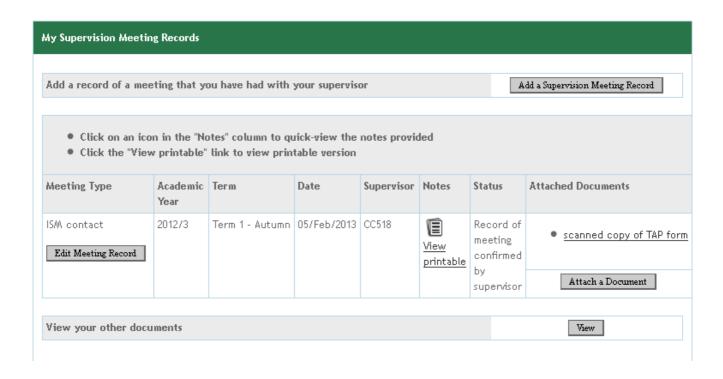
Recording Supervision Meetings in eVision

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

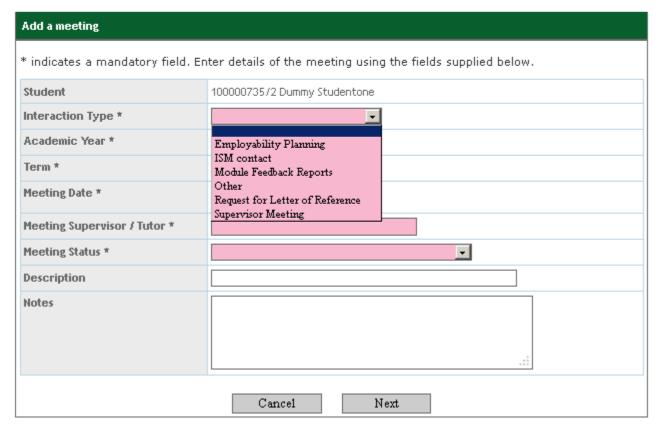
1) Log into eVision and find 'My Supervision Meetings and Documents'



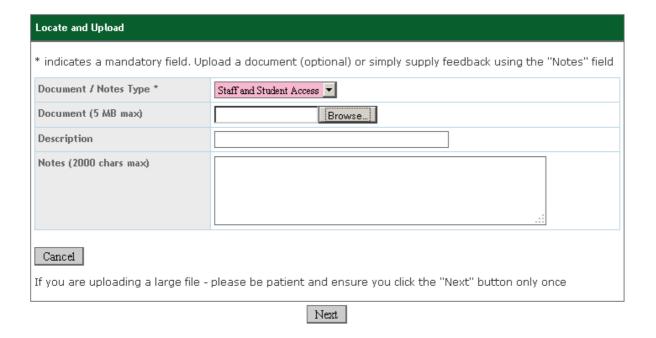


2) Click the 'Add a Supervision Meeting Button' (top right)





- 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



- 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.

