**How the Academic Status Report (ASR) Works**

Academic Status Reports are reporting surveys that are sent out to instructors of undergraduate students at the 4 week and 7 week time points each fall and spring semester. An additional ASR is sent out at the 12 week time point to instructors who have student athletes or identified at-risk students in their courses. The ASR provides a quick and easy way for instructors to track student progress at regular time points so that students can receive the support they need in order to be academically successful.

1. Email reminders and information about upcoming ASRs will be sent to instructors when their reports are ready to be completed.

2. To access any outstanding Academic Status Reports, open Starfish and click on the **Outstanding Academic Status Reports** link at the top of your homepage.

3. This will open an Academic Status Report for a particular class *Note: Each course an instructor teaches will have its own Academic Status Report.*
4. Opening a report will generate a course roster. Simply check the flag/kudos boxes for any student who may need assistance or who deserves recognition. The default response for each student is “No Feedback.” Instructors with no concerns are asked to submit the report with no feedback so that participation is recorded.

5. Comments are not required for academic flags (e.g. Excessive Absences, Low Test/Quiz Scores, and Unsatisfactory Coursework) or kudos. However, comments are always recommended and students will see them. To leave comments, click the icon that shows up next to the student’s name. A new comment field will open.

Comments are required for all behavioral flags that are raised (e.g. Personal Concern, Academic Integrity Concern, and Disruptive Behavior Concern). A comment field will automatically populate when one of these flag is selected. Comments for these flags are not shared with the student but are seen by the Dean of Students Office.

6. Once a report is completed, click Submit. Instructors will receive a confirmation email to verify that their submissions were successful and provide information about next steps for the student. Once a report is submitted, it cannot be altered. Any flag(s) raised in a report can be cleared at any point, to be determined by the instructor any support staff who assist the student with the flag.

Please refer to the Students First Office Starfish website for more information about Starfish implementation, outreach, and instructional guides.

Questions? Email starfish@uncg.edu for support.