Creating Progress Reports

1) Login to CardSmart: Louisville.campus.eab.com
2) You will see a table on the home page named “Class Listing” with each of the courses you are instructing for the semester.
3) Select “Progress Reports” on the right side of the table for the appropriate course:

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

![PROGRESS REPORT DETAILS](image)

8) If the student(s) is at risk of poor performance, select “Yes” for the first question.
9) **If a student is marked at risk, you must include at least one alert reason.**
10) When possible, be sure to include: # of Absences, Anticipated grade, and Comments.
11) When complete, select the Submit Report button.

Current Alert Reasons:

- Attendance
- Failure to complete Assignments
- Class Participation
- Assignment Results
- Test Results