How to Submit a Progress Report to the Student Success Center

1. Log into Pathfinder using your USC username and password
2. If you have Pathfinder access as a result of your full-time job responsibilities (i.e. academic advisor), click the arrow next to ‘Staff Home’ and select the ‘Professor Home’ dropdown option (this will put you in your professor portal rather than staff portal)
3. Under class listing, select ‘Progress Reports’ for the course in which you’d like to submit for
4. A course roster will appear. Use the checkbox on the left to select a student from your class that you’d like to submit progress reports on behalf of
5. Select "Actions", followed by "Create a New Progress Report"
6. Select ‘Yes’ for ‘At-Risk’ followed by an alert reason and any other relevant information in the form (provide as much information as possible, such as number of absences, number of missing assignments, and the student's current grade in your course), then click "Submit Report"
7. Repeat for additional students