

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.

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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.

Ad Hoc Filter Designer This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as inposed as assessment Create a new folder Create a new folder Create a new folder Create Admission Create Admission SQL Query Course/Section SQL Query Course/Section							
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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**.

Ad Hoc Filter Designer This wizard will walk you through the creation of a new filter. Filt Saved Filter	ers can be created using the Query wiza	rd, selection editor or a pass-through SQL Query. Ad Ho	c Filters can be used as a search, or as input to a report
	Filter Type © Query Wizard Selection Editor Pass-through SOL Query Create	Data Type Student Census/Staff Course/Section	
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- 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).
- 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 m	ay 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	
Field Selection > Filter Parameters > Output Formatting > Grouping and Agg	regation
*Query Name: Direct Admission Tier 1	
Short Description:	
Long Description:	+
Select categories & fields	
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Filter By Search Clear	Selected Fields
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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 ap operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all opera 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 V = V T1	
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 V O User Groups	
Force Order	
Save & Test	
	< Back Next >

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- 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			
		erators to apply logic to designated fields. Logic m n is not used, the condition AND will be applied to	
Field Selection > Filter Parameters > Output Fo	rmatting > Grouping	and Aggregation	
*Query Name: Direct Admission Tier 2			
Short Description:			
Long Description:			+
			T
Filter the data			
ID *Field	Operator	Value	
X 1 activeEnrollment.dpsaReportedTier V	= \	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: Ouser Account			
Folder: Direct Admission 🗸			
O User Groups			
Force Order 🛛			
Save Save & Test			
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			< 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:

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- 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
This wizard will walk you through the creation of a new survey. Click a survey to edit it be edited in the Survey Creator.	The lock icon indicates that the survey has at least one response and can no lo
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 5 2022-08-16 College Survey 6 2022-08-16 College Survey 6 2022-08-16	

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

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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	
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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).

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now Inactive	Surveys
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s	urvey Test JS
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	Character Lab Student Thriving Index-(1/13/2022 4:41 PM)
	Character Lab Student Thriving Index-(8/5/2022 9:40 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).

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Student Informatio	n Syste 🔻			
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irect Admission Su		matically generated by I	Infinite Campu	s. Review the documentation for more information about using the Direc
dmissions Surveys				

6. Click Add Respondents.

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warning: This surve	ey is active, edi	ing an active survey is no	t recommended.	
Survey Name *				Active
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Student Information Survey Description Direct Admission Sur Admissions Surveys.	rveys are auto	matically generated by	Infinite Campu	s. Review the documentation for more information about using the Direct

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

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1 Set Filter	2 Set Respondents	3 Set Guardians (Optional)	4 Review
Select Filter			
Select Filters Student Filters Census/Staff Filters Section Roster			
		Ţ	
	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).



1 Set Filter	2 Set Respondents	3 Set Guardians (Optional)	4 Review
Add Respondents			
Invite: Students Student Guardians Student Portal Contacts Saved Filters (select 1 or more) DE Report Direct Admin Tier 1 Direct Admission - Tier 1 Direct Admission - Tier 2 Direct Admission - Tier 3 Direct Admission - Tier 4 Direct Admission - Tier 5 Direct Admission - Tier 5 Direct Admission - Tier 6 Set Operation: Union Vinion Only add respondents with user accounts:	Selected Filters 1	ar 1	
	Previous	Cancel Next	

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.

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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:

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> Click the Bell icon and select Message Center or select Message Center on the main menu.

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Today		Messages	(6)	
Calendar	\rightarrow	Message Center		
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Schedule				
Responsive Schedule				
Academic Plan				
Fees	1			
Documents				
Message Center				
More				

2. Select the **Surveys** tab and click on the survey.

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Message Center	
Announcements Inbox Surveys College Survey 1 2022 Start: 08/16/2022 Due: 08/31/2022	>

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:

Look through the colleges listed to see which you'd be interested in.
 Choose which colleges you would like to receive more information from by selecting them from the schools in the survey.

Plan to complete your colleges 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.
 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.
 Make survey the secure to the completing all of using all of using an application.

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.

Ale	xandria	Technical	8	Community	College
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- 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.