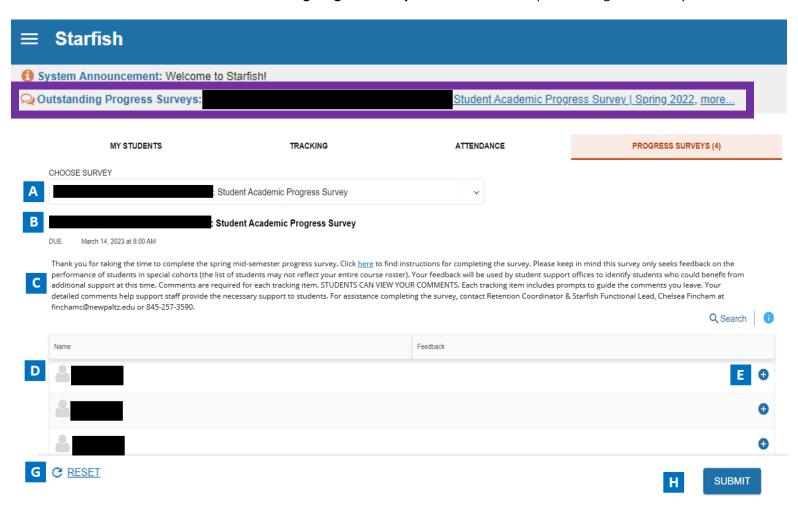
Instructions for Completing the Mid-Semester Progress Survey

For assistance completing the survey, contact Retention Coordinator & Starfish Functional Lead, Chelsea Fincham at finchamc@newpaltz.edu or 845-257-3590.

- 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	Raise for students who currently hold that grade in the course.
Grade of 'A'	
Grade of 'A-'	COMMENTS ARE REQUIRED.
Grade of 'B+'	Please provide percent of final grade earned.
Grade of 'B'	and the state of t
Grade of 'B-'	
FLAGS	Raise for students who currently hold that grade in the course.
Grade of 'C+'	COMMITMES ARE REQUIRED
Grade of 'C'	COMMENTS ARE REQUIRED.
Grade of 'C-'	Please follow comment prompts to provide as much detail as possible
Grade of 'D+'	regarding the students' progress in the course.
Grade of 'D'	
Grade of 'D-'	When submitted, an advisor will be in touch with the student.
Grade of 'F'	
FLAG:	Raise to indicate the student could benefit from academic support
Could Benefit from Academic	services such as subject tutoring, peer advising, writer's studio, etc.
Support Services	
	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 reaccess 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.

