

**Anthropology Graduate Student Annual Review:
Report & Faculty Evaluation**
Dynamic Form Instructions & Troubleshooting

For the most seamless experience, avoid Mac OS's Safari. If you are using Mac OS Safari and your zoom view magnifies, go to the Menu >View and click on "Actual Size."

Step 1: Student

- Go to:
<https://nextgensso2.com/sp/startSSO.ping?PartnerIdpld=https://idp.utk.edu/idp/shibboleth&SpSessionAuthnAdapterId=utkDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f6391715c-addb-4a6c-b047-1ccfbe6ad9ef>
- Fill out form.
- "Save Progress" on the last page, if you need to pause and return to form at another time.
- "Submit Form" when you are ready for your advisor(s) to review the form.

To return to the form that you have saved but not yet submitted, go to your Dynamic Form Admin Portal: tiny.utk.edu/df. Go to "My Forms," then "Pending/Draft Forms." You will find the saved form there.

Note: When you return to a form you have saved, and then Submit it, the form will take you to the Advisor section. Go ahead and hit "Submit" if you are ready to do so; otherwise, the form will not be routed to your Advisor.

Step 2: Advisor(s)

- You will receive email notification that Student X has filled out their portion of the form. The email will contain a link that will ask you to authentic and then take you to the first page of Student X's form for your review.
- If the student uploaded any files for your review, you should be able to click on the file names to see them.
- Click "next" to see the second page.

- If you feel that Student X needs to revise any portions of the form before your face-to-face meeting, click on “Return for Revisions” and follow the instructions.
- Another option for accessing any forms that are in your ballcourt is to go directly to your Dynamic Forms Admin Portal (tiny.utk.edu/df), click on “My Forms,” then “Pending/Draft Forms.” Select the “Complete Form” option.

Step 3: Face-to-face meeting with advisor(s), and if applicable, Committee

- Review student entries by clicking on the provided link in the email or going to your Admin Portal.
- Either return the form to the student for further revisions or click on “Next” after the second page to view your Advisor section.
- Fill out and Submit Form.

If there are co-advisors and you are the first advisor to fill out the form:

- Conduct your review and select “Submit Form.”
- You will then be asked whether the form should be forwarded to the co-advisor initially named by the student at the top of the form.
- Confusingly, you will have to select “no” if the form should be routed to the co-advisor. Otherwise, select “yes” for the form to be fully submitted.

Step 4: Post-Submission

- The completed form will live in Anthropology’s Admin Portal for access by the DGS, the DH, and the Administrative Associate.
- Advisors and students also have perpetual access to completed forms (as PDFs) in their respective Admin Portals under Forms > Form History.