

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.

COMPASS

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Name	Term	Course	Progress Report
TEST-DeOliveira, Brian	Spring 2025 Semester	History 101 (Test) - Test (CRN: Test)	+ Progress Report

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- 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.

Progress Report

TEST-DeOliveira, Brian
CWID: TEST-BD

Your Name
Indiana Jones

Course
History 101 (Test) - Test (CRN: Test)

Are you concerned about the student's performance in your class?
☐ Yes - I have concerns
☐ No - Student is doing well in class

Class Withdrawal Deadline
Please note the term's withdraw deadline below. If you feel as though this student should withdraw from this class, please encourage the student to meet with their advisors to understand potential academic and financial implications before withdrawing. If this date has passed, the student is unable to withdraw from this course.
March 18 2025

Check off any areas for concern
☐ Attendance or Participation
☐ Performance

Notifications and Updates
You will be able to see activity that is connected to this progress report on your completed reports tab. However, if you have special interest in getting notified whenever there are updates to this specific progress report, you may indicate it here.
☒ Send me updates on this report

Submit Cancel

Please share any details regarding your concern. Is there an intervention you would prescribe?

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.

Thank you!