CardSmart Training
Creating Progress Reports

1. Login to CardSmart: [Louisville.campus.eab.com](http://Louisville.campus.eab.com)
2. In the section labeled courses click the blue text ‘Progress Reports’ for the appropriate course.

3. You will find a list of all of your students in alphabetical order of last name.
4. Select the checkbox next to one or multiple students to make a progress report.
5. Select the “Actions” dropdown menu at the top, and then “Create a New Progress Report.”
6. This box will appear:

![Add a New Progress Report](image)

**WARNING:** You are about to submit a progress report for multiple students.

- At-Risk to Fail Your Class?  
  - Yes  
  - No

- Select an alert reason or High Five (You must choose at least one if the student is at risk)

  - Alert Reasons

- How Many Absences?

- Current Grade

  - Please Select

If a student is at-risk, what do they need to do to improve their grade? / If High Five, what should the student continue doing?

7. If the student(s) is at risk of poor performance, select “Yes” for the first question. If you are submitting new reports for multiple students you will see a notification in the yellow bar at the top of the window.

8. **If a student is marked at risk, you must include at least one alert reason.**

9. When Possible, be sure to include: number of absences, anticipated grade, and any additional comments.

10. When complete, select the “Submit Report” button.

Current Alert Reasons:
- Assignment Results
- Attendance
- Class Participation
- Failure to Complete Assignments
- High Five- Great Work!
- High Five- Improved Performance
- Non-Academic Barriers
- Test Results