

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 screenshot of the Starfish 'PROGRESS SURVEYS' interface. The interface has a blue header with the Starfish logo and a search bar. Below the header are tabs for 'MY STUDENTS', 'TRACKING', 'ATTENDANCE', and 'PROGRESS SURVEYS (12)'. The 'PROGRESS SURVEYS' tab is active. Below the tabs is a 'CHOOSE SURVEY' dropdown menu showing 'Student Academic Progress Survey | Spring '22'. Below the dropdown is a 'SAVED' date of 'March 03, 2022 at 3:42 PM' and a 'DUE' date of 'March 03, 2022 at 8:00 PM'. Below the dates is a paragraph of instructions for the survey. Below the instructions is a table with columns for 'Name', 'Mid-Semester Grade', 'Low Quiz/Test Scores', 'Could Benefit from CSS Support Services', and 'Keep Up the Good Work'. The table has four rows of student data. Below the table are 'RESET' and 'SUBMIT' buttons.

- 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="checkbox"/> <i>Comment required</i>			
[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.

