### Completing Academic Status Reports (ASR)

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
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<tbody>
<tr>
<td>1</td>
<td>Log into starfish by navigating to <a href="http://starfish.uncg.edu">starfish.uncg.edu</a></td>
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| 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 each 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 3 times throughout the semester, 4th week, 7th week, and 12th week.
- Instructors can work on a report and save their progress to allow them to complete later.

**Starfish Support:**  
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