

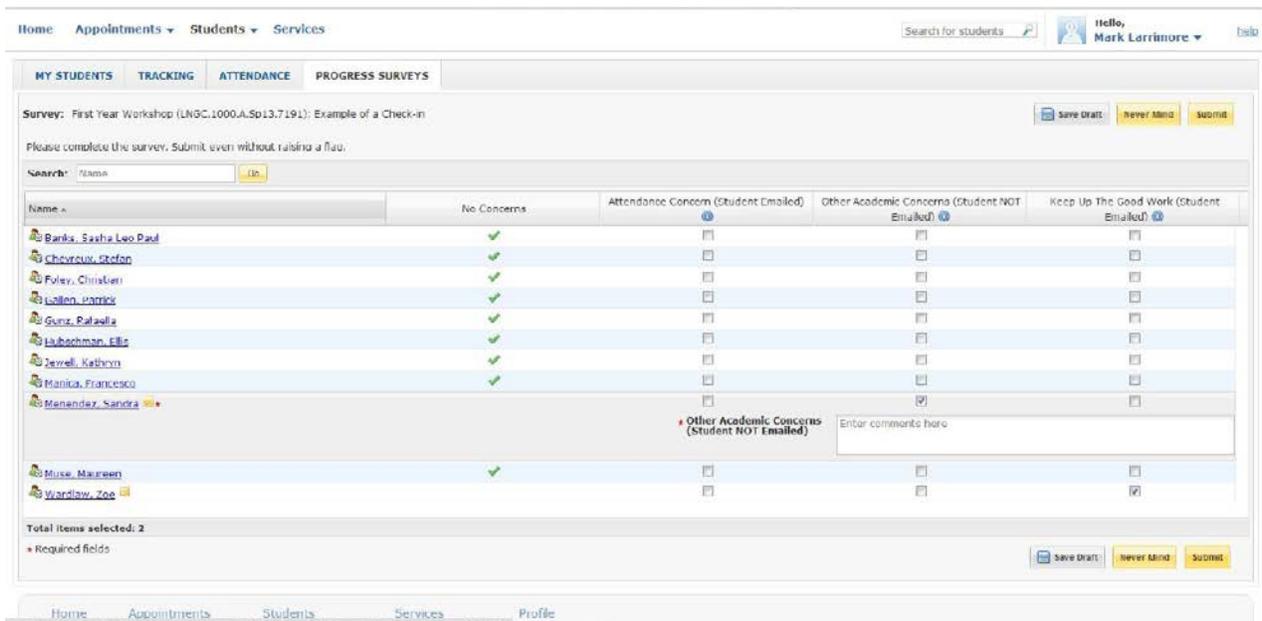
Faculty Guide to Check-ins (Progress Surveys)

- When you receive an e-mail from the Student Success Network (also known as *Starfish*) letting you know that a *Check-in (Survey of student's progress)* is available for one of your courses:
 1. Go to my.newschoo.edu and log in
 2. Click on the *Faculty* tab
 3. Then, click on *Login to Starfish* under the *Student Success Network* area. You must allow pop-ups in your browser.
 4. If you are using a tablet, such as an iPad, or have trouble accessing *Starfish* through my.newschoo.edu, go to <https://thenewschool.starfishsolutions.com/starfish-ops/support/login.html>

- Once you log in, you will see the *Check-ins* that are available to you on your *Home page*. If it's the first time you are visiting *Starfish*, you will have to go to Home to see the the check-ins.
- Click on the title of the course for which you'd like to complete a check-in.
- Please submit the survey to let us know that all is going well, even if you have no concerns about students in a course.

The screenshot shows the Starfish web interface. At the top, there is a navigation menu with 'Home', 'Appointments', 'Students', and 'Services'. A search bar and a user profile for 'Mark Larrimore' are also visible. Below the navigation, a system announcement is highlighted with a red circle: 'Outstanding Progress Surveys: First Year Workshop (LNOC1000A.S013.7191): Example of a Check-in'. To the right, the 'Office Hours Setup Wizard' is displayed, with steps for selecting days, times, and location. At the bottom, there are 'Close' and 'Set up Office Hours' buttons.

- Under the *Progress Survey* tab, you can double check which course you're seeing and the students who are registered for your class.
- Note that the default response "No Concerns" is automatically selected.
- After the "No Concerns" category, there is a column for each of the concerns or kudos that you can raise in the progress survey. To see if the concern that you raise will be followed-up by an academic advisor or another appropriate staff member click on .
- Some items will require you to enter a comment with more details about your concern.
- When you're finished entering your concerns, click *Submit* to save your responses.
- You will not be able to go back and edit/change your responses once you submit, so you will be prompted to confirm your intention to submit your responses.



Home Appointments Students Services

Search for students Hello, Mark Larrimore help

MY STUDENTS TRACKING ATTENDANCE PROGRESS SURVEYS

Survey: First Year Workshop (LNSC.1000.A.Sp13.7.19.1): Example of a Check-in

Please complete the survey. Submit even without raising a flag.

Search: Name Go

| Name | No Concerns | Attendance Concern (Student Emailed) | Other Academic Concerns (Student NOT Emailed) | Keep Up The Good Work (Student Emailed) |
|-----------------------|-------------------------------------|--------------------------------------|-----------------------------------------------|-----------------------------------------|
| Banks, Sasha Leo Paul | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chivroski, Stefan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Foley, Christian | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lallen, Jermic | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gunn, Rafaela | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LaBachman, Ellis | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Zemeli, Kathryn | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manika, Francesco | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mendez, Sandra | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Muse, Maureen | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wardlaw, Zoe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Total items selected: 2

Required fields

Save Draft Never Mind Submit

Confirmation [X]

Submitting this survey will create all selected items and will hide the survey from view in your Students area. Are you sure you want to continue?