

Recording Supervision Meetings in eVision

Students can record supervision meetings in eVision via 'My Supervision Meetings and Documents'.

1) Log into eVision and find 'My Supervision Meetings and Documents'

Supervision Meetings

Supervision meetings record and documents

My Supervision Meetings and Documents updated

My Supervision Meeting Records

Add a record of a meeting that you have had with your supervisor

Add a Supervision Meeting Record

- Click on an icon in the "Notes" column to quick-view the notes provided
- Click the "View printable" link to view printable version

Meeting Type	Academic Year	Term	Date	Supervisor	Notes	Status	Attached Documents
ISM contact	2012/3	Term 1 - Autumn	05/Feb/2013	CC518	 View printable	Record of meeting confirmed by supervisor	<ul style="list-style-type: none">• scanned copy of TAP form
							<p>Attach a Document</p>

View your other documents

View

2) Click the 'Add a Supervision Meeting Button' (top right)

Course Details			
Student	100000735/2	Name	Dummy Studentone
Programme	Undergraduate Dummy Programme - 3		
Intended Award	Bachelor of Science	Enrolment Status	Visiting - Term 3
Year of Study	1	Department	Dummy Department for use on CRS for fees purposes
Expected end date	19 June 2015		

Add a meeting	
* indicates a mandatory field. Enter details of the meeting using the fields supplied below.	
Student	100000735/2 Dummy Studentone
Interaction Type *	<input type="text"/>
Academic Year *	<input type="text"/>
Term *	<input type="text"/>
Meeting Date *	<input type="text"/>
Meeting Supervisor / Tutor *	<input type="text"/>
Meeting Status *	<input type="text"/>
Description	<input type="text"/>
Notes	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	

- 3) Select the appropriate Interaction Type
- 4) Choose the term that the meeting took place in
- 5) Enter the date the meeting took place
- 6) The Meeting Supervisor field is pre-populated with the student's supervisor, change if necessary
- 7) Meeting status – can only be set to 'Not yet Confirmed'
- 8) The description and notes fields are optional, you may include the record of the meeting

Locate and Upload

* indicates a mandatory field. Upload a document (optional) or simply supply feedback using the "Notes" field

Document / Notes Type *	Staff and Student Access ▼
Document (5 MB max)	<input type="text"/> Browse...
Description	<input type="text"/>
Notes (2000 chars max)	<input type="text"/>

Cancel

If you are uploading a large file - please be patient and ensure you click the "Next" button only once

Next

9) There is no limit to the amount of documents you can upload per meeting record.

10) Click 'Next' to save the record.

11) The Supervision meetings page will now show the details of the meeting and any uploaded documents.

Record for Supervision Meetings and Other Interactions

Add a meeting record for Dummy Studentone Add a Supervision Meeting Record

- Click on an icon in the "Notes" column to quick-view the notes provided
- Click the "View printable" link to view printable version

Meeting Type	Academic Year	Term	Date	Supervisor	Notes	Status	Attached Documents
IS/A contact Description TAP Meeting	2012/3	Term 1 - Autumn	05/Feb/2013	CC518	 View printable	Record of meeting confirmed by supervisor	<ul style="list-style-type: none"> scanned copy of TAP form
Edit Meeting Record							Attach a Document

View other documents for Dummy Studentone View