

CARDSmart

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:

Professor Home

Class Listing

CLASS NAME	TIME	ROOM	
(PSYC-201) INTRO TO PSYCHOLOGY - SB	TR 9:30a-10:45a	Strickler Hall-102	Assignments Progress Reports
(PSYC-201) INTRO TO PSYCHOLOGY - SB	TR 2:30p-3:45p	Strickler Hall-102	Assignments Progress Reports
(PSYC-306) LIFE SPAN DEVELOPMENT	TR 8:00a-9:15a	Davidson Hall-108	Assignments Progress Reports
(PSYC-420) HISTORY OF PSYCHOLOGY - WR,CUE			Assignments Progress Reports

- 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":

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.

Actions ▾

	PHONE NUMBER	EMAIL ADDRESS
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

7) This box will appear:

PROGRESS REPORT DETAILS [X]

At-Risk to Fail Your Class? Yes No

Alert Reasons (You must choose at-least one if the student is at risk)

How Many Absences?

Anticipated Grade

Comments

30/50 on the first exam. We have a total of four regular exams in the course so there is time to improve your grade. There is tutoring available for this class by REACH, and supplemental information is posted on BlackBoard. You are also always welcome to come talk with me during office hours. Let me know if I can help.

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