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.
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.