

Complete Your Academic Progress Reports

Dear Don,

Email personalized
with instructor name

Academic Progress Reports are now open! [Click here to access your reports.](#) They are open for three weeks and will close on 5/10/2014 12:00 PM EDT.

Date & time
report will close

The timing of the first report is designed to help academically at-risk undergraduate students get back on track early in the term. Academic alerts along with your added comments provide valuable information to students and advisors.

You have the following report(s) to review and submit:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

List of sections with
reports available

Submit Your Report in 3 Easy Steps!

1. [Review you class list\(s\)](#) and identify students whom you would like to share feedback. **Check one box** for the area most relevant. If you have no feedback for a student, leave their row blank.
2. To add a specific comment, click the blue (+) icon at the end of the row. As a reminder:
 - Address your comments directly to the student; do not write about the student in the third person.
 - Use language that is [supportive and constructive](#).
 - Comments are sent to both the student and their advisor(s) via [system-generated emails](#)
3. Starfish automatically saves your work while completing the report. However, you must click "Submit" to complete each report before they close. ***Your action is needed even if you have no concerns.***

Academic advisors will review alerts and outreach as appropriate. Instructors and advisors can review, add comments, and update alerts in the Starfish system.

Need more information about using Starfish? www.rit.edu/starfish

Have questions about Starfish? starfish@rit.edu

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