



Submitting a Progress Report/Academic Alert – OSU Instructor Guide

PROGRESS REPORTS/ACADEMIC ALERTS ARE FOR OSU UNDERGRADUATES ONLY—GRADUATE STUDENTS ARE NOT ADVISED THROUGH THE STAR SYSTEM.

1) Log into the STAR System at <http://star.okstate.edu/> using your OKEY email address and password. A link is also available in the OSU portal (<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 and the screen says “Professor Home.” Arrows at the end of these items indicate pull-down menus to change the term or your role in the system.

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, which should look similar to the following:

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

4) Scroll down 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 a box is checked, 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 of one or more “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:

The screenshot shows a web form titled "ADD A NEW PROGRESS REPORT" with a close button (X) in the top right corner. The form contains the following elements:

- A question: "Submit an Academic Alert on this student? (Select Yes to report a concern, select No to report good progress.)" with radio buttons for "Yes" and "No". A red callout box points to the "Yes" button with the text: "Click Yes to submit an Academic Alert and unlock the Alert Reasons Menu."
- A section for "Alert Reasons" with a list box labeled "Alert Reasons". A red callout box points to this section with the text: "Multiple Alert Reasons are available, and more than one can be selected. To select multiple reasons, simply click on one to select it, then click in the box again to click on and select another."
- A text input field for "Current number of absences (leave blank if you do not take attendance)".
- A text area for "Enter comments below. If you selected Stopped Attending as an Alert Reason, you MUST include the date of last attendance (MM/DD/YY). Please note: comments are sent to the student and the advisor." A red callout box points to this area with the text: "Enter your comments to the student's advisor here. There is no character limit, so you may write as much as you like. Please remember that comments are viewable by students within the STAR System."
- At the bottom, there are two buttons: "Submit Report" and "Cancel". A red callout box points to the "Submit Report" button with the text: "Click here to submit the Progress Report. A message will be sent to the student when an Academic Alert is issued (Yes is checked above)."

- **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 viewable by BOTH students and advisors.**

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.