



Academic Status Report:

The Academic Status Report (ASR) system allows you to identify and communicate with students who are performing poorly in class. The system allows you to select specific reasons and corrective actions for students. Instructors and Roster Contacts access the system in slightly different ways.

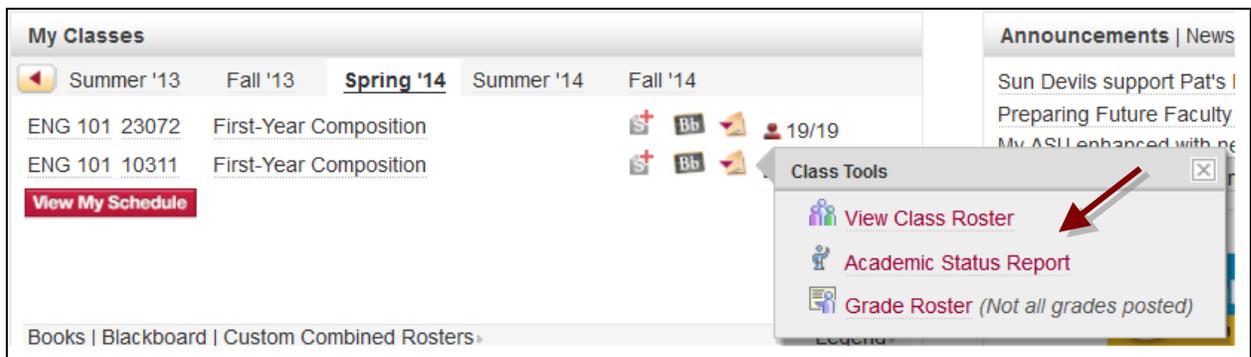
Helpful Information can be found at this page: <http://students.asu.edu/facultycenter>

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Access an ASR as an Instructor

- 1) Log into My ASU (<https://my.asu.edu>) with your ASURITE ID
- 2) In your “My Classes” box, you will see a list of your classes.
- 3) Click on the “Class Tools” icon to show the different rosters available for a class.
- 4) Click on the Academic Status Report.



NOTE: You will only have access to complete an ASR for a class if you have post access for grades. If you are a teaching assistant without post access, you will not see the ASR option. You must request post access in order to be able to complete ASRs. Please contact your department scheduler or a [roster contact](#) to have this access added.

If you are not a roster contact, please skip ahead to page 3.

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Access an ASR as a Roster Contact

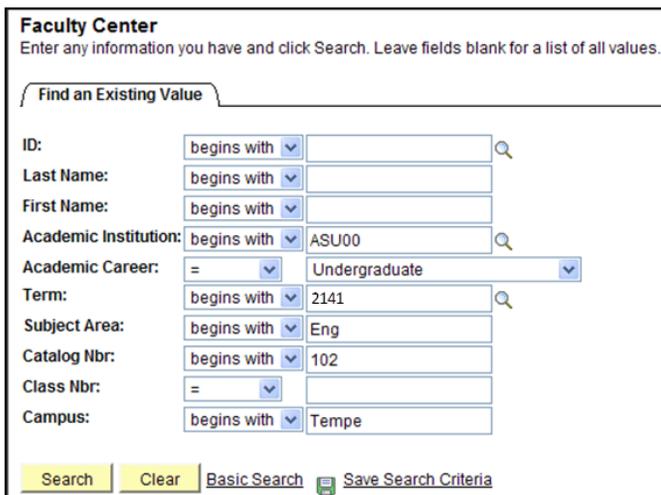
- 1) Log into My ASU (<https://my.asu.edu>) with your ASURITE ID.
- 2) In the “Teaching & Student Support Tools” box, click on “Roster Contacts.”



- 3) Click on the “PeopleSoft Faculty Center Log In for Roster Contacts” link.



- 4) Fill out the criteria and click on **Search**



The screenshot shows the "Faculty Center" search form. It has a title "Faculty Center" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle is a tab labeled "Find an Existing Value". The form contains several fields with dropdown menus and search icons:

- ID: begins with []
- Last Name: begins with []
- First Name: begins with []
- Academic Institution: begins with [] ASU00
- Academic Career: = [] Undergraduate
- Term: begins with [] 2141
- Subject Area: begins with [] Eng
- Catalog Nbr: begins with [] 102
- Class Nbr: = []
- Campus: begins with [] Tempe

At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

- 5) You will see the list of classes that you support.
- 6) Click on the Academic Status Report icon.

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Complete the ASR

This picture shows the upper portion of the ASR screen.

Academic Status Report [View FERPA Statement](#)

19223 - ECD 211 - Dev Child: Thry/Prac Pre-Grd3

Academic Status Roster			
Course	ECD 211	Institution	Arizona State University
Description	Dev Child: Thry/Prac Pre-Grd3		
Class Number	19223	Term	2014 Spring
Class Section	1004	Session	Session C
Course Component	Lecture	Instructor	Leo,Lauren Elizabeth

Quick Start Instructions ← 1

Even if you have not previously submitted an academic status report, you are encouraged to enter Academic Status Reports for the current reporting period.

- Select a reporting option.
 - 1 - Use Letter Grading
 - 2 - Satisfactory/Unsatisfactory
 - 3 - All Students Satisfactory
- Enter a status report for those who are performing at the D, E or Unsatisfactory level. A status report does not have to be entered for all students.
- Save frequently to avoid losing your entries. PeopleSoft will automatically log you out after 10 minutes of inactivity.
- For further help, click the Academic Status Report Help link below.

[Academic Status Report HELP -- Click Here](#)

[Import Academic Status Report From File](#) ← 4

Please select a reporting option

← 3

Choose Academic Status Report Period

Spring 2014 - Session C - 2nd Academic Status: ▾

Begin Date 3/24/2014 End Date 4/10/2014

← 2

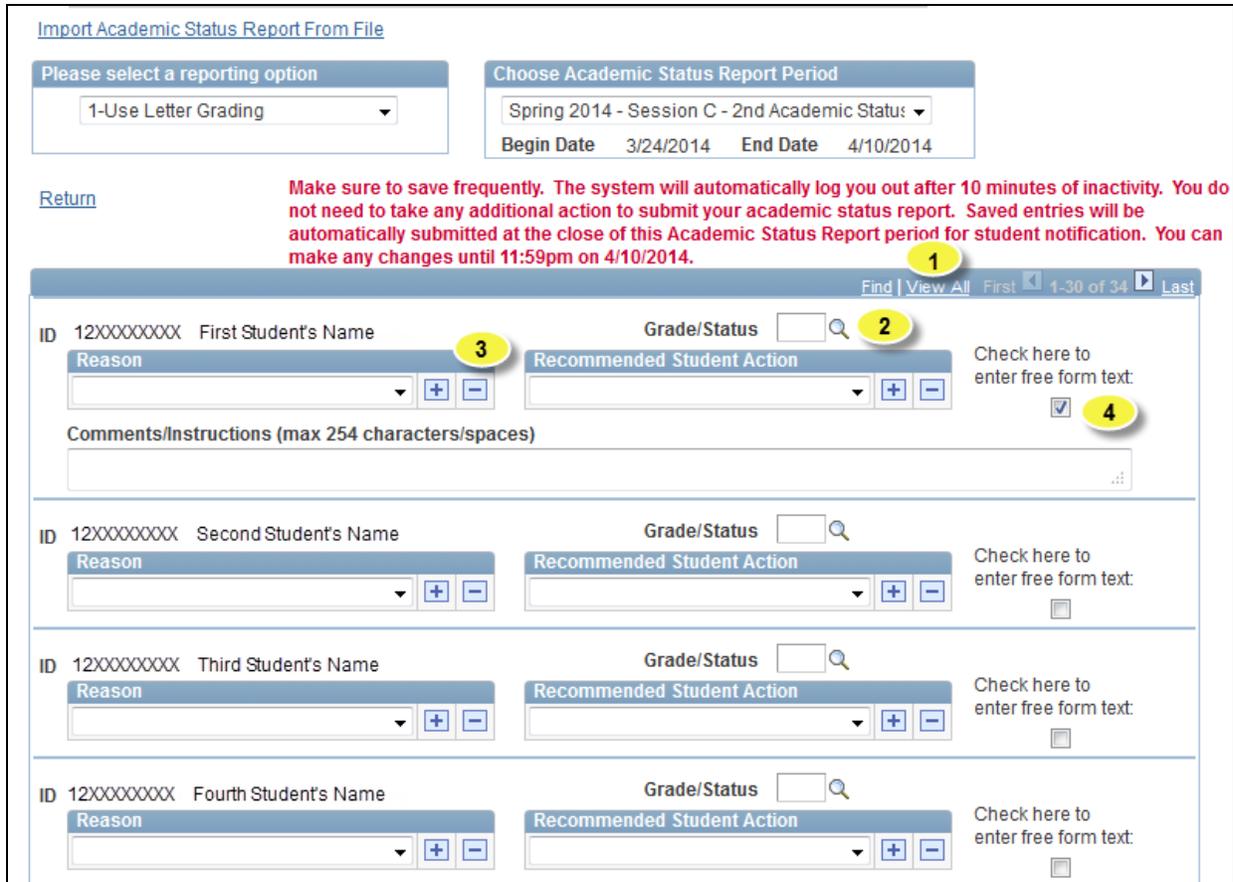
[Return](#)

Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity. You do not need to take any additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification. You can make any changes until 11:59pm on 4/10/2014.

- Instructions** are provided on the screen. Please read them.
- Reporting Period:** Academic Status reports can be entered until 11:59 p.m. on the final day of the reporting period. You can select the previous reporting period (as view only) from the drop down box. There is one reporting period each for session A and B. Session C and DYN (dynamically dated courses which are not Session A, B or C) both have two reporting periods. There is no ASR reporting period for summer sessions. The Office of the University Provost is unable to open the Academic Status Report system for individual faculty members once a reporting period has ended.
- Reporting Option:** - You must select a reporting option to activate the grade fields for each student. NOTE: Most instructors complete ASRs only for students with D, E or EN grades.
 - Use Letter Grading** – allows you to apply letter grades to each student
 - Satisfactory/Unsatisfactory** – allows you to apply S or U status to each student.
 - All Satisfactory** – Select this option to pre-populate the grade of S for all students. Then, if necessary, you can go and change the grades of those students who are currently performing at an unsatisfactory level.
- Import ASR Data:** You can import ASR data from an external file (see page six). (Please continue to page 4 for more information about how to complete ASRs.)

Complete the ASR (continued)

The lower portion of the ASR screen is where all of the students are listed. This is the section where you can enter grades, reasons and recommended student actions. An Academic Status Report does not have to be entered for all students, but it is recommended that ASRs are entered for those students who are performing at the D, E or Unsatisfactory level.



The screenshot shows the ASR system interface. At the top, there are two main sections: "Please select a reporting option" with a dropdown menu set to "1-Use Letter Grading", and "Choose Academic Status Report Period" with a dropdown menu set to "Spring 2014 - Session C - 2nd Academic Status" and dates "Begin Date 3/24/2014" and "End Date 4/10/2014". Below these is a red warning message: "Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity. You do not need to take any additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification. You can make any changes until 11:59pm on 4/10/2014." The main area displays a list of students with four rows shown. Each row includes an ID, a name, a "Grade/Status" field with a search icon, a "Reason" dropdown, a "Recommended Student Action" dropdown, and a checkbox for "Check here to enter free form text". A "Comments/Instructions" text area is located below the first student's row. The interface includes navigation links like "Return", "Find", "View All", "First", "1-30 of 34", and "Last".

- 1) **View records** – The default is to show 30 students at a time. You can show more students by clicking on the *view all* link. Use the *Find* link at the top of the roster to search for a student by name or student ID. If the student is found on the roster, he or she will be brought to the top of the screen.
- 2) **Enter Grade/Status**– Enter a grade (or status) for each student with a “D”, “E”, “EN” or “U” (Unsatisfactory) Grade. Use the grade/status of EN to report failure due to non-attendance.
- 3) **Reason / Recommended Student Action**– For grades of “D”, “E”, “EN” or “U”, select a reason and a recommended student action from the drop down lists. If necessary, you can add additional reasons/recommended student actions by clicking the “+” sign. While you may leave these blank, it is suggested that reasons and recommended student actions are included in the Academic Status Report. Lists of the current reasons and recommended student actions appear later in this guide.
- 4) **Free Form Text** – You can enter your own text for a student by clicking on the checkbox. Please note that there is a limit of 254 characters (including spaces) for this text box.
(Please continue to page 5 for more information about how to complete ASRs.)

Complete the ASR (continued)

ID	12XXXXXXXX	Last Student's Name	Grade/Status	<input type="text"/>	<input type="button" value="Search"/>
Reason	<input type="text"/>	Recommended Student Action	<input type="text"/>	Check here to enter free form text: <input type="checkbox"/>	
✓ Save was successful.					
Return	Save	5	Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity. You do not need to take any additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification. You can make any changes until 11:59pm on 4/10/2014.		

- 5) **Save** – The save link appears at the bottom of the screen. Click the save link to save your entries. Saved entries will be automatically submitted at the close of the Academic Status Report period (11:59 p.m. on the end date), and students will receive notification via email. Only students receiving a D, E, EN or U grade will receive an email. A sample email is available on page 14 of this guide.

Notes:

- A status report does not have to be entered for all students, only those who are performing at the D, E or Unsatisfactory level.
- Submit your status report during the open period. Once the period closes, you cannot make changes to status reports that have been saved. During the open period you **can** change saved status reports. You are able to view your data entry at any time. Please note that all Academic Status Reports are submitted simultaneously at the close of the reporting period. It is not possible to submit Academic Status Reports prior to that date. Also, the Office of the University Provost cannot reopen the reporting period for individual faculty members after it has closed.
- If you miss the reporting period, the next best option would be to communicate with students via Blackboard or e-mail students directly using Outlook. Students are told that official communication will always come to their asu.edu address and to check it at least once a week.
- The other recommendation we have for faculty who miss the reporting period for Academic Status Reports is to try to keep the Blackboard grade book as up-to-date as possible. That way, the student can log on to Blackboard and see their grade at that point in time, anytime.

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Import Grades/Status from an External File (Optional)

If you are tracking the students' grades in an external file, you can import their statuses into the ASR screen. The use of this import functionality is not required.

STEP 1: - Click on the "Import" Link

Academic Status Report [View FERPA Statement](#)

19223 - ECD 211 - Dev Child: Thry/Prac Pre-Grd3

Academic Status Roster			
Course	ECD 211	Institution	Arizona State University
Description	Dev Child: Thry/Prac Pre-Grd3		
Class Number	19223	Term	2014 Spring
Class Section	1004	Session	Session C
Course Component	Lecture	Instructor	Leo,Lauren Elizabeth

Quick Start Instructions

Even if you have not previously submitted an academic status report, you are encouraged to enter Academic Status Reports for the current reporting period.

- Select a reporting option.
 - 1 - Use Letter Grading
 - 2 - Satisfactory/Unsatisfactory
 - 3 - All Students Satisfactory
- Enter a status report for those who are performing at the D, E or Unsatisfactory level. A status report does not have to be entered for all students.
- Save frequently to avoid losing your entries. PeopleSoft will automatically log you out after 10 minutes of inactivity.
- For further help, click the Academic Status Report Help link below.

[Academic Status Report HELP -- Click Here](#)

Import Academic Status Report From File

Please select a reporting option

Choose Academic Status Report Period

Spring 2014 - Session C - 2nd Academic Status: ▼

Begin Date 3/24/2014 End Date 4/10/2014

[Return](#)

Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity. You do not need to take any additional action to submit your academic status report. Saved entries will be automatically submitted at the close of this Academic Status Report period for student notification. You can make any changes until 11:59pm on 4/10/2014.

A new screen will appear with instructions: (read them)

Academic Status Report - Instructions 1 - 2 - 3

Term 2141 [Return to Academic Status Report](#)

Class Nbr 19223 ECD 211 - 1004 [next](#)

Dev Child: Thry/Prac Pre-Grd3

Academic Status Report Import Instructions

The Academic Status Report Import consists of three steps:

- Step One - Identify the import file and file type
- Step Two - Map the required fields
- Step Three - Import Academic Status Report

Prepare Import File.

Each row in your import file must contain at least the following:

- 10 digit student ID (no spaces or dashes)
- Grade or Status value

The import file can have any number of fields or columns, but the required fields

(Please continue to page 7 for more information about how to import grades for ASRs.)

Step 2 – Prepare your Import File.

Each row in your import file must contain at least the following:

- 10 digit student ID (no spaces or dashes)
- Grade or Status value

The import file can have any number of fields or columns, but the required fields must be somewhere in the first twenty-one columns.

The required fields/columns can be in any order in your input file. The academic status report import tool will ask you which fields in your input file contain the required information. This will help map the fields.

The import file may be a tab, space, or comma delimited file (for example, .txt, .csv) or an Excel file.

Special notes on importing Excel files:

- The Excel import will work for all versions up to Excel 2003. If you are using a newer version of Excel, you must save your file using the older file type.
- If you are using a file created by using the Faculty Center grade roster download option, the file type is HTML. You will notice that the file name is in quotes. PeopleSoft will rename the .html to .xls which forces Excel to open it. To use this file as an import you must save it as a correctly formatted Excel file or another format listed above.
- This image is an example of a grade roster that was downloaded from the Faculty Center. An “ASR 1” column was added, and the students’ grades were filled in. Remember that you can also do tab, space and comma delimited files, as well as Excel files.

	A	B	C	D	E	F	G
1	Notify	ID	Posting ID	Name	ASR1	Roster Grade	Official Grade
2	N	1xxxxxxxxx	xxx xxxx	First Student's Name	D		
3	N	1xxxxxxxxx	xxx xxxx	Second Student's Name	E		
4	N	1xxxxxxxxx	xxx xxxx	Third Student's Name	U		
5	N	1xxxxxxxxx	xxx xxxx	Fourth Student's Name	EN		

(Please continue to page 8 for more information about how to import grades for ASRs.)

STEP 3: - Identify your file to Import from

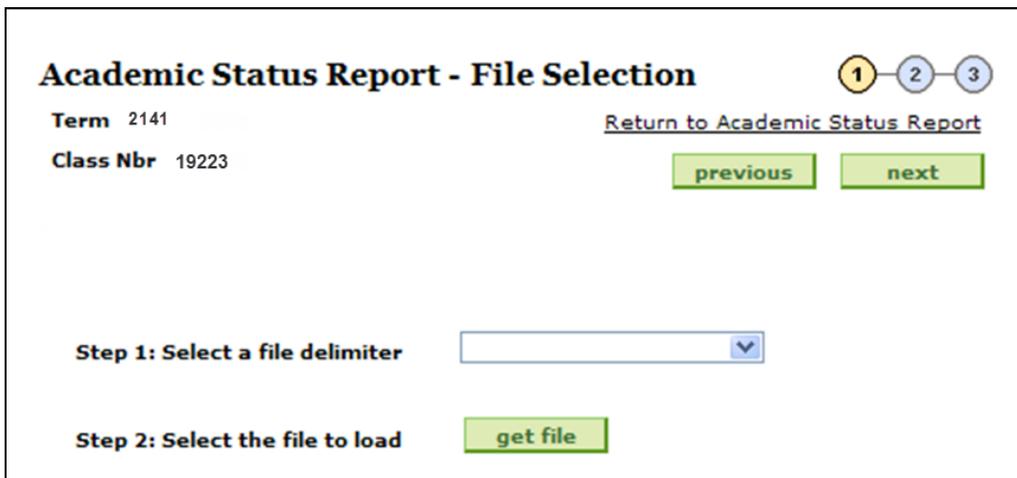
Click on “Next” after clicking on the link to Import a file.



The screenshot shows the 'Academic Status Report - Instructions' page. At the top right, there are three numbered steps in circles: 1, 2, and 3. Step 1 is highlighted with a dashed blue box. Below the steps, there is a link that says 'Return to Academic Status Report'. On the left side, there are three lines of text: 'Term 2141', 'Class Nbr 19223 ECD 211 - 1004', and 'Dev Child: Thry/Prac Pre-Grd3'. At the bottom right, there is a green button labeled 'next'.

The screen will change.

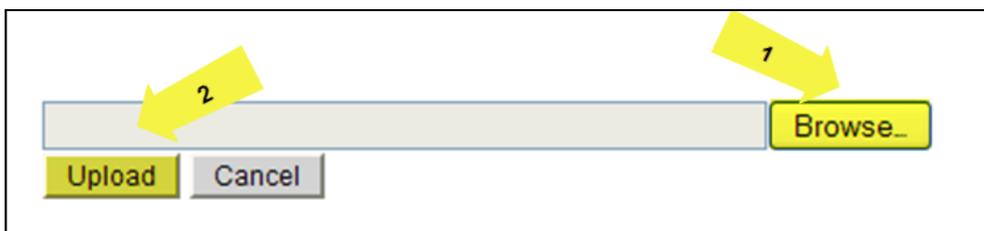
- 1) Select the type of file delimiter you used.
- 2) Click on “get file”.



The screenshot shows the 'Academic Status Report - File Selection' page. At the top right, there are three numbered steps in circles: 1, 2, and 3. Step 1 is highlighted with a yellow circle. Below the steps, there is a link that says 'Return to Academic Status Report'. On the left side, there are two lines of text: 'Term 2141' and 'Class Nbr 19223'. At the bottom right, there are two green buttons labeled 'previous' and 'next'. In the center, there are two steps: 'Step 1: Select a file delimiter' with a dropdown menu, and 'Step 2: Select the file to load' with a green button labeled 'get file'.

Click on the “Browse” button and navigate to your external file.

Once the file is located, click “upload”.



This is a close-up screenshot of the file selection controls. It shows a text input field with a 'Browse...' button to its right. A yellow arrow labeled '1' points to the 'Browse...' button. Below the input field, there are three buttons: 'Upload', 'Cancel', and 'Browse...'. A yellow arrow labeled '2' points to the 'Upload' button.

(Please continue to page 9 for more information about how to import grades for ASRs.)

Step 4- Map the student ID and the Grade Status

If the file is successfully uploaded, it will display the first 21 columns. The system will ask you to identify which column has the student ID and which column has the grade or status.

In this example,

1) the student IDs are in the “ID” column

and

2) the ASR grades are in the “ASR1” column.

Once you have identified the columns, click “next”.

Academic Status Report - Column Mapping

Term 2141

Class Nbr 19223

[Return to Academic Status Report](#)

previous
next

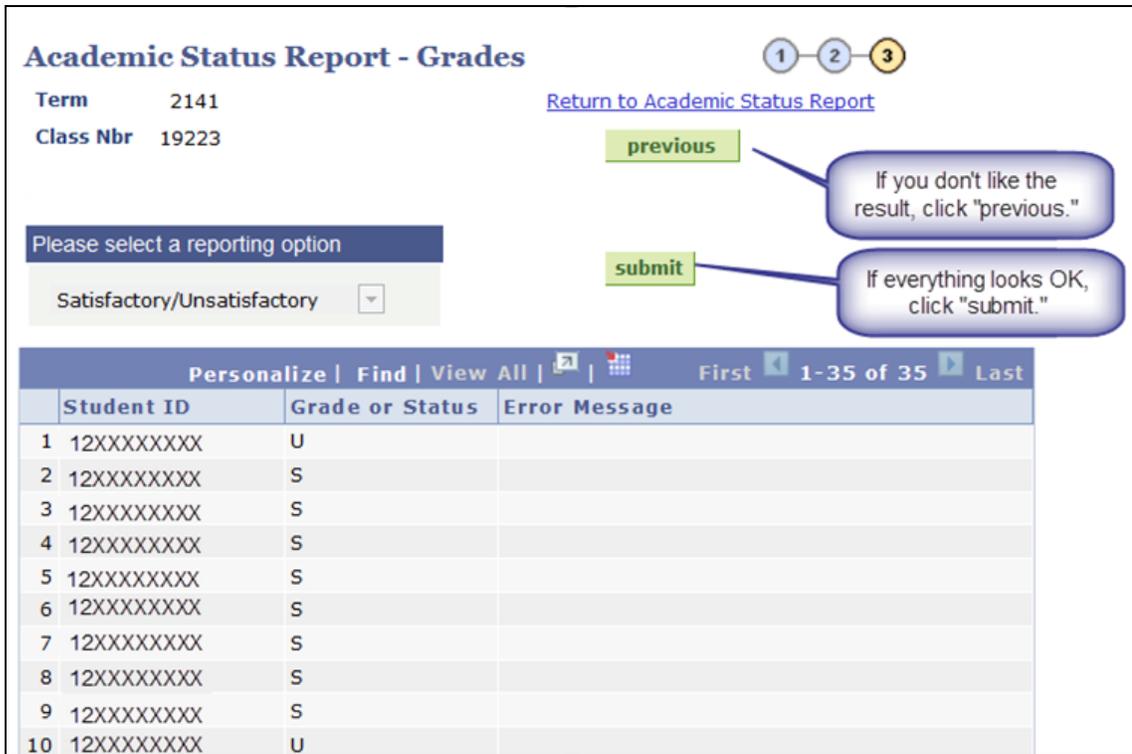
The Column Description represents the columns from the file. Choose the Student ID and (Grade or Status) mappings from the drop down list next to the Student ID and (Grade or Status) columns.

	Column Description	Column Mapping
1	NOTIFY	<input type="text"/>
2	ID	Student ID 1
3	POSTING ID	<input type="text"/>
4	NAME	<input type="text"/>
5	ASR 1	Grade or Statu 2
6	ROSTER GRADE	<input type="text"/>
7	OFFICIAL GRADE	<input type="text"/>
8	GRADING BASIS	<input type="text"/>
9	PROGRAM AND PLAN	<input type="text"/>
10	LEVEL	<input type="text"/>

(Please continue to page 10 for more information about how to import grades for ASRs.)

Step 5 – Accept the import

The result of the import will be shown. If it looks OK, click “submit”. If you don’t like the result, click “previous” to return to the previous screens.



Academic Status Report - Grades

Term 2141
Class Nbr 19223

[Return to Academic Status Report](#)

previous

submit

Please select a reporting option
Satisfactory/Unsatisfactory

Student ID	Grade or Status	Error Message
1 12XXXXXXXX	U	
2 12XXXXXXXX	S	
3 12XXXXXXXX	S	
4 12XXXXXXXX	S	
5 12XXXXXXXX	S	
6 12XXXXXXXX	S	
7 12XXXXXXXX	S	
8 12XXXXXXXX	S	
9 12XXXXXXXX	S	
10 12XXXXXXXX	U	

Importing Messages and Results:

If the Academic Status Report already has values posted for a student, the import process will **not** post over this information. No errors will be reported.

If the Academic Status Report already has information posted that is different from the information on the import roster, the import process will not overwrite this information. An error message will be displayed.

If the student is not found on the Academic Status Report roster, or if the grade on the import roster is not a valid grade for the student, an error message will be displayed.

(Please continue to page 11 for more information about how to import grades for ASRs.)

Step 6 – Review Submitted Results

When you click the “submit” button, the ASR system will compare your file to the data currently in the page. If it finds any mismatches, it will display an error message. In this example, different grades had been manually entered for the students that did not match the imported values.

You can use the “Previous” button or the “Return to Academic Status Report” link to go back to the ASR page and correct the mismatched data.

Academic Status Report - Grades

Term 2141
Class Nbr 19223

1
2
3

[Return to Academic Status Report](#)

[previous](#)

The academic status codes indicated were not imported. Please correct your file then use the Previous button at the top of the page to go back to the file import page and reload the file.

	Student ID	Grade or Status	Error Message
1	12XXXXXXXX	U	Student is withdrawn
2	12XXXXXXXX	S	Student is not on the class roster.
3	12XXXXXXXX	S	Student already has a (different) grade/status.
4	12XXXXXXXX	S	Student already has a (different) grade/status.
5	12XXXXXXXX	S	Student already has a (different) grade/status.
6	12XXXXXXXX	S	Student already has a (different) grade/status.
7	12XXXXXXXX	S	
8	12XXXXXXXX	S	
9	12XXXXXXXX	S	
10	12XXXXXXXX	U	

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ASR Reasons (2014)

The list of reasons has been expanded. Here is the list as of 2014:

Reason
Did not respond to instructor
Does not follow instructions
Frequently late for class
Inadequate class attendance
Inadequate lab attendance
Insufficient participation
Insufficient research skills
Low assignment scores
Low quality written work
Low quiz and/or exam score(s)
Missed assignments
Missed exam(s)
Missed instructor meetings
Missed quizzes
Missing discussion posts
No class attendance
No submitted assignments
Not comprehending material
Not paying attention in class
Missed exam(s)
Missed instructor meetings
Missed quizzes
Missing discussion posts
No class attendance
No submitted assignments
Not comprehending material
Not paying attention in class
Not responding to email
Poor overall performance

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ASR Recommended Student Actions (2014)

The list of Recommended Student Actions has been expanded. Here is the list as of 2014:

A screenshot of a web application interface showing a dropdown menu titled "Recommended Student Action". The menu is open, displaying a list of 13 options. The first option, "Attend class", is highlighted in blue. The other options are: "Complete assignments", "Consult with a librarian", "Contact Instructor via email", "Meet with TA", "Meet with advisor", "Meet with instructor", "Seek academic support", "Seek supplemental instruction", "Seek tutoring for this course", "Seek writing assistance", and "Take Academic Refresher Course". The dropdown menu has a small arrow icon on the left and plus/minus icons on the right.

ASR Free Text Example

This functionality allows you to include a personalized message to students. You are encouraged to include links to relevant student success centers. Please note that there is limit of 254 characters (including spaces) for this text box.

A screenshot of a web application interface showing a form for entering student information and recommended actions. The form includes fields for "ID", "First Student's Name", "Grade/Status", "Reason", and "Recommended Student Action". Below these fields is a large yellow text box labeled "Comments/Instructions (max 254 characters/spaces)". To the right of the text box is a checkbox labeled "Check here to enter free form text" with a red arrow pointing to it. The checkbox is checked. The form also has a search bar and navigation buttons at the top.

Sample text:

I encourage you to work with a tutor in the Student Success Center. If you visit the web site for the Student Success Centers, the link for tutoring is under the Student Services tab on the page. Here is the direct link: <https://studentsuccess.asu.edu/tutoring>.

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Sample Student Email

If a student receives an ASR for a score of D, E, EN or U, they will receive an email similar to this example:

Dear Student,

Academic Status Report | April 2014

One or more of your spring 2014 instructors submitted an Academic Status Report to inform you that your class performance to this point is not on track for successful completion.

Sign in at <https://my.asu.edu> to view your Academic Status Report(s). Each class that has a status report will have an orange Academic Status Report icon next to it. Click this icon to view the status report details. Your instructor has noted your current performance level and may have included a reason and recommended actions to help you succeed in this course. Please visit the Academic Status Report Resources Web page at <http://students.asu.edu/asrr> for information on tutoring, health and wellness resources, and other student support services available to you.

Note: The absence of an academic status report for a course does not indicate satisfactory performance in that course. While we recommend that faculty report on your academic progress, this reporting tool is optional for faculty members to use. If you have questions about your progress in classes without a status report, we encourage you to speak with each of your instructors directly.

Academic Status Report System
AcademicStatusReportSystem@asu.edu

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Purpose:

The Academic Status Reporting system replaces the early warning / mid-term reporting system. This system adds a personal touch of encouragement and attention to students not accustomed to the freedoms of college life.

By integrating the early warning component of the Academic Status Report with follow-up actions, instructors will see more purpose to the notice and will be more diligent in sending these notifications.

Both instructors and delegates (with the required post access) will be able to submit Academic Status Reports.

There will be two Academic Status Reports (previously known as “early warning” and “midterm”) per 15 week session. There will be one Academic Status Report for a 7.5 week session. Each reporting period will be multiple days. The dates that an instructor can submit the Academic Status Report can be found on the [Academic Calendar](#).

The Academic Status Report icon will display on the screen the first day that the Academic Status Report period is available. The icon will remain for the duration of the term and the instructor will be able to view the Academic Status Report information.

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Get Help

If you experience difficulties using the Academic Status Report, please refer to the resources listed below:

For access issues:

1. Contact your department scheduler or [Roster Contact](#) to add post access.

If your issue is not access-related, here are two additional resources available for you:

2. Contact Lauren Leo with questions or concerns at Lauren.Leo@asu.edu

OR

3. Create a case with the [ASU Help Desk](#)

Report system problems online: [Create case](#) (login required)

OR

Report system problems by phone 24 hours a day, 7 days a week:
1-855-278-5080

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