1) Log into the STAR System at [http://star.okstate.edu/](http://star.okstate.edu/) using your OKEY email address and password. A link is also available in the OSU portal ([http://my.okstate.edu/](http://my.okstate.edu/)) in the “Applications” section of the “Home” tab. Instructors will see a page similar to the following:

2) Make sure the current term is selected in the pull-down menu at the top right. Click the menu to select the current term to display your current term course sections, if necessary.

3) Click the “Progress Reports” link next to the course section in which the undergraduate student is enrolled to be taken to the Progress Reports page for that section:
4) Scroll through the list of undergraduate students and click the check box next to the student for whom you wish to submit a Progress Report/Academic Alert. Once the box is checked, then select “Create a New Progress Report” from the “Actions” menu to open the submission form. The form allows you to report either good progress or an Academic Alert (concerns). The default choice is “No” (good progress). Click the “Yes” radio button to submit an academic alert. Submission of an alert initiates contact with both the student and his/her advisor via email. Alerts require the selection any or all “Alert Reasons.”

5) Alert Reasons – select one or more of the following alert reasons by clicking on them. Selected reasons turn grey and remain visible in the menu. Click the “X” following a selected reason to deselect it:
- **No Evidence of Attendance**: Use this option if you have no evidence that the student has ever attended class (no assignments submitted, no attendance roster, etc.).
- **Excessive Absences**: Use this option if you have concerns about a student’s class attendance. The determination of what constitutes excessive absences is up to each instructor. Enter the student’s current number of absences at the time of the alert in the next field on the form, if desired.
- **Stopped Attending**: Use this option if the student has attended some classes but is no longer attending. Be sure to enter the date of last attendance (using the format MM/DD/YY) as part of the comments.
- **Poor Quality Work**: The quality of a student’s work is unsatisfactory. This may include assignments, quizzes, exams, and other coursework.
- **Missing Work**: The student has failed to complete assignments, quizzes, exams, or other coursework.
- **Cannot Pass with Remaining Coursework**: The student’s performance thus far is such that it is not possible for the student to earn a passing grade by completing the remaining coursework.

6) If you track attendance, enter the current number of absences the student has accumulated up to this point. If you do not track attendance, please leave this field blank.

7) Enter any comments you have concerning the student’s attendance or performance. If you selected the “Stopped Attending” option, please also enter the date of last attendance in this field using the format MM/DD/YY. There is no limit to the amount of text that can be entered in this field. Please be aware that comments are shared with BOTH the student and his/her advisor(s).

8) Click the “Submit Report” button to submit the Progress Report/Early Alert. To verify submission, return to (or refresh) the Progress Reports page for the section in which the student is enrolled. The submitted report/alert should appear at the top of the page. A “Details” link will also be available should you need to edit/change the information you submitted on the student.

9) Repeat the steps above to submit Progress Reports/Academic Alerts on additional undergraduate students.