

Academic Status Report Job Aid

Overview:

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 semester. Each reporting period will be 3 days. The first Academic Status Report will be available to faculty from **September 17 through September 19**. The dates that an instructor can submit the Academic Status Report can be found on the Registrar’s Semester Calendar. The calendar is under General Information on the Registrar’s website. <http://www.asu.edu/registrar/general/semcal.html>

Academic Status Report:

The academic status report icon will display on the screen the first day that the academic status report period is available. For this fall it will not display until Sept. 17th. The icon will remain for the duration of the term and the instructor will be able to view the academic status report information.

Legend							
	Class Roster		Grade Roster		Academic Status Report		
My Teaching Schedule > 2007 Fall > Arizona State University							Find 
Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
MUS 340-1001 LEC 88533	Survey of Music History (Lecture)	TBA	Internet Tempe Campus	Aug 20, 2007- Dec 13, 2007	108		

Academic Status Report Job Aids		last updated: 9/13/2007
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The instructor can submit the status report during the three day reporting period. If there was an error in what was submitted, they have until the period closes to resubmit. Once the period closes, they cannot make changes to what was submitted.

Academic Status Report

[View FERPA Statement](#)

80086 - MAT 270 - Calculus w/Analytic Geometry I

The screenshot shows the 'Academic Status Roster' interface for course 80086 - MAT 270 - Calculus w/Analytic Geometry I at Arizona State University. The interface includes a table with the following details:

Course	MAT 270	Institution	Arizona State University
Description	Calculus w/Analytic Geometry I		
Class Number	80086	Term	2007 Fall
Class Section	1002	Session	Regular
Course Component	Lecture	Instructor	instructor name

Below the table, there is a 'Please select a reporting option' dropdown menu, a 'Roster Type' dropdown menu (set to 'Fall 2007 - 1st Academic Status Report'), and 'Begin Date' (9/17/2007) and 'End Date' (9/19/2007) fields. Callouts point to these elements.

The main roster area shows a table with columns for 'Student name', 'Grade/Status', 'Reason', and 'Recommended Student Action'. Callouts point to these columns. The first row shows a student with 'Grade/Status' set to 'Unknown' and 'Recommended Student Action' set to 'Satisfactory'.

Select reporting option – Select Letter Grading or Satisfactory/Unsatisfactory as the reporting option. You can also select the All Students Satisfactory option which will set every student to “S”. It might be the easiest to select this and only change the grades of students who are not satisfactory.

Roster Type – This field shows the current academic status reporting period. When the next reporting period starts, the Roster Type drop down box will have the option to view the information from the previous reporting period.

Grade/Status – Enter grade or satisfactory/unsatisfactory in this field.

Reason – If you entered “D”, “E”, or “Unsatisfactory” in the Grade/Status field, you will be required to select a reason from the drop down list. You can add more reasons by clicking the “+” sign.

Reasons for the Report:

- Inadequate class attendance
- Inadequate lab attendance
- Insufficient participation
- Missed assignments
- Missed exam(s)
- Not comprehending material
- Poor overall performance

Recommended Student Action – Select a recommended student action from the drop down list. You can add more actions by clicking the “+” sign.

Recommended Student Action:

- Meet with TA
- Meet with instruction
- Seek tutoring for this course
- Seek writing assistance

When the notice is sent to the students it will say “required” action to encourage them to follow up appropriately. At this point the actions will not be systematically enforced.

Click the Save button to submit the status report. The instructor can submit the status report during the three day reporting period. If there was an error in what was submitted, they have until the period closes to resubmit. Once the period closes, they cannot make changes to what was submitted.

Note: Remember to save often when working with large classes.

Academic Status Report

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80086 - MAT 270 - Calculus w/Analytic Geometry I

Academic Status Roster			
Course	MAT 270	Institution	Arizona State University
Description	Calculus w/Analytic Geometry I		
Class Number	80086	Term	2007 Fall
Class Section	1002	Session	Regular
Course Component	Lecture	Instructor	<i>instructor name</i>

Please select a reporting option		Roster Type	
1-Use Letter Grading		Fall 2007 - 1st Academic Status Report	
		Begin Date	End Date
		9/17/2007	9/19/2007

Return **Save**

Find		First	1-29 of 29	Last
Student name	ID	100xxxxxxx		
Grade/Status	<input type="checkbox"/> Student Never Attended / Status Unknown			
Reason	Recommended Student Action			
Insufficient participation	Meet with instructor			
Student name	ID	100xxxxxxx		
Grade/Status	<input type="checkbox"/> Student Never Attended / Status Unknown			
Reason	Recommended Student Action			
Student name	ID	100xxxxxxx		
Grade/Status	<input type="checkbox"/> Student Never Attended / Status Unknown			
Reason	Recommended Student Action			