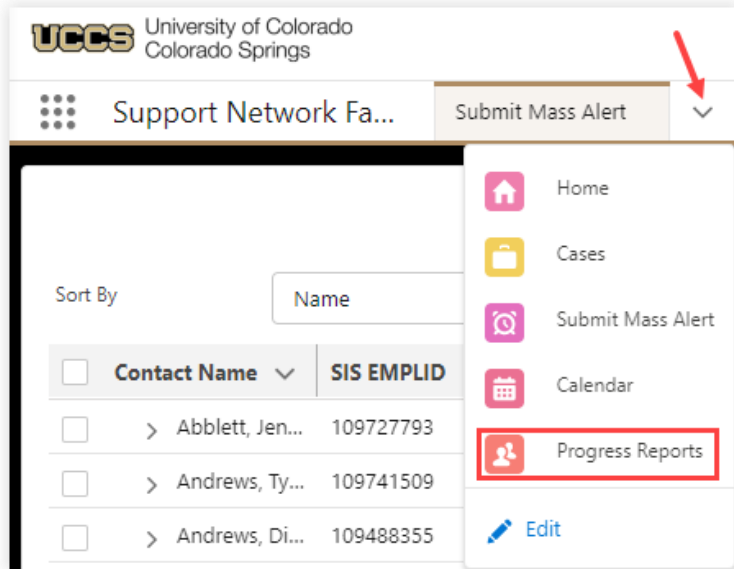




Progress Reports

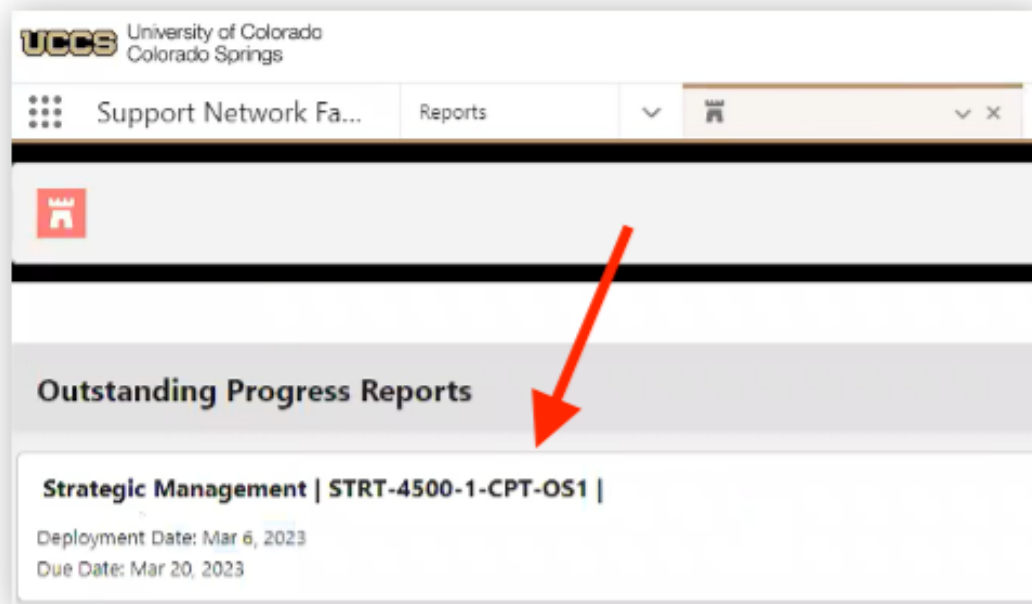
Navigating to Outstanding Progress Reports

1. From your home page click the drop-down menu in the tab row and click **Progress Reports**.



Submitting Outstanding Progress Reports

1. Click on a progress report tile in the Outstanding Progress Reports component to open.





- Click the appropriate radio button for each student listed in the progress report and click **Show Comments** to enter a comment for that student.

Outstanding Progress Reports

Strategic Management | STRT-4500-1-CPT-051 |

Deployment Date: Mar 6, 2023
Due Date: Mar 20, 2023

Student	Missing Assignments/Not spending enough time in course	Attendance Concern - Unexcused Absences	No Show/Has Not Logged In
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Show Comments			
Student	Missing Assignments/Not spending enough time in course	Attendance Concern - Unexcused Absences	No Show/Has Not Logged In
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Show Comments			
Student	Missing Assignments/Not spending enough time in course	Attendance Concern - Unexcused Absences	No Show/Has Not Logged In
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Show Comments			

NOTES:

- At this time students who dropped before the census date and those who withdrew after it will still be in your roster. This is planned to be fixed in the future.
- Comments entered in a progress report are not shared with students.

- Click **Submit** at the bottom of the page to complete and submit the progress report.

Student	Missing Assignments/Not spending enough time in course	Attendance Concern - Unexcused Absences
	<input type="radio"/>	<input checked="" type="radio"/>
Show Comments		
Student	Missing Assignments/Not spending enough time in course	Attendance Concern - Unexcused Absences
njamin	<input type="radio"/>	<input type="radio"/>
Show Comments		
<div>Submit</div>		