Administrator Quick Start Guide

Using the Accudemia Interface

In this section we explore the Accudemia Layout and familiarize you with the menu items.

1. The Main Menu
2. Adding and Saving Items
3. Sorting and Searching in Tables

Setting up Accudemia for your College

These steps help you to get the basics setup for a new College and Centers. Later you'll customize the Centers in greater detail.

1. Setting up your Time Zone
2. Setting up the ID format
3. Setup your Centers & Services
4. Setting up Semester Dates
5. Entering College Off-times
6. Customizing Homepage widgets

Tracking Center Visits

These steps help you to get the basics set up for a new Center.

1. Customizing Recorded Information
2. Setting up your Sign-In Computers
3. Generating Reports
4. Importing Student Data

Analyzing Demographics Data

In this section, we explore how Accudemia can store demographics on Students for reporting needs through the use of a Profile Questionnaire.

1. Setting up Student Profile Questions
2. Allowing Students to Update their Profile Data
3. Generating Profile Reports

Customizing Accudemia

1. Organizing the Homepage
2. Controlling Notifications

Entering the Session Log

1. Setting up Session Log Options
2. Entering the Session Log
3. Generating the Session Log Report

Scheduling Appointments

1. Setting up Appointment Options
2. Setting Staff Assignments **OR** Copy the previous Semester Assignments
3. Entering Staff Schedule **OR** Copy another Tutor's Schedule
4. Scheduling Appointments
5. Viewing and Canceling Scheduled Appointments
6. Generating Appointment Reports

Collecting Feedback from Students

1. Setting up Surveys and Publishing to Students
2. Answering the Survey
3. Generating Survey Reports

Tracking Classroom Attendance

1. Setting up Classroom Attendance
2. Collecting Attendance Data
3. Using iPod or iPhone for Tracking Attendance
4. Classroom Attendance Reports

Using the Accudemia Referral & Early Alert System

1. Creating a Referral Template
2. Entering Follow ups
3. Closing a Referral
4. Viewing Referrals Reports

Other Functions

1. Sending Messages to Students
2. Viewing Who is Signed-In
3. Viewing Traffic Analysis Report
4. Changing Terminology
5. Using Student Groups
6. Sending Feedback to the Development Team

Advanced Topics

1. Connecting ADX to your College Data
2. Setting up Scheduled Import
3. Using SMS with Accudemia
4. Setting up System Access Roles
5. Setting up Restrictions
6. Setting up Integration with Office 365
7. Setting up Integration with Zoom
8. Managing Email Templates
9. Tutoring Assessments

Accudemia Guides/Handouts

- Accudemia - College Admin Setup Guide (PDF)
- Accudemia - Center Admin Setup Guide (PDF)

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