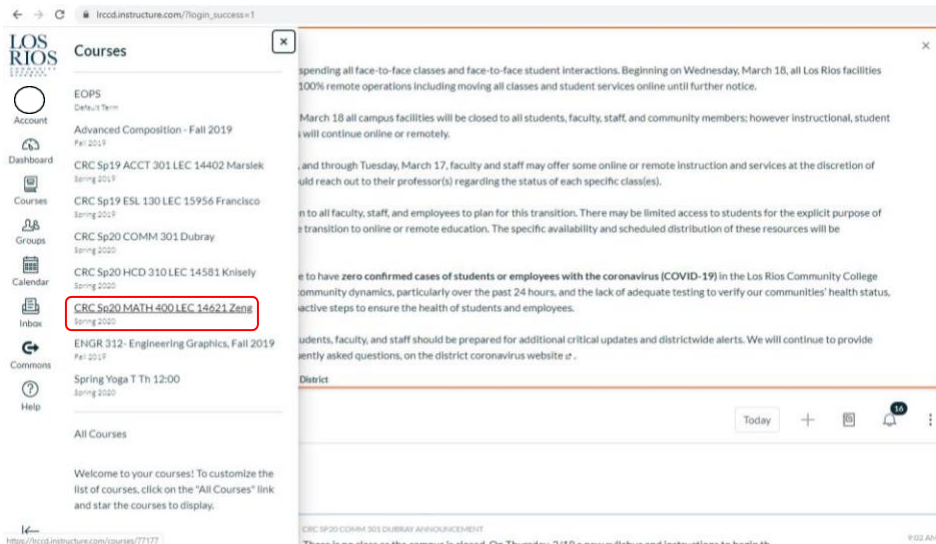
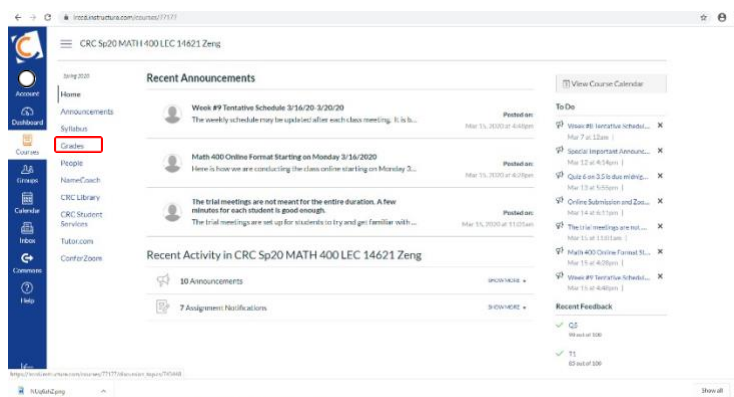


How to Submit Your APR Online

1. Log-in your **Canvas** → click on your **Course** on the left side
2. Click on your **Course for FALL 2021**
3. Click on your class. For example: **Math 400**



4. Click on “Grade”



5. Screenshot your course's grade and class schedule

- Click Window & PrintScrn at the same time to screenshot full screen.

OR

- Click    to select the area that you want to screenshot



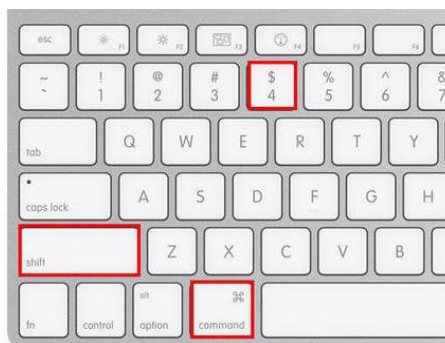
**For Computer
& other laptop
with Window**

Screenshot on Mac/Apple items:

- ⇒ To screenshot the full screen



- ⇒ To select the area that you want to screenshot



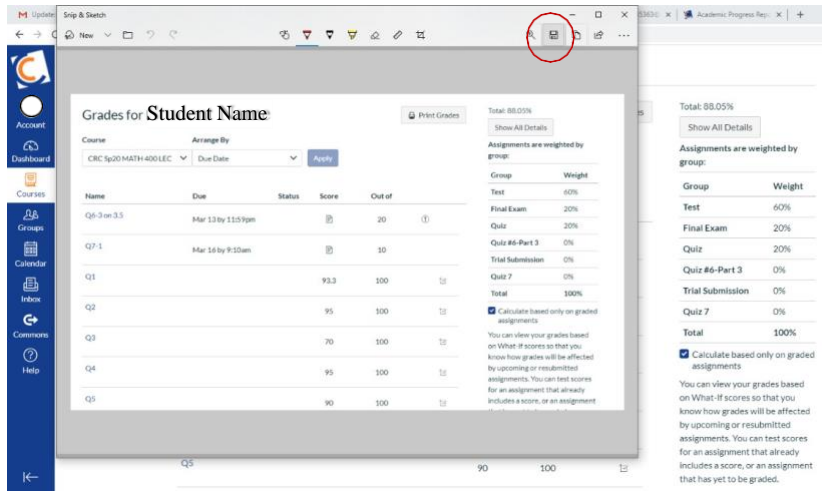
For MAC

- ❖ *Please screenshot each course(s) grade for Fall 2021.*
- ❖ *If your professor does **NOT** use Canvas, you may request a current grade progress via email from your professor and screenshot the email with your current progress grade to submit it.*

6. Click on the file that you just screenshot and save it

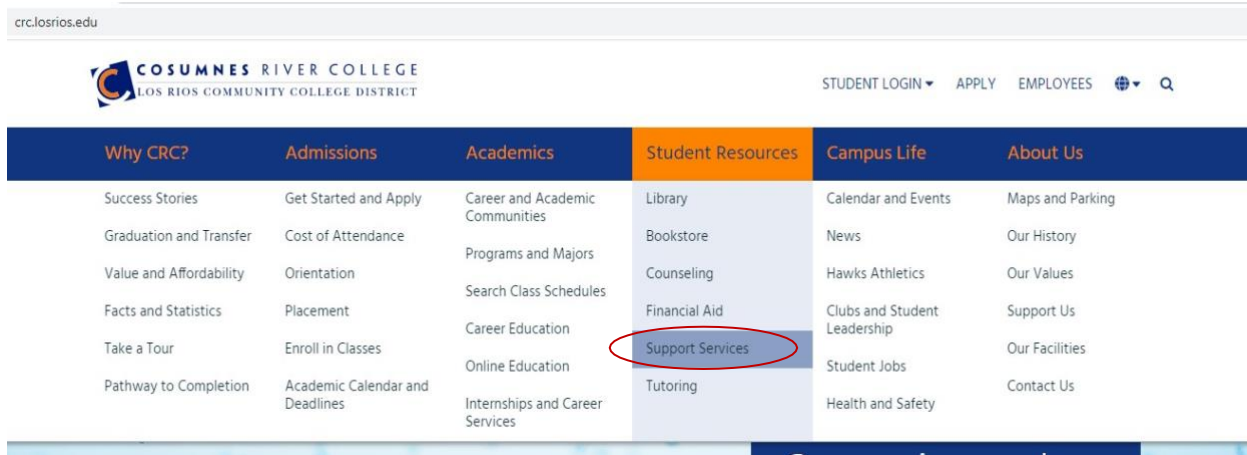
(Your screenshot MUST include your name/course title/overall grade like the example below)

For Window Users
→

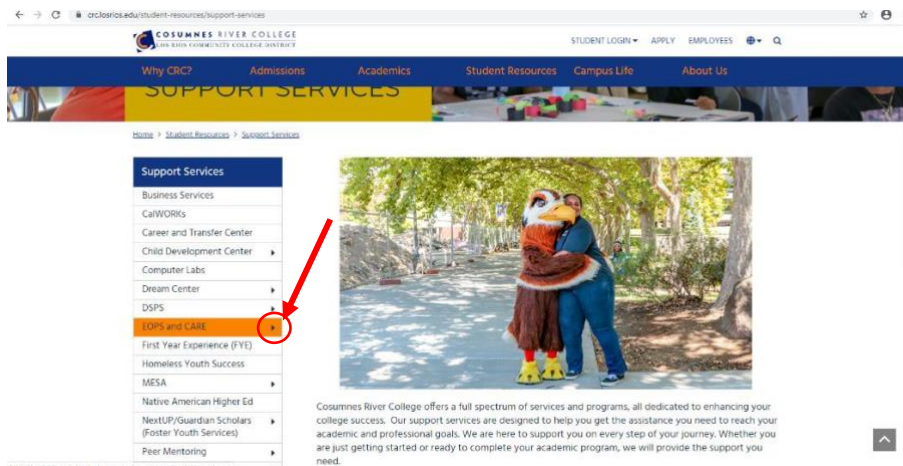


→ For MAC Users, the screenshot is automatically saved on your desktop.

7. Go to CRC webpage → click on Student Resources → Support Services



8. Click on the arrow next to EOPS and Care on the left side



9. A menu will drop below, then click on Academic Progress Report - Online Form and click on it

The screenshot shows the Cosumnes River College website. The navigation menu is open, and the '2nd Contact - APR Form' option is highlighted with a red box and a red arrow pointing to it. The URL in the address bar is <https://crc.losrios.edu/student-resources/support-services/eops-and-care/2nd-contact-apr-form>. A chatbot window titled 'May I help you?' is visible on the right side of the page.

10. Fill in all required information:

The screenshot shows the 'Academic Progress Report Form' on the Cosumnes River College website. The form is titled 'Personal Information' and contains several required fields marked with red asterisks. Red arrows point to the following fields:

- Which CRC programs are you participating in? Check all that apply.* (with checkboxes for EOPS, CARE, NextUp, CalWORKs, and Guardian Scholars)
- Name* (split into First Name and Last Name)
- Student ID* (with a note: This is your Los Rios w+ID number.)
- Current number of units enrolled* (with a value of 0)
- Phone*
- Has your address recently changed?* (with radio buttons for Yes and No)
- Email*

11. **Input your Course Title, Grade, and upload your screenshot file of that class**

**** If you want to add other class → click on add course**

Course Grades

Course title 1* Current grade* Screenshot* Math 400.png
Pass/Fail is not an option. Please upload a screenshot showing your grade on Canvas.

Check here to add another course:
 Add a course

Course title 2* Current grade* Screenshot* No File Chosen
Pass/Fail is not an option. Please upload a screenshot showing your grade on Canvas.

Check here to add another course:
 Add a course

Course title 3* Current grade* Screenshot* No File Chosen
Pass/Fail is not an option. Please upload a screenshot showing your grade on Canvas.

12. **Upload your screenshot class schedule and submit APR:**

Check here to add another course:

Add a course

Please upload a copy of your current class schedule. The EOPS Office cannot print out a class schedule for you, and we cannot accept APRs which do not have a class schedule attached.*

No File Chosen