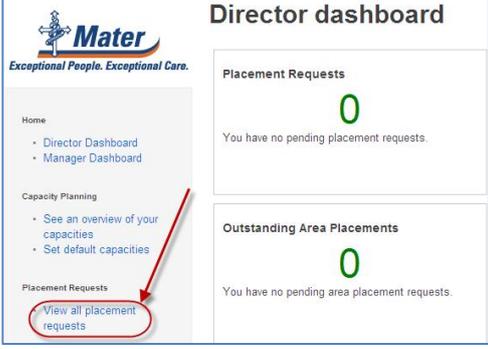
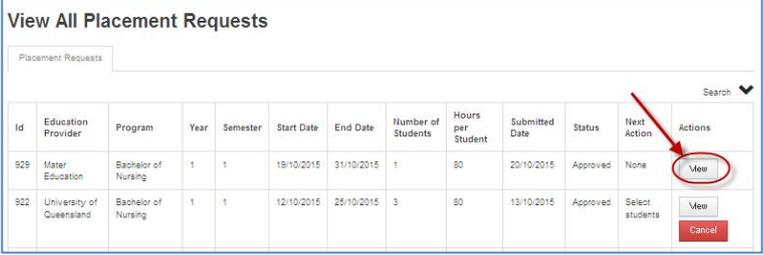
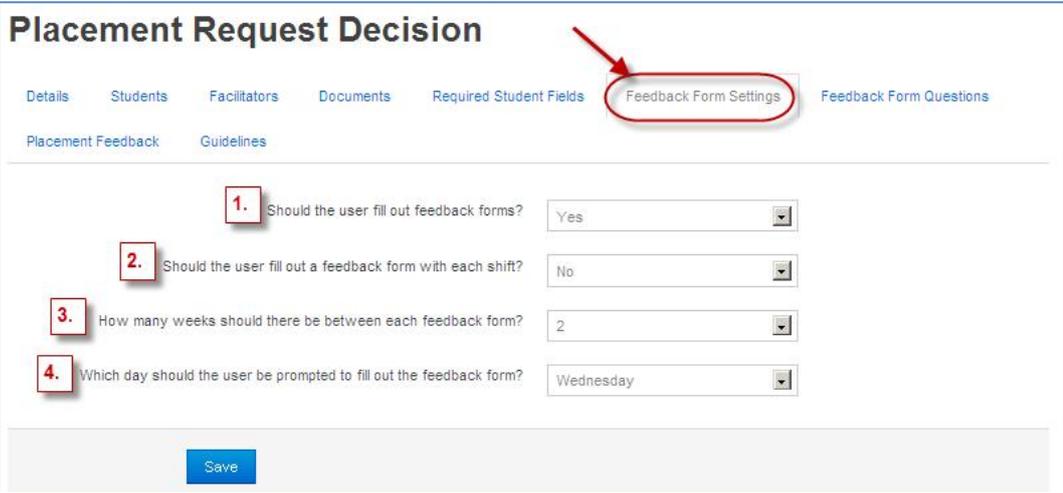


DRef-14 – Director Reference Sheet – Setting up Feedback Forms.

Steps	Action	What it looks like																																							
1.	<p>Click the View all placement requests link in the sidebar</p> <p>This will navigate to the Placement Requests Screen.</p>	 <p>The screenshot shows the 'Director dashboard' for Mater. On the left sidebar, under 'Placement Requests', the link 'View all placement requests' is circled in red. The main content area shows 'Placement Requests' with a count of 0 and 'Outstanding Area Placements' also with a count of 0.</p>																																							
2.	<p>Find the Placement group you want to set up feedback forms for and click the View button.</p>	 <p>The screenshot shows a table titled 'View All Placement Requests'. The table has columns for Id, Education Provider, Program, Year, Semester, Start Date, End Date, Number of Students, Hours per Student, Submitted Date, Status, Next Action, and Actions. The 'View' button in the Actions column for the first row is circled in red.</p> <table border="1" data-bbox="727 922 1490 1070"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>929</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>19/10/2015</td> <td>31/10/2015</td> <td>1</td> <td>80</td> <td>20/10/2015</td> <td>Approved</td> <td>None</td> <td>View</td> </tr> <tr> <td>922</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>25/10/2015</td> <td>3</td> <td>80</td> <td>13/10/2015</td> <td>Approved</td> <td>Select students</td> <td>View Cancel</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	929	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View	922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View Cancel
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3.	<p>In the Placement Request Decision screen, click on the Feedback Form Settings tab and answer the four questions.</p> <p>The first question (1.) determines if feedback forms are generated or not. If No is chosen, no other question becomes active.</p> <p>The second question (2.) determines if a feedback form is generated every <i>shift</i> or every <i>one or more weeks</i>. Choose Yes for every shift, or No for a weekly cycle of feedback forms.</p> <p>The third (3.) and fourth (4.) questions only become active if No is chosen for question 2. Choose between a 1 to 10 week cycle for how often the form generates, and a day of the week for when the form will generate in each cycle.</p> <p>Click the Save button when complete.</p>	 <p>The screenshot shows the 'Placement Request Decision' screen with the 'Feedback Form Settings' tab selected. Four questions are numbered 1 through 4:</p> <ol style="list-style-type: none"> Should the user fill out feedback forms? (Yes) Should the user fill out a feedback form with each shift? (No) How many weeks should there be between each feedback form? (2) Which day should the user be prompted to fill out the feedback form? (Wednesday) <p>A 'Save' button is visible at the bottom.</p>																																							



4. Clicking on the **Feedback Form Questions** tab displays the Supervisor and Student Questions that will be generated for each form.

You can:

- Add a question by typing in the question in the text field, choosing an answer type from the drop down list and clicking the **Add** button.
- Remove a question by clicking the ✕ at the end of the question you wish to remove.
- Change the order of the questions by clicking the ↑ to move that question up the order by 1 place.

The answer types are:

- **Numeric:** Respondent types in any number.
- **Comment:** Respondent types in to a free text field.
- **Likert scale:** Respondent chooses one option from Strongly Disagree, Disagree, Neutral, Agree and Strongly Agree.
- **Yes/no:** Respondent chooses either yes or no.
- **True/False:** Respondent chooses either true or false.

The screenshot shows two columns: 'Supervisor Questions' and 'Student Questions'. Each column contains a list of questions with 'Add', 'Remove', and 'Move' icons. At the bottom, a form is shown with a text input field, a dropdown menu (set to 'yes/no'), and an 'Add' button. A red box highlights this form, and a red arrow points to the dropdown menu, which is open to show options: 'Comment', 'Numeric', 'Comment', 'Likert scale', 'yes/no', and 'true/false'.

5. **Note:**
Feedback Form settings and questions **default** to have the same settings and questions as the Placement Request:

- a. With a matching **Student Group** assigned; AND
- b. It has been **Approved**; AND
- c. Has the most recent **Submitted by** date.

Updating the Feedback Form settings and questions will update the **default** if the Placement Request updated matches this criteria.