



Starfish | Student Success Platform

SUNY NEW PALTZ

Instructions for Completing Student Progress Surveys

Enrollment Census/Early Alert Survey

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Welcome to Starfish[®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

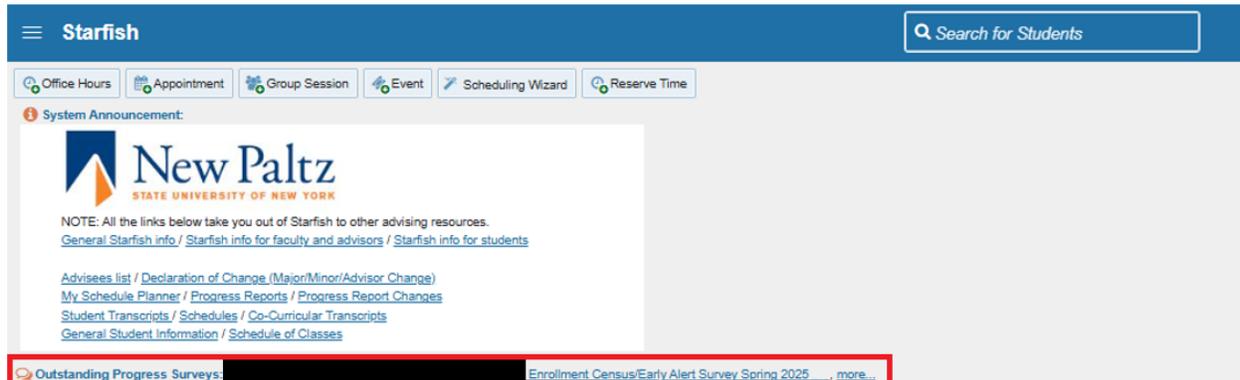
Login Directions:

1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

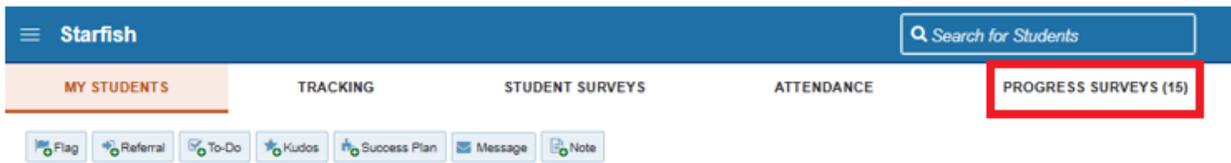
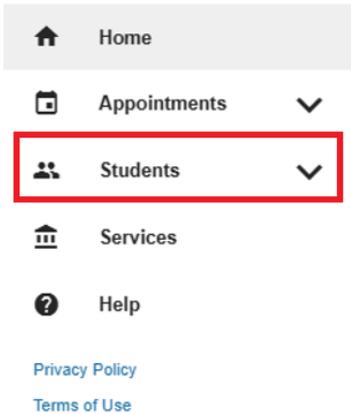
Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

Completing the Enrollment Census/Early Alert Progress Survey

1. Login to Starfish
2. Your main screen will show “**Outstanding Progress Surveys**”
3. Select the link to start the survey



NOTE: You can also access the survey by clicking the **menu**  in the upper left corner and selecting **Students** and then **Progress Surveys**.



MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE **PROGRESS SURVEYS (15)**

Progress Surveys

Choose Survey

[COURSE NAME][SURVEY NAME] **A**

[COURSE NAME] [SURVEY NAME] **B**

DUE January 31, 2025 at 10:00 PM **B**

DO NOT CLICK SUBMIT UNTIL YOU HAVE ENTERED FEEDBACK FOR ALL STUDENTS. Thank you for taking time to complete the Spring 2025 Enrollment Census/Early Alert survey. Click [here](#) to find step-by-step instructions on completing the survey. Please be aware students can view the comments you provide. Your feedback and detailed comments will be used. [More](#)

C

Search **D**

Name	Never attended or never engaged in any course work	Exhibits one or more area of academic concern	Off to a Great Start!
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F **G** **RESET** **SUBMIT**

Column Headers

Never attended or never engaged in any course work

This is a census item: Raise this flag for students who have never attended your course (for fully seated/hybrid/hyflex courses) or never engaged in any course work (for online courses). PLEASE NOTE: Students will receive a copy of any notes or comments submitted when you raise this flag.
This flag is visible to the student.

Exhibits one or more area of academic concern

This is the early alert item: Raise this flag for any number of academic related concerns - Attendance concerns, Low Quiz/Test scores, Missing/Late Assignments, etc. Please indicate in the comments which is the biggest concern for this student (as applicable). PLEASE NOTE: Students will receive a copy of any notes or comments submitted when you raise this flag.
This flag is visible to the student.

Off to a Great Start!

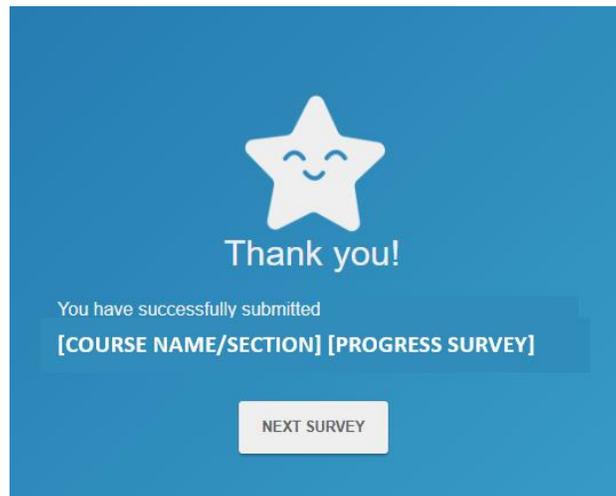
This is an early alert item: Use this kudos to recognize students who have started off the semester well.
This kudos is visible to the student.

4. Complete your assigned Progress Surveys:

- Use this drop down to select the course section for which you are completing the survey.
- Displays the title and course information for the selected survey and its due date.
- Displays the instructions for the survey.
- Displays further details on the columns in the survey.
- Check the appropriate box(es) for each student. Comments on survey items may be required based on the survey. If they are optional, click the + to open a field to enter your comments. **NOTE:** If none of the items apply for a particular student, you are not required to check any boxes and can move on to the next student.

Name	Never attended or never engaged in any course work	Exhibits one or more area of academic concern	Off to a Great Start!
[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/> E	<input type="checkbox"/> +
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> E
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

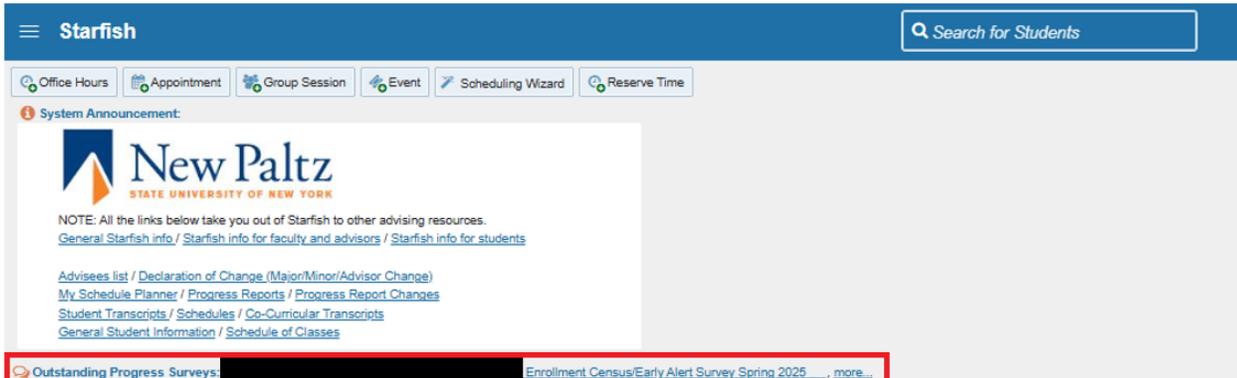
- F. Select RESET if you would like to clear ALL the work you've completed so far and start over.
- G. When you have finished providing feedback for all students for the selected course, select **SUBMIT**. You will be unable to re-access the survey once completed.
- Selecting SUBMIT will submit the progress survey for all students in the entire class section.
5. 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.



Submitting a BLANK Progress Survey

If you are co-teaching a course, or are not the primary instructor for a course, please complete a BLANK report.

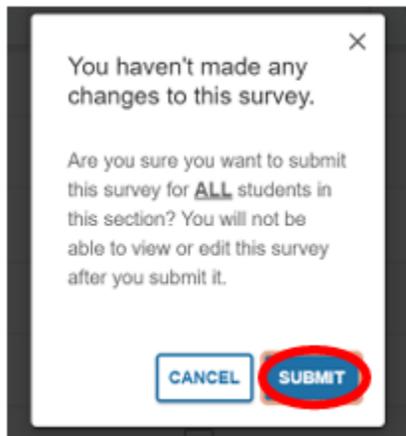
1. Login to Starfish
2. Your main screen will show “Outstanding Progress Surveys”



3. Select the link to start the survey
4. Under **Choose Survey**, use the **drop-down menu** to select the co-taught course for which you will submit a blank survey



5. Make sure NOT to input any feedback for any students
6. Select the **SUBMIT** button on the bottom right corner of the screen
7. After clicking **SUBMIT**, a notification box will pop-up confirming that you would like to submit a BLANK survey. Click **SUBMIT**



8. 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