Starfish | Student Success Platform

SUNY NEW PALTZ

Instructions for Completing the Enrollment Census Progress Survey

Welcome to Starfish® @ SUNY New Paltz!

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

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

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 with all members of our institution to address their specific needs.

Getting started is easy!

Log in Directions:

1. Sign in to my.newpaltz.edu.
2. Click "Starfish" Link under "Resources" (left-hand side).
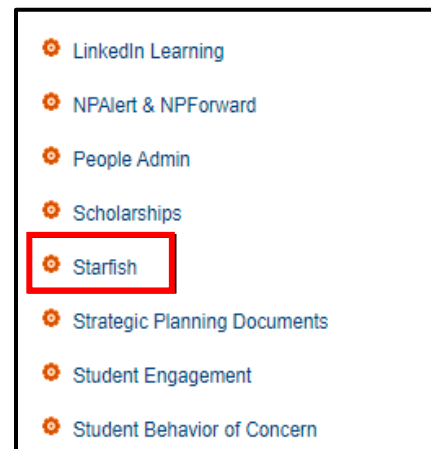
Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

Completing the Enrollment Census Progress Survey

1. Login to Starfish through my.newpaltz.edu with your New Paltz credentials
2. Your main screen will show "**Outstanding Progress Surveys**"
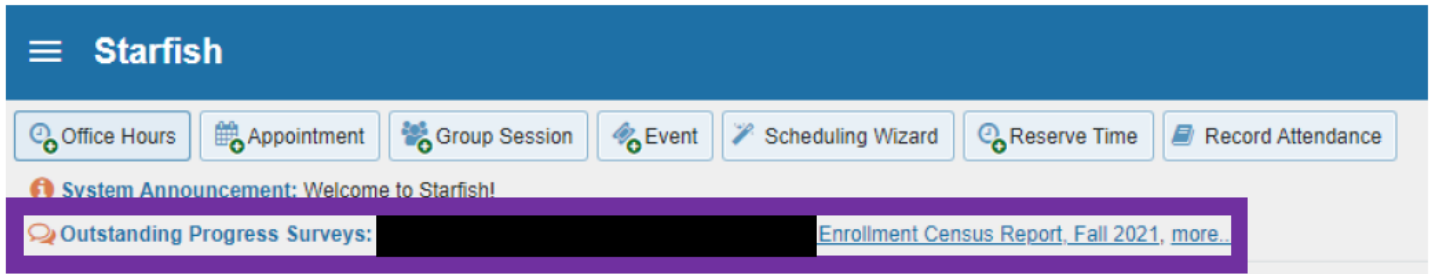
3. Select the link to start the survey
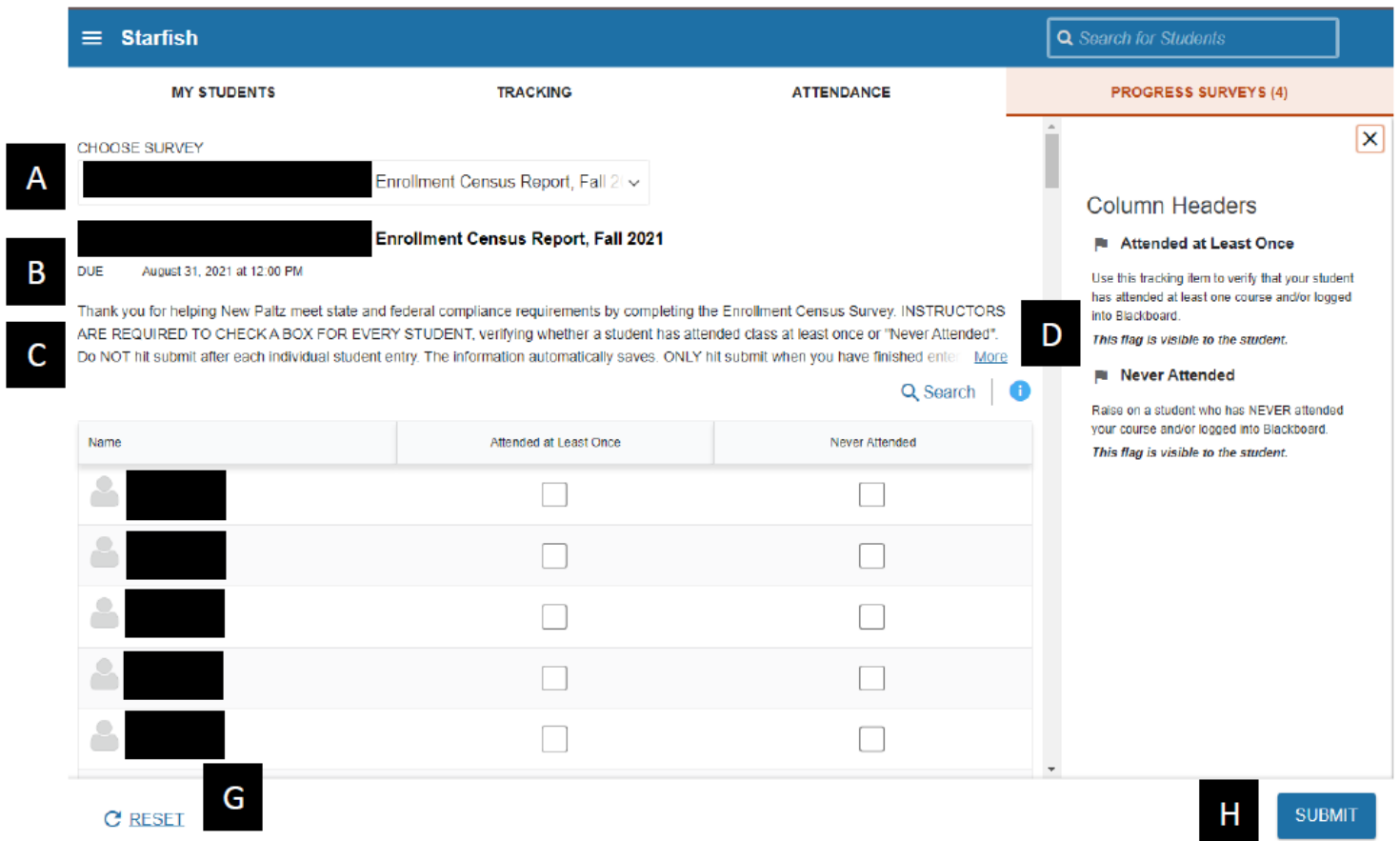
A. Use this dropdown to select the course section for which you are completing the survey
B. Displays the title and course information for the selected survey and its due date
C. Displays the instructions for the survey:

> "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."

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	☐ **E**	☑ ⊖
	Never Attended Comment required **F**	
Student Name Banner Number	☐	☐
Student Name Banner Number	☐	☐
Student Name Banner Number	☐	☐

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.

Thank you!

You have successfully submitted ▉▉▉▉ Enrollment Census Report, Fall 2021.

NEXT SURVEY