

CardSmart Training Instructors: Filing a Progress Report in CardSmart

Progress report campaigns allow instructors the opportunity to provide feedback about students who need assistance or are at-risk. Follow the steps below to file a progress report.

1. **Email Notification**: You will receive an email asking you to enter feedback for students in your class. The email includes a direct link to the progress report where you will enter your feedback. The link expires on the date listed in the email. After that date, the campaign is over, and you will no longer be able to provide information for the student(s). **Click to Begin Entering Student Feedback**.

8	University of Louisville
Student Feedback Request	
Please complete this progress report.	
Click to Begin Entering Student Feedback The link above expires on 02/14/2015. If you wou expiration above, please contact your GradesFirst	
If you have trouble with the above link, copy and https://louisville-training.gradesfirst.com/e/EosU7	

 Entering Student Feedback: When providing feedback, include as much information as possible, especially in your comments. You will see five potential alert reasons listed. Reasons provided include: attendance, difficulty understanding content, failure to submit assignments, poor test results, and/or poor written communication. Select all that apply. (Note: to select more than one reason, hold the shift button while clicking the reason.) Use the comment section to provide additional feedback or suggested course of action.

Student Feedback										
l	Your information is secure. Graduity: tacking instancing instancing and provide to adhere to government rules and regulations concerning FBBA and overall student privacy. This may not our go doublefund:									
Professor Sahoo: You have been saked to fill our progress reports for students in the following clases. Update each student based on your best browledge of their performance at this point in the term. MATH 199-1 Elementary Statistics										
	Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at- least one if the student is at risk)	How Many Absences?	Anticipated Grade		Comments			
,	Ross, Travis	• Yes • No	Test Alert Needs Career Counseling Needs Tutoring			v	I would like Travis to meet with a tutor in REACH.			
Submit only marked students (buil Pm not done) This botton will submit students you have marked into GradesPirst as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on points. Wa area to be only one to be a rest of the students in your classes. Repeat this process until all students have been marked in some form or dation.										
s	ubmit unmarked stud	ents as not At-Risk (I'm	all done)							
co	urse and only two of the	m are at-risk, you don't h		wo at-risk stud	ents and then use this butt	on to mark	at-risk. For example, if there are ten students in your the remaining students as not at-risk, therefore saving			



- 3. Submitting Feedback. You have two options at this point.
 - **a.** Submit only marked students (but I'm not done): This option allows you to submit only the students you have marked on the report. This can be very helpful if you only have time to fill out part of the feedback form. Instead of leaving the form pulled up on your computer, you can submit your completed work and return and finish later by clicking the link in the request notification email.



b. **Submit unmarked students as not at-risk (I'm all done)**: After you have entered all our feedback and marked certain students at-risk, you can use this option to mark the remaining students as not at-risk and complete your feedback.

Submit unmarked students as not At-Risk (i'm all done)	
This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk. therefore saving time and effort. Please use this button terthilly because with will as also spotsely our program sport campaign.	l

4. **Confirmation.** Once you have submitted your feedback, you will receive a message similar to the one below.

