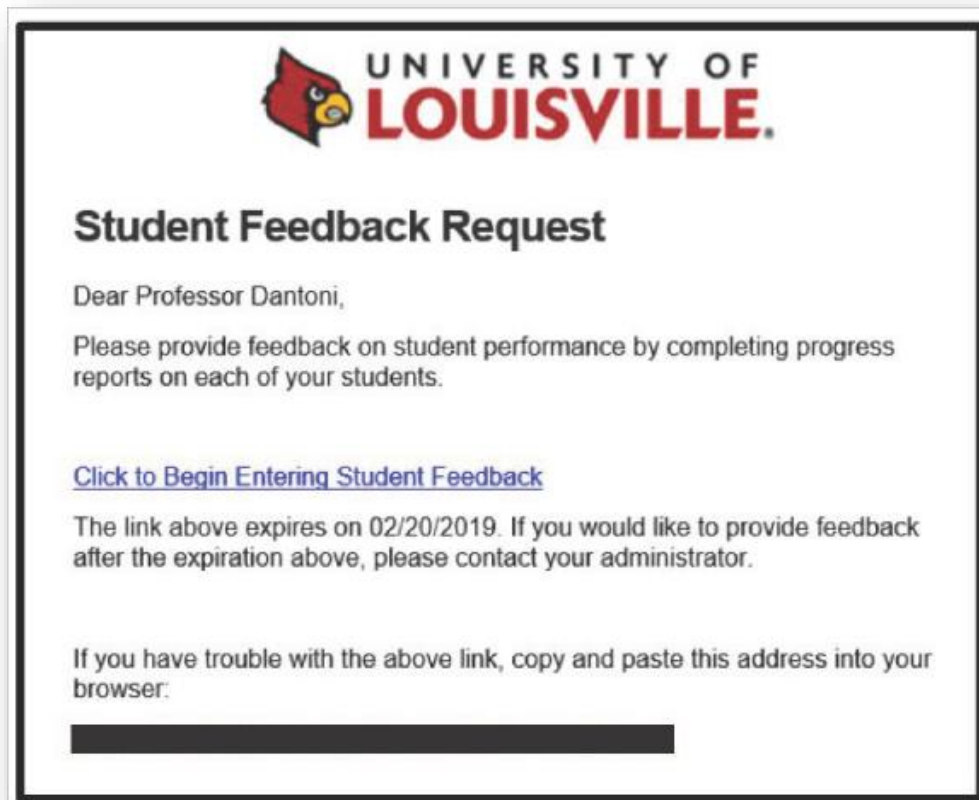


CardSmart Training

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.**



2. **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, Assignment Results, Failure to Complete Assignments, Test Results, and/or Class Participation. Select all that apply. In addition to alert reasons, add the current grade for all students. Progress reports are available for students to review in CardSmart.

Student Feedback

Your information is secure. Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

Professor Danton:
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.
ENGL 100 (6) INTRO COLLEGE WRITING - WC

Student Name	At-Risk to Fail Your Class?	Alert Reason (You must choose at least one if the student is at risk)	How Many Absences?	Assigned Grade	Comments
[Redacted]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Poor reassignment of course <input type="checkbox"/> Attendance	1	D	[Did not earn passing grade for the first two exams]

[Submit only marked students \(but I'm not done\)](#)

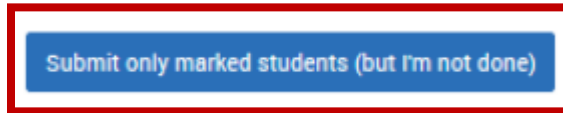
This button will submit students you have marked into GradesFirst as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

[Submit unmarked students as not at-risk \(I'm all done\)](#)

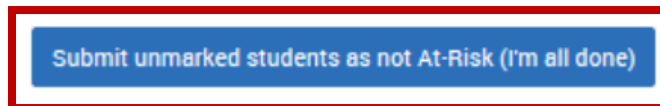
This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two 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 carefully because with just a single click, it will totally complete your progress report campaign.

3. **Submitting Feedback-** There are two options for submitting feedback

- a. **Submit only marked students (but I am not done)-** This option allows you to submit progress reports only on the students you have marked. 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 to finish at a later time 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 of your 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.



4. **Confirmation-** Once you have submitted your feedback, you will receive an email containing a note similar to the one below:

