



How Do I? Create an Online Progress Report for Student-Athletes

PeopleSoft Version 9

1. Login to LEONet for Faculty and University Staff.
2. Select Self Service > Enter Student Athlete Progress.
There is no need to enter a search term.

Enter Student Athlete Progress
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

3. Click the **Search** button.
A list of student-athletes enrolled in your classes will display as seen in the figure below.

Enter Student Athlete Progress
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Term	Subject Area	Catalog Nbr	Class Section	EmplID	Date Loaded	Class Nbr
2085	IT	216	90I	0262815	06/23/2008	866
2085	IT	216	90I	0320501	06/23/2008	866

4. Click on the first student in your list.
5. Input grade information, absences and the dates (note whether they are excused and unexcused), and comments. Also indicate whether or not you intend to withdraw the student from your class.
It is important to note that student-athletes must maintain full-time status. If there are no new grades or additional absences on subsequent progress reports, you can select the "No Current Update" box as illustrated in the figure at the top of the right column.

Instructor: 0105401 Term: 2085 Subject: IT Catalog: 216 Section: 90I

ID: 0262815 Cyprien, Micheal Date: 06/23/2008

Grade Input

Unexcused Absences:

Date of Absences:

Please include all aspects of the students performance in class, not just grades.

Comment:

I plan to withdraw this student from my roll

Student-athletes must maintain full-time status or Southeastern will risk an NCAA penalty.

For questions, contact [nadia.douglas](#)

Date/Time Updated:

6. Review your work and make any necessary changes.
7. Click the **Save** button after you have entered information for each student-athlete.
8. After you save, click the **Return to Search** button, you will return to the screen that displays the list of students, as shown in step 3.
Note: When you complete a progress report on a student-athlete, his or her name will be removed from your list.
9. Repeat steps 3-8 until all student-athlete information has been entered.
There should be no student-athletes left on your list.
10. Remember to sign out of PeopleSoft when you have finished your session.