

Academic Status Report:

The Academic Status Report (ASR) 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.

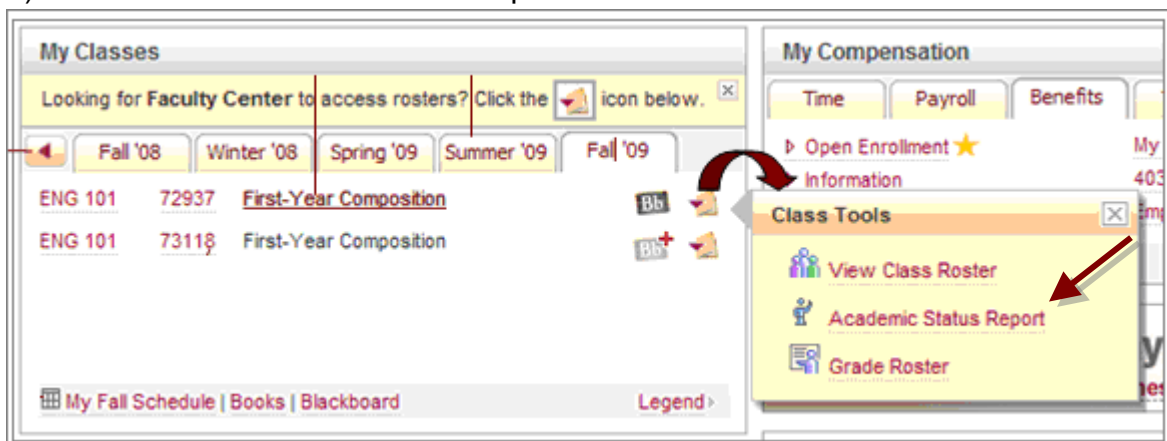
Helpful Information is found at this page: <http://students.asu.edu/facultycenter>

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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.

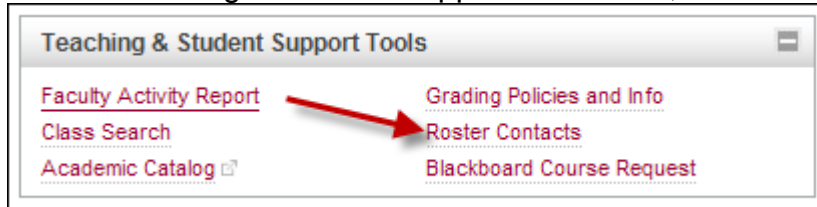


NOTE: You will only have access to complete an ASR for a class if you have “post access” for grades. If you are a teaching assistant without post access, you will not see the ASR option. You must request the post access in order to be able to complete ASRs. The ASR will only be visible during the ASR active period.

Please skip ahead to page 3.

Access an ASR as a Roster Contact

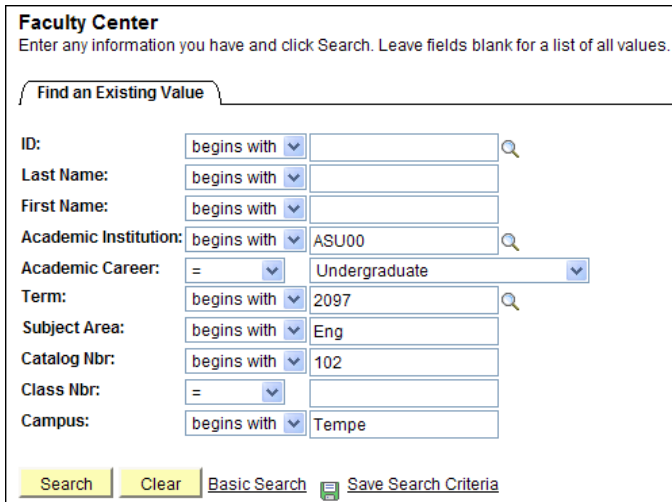
- 1) Log into My ASU (<https://my.asu.edu>) with your ASURITE ID
- 2) In the “Teaching & Student Support Tools” box, click on “Roster Contacts”.



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



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



The screenshot shows a search form titled "Faculty Center". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a tab labeled "Find an Existing Value". The form contains several fields with dropdown menus and text input boxes. The fields are: ID (dropdown: begins with, text input:), Last Name (dropdown: begins with, text input:), First Name (dropdown: begins with, text input:), Academic Institution (dropdown: begins with, text input: ASU00), Academic Career (dropdown: =, dropdown: Undergraduate), Term (dropdown: begins with, text input: 2097), Subject Area (dropdown: begins with, text input: Eng), Catalog Nbr (dropdown: begins with, text input: 102), Class Nbr (dropdown: =, text input:), and Campus (dropdown: begins with, text input: Tempe). At the bottom of the form, 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.

Complete the ASR

This picture is the upper part of the ASR screen.

Academic Status Report [View FERPA Statement](#)

16020 - ASU 101-CPP - The ASU Experience

Academic Status Roster

Course	ASU 101-CPP	Institution	Arizona State University
Description	The ASU Experience	Term	2012 Spring
Class Number	16020	Session	Session A
Class Section	1001	Instructor	Newell,Dana C
Course Component	Lecture		

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](#) **1**

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

Please select a reporting option **3**

Choose Academic Status Report Period **2**

Spring 2012 - Session A - 1st Academic Statu:

Begin Date 1/10/2012 **End Date** 1/23/2012

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 1/23/2012.

1) **Instructions** are provided on the screen. Read them.

2) **Report Period.** Status reports can be entered until 11:59pm on the end date. You can select the previous period (as view only) from the drop down box. There is one reporting period each for session A and B. Session C has two reporting periods. There is no ASR reporting period for summer sessions. The Provost's Office cannot open the reporting period for individual faculty members once that reporting period has ended.

3) **Reporting Option:** - You must select an option to activate the grade fields for each student.

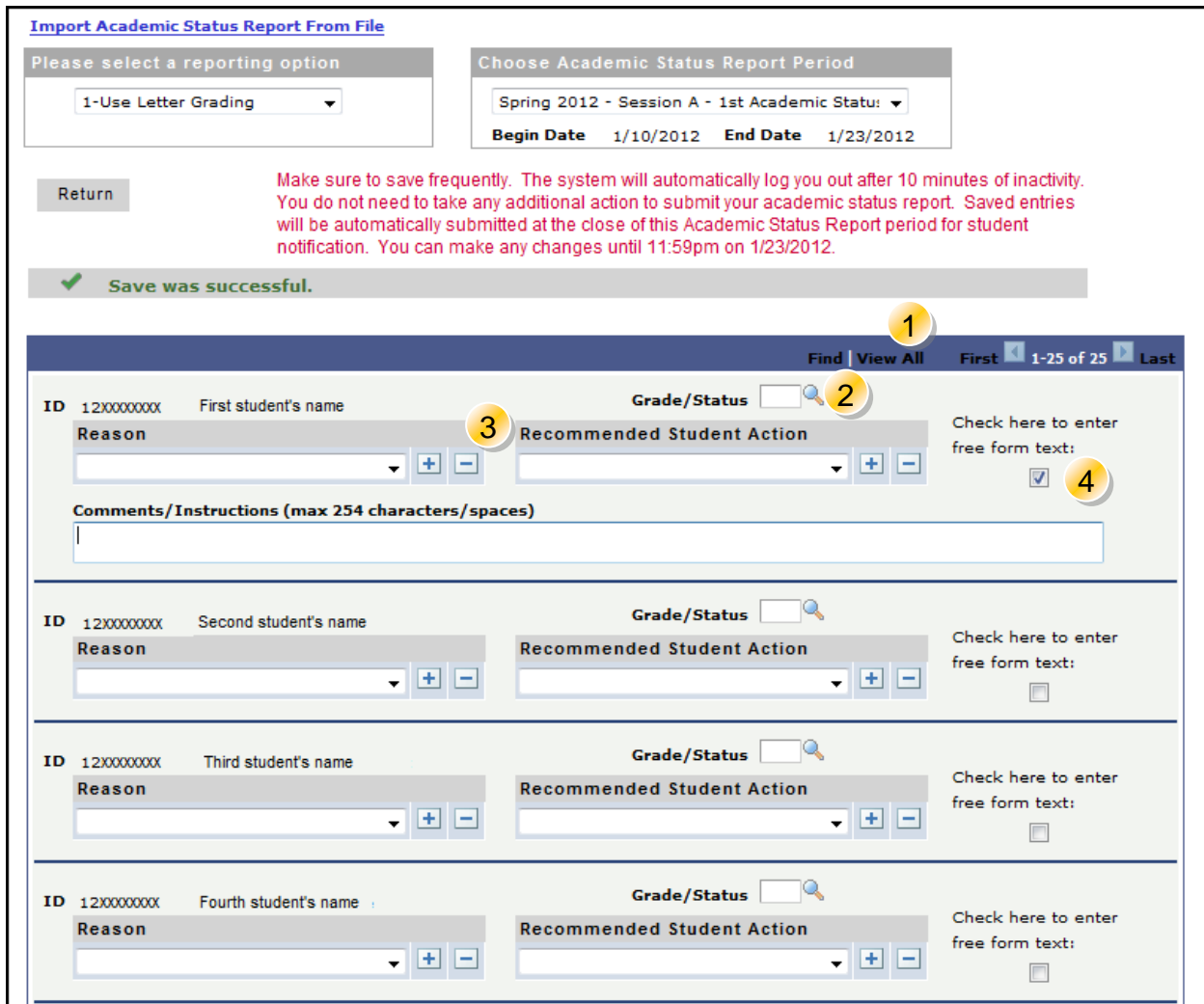
- Use Letter Grading** – lets you apply letter grades to each student
- Satisfactory/Unsatisfactory** – lets you apply S/U status to each student.
- All Satisfactory** – Select this option to pre-populate the grade of S for all students. You can then go and change the grades of those students who are rated as unsatisfactory.

NOTE: Most instructors complete ASRs only for students with D, E or EN grades.

4) **Import ASR Data:** You can import ASR data from an external file.

Enter Grade, Reason and Action

This is the lower part of the ASR screen, where all of the students are listed. A status report does not have to be entered for all students, only those who are performing at the D, E or Unsatisfactory level.



The screenshot displays the ASR system interface. At the top, there are two main sections: "Import Academic Status Report From File" and "Choose Academic Status Report Period". The "Import" section has a dropdown menu set to "1-Use Letter Grading". The "Choose Academic Status Report Period" section has a dropdown menu set to "Spring 2012 - Session A - 1st Academic Statu:" and shows "Begin Date 1/10/2012" and "End Date 1/23/2012". Below these sections is a "Return" button and 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 1/23/2012." A green success message reads "Save was successful." Below this is a table of student records. The table has columns for "ID", "First student's name", "Grade/Status", "Reason", "Recommended Student Action", and "Check here to enter free form text:". The first row is highlighted and has four yellow callout boxes: 1 points to the "Find | View All" link; 2 points to the "Grade/Status" dropdown; 3 points to the "Reason" dropdown; and 4 points to the "Check here to enter free form text:" checkbox. The table shows four student records, each with a unique ID and name.

1) View records – The default is to show 30 students at a time –you can show more 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, they 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) Recommended Student Action / Reason– For grades of “D”, “E” or “U”, select a Reason and an Action from the pull down lists. You can add more actions/reasons by clicking the “+” sign. You may leave these blank, but it is not recommended. Lists of the current reasons and actions appear later in this guide.



4) Free Form Text – You can enter your own text for a student by clicking on the checkbox.

5) Save (not shown – appears at the bottom of the screen) - Click the Save button to save your entries. Saved entries will be automatically submitted at the close of this Academic Status Report period (11:59pm of the end date) for student notification via email. Only students receiving a D, E, EN or U grade will receive an email. A sample email is available at the end 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. The Provost's Office cannot reopen the reporting period for individual faculty after it has closed. If you miss the reporting period, you are encouraged to email your students directly.

Optional – Import Grades/Status From an External File

If you are tracking the student’s grade in an external file, you can import their status into the ASR screen.

STEP 1: - Click on the “Import” Link

Class Number	16961	Term	2009 Spring
Class Section	1020	Session	Regular
Course Component	Lecture	Instructor	Instructor's Name

Quick Start Instructions

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 - 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

3-All Students Satisfactory

Choose Academic Status Report Period

Spring 2009 2nd Academic Status Report

Begin Date 3/23/2009 **End Date** 3/30/2009

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

Academic Status Report - Instructions 1-2-3

Term 2091 [Return to Academic Status Report](#)

Class Nbr 16961 ENG 102 - 1020 [next](#)

First-Year Composition

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



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 this information (mapping 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 Excel 2004 (Apple) or 2007 (Windows) you must save your file using the older file type.

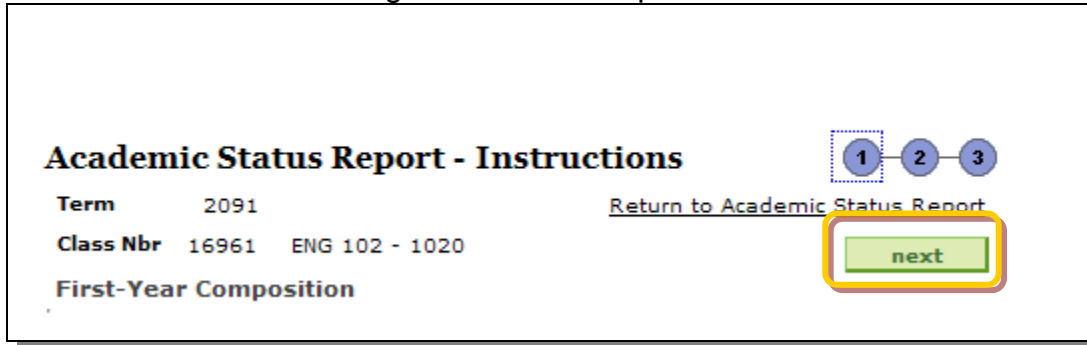
If you are using a file created by the Faculty Center grade roster download option, the file type that is downloaded is an HTML file (you will notice that the file name is in quotes). PeopleSoft renames the .html to .xls which forces Excel to open it. To use this file as an import you must save it as a correctly formatted Excel file or another format as 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		

STEP 3: - Identify your file to Import from

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



Academic Status Report - Instructions

Term 2091 [Return to Academic Status Report](#)

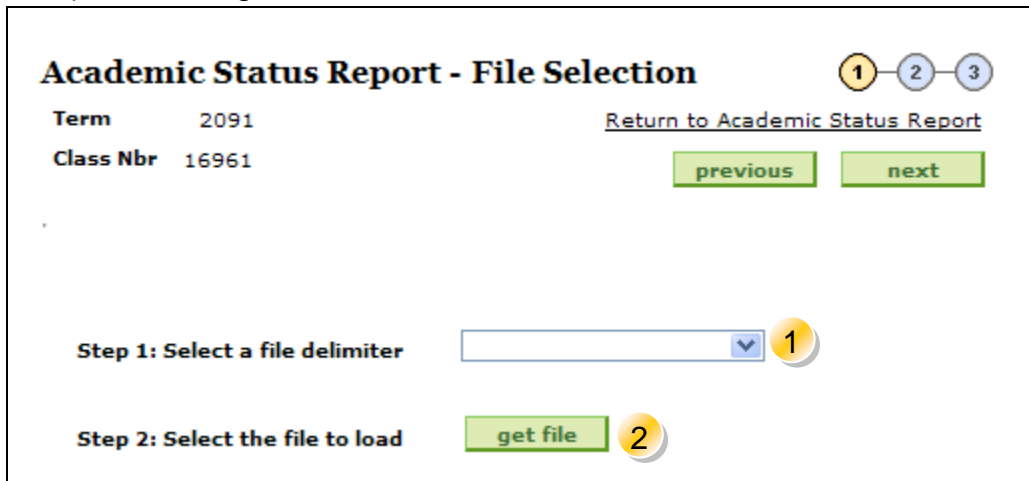
Class Nbr 16961 ENG 102 - 1020

First-Year Composition

next

The screen will change.

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



Academic Status Report - File Selection

Term 2091 [Return to Academic Status Report](#)

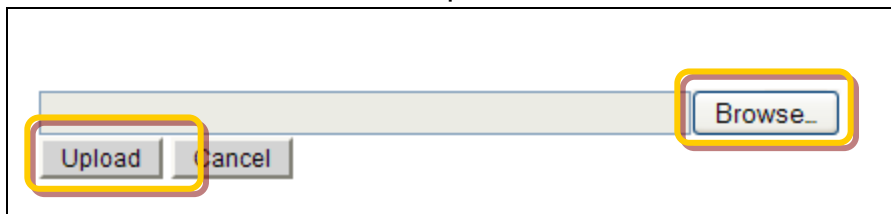
Class Nbr 16961

previous next

Step 1: Select a file delimiter [dropdown] 1

Step 2: Select the file to load get file 2

Click on the “Browse” button and navigate to your external file.
Once the file is located, click “upload”



Upload Cancel Browse...

Step 4- Map the student ID and the Grade Status

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

In this example,

- 1) the student ID 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 2091

Class Nbr 16961

[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	ASR1	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"/>

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 and previous screens.

Academic Status Report - Grades

Term 2091

Class Nbr 16961

1 2 3

[Return to Academic Status Report](#)

previous

Please select a reporting option

(Invalid Value)

submit

	Student ID	Grade or Status	Error Message
1	12	D	
2	12	E	
3	12	U	
4	12	EN	
5	12		
6	12		
7	12		

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.

Step 6 – Review Submitted Results

When you submit, the ASR system will compare your file to the data currently in the page. If it finds mis-matches, it will error out. In this example, different grades had been manually entered for the students that did not match the imported values.

You can use the “Previous” and the “Return to Academic Status Report” to go back to the ASR page and correct the mis-matched data.

Academic Status Report - Grades 1 2 3

Term 2091 Return to Academic Status Report

Class Nbr 16961 previous

Please select a reporting option

(Invalid Value) submit

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	120	D	Student already has a (different) grade/status.
2	120	E	Student already has a (different) grade/status.
3	120	U	Student already has a (different) grade/status.
4	120	EN	Student already has a (different) grade/status.
5	120		
6	120		
7	120		



Bonus Feature: ASR Reasons (2012)

The list of reasons has been expanded as of 2012. This is the new list:

Reason
<input type="text"/>
Does not follow instructions
Frequently late for class
Inadequate class attendance
Inadequate lab attendance
Insufficient participation
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
Not responding to email
Poor overall performance

Bonus Feature: ASR Recommended Student Actions (2012)

The list of recommended Student Actions has been expanded as of 2012. This is the new list:

Recommended Student Action
<input type="text"/>
Attend class
Complete assignments
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

Bonus Feature: ASR Free Text Example (2012)

This expanded functionality allows you to include an even more personalized message to students. You are encouraged to include links to relevant student success centers.

Example text:

I encourage you to work with a tutor in the Student Success Center on any of the ASU campuses. If you visit the Web site for the Student Success Centers (<http://studentsuccess.asu.edu/frontpage>), you will find a link to tutoring on the left side of the page. Here is the direct link: <http://studentsuccess.asu.edu/tutoringoptions>



Bonus Feature: Example 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:

Example text for student ASR email:

Dear Student,

Academic Status Report | September 2011

One or more of your fall 2011 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

PURPOSE:

The Academic Status Reporting system replaces the current early warning / mid-term reporting system. This new system and process should add 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 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 Registrar’s 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.



Get Help

Report problems online at <http://help.asu.edu>

Phone 24 hours a day, 7 days a week: 1.855.278.5080

Email Registrar@asu.edu