1. Click on the Reports Tab. Your Progress Reports are now visible. Any course where you have been marked at-risk will appear in red.

2. To view comments for any course click on “Detail” as shown above. Below you will see an example of comments.
3. If you scroll down further on the Reports Tab you will be able to see the three reports explained below. You can always expand comments on any report by clicking on “Detail” as explained in Step 2.

- **Advisor Reports** – reports written by your advisor or professor during an advising appointment
- **Tutor Reports** – reports submitted by a tutor based on a tutoring session
- **Notes** – notes recorded by an advisor, professor or an individual from a student support center on campus