



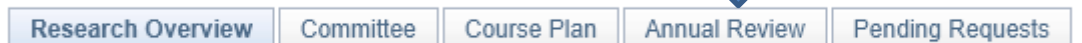
Staff: Upload an Annual Review Completed with a Student's Advisor

The Annual Review is a university requirement and is a graduate student right (<https://spartanexperiences.msu.edu/rso-s/RSO%20Resource%20Hub/regulations/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html>. See section 2.4.8). The annual review is part of GradPlan and a complete GradPlan must be on file prior to graduation. The Graduate School's Annual Review Templates may be used for this purpose (<https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas>. See the Annual Evaluation Forms section.) For assistance with GradPlan, please a staff GradPlan job aid may be found at: <https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas>

Staff must have the MSU CS GR Research Update (GradPlan User/Update) role in SIS to perform this task.

Note: Students in academic plans, which have the Annual Review upload option, may upload annual review documents themselves. Students should use the following Quick Guide to perform the Annual Review document upload <https://grad.msu.edu/academics/student-resources>

- Log-in to <https://student.msu.edu>
- Click on the **Graduate & Professional Tile**
- Click on **GradPlan Data Administration**
- Look up the student
- Click on the **Annual Review Tab**



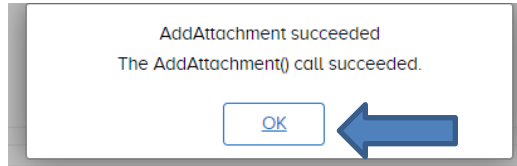
- Find the Academic Year where you would like to upload the annual review document the student has completed with their advisor.



- Click **Add Attachment** in the academic year you would like to complete the upload.
- Click **Choose a File**, Click **Open**, then Click **Upload**
 - **Note: File names must be less than 65 characters long or they will not upload.**

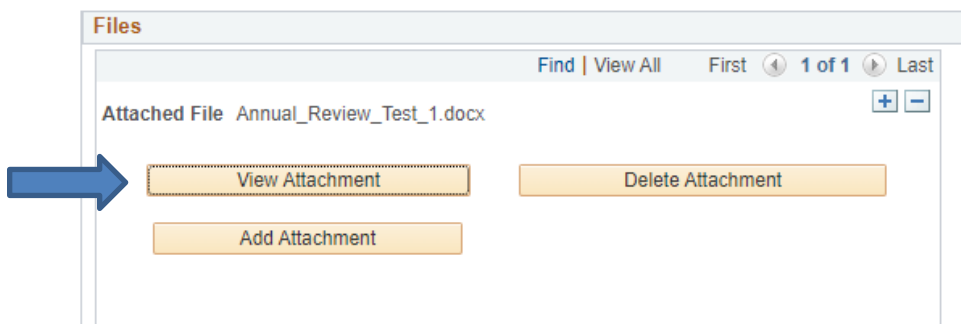


- A message box comes up that indicates AddAttachment succeeded and The AddAttachment() call succeeded. Click **OK**.

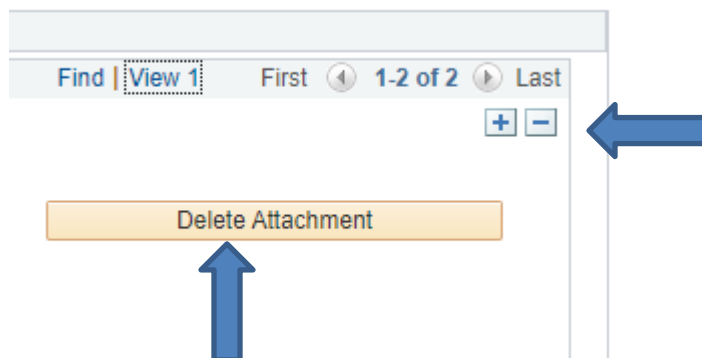


- Multiple files may be uploaded by adding a new row in the Academic Year (clicking on the + sign)
- Click **Save** in the bottom left corner of the screen when done uploading files.
- After saving, you may view the attachment(s) by clicking **View Attachment**.

Academic Year 2022-2023



- If an attachment was uploaded in error, click **Delete Attachment**, and then click **Save** or delete the row entirely by clicking on the – button and then clicking **Save**.



- **NOTE:** Academic year Annual Reviews should be uploaded by May 15. Calendar year Annual Reviews should be uploaded by January 15.