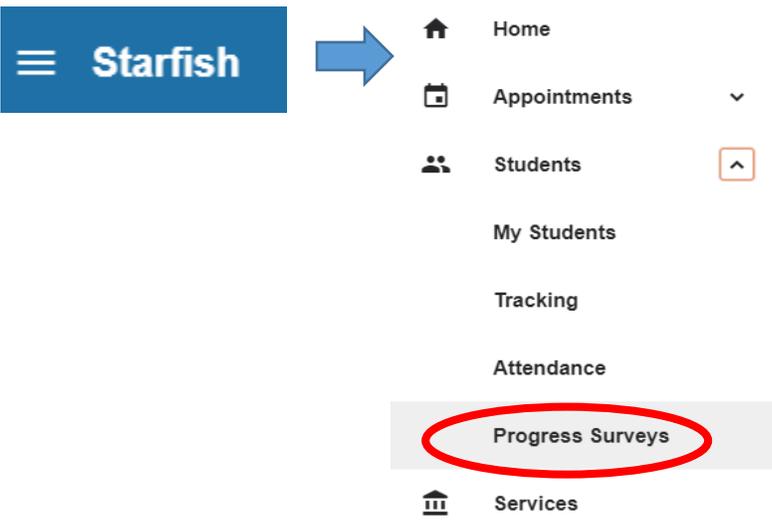
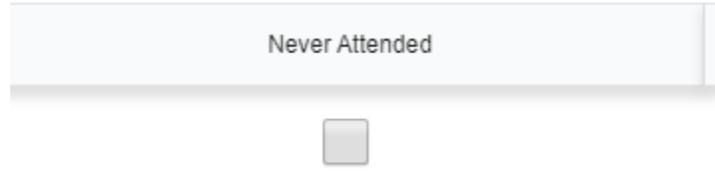
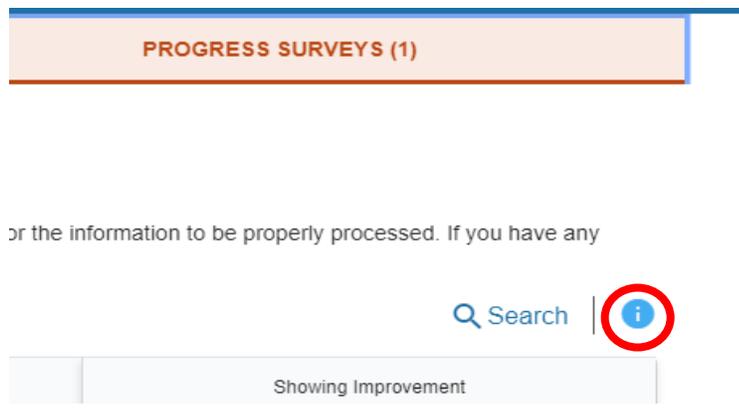


How to Complete the Enrollment Census Survey

<p>Log into Starfish</p>	<p>my.newpaltz.edu>Resources>Starfish</p>
<p>Click the three white lines on the left of the screen, select Students>Progress Survey</p>	 <p>The screenshot shows the Starfish navigation menu. On the left is a blue box with three white horizontal lines and the word 'Starfish'. To its right is a blue arrow pointing to a vertical list of menu items: Home (with a house icon), Appointments (with a calendar icon and a downward arrow), Students (with a person icon and a square box containing an upward arrow), My Students, Tracking, Attendance, Progress Surveys (highlighted with a red oval), and Services (with a building icon).</p>
<p>Select a box under “Never Attended” if any students have NEVER attended your class (or logged into Blackboard, for on-line courses) so far this semester.</p> <p>Non-attendance will be reported to various offices on campus (Records and Registration, Financial Aid, Student Accounts) as well as sending an automated email to the student and the student’s professional (non-faculty) advisor. If the student does not have a professional advisor, one will be assigned.</p>	 <p>The screenshot shows a light gray rectangular box with the text 'Never Attended' centered inside. Below the box is a small, empty square checkbox.</p>
<p>There are additional, <u>optional</u> possibilities for feedback about a student’s performance. For additional criteria about the options, click the information icon on the right of the screen.</p> <p>If you select one of these options, an email will be automatically sent to the student and the student’s professional advisor. Please be aware, the student can see both the item you raise and your comments.</p>	 <p>The screenshot shows a section titled 'PROGRESS SURVEYS (1)' in a light orange box. Below the title is a search bar with the text 'Showing Improvement'. To the right of the search bar is a blue circle containing a white lowercase 'i', which is circled in red. Above the search bar, there is a line of text: 'or the information to be properly processed. If you have any'.</p>
<p>If none of the options are pertinent to your students, click the “Submit” button, with no boxes checked.</p> <p>By clicking “submit” you are verifying you viewed and completed the survey.</p>	 <p>A blue rectangular button with the word 'SUBMIT' in white, uppercase letters.</p>

For questions, please contact Maria Richards, richardm6@newpaltz.edu or x3590