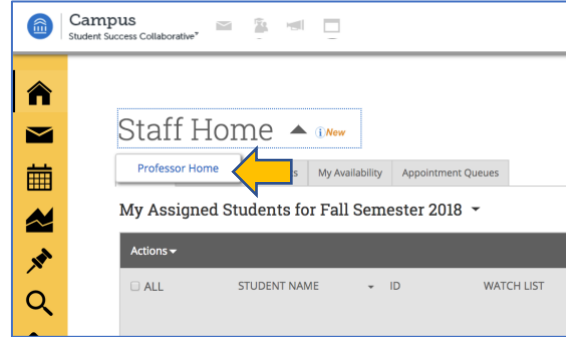
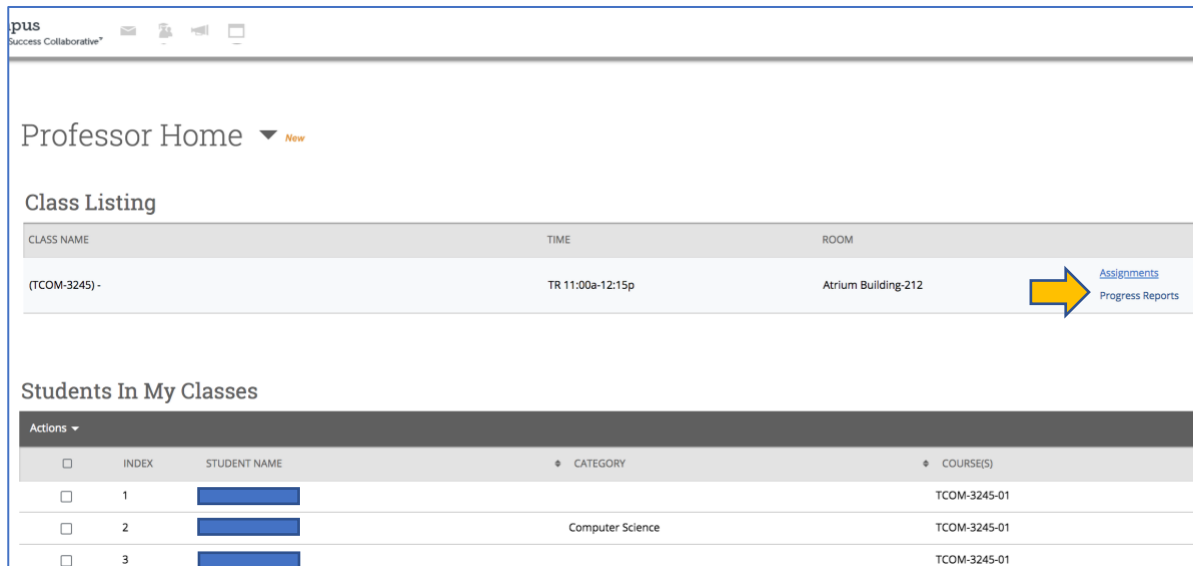


Visit <http://kennesaw.campus.eab.com> and log in with your Net ID and password.

Once you log in, if you see **Staff Home**, click on the caret and change this to **Professor Home**.



You will then see any courses you are teaching this semester. On the righthand side, click the **Progress Reports** link.



In order to submit an at-risk progress report for a student, click in the box next to that student, click on the caret next to **Actions**, and click **Create a New Progress Report**.

