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.

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

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.

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.