouri.edu](mailto:gradwebeditor@missouri.edu) from any page within the GSPS, should you experience a problem or have a question or suggestion.

## **Changes and Customizations** to progress report questions, checklist items, etc.)

**Settings Tab.** If you have administrative programs for a given degree, you will be able to modify some setting specific to that degree program. You can access these settings from the “Settings” tab, as well as from the “Options for \_\_\_\_\_” box on the Degree’s Student listing page.

**Progress Report Prompts/Questions** – You can design a custom progress report for your degree program by writing questions in the “Progress Report Prompts/Questions” box. Click the “Add a Progress Report Question” button to enter a new question. You should list the question number in the display order box. Questions with the same display order will be displayed alphabetically. These questions are the ones students will respond to in their progress reports.

**Adviser Prompt** – You can also provide guidance to faculty in your department about the kind of feedback they should provide students by defining an “Adviser Prompt”. Click the “Add Adviser Prompt” button to add an Adviser Prompt – remember to click the “Save” button.

**Pre-written Adviser Responses** – You may pre-write adviser responses for you faculty to choose from when responding to a student’s progress report. This can be very helpful in departments that have large numbers of students, where faculty members might advise numerous students. Click the “Add Pre-written Adviser Response” button to add a new pre-written response. Be sure to click the “Save” button when finished.

**Checklist item** – You may define additional checklist items for students to respond to by creating the items here. Click the “Add Checklist Item” button to add a new checklist item. Be sure to click the “Save” button to save your checklist item.

### **Frequently Asked Administrator Questions**

*As director, chair, or DGS, how do I obtain permission to view all of the students in our degree program\*?*  
Individual faculty members are linked to the GSPS records of their respective students *only*. An administrator of a graduate degree program (or designee) may view all of the students in that degree; likewise, administrators over interdisciplinary programs may be granted access to students across degree areas. This additional level of access will allow a degree program administrator to generate summary reports of all student activity and determine compliance with annual reporting requirements. To seek administrative access to all students of a degree program, contact [gradwebeditor@missouri.edu](mailto:gradwebeditor@missouri.edu).

*How can I modify the questions posed to students in the progress report?*

Faculty and staff members with appropriate permissions can modify the progress report questions (and other customizations for a particular degree) by clicking the “Settings” tab and finding the link to the particular degree program to be modified.

*A student says he/she has completed an annual assessment, but I can’t view it. What’s going on?*

The student must list the correct degree program and faculty adviser(s) in the GSPS. The adviser must confirm the student on the “My Students” list. After a student is confirmed, that student’s information will be viewable by the adviser and degree program administrator (or designee).

*Who should I contact with questions or to schedule a demonstration or training session?*

Graduate School Communications Unit [gradwebeditor@missouri.edu](mailto:gradwebeditor@missouri.edu) 882-8629 or 884-0584

**Note:** Complete instructions available in the GSPS. Look for the help link in the upper right corner of every screen.