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

1. Log into your InSite account
2. Select the CANVAS tile/link
3. Select the ‘Courses’ link displayed on the left side of the screen
   1. All your enrolled courses will be displayed
4. Click on the course you wish to view
   1. 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](mailto:StudentSuccess@losmedanos.edu) by **1pm, Friday, March 14th**

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

Class dates: 2/02—5/23 Grade report submission: 4/7 – 4/10

3/10/ - 5/23 Grade report submission 4/14 – 4/17

3/31 – 4/25 Grade report submission 4/14 – 4/15

4/1 – 5/20 Grade report submission 4/28 – 5/1

4/4 – 5/23 Grade report submission 4/28 – 5/1

4/5 – 5/9 Grade report submission 4/21 – 4/23