

**SurveyTrac**

The SurveyTrac module allows you to send surveys to students and staff to collect information about their recent visits and Success Plans, or manually send a survey to a list of students. These surveys can contain an unlimited number of questions, be initiated by over a dozen different criteria, and you can report on responses after the fact. There are practically endless combinations of survey types and questions available to create.

**Create Your Survey Type**

Create a name and set the criteria for when this survey is sent. Common examples include:

*Email after visit* – Sent after the student logs out of their center visit.
*Link on edit student* – Allow this survey to be sent manually from the student listing or student entry.
*Display as link on Main Menu* – Show this survey to all students on their dashboard.

**Create Your Questions**

Ask the student how their visit went, if they have any notes on the session, and what they thought of their consultant. Alternatively, send an email to the consultant or faculty as a way to record their thoughts on the student.

**Send Your Survey**

Set the survey to active, send your survey (if applicable), and wait for responses.

