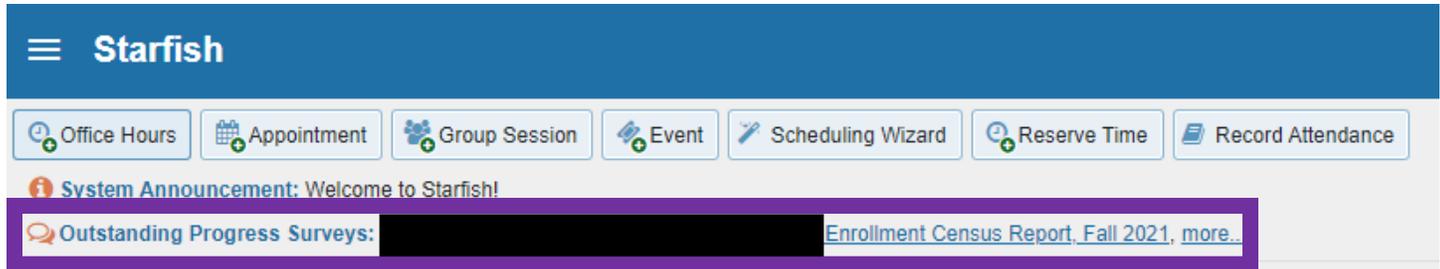


## Instructions for Completing the Enrollment Census Progress Survey Fall 2021

For assistance, contact the Center for Student Success at [studentsuccess@newpaltz.edu](mailto:studentsuccess@newpaltz.edu) or 845-257-3590.

1. Login to Starfish through my.newpaltz.edu or Blackboard with your New Paltz credentials
2. Your main screen will show “outstanding progress surveys”



3. Select the link to start the survey

The screenshot shows the 'PROGRESS SURVEYS (4)' section of the Starfish interface. It includes a search bar, tabs for MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (4). A dropdown menu (A) is open, showing the selected survey: "Enrollment Census Report, Fall 2021". Below the dropdown, the survey title (B) and due date (C) are displayed: "Enrollment Census Report, Fall 2021" and "DUE August 31, 2021 at 12:00 PM". A text block (D) provides instructions: "Thank you for helping New Paltz meet state and federal compliance requirements by completing the Enrollment Census Survey. INSTRUCTORS ARE REQUIRED TO CHECK A BOX FOR EVERY STUDENT, verifying whether a student has attended class at least once or 'Never Attended'. Do NOT hit submit after each individual student entry. The information automatically saves. ONLY hit submit when you have finished enter. More". A table (E) lists students with columns for Name, Attended at Least Once, and Never Attended. Each row has a checkbox for 'Attended at Least Once' and a checkbox for 'Never Attended'. A 'RESET' button (G) is at the bottom left, and a 'SUBMIT' button (H) is at the bottom right. A sidebar on the right shows 'Column Headers' for 'Attended at Least Once' and 'Never Attended' with descriptions and a note that flags are visible to the student.

- A. Use this dropdown 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:

“Thank you for helping New Paltz meet state and federal compliance requirements by completing the Enrollment Census Survey. INSTRUCTORS ARE REQUIRED TO CHECK A BOX FOR EVERY STUDENT, verifying whether a student has attended class at least once or "Never Attended". Do NOT hit submit after each individual student entry. The information automatically saves. ONLY hit submit when you have finished entering all the information for the entire class. If you have any questions, please contact the Center for Student Success at (845) 257-3590, or [studentsuccess@newpaltz.edu](mailto:studentsuccess@newpaltz.edu).”

D. The column headers will display when you select the info icon:

- Attended at Least Once: Use this tracking item to verify that your student has attended at least one class and/or logged into Blackboard.
- Never Attended: Raise on a student who has NEVER attended your course and/or logged into Blackboard.

Name	Attended at Least Once	Never Attended
 Student Name Banner Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Never Attended		
Comment required <input type="text" value="F"/>		
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>

E. Check the appropriate box for each student

F. For never attended, comments are required. If you wish to add optional comments for attended at least once, you may add them by expanding the comment box

G. Select RESET if you would like to clear all the work you've done so far and start over

H. **When you have finished providing feedback, select SUBMIT to complete the survey. You will be unable to re-access the survey once submitted**

- Selecting SUBMIT submits all progress surveys for all students in the entire class section

4. 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.

