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.
3. **Submitting Feedback.** You have two options at this point.

   a. **Submit only marked students (but I’m 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 and finish later by clicking the link in the request notification email.

   Submit only marked students (but I'm not done)

   b. **Submit unmarked students as not at-risk (I’m all done):** After you have entered all our 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.

   Submit unmarked students as not At-Risk (I'm all done)

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

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**Progress Report Received**

Thank you for submitting your progress reports. This will assist our students, and empower student support services to better serve them in the days to come.