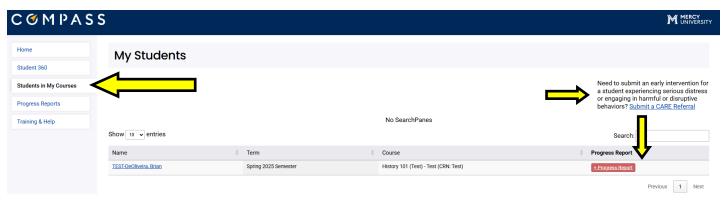
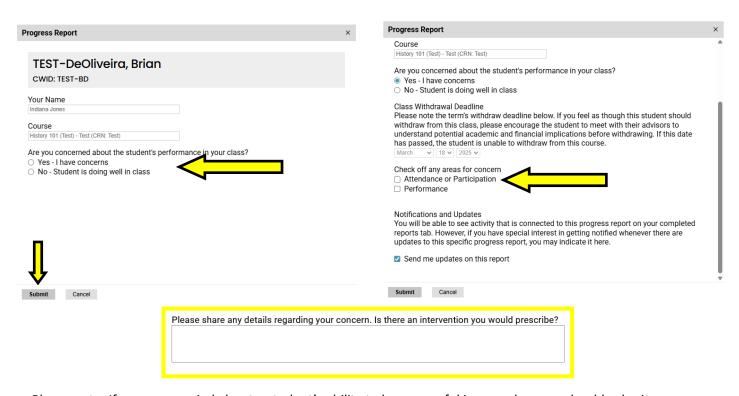
How-to: Submit a Progress Report

- 1.) Log into Compass, by visiting the Faculty Hub in Mercy Connect.
- 2.) Click on "Students in My Courses" in the left panel and click on the red "Progress Report" button. Please note you can also enter a CARE referral for any student who is experiencing serious distress or engaging in harmful or disruptive behaviors.



- 3.) Indicate whether you are or are not concerned about the student in your course. If you say "No-Student is doing well in class", please click Submit and the student will be notified that they are doing well and to keep up the good work. If you say "Yes—I have concerns", go to step 4.
- 4.) Indicate whether your concerns are related to attendance/participation or performance. Based on your selection, please then answer the required fields. Please also include details in the open-ended text box provided.



Please note: If you are worried about a student's ability to be successful in your class you should submit progress reports 3 times a year; at the beginning of the term, middle of the term, and end of the term. You will also be asked two times throughout the term to provide feedback on a preselected group of students in your class. Students will be notified after each submission that feedback has been provided and to speak with their advisor for more details.