

Accudemia Webinar Learning Series

What Accudemia Can do for you!

<http://youtu.be/aM0vVPssG7U>

Accudemia is a web-based system for tracking your students, instructors, counselors, tutors and managing your centers & classrooms. You can schedule appointments, run center surveys, track center/classroom attendance, and generate reports that validate the centers importance/need for grants. Available anytime, anywhere with real-time reporting through an online cloud database.

Getting Started in Accudemia!

<http://www.youtube.com/watch?v=iY7YHf2Lc4E>

This is a webinar focused on new users setting up their college **Accudemia** website. This will hopefully help you get familiar with the system and have an idea of how to get things started with **Accudemia**.

Setting up Accudemia for your Center

1. [Set your Time Zone](#)
2. [Set you ID Format](#)
3. [Setup your Centers and Add Services](#)
4. [Setup Semesters/Terms](#)
5. [Set College/Center Off-times and Holidays](#)
6. [How to enter College News in Accudemia](#) (Optional, This is displayed to Users when they login)

Control Panel Settings

- [Tracking Settings > General](#)
- [Tracking Settings > Walk-ins](#)
- [Tracking Settings > Appointments](#)
- [Tracking Settings > Class Attendance](#)
- [Website Settings > Announcements](#)
- [Website Settings > Appearance and Themes](#)
- [Website Settings > User Accounts](#)
- [Website Settings > Terminology](#)
- [Website Settings > Email Templates](#)
- [Website Settings > Localization Options](#)
- [Website Settings > Profile Questionnaire](#)

Setting up your Sign-in Computers

Importing College Data

Generating Reports

[Accudemia User Voice Feedback Website \(http://accudemia.uservoice.com\)](http://accudemia.uservoice.com)

[Q & A Session](#)

Generating Reports in Accudemia!

<http://youtu.be/C0fitFMGDcY>

This is a webinar shows you how to generate reports with [Accudemia](#) that validate the effectiveness of your center and will become invaluable when submitting for grant funding for your institution.

[Filtering Reports](#)

[Report Formats](#)

[History Options](#)

["E-mail when complete" Feature](#)

[Report Types](#)

1. [Administrative Reports](#)
 - Reports related to administration information. As subjects, student list, and others.
2. [Center Attendance Reports](#)
 - Reports related to Appointments and walk-ins.
3. [Class Attendance Reports](#)
 - Reports related to Classes Attendance

[Q & A Session](#)

- Can we create a group of students based on a report? [Yes, Here's how to do this.](#)

Creating Surveys in Accudemia!

<http://youtu.be/XJr68BQUWD8>

This is a webinar explains how to create surveys with [Accudemia](#) that you can have students, tutors, and center visitors complete. Provides details on how you can have these surveys displayed. Topics covered:

[Types of surveys in Accudemia](#)

[Where to create a survey](#)

[How to create the surveys](#)

- [Example of Survey being created](#)

[Survey options](#)

[How to schedule surveys](#)

Sample Student Sign-in with Survey assigned to the Center

Reports Generated from the surveys

1. Survey Results
2. Session Survey Results

Tips on how to replace a survey with a newer version.

Previewing a Survey.

Q & A Session

1. If you set a reoccurring survey where do you set the frequency?
2. Can you set a survey to occur for a particular service type?
3. If you make changes to surveys does it warn you that answers have already been stored?
4. Is a survey linked to the student so you know who took the survey?
5. How do I limit reoccurring surveys to stop at a certain date?
6. How easy is it to link the survey to certain students or tutor groups?

Power User Features!

<http://youtu.be/1C1IGvIjk4M>

This is a webinar focused on learning helpful tools that a [Accudemia](#) Power User can use to get the most out of the [Accudemia](#) software for their institution. Topics covered:

Customizing the Institutions Homepage

Customizing your My Homepage

1. Using Google Shared Calendar
2. Create the College News Content
3. Add Content on My Homepage

Integrating iAccu with Accudemia

Power User Reporting options

- Format Options
- Exports
- Report Generated Groups

Utilizing the SMS texting feature

Customize the Sign-in Process

- Guest Sign-in
- Fixed Sign-in Station
- Intake System

Using the Grids Wisely

Creating Custom e-mail templates

Custom coding for developers

- Automating Banner Imports
- Custom Login placed on your college website
- Single Sign-on through your Portal Google Docs guide since skipped in presentation.

Q & A Session

1. Can I change the Sign-in Station screen for my Center?
2. Is it expensive to send SMS text messages to a large student group?
3. Can you create a group from a profile report?

New Semester Setup/Imports

<http://youtu.be/cQ8cjBBWFog>

This is a longer presentation than normal going through the importing process for the new semester as well as other tasks that you can do getting prepared for the next semester. Just a warning you may want to take a few breaks and try the imports in between watching each of them.

New Semester/End of Semester Cleanup

1. Cleanup any unresolved sign-ins
2. Run any necessary Reports
3. (Optionally) Export Data you want to backup
4. Create a New Semester (These can be done in advance)
5. Set Semester Offtimes (These can be done in advance)
6. Setting Tutor Schedules
 - Verify Student can make appointment with Tutor

Importing Basics

1. Downloading and installing ADX (Accudemia Data eXchange) on your PC
2. Logging into ADX
3. Creating a new Import Job in ADX
4. Mapping Fields on an Import Job
5. Determining Import Behaviors on an Import Job
6. Running the Import Now!
7. Verifying the import Succeeded

Primary Imports - Students, Classes, and Registration

1. Importing Students
 - Student Group Import Behaviors Tip
 - Student Import Example
2. Importing Subject Areas & Classes
 - Center/Classroom Import Behaviors Tip

- [Subject Areas & Classes Import Example](#)
- 3. [Importing Student Registration](#)
 - [Enrollment/Registration Import Behavior Tip](#)
 - [Enrollment/Registration Import Example](#)

[All-in-One Import](#) (Students, Classes, & Registration Combined)

[Additional Optional Imports](#)

- [Center Assignment Import](#)
- [Tutor Assignment Import](#)
- [Instructor Details Import](#)
- [Term/Semester Import](#)
- [Subject Areas Import](#)

[Importing Student Profile Information](#)

1. [Setting up the Profile Questionnaire](#)
2. [Headers Format on Profile Import](#)
3. [How to map Profile Questions on import](#)

[All CSV Import Sample Files](#)

Using the Accudemia Referral & Early Alert System (AREAS™) Effectively

<http://youtu.be/YSRNmTK7a4w>

This webinar is on **Using the Accudemia Referral & Early Alert System**. It covers setup, managing, and tips using the Early Alerts System as well as a great Question and Answer session in regards to the Early Alerts.

[Referral System Setup](#)

1. [Create a Referral Template](#)
2. [Fill-out the Referral Form](#)
3. [That's it, Time to take action!](#)

[Managing AREAS™](#)

- [The AREAS™ dashboard & options](#)
- [AREAS dashboard access](#)

[Referral Workflow Walk-through](#)

- [Create New Referral](#)
- [Followup on a Referral](#)
- [Example of Referral Admin's access](#)
- [Example of Referral Issuer's access](#)

[Early Alert system tips](#)

- [Use Appointment No-Shows and Class Absences for Referrals](#)
- [Handling Tutoring Requests](#)

Q & A Session

1. [Do you automatically get a notice the referral is past due?](#)
2. [Can only the referral owner close the referral?](#)
3. [Can you create a referral without a follow-up person?](#)
4. [Are all fields required on the referrals?](#)
5. [If you delete a referral can I still report on it?](#)
6. [What kind of reports do we have for referrals?](#)
7. [How do the e-mails look like? Are there email templates you can edit?](#)
8. [Are the referral emails encrypted that go out?](#)
9. [Can you escalate e-mails to a director?](#)

Ideas for the next Webinar?

[Click here](#) to submit an idea for the next webinar!

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