Instructions for Completing the Early Alert Survey

For additional guidance, watch the following video: [CLICK HERE]

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 begin the survey.

**DO NOT CLICK SUBMIT ON THE SURVEY UNTIL YOU HAVE INPUTTED FEEDBACK FOR EVERY STUDENT.** Once you submit your survey, you cannot access it again.

A. Use this drop-down to select the course section for which you are completing the survey.
B. Displays the title and course information for the selected survey and it’s due date
C. Displays the instructions for the survey
D. The tracking items you can select from:

- **Acceptable Performance**
  - Use this kudo for students who are demonstrating sufficient performance in the course so far.
- **Student is doing well in class**
  - Use this Kudo for students performing well in class. Kudo and comments provided are viewable to the student.
- **Low Quiz/Test/Assignment Scores**
  - Use this flag for students who have been scoring low on quizzes, tests, and/or assignments. Flag and comments provided are viewable to the student.
- **Missing/Late Assignments**
  - Use this flag for students who have missing assignments and/or late assignments. Flag and comments provided are viewable to the student.
- **Attendance Concern/Low or infrequent access of online course content**
  - Use this flag for students who have frequently missed class sessions, have not accessed online course content regularly, or are frequently tardy. Flag and comments provided are viewable to the student.
- **Could Benefit from CSS Support Services**
  - Use this flag to indicate the student could benefit from skills development in time management and/or organizational management. Comments Required. Flag and comments provided are viewable to the student.
- **Non Academic Concern (Not Viewable to Student)**
  - Use this flag when you have a concern with a student’s behavior (non academic related). Flag and the comments you provide will NOT be viewable by students.

To review the messaging that is sent to student’s NP email when one of the above tracking items is assigned to them, click here.
E. Check the appropriate box for each student
F. Comments are required for Could Benefit from CSS Support Services and Non Academic Concern (Not Viewable to Student).

Keep in mind: Students receive a copy of the comments you provide for each tracking item (except the Non Academic Concern (Not Viewable to Student) Flag).

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.