The following guidelines show the steps to submit reports of the status of students in courses through Google Form.

I. Access the link

Four Google Forms have been enabled, one for each class, to report the status of students in the different courses. You must access the corresponding link, depending on the year of the course.

1. **First Year Assessment Committee Report**
   https://docs.google.com/forms/d/e/1FAIpQLSdqp404VdFbmwaz_DMYb6ghDOanLZVMkvoCDXF1g1UW6ynsrw/viewform?usp=sf_link

2. **Second Year Assessment Committee Report**
   https://docs.google.com/forms/d/e/1FAIpQLSf78YoWK3upbK88LtB_ALM9B8yVgxI7LFGMqbKEHTJSj9kc4Q/viewform?usp=sf_link

3. **Third Year Assessment Committee Report**
   https://docs.google.com/forms/d/e/1FAIpQLSer8OSBrbtC1x4WTuo9Ex3_piQYr2M1auvHMSwWX9DOT0pmA/viewform?usp=sf_link

4. **Fourth Year Assessment Committee Report**
   https://docs.google.com/forms/d/e/1FAIpQLScNh38rFWWBpAn0iC0bt5wyYT5sWDKuGlxqZuHLDD-MEYKfilg/viewform?usp=sf_link

Links will be on the School of Dental Medicine page, Academics tab, Faculty/Coordinators Forms.
II. Complete requested information

a. You will need to fill in the required spaces on the Google Form as shown in the image.

![Google Form Image]

b. Choose the course to report. You can only choose one course per report. Each Google Form contains the courses corresponding to the year.

![Course Selection Image]
c. Once you choose the course, you must choose the student(s) who have difficulty in the course in the checkbox corresponding to the list of students. If no student present difficulty, you should mark the checkbox identified as None (everyone good).

![Checkbox for student(s) with difficulty]

\[
\begin{array}{|c|}
\hline
\text{Student(s) with difficulty / None (everyone good) } \\
\hline
\hline
\text{None (everyone good)} \\
\hline
\text{1. Acevedo Manguel, Génesis V.} \\
\hline
\text{2. Arizmendi Guerrero, Abimael O.} \\
\hline
\text{3. Arroyo González, Laura I.} \\
\hline
\text{4. Barduena Fernández, Deyanira} \\
\hline
\end{array}
\]

d. In the next section you can make comments and put the date on which you submit the form.

![Comments and date section]

Once you submit the form, you will not be able to make changes. If you need to submit a form again due to an error, you must make the clarification in the comments area and send an email notifying it to associatedean_emd.rcm@upr.edu.

Any doubt and/or question, you can contact us via email, associatedean_emd.rcm@upr.edu or extensions 1108 or 1111.