

# 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 4- and 7-week time points
- ◆ Instructors of athletes and first-year students are also asked to complete a 12-week report
- ◆ 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

## 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](mailto: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](http://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 is a navigation bar with links for Home, Appointments, Students, Services, and Admin, along with a search box for students. Below this is a secondary navigation bar with buttons for Add Office Hours, Add Appointment, Add Group Session, Scheduling Wizard, and Reschedule. A red box highlights a link in the main content area: "Outstanding Academic Status Reports: Introduction to Starfish (STR-100-01-FALL2014): Fall 2014 TEST". A yellow arrow points from this link down to the "ACADEMIC STATUS REPORTS" tab in the navigation menu. Below the menu, there is a section for "MY STUDENTS" with tabs for TRACKING, ATTENDANCE, and ACADEMIC STATUS REPORTS. Under the ACADEMIC STATUS REPORTS tab, a list of reports is displayed. The first report is selected, showing details like "Survey: 201408 Fall ECO-250-05 Econ / Business Statistics I (ECO-250-05-FALL2014): Fall 2014 Academic Status Report #1". A search box is also visible at the bottom of the report list.

## 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.

## 5 CHECK APPLICABLE FEEDBACK ITEMS

The ASR report will look similar to a course roster. Simply check the 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.

MY STUDENTS TRACKING ATTENDANCE **ACADEMIC STATUS REPORTS**


Survey: Introduction to Starfish (STR-100-01-FALL2014): Fall 2014 TEST

TEST

Search: [Name] [Go]

Name	No Feedback	Excessive Absences	Low Test/Quiz Scores	Unsatisfactory Coursework	Academic Integrity Concern	Disruptive Behavior	Personal Concern
Student, Starfish 8888	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 6 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 UNGC staff who may view their feedback. To leave comments, click the  icon next to a student's name. A new comment field will open.

Comments are required for all behavioral flags raised (e.g. Personal Concern, 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 Student Rights & Responsibilities.

Search: [Name] [Go]

Name	No Feedback	Excessive Absences	Low Test/Quiz Scores	Unsatisfactory Coursework	Academic Integrity Concern	Disruptive Behavior	Personal Concern
Student, Starfish 8888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click this box to enable comments for any flags that you check. The comment fields will show up on the right.

Excessive Absences Enter comments here

Low Test/Quiz Scores Enter comments here

## 7 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.

## 8 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*