

Instructions for Completing the Student Academic Progress Survey




For assistance, contact the Center for Student Success at studentsuccess@newpaltz.edu or 845-257-3590.

1. Login to Starfish through my.newpaltz.edu or Blackboard with your New Paltz credentials.
2. Your main screen will show “**Outstanding Progress Surveys**”



3. Select the link to begin the survey

- A. Use the 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. The tracking items you can select from display at the top of the student list:
 - **Mid-Semester Grade:** Use this tracking item to report a snapshot of the student’s mid-semester grade at this current point in the semester (i.e. "currently at ~B at 40% of course points earned...").
 - **Low Quiz/Test Scores:** Use this tracking item to indicate the student has not performed well on tests and/or major quizzes and it is having a significant impact on their overall course grade.
 - **Keep up the Good Work:** Faculty have the option to provide positive reinforcement to indicate the student is performing well.
 - **Could Benefit from CSS Support Services:** Use this tracking item to indicate the student could benefit from skills development in time management and/or organizational management.

| Name | Mid-Semester Grade | Low Quiz/Test Scores | Could Benefit from CSS Support Services | Keep Up the Good Work |
|---|--|--------------------------|---|--------------------------|
|  [Redacted] | E <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Mid-Semester Grade F <input type="text" value="Comment required"/> | | | |
|  [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  [Redacted] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- E. Check the appropriate box for each student.
 - F. Comments are required for the Mid-Semester Grade & Low Quiz Test Score flags. **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.
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.

