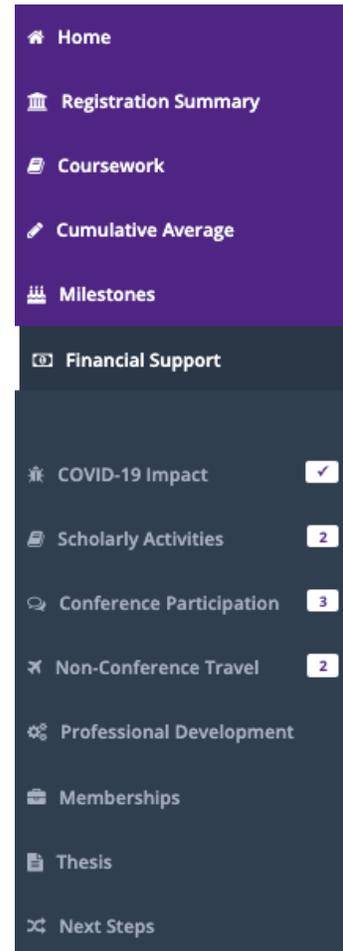# Pathfinder

February 2021 Manual

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Introduction

Pathfinder is a graduate degree planning portfolio that enables graduate students to record their accomplishments and plan towards the completion of their graduate degree. The Pathfinder project was conceived initially as a method to digitize reporting tools that graduate programs use to document your progress over time. The Pathfinder service has evolved to include documenting the impact of the COVID-19 pandemic.

The Pathfinder Portfolio

A Pathfinder Portfolio is a collection of information designed to encompass the graduate student experience. The information presented is maintained through two distinct channels:

1. **Pathfinder Provided Content** – the PeopleSoft Student Center delivers information in real-time on the following subjects:
   a. **Supervisory Committee Members** (Supervisors and Committee Members)
   b. **Registration Summary** – a listing of the significant registration events in the student's graduate career at Western from the date they submitted their application to the date they graduate
   c. **Coursework** – a listing of courses the student has enrolled in and the grades they have received
   d. **Cumulative Average** – a term-by-term history of the cumulative average of the student over their career
   e. **Milestones** – any program-defined degree requirements outside of coursework
   f. **Financial Support** – any financial support that has been paid out to the student through the Student Center
2. **Student Provided Content** – students can provide information in the following sections:
   a. **COVID-19 Impact** – a history of the impact of the pandemic on the student's progress and plans
   b. **Scholarly Activities** – these encompass a student's pursuits and outputs outside of the classroom setting. Typically, these activities are related to a student's degree program but may include significant work that prompts the intellectual advancement of their field of study.
   c. **Conference Participation** - any conferences attended in relation to research and/or studies
   d. **Non-Conference Travel** - any travel undertaken as part of a student's studies and/or research
   e. **Professional Development** – and professional development opportunities a student has participated in during their studies
   f. **Memberships** – any memberships held in relation to their studies and/or research
   g. **Thesis** – a general update regarding progress towards the completion of their thesis

      h.   **Next Steps** – general observations concerning significant impacts on progress, a proposed timeline and supports needed

Where to Find Pathfinder

Student Access

Students actively registered in a doctoral degree program or multi-year research-based master's degree program can access Pathfinder by visiting the Graduate Student Web Services Portal at grad.uwo.ca/student/index.cfm.

After logging in to the Student Portal, Pathfinder is available under the Main Menu.

Staff Access

Graduate Assistants can access the Pathfinder service by visiting GradNet and locating the Pathfinder App.

Pathfinder
Last used on Jun 15, 2020 at 3:25 PM

Portfolio Submission and Review Summary

Pathfinder is always available to eligible and active students for update. At specific times during year, a program may request that a student's Portfolio is submitting for review. This request will set in motion a workflow process as outlined below:

Program Administrator requests Portfolio submission

| Selects which students should submit portfolio and due date | Emails inform students of due date for submission of portfolio |

Student submits Portfolio

| Student provides content including COVID-19 Impact, Scholarly Activities | Submission of portfolio queues email to Supervisory Committee |

Supervisory Commitee evaluates Portfolio

| Committee accesses Portfolio to provide feedback | Submission of evaluation queues email to Graduate Chair |

Graduate Chair reviews Portfolio and Committee Evaluation

| Graduate Chair accesses Portfolio to provide feedback | Submission of review queues email to Student |

Student Acknowledgement

| Student accesses feedback from Committee and Graduate Chair and provides comment | Submitting acknowledgement archives portfolio content alongside evaluation and review |

Portfolio Content

The Pathfinder Portfolio is always available and open to graduate students for update unless it has been submitted for review. The following elements comprise the basic elements of every Portfolio.

Home

The Home page is the landing page for any student who accesses Pathfinder. It provides a brief overview for the service and provides the student with a summary of their current registration information including:

- Student ID
- Program
- Academic Plan
- Academic Load
- Citizenship
- Supervisor(s)
- Supervisory Committee Member(s)
- Date of their last Pathfinder Portfolio submission
- Anticipated Date of Next Report

Your Details

Name:	
StudentID:	
Program:	Psychology
Plan:	Psych PhD CDBS
Academic Load	Full-Time
Citizenship	DOMESTIC
Supervisor(s)	
Supervisory Committee Member(s)	
Date of Last Report	None
Anticipated Date of Next Report	TBD

The content in this page are all pulled directly from the PeopleSoft Student Center.

How to Update Supervisory Committee Information in Student Center

Supervisory content is maintained in the [PeopleSoft Student Center](#) at the following menu path – Records and Enrollment > Student Background Information > Graduate Student Advisor. This component provides programs with a listing of active students in a given program and their current supervisory committee. You can add/edit/remove supervisory committee members as required.

🏛 Registration Summary

Registration Summary

The Registration Summary page provides a line-by-line history of a student's graduate registration at Western in reverse chronological order. These values can include admissions details, registration status updates (i.e. leaves of absence, degree change) and any degree completions.

> ℹ **Your Registration Summary is a history of events related to your graduate program registration**

Event	Program	Plan	Date
Degree change	Geography	Ph.D. Geography	August 31, 2016
Matriculated	Geography	M.Sc. Geography	July 22, 2015
Accepted offer of admission	Geography	M.Sc. Geography	February 21, 2015
Offer of admission sent	Geography	M.Sc. Geography	February 18, 2015
Application released to program	Geography	M.Sc. Geography	January 14, 2015
Application reviewed by SGPS	Geography	M.Sc. Geography	January 13, 2015
Application submitted	Geography	M.Sc. Geography	January 8, 2015

The values are retrieved directly from the PeopleSoft Student Center. If any of these values are incorrect, you should contact the Academic Services team in SGPS to arrange the necessary update.

Coursework

The Coursework page provides a detailed listing of all courses taken by the student at Western and any grades associated with those courses. This page is populated directly from the PeopleSoft Student Center.

📖 Coursework

> ℹ️ Your coursework details include any courses attempted and the grades achieved during your academic career at Western.

Term	Subject	Catalog Number	Section	Component	Course Description	Enrollment Status	Grade
2020 Winter	GRDSTUDY	9999	001	CON	CONTINUOUS GRADUATE ENROLLMENT	E	
2020 Winter Cumulative GPA: 91.000							
2019 Fall	CHEM	9777Y	001	LEC	PH.D. RESEARCH-YEAR 1	E	095
2019 Fall Cumulative GPA: 91.000							
2019 Summer	CHEM	9777Y	001	LEC	PH.D. RESEARCH-YEAR 1	E	095
2019 Summer Cumulative GPA: 90.200							
2019 Winter	CHEM	9572B	001	LEC	SPECTROELECTROCHEMISTRY	E	093

Cumulative Average

The Cumulative Average page provides a term-by-term update of the student's average over time as they have progressed through Western. This page is populated directly from the PeopleSoft Student Center.

✏️ Cumulative Average

> ℹ️ This page provides a summary of your cumulative average to date.

Term	Cumulative Course Credits	Cumulative GPA
2020 Summer	3.000	91.000
2020 Winter	3.000	91.000
2019 Fall	3.000	91.000
2019 Summer	2.500	90.200
2019 Winter	2.000	89.000
2018 Fall	1.250	87.200
2018 Summer	1.250	87.200
2018 Winter	1.250	87.200
2017 Fall	0.250	88.000

Milestones

A milestone is a learning activity that must be successfully completed in order to fulfill the requirements for the graduate degree. If grades are assigned, they do not contribute to the student's academic average. The milestones provided in Pathfinder have been assigned to the student in Student Center by your department. Any departmental events/requirements not recorded in Student Center will not display.

🎓 Milestones

> ℹ️ A milestone is a learning activity that must be successfully completed in order to fulfill the requirements for the graduate degree. If grades are assigned, they do not contribute to the student's academic average.
>
> The milestones provided below have been assigned to you in Student Center by your department. Any departmental events/requirements not recorded in Student Center will not display.

Effective Date	Milestone Description	Milestone Complete?
November 28, 2014	Comprehensive Reqmt: Pedagogy and Course Design	Y
November 28, 2014	SGPS Academic Integrity Module	Y
November 28, 2014	PhD Thesis Proposal	Y

Financial Support

Any financial awards paid out from the PeopleSoft Student Center are detailed in the Financial Support page alongside any Mercury funding plans that have been issued to the student.

COVID-19 Impact

In light of the pandemic, all students using Pathfinder are asked to document the impact that the COVID-19 pandemic has had on their progress and plans. The goal for this information is to capture this impact during the pandemic so it can be evaluated to determine what appropriate measures can be taken to support the student's progress and timeline to ensure they still complete in a timely manner.

Select a name for your Student Variable and enter it into the Variable Name field. This will be the description of the variable going forward. Once created, a Student Variable can function as a label that is placed onto students for the purpose of connecting them to specific Funding Profiles.

Scholarly Activities

The Scholarly Activities section of the Portfolio is a database of potential activities a student can produce during their degree. These outputs fall into one of four categories:

- Publications
- Artistic Contributions
- Intellectual Property
- Interviews or Media Relations

The metadata that defines this section of the Portfolio is adapted from the Canadian Common CV Contributions dataset. If you or your students feel a common activity type is missing from this listing, please contact pathfinder@uwo.ca and we will consider making additions to this dataset.

Scholarly Activities

> **i** Scholarly Activities are an essential part of your development and encompass your pursuits and outputs outside of the classroom setting. Typically these activities are related to your degree program but may include significant work that prompts the intellectual advancement of your field of study.
>
> To input a Scholarly Activity:
> 1. Select the Activity Type, and Continue (this will retrieve a list of potential activities)
> 2. Select the Scholarly Activity and Continue (this will retrieve the potential metadata associated with that activity)
> 3. Provide as much detail as you are able
> 4. Save

Add New + **1.** **2.** **3.**

Agricultural best management practice abundance and location does not influence stream ecosystem function or water quality in the summer season

Activity Type	Publication
Publication	Journal Article
Article Title	
Journal	
Volume	7
Issue	12
Page Range	6861-6867
Publishing Status	
Year	2015

Conference Participation

Students can provide details on any conferences they have attended in relation to their research and/or studies.

Conference Participation

> **i** Please detail any conferences you have attended in relation to your research and/or studies

Add New Entry

Location	Search
Conference title	
Start date	
End date	
Role	Search
Did you present at the conference?	Search
Title of presentation	
Did you receive funding to attend the conference?	Search
Funding amount (if known)	
Funding source (if known)	

Non-Conference Travel

Students can provide details on any travel that they have undertaken in relation to their research and/or studies.

Non-Conference Travel

> **i** Please detail any travel you have undertaken as part of your studies and/or research

Add New Entry

City	
Country	Search ▾
Start date	📅
End date	📅
Reason for travel	
Did you receive funding to support your travel?	Search ▾
Funding amount	
Source of funding	

Professional Development

Students can provide a listing of any professional development opportunities they have engaged in during their studies.

Professional Development

> **i** Please detail any professional development opportunities you have participated in during your studies

Add New Entry

Location	Search ▾
Title and/or description	
Was this opportunity an Own Your Future workshop?	Search ▾
Duration (hours)	
Start Date	📅
End Date	📅

Memberships

Students can provide a listing of any memberships they hold in relation to their studies and/or research.

Memberships

> **i** Please provide a listing of any memberships you hold in relation to your studies and/or research.

Add New Entry

Organization	
Description	
Position	
Begin Date	📅
End/Expiry Date (if not on-going)	📅

Thesis

Students can provide an update on the progress towards completing their thesis and any particular details they feel are relevant to their progression.

Thesis

Edit Your Entry

Proposed Title	
Anticipated Submission Date	📅
Proposed Format	Search ▾
Describe any progress since your last report	
Ethics Approval Status	Search ▾

Next Steps

Students are asked to comment on some very general questions regarding any specific factors that affected their progress, a proposed timeline for the next phase of their studies and any particular support they feel they need.

Next Steps

Edit Your Entry

|	
Describe any factors that had a significant effect on your progress since your last report	
Provide a proposed timeline for the next phase of your studies	
Describe any particular support you feel is needed to achieve this timeline	

Requesting Portfolio Submissions

To review Portfolios, programs must request their students submit their Portfolios for review. This task is completed by the Graduate Assistant in GradNet. To request a Portfolio, please follow these steps:

1.   Access the Pathfinder App in GradNet

Pathfinder
Last used on Jun 15, 2020 at 3:25 PM

2.   Select the Workspace from the left-nav menu

🏠 Home

☑ Workspace

👥 Templates
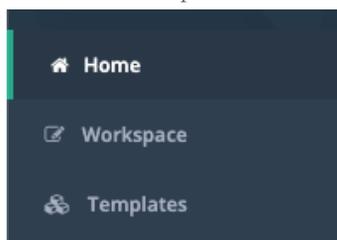
3.   Ensure the Reviewers are appropriate, and any necessary Committee Members are present
4.   Select the students you wish to receive Portfolios from by selecting the toggle at the far left of each student

	Status	Effective Date	StudentID	First Name	Last Name	Terms in Res	Template	View Portfolio	Reviewer #1	Reviewer #2	Committee Members
☑	Available for Student Update					6				*Empty*	Refresh *None*

5.   At the bottom of the Workspace, confirm the template, set the Deadline for Submission and set the Expected Next Deadline for the student's next Portfolio submission

Template	Default Template ▲▼
Set Deadline	📅 07/02/2020
Set Expected Next Deadline	📅 07/02/2021

6.   Select the Activate # Students button

Activate 3 Students

Reviewers in Pathfinder

The Reviewer role in Pathfinder is responsible for approving a committee review and providing a judgment on whether the student is progressing in a timely manner. This role effectively closes the Supervisory Committee Review and hands the results over to the Graduate Chair. This is normally the Supervisor(s) of the student and Pathfinder assumes this. However, if you wish to set another member of your program as the Reviewer you may do this by selecting the Reviewer field and choosing another individual who currently holds membership in your program.

Email Communication to Students

Once activated, an email will be issued to your students informing them of this Portfolio submission request. That email reads as follows:

From – Whomever triggers request in GradNet
Subject – [{program}] Pathfinder Portfolio due [{due date}]

[{FIRST_NAME}],

The [{program}] program invites you to submit your Pathfinder Portfolio for review. The submission and review of your Pathfinder Portfolio is a process for you and your Supervisory Committee to document your plans and progress, providing [{program}] and your Committee with a documented review of your accomplishments while setting your goals for the next phase of your studies.

The assessment of your Pathfinder Portfolio recognizes your achievements, addresses significant impacts towards your progress, outlines effective timelines and identifies available supports. In addition, The School of Graduate and Postdoctoral Studies (SGPS) and your Faculty are focused on ensuring that you have a platform to record the impact that the pandemic has had on your degree plans and progress.

To submit your Pathfinder Portfolio, please visit the Western Graduate Student Web Services Portal at grad.uwo.ca/student/ and select the Academic Portfolio app. When you are satisfied with the content of your Portfolio you may submit it to your Supervisory Committee for evaluation and comment.

Please submit your Pathfinder Portfolio no later than [{due date}].

Your Pathfinder Portfolio does not replace the need for you to meet regularly with your Supervisory Committee.

If you have any questions related to the Portfolio please contact me.

Sincerely,
[{Program Assistant Name}]
[{Program Assistant Email}]

How Students Submit their Portfolio

Once you have requested a student submit their Portfolio for review, a new option will appear in the left-nav menu for the student.
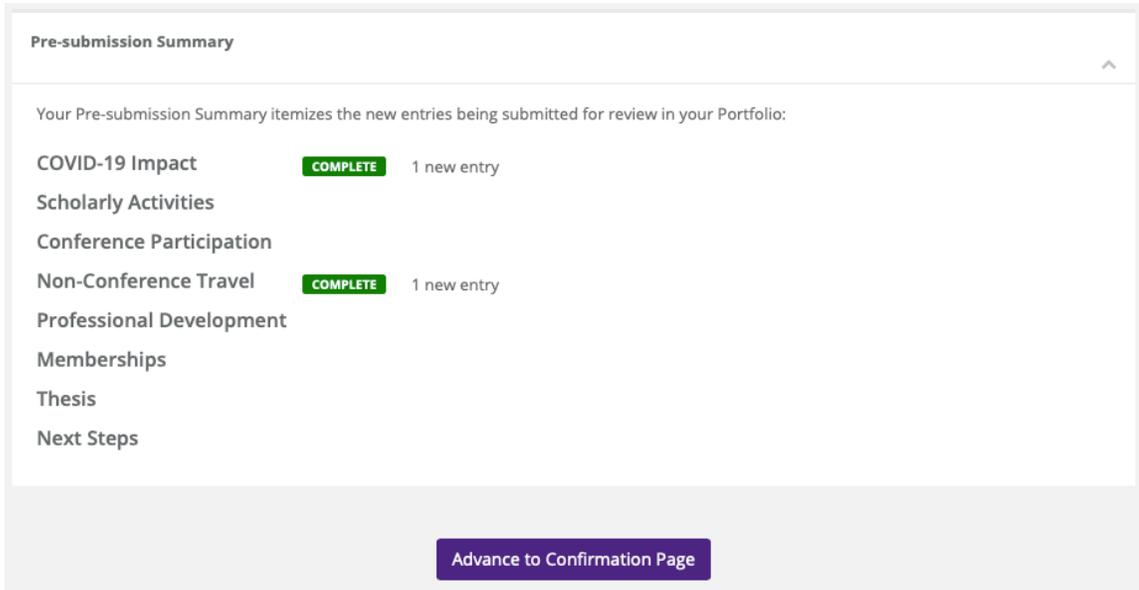

The Submit button gives the student the capacity to submit their Portfolio for review.

Pre-Submission

The Pre-Submission page confirms two elements with the student:

1. The individuals that will have access to their portfolio after they submit it (including supervisors, supervisory committee members, any reviewers added to the submission request and the graduate chair)

2. A count of any elements that they are submitting for review that were not a part of their previous Portfolio

Pre-submission Summary

Your Pre-submission Summary itemizes the new entries being submitted for review in your Portfolio:

| COVID-19 Impact | COMPLETE | 1 new entry |

Scholarly Activities

Conference Participation

| Non-Conference Travel | COMPLETE | 1 new entry |

Professional Development

Memberships

Thesis

Next Steps

Advance to Confirmation Page

After reviewing this information, they can advance to the Confirmation page.

Confirmation

The Confirmation page allows the student to review every element provided in their Portfolio. A student must scroll past all of this information in order to confirm that their Portfolio is ready for Submission.

Selecting the "Submit and send to supervisor" button will accept the Portfolio for review. From that point forward, the Portfolio is closed to the student while the Review takes place.
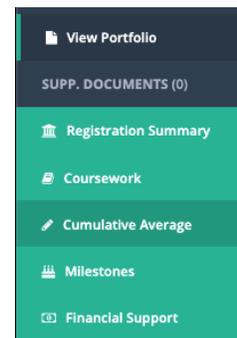
Viewing Portfolios via the Workspace

Graduate Assistants looking to support their students can view any information provided by the student in their portfolio at their discretion by selecting the Magnifying Glass icon under the View Portfolio column.

	Status	Effective Date	StudentID	First Name	Last Name	Terms in Res	Template	View Portfolio	Reviewer #1	Reviewer #2	Committee Members	Previous Report Date	Due Date	Next Due Date
☐	Available for Student Update					3		🔍						
☐	Available for Student Update					12		🔍						

This Portfolio view summarizes all student-provided content into a single page while also providing links to the various data retrieved from Student Center.

If a student does not have a magnifying glass icon under their View Portfolio cell, it represents that the student has yet to enter any Portfolio information into Pathfinder.

📄 **View Portfolio**

SUPP. DOCUMENTS (0)

🏛 **Registration Summary**

📘 **Coursework**

✏ **Cumulative Average**

♨ **Milestones**

📷 **Financial Support**

Supervisory Committee Review

Once a student submits their Portfolio for evaluation, an email is automatically sent to their Supervisory Committee. This email is designed to inform the committee that a student's Portfolio has been submitted for evaluation and provide directions on how to access it.

Email Communication to Supervisory Committee Members

From – Grad Assistant
Subject – Progress Report for [{student_name}] available for evaluation

[{first_name_reviewer}],

[{student_name}] has submitted a Pathfinder Portfolio for your evaluation. As a member of [{student_first_name}]'s Supervisory Committee, you are asked to please access and review the Portfolio in order to document feedback for the student on their progress to date and their goals for the future.

The following individuals currently comprise the Supervisory Committee for [{student_name}]:

Name	Role	Email Address
Supervisor Name 1	Doctoral Supervisor	Test1@uwo.ca
Supervisor Name 2	Doctoral Supervisor	Test2@uwo.ca
Committee Member 1	Supervisory Committee Member	Test3@uwo.ca

You can access [{student_first_names}]'s Portfolio by visiting [{URLstudentreport}].

Each member of the Supervisory Committee can review the information provided by the student, provide comments to both the student and/or graduate chair and append supporting documentation as required.

The role of submitting the Supervisory Committee Evaluation and providing judgment on whether the student is meeting expectations towards timely completion belongs to the following individual(s):

- [{reviewer1}]
- [{reviewer2}]

All committee members may provide comments to the Report until the Evaluation is submitted by one of these individuals at which time it will close and proceed to the Graduate Chair for review.

For an overview of all Portfolios assigned to you please visit [{URL_all}]. This listing will provide both current and past Reports you have evaluated.

Accessing the Portfolio for the Evaluation

Each member of the Supervisory Committee can independently review and comment on the student Portfolio. A link embedded in each email provides the Supervisor(s), Supervisory Committee Members and Designated Reviewers (if assigned) with an independent connection to a listing of all active Portfolios that require their attention.
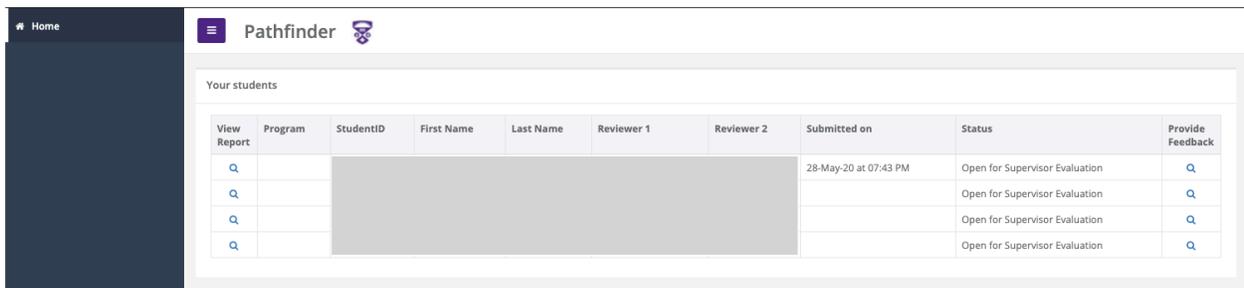
Selecting the View Report option will present a view of the submitted Portfolio. This provides the faculty member with both the Pathfinder provided content (e.g. Registration Summary, Coursework) and the information provided by the student.
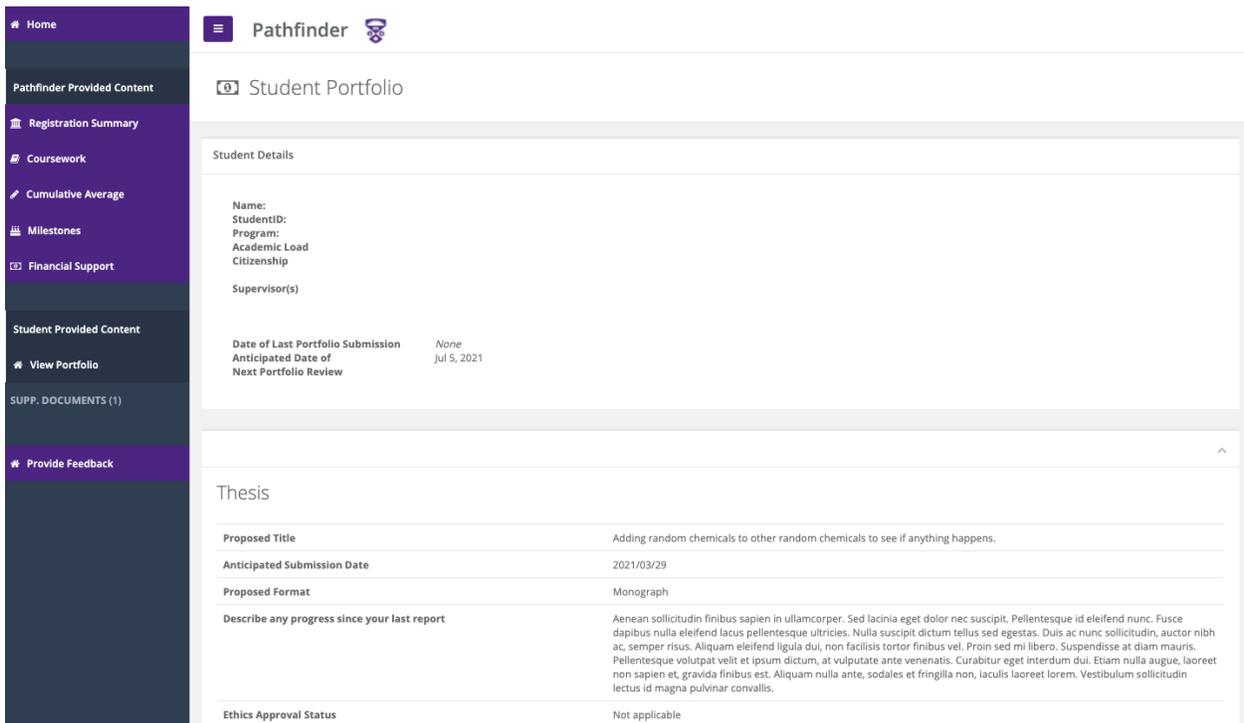
Selecting the Provide Feedback section will allow the user to provide their feedback to the student and graduate chair. The Feedback section is divided into five sections:

Section	Reviewer	Committee Member
Student Details	Can see student details	Can see student details
Your Feedback	Can provide feedback	Can provide feedback
Supporting Documentation	Can add documentation	Can add documentation
Supervisory Committee Evaluation	Can submit evaluation	Cannot submit evaluation
Return the Report to the Student	Can return report	Cannot return report

1. **Student Details**
   A reminder of general information concerning the student including:
   a. Name
   b. StudentID
   c. Program
   d. Academic Load
   e. Citizenship
   f. Supervisor(s)
   g. Supervisory Committee Members (if indicated in Student Center)
   h. Date of Last Portfolio Submission
   i. Anticipated Date of Next Portfolio Review

   > **Student Details**
   >
   > **Name:**
   > **StudentID:**
   > **Program:**
   > **Academic Load**
   > **Citizenship**
   >
   > **Supervisor(s)**
   >
   > **Date of Last Portfolio Submission**   *None*
   > **Anticipated Date of**   Jul 5, 2021
   > **Next Portfolio Review**

2. **Your Feedback**
   A section dedicated to collected standard feedback from supervisors, committee members or reviewers (if applicable). This section provides information to the student and/or the graduate chair.

   > **Your Feedback**
   >
   > **Comments to be provided to the student (feedback on the student's successes, their proposed timeline and any additional guidance):**
   >
   > **Comments to be provided to the Graduate Chair (will not be provided to the student):**
   >
   > **Save Feedback**

3. **Supporting Documentation**
   If the reviewer or committee member wishes, they can append a supporting document to their feedback

   > **Supporting Documentation (i.e. Committee Report)**
   >
   > Drop files here to upload

4. **Supervisory Committee Evaluation**
   Accessible only to the Reviewer(s), this section receives a judgment on whether the student is meeting expectations towards timely completion or not and requests an action plan if the student is not meeting expectations. It also allows the Reviewer(s) to determine a different Anticipated Date of Next Review if necessary. If there are two Reviewers, the expectation is that one provides this information and closes the

   > **Supervisory Committee Evaluation**
   >
   > **Student is meeting expectations towards timely completion**   ◯
   > **Student is not meeting expectations towards timely completion** ◯
   >
   > **If student is not meeting expectations, detail the action plan you propose:**
   >
   > **Date of Advisory Committee Meeting (if applicable)**
   >
   > **Anticipated Date of Next Review:**   2021-07-05
   >
   > **Save Evaluation and Submit to Grad Chair**

evaluation. Once an Evaluation is Submitted to the Graduate Chair, the evaluation is closed and no longer available to the other Reviewer or Committee Members.

5. **Returning the Report to the Student**

If the Reviewer deems it necessary, the Portfolio can be returned to the student for revision. Completing this section will return the Portfolio to the student with comments related to why it was sent back sent via email.

Returning the report to the student	
If returning report to student, please provide reason(s)	
	Return to Student for revisions

Graduate Chair Evaluation

Once a supervisory committee submits their Portfolio review, the Portfolio is passed along to the Graduate Chair/Program Director assigned to the student. A portfolio can be assigned multiple Graduate Chairs or Program Directors if necessary. If the Graduate Chair role is not populated as you would expect in the Workspace, connect with SGPS on revising this structure.

An email is generated once a day informing the Graduate Chair/Program Director of this Portfolio and others awaiting their review while providing directions on how to access it.

Assigning an Alternate Graduate Chair

In the event that your program may assign an alternate Graduate Chair/Program Director to a student for a particular reason, SGPS can set up alternate Graduate Chairs for your selection in the Workspace. Contact SGPS if you wish to add an alternate Graduate Chair to your workspace.

Accessing the Portfolio for the Review

The Graduate Chair Portfolio Review Index is divided into two sections:

1. Students who have advanced to the Graduate Chair review phase of the process. Selecting View Report will display the Portfolio provided by the student.

   Selecting Provide Feedback will display committee feedback and collect additional feedback from the user.

2. Students in the program who do not currently require action on the Graduate Chair's part. This provides a quick view on the progress and action of others in the program.

How to Submit the Evaluation

Once a user selects "Provide Feedback", they will be taken to a page that will display the feedback provided by the supervisory committee. The user can review the feedback and provide their own as well if required. The evaluation is broken down into five components:

1. **Committee Feedback**
   The Graduate Chair (or equivalent) will be able to review all feedback provided by the committee review process.

2. **Your Feedback**
   The Graduate Chair role is welcomed to provide feedback to the student if they choose. If feedback is provided, be sure to save your work before proceeding.

3. **Supporting Documentation**
   If you wish to add supporting documentation to your evaluation, you may add documentation via the Supporting Documentation component.

4. **Your Evaluation**
   Individuals in the Graduate Chair role are asked to ensure that the feedback being provided by the supervisory committee is appropriate and effective. Your evaluation asks you to confirm this before submitting. You are also able to adjust the next review date for the student if you feel it necessary. If you believe the feedback is ready to be passed along to the student, you can select this option and Save and Submit your evaluation.

This concludes your evaluation of the committee feedback. Your evaluation and the feedback of the committee will be passed along to the student for acknowledgement and comment.

5. **Returning the Portfolio to the Supervisory Committee**
   If you find the feedback provided by the committee requires revision, you may return the portfolio to the committee by indicating that the Committee Review requires action before you can approve it.

After selecting the unsatisfactory review option, you will be presented with a text field that asks you to provide reasoning for this decision. Selecting the Return to Reviewer for Revisions option will generate

an email to the committee informing them of your decision and providing the comments you provided in your response. Once the revisions are completed and the committee submits their revised feedback you will be prompted to evaluate the feedback again.

Student Acknowledgement

Once a graduate chair/program director submits their Portfolio evaluation, the Portfolio is passed along to the graduate student for review and acknowledgement. An email is generated immediately informing the student of this update while providing directions on how to access it.

Email Communication to Student

This email is an automated alert to inform you that your supervisory committee and Graduate Chair/Program Director have completed review of your Pathfinder portfolio. You can now return to your Pathfinder Portfolio within the Graduate Student Web Services Portal to review and acknowledge the feedback you have received.

When you return to your Portfolio you can select the "Review Feedback" button to view all feedback collected to date. Once you have reviewed the feedback you can acknowledge it in order to close the review process. You may also provide additional comments that will be archived alongside the content of your Portfolio.

If you feel the content of the report is not an accurate reflection of your progress and plans you also have the option to return your Portfolio to your Graduate Chair/Program Director in order to further discuss the feedback received. This option will provide your additional comments to the Grad Chair/Program Director for consideration.
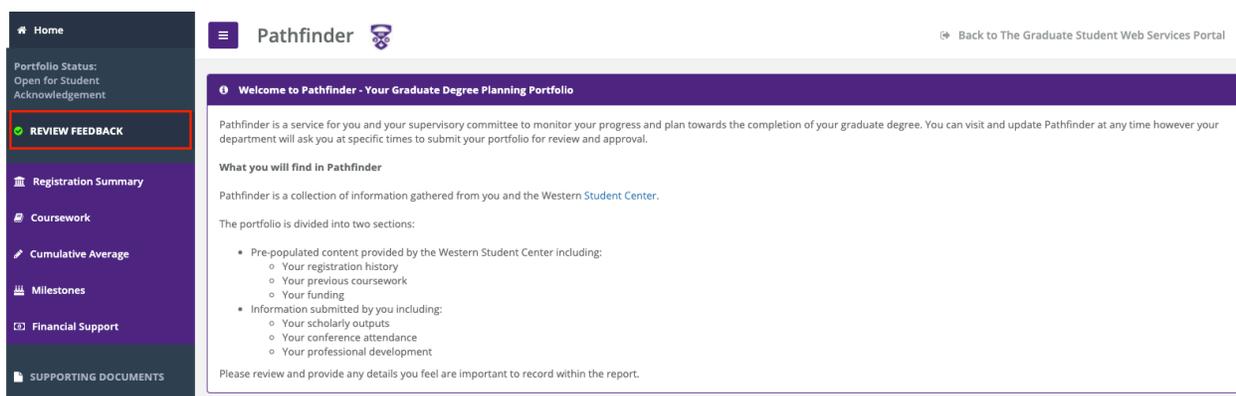
Accessing the Portfolio for the Acknowledgment

Students may now review the feedback provided by their committee and graduate chair/program director by returning to the Graduate Student Web Services Portal and selecting the Pathfinder option from the Main Menu.

Main Menu

1. Pathfinder - Graduate Degree Planning Portfolio
2. Request a Change of Registration
3. Scholarsheet submission
4. Log out

Once inside Pathfinder, the student can select REVIEW FEEDBACK from the left-hand menu to proceed to the acknowledgement phase of the Portfolio review.

How to Submit the Acknowledgement

Once a student selects "Review Feedback", they will be taken to a page that will display the feedback provided by the supervisory committee and graduate chair/program director. The student can review the feedback and provide their own as well if required. The acknowledgement page is broken down into three components:

1. **Supervisory Committee Review**
   All feedback provided by the committee to the student is made available for review. This includes the judgment of the committee, the feedback provided and the action plan provided by the committee if the student is not meeting expectations.

   The student is asked if they have met with their supervisor to discuss this feedback.

2. **Graduate Chair Evaluation**
   Comments provided by the Graduate Chair/Program Director are provided to the student including their evaluation of the Committee Feedback.

3. **Student Acknowledgement**
   The student is asked to provide their acknowledgement concerning the feedback provided by the committee and graduate chair/program director.

   The student has two choices:

   a. Acknowledge the feedback as provided.

      This will prompt the student to provide any additional feedback they wish to include within the review before their acknolwedgement is submitted

   b. Push the feedback back to the graduate chair/program director for further discussion.

      If the student believes that the feedback provided is not an accurate reflection of their progress and plans, they may select this option and return the portfolio to the Chair/Director for additional review. The student is able to provide a reason for their objection and that content is delivered to the graduate chair/program for their review. The Chair/Director can review the objection and either affirm their earlier approval or push the review back to the committee for revisions.

Closing the Review Process

Once a student acknowledgement is received, the portfolio review process is closed. The content of the portfolio is prepared for archiving in a nightly process and will be made available to the student, committee and chair/director in PDF format. The student's portfolio is returned to the default status and made available for updates as required for the student. The program is able to initiate the review process again at their discretion.

Email Communication to Student

This email is an automated alert to inform you that your Pathfinder portfolio has now been archived. You can return to Pathfinder within the [Graduate Student Web Services Portal](#) to view this archived PDF. This PDF will be available to you for the duration of your studies at Western and includes all information collected as part of the submission and review process. Your supervisory committee and graduate chair/program director will also have access to this archived PDF for the duration of your studies in your program.

As the review phase of your portfolio is now complete, the ability to update the portfolio has been reinstated and you can update your portfolio as required. You will not be able to submit the portfolio for review until your program requests that submission at a later date.

The tentative date currently set for the next review of your portfolio is [next_review_date].

If you have any questions or feedback regarding the Pathfinder process, please contact us at pathfinder@uwo.ca.

Email Communication to Supervisory Committee

This email is an automated alert to inform you that your feedback provided in the Pathfinder portfolio for [student_name] has now been acknowledged by the student and archived. This archival PDF also includes feedback provided by the graduate chair and student alongside the content provided by the student at submission. You can access this archived PDF by visiting [URL]. This PDF will be available to you for the duration of [student_name]'s enrollment under your supervision.

The tentative date currently set for the next review of [student_name]'s portfolio is [next_review_date].

If you have any questions or feedback regarding the Pathfinder process, please contact us at pathfinder@uwo.ca.