

### Instructions for Completing Student Progress Surveys

Enrollment Census/Early Alert Survey

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# Welcome to Starfish <sup>®</sup> at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

#### **Login Directions:**

- 1. Sign in to my.newpaltz.edu
- 2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

## Completing the Enrollment Census/Early Alert Progress Survey

- 1. Login to Starfish
- 2. Your main screen will show "Outstanding Progress Surveys"
- 3. Select the link to start the survey



NOTE: You can also access the survey by clicking the **menu** in the upper left corner and selecting **Students** and then **Progress Surveys**.

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MY STUDENTS	TRACKING	STUDENT SURVEYS	ATTENDANCE	PROGRESS SURVEYS (15)
Progress Surv	veys			
				Column Headers
hoose Survey		Δ		Never attended or never engaged in any course work
				This is a census item: Raise this flag for students who have never attended your course (for fully seated/hybrid/hyfiex courses) or never engaged in any course work (for online courses). PLEASE NOTE: Students will receive a copy of any notes or comments submitted
UE January 21, 2025 at 10	OD FM			when you raise this flag. This flag is visible to the student.
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- 4. Complete your assigned Progress Surveys:
  - A. Use this drop down to select the course section for which you are completing the survey.
  - B. Displays the title and course information for the selected survey and its due date.
  - C. Displays the instructions for the survey.
  - D. Displays further details on the columns in the survey.
  - E. Check the appropriate box(es) for each student. Comments on survey items may be required based on the survey. If they are optional, click the + to open a field to enter your comments. **NOTE:** If none of the items apply for a particular student, you are not required to check any boxes and can move on to the next student.

Name	Never attended or never engaged in any course work	Exhibits one or more area of academic concern	Off to a Great Start!
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<b>A</b>			

- F. Select RESET if you would like to clear ALL the work you've completed so far and start over.
- G. When you have finished providing feedback for all students for the selected course, select **SUBMIT**. You will be unable to re-access the survey once completed.
  - Selecting SUBMIT will submit the progress survey for all students in the entire class section.
- 5. A confirmation message displays indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.



### Submitting a BLANK Progress Survey

If you are co-teaching a course, or are not the primary instructor for a course, please complete a BLANK report.

- 1. Login to Starfish
- 2. Your main screen will show "Outstanding Progress Surveys"



- 3. Select the link to start the survey
- 4. Under **Choose Survey**, use the **drop-down menu** to select the co-taught course for which you will submit a blank survey

arfish			Q. Search for Students
MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (3)
CHOOSE SURVEY Genetics Lab (tal22_BIO321_04): Copy of TES	Student Academic Progress Survey   Fall22	$\odot$	
Genetics Lab (fall22_BIO321_04): Copy of TES	Student Academic Progress Survey   Fall 22		
DUE Sentember 22, 2022 at 10:00.304			

- 5. Make sure NOT to input any feedback for any students
- 6. Select the SUBMIT button on the bottom right corner of the screen
- 7. After clicking **SUBMIT**, a notification box will pop-up confirming that you would like to submit a BLANK survey. Click **SUBMIT**

X You haven't made any changes to this survey.	
Are you sure you want to submit this survey for <u>ALL</u> students in this section? You will not be able to view or edit this survey	
after you submit it.	
CANCEL	

8. A confirmation message displays indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey

SUBMIT