

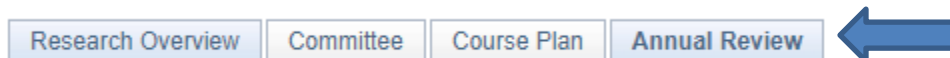


Staff: Upload an Annual Review Completed with a Student's Advisor

The Annual Review is a part of GradPlan and a complete GradPlan must be on file prior to graduation. For assistance with GradPlan, please see the following job aid:

<https://sis.msu.edu/assets/documents/graduate/GR-GradPlanOverview-Staff.pdf>

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

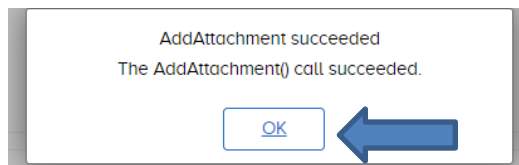


- Find the Academic Year where you would like to upload the annual review completed with the student and their advisor.

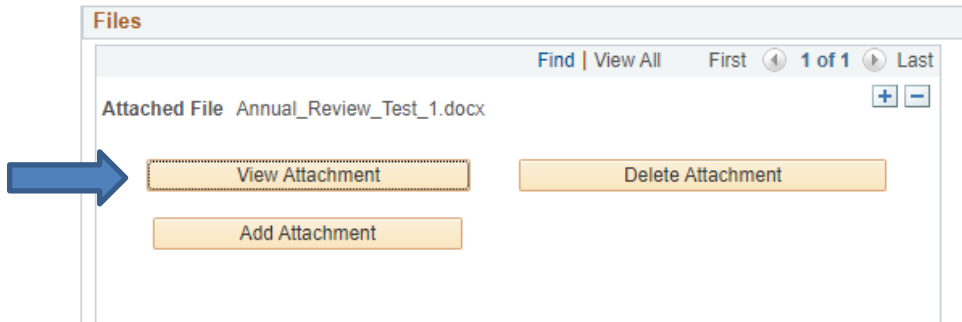
Academic Year 2022-2023



- 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 says 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**.



- **NOTE:** Annual reviews must be uploaded by the end of the Spring Semester in each academic year.
- If an attachment was uploaded in error, click **Delete Attachment** and then click **Save** or delete the row entirely by clicking on the – button.

