

INSTRUCTIONS FOR COMPLETION OF LMC PROGRESS SURVEY (Academic Progress Report)

1. **BEGINNING MONDAY, OCTOBER 12TH**, log into your InSite account
2. Select the CANVAS tile/link
3. Select the 'Courses' link displayed on the left side of the screen
 - a. Your enrolled courses will be displayed
4. Click on the course you wish to view
 - a. You will see the course's Home Page
5. Select the 'Grades' link displayed on the left side of the screen
6. Check the upper right side of the screen and make sure to check the 'Calculate Based on Only Graded Assignments' box. You will see a Grade Report for the courses
7. Take a screen shot of the Grade Report
8. Upload the Grade Report to your college InSite email
9. Forward the Grade Report to StudentSuccess@losmedanos.edu by **1pm, Friday, October 16th**

IF YOU ARE ENROLLED IN SHORT-TERM COURSES, PLEASE FORWARD A COPY OF YOUR CANVAS GRADE REPORT:

Class dates:	08/31—12/11	Grade report submission:	10/26 – 10/29
	09/05 - 12/05	Grade report submission	10/26 – 10/29
	09/28 – 12/04	Grade report submission	11/02 – 11/06
	10/21 – 12/04	Grade report submission	11/16 – 11/19
	11/02 – 12/05	Grade report submission	11/23 – 11/25
	12/07 – 01/04	Grade report submission	01/02

The Progress Survey / Academic Progress Report will be used to determine if additional support services may be required to aid your successful completion of Fall 2026 courses and will allow you to interact with your instructor and determine your progress in your class(es).