



Welcome to VETtrak AcademyPlus!

This session is specially designed for <u>your</u> learning experience, based on your feedback.

We will be covering the subject through a series of modular sections that focus on the **VET**survey product and it's operation.

Let's collaborate and learn together.

Video Link:

https://youtu.be/OGX2Gitjwdw





This session will cover:

- 1. Getting Started
- 2. Navigating & Configuring VETsurvey
- 3. Courses, Facilitators, Projects & Workshops
- 4. Creating a Survey
- 5. Parameters
- 6. Building/Sending Survey Links
- 7. Viewing Survey Responses
- 8. Exports/Reports

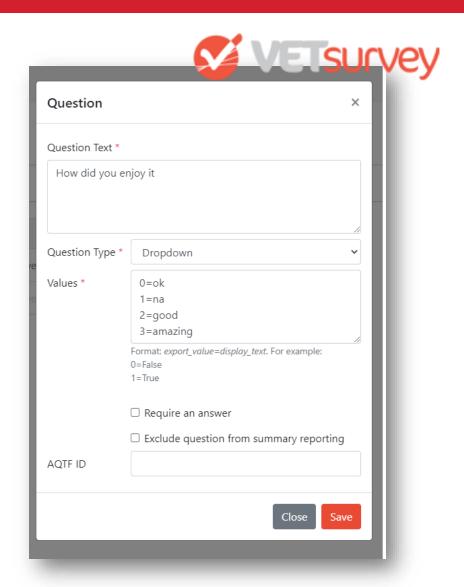






VETsurvey is a fully compliant survey creator, built <u>specifically</u> for education institutions.

It allows for the easy creation and distribution of surveys for all training organisations, large and small.

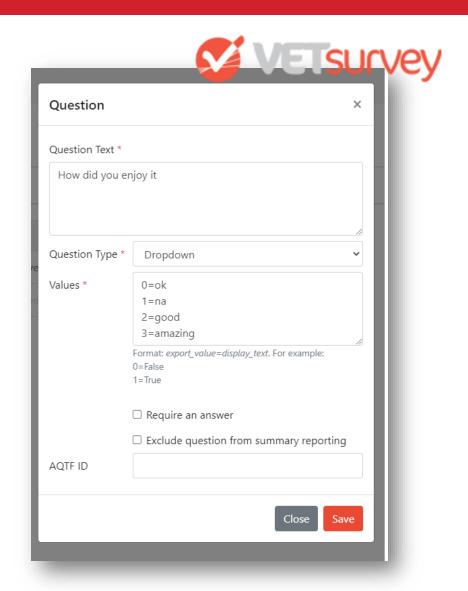




VETsurvey is a fully compliant survey creator, built <u>specifically</u> for education institutions.

It allows for the easy creation and distribution of surveys for all training organisations, large and small.

Note: If you don't have access to this product - simply contact your VETtrak account manager for more info!





Accessing **VET**survey

Your particular instance of **VET**survey is located at a unique web link for your company.

This link will resemble something akin to the following:

http://<YourDomain>.vetsurvey.com.au/admin

In this URL, the **<YourDomain>** section will reference naming/branding for your company/RTO.





Once you have navigated to your site, a **VET**survey login dialog will display.

Simple enter your login credentials originally provided by **VET**trak.

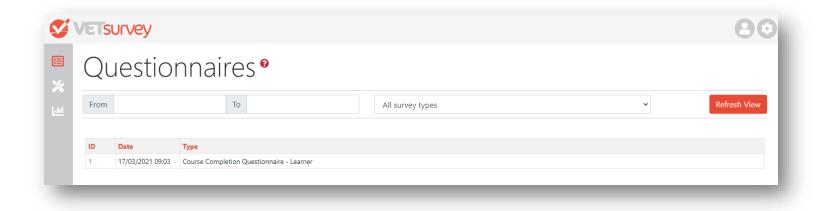
Note: If you are unsure of the details for this login, contact VETtrak support for assistance.

Sign in	
https://suppo	ort.vetsurvey.com.au
Username	
Password	
	Cancel Sign In





Once you have successfully logged in, the **Questionnaires** page will display:



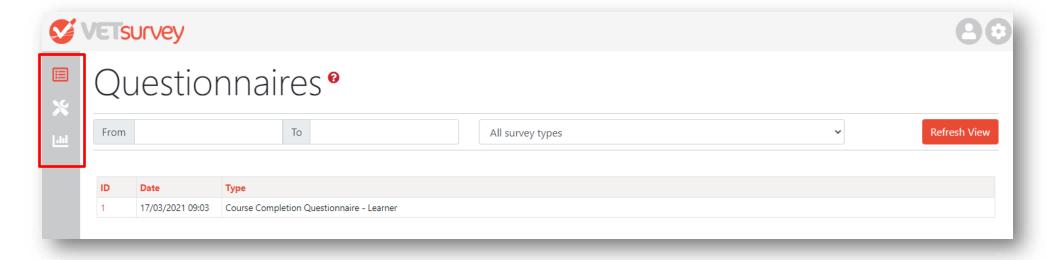
At this point you are ready to start managing **VET**survey items!







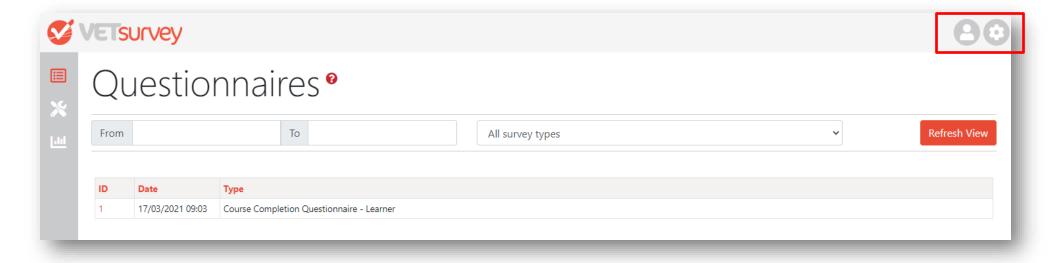
The primary form of navigation within **VET**survey is achieved though the menu on the left side of your **Admin screen**:







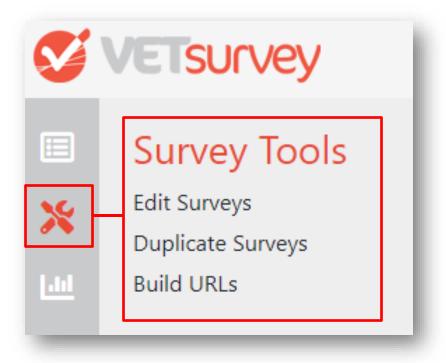
There are also options for adjusting generic **Settings** and **Account Options** located across the top of the screen:







You can access sub-menus for different options by clicking the appropriate menu icon:







Configuration

The **Configuration** option for **VET**survey is used to manage the majority of backend details for the tool – particularly **integration** settings:

Ø	VETsurvey			<u>e</u>
□ ×	Configuration Configuration options for VETsurvey, your web			
	Settings & Integration API connection and email settings, plus manage of	ustomisable aspects of the site.		
	Survey Misc.			
	Courses Set the courses that are offered by your organisation within VETsurvey.	Facilitator Set the list of Trainers.	Locations Set the list of Locations.	Projects Set the list of Projects.
	➡ Workshops Set the list of Workshops.			





Configuration

The first **Configuration** item we will focus on is the **Settings & Integration** centre. This is where you configure a range of 'general' **VET**survey settings:

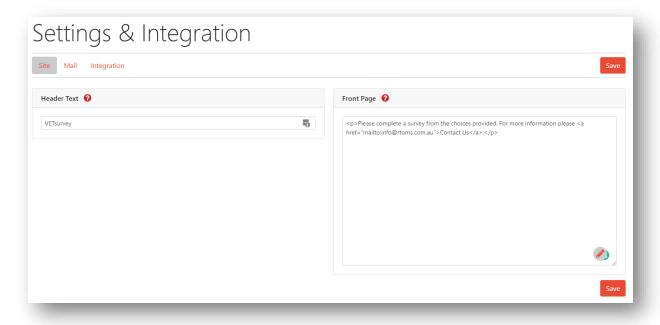
	VETsurvey				e
■ ※	Configuration Configuration options for VETsurvey, your web				
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	★ Workshops Set the list of Workshops.				





Settings & Integration - Site

The **Site** section allows you to edit some immediate student-facing details for **VET**survey, such as **Header Text** and **Front Page** details:

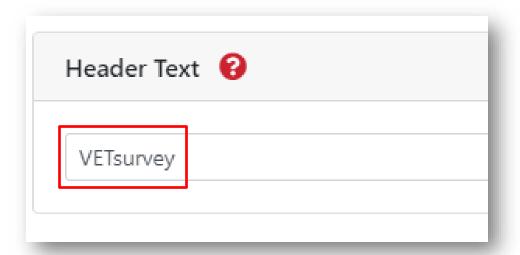






Within the **VET**survey **Header Text** box, you can enter what text you wish to display to people viewing your VETsurvey site.

Note: If you have configured mutiple business images to display at the top of your site (the default branding option) this setting can be ignored.







The **Front Page** section allows you to edit text that will display with **VET**survey.

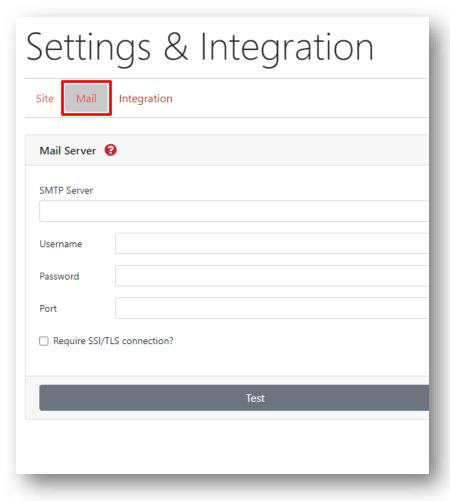
While you can enter plain text in this box, simplistic HTML markup can also be used to add formatting to the body of the text – as well as adding links and images!

Please complete a surv href="mailto:info@rtoms.c		e information pleas	se <a< th=""></a<>





Within the Settings & Integration area **VET**survey can be configured to integrate with **Mail Server** options, allowing the direct sending of emails to students.

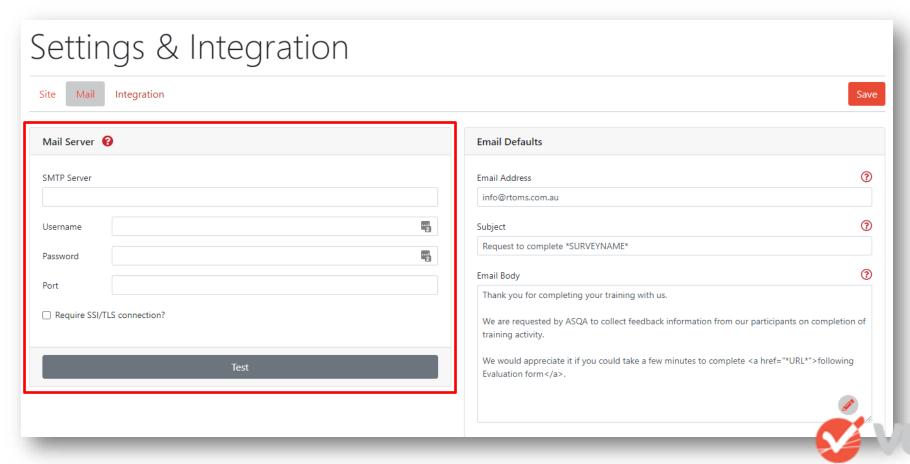






Settings & Integration - Mail

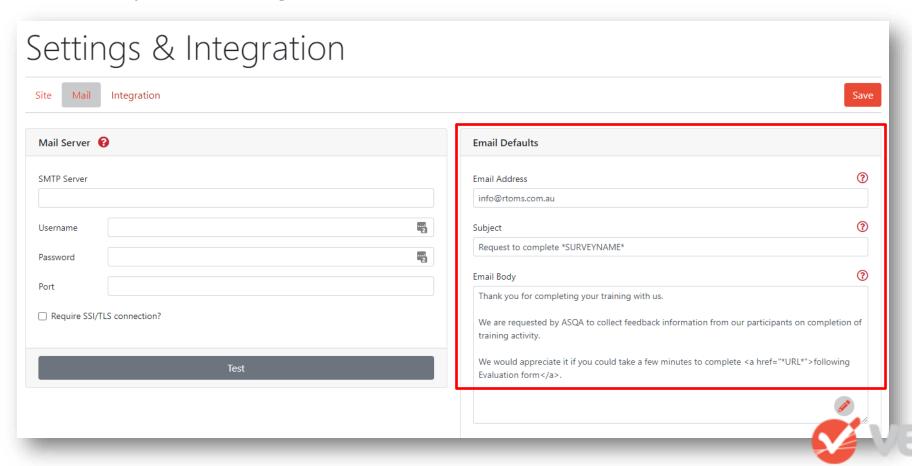
On the left, valid **SMTP / Mail Server** details will need to be configured:





Settings & Integration - Mail

On the right hand side, you can configure the default **Email Content** to be sent.

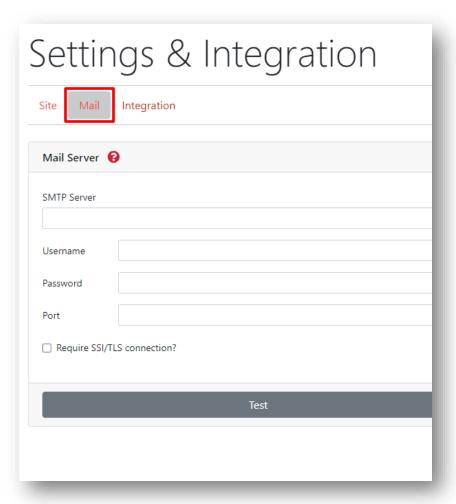




We will go into more detail on **VET**survey Email as part of this presentation as we explore the ability to create URLs for users.

Related Help Centre Article:

Special Variables in VETsurvey

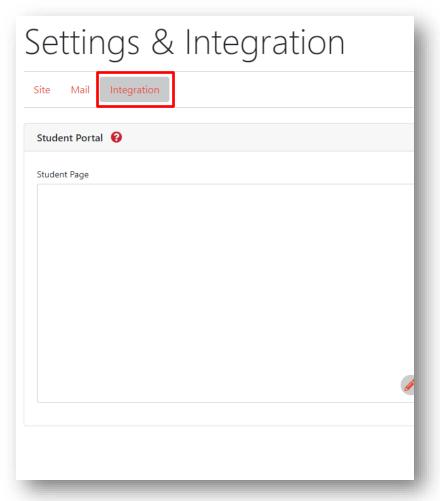






The final tab of the Settings & Integration area of **VET**survey is the **Integration** option.

This area is dedicated to setting up additional API details, as well as information that will appear in the **VET**trak Student Portal.

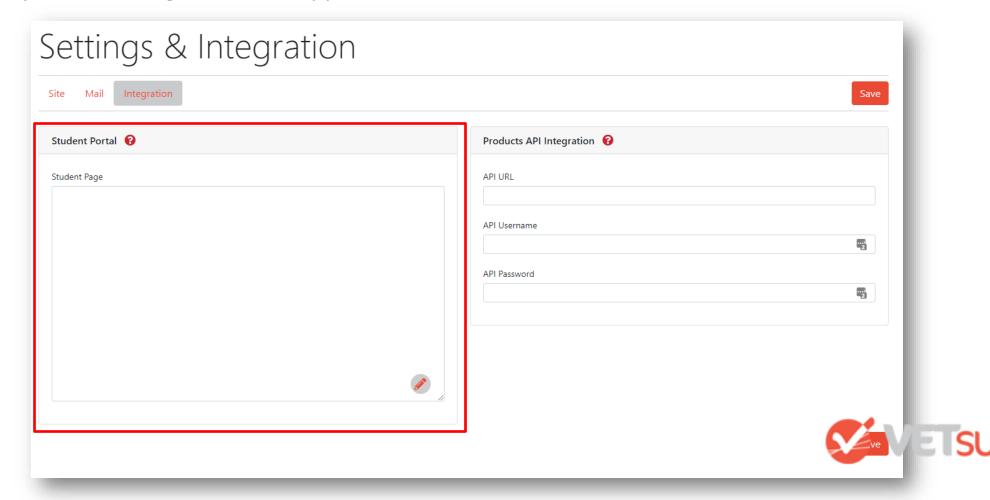






Settings & Integration - Integration

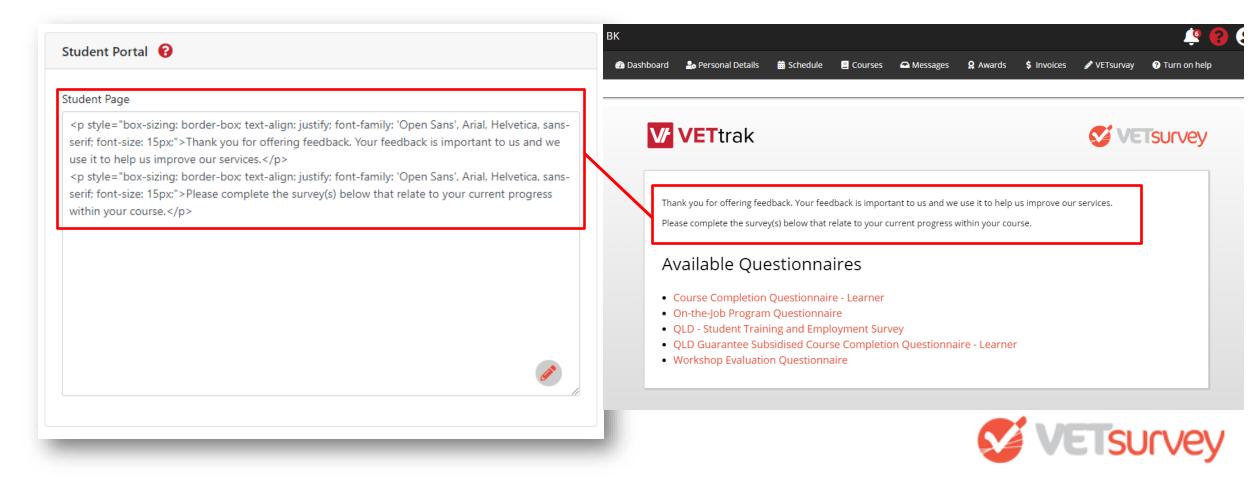
On the left, you can configure text to appear in the **VET**trak Student Portal:





Settings & Integration - Integration

Text entered in this area can utilise simple HTML/Markup formatting like so:





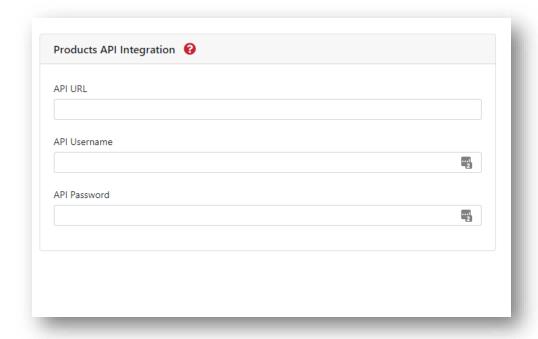
Settings & Integration - Integration

If you are **VET**trak **Hosted** customer, you can configure the **VET**trak **Products API** to talk to **VET**survey.

This will allow you to pull **List data** directly from **VET**trak, ensuring your data is always up to date.

What is included in your **List Data?** These include Programmes, Staff Members, Locations and Qualifications derived from **VET**trak.

Note: If you are a Hosted customer and do not have details for a Products API, please contact VETtrak.



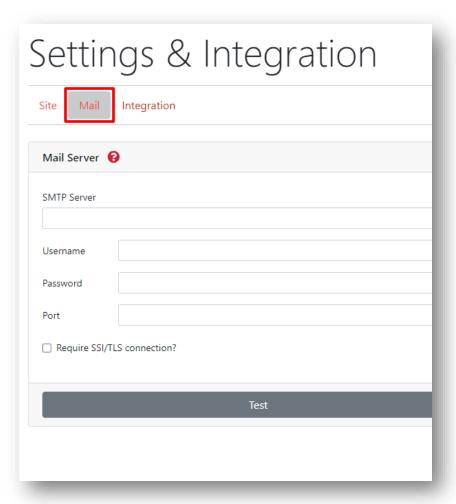




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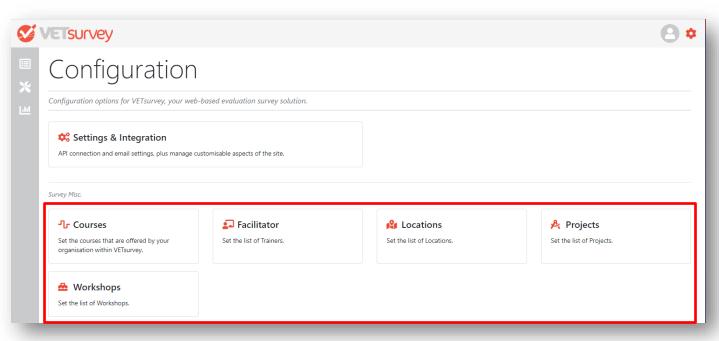




Configuration – Survey Misc

VETsurvey makes use of some particular **Standard Fields** to organise and sort the information you capture.

These five options within the configuration area include Courses, Facilitator, Locations, Projects and Workshops:



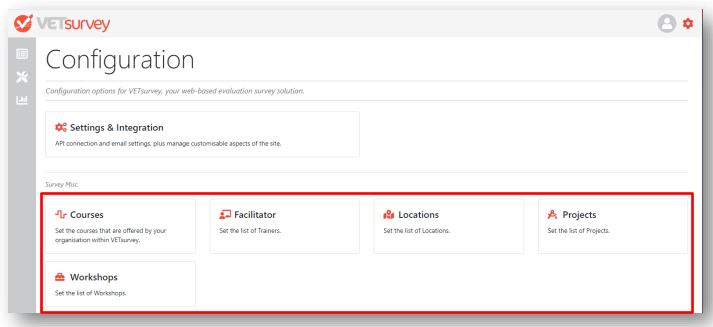




Configuration – Survey Misc

The creation of these **Standard Fields** will allow you to associate them with your surveys, and then make use of the created items to filter your survey results.

For example, viewing **<Who>** did **<Course>** with **<Facilitator>**.

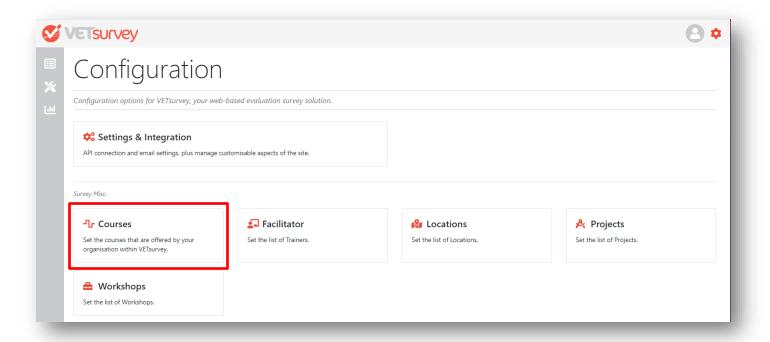






Configuration – Survey Misc

To create/add a new selection for these items, select the heading that you wish to manage:



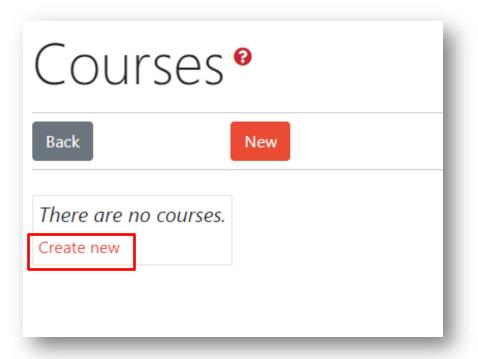




Configuration – Survey Misc

In this example, there are no entered courses to manage.

You can quickly create a new one by pressing the **Create New** text:



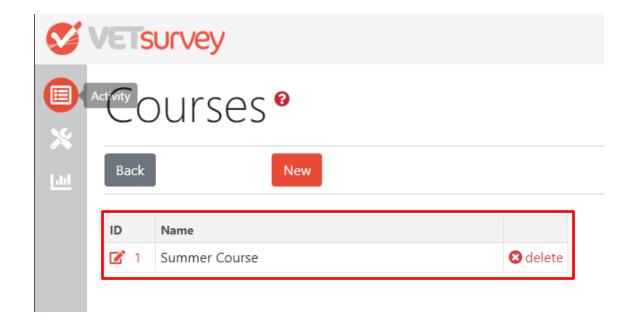




Configuration – Survey Misc

Enter the details you wish to use for this course, and it will be created and added to the list.

With this done, you can now manage existing items by either using the **Pencil** icon to the left-hand side of the items name – or the **Delete** option to the right.





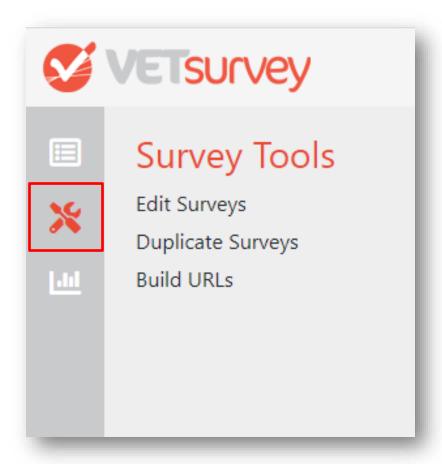




Survey Tools

With the management options and settings out of the way – It's time to look at the real core of **VET**survey – **Creating and Managing Surveys!**

From the main navigation area on the left, you can select the **Survey Tools** option (pictured) to access this area.

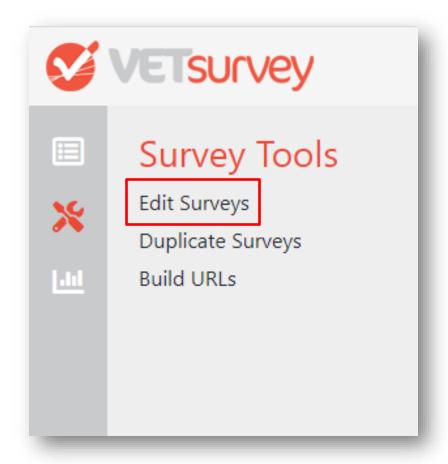






Survey Tools

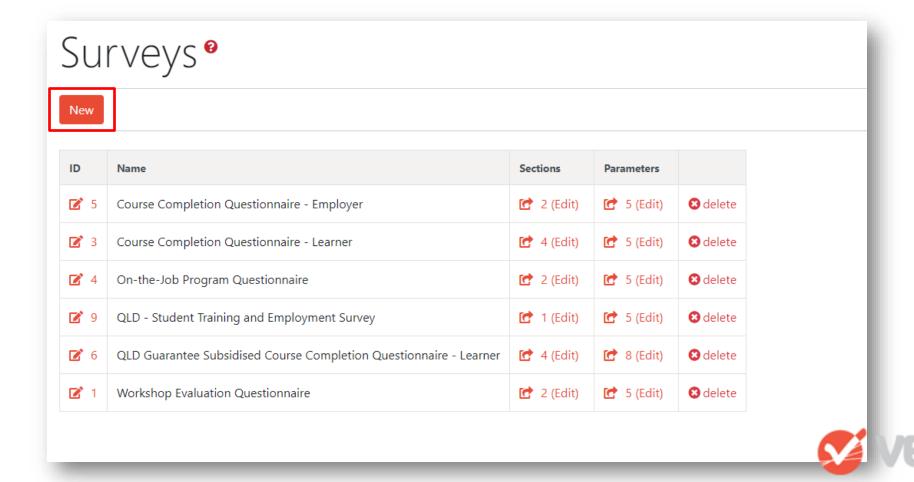
To start creating surveys, select the **Edit Surveys** option:







This will display your **Surveys Respository** – with any existing Surveys. Click the **New** button to get started!

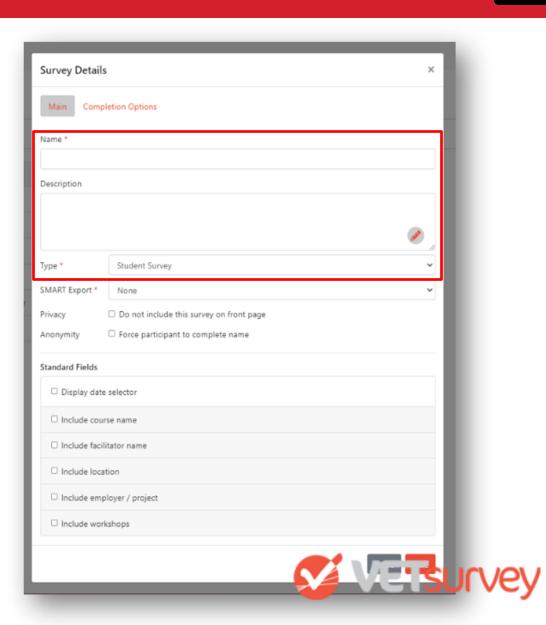




Start by entering your 'top level' information, such as **Name**, **Description** and **Type**.

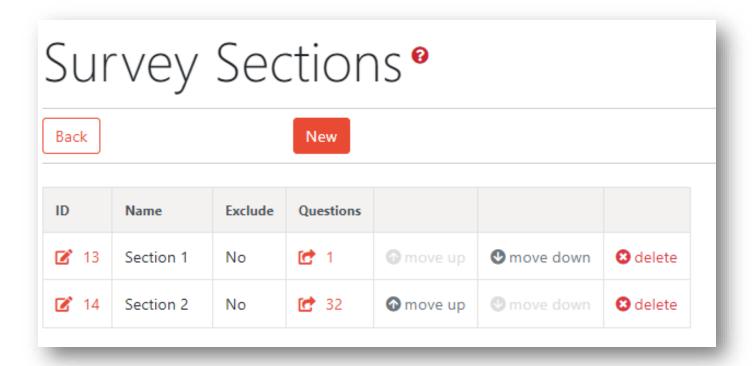
Details regarding **Standard Fields** are also available within this area.

Note: Selecting the **Type** is important as it can impact where this Survey is immediately available within the VETtrak Student Portal.





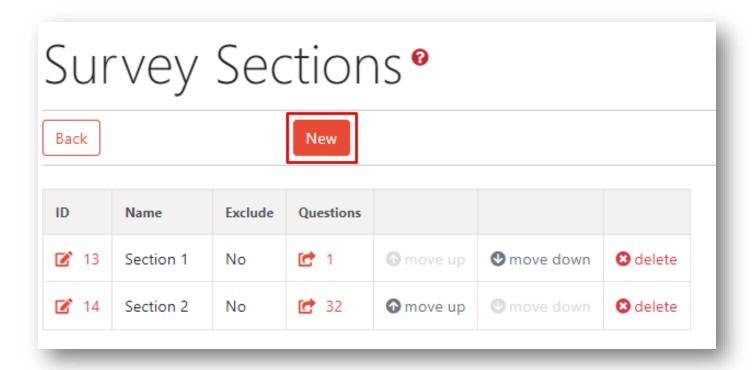
Once your top level information is entered and the Survey is created, you can being managing/editing the **Sections** that will group together your questions.







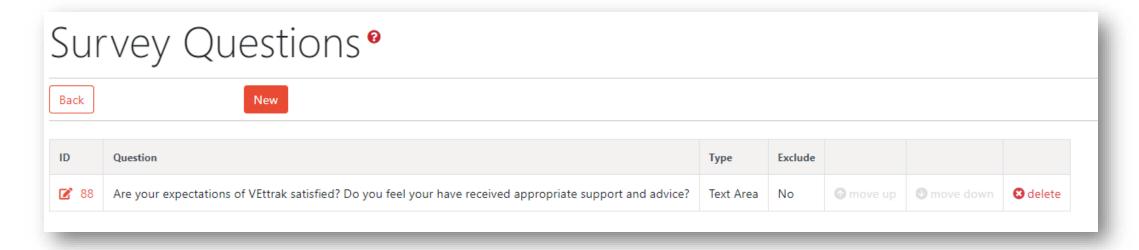
Adding a **Section** to a Survey is very simply done by selecting the **New** button:







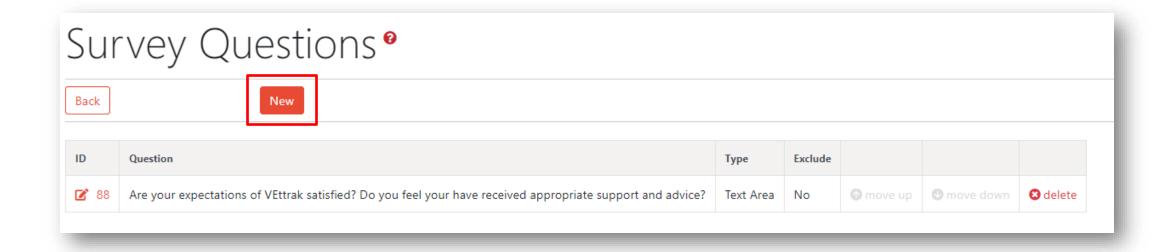
Managing a **Section** within your Survey then allows you to create the questions that serve to capture your desired queries.







Once again, you can quickly and simply create these Questions by pressing the **New** option in this area:



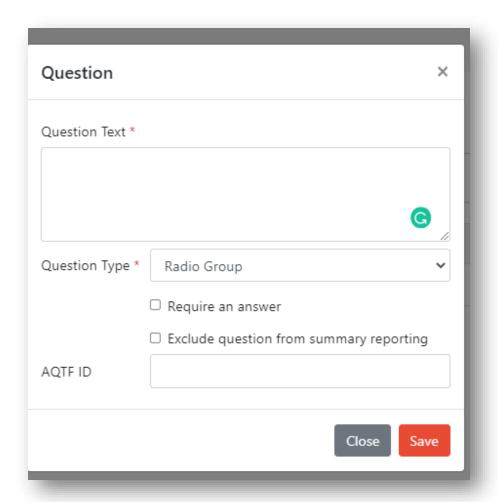




Question creation is done with a simplistic set of fields that will define your **Question Text**, and the **Question Type**.

Question Type will drive how an answer is to be derived, and what selections can be made or how/if text can be entered.

These options are quite straightforward, and reflect a standard set of query types found on many online survey tools.









Parameters

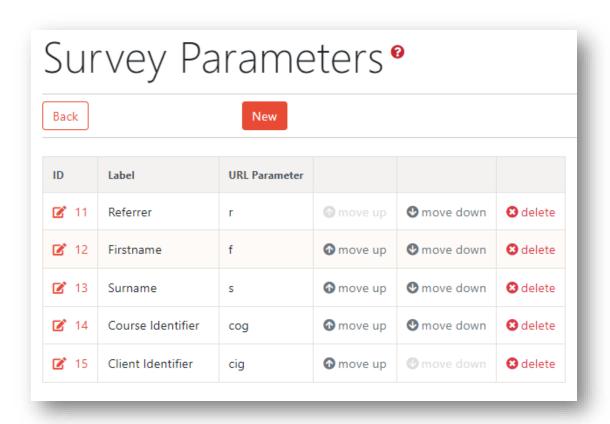
Parameters are extra fields appearing in the first section of a survey. They serve to be used within generated URLs to actually pre-fill select survey details.

In addition to the built-in parameters, **VET**survey allows parameters to be created.

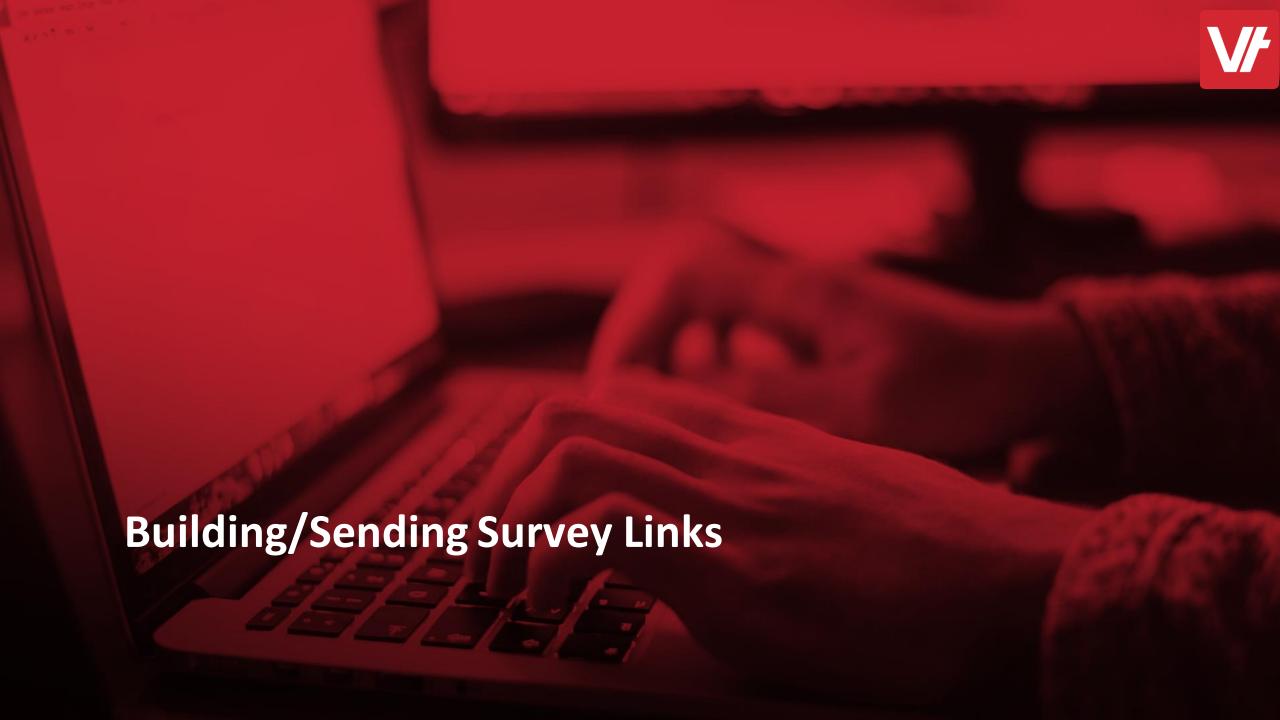
Note: 'Created' parameters cannot be made mandatory.

Help Centre Article Resource:

What are Survey Parameters?







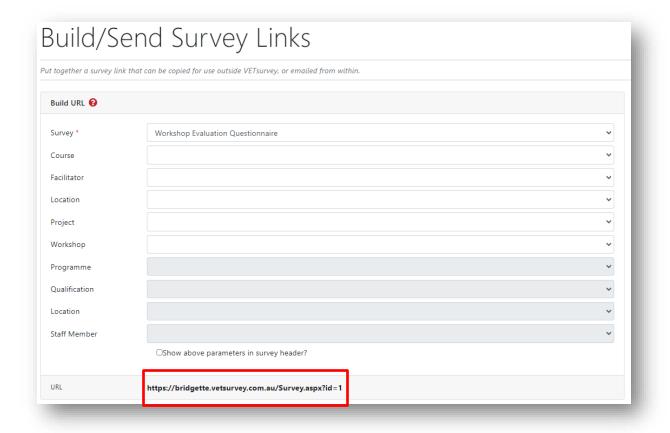


Build/Send Survey Links

Within **VET**survey you can use the Build URL area to create custom links to be used by those intending to fill out your surveys.

This is a simple area that makes use of dropdown options to pre-fill specific **Standard Fields** that may be relevant to the survey information.

Your created URL will be displayed at the bottom of this area:







At this point, if you have configured your SMTP / Mail Server options, you can opt to use Email to send these Survey details to intended recipients using the template created earlier:

Email ?	
Sender	info@rtoms.com.au
Recipients (one per line)	
Subject Message Bod	Request to complete *SURVEYNAME*
	or completing your training with us.
	Email current URL





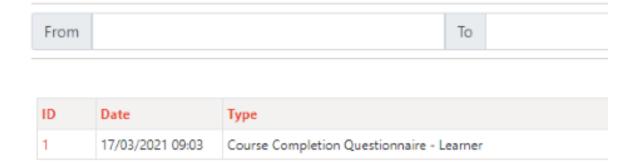


Questionnaires

It will come as no surprise that perhaps the most important part of your survey process would be **the responses!**

Your responses reflect the captured information submitted by your targeted parties, so you will be quite invested in seeing what people had to say – and making use of this information in whatever way best suits your company needs.

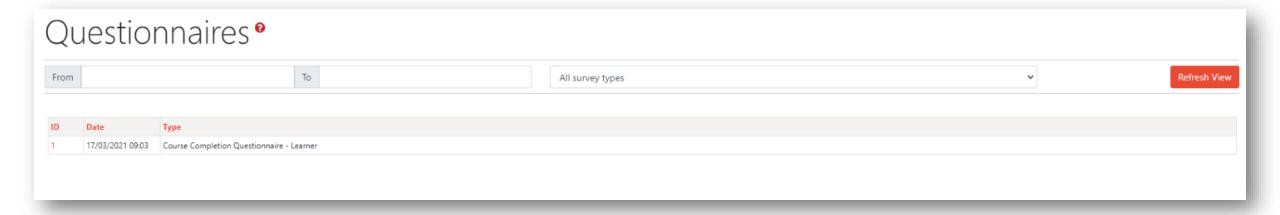
Questionnaires •







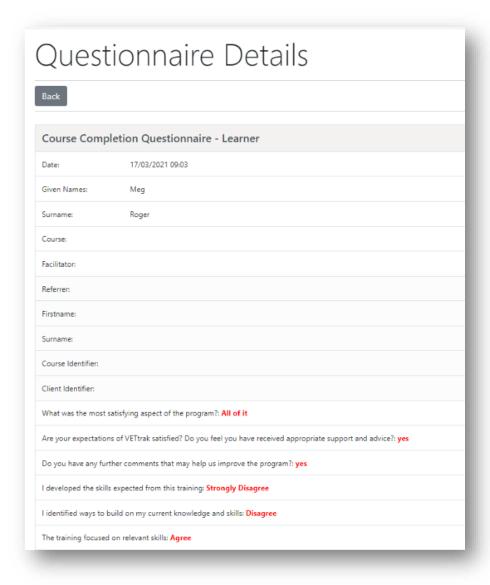
On the main Questionnaires screen, you can view Survey Responses on an individual basis should you wish, by clicking the **ID** of the specific response:





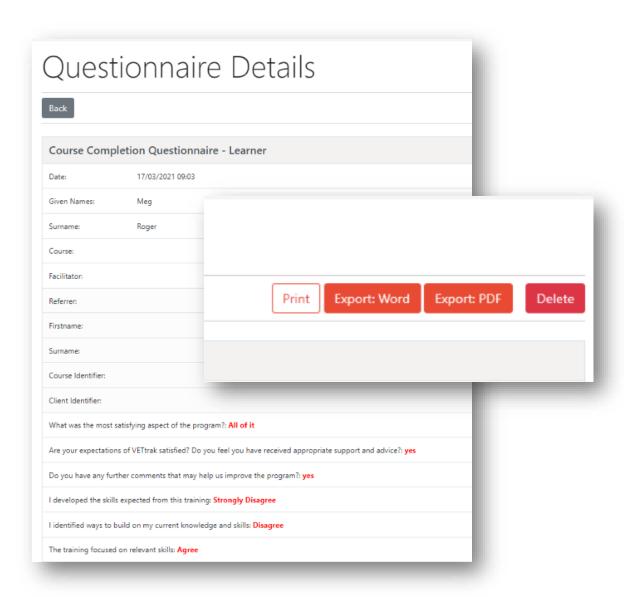


This displays the collected information that was submitted in accordance with the **Questions/Sections** configured within your Survey:





You can then select from a range of **Print/Export** options should you wish:







Reports

Now you have collected your Survey responses, the next logical step would be to export them for your own admin use.

VETsurvey offers a number of **Report** options to collect this information in formats that will best suit easy review of the data.

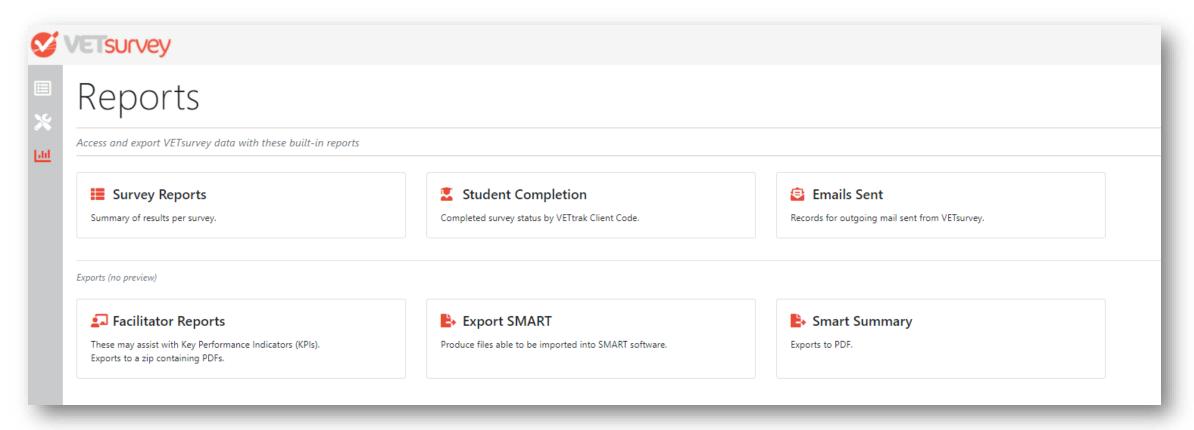
To get started, select the **Reports** option from the left-hand navigation:







Within this area, you have a number of options to report out of VETsurvey:







What Reports does VETsurvey offer?

Survey Summary Reports

Simple summary of results per Survey

Student Survey completions

Queries a completed survey status via the VETtrak Client Code of a Student

Sent mail report

Provides details on items sent from VETsurvey via email

Facilitator report

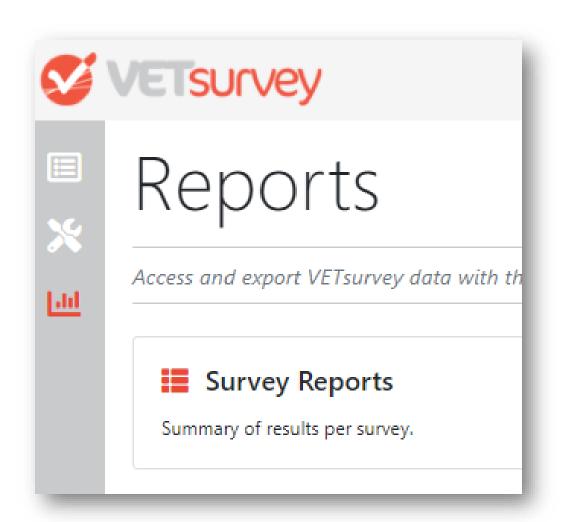
Pulls reports based on the Facilitator of a course

Export Smart

This is in the format for **SMART** software import

Smart Summary

PDF summary export











The ability to capture targeted information directly from the parties you interact with can be massively beneficial to forward planning and day-to-day activities for your business.

We hope that **VET**survey can provide the bridge you need between the learning you offer, and the feedback you require to shape the future of your company success!





The **VET**trak Help Centre has a range of useful articles to assist with using the features we have spotlighted today:

- VETsurvey (Help Centre Section)
- Getting Started with VETsurvey
- <u>VETsurvey Site Settings</u>
- Survey creation overview
- Managing Survey Parameters
- What are Survey URLs