Direct Admission Survey

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> **This functionality is only available for Minnesota users.**

The Direct Admission Survey allows students to select and indicate which post-secondary schools they have an interest in receiving additional information. Within the Survey Designer tool, the Direct Admission Survey is separated into 6 versions, each representing a corresponding DSPA Reported Tier. This means if the district sends out the survey for Tier 5, only students with a DPSA Reported Tier of 5 will receive the survey.

The steps below describe the process for sending out the survey to students:

- Prerequisites
- Step 1. Create Direct Admission Survey Ad Hoc Filters
- Step 2. Send Out the Survey Per Tier
- Step 3. Student Takes the Survey

Prerequisites

In order for a student to receive the Direct Admission Survey, they must first have the **DPSA Calculated Tier** and **DPSA Reported Tier** calculated and populated on their enrollment record. See the Course Plan Administration article for more information on calculating these values.

In order to set up and run the Direct Admission Survey, a user must have R(ead), W(rite), A(dd) tool rights for the Filter Designer and Survey Designer tools.

Step 1. Create Direct Admission Survey Ad Hoc Filters

Before the survey can be sent out to students, we first need to create Ad hoc filters for each DPSA Tier so that each specific Tier survey is sent to the appropriate students.

To create these filters:

1. Navigate to the Filter Designer tool (Ad Hoc Reporting > Filter Designer)
2. Create a folder for these new filters by selecting Create a new Folder, giving it a Folder Name (such as Direct Admission) and clicking Save. This step is optional but is useful in organizing and finding these filters when running the survey.
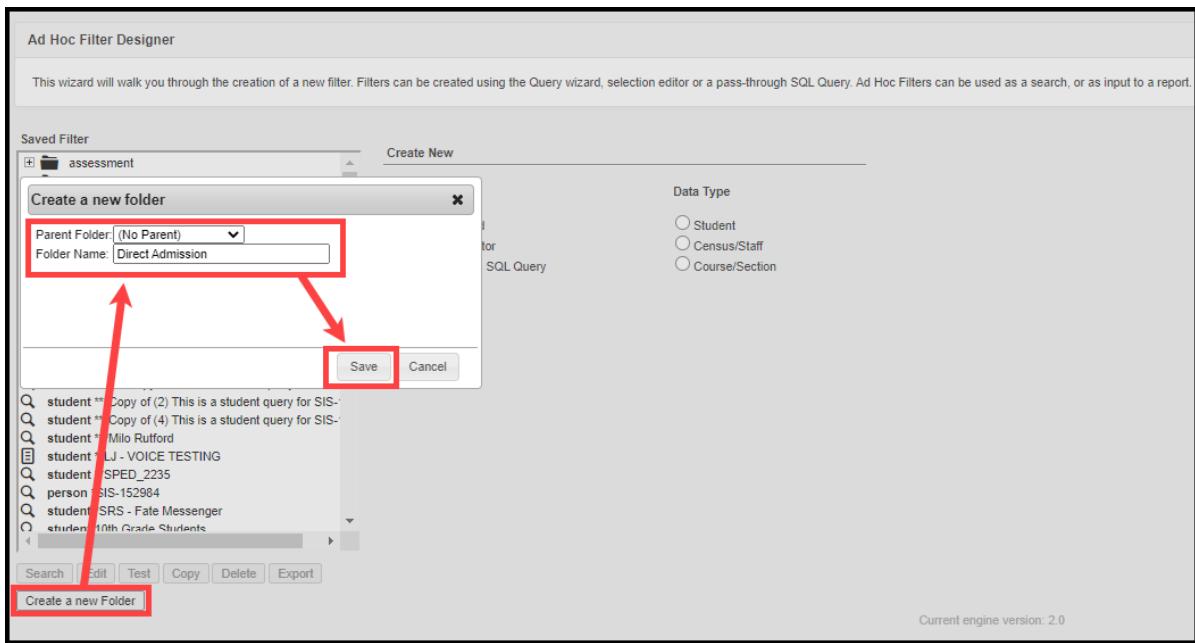
3. Once the folder has been created, we can now start creating the filters. Select a Filter Type of **Query Wizard**, a Data Type of **Student**, and click **Create**.
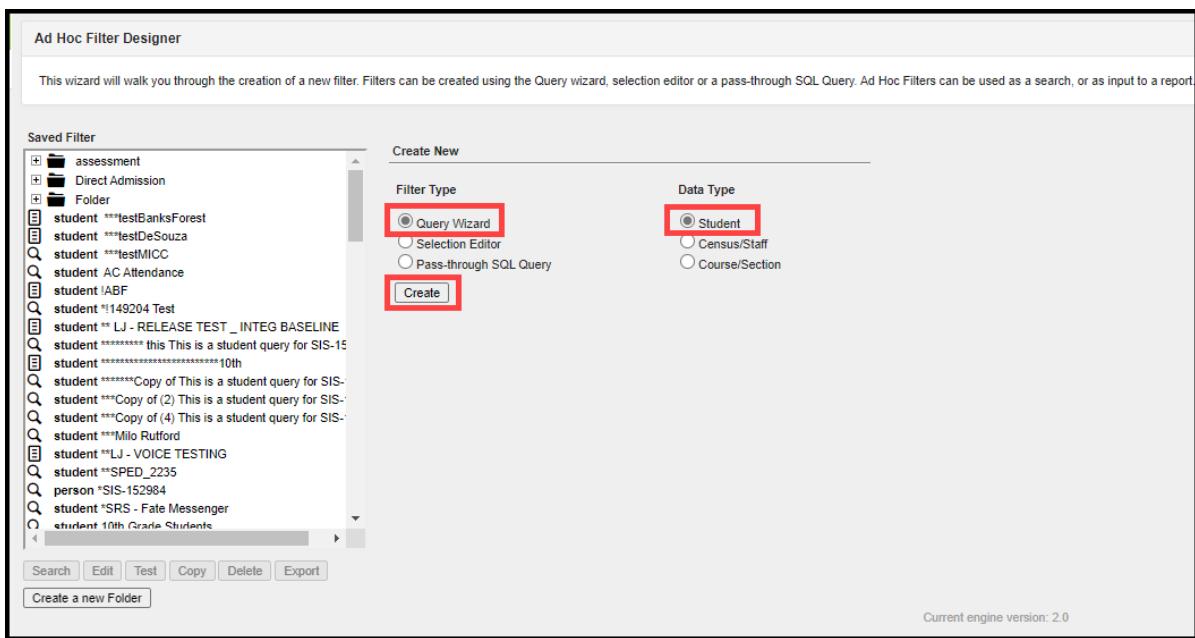
4. Give the filter a **Query Name**. Since we are creating the filter for Tier 1, we suggest a name such as Direct Admission Tier 1 (or something equally recognizable when running the survey).
5. Select and add the **DPSA Reported Tier** field (Student > Learner > Active Enrollment > Core Elements > dpsaReportedTier) and click **Next**.

6. In the Filter the data section, select an **Operator** of **=** and enter a **Value** of **T1**. This is how we tie the filter to only those students who have a DPSA Reported Tier value of T1.

7. Select the **Save To** value as the Direct Admission folder created in Step 2 (this is optional and only relevant if you decided to make a folder).
8. Click **Save**. The filter needed for Tier 1 is now complete. We now need to complete this same process for Tier 2, 3, 4, 5 and 6.
9. Repeat Steps 1-8 for each remaining DPSA Tier, making sure each Query Name and Value correspond with the Tier.

   For example, to create the Tier 2 filter, give the filter a unique name such as Direct Admission Tier 2 and set the Value to T2. These are the only two fields that need to vary between each filter, the name to differentiate each filter and the Value to tell the filter to only look for students with that specific Tier (T2, T3, T4, T5, T6).

10. Once filters have been created for all 6 DPSA Tiers, move on to Step 2 below.

Step 2. Send Out the Survey Per Tier

Now that filters have been created, we can now send out the Direct Admission Survey per DPSA Tier.

To send out the survey:

1. Navigate to the Survey Designer tool (Surveys > Survey Designer).
2. Within the Survey List, you should see the surveys under the Student Information System section listed as College Survey 1, College Survey 2, etc (where each number corresponds to their respective Tier).
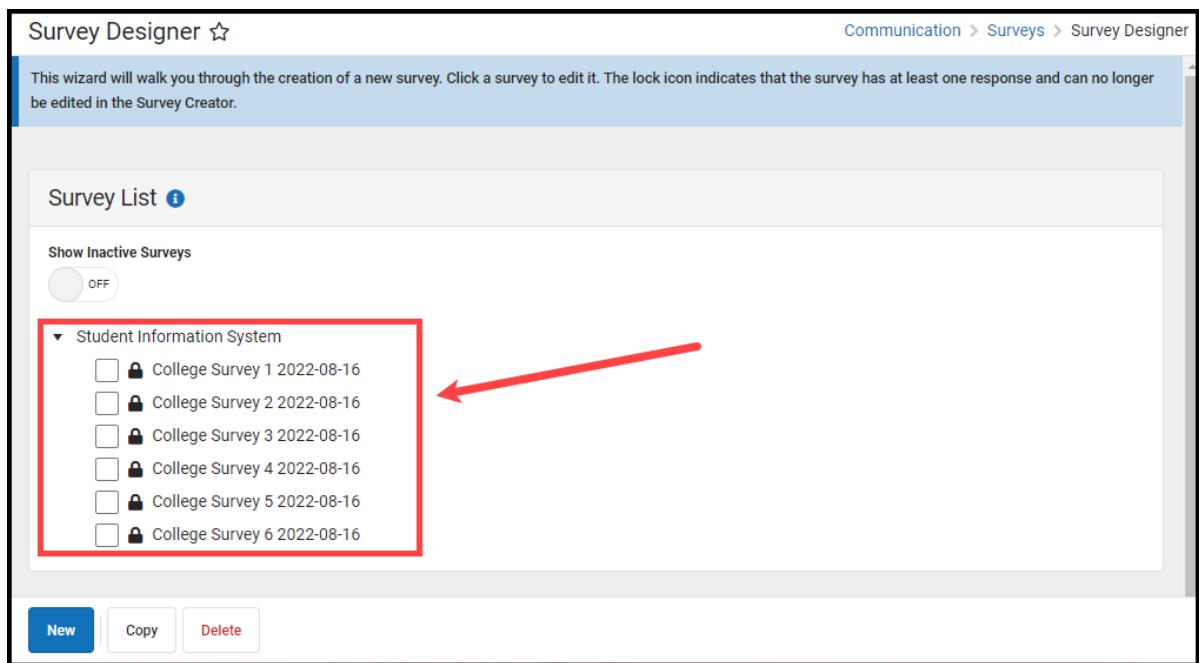
3. Decide which survey you plan to send out, mark the checkbox next to the survey and click **Copy**.
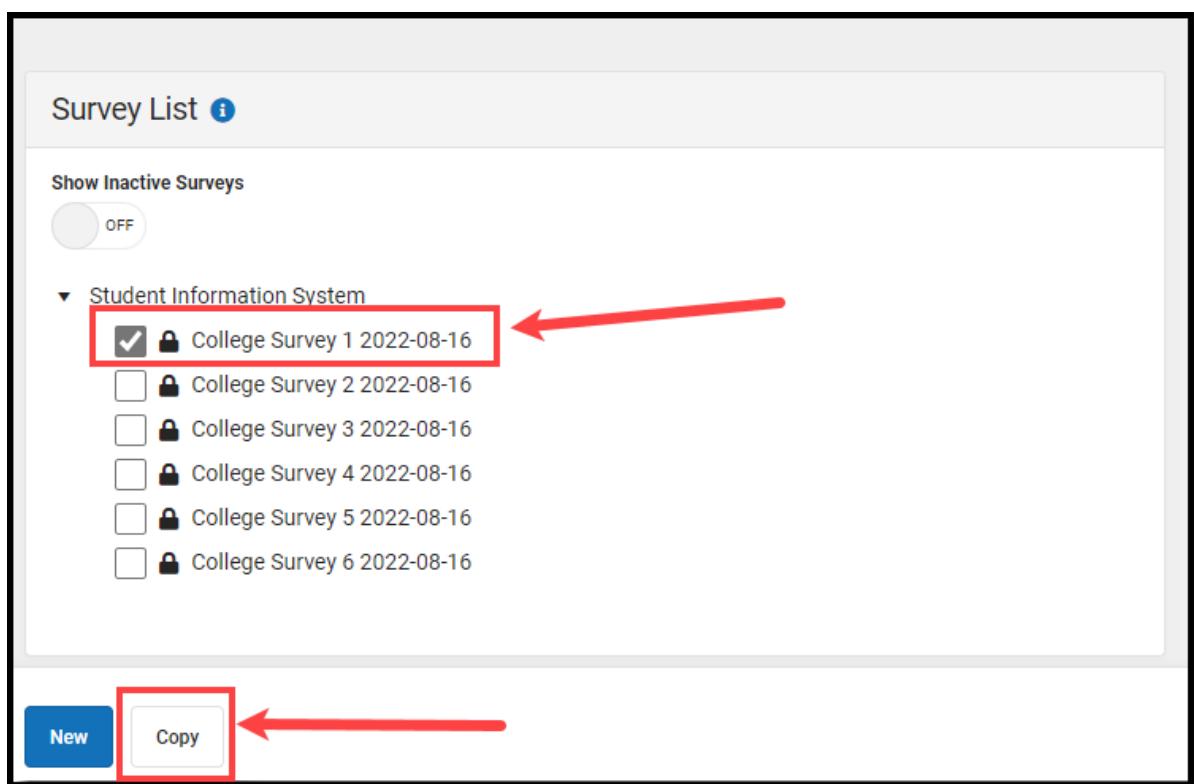
4. Set the **Show Inactive Surveys** to *ON* and locate and select the copy of the survey you just created (it will have the same name with the date and time you copied it appended to it).

5. Within the Survey Detail editor, mark the **Active** checkbox, enter the **Start Date**, **Start Time**, **End Date**, and **End Time** for the survey and click **Save**. The survey is now active and ready for respondents (which students will receive the survey).

6. Click **Add Respondents**.

7. Select **Student Filters** and click **Next**.

8. Locate the proper filter, click the arrow to move the filter in the Selected Filters window and select **Next.**

    For example, if you are sending out the Tier 1 survey, you should be using the College Survey 1 and you would select the Direct Admission Tier 1 filter (or whatever you named the Tier 1 filter).

9. A list of which students will receive the survey will appear. Review this list and once you are ready to send the survey, click **Finish**. The survey has now been sent to all of these students. The final step in this process is for the students to take the survey.

10. Repeat Steps 1-9 for each Tier Survey you wish to send out.

Step 3. Student Takes the Survey

Now that surveys have been sent out, students who have a DPSA Reported Tier matching the survey sent out will receive the survey in their Message Center.

To take the survey:

1. Click the Bell icon and select **Message Center** or select **Message Center** on the main menu.
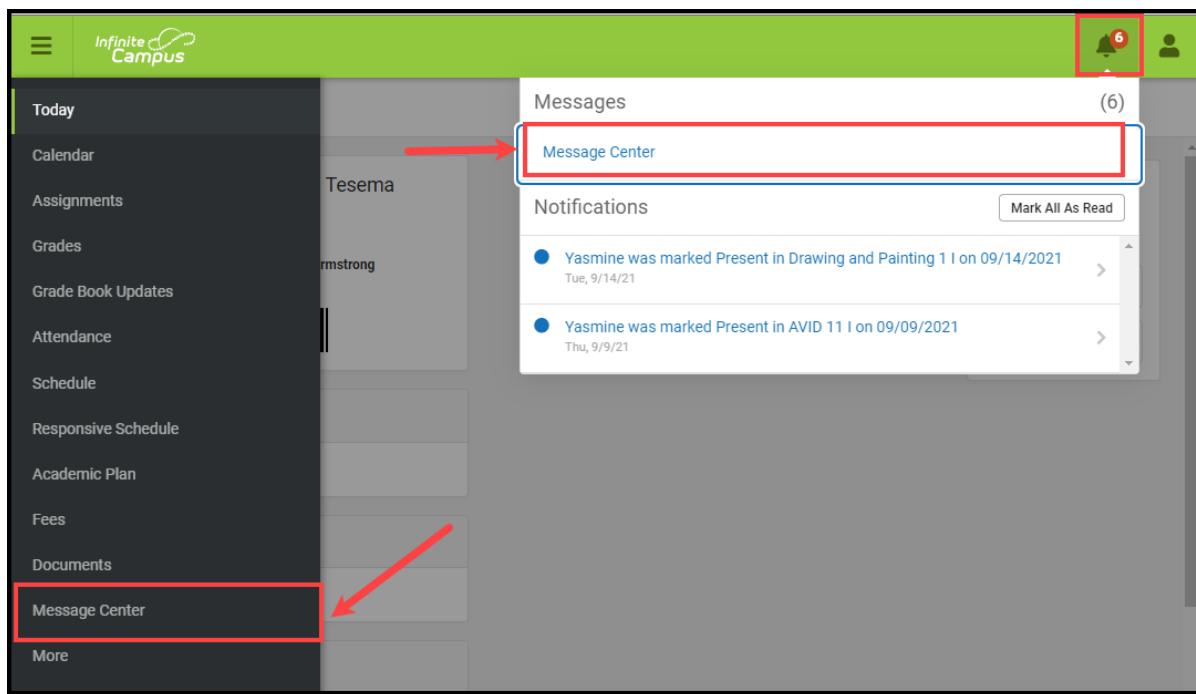
2. Select the **Surveys** tab and click on the survey.
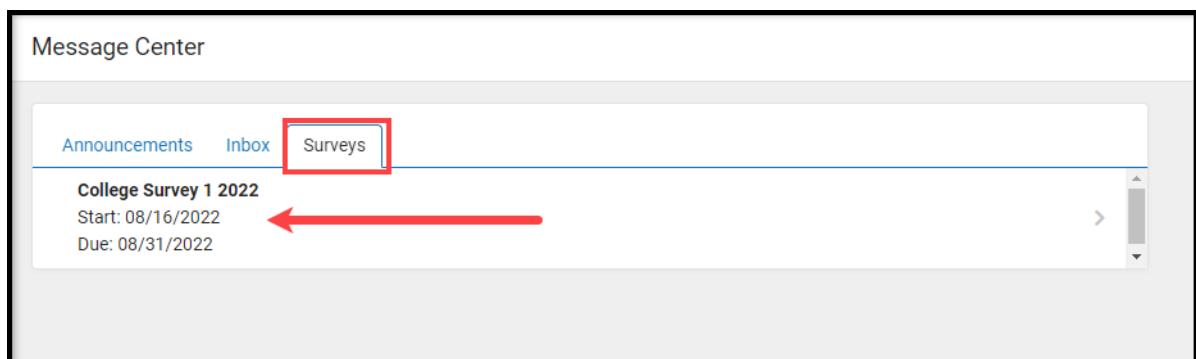
3. Mark the checkbox next to each school you would like to receive more information about and once finished, click **Complete**.

Direct Admission Survey 1

Congratulations!

Based on a review of your high school transcript, you are on track to graduate high school! As you begin planning for your future, we want to make sure you know that you are college material and have met the admissions criteria for the many colleges and universities in Minnesota. If you opt to complete an admissions application, you will be directly admitted for Fall 2023 at any of the colleges or universities in this survey:

You have a lot of choices! Please note that you are not obligated to apply to or attend any of these colleges and you may have other options that aren't included on this list. There are a lot of great higher education options to consider in Minnesota (check out myhighered.mn.gov to learn more) and you're encouraged to apply to the colleges that seem like the best fit for you! You also have a couple of next steps:

1. Look through the colleges listed to see which you'd be interested in.
2. Choose which colleges you would like to receive more information from by selecting them from the schools in the survey.
3. Plan to complete your college applications. Please note that there is no charge to request information or to apply for the colleges on this list! You do not need to reapply if you have already applied to any of the colleges on this list. You must complete all of the admissions steps required by the college, by the dates listed on their website, in order to secure your spot.
4. Apply for financial aid by completing your Free Application for Federal Student Aid (FAFSA). Help completing your FAFSA is available at a FAFSA completion event held by Minnesota Goes to College.
5. Make sure you stay on track to graduate by completing all of your senior year classes!

Your future is bright and on behalf of the Minnesota Office of Higher Education, we congratulate you for being on the right track for college in the fall of 2023!

Sincerely,
Dennis W. Olson
Commissioner, Office of Higher Education

1. **Select any number of colleges from this group that would like to attend.**

☐ Alexandria Technical & Community College

☐ Anoka Technical College

☐ Anoka-Ramsey Community College

☐ Central Lakes College

☐ Century College

☐ Dakota County Technical College

☐ Fond du Lac Tribal & Community College

☐ Hennepin Technical College

☐ Inver Hills Community College

☐ Lake Superior College

☐ Leech Lake Tribal College

☐ Minneapolis Community & Technical College

☐ Minnesota North College

☐ Minnesota State College Southeast

☐ Minnesota State Community and Technical College

☐ Minnesota West Community & Technical College

☐ Normandale Community College

☐ North Hennepin Community College

☐ Northland Community & Technical College

☐ Northwest Technical College

☐ Pine Technical & Community College

☐ Red Lake Nation College

☐ Ridgewater College

☐ Riverland Community College

☐ Rochester Community and Technical College

☐ Saint Paul College

☐ South Central College

☐ St. Cloud Technical & Community College

☐ White Earth Tribal & Community College

Complete

4. That's it! Survey filters have been created, surveys have been sent out, and students are able to complete the survey.