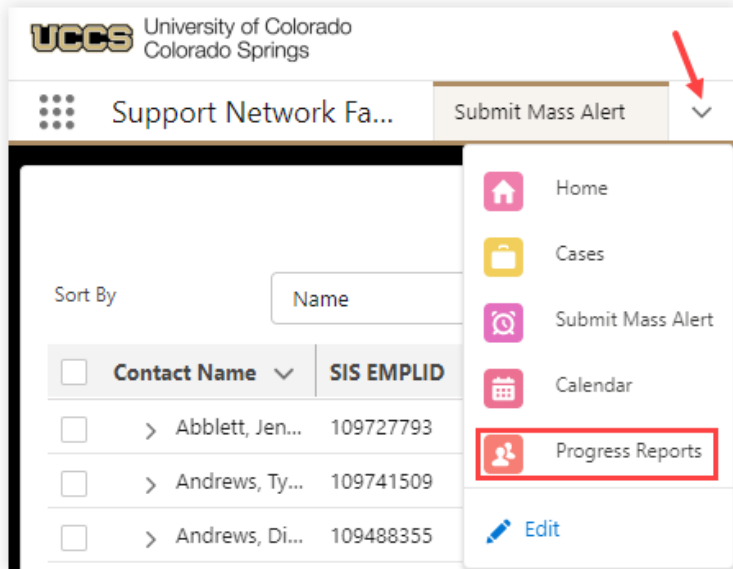




## Progress Reports

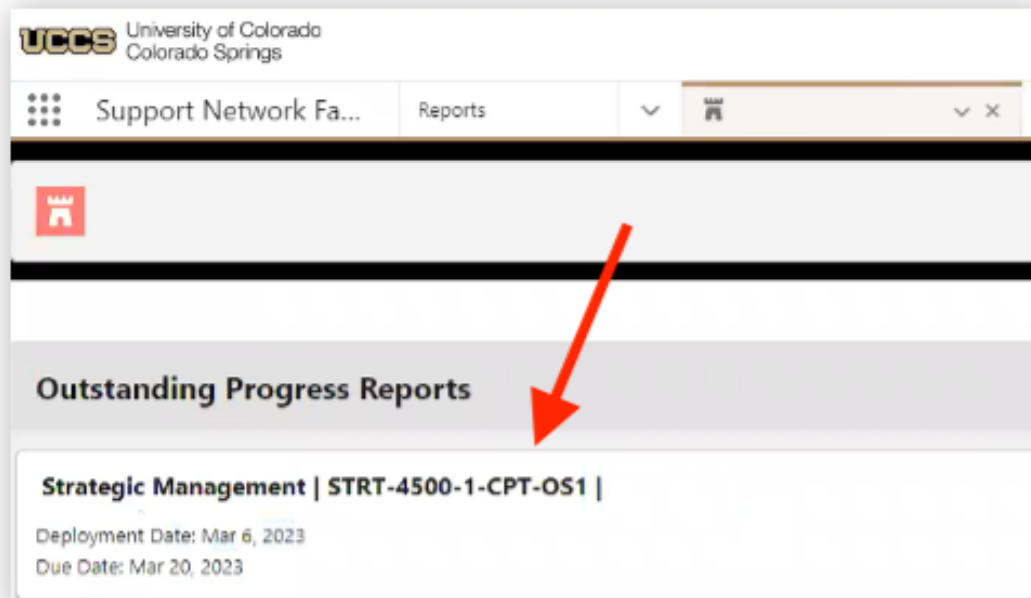
### Navigating to Outstanding Progress Reports

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.





2. 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"/>
<a href="#">Show Comments</a>			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Show Comments</a>			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Show Comments</a>			

**NOTES:**

- At this time students who withdrew after the census date 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.

3. 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"/>
<a href="#">Show Comments</a>		
	<input type="radio"/>	<input type="radio"/>
<a href="#">Show Comments</a>		

**Submit**