

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

The screenshot shows the Starfish system interface. At the top, there is a blue header with the Starfish logo. Below the header, there is a system announcement: "System Announcement: Welcome to Starfish!". A purple banner highlights the "Outstanding Progress Surveys" section, with a link to "Student Academic Progress Survey | Spring 2022, more...".

The main navigation bar includes "MY STUDENTS", "TRACKING", "ATTENDANCE", and "PROGRESS SURVEYS (4)".

Under "PROGRESS SURVEYS (4)", there is a "CHOOSE SURVEY" dropdown menu (A) showing "Student Academic Progress Survey". Below it, a card (B) displays the survey title and a due date of "DUE March 14, 2023 at 8:00 AM".

Card (C) contains instructions for completing the survey, including a link to find instructions and a note that "STUDENTS CAN VIEW YOUR COMMENTS".

Below the instructions is a table (D) with columns for "Name" and "Feedback". The table lists three students with redacted names. To the right of each student name is a blue button with a white plus sign (+) (E).

At the bottom left, there is a "RESET" button (G). At the bottom right, there is a "SUBMIT" button (H).

- 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.

This image shows a close-up of the tracking items dropdown menu. The menu is open, displaying a list of checkboxes next to various grade levels and support options. The plus sign (+) button from the previous image is circled in red, indicating it was clicked to open this menu.

- Grade of 'A'
- Grade of 'A-'
- Grade of 'B+'
- Grade of 'B'
- Grade of 'B-'
- Grade of 'C+'
- Grade of 'C'
- Grade of 'C-'
- Grade of 'D+'
- Grade of 'D'
- Grade of 'D-'
- Grade of 'F'
- Could benefit from academic support services
- Grade of 'P'

Tracking items you can choose from for each student:

Tracking Items	When to use
<p>KUDOS</p> <ul style="list-style-type: none"> Grade of 'A' Grade of 'A-' Grade of 'B+' Grade of 'B' Grade of 'B-' 	<p>Raise for students who currently hold that grade in the course.</p> <p>COMMENTS ARE REQUIRED.</p> <p>Please provide percent of final grade earned.</p>
<p>KUDO</p> <ul style="list-style-type: none"> Grade of 'P' 	<p>Raise for students who currently hold that grade in the course. *Grade of 'P' is used for pass/fail courses.</p> <p>COMMENTS ARE REQUIRED</p>
<p>FLAGS</p> <ul style="list-style-type: none"> Grade of 'C+' Grade of 'C' Grade of 'C-' Grade of 'D+' Grade of 'D' Grade of 'D-' Grade of 'F' 	<p>Raise for students who currently hold that grade in the course. *Grade of 'F' can be used for pass/fail courses.</p> <p>COMMENTS ARE REQUIRED.</p> <p>Please follow comment prompts to provide as much detail as possible regarding the students' progress in the course.</p> <p>When submitted, an advisor will be in touch with the student.</p>
<p>FLAG:</p> <ul style="list-style-type: none"> Could Benefit from Academic Support Services 	<p>Raise to indicate the student could benefit from academic support services such as subject tutoring, peer advising, writer's studio, etc.</p> <p>COMMENTS ARE REQUIRED.</p>

- 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.

F Grade of 'C-'

Percent of Final Grade Earned:
 Attending Office Hours (Y or N)?
 Participating in class (Y or N)?
 Completed homework/class assignments (Y or N)?
 List missing assignments (if applicable):
 Knowledge gaps:
 Steps to improve performance:

- 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.

