

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

Starfish

System Announcement: Welcome to Starfish!

Outstanding Progress Surveys: [redacted] [Student Academic Progress Survey | Spring 2022, more...](#)

MY STUDENTS

TRACKING

ATTENDANCE

PROGRESS SURVEYS (4)

CHOOSE SURVEY

A

[redacted] : Student Academic Progress Survey

B

[redacted] : Student Academic Progress Survey

DUE March 14, 2023 at 8:00 AM

C

Thank you for taking the time to complete the spring mid-semester progress survey. Click [here](#) to find instructions for completing the survey. Please keep in mind this survey only seeks feedback on the performance of students in special cohorts (the list of students may not reflect your entire course roster). Your feedback will be used by student support offices to identify students who could benefit from additional support at this time. Comments are required for each tracking item. STUDENTS CAN VIEW YOUR COMMENTS. Each tracking item includes prompts to guide the comments you leave. Your detailed comments help support staff provide the necessary support to students. For assistance completing the survey, contact Retention Coordinator & Starfish Functional Lead, Chelsea Fincham at finchamc@newpaltz.edu or 845-257-3590.

Search

i

Name	Feedback
<div><div>D</div><div>[redacted]</div></div>	<div><div>E</div><div>+</div></div>
<div>[redacted]</div>	<div>+</div>
<div>[redacted]</div>	<div>+</div>

G

RESET

H

SUBMIT

- 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.

[redacted]

E

+

☐ 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

Tracking items you can choose from for each student:

Tracking Items	When to use
KUDOS <ul style="list-style-type: none"> 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.
FLAGS <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' 	Raise for students who currently hold that grade in the course. 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: <ul style="list-style-type: none"> 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.

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.

