

GATHERING INFORMATION ON YOUR STUDENTS

Usually we need three kinds of information about our customers:

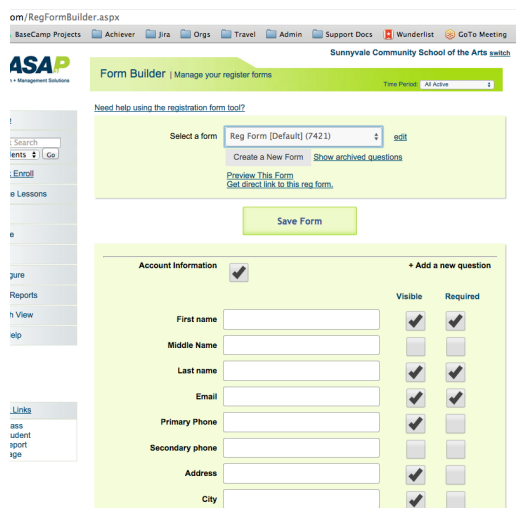
- **Account information** that is general, ‘static’ information such as name, date of birth, address, school name, work experience, etc. These are usually unchanging, past-tense things.
- **Enrollment information** that is specific to a class or lesson enrollment and gathers performance experience, special interests, etc. These are usually active, present or future tense things.
- **Application information** when you need extensive and hopefully thoughtful answers to questions that need to be evaluated.

Once you’ve figured out the questions you need to ask your potential students, you then need to figure out how you want to see their answers.

- Will you need to share them with people who don’t have access to the system? If so, in what format?
- Will you need to see all the answers to the same question or just one student’s answers, or a combination?
- Will you want to see them after the class is over?

If you can resolve these questions and understand who will use the information and how, you’re 90% done.

ACCOUNT INFORMATION



The screenshot shows the 'Form Builder' interface in the ASAP system. It displays a form titled 'Account Information' with several input fields and checkboxes for 'Visible' and 'Required' status. The fields include First name, Middle Name, Last name, Email, Primary Phone, Secondary phone, Address, and City. The 'Visible' and 'Required' checkboxes are checked for all fields except 'Secondary phone'.

Field	Visible	Required
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary phone	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Info Comes In

In ASAP, Account Information is gathered through the **Registration Form** and held, wait for it, in the Family Account! This includes name, address, email etc., of all members of the family. All fields in the Registration Form, including any you add under Additional Information, are held at the account level (in the Family Account and Student Account) and accessible through the Student Report. These are available to anyone who has access to the student account.

Remember you can customize Registration Forms for specific types of customer and for those enrolling in specific Programs.

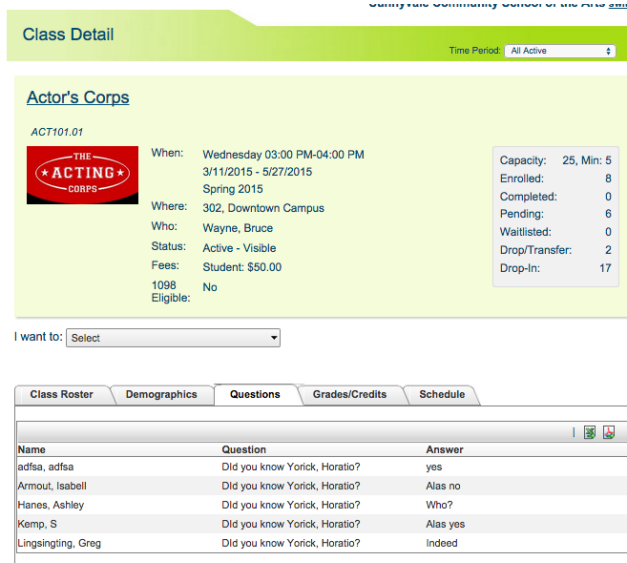
Info Goes Out

The Student Report allows you to export the answers to questions in the Reg Forms to excel and review all answers to one question or one student’s answers to all questions quite easily. The responses are also available to anyone with access to the student account.

Use: gather information about the people that doesn’t change often and needs to be kept available to customer and ASAP users for ever.


More about the Registration Form is here <https://asapconnected.zendesk.com/hc/en-us/articles/202317366>

ENROLLMENT INFORMATION



Class Detail Time Period: All Active

Actor's Corps
ACT101.01



When: Wednesday 03:00 PM-04:00 PM
3/11/2015 - 5/27/2015
Spring 2015

Where: 302, Downtown Campus

Who: Wayne, Bruce

Status: Active - Visible

Fees: Student: \$50.00
1098 Eligible: No

Capacity: 25, Min: 5
Enrolled: 8
Completed: 0
Pending: 6
Waitlisted: 0
Drop/Transfer: 2
Drop-In: 17

I want to:

Class Roster | Demographics | **Questions** | Grades/Credits | Schedule

Name	Question	Answer
adfsa, adfsa	Did you know Yorick, Horatio?	yes
Armout, Isabell	Did you know Yorick, Horatio?	Alas no
Hanes, Ashley	Did you know Yorick, Horatio?	Who?
Kemp, S	Did you know Yorick, Horatio?	Alas yes
Lingsingng, Greg	Did you know Yorick, Horatio?	Indeed

Info Comes In

For Enrollment questions you need to gather when they’re enrolling in a specific class, such as “How long have you been studying Tap Dance?” for the Tap Class, the best place for that is in **Custom Questions in the Course**. The answers to these questions are found in the ClassDetails page and are easily accessible by anyone managing or teaching the class itself.

Info Goes Out

You can export these answers also but they will only be exported with other top-level information about the student. Also, note that they are CUSTOM questions, meaning designed just for this class. They do not travel with the student if the student transfers class and are stuck like glue to the class only.

Use: gather information about the student's experience of the class subject and available only for the length of the class.

APPLICATION INFORMATION

Info Comes In

For those classes and lessons that require applications and questions like 'why do you want to be a potter?' there isn't an ideal solution in most online registration systems. These questions need to have sufficient space to hold essay length answers and rules that allow the applicant to save one answer at a time, complete the form another time or even go back and change an answer.

Depending on your requirements, there are online services, such as Wufoo.com that will allow students to save their submissions and revisit/change them, or a simple [Google form](#), that gives applicants the space to enter a lot of text.

Info Goes Out

With both of these solutions, you will have data to download in a form format, as well as an excel or csv spreadsheet. If you want to attach the application to the student's account, you can upload it in the Student Document section, making it available to anyone with access to the student's account.

Use: gather information from a student to allow for evaluation or extensive data gathering in a user-friendly environment