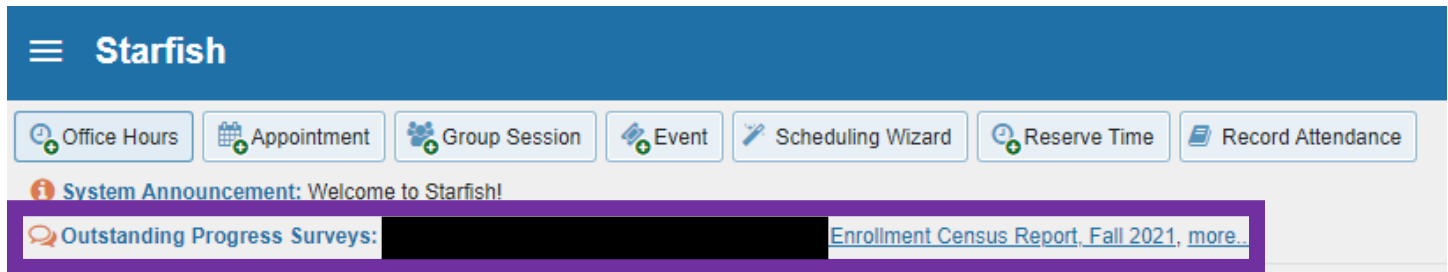


Instructions for Completing the Enrollment Census Progress Survey

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 start the survey

The screenshot shows the Starfish 'Progress Surveys' interface. At the top, there is a blue header with the Starfish logo and a search bar for students. Below the header are tabs for MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (4). The 'PROGRESS SURVEYS' tab is selected. The main content area is divided into several sections:

- A:** A dropdown menu labeled "CHOOSE SURVEY" with "Enrollment Census Report, Fall 21" selected.
- B:** A section displaying the survey title "Enrollment Census Report, Fall 2021" and the due date "DUE August 31, 2021 at 12:00 PM".
- C:** A block of text providing instructions for the survey, including a note that instructors are required to check a box for every student and to not hit submit after each individual student entry.
- D:** A search icon and an information icon.
- E:** A table with three columns: "Name", "Attended at Least Once", and "Never Attended". The table contains five rows of student data, each with a checkbox in the "Attended at Least Once" column and a checkbox in the "Never Attended" column.
- F:** A "RESET" button.
- G:** A "SUBMIT" button.
- H:** A "SUBMIT" button.





On the right side of the interface, there is a "Column Headers" panel with two options: "Attended at Least Once" and "Never Attended". Each option has a description and a note that the flag is visible to the student.

- A. Use this 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:

“Thank you for helping New Paltz meet state and federal compliance requirements by completing the Enrollment Census Survey. INSTRUCTORS ARE REQUIRED TO CHECK A BOX FOR EVERY STUDENT, verifying whether a student has attended class at least once or "Never Attended". Do NOT hit submit after each individual student entry. The information automatically saves. ONLY hit submit when you have finished entering all the information for the entire class. If you have any questions, please contact the Center for Student Success at (845) 257-3590, or studentsuccess@newpaltz.edu.”

- D. The column headers will display when you select the info icon:

- **Attended at Least Once:** Use this tracking item to verify that your student has attended at least one class and/or logged into Blackboard.
- **Never Attended:** Raise on a student who has NEVER attended your course and/or logged into Blackboard.

Name	Attended at Least Once	Never Attended
 Student Name Banner Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Never Attended Comment required <input type="text" value="F"/>		
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>
 Student Name Banner Number	<input type="checkbox"/>	<input type="checkbox"/>

- E. Check the appropriate box for each student
- F. For never attended, comments are required. If you wish to add optional comments for attended at least once, you may add them by expanding the comment box
- 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.

