

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**

The screenshot shows the Starfish dashboard interface. At the top is a blue header with the Starfish logo and a hamburger menu icon. Below the header are several navigation buttons: Office Hours, Appointment, Group Session, Event, Scheduling Wizard, and Reserve Time. A system announcement box contains the text: "System Announcement: Welcome to Starfish! Learn more about Starfish here. Starfish Office Hours schedule. Questions? Contact Starfish Functional Lead, Chelsea Fincham". At the bottom of the dashboard, a purple banner highlights "Outstanding Progress Surveys" with a link to "Early Alert, more..."

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.

The screenshot shows the Starfish "Progress Surveys" interface. At the top is a blue header with the Starfish logo and a search bar labeled "Search for Students". Below the header are navigation tabs: MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (2). A dropdown menu labeled "CHOOSE SURVEY" is open, showing a selection for "Early Alert". Below the dropdown, a list of surveys is shown, including a due date of "January 19, 2024 at 12:00 AM". A warning message states: "DO NOT CLICK SUBMIT UNTIL YOU HAVE INPUTTED FEEDBACK FOR ALL STUDENTS. Thank you for taking the time to complete the spring Early Alert. Click here to find step-by-step instructions on completing the survey. Click here for video instructions. 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). Please be aware students can view the comments you provide (except for the non-". Below the warning is a table with columns: Name, Student is doing well in class, Low Quiz/Test/Assignment Scores, Missing/Late Assignments, Attendance Concern/Low or infrequent access of online course content, Could Benefit from CSS Support Services, and Non Academic Concern (Not Viewable to Student). The table contains three rows of student data, each with a checkbox in each column. At the bottom left is a "RESET" button, and at the bottom right is a "SUBMIT" button.

Name	Student is doing well in class	Low Quiz/Test/Assignment Scores	Missing/Late Assignments	Attendance Concern/Low or infrequent access of online course content	Could Benefit from CSS Support Services	Non Academic Concern (Not Viewable to Student)
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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](#).

☰ Starfish

🔍 Search for Students

MY STUDENTS
TRACKING
ATTENDANCE
PROGRESS SURVEYS (2)

CHOOSE SURVEY

A [Redacted] : Early Alert

B [Redacted] : Early Alert

DUE January 19, 2024 at 12:00 AM

C **DO NOT CLICK SUBMIT UNTIL YOU HAVE INPUTTED FEEDBACK FOR ALL STUDENTS.** Thank you for taking the time to complete the spring Early Alert. Click [here](#) to find step-by-step instructions on completing the survey. Click [here](#) for video instructions. 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). **Please be aware students can view the comments you provide (except for the non-**

Name	Student is doing well in class	Low Quiz/Test/Assignment Scores	Missing/Late Assignments	Attendance Concern/Low or infrequent access of online course content	Could Benefit from CSS Support Services	Non Academic Concern (Not Viewable to Student)
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G
RESET

H
SUBMIT

- 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.

