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 ≥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
   - 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.

**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.
**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.

**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, 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.

**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.

**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

**QUESTIONS?**

EMAIL STARFISH@UNCG.EDU FOR SUPPORT