



Student: Upload an Annual Review Completed with an Advisor

The Annual Review is a university requirement and it is one of the components of GradPlan. An Annual Review must be uploaded for each academic year in your graduate program. The GradPlan Job Aid may be found at: <https://grad.msu.edu/academics/student-resources>.

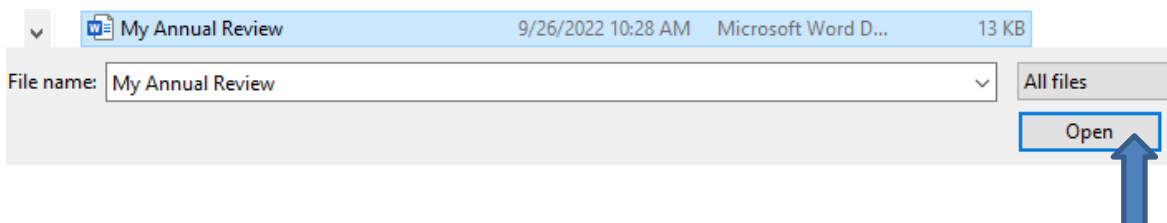
- Log-in to <https://student.msu.edu>.
- Click on the **GradPlan Tile**.
- Click on **Annual Review**.
- Find the Academic Year where you would like to upload the annual review completed with your advisor.
- Click **Add Attachment** in the Academic Year you would like to complete the upload.

The screenshot shows the 'Add Attachment' interface. At the top, there are dropdown menus for 'Academic Year' and 'Attachment'. Below these, there are three sections for different academic years: 2021-2022, 2020-2021, and 2020-2020. Each section has a header 'You may upload a review for [year] here.' and a sub-header 'Attached File'. Under 'Attached File', there is a button labeled 'Add Attachment'. A blue arrow points to the 'Add Attachment' button for the 2021-2022 academic year. At the bottom of the interface, there is a 'Save' button.

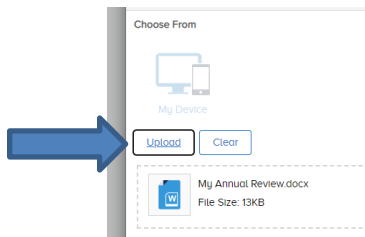
- Click **My Device**.



- Find the file saved on your computer. Click on the File name. (**Note: file names must be less than 65 characters long or they will not upload**). Click **Open**.



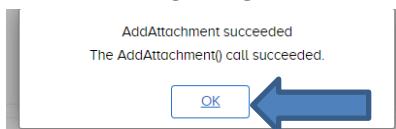
- Click **Upload**.



- Click **Done** in the upper right corner of the File Attachment screen when file is uploaded.



- A message box appears that indicates AddAttachment succeeded and the AddAttachment() call succeeded. Click **OK**.



- Click **Save** in the bottom left corner of the screen.

Academic Year ▾
2021-2022

You may upload a review for 2022-2023 here.

Attached File: My_Annual_Review.docx

You may upload a review for 2021-2022 here.

Attached File

Add Attachment

You may upload a review for 2020-2021 here.

Attached File

Add Attachment

Save

- After saving, you may view the attachment by clicking **View Attachment**.

Academic Year ▾	Attachment ▾	View Attachment
2022-2023	My_Annual_Review.docx	View Attachment

- **Note:** once a file has been uploaded, students are not able to make changes or remove files. Contact your department for assistance with any upload errors. The academic unit/department can remove or replace documents students upload.
- Annual Reviews must be uploaded by the student or the student's department May 15 for academic year reviews and by January 15 for calendar year reviews.
- **NOTE:** If you are in a lock-step program approved by the Graduate School, your Annual Review is completed in a different manner, and your department will complete the process for you.