

Brief Guide to the PGR Toolbox in Liverpool Life

Liverpool Life represents the central portal for access to student records and the PGR Toolbox.

Login URL: liverpool-life.liv.ac.uk - You will need your Student ID number and PIN.

>> [Further information about Liverpool Life](#) (Student Administration website)

The PGR Toolbox is reached from a tab at the top of all pages in Liverpool Life**

The screenshot shows the Liverpool Life PGR Toolbox interface. At the top, there is a navigation bar with tabs for Home, Academic, PGR Toolbox, Fees and Funding, and Help. A user status indicator shows 'Test PGR Student | Home | Sign Out'. The main content area is divided into several sections:

- 1 Professional Development for PGRs:** Includes 'Professional Development Opportunities' with a video introduction, 'Workshops for new Researchers', and 'Online Resources' with a circular diagram and a list of resources under 'A. Knowledge and intellectual abilities'.
- 2 PGR Record of Supervisory Meetings:** Features 'Upcoming Meetings' (a table with columns Date, Time, Supervisor, Link) and 'Last Meeting' (a table with columns Date, Time, Supervisor, Link). A 'View All Meetings' button is also present.
- 3 PGR News @Liverpool Blog:** Displays recent blog posts with titles like 'Announcing the University of Liverpool Three Minute Thesis competition 2016' and 'New webinars and workshops for 2016'.
- 4 PGR Development Twitter Feed:** Shows a tweet from @livuniPGRDev with the text 'Fantastic opportunity for @ahrcpress PGRs- call for applications- deadline 7 February 2016 twitter.com/RealLabMCR/stat...'
- PGR Portfolio of Activity:** Lists 'Three recently added activities' under four categories: A. Knowledge and intellectual abilities, B. Personal Effectiveness, C. Research governance and organisation, and D. Engagement, influence and impact. Each category has a table with columns Date, Activity, and Activity Title.
- PGR Careers:** Provides 'Essential resources' such as 'Online Career Management Resources', 'Careers Development Opportunities', and 'Careers & Employability Service'.

1 The appearance of the left hand display will change with your student status:

- **New PGRs** will see a video introduction to the **Professional Development** opportunities available to all research students at Liverpool.
- All other PGRs will see a link to the PGR Development website and links to upcoming courses provided by PGR development.

Below the programme information there is direct access to the **Online resources** provided for all PGRs at Liverpool (www.liv.ac.uk/pg-development/further-development/online-resources/)

2 The central display should always show the **Record of Supervisory Meetings** at the top, which includes a direct link to the underlying software to add new records and view the full list of meetings.

This window also links to the most recently recorded meetings for the current year.

Below the Record of Supervisory Meetings there is quick access to the **PGR Portfolio of Activity** and below that, the **Record of Formal Training** (which relates to the PGR Development programme prior to Oct 2016).

3 The right hand side of the PGR Toolbox displays links to the latest Blog posts from **PGR News@Liverpool** and the **PGR development twitter feed**.

** This tab is only visible to MPhil/PhD/MD or DDSC students. If you cannot see this tab, please ask your school or institute to check your registration status.