

SEFWEs Formstack Training

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Agenda

- What are SEFWEs
- Where are the forms located in Formstack
- Initial setup
- Distribute the forms
- Review the submissions



What are the SEFWEs

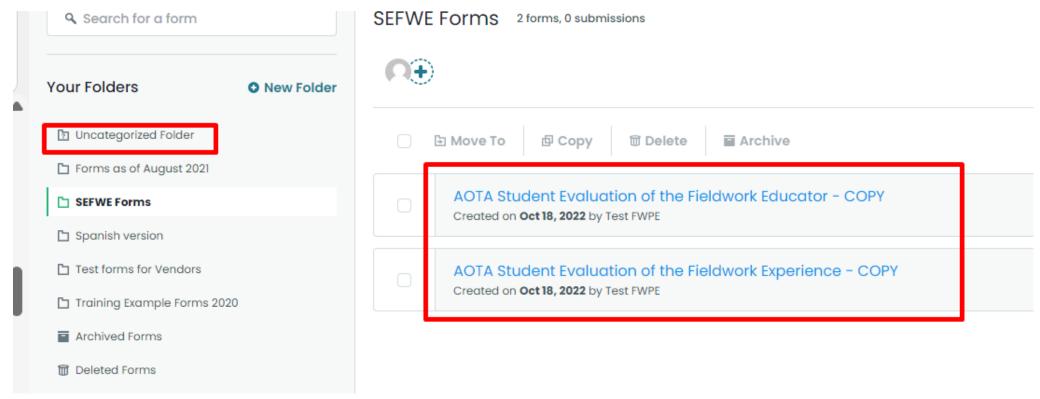
- Student Evaluation of Fieldwork Experience
 - >Student should review with their FWE prior to the submission
 - The eval is shared with AFWC, fieldwork site and other students in the same program
- Student Evaluation of Fieldwork Educator
 - ➤ This evaluation of fieldwork educator is NOT required to be shared with fieldwork site or educator at the time of submission



Where are the SEFWEs located in Formstack

Default location

Formstack Forms > Uncategorized Folder

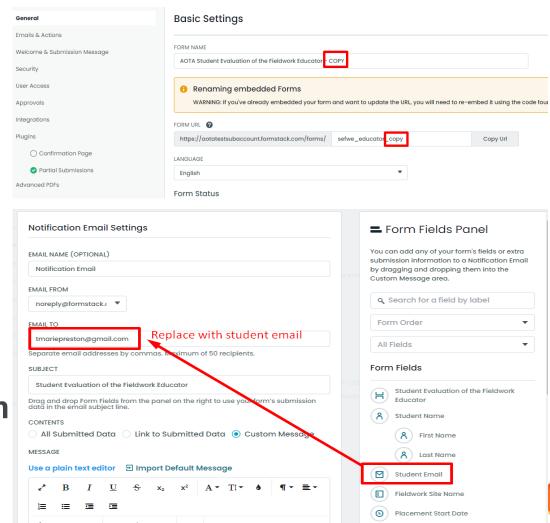




Initial setup

Update the form name, form URL and notification email

- Log into Formstack Forms
- Go to Forms
- Hoover your mouse over one SEFWE form and select "Settings"
- Remove " Copy" at the end of the form name and URL
- Click "Emails & Actions"
- Click "Edit" next to Notification Email
- Change "Email To" to the student email by dragging the student email from "Form Fields" to "Email To" box



Distribute the forms

Create a portal

Share the form via email



Review the submission

- Log into Formstack Forms
- Go to Forms
- Hoover your mouse over one SEFWE form and select "Submissions"



Resources

Training recording:
 https://www.aota.org/education/fieldwork/fieldwork-performance-evaluation

FAQs
 https://customerservice.aota.org/hc/en-us/

Need additional help or training
 Contact AOTA Customer Service customerservice@aota.org

