Step-by Step Instructions for PGR students to access Toolbox/ create meetings

Go to the Portal at: <u>My.liverpool.ac.uk</u>

You will then need to navigate to the 'My Studies' tab on the blue toolbar at the top:

My Studies 🔿 Student Suppo	ort 🗸 News and Events 🗸	
My Studies	3 .	
My enrolment and	My academic life	Essential tools
registration	Attendance	Timetables
Academic registration	Academic	Exam timetable
Module registration	Personal information	Exam results
	Student ID cards	Graduation
	PGR toolbox	Library
	1	Canvas
		Apps anywhere
		My printing

For Meetings select 'PGR Toolbox', under 'My academic Life'

Next Select 'Record of Supervisory Meetings'

My Studies 🗸 Student Support 🗸 News a	nd Events 🗸	Q Search the site
PGR Toolbox	÷	
PGR Quick Links Find useful links to PGR related content	Essential Information For New Research Students Find essential Information for new research students	PGR Development Development activities tailored to you
Postgraduate Travel Visit your Go2Book booking portal	Record of Supervisory Meetings Arrange and manage meetings with your supervisors	Portfolio of Activity View and update activities in your PGR portfolio

You should then be able to create/ edit/ view all supervisory meetings.

ielect Annual Progress Review Period:		PGR period for 2024-2025		~		
upervisory	Meetings (A	PR perio	d from 01/0	6/2024 to 31/05/	2025)	
Date	Supervisor	Period	Agenda Status	Post Meeting Record	Sign Off	
telosloose noo	Joanna Lacey	2024/25	Not completed	Not emailed	Not signed off	Edit Delete
10/04/2020 11:00						

IMPORTANT NOTE: For a meeting to be counted as an official record, and so that your supervisor can sign it off you must complete an agenda before sending it to your supervisor. To do this once you have arranged a new meeting, you will need to 'Edit' the meeting to email the agenda to your supervisor.