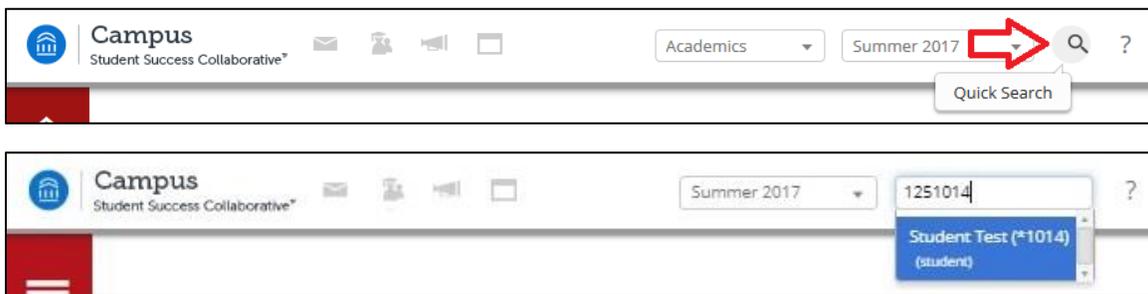


# CardSmart Training

## Search & View Student Profiles

1. Log into the training version of CardSmart, using your university userID and password: <https://louisville-training.gradesfirst.com>
2. The Quick Search feature is found in the toolbar at the top of the screen. Enter “1251014” in the search field. When the student’s name appears below the search field, click on it to view that student’s CardSmart profile.



3. The student’s profile (if fully matriculated) in CardSmart includes the following information: Earned D’s/F’s, Repeated Courses, Withdrawn Courses, Missed Success Markers, Cumulative U of L GPA, Total Credits Earned, Credit Completion % at U of L, Predicted Risk Level, Major (and any Major history), Student ID, User ID, Classification, Academic Standing, Most Recent Enrollment, Advisors, Categories, Tags, Quick Links to Message, Add a Note, Add a Reminder, Report on Advising, Schedule an Appointment, or Add to a Watch List, Student Photo, and a Drop-down for Student Info that includes email, phone, and address.

**Note:**  
If they have recently been admitted, have not attended U of L in some time, or if it is a test profile some sections will have less information.

**Student Test**

Overview | Success Progress | History | Class Info | Major Explorer | More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	0.00

Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level
45.00	96	High

**Bioengineering - BS** | Speed School of Engineering

STUDENT ID: 1251014

ALTERNATE ID: s0test01

CLASSIFICATION: Sophomore

MOST RECENT ENROLLMENT: Summer 2015

ADDITIONAL ROLES: Tutor

Advisors: Allison Delan / University of Louisville

Tutors: [None]

**Staff Alerts** 0

I want to...

- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report On Advising Appointment
- Schedule an Appointment
- Add to Watch List

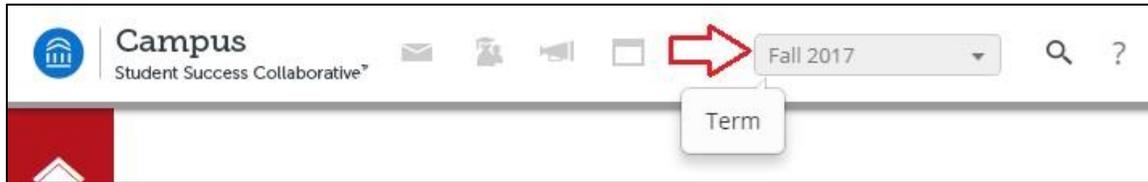
**Student Info**

Address: 1112 Future Address Drive  
Test  
Louisville, KY 40299

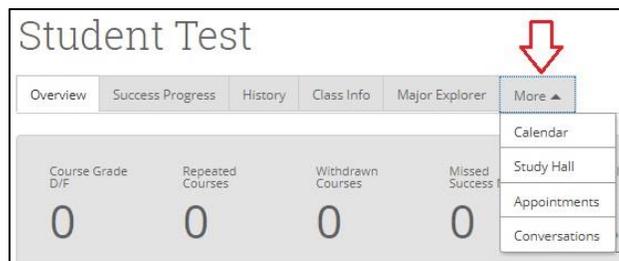
Email: s0test01@louisville.edu  
Home: 5025556666  
Cell: 5025556667

Login Status: [None]

- To view past semesters for the student, return to the “Term” field in the toolbar at the top of the screen. Use the drop-down arrow to select the desired term. This primarily affects the “Class Info” tab that lists the student’s enrolled classes for that given semester. NOTE: CardSmart will always default to the current term after logging in to the system.



- From the student’s profile, you can view any upcoming appointments the student has with advisors, tutors, and career coaches, all visit notes and general notes attached to the student’s profile (including those filed by other advisors), messages sent to the student by all advisors (“Conversations”) and the student’s calendar. The calendar includes the student’s course schedule for the selected term and any advising, tutoring, or career coach appointments. Upcoming appointments, the calendar, and conversations are all available under the “More” tab on the student profile.



- To view past Advising Reports and Notes on a student’s profile, select the “History” tab.



- The “All History” section (below “Your Reminders About \_\_\_”) in the History tab shows reports and notes from every visit or entry by an advisor, coach, or tutor. You can choose to view only Notes or only Advisor Reports if you wish by clicking the drop down arrow next to “All History.” To view the full details of a past advising appointment, click the drop down next to that entry’s “Advising Appointment” title and then click “View Advising Report.”

