

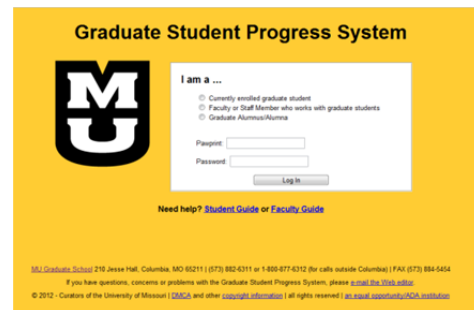
Graduate Student Progress System Filing the Required Annual Report

NOTE: The Graduate School **requires** that students complete an annual progress report. See <http://gradschool.missouri.edu/academics/progress/annual-review.php>

Step 1. Locate the GSPS: Go to <https://gsps.missouri.edu>

Step 2. Log in:

- Click “Currently enrolled graduate student” button.
- Type in your official MU “pawprint” (ID) and password.
- Click the Log In button.

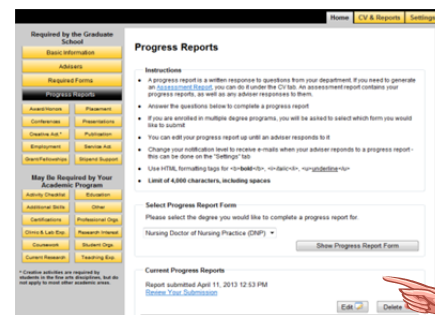


Step 3. Verify Advisers:

- You must enter your primary adviser under the **ADVISERS** button. Otherwise, she/he cannot view your reports. Use the correct University pawprint, which you can confirm in Outlook. **Save!**
- Any other faculty (e.g., rotational advisers or committee members) who need to review your report must be entered on this panel also. **Save!**

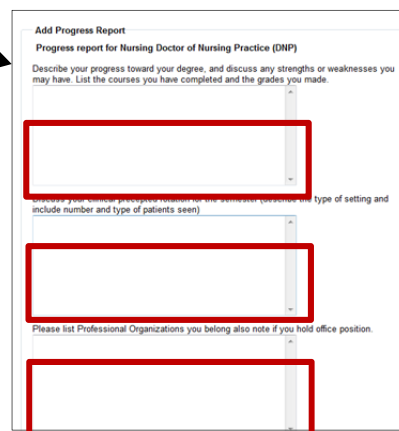
Step 4. Select the Progress Report Button (4th yellow button)

- Select your program.
- Click “Show Progress Report Form”



Step 5. Respond to the writing prompts.

- Each program customizes writing prompts & benchmarks.
- The number of boxes can vary.
- Respond to each prompt by typing in the box.
- **Save!**
- Your adviser will automatically receive an email from the system that you have filed a report.
- When your adviser responds, the system will notify you.

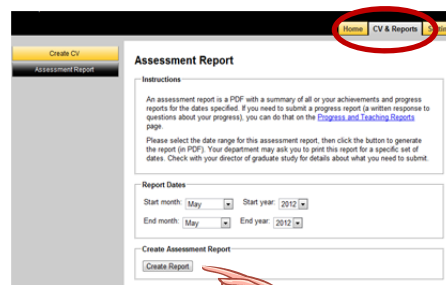


***Caution:** Typing in each box cannot exceed 4,000 characters. If your progress report is longer, you will need to upload as individual “reports.” Break your report into logical sections then label as part 1, part 2, part 3, etc. The GSPS allows students to submit multiple progress reports. Each report is time stamped so the adviser can see that you filed more than one report.

Strongly suggested: First create your report (answers to the prompts) in a word processor. Perform a character count before you copy & paste into the system. Save a copy of your report.

Step 6. Make a PDF of your entire GSPS record.

- Make sure that your work is saved.
- Click the CV & Reports Tab
- Select Assessment Report.
- On the Assessment Report panel, select the inclusive dates.
- Click the Create Report button. Save the PDF.



If you have a problem, please send a note to gradwebeditor@missouri.edu Thank you.