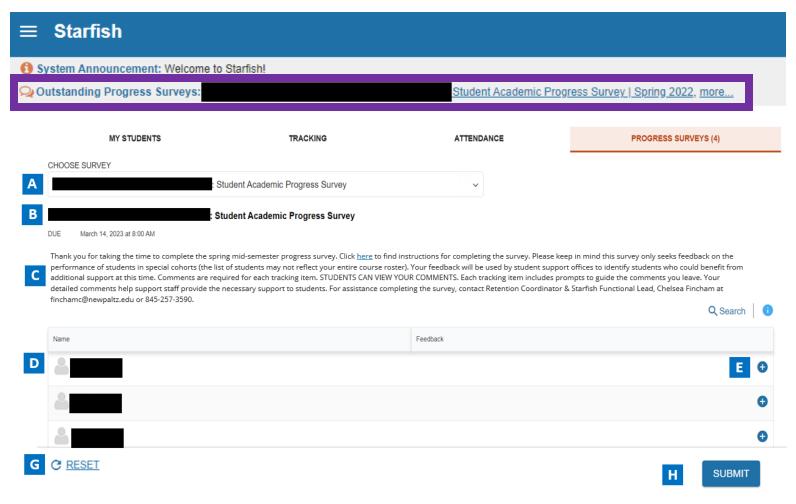# Instructions for Completing the Mid-Semester Progress Survey

Questions about completing the survey? Watch this [video](#).

1. Login to Starfish via my.newpaltz.edu
2. Your main screen will show "**Outstanding Progress Surveys**" – click the link to open and begin 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.
D. Displays your course roster
E. When the '+' is clicked, a list of available tracking items will be displayed.

Tracking items you can choose from for each student:

Tracking Items	When to use
KUDOS • **Grade of 'A'** • **Grade of 'A-'** • **Grade of 'B+'** • **Grade of 'B'** • **Grade of 'B-'**	Raise for students who currently hold that grade in the course. **COMMENTS ARE REQUIRED.** Please provide percent of final grade earned.
KUDO • **Grade of 'P'**	Raise for students who currently hold that grade in the course. *Grade of 'P' is used for pass/fail courses. **COMMENTS ARE REQUIRED**
FLAGS • **Grade of 'C+'** • **Grade of 'C'** • **Grade of 'C-'** • **Grade of 'D+'** • **Grade of 'D'** • **Grade of 'D-'** • **Grade of 'F'**	Raise for students who currently hold that grade in the course. *Grade of 'F' can be used for pass/fail courses. **COMMENTS ARE REQUIRED**. Please follow comment prompts to provide as much detail as possible regarding the students' progress in the course. When submitted, an advisor will be in touch with the student.
FLAG: • **Could Benefit from Academic Support Services**	Raise to indicate the student could benefit from academic support services such as subject tutoring, peer advising, writer's studio, etc. **COMMENTS ARE REQUIRED.**

F. When a tracking item is selected, a comment box with prompts will appear. Please follow the prompts to provide as much detail as possible regarding the students' status in the course. **Comments are required for each tracking item.** ==**Students receive a copy of the comments you provide**==.

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

3. 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.