Completing Academic Status Reports (ASR)

Step	Directions
1	Log into starfish by navigating to starfish.uncg.edu
2	At the top of your Starfish Dashboard, you will see a link to **outstanding ASR(s)** *Pro Tip: If you teach multiple courses, you will see a drop-down menu allowing you to toggle between reports*
3	Click the ⊕ icon beside the student you would like to leave feedback for ***Important Note:*** You will want to click the (+) sign beside each student you would like to leave feedback for **before** clicking submit
4	Select the **Flag,** *Kudos***, and/or Referral** you would like to leave for each respective student
5	Leave detailed comments and feedback for the student and academic support staff to reference
6	Once you have checked all desired feedback items and provided relevant and detailed comments click **Submit** to complete that course ASR *Pro Tip: If you teach multiple courses, you will need to complete steps 3-6 for reach respective course*
Additional Notes: ● If you do not have feedback for a specific student or entire course, please still submit the ASR with no feedback. ● Depending on the type of feedback you issued in your ASR(s), students will receive email notifications alerts for each flag, *kudos*, and referral you issued them. Students will not see comments for Personal Concern, Disruptive Behavior or Academic Integrity flags. ● ASRs are sent 2 times throughout the semester, 3rd week, and 11th week. ● Instructors can work on a report and save their progress to allow them to complete later.	

Starfish Support:
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