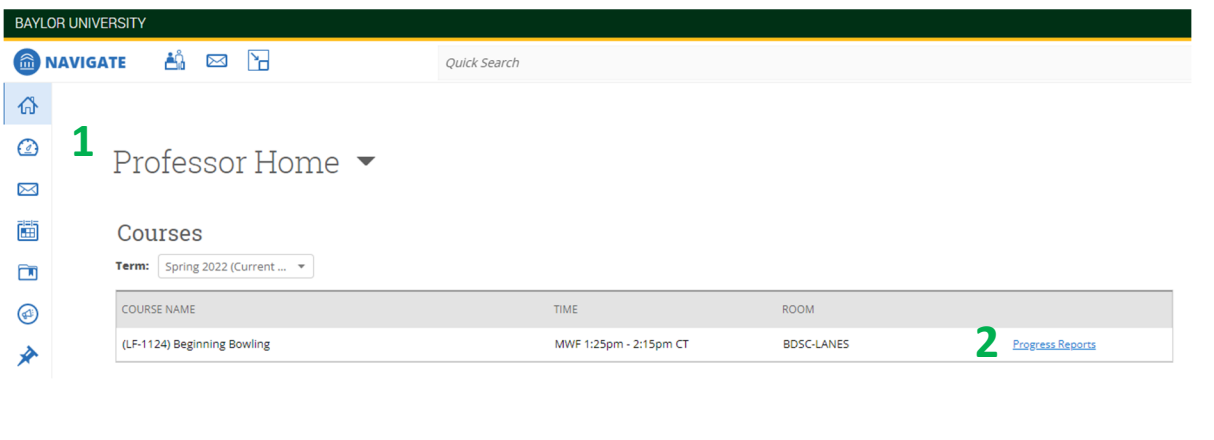


HOW TO SUBMIT A PROGRESS REPORT

Here is a list of the steps that need to be followed to submit a Progress Report (followed by images of the webpages):

1. Make sure that you are on the **Professor Home** page (showing a list of your classes)
2. Click on **Progress Reports** hyperlink next to the course in which the student(s) of concern is enrolled
3. Click on the checkbox(es) next to the student(s) of concern
4. Click on the **Actions** dropdown menu
5. Select **Create a New Progress Report**
6. Complete the information in the **ADD A NEW PROGRESS REPORT** dialog box
7. Click on **Submit Report**



The screenshot shows the Baylor University Professor Home page. A green '1' is placed next to the 'Professor Home' dropdown menu. Below it, a table lists courses for the Spring 2022 term. The first course is 'LF-1124 Beginning Bowling' with a 'Progress Reports' link highlighted by a green '2'.

COURSE NAME	TIME	ROOM
(LF-1124) Beginning Bowling	MWF 1:25pm - 2:15pm CT	BOSC-LANES

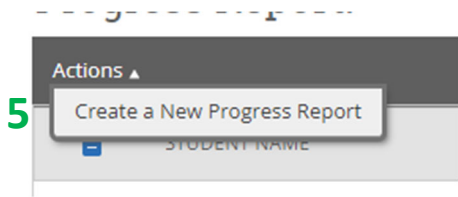
Progress Reports for LF-1124(Beginning Bowling)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
There are no progress reports for LF-1124-06.						

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.

A green '4' is placed next to the 'Actions' dropdown menu. Below it, a table lists students with checkboxes. A green '3' is placed next to the checkbox for 'Baylor, Barbara', which is checked.

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/> Baylor, Bobby	2546621452	bobby_baylor1@baylor.edu
<input checked="" type="checkbox"/> Baylor, Barbara	3305697698	barbara_baylor1@baylor.edu



6

ADD A NEW PROGRESS REPORT

I'm concerned about this student's academic performance; Yes or No? Yes No

Alert Reasons (You must choose at least one if the student is at risk)

Number of Absences

Current Grade

Comments (not visible to students)

7

Submit Report Cancel

This screenshot shows a form titled 'ADD A NEW PROGRESS REPORT' with a close button (X) in the top right corner. The form contains several fields: a radio button selection for 'I'm concerned about this student's academic performance; Yes or No?' with 'Yes' selected; a text input for 'Alert Reasons (You must choose at least one if the student is at risk)'; a text input for 'Number of Absences'; a dropdown menu for 'Current Grade' with 'Please Select' chosen; and a large text area for 'Comments (not visible to students)'. A dropdown menu is open over the 'Alert Reasons' field, listing options: 'Excessive absences/tardies', 'Missing an exam', 'Missing assignments', 'Poor performance on assessments (quizzes, exams, etc.)', and 'Poor performance on...'. At the bottom right, there are two buttons: 'Submit Report' and 'Cancel'. A large green number '6' is on the left, and a large green number '7' is positioned above the 'Submit Report' button.