

ACCUTRACK FEEDBACK SURVEY SETUP OPTIONS

Purpose: This section allows you to configure the frequency and options/settings related to the **Traditional Feedback Surveys**.

Access: To get to the **Feedback Surveys Setup** options, click **Feedback Surveys** on the left-side menu of the **System Administration** screen, then click the **Setup** button in the lower-right of the screen.

Use this page to configure when the activity and tutor feedback surveys will be displayed to students. The survey is used to collect information from the student about his or her experience at your center and with the tutor. You have the option to display the survey at sign-in, sign-out, or only as an option on the Student Pad using the radio buttons.

The setup options in this section only apply to **Traditional Feedback Surveys**! The frequency, who sees them, and time-period in **Custom Surveys** are controlled directly from the **Feedback Surveys > Publish Custom Surveys** screen options and hence have no setup options in this section.

Here are the **Control Panel** options for the **Traditional Feedback Surveys** in Setup:

- **Feedback Survey Options** - Used to when you will present your surveys.
- **Activity Feedback Options** - Used to configure how often you will present the Activity Feedback Survey and for which activities you will present it...
- **Tutor Feedback Options** - Used to configure how often and under what conditions you will present the Tutor Evaluation Survey.

ACTIVITY FEEDBACK OPTIONS

To access the Activity Feedback Setup Options, click Feedback Surveys on the left of the main System Administration screen, then click the Setup tab. On the left side of the Feedback Surveys Setup screen, click Activity Feedback Options.

AccuSQL - Build 20.0.0

Close

Feedback Surveys Setup

- Feedback Survey Options
 - Activity Feedback Options
 - Tutor Feedback Options

Feedback Frequency:

☒ Collect student's feedback on activities after every st visit thereafter.
☐ Do not collect student's feedback on first visit
☒ Also collect student's feedback during this time period: From: To:
☐ Only show once per student [in specified period]

Feedback Activities

Get feedback on these activities

but not on these activities

ACADEMIC DEVELOPMENT
 ACDVB210 Readiness for Academic Success
 ART-101 Fundamental of Art Techniques
 ART-101 Fundamental of Art Techniques
 ART-210 Art History and Appreciation
 Academic Composition
 Academic Composition
 Academic Composition
 Academic Composition
 Academic Composition
 Academic Counseling
 Academic Use
 Academic Use
 Academic Use
 Administrative Office Procedures

Lab:

Cancel Save

Use this page if you want to collect feedback from visitors on the activities at your center. Start by setting up the frequency of the feedback collection and then select the activities you want to get feedback on. Check **Collect student's feedback on activities after every X visit thereafter** box if you want to collect feedback on services. If checked then you can also indicate how often to collect the feedback by setting X in the number field. For example, enter 2 if you want to collect feedback after every 2nd visit to the activity. The number of visits is counted from the beginning of the semester.



When figuring out the number of visits, AccuSQL/AccuTrack will only count visits to the current activity. This is useful in cases where the visitor comes in for more than one activity so they will not get the traditional feedback survey too frequently if using every other visit, etc.

Check the **Do not collect student's feedback on first visit** box if you don't want to collect feedback on the first visit to an activity. Typically this is used if you really want to collect feedback on every visit but maybe not on their very first time in the center.

Feedback Frequency:

☒ Collect student's feedback on activities after every st visit thereafter.

☐ Do not collect student's feedback on first visit

☒ Also collect student's feedback during this time period: From:  To: 

☐ Only show once per student [in specified period]

Check the **Also collect student's feedback during this period:** box if you want AccuSQL/AccuTrack to collect feedback on services during a certain time period. Enter the start and end date of the time period using the date entry boxes. If you only want to show the feedback once per student during a specified, click this checkbox.

Feedback Activities

Get feedback on these activities

but not on these activities

Academic Use		Academic Counseling
Adv Appt		Academic Use
Advanced C++ Programming		Additional Services
Advanced C++ Programming		Advising Tour
Algebra 1		Bassoon
Algebra 1		Breakfast
Algebra 1		Clarinet
Algebra 2		Creative Writing 1
Algebra 2		Degree Audit
Algebra 2		Dinner
Calculus		Drums
Calculus		ESL
Calculus		Guitar
Career Placement		Help with FAFSA issues
Degree Audit		Information on FAFSA
Cred Check		

Use the Selection List Boxes control to select the activities you want to collect feedback on. By default, all activities are put in the "Do not collect feedback" box. Move the activities you want feedback collected on to the "Get feedback on these activities" box.

You must have your Lab drop-down box set to **-Default-** to set your Activity feedback options.

TUTOR FEEDBACK OPTIONS

To access the Tutor Feedback Setup Options, click Feedback Surveys on the left of the main System Administration screen, then click the Setup tab. On the left side of the Feedback Surveys Setup screen, click Tutor Feedback Options.

AccuSQL - Build 20.0.0

Close

Feedback Surveys Setup

Feedback Survey Options

Activity Feedback Options

Tutor Feedback Options

Feedback Frequency:

☐ Collect student's feedback for Tutor Evaluation after every 1st meeting with tutor.

☐ Count it as a meeting only if it's an appointment and student shows up

☐ Do not collect student's feedback on first visit

☐ Also collect student's feedback during this period: From: 12/20/2016 To: 12/31/2016

☐ Only show once per student [in specified period]

Lab: Math Lab

Cancel Save

Use this page if you want to collect feedback from students about their tutors. Start by setting up the frequency of the feedback collection and then select the activities you want to get feedback on. Check **Collect student's feedback on activities after every X visit thereafter**. For example, if you enter "2", AccuSQL/AccuTrack will collect feedback from the user on every 2nd visit with the tutor. If you do not wish to collect feedback from visitors on the tutors, simply uncheck this box. If the **Count visit as meeting only if it's an appointment and the student shows up** option is unchecked, AccuSQL/AccuTrack will not count no-shows when counting the number of visits for determining whether to collect feedback. If the **Do not collect student's feedback on first visit** option is checked, AccuSQL/AccuTrack will not collect feedback after the first visit or meeting with the tutor.

Feedback Frequency:

☒ Collect student's feedback for Tutor Evaluation after every 2nd meeting with tutor.

☐ Count it as a meeting only if it's an appointment and student shows up

☐ Do not collect student's feedback on first visit

☒ Also collect student's feedback during this period: From: 09/26/2018 To: 12/31/2018

☐ Only show once per student [in specified period]

Use the **Also collect student's feedback during this period:** option to collect feedback during a certain time period. For example, you might select the final week of the semester here.

Tutor Feedback surveys are used to collect information from students about their experience with a particular tutor. If you want to collect information from tutors about their experiences with students, you would direct the tutors to enter session notes using the Session Log. You can also create tutor **Session Questionnaires** in the **Session Log > Session Questionnaire Setup** screen.

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