

# Direct Admission Survey

Last Modified on 10/01/2025 9:48 am CDT

**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.

Enrollments ★

SpEd

**Save** **Delete** **New** **Print Enrollment History** **Notice of Change in Enrollment** **New Enrollment History**

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	2022-23 Robbinsdale Cooper Hig	09/09/2022	
12	P	2022-23 Robbinsdale Armstrong	08/04/2022	08/25/2022
11	S	2021-22 Robbinsdale Armstrong	12/20/2021	02/01/2022
11	P	2021-22 Robbinsdale Cooper (Main)	09/08/2021	02/01/2022

**General Enrollment Information**

Calendar 2022-23 Robbinsdale Cooper Hig

Schedule (read only) Main

\*Grade 12

Class Rank Exclude

External LMS Exclude

\*Start Date 09/09/2022

No Show

End Date

\*Local Start Status 00: Last year, public school, same district

State Start Status 00: Last year, public school, same district

Start Comments

End Comments

DPSA Calculated Tier Tier 5

DPSA Reported Tier T5: Tier 5

Exclude from DPSA Calculation

CRDC School of Accountability Select a Value

Future Enrollment

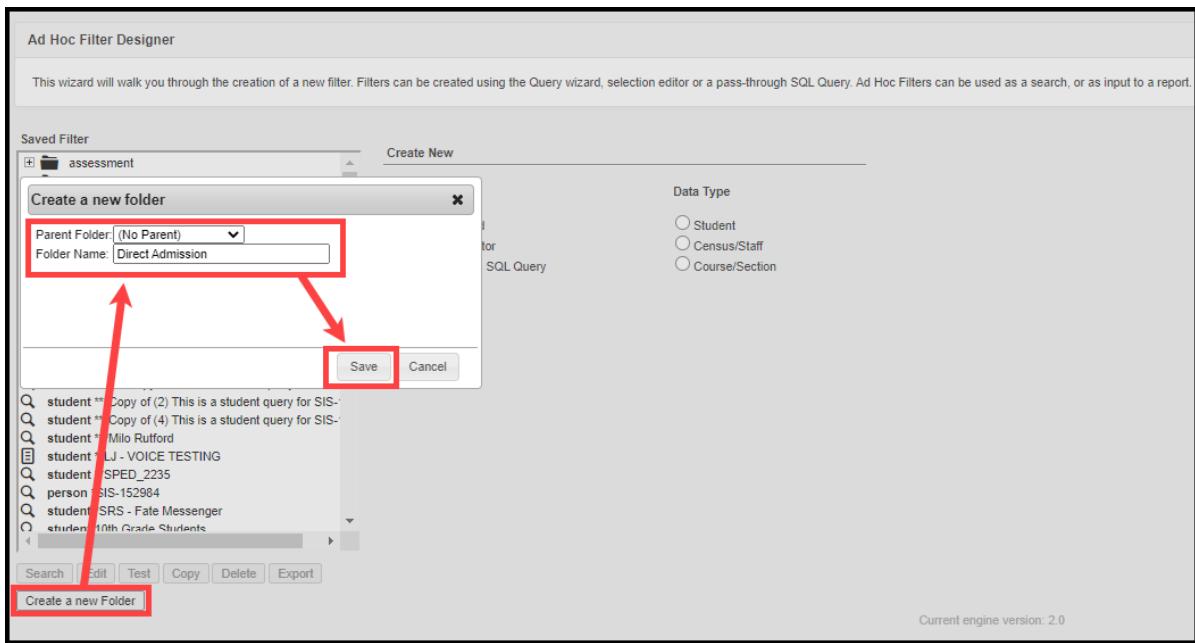
In order to set up and run the Direct Admission Survey, a user must have R(ead), W(rite), A(dd) tool rights for the [Filter Designer](#) and [Survey Designer](#) tools.

## Step 1. Create Direct Admission Survey Ad Hoc Filters

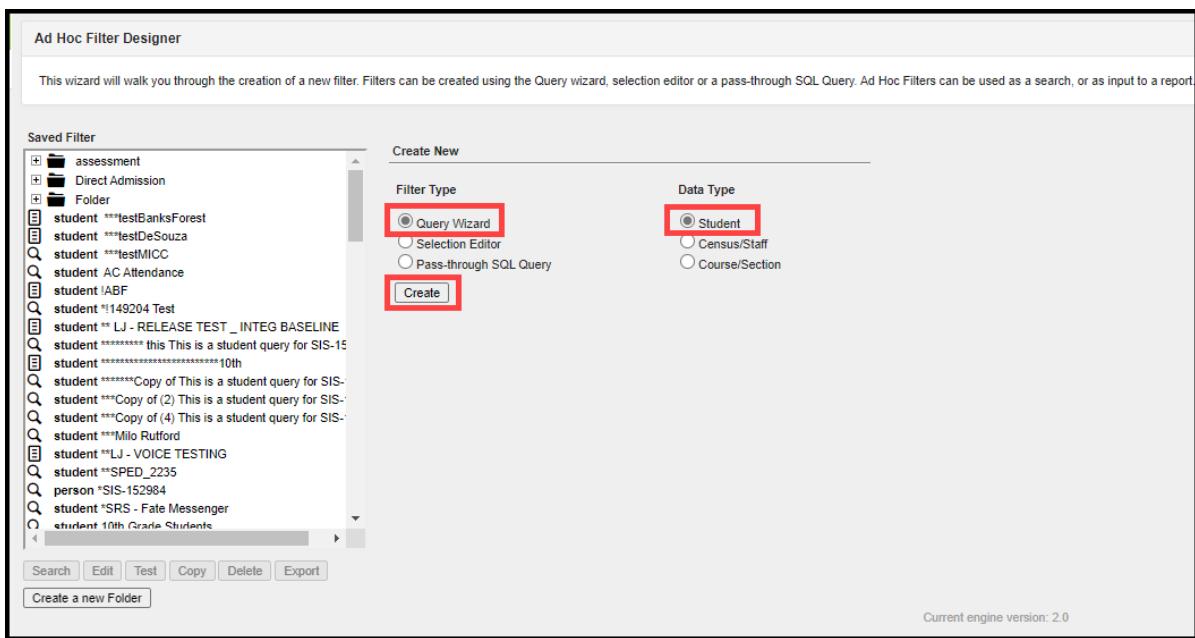
Before the survey can be sent out to students, we first need to create Ad hoc filters for each DPSA Tier so that each specific Tier survey is sent to the appropriate students.

### 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.



- 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**.



- 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).
- Select and add the **DPSA Reported Tier** field (Student > Learner > Active Enrollment > Core Elements > dpsaReportedTier) and click **Next**.

**Ad Hoc Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name: Direct Admission Tier 1

Short Description:

Long Description:

Select categories & fields

Filter By  Search Clear

All Fields

Selected Fields  
activeEnrollment.dpsaReportedTier

**dpsaReportedTier** (highlighted with a red box)

Add Function Edit Function

Save To:  User Account  
Folder:    
 User Groups  
 Force Order ?

Save  Save & Test

< Back  (highlighted with a red box)

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.

**Ad Hoc Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is not being operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expressi

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name: Direct Admission Tier 1

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value	
X	1	activeEnrollment.dpsaReportedTier	=	T1

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT () IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To:  User Account  
Folder: -Direct Admission

User Groups

Force Order ?

**Save** **Save & Test**

< Back **Next >**

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).

**Ad Hoc Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is not being operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expressions, the condition OR will be applied to all operators.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name: Direct Admission Tier 2

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	activeEnrollment.dpsaReportedTier	=	T2

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT () IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To:  User Account  
Folder: -Direct Admission

User Groups

Force Order ?

< Back Next >

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).

Survey Designer ☆

Communication > Surveys > Survey Designer

This wizard will walk you through the creation of a new survey. Click a survey to edit it. The lock icon indicates that the survey has at least one response and can no longer be edited in the Survey Creator.

Survey List ⓘ

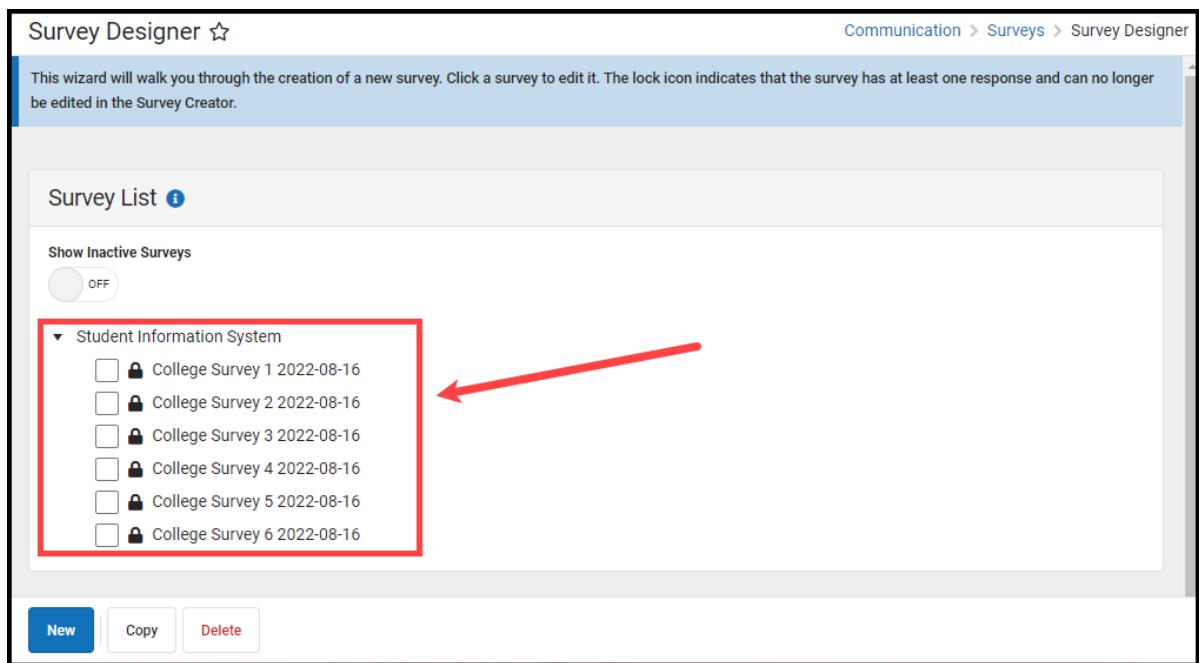
Show Inactive Surveys

OFF

▼ Student Information System

- 🔒 College Survey 1 2022-08-16
- 🔒 College Survey 2 2022-08-16
- 🔒 College Survey 3 2022-08-16
- 🔒 College Survey 4 2022-08-16
- 🔒 College Survey 5 2022-08-16
- 🔒 College Survey 6 2022-08-16

New Copy Delete



3. Decide which survey you plan to send out, mark the checkbox next to the survey and click **Copy**.

Survey List ⓘ

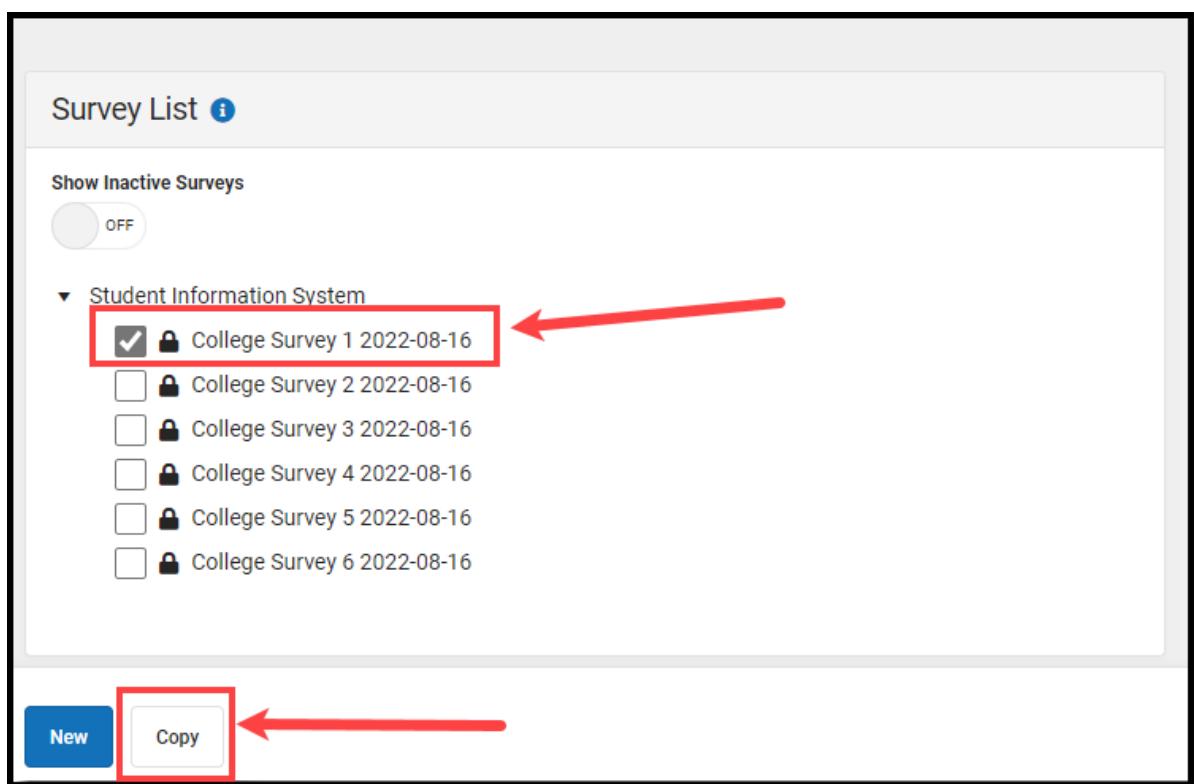
Show Inactive Surveys

OFF

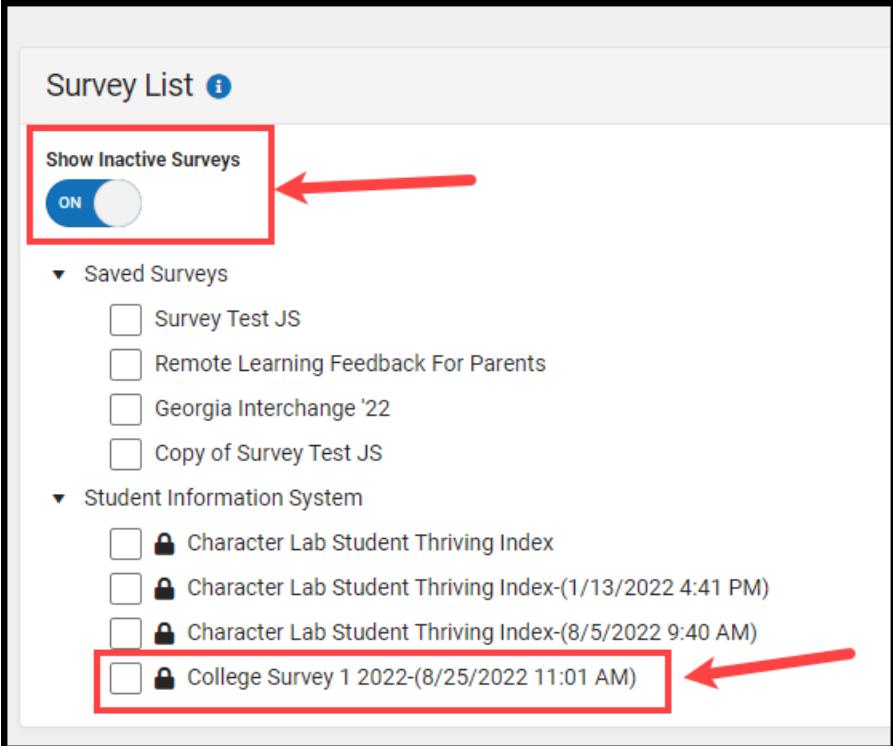
▼ Student Information System

- 🔒 College Survey 1 2022-08-16
- 🔒 College Survey 2 2022-08-16
- 🔒 College Survey 3 2022-08-16
- 🔒 College Survey 4 2022-08-16
- 🔒 College Survey 5 2022-08-16
- 🔒 College Survey 6 2022-08-16

New 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).



Survey List

Show Inactive Surveys

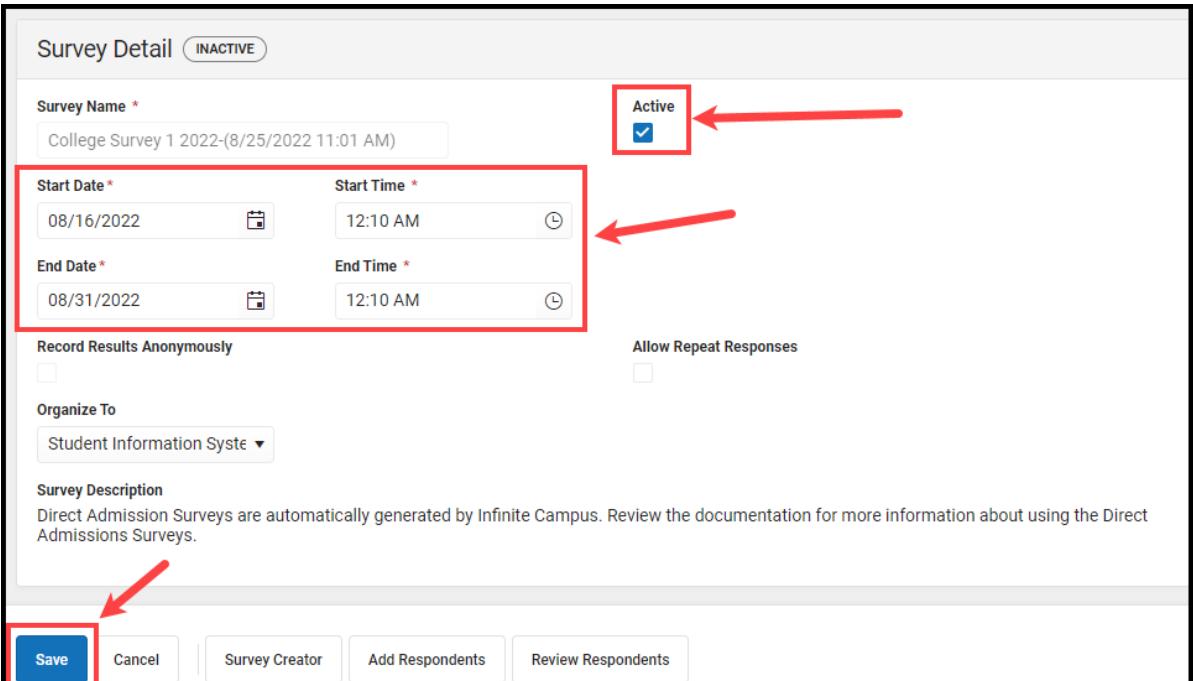
Saved Surveys

- Survey Test JS
- Remote Learning Feedback For Parents
- Georgia Interchange '22
- Copy of Survey Test JS

Student Information System

- Character Lab Student Thriving Index
- Character Lab Student Thriving Index-(1/13/2022 4:41 PM)
- Character Lab Student Thriving Index-(8/5/2022 9:40 AM)
- College Survey 1 2022-(8/25/2022 11:01 AM)**

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).



Survey Detail INACTIVE

Survey Name \*

Start Date \*  Start Time \*

End Date \*  End Time \*

Record Results Anonymously

Organize To

Survey Description  
Direct Admission Surveys are automatically generated by Infinite Campus. Review the documentation for more information about using the Direct Admissions Surveys.

Active

6. Click **Add Respondents**.

Survey Detail ACTIVE

Warning: This survey is active, editing an active survey is not recommended.

Survey Name *	College Survey 1 2022-(8/25/2022 11:01 AM)	Active	
Start Date *	08/16/2022	Start Time *	12:10 AM
End Date *	08/31/2022	End Time *	12:10 AM
Record Results Anonymously	<input type="checkbox"/>	Allow Repeat Responses	<input type="checkbox"/>
Organize To	Student Information System <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>		
Survey Description	Direct Admission Surveys are automatically generated by Infinite Campus. Review the documentation for more information about using the Direct Admissions Surveys. 		
<span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Cancel</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Survey Creator</span> <span style="border: 2px solid red; padding: 2px 10px; background-color: white;">Add Respondents</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Review Respondents</span>			

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

1 Set Filter      2 Set Respondents      3 Set Guardians (Optional)      4 Review

Select Filter

Select Filters

Student Filters 

Census/Staff Filters

Section Roster



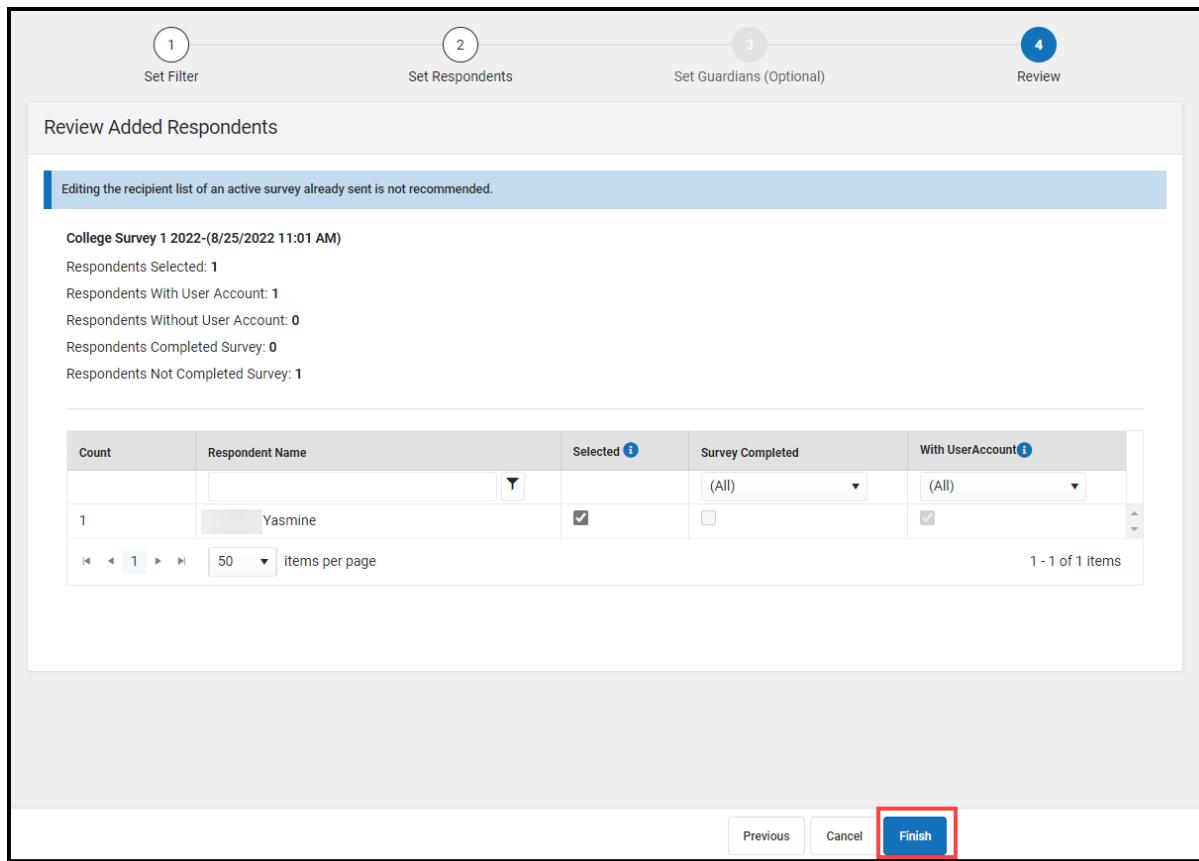
Cancel Next

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).

The screenshot shows the 'Set Respondents' step of a survey setup process. At the top, four steps are numbered: 1 Set Filter, 2 Set Respondents (which is the current step), 3 Set Guardians (Optional), and 4 Review. The 'Add Respondents' section includes an 'Invite' dropdown set to 'Students' and a 'Saved Filters' list. The 'Selected Filters' list contains 'Direct Admission Tier 1', which is highlighted with a red box. A red arrow points from the 'Selected Filters' list to the 'Saved Filters' list, specifically pointing to 'Direct Admission - Tier 1', which is also highlighted with a red box. Below the filters, there are 'Set Operation' dropdowns set to 'Union' and a checked checkbox for 'Only add respondents with user accounts'. At the bottom, there are 'Previous' and 'Cancel' buttons, and a large 'Next' button which is also highlighted with a red box.

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.



Review Added Respondents

Editing the recipient list of an active survey already sent is not recommended.

College Survey 1 2022-(8/25/2022 11:01 AM)

Respondents Selected: 1

Respondents With User Account: 1

Respondents Without User Account: 0

Respondents Completed Survey: 0

Respondents Not Completed Survey: 1

Count	Respondent Name	Selected <small>i</small>	Survey Completed	With UserAccount <small>i</small>
1	Yasmine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

50 items per page 1 - 1 of 1 items

Previous Cancel **Finish**

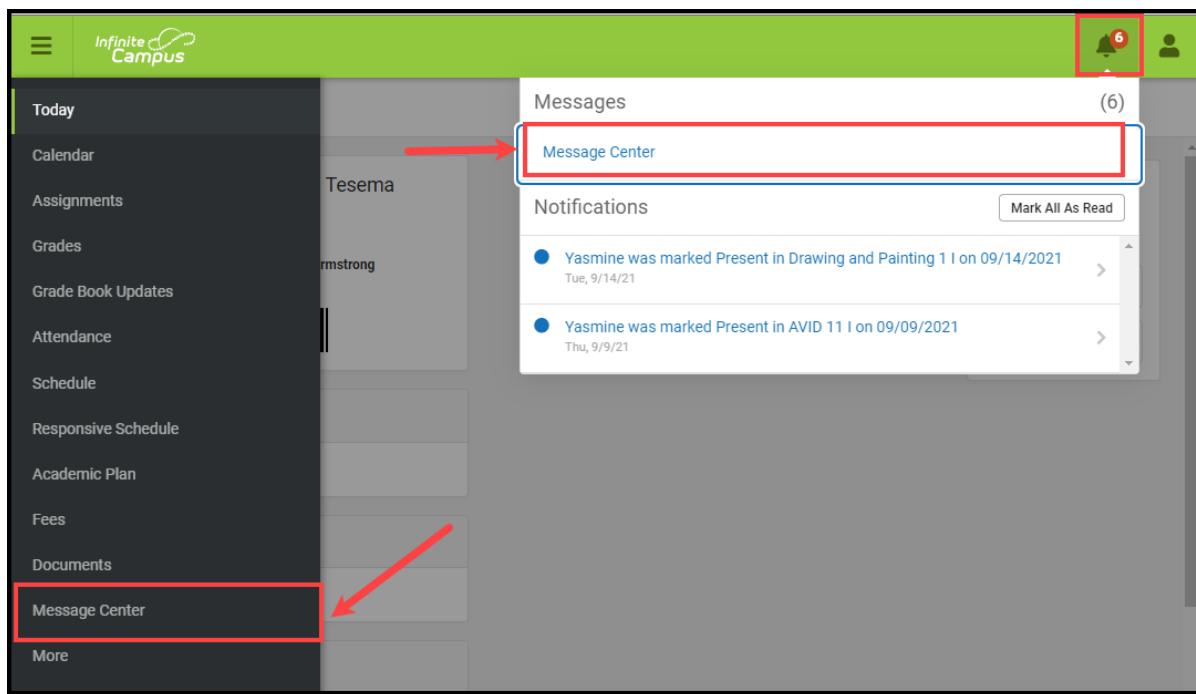
10. Repeat Steps 1-9 for each Tier Survey you wish to send out.

## Step 3. Student Takes the Survey

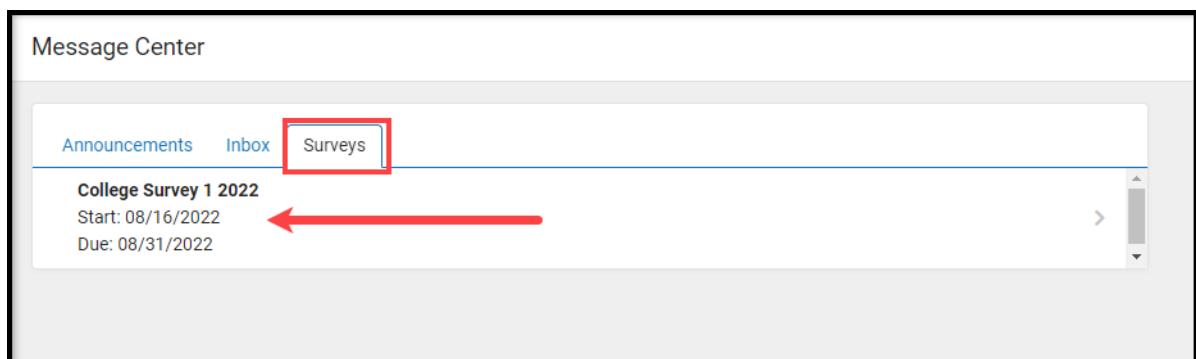
Now that surveys have been sent out, students who have a DPSA Reported Tier matching the survey sent out will receive the survey in their Message Center.

### 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](http://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.

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