

The Academic Status Report (ASR)

The Academic Status Report (ASR) provides a quick and easy way for instructors to issue flags, *kudos*, and referrals to students at regular intervals and at important timepoints in each fall and spring semester. This allows students to stay informed of their academic progress and helps the campus community mobilize to support students who may be struggling in their courses.

ASR QUICK FACTS

- ◆ ASRs are requested at the 4th, 7th, and 12th week time points
- ◆ Courses leveled 100-499 are included in report requests. 500-level courses in which there is $\geq 50\%$ undergraduate enrollment are also included
- ◆ ASRs contains a “No Feedback” option for students who do not require flags, *kudos* or referrals by simply clicking the submit button

WHY COMPLETE AN ASR?

- ◆ Ensures students get regular progress reports at key points in the semester
- ◆ Gives instructors a quick way to deliver student feedback
- ◆ Allows academic advisors & support staff to remain in the loop on their students’ academic progress and outreach accordingly
- ◆ Supports university retention and student success initiatives

HOW TO GET STARTED

1 WAIT FOR AN EMAIL INVITATION

- ◆ Email invitations come from notices@starfishsolutions.com
- ◆ Invitations are emailed on Tuesdays of the 4th, 7th, and 12th weeks in Fall & Spring semesters.
- ◆ Invitations are only sent to eligible course instructors

2 OPEN STARFISH

- ⇒ Log in at starfish.uncg.edu, or
- ⇒ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ⇒ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

Enter your UNCG username and password to log in

3 VIEW OUTSTANDING REPORTS

At the top of the Starfish homepage, you will see a link to outstanding ASR(s). Click the link to navigate to your available report(s).

If you teach multiple eligible courses, you will see a drop-down menu allowing you to toggle between all reports you are asked to complete.

The screenshot shows the Starfish website interface. At the top, there are navigation tabs: Office Hours, Appointment, Group Session, Scheduling Wizard, Reserve Time, and Record Attendance. Below these is a system announcement: "System Announcement: The 4th-week Academic Status Report is available for Fall 2019. Undergraduate instructors are asked to complete these reports in Starfish three times during each semester." Below the announcement is a link: "Outstanding Academic Status Reports: [Academic Connections in Edctn \(ARS 120-01 Fall 2019\); Fall 2019 Academic Status Report 1 \(4-week\); more...](#)". The main content area is titled "MY STUDENTS" and "TRACKING". A dropdown menu is open, showing a list of reports. The selected report is "Academic Connections in Edctn (ARS 120-01 Fall 2019); Fall 2019 Academic Status Report 1 (4-week)", which is highlighted in red. Other reports in the list include "Reclaim Regain and Recover (ARS 100-01 Fall 2019); Fall 2019 Academic Status Report 1 (4-week)", "Academic Coaching in Trmtns (ARS 140-01 Fall 2019); Fall 2019 Academic Status Report 1 (4-week)", and "Academic Connections in Edctn (ARS 120-02 Fall 2019); Fall 2019 Academic Status Report 1 (4-week)". A yellow arrow points to the dropdown menu.

NO FEEDBACK?

When opening the ASR, the default status for each student is “No Feedback.” Instructors without concerns or positive comments are asked to submit the report with no feedback so that their participation is recorded.

Submitting a report, even without feedback, allows the report to be considered complete and **stops instructors from receiving automatic reminder emails.**

Submitting an ASR with no feedback is ideal for instructors who issue flags, *kudos* & referrals to students at other regular intervals.

If you submit a report without feedback but then wish to issue feedback to students, you can manually issue flags, *kudos*, and referrals at any point necessary. See the Starfish website for instructions on raising items manually.

4 CHECK APPLICABLE FEEDBACK ITEMS

The ASR report has been optimized for mobile devices and has a mobile-friendly interface. Simply click the (+) to expand the folder and select the appropriate feedback boxes for any student who may need assistance or who deserves recognition. Instructors may choose as many feedback items per student as is appropriate.

Student

- Academic Flag: Class Attendance Concern
- Academic Flag: Low Average/At-Risk of Failing Course
- Academic Flag: Missing/Late Assignments
- Behavioral Flag: Academic Integrity Concern
- Behavioral Flag: Disruptive Behavior
- Behavioral Flag: Personal Concern: Financial Hardship
- Behavioral Flag: Personal Concern: Food/Housing Insecurity
- Behavioral Flag: Personal Concern: Mental Health/ Well-being
- Behavioral Flag: Personal Concern: General
- Kudos: Outstanding Academic Performance
- Kudos: Showing Improvement
- Kudos: You're Off to a Great Start!
- Referral: Academic Skills

5 LEAVE COMMENTS FOR DETAIL

In addition to checking simple feedback boxes, instructors may also leave more detailed comments to be shared with students and/or UNCG staff who may view their feedback. To leave comments, expand the folder by clicking the (+) next to a student's name. A comment field will open. Comments are required for all behavioral flags raised (e.g. Personal Concerns, Academic Integrity Concern, and Disruptive Behavior Concern). Comments for these flags are not automatically shared with the student but are seen by the Dean of Students Office and/or Office of

Name Student Feedback

Academic Flag: Class Attendance Concern

Comment is optional

- Academic Flag: Low Average/At-Risk of Failing Course
- Academic Flag: Missing/Late Assignments
- Behavioral Flag: Academic Integrity Concern
- Behavioral Flag: Disruptive Behavior
- Behavioral Flag: Personal Concern: Financial Hardship
- Behavioral Flag: Personal Concern: Food/Housing Insecurity
- Behavioral Flag: Personal Concern: Mental Health/ Well-being
- Behavioral Flag: Personal Concern: General
- Kudos: Outstanding Academic Performance
- Kudos: Showing Improvement

6 SUBMIT YOUR REPORT(S)

Once you have checked all desired feedback items and provided relevant comments, click Submit to complete the report. You will receive a confirmation email to verify that your report submission was successful. Repeat for all requested reports.

Once a report is submitted, it cannot be altered. Once submitted, an ASR cannot be re-opened or edited. Erroneous feedback can be corrected by the instructor by manually clearing incorrect feedback items and raising new items as needed. Reference the [Starfish website](#) for additional instructions.

7 STUDENT NOTIFICATIONS

Depending upon the type of feedback you issued in your ASR(s), students will receive email notification alerts for each flag, *kudos*, and referral you issued them via the ASR. Students will be informed of your feedback and any comments you provided.

Note: Students will **not** see comments provided for Personal Concern flags. Students are **not** notified at all when they are issued Disruptive Behavior Concern or Academic Integrity Concern flags—you will receive follow up information from the Dean of Students Office and/or the Office of Student Rights & Responsibilities for guidance on how to proceed.

QUICK TIP

Instructors may work on a report and save their progress to allow them to complete it at a later date.

ASRs that remain incomplete on their closure dates will be considered unfinished and students will not receive feedback.

Closure dates for ASRs are provided below:

4-Week ASR

Closes the day before 7-week report launches

7-Week ASR

Closes on last day of final exams

12-week ASR

Closes on last day of final exams

