

Census Progress Survey Directions via Starfish

Spring 2023



CENSUS 1 DUE February 8th @ 10AM

CENSUS 2 DUE March 22nd @ 10AM

CENSUS 3 DUE April 19th @ 10AM

GOAL: Identify students who have NEVER attended class. It is imperative if you have a student who has never attended class, that you report them through the first column of this survey. Faculty are required to submit information via Starfish Success. You will receive alerts and reminders when each survey is active if you are required to report.

1. Open **Google Chrome**

- ★ Tech Tip: *If you don't have Chrome or your browser is outdated, contact OIT at x6730 or [Download Here](#) for free at home.*

2. Login to **Starfish** <https://www.niagaracc.suny.edu/academics/starfish/>

- ★ Tech Tip: Use the same username and password as you do for your work computer.

3. Click on the **Starfish Login** link in the middle of the page.

4. Select the progress survey link on your Starfish **Home** page to go the **Progress Surveys** tab. (only visible when you have active surveys).

The selected survey opens, listing your students on the left, and items you may raise across the top.

5. Follow the Scenario:

- ★ **All students have attended class and I have no further feedback:** The default for Census Reporting for each student is ✓ "Have Attended At Least 1 Class". *If there are no students for a section you need to report as "NEVER Attended Class" AND you do not wish to provide optional feedback for the rest of the class, you may skip to Step 6 this time.*
- ★ **At least one student needs to be reported for non-attendance:** If you wish to report a student(s) for Census Attendance, check the box(es) in the column designated "NEVER Attended Class".
 - ★ OPTIONAL: Faculty have requested a Kudo for Good Academic Progress to-date and a general Academic Concern Flag (requires comments – Ex: missing assignments) be added to Census. Simply check the box in the corresponding column for each student.
 - ★ OPTIONAL: Click the comments icon (🗨️) to open a text box for your notes for any flag/kudo. Example: You can add a comment to Academic Concern that the student is in danger of failing due to low test scores.
- ★ Tip: Click the information icon (ℹ️) associated with an item for instructions and to verify whether the student can view the flag and related comments.

6. Click the **Submit** button **only** when you are finished providing feedback. **Repeat Steps 5-6 for each course**. Starfish will automatically go to your next course survey for you once you click submit.

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you are not ready to submit your survey.