

CardSmart Training

Creating Progress Reports

- 1. Login to CardSmart: Louisville.campus.eab.com
- 2. In the section labeled courses click the blue text '**Progress Reports**' for the appropriate course.

Professor Home			
Courses Term: Spring 2023 (Default T •			
COURSE NAME	TIME	ROOM	
(SOC-301) INTRO TO SOCIAL STATISTICS			Progress Reports
(SOC-425) SOCIOLOGY OF LEISURE - CUE			Progress Reports
(SOC-622) SURVEY RESEARCH & DESIGN	M 5:00pm - 7:45pm ET	Belknap Academic Building	Progress Reports
(SOC-691) TOPICAL SEMINAR			Progress Reports

- 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."

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report





6. This box will appear:

ADD A NEW PROGRESS REPORT ×				
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)				
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?				
		Submit Report Cancel		

- 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