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 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.