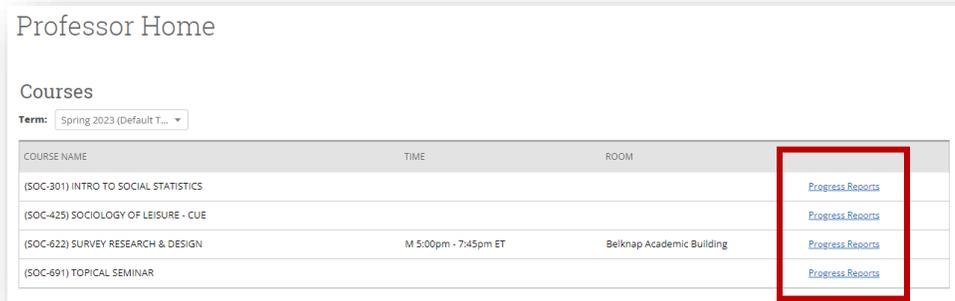


CardSmart Training

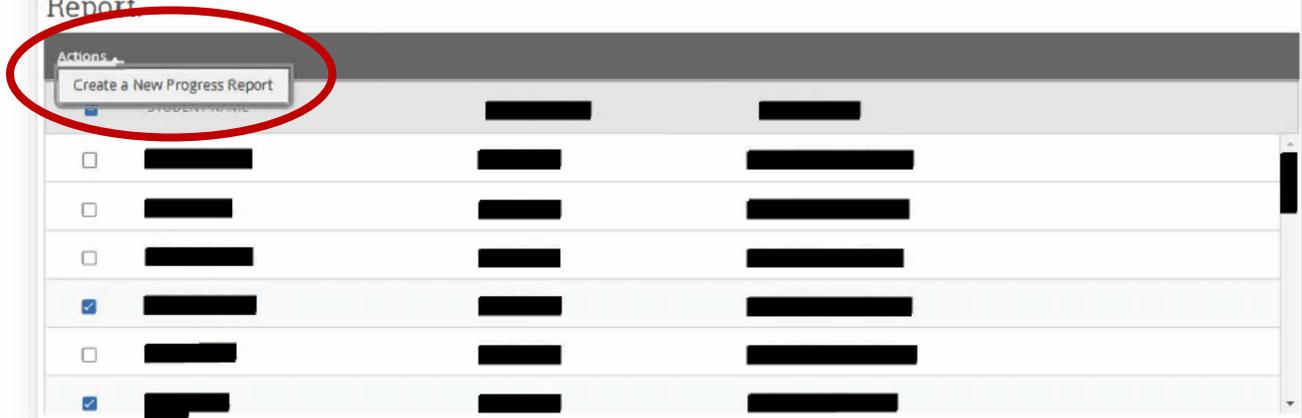
Creating Progress Reports

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

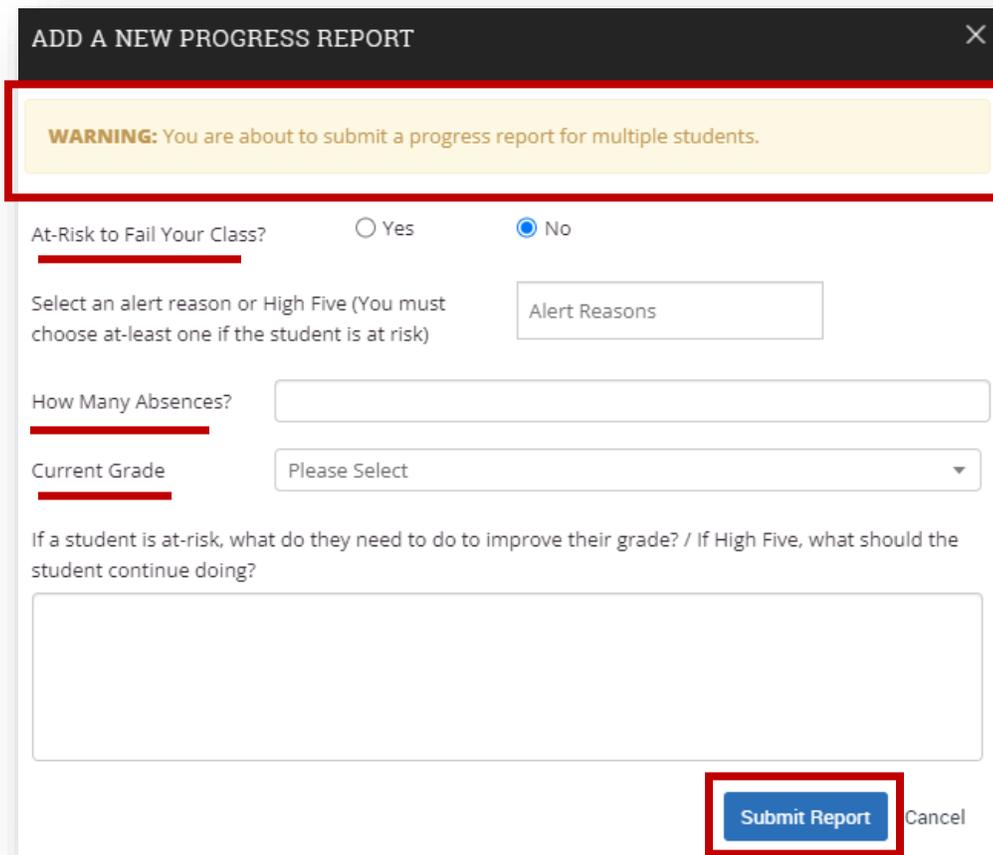


3. You will find a list of all of your students in alphabetical order of last name.
4. Select the checkbox next to one or multiple students to make a progress report.
5. Select the "Actions" dropdown menu at the top, and then "Create a New Progress Report."

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:



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